Monmouth County

Board of Elections

Poll Worker Manual and Equipment Guide

Board of Elections	732-431-7802 x7150
Poll Worker Hotline*	732-431-7040
Voting Equipment Help Line	732-431-7291
Voter Registration	732-431-7780 x7775, 7788, 7777

*Direct line to BOE Office, no dial prompt - available election day only

Revised August 2026

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THANK YOU FOR BEING A POLL WORKER

The commissioners and staff of the Monmouth County Board of Elections would like to recognize the hard work and diligence that our Poll Workers put toward upholding the sanctity of our election process.

Efficient and secure elections are the cornerstones of our democracy and without the concentrated efforts of our Poll Workers, we would not be able to hold our elections to the high standards that all members of our county expect and deserve.

Thank you for your contributions to a pivotal role in our election process.

-Monmouth County Board of Elections Staff

SCOPE OF THIS GUIDE

This guide will cover the rules and requirements to uphold at the poll place in addition to the procedural steps that should be taken to successfully operate the polls.

For instructions detailing the step-by-step opening and closing of the equipment at the polls, please see the equipment guide from the webpage below.

PDF & VIDEO INSTRUCTIONS

For PDF copies of the Poll Worker Manual use the link below

https://www.co.monmouth.nj.us/page.aspx?ID=3704

For video instructions on how to open the equipment at the polls, please use the link below

https://www.co.monmouth.nj.us/page.aspx?ID=3759

TOPIC LISTING

ADA Controller 42
Address Update Screen 35
Challenge Forms (C3 and C2-C4) 65
Challenger Information 47
Clock In Procedure 17
Clock Out Procedure 51
Closing Checklist 50
Closing of Polls 49
Code of Conduct 66
County Election Offices/Contact info 7
Disability Certificates for Assistance 67
Emergency Paper Ballots 75
Emergency Protocols 74
Incident Report 68
Opening Checklist 9
Pollbook Closing Procedure 55
Pollbook Opening Procedure 13
Provisional Affirmation Statement 69
Provisional Ballot 39
Redirecting a Voter to Their Poll Location 43
Reissuing a Ballot 46
Responsibilities 5-6
Searching for a Voter 34
Standard Ballot 36
Supplies 8
Troubleshooting Guide 77
Voter Complaint Form (C-5) 73
Voter Information Update Form 70
Voter Not Found 44
Voter Status 33
Voter Turnout Form 71
Voter Unable to Sign Statement Form 72
Voting Machine Closing 59
Voting Machine Opening Procedure 25
Voting Process Overview 31
Wi-Fi Device Closing Procedure (Cradlepoint) 63
Wi-Fi device opening procedure (Cradlepoint) 10

POLL WORKER RESPONSIBILITIES

Responsibilities before the opening of polls:

- **Arrive at 5AM** to begin setup at your location.
  - Follow each step in the "Opening Checklist" on page 9.
  - Polls must be open to voters at 6AM.
  - Hang all signs and posters located inside the supply kits.
  - Ensure there are no obstructions for voters inside and around the poll place.
  - Ensure pathways for handicapped voters are accessible.

For an additional $30, a designated Poll Worker must pick up AND return the district Blue Canvas Bag at the local Municipal Clerk's office. They will be responsible for delivering this bag to the poll location the morning of election day, and for returning it at the end of the day. Designated workers will receive advanced notification from the local Municipal Clerk.

Responsibilities during the polling period:

Voter processing & documenting incidents
Poll Workers should maintain order at the polls and process voters in an accurate and timely fashion.

Workers are provided an "Incident Report" within the blue envelope in case of any issues, mistakes, or problems experienced during the day. Please clearly document any troubles that are experienced throughout the day. When in doubt, make note of any situations on the Incident Report (see page 68).

Monitoring the Poll Place
Monitor the poll place for electioneering. **Electioneering is not permitted within 200 feet of the entrance of the polling place.**

Electioneering applies to any circulars, or printed matter, including clothing, in support of any candidate or party or public question that is on the ballot within the polling place or within 200 feet of the entrance to the polling place. (Title 19:34-15)

There should not be any discussions concerning political preferences or opinions at the polling place. Social or fundraising activity of any group or organization is not permitted within 200 feet of the entrance to any polling place on Election Day.

If officials will be present to conduct "**Exit Polling**," the Board of Elections will notify your district. You will also be notified if representatives from the media will be present on Election Day. Media with credentials from the Board of Elections are the only people who are allowed to take photos or video in a polling location.

Posting the Voter Turnout Sheet (AKA: 2hr Count Sheet)
Poll Workers are responsible for updating the Voter Turnout Sheet every 2 hours following the opening of polls. Follow the instructions on page 71 for more details.

Responsibilities after the closing of polls:

Marking the line at the closing of polls

- At the closing of polls, voters already in line must be permitted to vote. A Poll Worker should stand at the end of the line at 8 PM to prevent latecomers from entering the line.
- After the last voter finishes voting, observers may view the closing procedures. Official challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

Shutting down all equipment

- Follow each step in the “Closing Polls” checklist on page 50.
- After the “Close Polls” button has been pressed on the Voting Machine, the results will be saved to a flash drive inside the top compartment of the Voting Machine. After powering off, remove this drive and place it inside the results flash drive case within the clear envelope.

Final Results Report

- Each machine will print 4 copies of the Final Results Report and 1 copy of a Write-In Report.
- Ensure all copies of the Final Results Reports are signed by each Poll Worker in the district.
- One copy of the Final Results Report from each machine is to remain at the polling place for viewing by the public.
- Remaining copies of the results reports are to be returned in the clear envelope provided in the blue bag.
- The single copy of the Write-In Report (per machine) should be placed inside the clear envelope provided in the Blue Canvas Bag.

COUNTY ELECTION OFFICES

County Elections Offices:

Monmouth County has three distinct election offices that are responsible for different roles in the election process. These offices are the:

- Board of Elections
- Superintendent of Elections/Commissioner of Registration
- Clerk of Elections

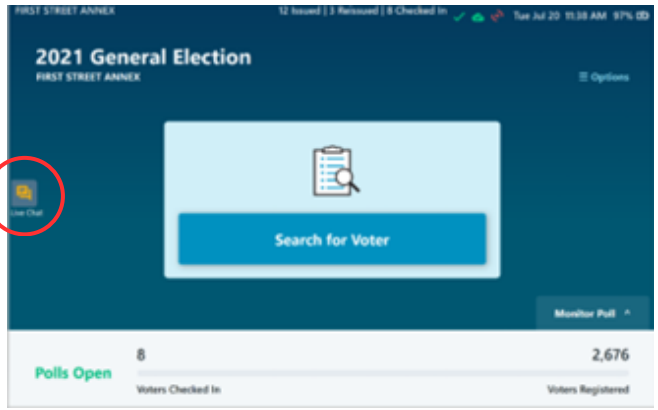
These three offices are independent of each other, but work in partnership to facilitate the election process within Monmouth County.

What duties are each office responsible for?

Board of Elections: • Polling Locations • Poll Workers • Master Poll Workers • Challengers • Tabulation of vote by mail & provisional ballots • Redistricting	**Main office number:** 732-431-7802 ext. 7150 **Direct Poll Worker Hotline*:** 732-431-7040 *Election Day only
Superintendent of Elections: • Voter Registration • Party Affiliation • Voting Machines • Pollbooks	**Phone numbers:** Voter Registration: 732-431-7780 ext. 7775, 7777, 7788 Voting Machine/Equipment Warehouse: 732-431-7291
Clerk of Elections: • Vote by mail applications • Candidate petitions • Sample ballots • Collection of election results • Certification of Results	**Phone number:** 732-431-7790

Live Chat Feature

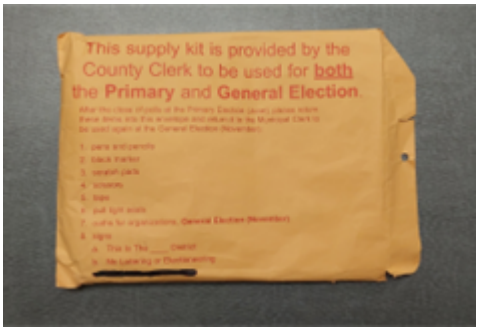
In addition to dialing the numbers listed above, Poll Workers may utilize the pollbook's "Live Chat" feature to contact the county election offices.



POLLWORKER SUPPLIES

Manila envelope: *from Clerk of Elections*

- Oath of Office (to be signed)
- Sample Ballot (to be posted)
- Voting District Signs (to be posted)
- American Flag Poster (to be posted)
- Pens, tape, scissors and supplies
- Zip ties to string Voting Authorities



Blue envelope: *from Board of Elections*

- **Password sheets**
- Poll Worker Badges (please return)
- NJ Voter's Bill of Rights poster (to be posted)
- Voting by Mail In Ballot poster (to be posted)
- Poll Worker Manual
- Incident Report (to document all issues)
- Map (to be posted)
- Voting Machine Instructions (double sided, held for voters at machines)
- Voter Turnout Sheet (to be posted by door)
- Handicap Accessibility Signs
- No Pets—Service Animals Only sign (to be posted)



Red envelope: *from Superintendent of Elections*

- Voter Information Update Form
- Challenge forms (C2/C4 and C3 forms)
- Voter complaint form
- Assistor form
- Unable to Sign form



Clear Envelope for returning: *for Clerk of Elections*

- Results USB sticks
- All copies of Zero Proof Reports
- 3 copies of Final Results Reports (from each machine)
- 1 copy of Write-In Report (from each machine)





Orange Provisional Ballot Bag: *from Superintendent of Elections*

- Provisional Affirmation Statements
- Additional documentation needed letter
- Completed provisional ballots are returned in this bag.



OPENING CHECKLIST

Complete the steps on this checklist upon arrival to your designated poll location at 5AM. Voters may not be checked in until the polls open at 6AM.

Refer to specific instructions on the steps to open the pollbooks (page 13), open Voting Machines, (page 25) and starting the Wi-Fi device (page 10).

- ☐ Locate the Pollbooks and Voting Machines corresponding to the voting district you are assigned to.
- ☐ Remove Voting Machine keys from supply bag.
- ☐ Open rear compartments of all Voting Machines. Remove surge protectors, extension cords, activation cards, and Audio device.
- ☐ One Wi-Fi device will be provided to your voting location within the rear compartment of a Voting Machine or via the Municipal Clerk's office. If your district has a device, ensure it is plugged in and turned on immediately.
- ☐ Locate the password sheet inside the blue envelope within the supply bag.
- ☐ Set up appropriate pollbooks for your district and ensure the green checkmark is displayed across the top of the screen.
- ☐ Set up appropriate Voting Machines for your district. Sign all Zero Proof Reports and file them inside the clear envelope in the supply bag.
- ☐ Set up seating for voters to fill out Provisional Ballot Affirmation Statements and other forms. Ensure privacy screens are set up.
- ☐ Set up seating for challengers.
- ☐ Display the following signage located inside the supply bag:

  Blue Envelope
  - ☐ Voters Bill of Rights poster
  - ☐ District map
  - ☐ Handicap accessibility sign
  - ☐ Voter Turnout Form (2 hour count sheet) post on/near entry door
  - ☐ Vote by Mail-In Ballot poster
  - ☐ No pets-service animals only sign
  - ☐ No Electioneering sign
  - ☐ Code of Conduct List

  Manilla Envelope
  - ☐ Sample ballot
  - ☐ American flag poster (post on entry door of location)
  - ☐ Voting district sign (on or behind pollbook table)
  - ☐ Zip ties (for voting authorities))
- ☐ All Poll Workers must clock-in on the pollbook.
- ☐ Must sign Code of Conduct statement on pollbook
- ☐ Sign the Oath of Office form within the Manilla Envelope

STARTING THE WI-FI DEVICE



STARTING THE WI-FI DEVICE

Please note: Your Voting Machines may not contain a Wi-Fi device.

Wi-Fi devices are distributed per voting location, not per voting district. **If you do not have a Wi-Fi device in the rear compartment of either Voting Machine in your district, you may skip this section.** In some instances a stronger Wi-Fi device may be allocated to your district. This device will come with a separate instruction sheet.

This device creates a secure network connection for the pollbooks at your voting location to utilize.

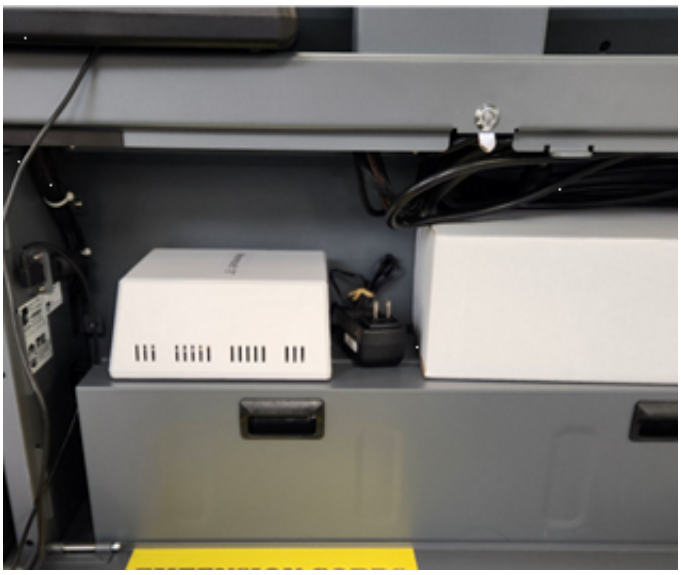
If your district has one, it will be located in the rear compartment of one of the Voting Machines.

Remove the device from the back of the Voting Machine.



This device should be turned on immediately in the morning prior to the opening of the pollbooks.

Place the Wi-Fi device in central location near the pollbooks. If pollbook performance is slow during the day, move the Wi-Fi device to a nearby window, if possible.



In locations where there are more than one district, a different district may have received the Wi-Fi device. Verify with other districts that it is plugged in and ready to use.

STARTING THE WI-FI DEVICE

Plug the power cable into an outlet.



Turn the device over and look into the vent slots.

Four LEDs will turn on after a few minutes.



Place the device near a wall or windows for the best reception. If possible, centrally locate among the location's pollbooks.

On the pollbook, you can check for a successful connection by checking for green icons across the top of the screen.

In addition to the network connection icons, there will be a printer icon indicating the status of the printer.



Printer Connected

Printer Not Connected

Pollbook Opening Procedure



POLLBOOK OPENING PROCEDURE

Obtain the power strips and extension cords from the back of the Voting Machine.

Place the blue case flat on the table and rotate it so the orange buckles are facing you and the ES&S logo on top is visible.

Break the seal on the handle and unfasten the orange buckles to open the box.



Take the device labeled ExpressVote Printer out of the box and place it on the table, facing the poll worker.

Remove the pollbook from the box. Place it so the “Scan Here” icon is facing the voter side of the table.

Remove the remaining power cables and the white square power block from the case.

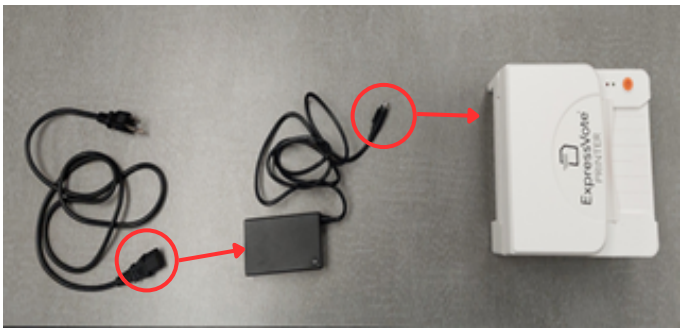


To connect the printer to power, grab:

- the cord with a power outlet prong
- the cord with the black power brick

Plug the power prong into an outlet and the other end into the black power brick.

Plug the circular plug attached to the power brick into the printer.



POLLBOOK OPENING PROCEDURE

Take the remaining black cable and plug the rectangular USB end into either plug on the side of the pollbook's base.

Take the other end of the cable and plug it into the remaining plug on the back of the printer.



Plug the orange cable attached to the pollbook into the white power block.

Plug the white power block into an outlet.

Note: If the power prongs on the block are not lowered, use your finger to pull them down.



Briefly press the orange power button on the printer. The printer will beep and its button will light up to indicate it is on.

Press the orange power button on the Pollbook. The Launch screen will display after a minute.





After the pollbook has powered on, touch the Launch button on-screen.

When prompted, enter the PQC Code. This code can be found on the password sheet located in your district's blue envelope.





POLLBOOK OPENING PROCEDURE

Verify that the poll place location and district number information in the top left corner of the screen matches your assigned area.



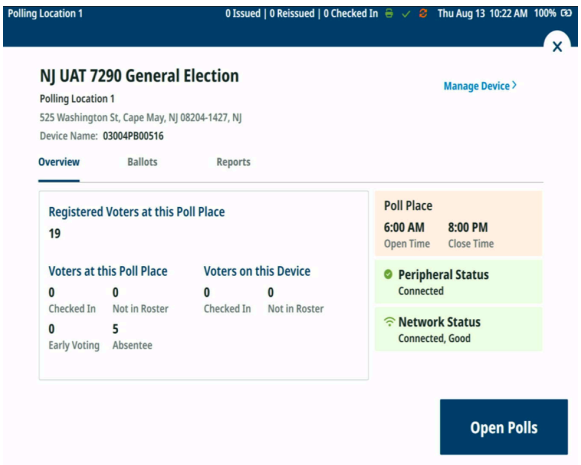
Enter the user name, and password found on your passwords list in the Blue Canvas Bag, then touch “Sign In.”

Note: As you enter the password, the password field has an option to be unmasked.



The pollbook will display the following screen.

- 0 (zero) Voters Checked in
- Status Colors:
  - Poll Place (red - closed : green - open)
  - Peripheral status (green - printer connected and turned on)
  - Network Status (green - Cradlepoint turned on)
- Touch Open Polls to open the polls



Pollbook status indicators on the top right of the screen Monitor these icons during the election day to ensure that the pollbook is ready to check in voters.

The green printer icon indicates the printer is on and ready

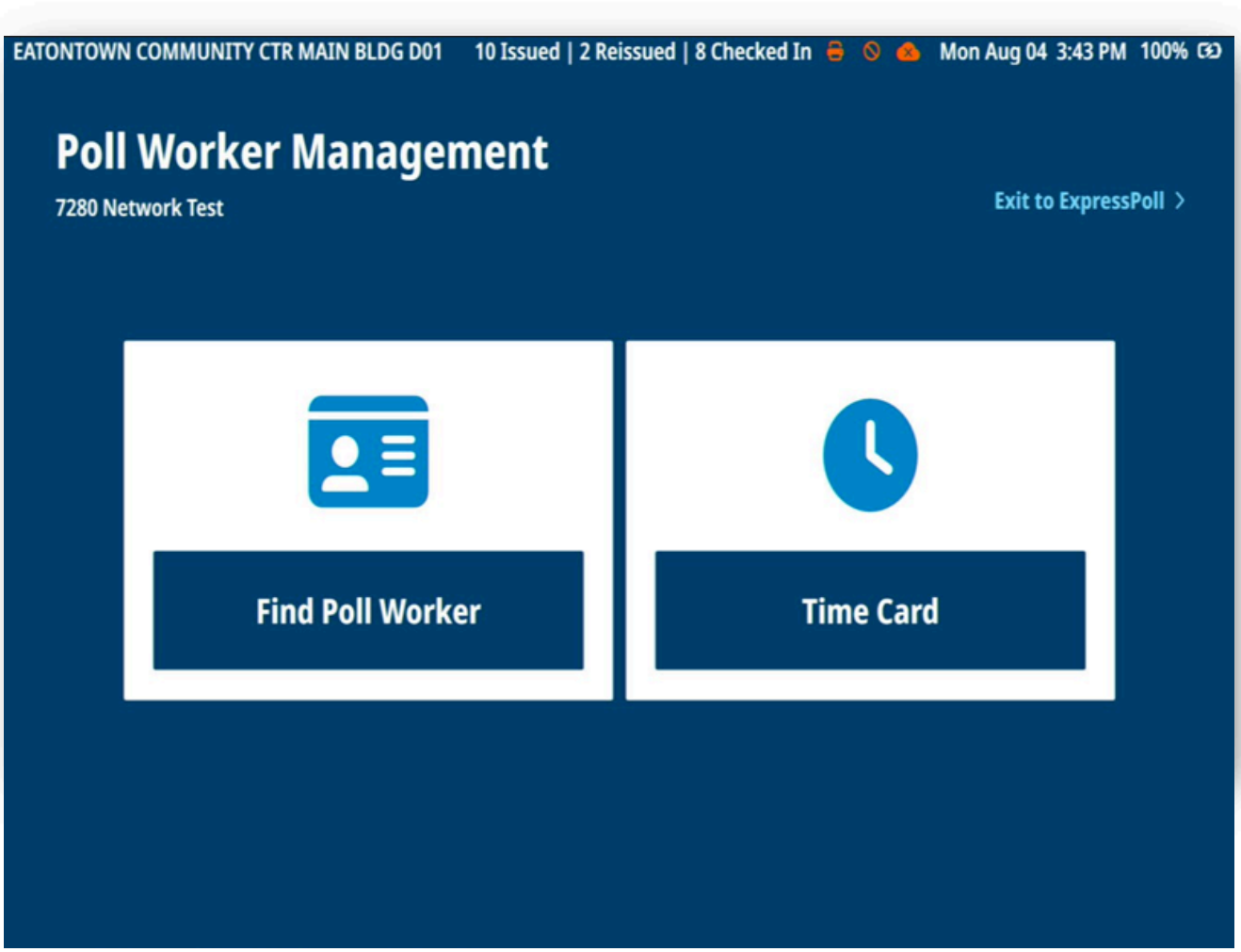
The green checkmark indicates the pollbook is connected to the cradlepoint router (Network Status)

The Cloud with the checkmark indicates connection with the host system.



Printer Connected
Printer Not Connected

Clock-In Process

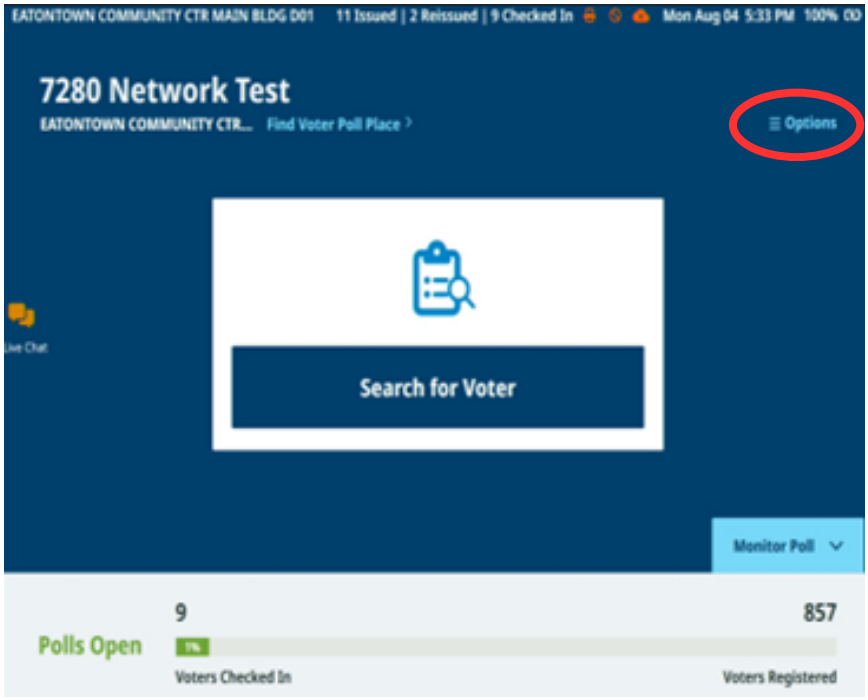


CLOCK-IN PROCESS

Standard Clock In

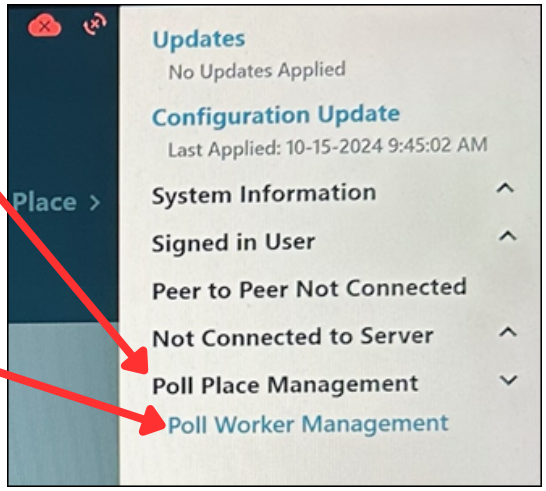
Poll Workers must clock-in on the pollbook to record their attendance for payment purposes.

From the main pollbook screen, touch the Options button in the top right corner of the pollbook.

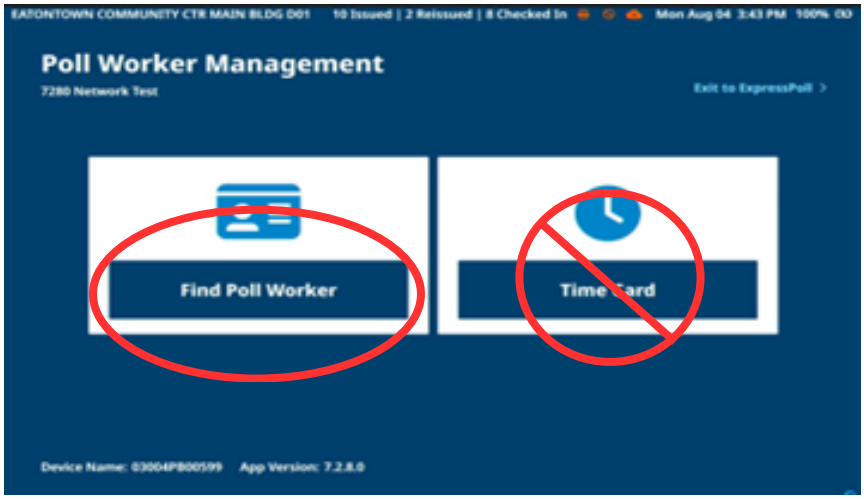


Tap the **Poll Place Management** black text to show the **Poll Worker Management** blue button.

Tap the blue Poll Worker Management button.



Touch Find Poll Worker.



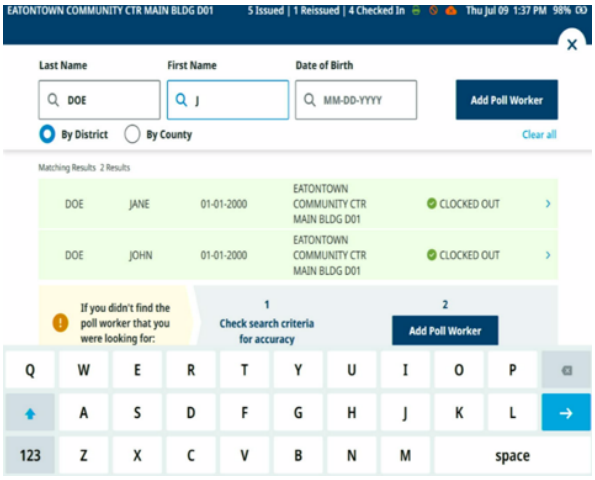
CLOCK-IN PROCESS

Standard Clock In (Continued)

The **Find Poll Worker** screen is prefilled with a list of Poll Workers assigned to your polling location.

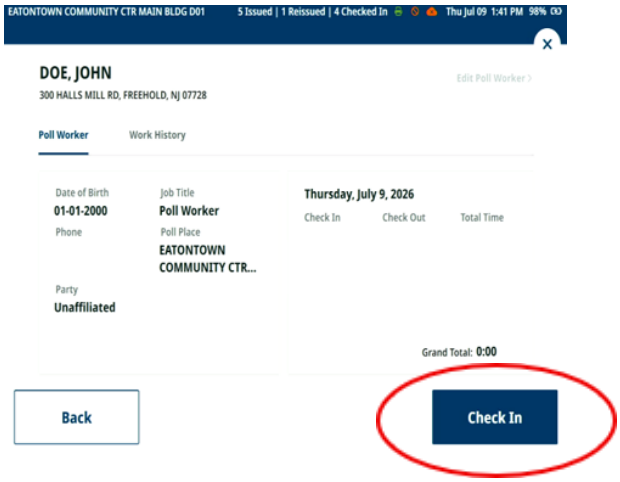
Select your name from the list or narrow the search by entering your name and date of birth in the search bar.

If your name is still not found, go to the **Wrong Poll Location** section on page: 21 for further directions.



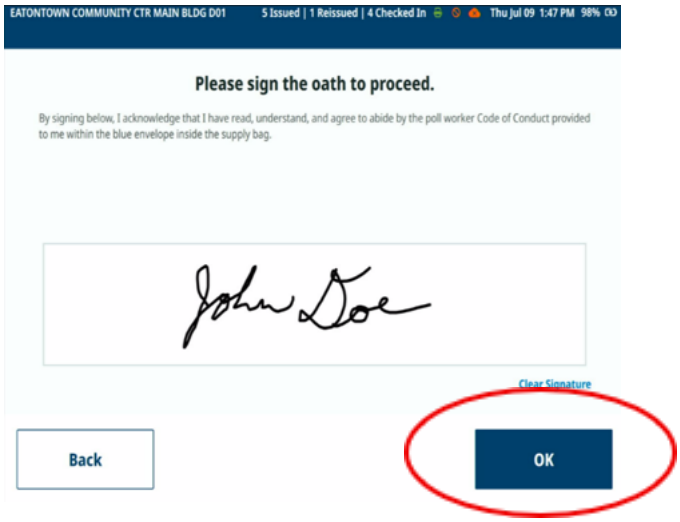
Once you have selected your name, you will see a screen prompting you to confirm your job title and poll place.

Touch ‘Check In’ to continue.



Using a stylus, sign the Code of Conduct affirmation on the screen.

NOTE: You must still sign the paper Oath of Office provided in the Manilla envelope.



CLOCK-IN PROCESS

Standard Clock In (Continued)

You are now Clocked In

Press ‘OK’



To return to the Search for Voter screen

Touch the ‘Exit to ExpressPoll’

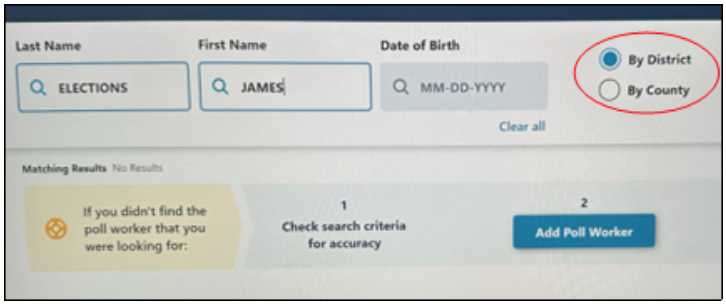


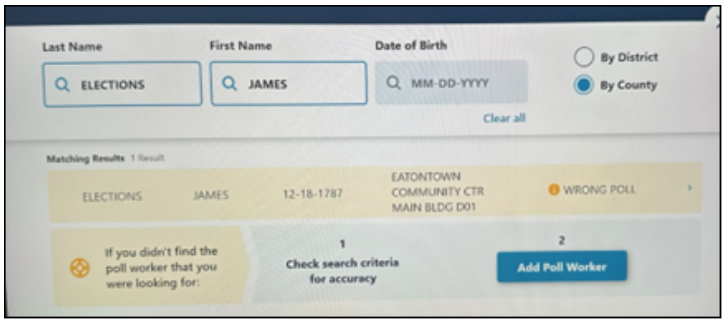
CLOCK-IN PROCESS

If you cannot find your record, you can expand the search. This may happen if your assignment was recently changed.

To do so, type the first few letters of your first and last name into the search fields and tap the “By County” button.

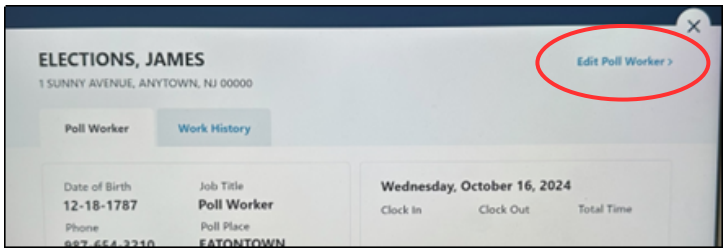
This is similar to when searching for a voter at the Wrong Poll Place.



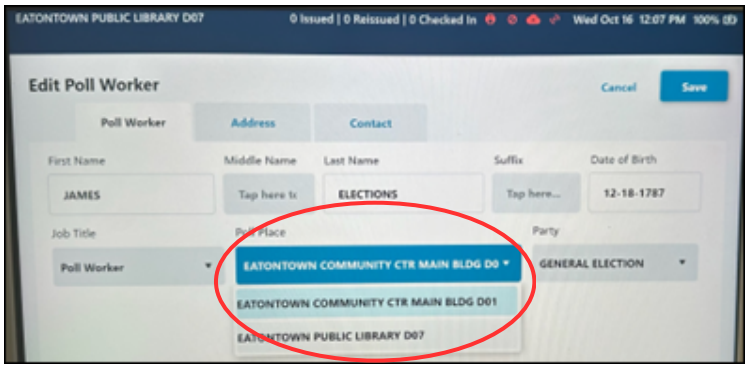


If your record appears, tap on your name.

If it does not appear, go to **Poll Worker Not Found** directions on page 23.



On the right side of the screen, tap the **Edit Poll Worker** button.



Tap on the **dropdown menu** for the location and **select the district that you are at** (it will prepopulate with the pollbook’s district).



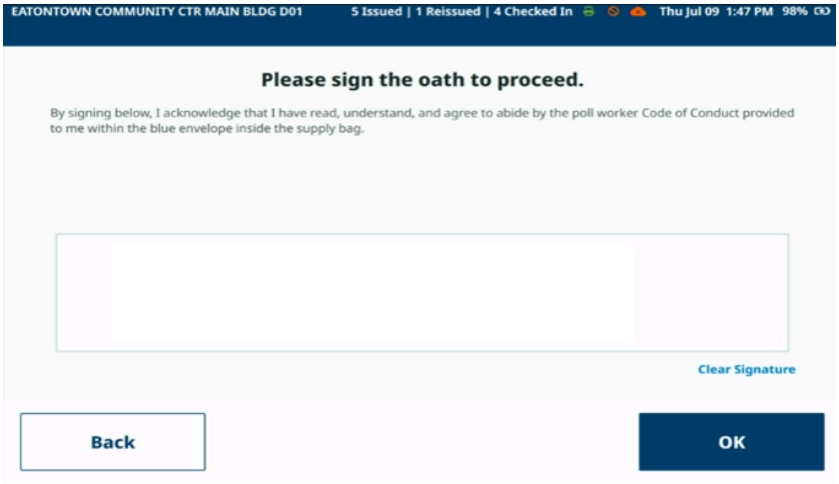
Tap **Save**.

CLOCK-IN PROCESS

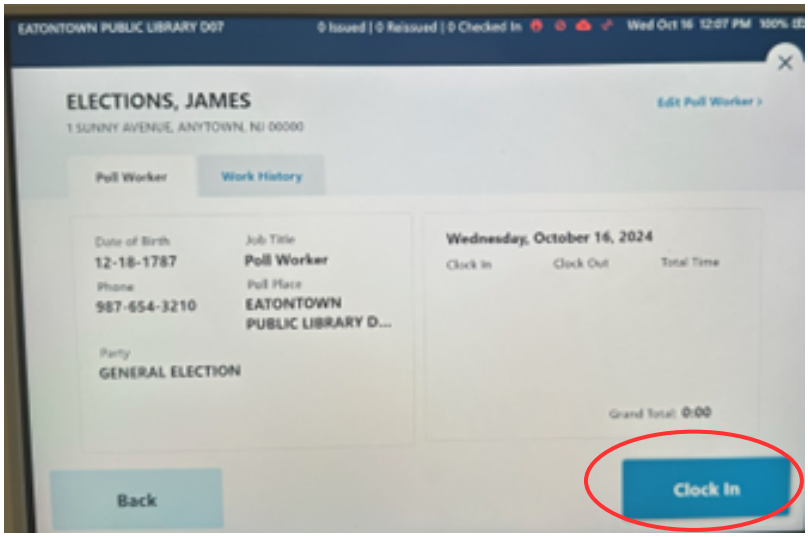
Using a stylus, sign the Code of Conduct affirmation screen.

NOTE: You must still sign the paper Oath of Office provided in the Manilla envelope.

Tap **OK**.

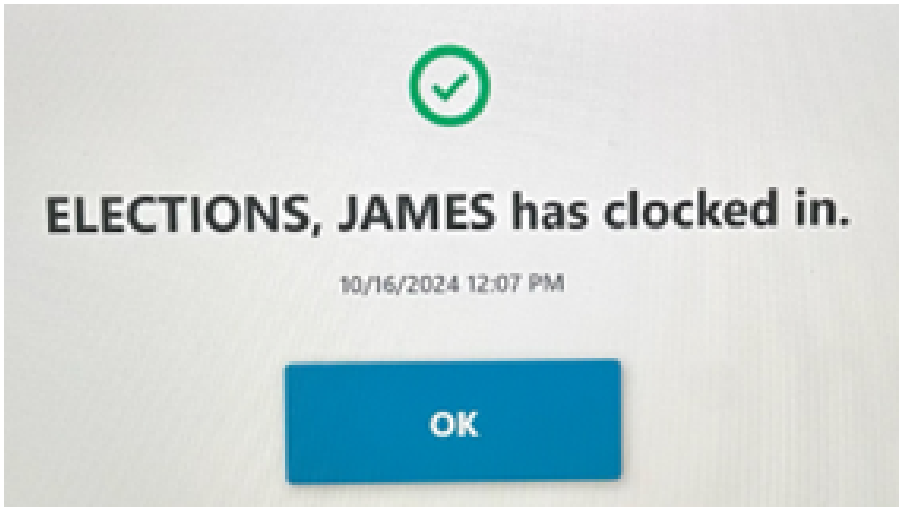


When your name and record appear, tap '**Check In'** on the bottom right of the screen.



Tap **OK**.

You are now clocked in. At the end of the polling period, you will have to clock out.

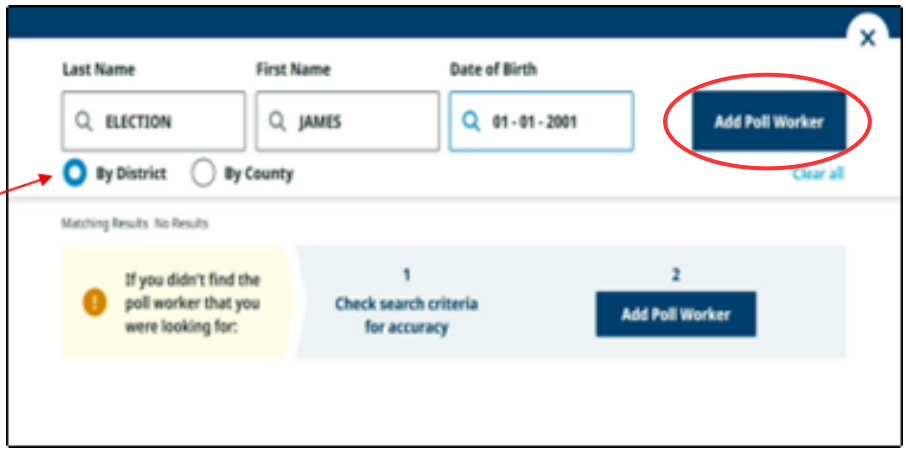


CLOCK-IN PROCESS

Poll Worker Not Found

If you are not able to find your record by district or county, you will need to add yourself in.

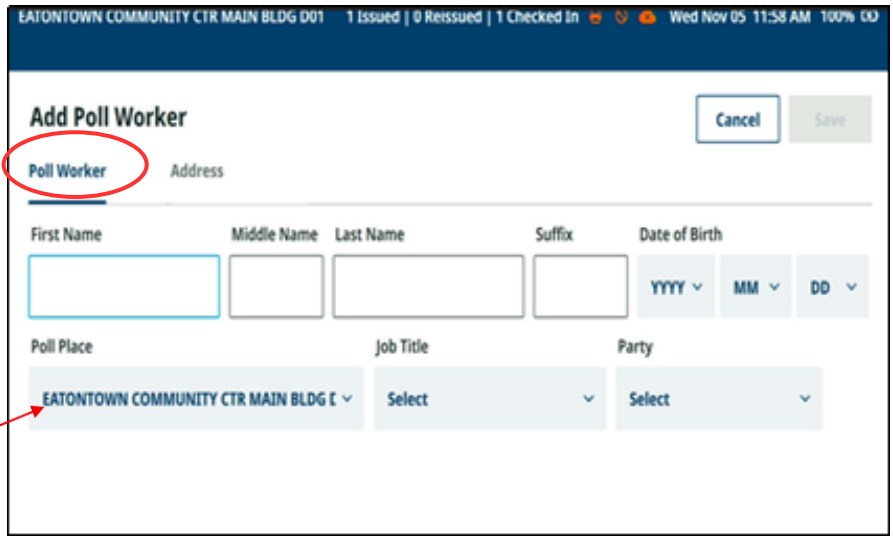
Tap **Add Poll Worker**



Under the **Poll Worker** tab, fill in your:

- First Name
- Middle Name (if applicable)
- Last Name
- Suffix (if applicable)
- Date of Birth (MM-DD-YYYY format)
- Job Title (Poll Worker)
- Party (If Applicable for Primary Election)

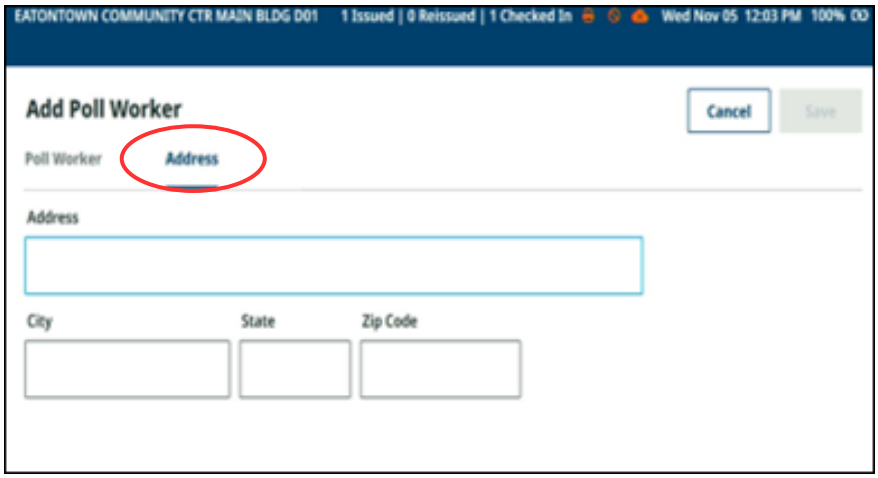
The Poll Place field will display the district that you are currently working in.



Tap the tab for **Address**

Type your:

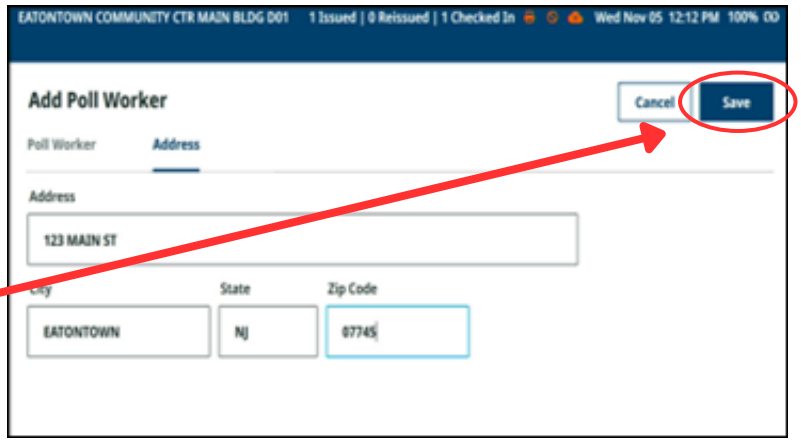
- Address
- City
- State
- Zip Code



CLOCK-IN PROCESS

Poll Worker Not Found (continued)

When the Poll Worker and Address information is entered the Save button will become available, you will be able to press the **Save** button.



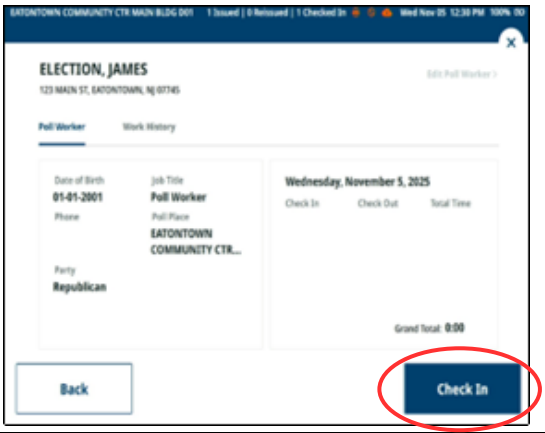
Using a stylus, sign the code of conduct acknowledgment presented on the screen.

Press **OK**, then press **OK** again.

NOTE: You must still sign the paper Oath of Office provided in the Manilla envelope.



The screen now displays your Poll Worker record.
Tap '**Check In**' on the bottom right of the screen.



Press **OK**.

You are now clocked in. At the end of the polling period, you will have to clock out.



Voting Machine Opening Procedure



Video Instructions

VOTING MACHINE OPENING PROCEDURE

Ensure the label on the side of the Voting Machine matches the municipality and district you are working in.



Obtain the Voting Machine keys from the red pouch located inside the Blue Canvas Bag for your district





Use the **Silver Hand Bars** **(not curtain arms)** to position the machine near an outlet.

Using your foot, press the wheel locks down to lock the machine into place.



Remove the red seal from the back of the machine.



VOTING MACHINE OPENING PROCEDURE

Use the Voting Machine keys to **open the rear access door** on all Voting Machines. Remove the surge protectors, extension cords, activation cards, audio headset, and the ADA controller inside.

If inside, remove the **Wi-Fi device** (as pictured on the right) from the machine. **Only one Wi-Fi device will be given to each voting location. Not all districts will have this device.** Refer to the Wi-Fi device opening procedure if this device was inside your district's machine.





Close the rear access door while carefully threading the controller cable **through the cable slot** on the upper left corner of the door.

Place the controller on the body of the machine.



Unwind the power cord on the side of the machine and plug it into an outlet.

Ensure the large **Green Light** on the side of the machine illuminates.

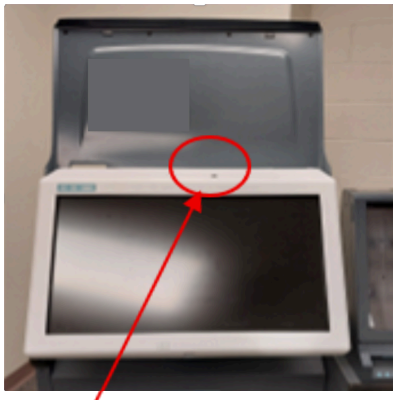




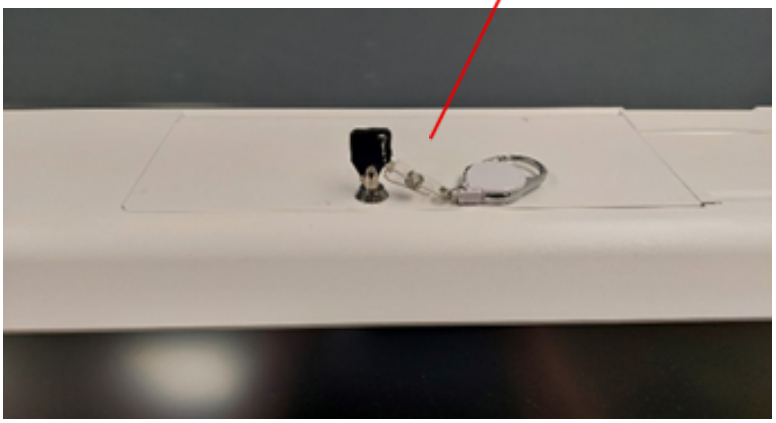
VOTING MACHINE OPENING PROCEDURE

Raise the gray screen cover and adjust the angle of the screen by gently tilting it from the base.





Using the Voting Machine key, unlock and open the media access door on top of the machine.

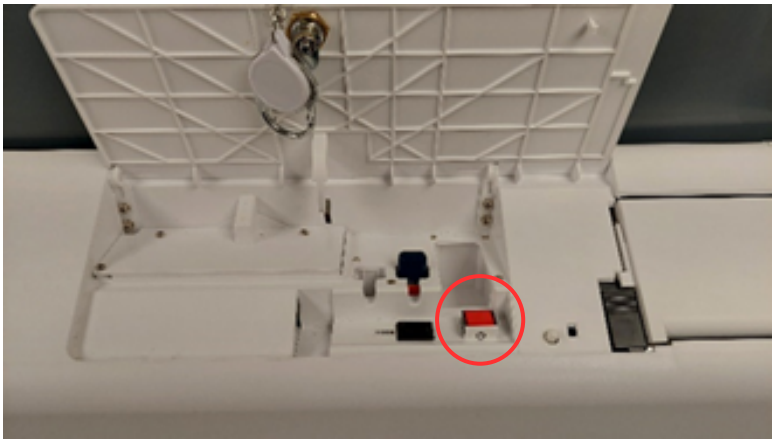


Press the **Red Button** inside the media access door to power the machine on.

Once the screen begins to power on, close and lock the compartment.

Note: If left open, a warning will display. To continue, close and lock the media access door.

In some instances the right side of the door may remain slightly ajar. Run your hand firmly across the top of the door to ensure it is fully shut.



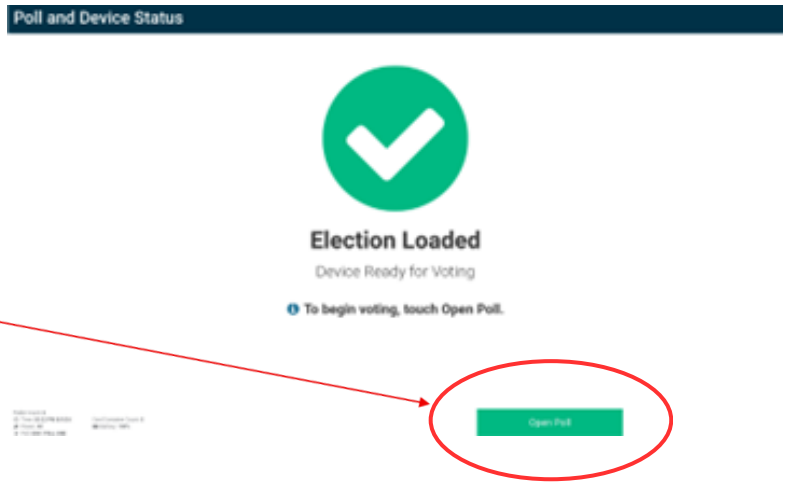
Enter the **Election Code** (**<u>found inside the blue envelope on the passwords sheet</u>**) Press shift to capitalize any capital letters within the code.

Touch Accept when finished.



VOTING MACHINE OPENING PROCEDURE

Touch “Open Poll.” A Zero Proof Report will print.



Verify the results of the report indicate that 0 votes have been placed.

After verification, have all workers sign the Zero Proof Report and place it inside the clear plastic envelope (as pictured).



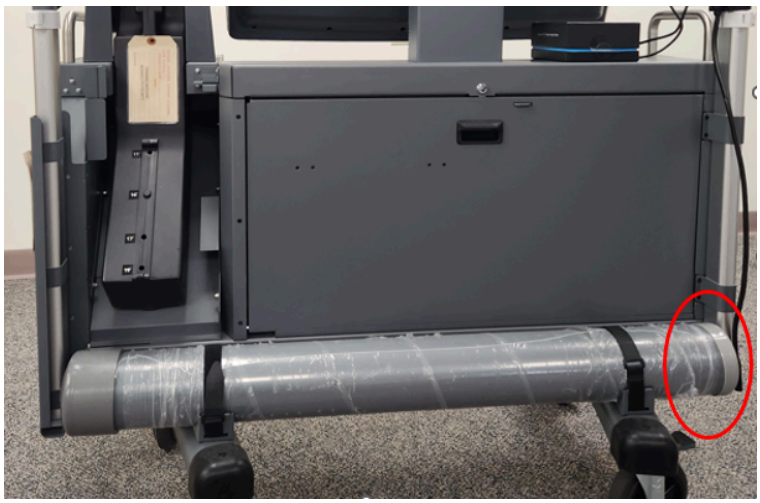
Unfasten the white clamps on both sides of the machine to raise the curtain arms.

Refasten the clamps when the arms are fully extended upwards.



VOTING MACHINE OPENING PROCEDURE

Remove the smaller cap and take the curtain out from tube on the back of the machine. Unroll and insert the curtain poles into the curtain arms.



Please note:

Voting machine lights are intended to shine at the floor and illuminate when a voting session has been activated.

Please do not cut the zip ties which hold the lights in position.



The Voting Machine has now been successfully set up.

Repeat these steps on the second Voting Machine.

Do not process voters until the opening of polls.

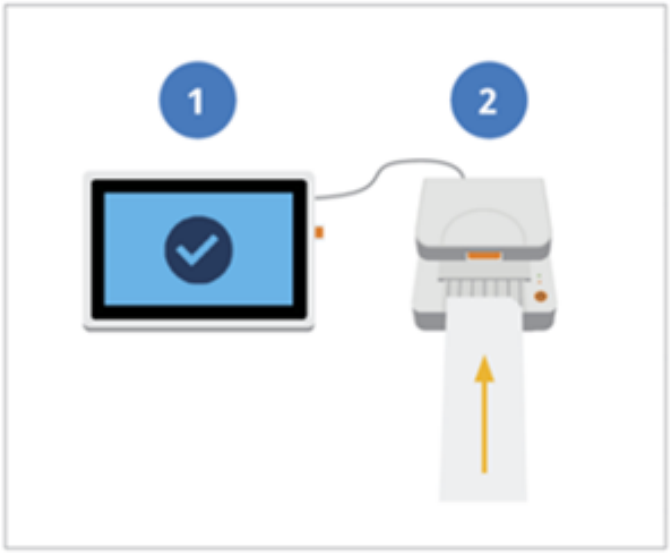


VOTING PROCESS OVERVIEW

1. The Pollbook is an electronic device that stores voter information. A Poll Worker uses this device to search for voters during check-in. It is automatically updated throughout the day of the election, maintaining voting status of each voter as they check in.

2. An activation card is fed into the Printer. The voter's district information is printed on a barcode on top of the card.

No personal information of the voter is printed on the Activation Card.



3. The Voter walks to a machine and inserts the Activation Card into the Voting Machine.



4. The voting machine reads the barcode to determine the proper ballot style to display for the voter.

The voter's ballot style is automatically displayed on the screen



VOTING PROCESS OVERVIEW

5. The voter makes their selections on-screen and selects ‘print’.

The voting machine will print the voter’s selections onto the card, and display it in the window to the right of the screen.

The voter reviews the printed ballot, and ensures all their selections are correct.

After review, the voter can ‘cast’ their vote by touching the green ‘cast your ballot’ button in the lower right corner of the screen.



6. The Ballot Card is moved to a secure storage bin in the back of the Voting Machine.

The “I Voted” display indicates that the ballot has been cast successfully and ending the voting process for the current voter.



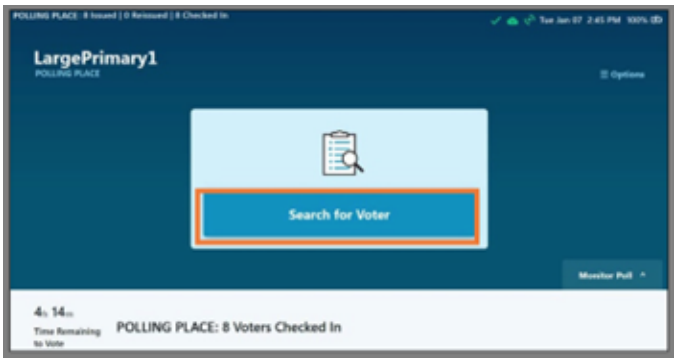
Voter Status	Instructions
Eligible	Click the "Issue Standard" button.
Affirm Address	1. Ask the voter for their Name, Address, DOB. ◦ If the voter's address does not match the pollbook, click "YES" when prompted to update the voter's address. ◦ If the voter's address matches the pollbook, click "NO" when prompted to update the voter's address. 2. After verifying or updating the voter's address, the pollbook will assess the voter's eligibility for a standard ballot. 3. If the issue standard button is available, select standard ballot. Have the Voter complete the Voter Information Update Form and sign it. Otherwise, select a provisional ballot or direct the voter to their new poll location.
Need ID	1. Request a form of ID from the voter. Valid ID includes, but is not limited to: • Photo ID (Ex: Drivers license, Work ID, Student ID • Car registration • Rent receipt • Utility Bill • Public assistance card • Paycheck stub • Government Check 2. If the voter cannot provide a valid form of identification issue a provisional ballot (See page: 39). 3. If the voter provides valid ID which matches the pollbook data, complete a Voter Information Update form located in the red envelope (See instructions on page: 70). After completion of the form, issue a "Standard" activation card.
Mail-in	Voters with this flag were issued a mail-in ballot. If the voter wishes to vote on the machine, they may be issued a provisional ballot by clicking the "Issue Provisional" button. If their Vote by Mail ballot is not received by the County Board of Elections, their provisional ballot will be counted.
Ballot Issued	Voters with this flag have already been issued a ballot. If a voter insists they have not voted despite a red "ballot issued" status, provide the voter a provisional ballot and document all relevant information on an incident report. If the voter cancelled their vote and returns with a cancelled ballot, you may spoil the ballot and reissue a ballot of the same type (page 46).

SEARCHING FOR A VOTER

Tap the “Search for Voter” button to begin a search.

If a voter wishes to scan the barcode on their drivers license or sample ballot, they may hold the barcode to the scanner near the base of the machine.

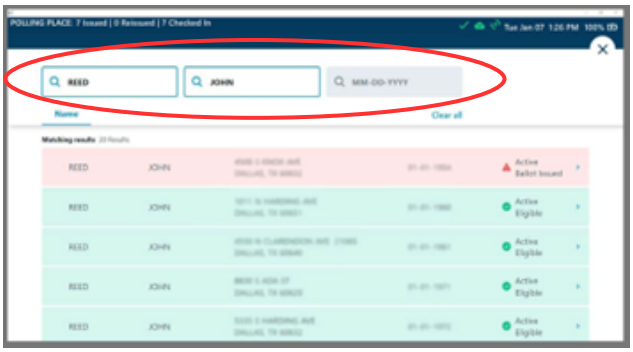
Poll Workers are not permitted to request ID to search for a voter or take their ID if offered. A voter is to scan their own ID or sample ballot if they choose to do so.



Begin to type the voter’s information into the search boxes across the top of the screen. As you type, check the results that appear on-screen.

If the voter appears in the search, verbally ask the voter for their address and DOB to verify that you have the correct voter record, then select the record by tapping anywhere on their entry. You must verify address and date of birth of ALL voters.

NOTE: In some cases, more than one voter with the same name may appear. Ensure you are selecting the correct voter.



When the voter’s name is found, observe the color their name appears as. Use the guide from the previous page to help determine the proper ballot to issue the voter.

Note the color coding system:
Green — Standard ballot voter

Yellow — An action is needed to determine if the voter should be issued a standard or provisional

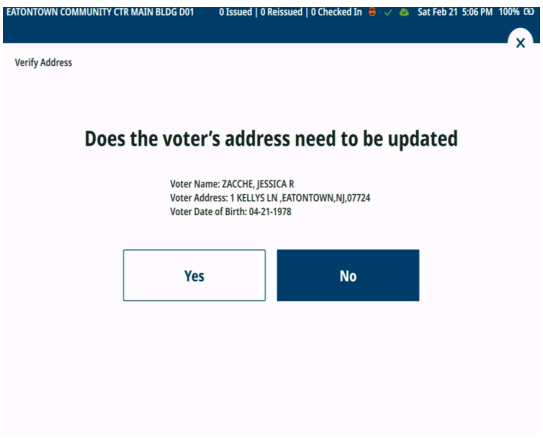
Red — This voter may not vote a standard ballot (they may receive a **reissued standard** ballot after spoiling their original)

Voter Status	Instructions
Eligible	Click the “Issue Standard” button.
Affirm Address	1. Ask the voter for their Name, Address, DOB. If the voter’s address **does not match** the pollbook, provide the voter a **provisional ballot** (See instructions page 37). 2. If the voter’s address **matches** the pollbook, complete a Voter Information Update form located in the red envelope. (See instructions on page 68). When the voter returns, review the form. After ensuring the voter has certified an address matching the pollbook’s address, issue a **“Standard”** activation card.
Need ID	1. Request a form of ID from the voter. Valid ID includes, but is not limited to: • Photo ID (Ex: Drivers license, Work ID, Student ID • Car registration • Rent receipt • Utility Bill • Public assistance card • Paycheck stub • Government Check 2. If the voter cannot provide a valid form of identification issue a provisional ballot (See page 37). 3. If the voter provides valid ID which matches the pollbook data, complete a Voter Information Update form located in the red envelope (See instructions on page 68).
Mail-in	Voters with this flag were issued a mail-in ballot. If the voter wishes to vote on the machine, they may be issued a provisional ballot by clicking the “Issue Provisional” button. If their Vote by Mail ballot is not received by the County Board of Elections, their provisional ballot will be counted.
Ballot Issued	Voters with this flag have already been issued a ballot. If the voter cancelled their vote and returns **with a cancelled ballot**, you may spoil the ballot (page 44) and reissue a ballot of the same type. If a voter insists they have not voted despite a red “ballot issued” status, provide the voter a provisional ballot and document all relevant information on an incident report.

For all voters, the pollbook will ask if the voter’s address needs to be updated.

If the voter’s address matched the pollbook when you searched them, select “NO” on this screen.

If the voter’s address does not match the pollbook you may update the address of the voter by selecting “YES” on this screen. (go to page 35)



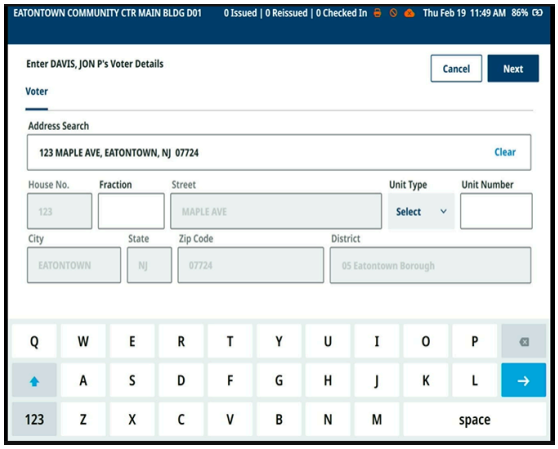
VOTER ADDRESS UPDATE SCREEN

Type the voter's new address in the search bar. Select the proper address from the dropdown menu.

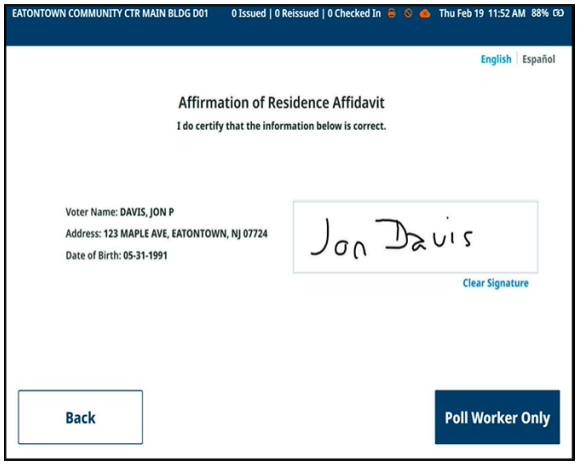
Note: If the address does not appear in the dropdown, click the "Enter Address Manually" button in the address search dropdown menu.

Next, enter the address into the fields below the address search box. For the "district" field, enter the 2 digit number of the district you are working in, then the name of the municipality.
Example: 01 Middletown

Click next to proceed.



Next, have the voter sign to affirm that the updated address information is correct.



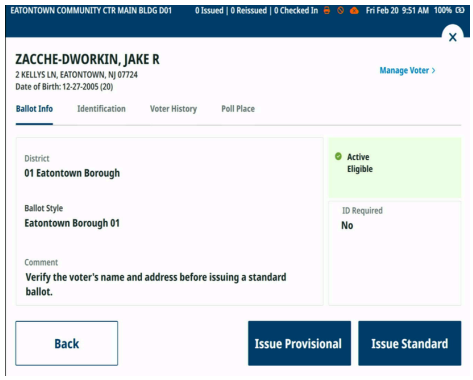
The pollbook will automatically determine if the voter's updated address is inside your current voting district.

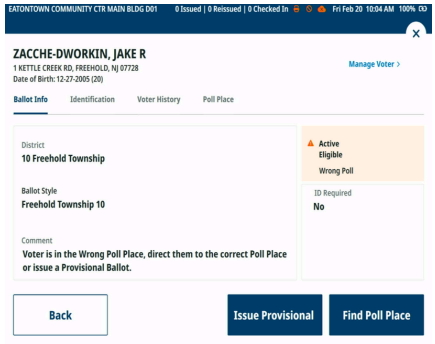
If new address is <u>inside</u> current district:
Voter will appear green → Issue Standard ballot

Issue standard instructions: (continue to next page)

If new address is <u>outside</u> current district:
Voter will appear red → Issue Provisional ballot *or* use "Find Poll Place" button to direct voter to their new poll location.

Issue provisional ballot instructions (page 39)



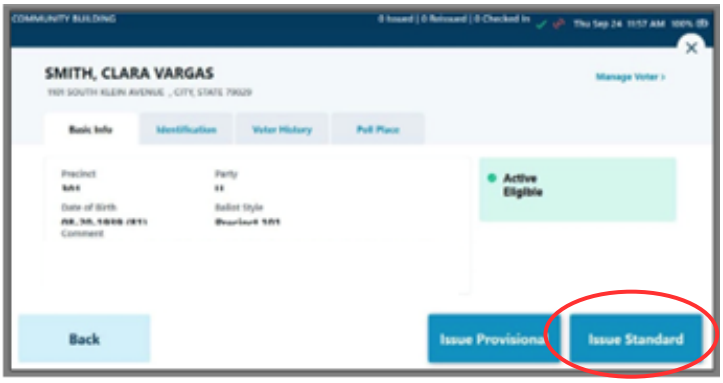


ISSUING A STANDARD BALLOT

If you are working a Primary Election, make note of the voter's party on this screen.

UNA or "Unaffiliated voters" must declare the party they wish to vote. Their party affiliation will be changed to the selected party for future elections.

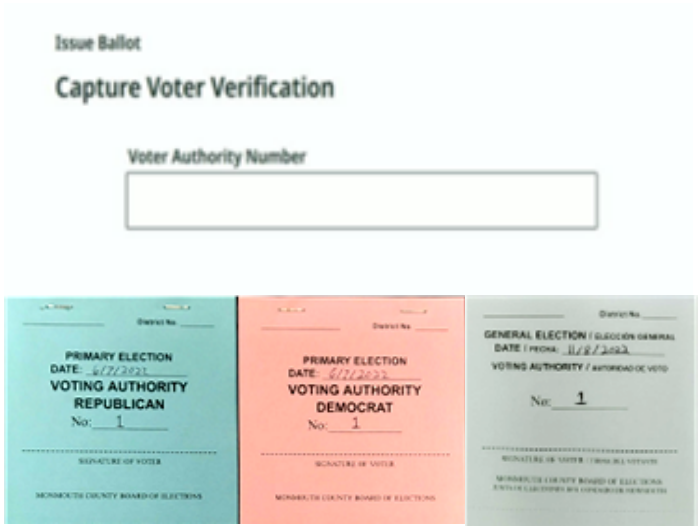
Click the "Issue Standard" button located in the bottom right corner of the screen.



The pollbook will prompt you for a Voting Authority number.

Input the number of the next available Voting Authority.

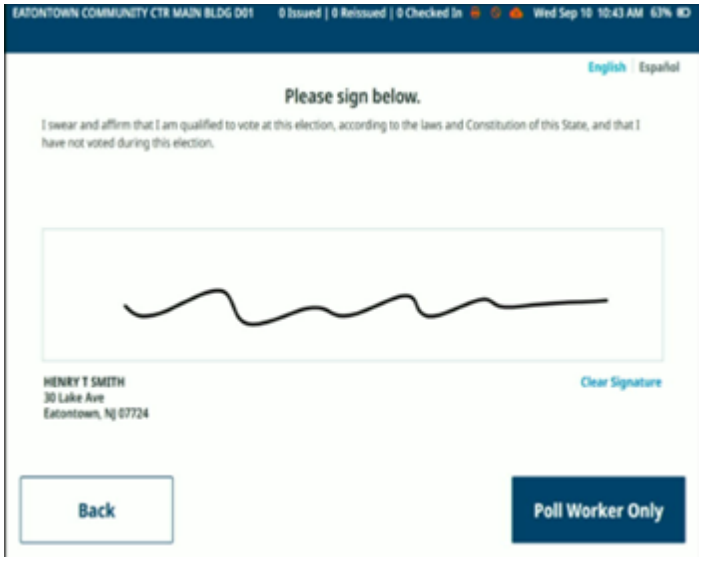
(Make note that there are separate Voting Authority tickets for each party in Primary Elections. **Republican tickets are blue and Democrat tickets are pink**. For a General Election all Voting Authorities will be white.)



Swivel the pollbook toward the voter and have them sign the screen with a stylus.

After the voter is finished, swivel the pollbook back to you and click the Poll Worker Only button.

Note: Please ensure the voters do not accept their own signature. If they do, you must print a ballot and immediately spoil it. After spoiling, search the voter again to reissue a ballot of the same type you were originally issuing. Ensure their signature is verified prior to printing.



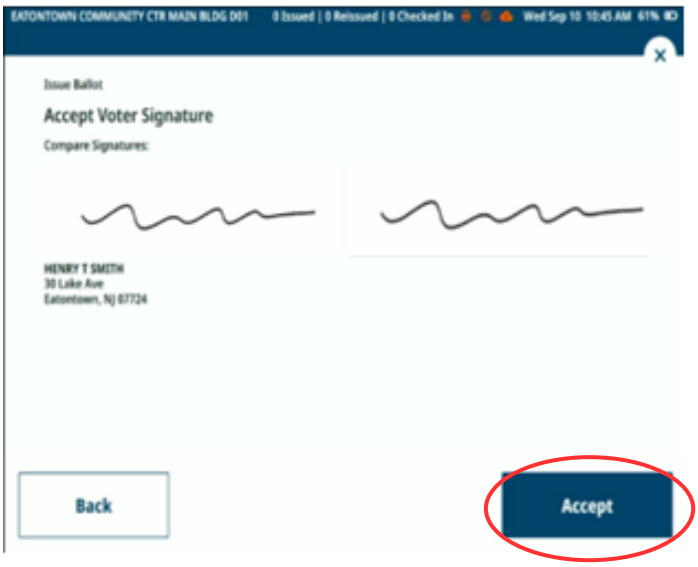
ISSUING A STANDARD BALLOT

Determine if the signature has enough matching characteristics to be accepted.

If the signature is a match, select “Accept.”

If the signature does not match, begin the challenge process outlined on page 65. (Leave the signature on screen for review.)

If no signature exists for the voter, “X” out and issue the voter a provisional ballot.



PRIMARY ONLY
(Skip this step for all other elections)

Select the voter’s party from the dropdown menu. If the voter is already affiliated with a party, the pollbook may auto-populate this field.

Unaffiliated voters are allowed to vote in a primary if they declare the party they wish to vote. Their party affiliation will be changed to the selected party for future elections. Select the declared party from the dropdown menu.



The pollbook will prompt you to print an activation card.

Align the activation card so that the angled corner is in the upper-right position.

Gently place the activation card into the printer. You will feel the printer grab the card. Remove the card after it is finished printing.

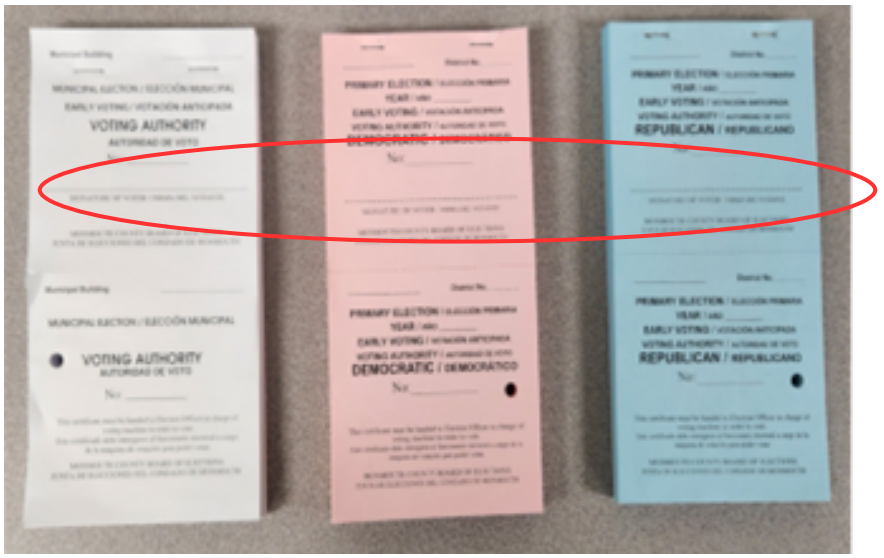
Note: Please do not pre-load activation cards into the printer prior to this screen as this may cause printer malfunctions.



ISSUING A STANDARD BALLOT

Have the voter sign the top half of the authority ticket, then tear the bottom at the perforation.

Hand the voter both the activation card, and the Voting Authority ticket. The voter may now proceed to vote on the machine.





Tips and FAQ's

- Be careful that voters do not accidentally "accept" their own signature when the pollbook is facing them. It is best practice to instruct voters to perform their signature and not press any buttons.
- If a voter accepts their own signature:
  - Print a ballot, then immediately spoil it.
  - Search for the voter again, and issue them a new ballot and ensure that the signature is verified.
- **Never** allow a voter to search for themselves in the pollbook.
- Voters do not need to provide ID to vote unless the pollbook specifically flags the voter with a yellow **"NEED ID"** status**.**
- If a voter wishes to scan their sample ballot, ensure that the sample ballot they brought does belong to them.
- Even when a voter uses a driver's license or sample ballot, you **must** ask the voter to verbally verify their name, address, and date of birth that appears on the pollbook is correct. It is **not** permissible to rotate the pollbook ask them "is this you?"

ISSUING A PROVISIONAL BALLOT

After searching for a voter and establishing that they require a Provisional ballot, select the “Issue Provisional” button.

<u>Note: Do not issue a Voting Authority ticket to provisional voters.</u>



Select a reason for issuing a provisional. If your exact reason is not listed, select the one that most closely applies.

If necessary, use the “see Incident Report” reason. If this reason is utilized, please document your reason for issuing a provisional on the Incident Report.

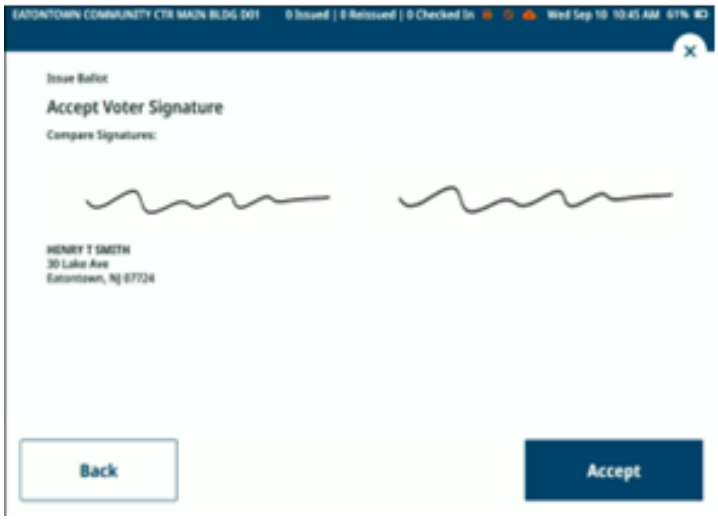


Have the voter sign the pollbook.

After comparing the signature, determine if the signature has enough matching characteristics to be accepted.

If the signature is a match, select Accept.

If the signature does not match, begin the challenge process outlined on page 65.



ISSUING A PROVISIONAL BALLOT

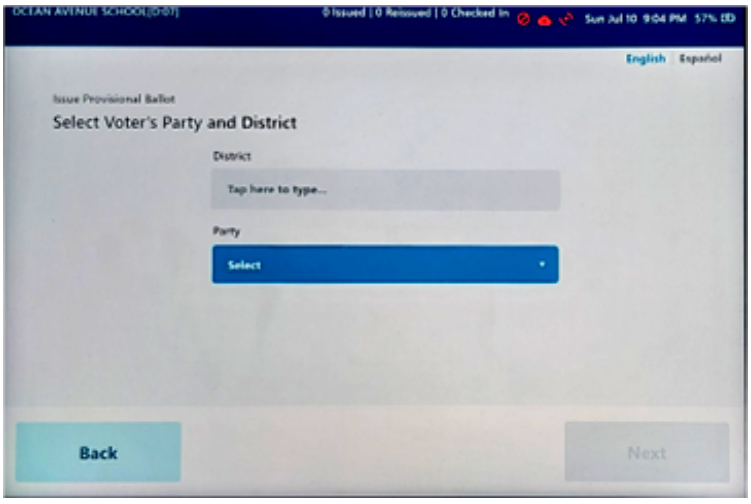
The pollbook will provide a district selection screen. The voter's district information will automatically be entered into this field.

In primary elections, a party selection box will appear.

If you need to modify the information in either of these fields, select the box and enter the appropriate information.

District information is formatted as a two digit code. For example:

01 Middletown Township
or
15 Middletown Township



The pollbook will prompt you to print an activation card.

Align the activation card so that the angled corner is in the upper-right position.

Gently place the activation card into the printer. Remove the card after it is finished printing.



After printing the activation card, open the orange provisional ballot bag to provide the voter a provisional affirmation statement.

(If this is the first time opening the bag for the day, count the Provisional Affirmation Statements inside and record the quantity on the label on the front of the bag.)

Go to page 69 for instructions on completing the 'Provisional Ballot Affirmation Statement'



ISSUING A PROVISIONAL BALLOT

Direct the voter to take their Provisional Affirmation Statement and Activation Card to a privacy table, so they can complete the form.

After the voter completes the form, direct them to mark their ballot at one of their district's voting machines.

Inform the voter that their ballot will be ejected from the machine after it is marked.

After the ballot is ejected, instruct the voter to fold the ballot in half and seal it inside the envelope attached to the Provisional Affirmation Statement.



After the voter returns to you with the Provisional Affirmation Statement, **check it for completion**.

After reviewing completion of the form and ensuring the ballot is securely enclosed, place it inside the Orange Provisional Bag.



ADA CONTROLLER

Each Voting Machine is equipped with an ADA Accessibility controller for voters who wish to use accessible voting. This device is plugged into the machine through a USB in the rear compartment.

The controller contains braille markings and a headphone jack (lower right corner) which will allow a voter to use the Voting Machine's audio ballot feature. **To initiate an accessible voting session, insert a ballot then press any button on the controller.**

When in an accessible voting session, the voter will use the following controls to navigate the ballot.

1. Top - move the selection up
2. Bottom - move the selection down
3. Green button - to select/deselect the current selection
4. Right - to proceed to the next screen
5. Left - to return to the previous screen
6. Tempo - adjusts the speed of the audio
7. Volume - increase or decrease the volume of the audio ballot
8. Repeat - repeat the current selection on the audio ballot
9. Pause - pause or resume the audio ballot
10. Info - view/listen to instructions on how to use the ADA controller
11. Home - one press returns to the top of a contest or option, two presses returns to the first contest on the ballot



REDIRECTING VOTERS TO THEIR PROPER POLL LOCATIONS

Some voters may not know which district they belong in or if they are at the proper polling location. You can search for a voter using the steps below and redirect them to the correct location if necessary.

Begin by searching for the voter in your pollbook.

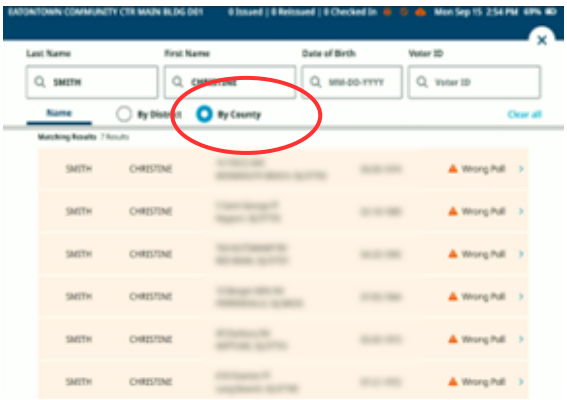
The pollbook will search the list of voters assigned to your district by default. This is indicated by the “By District” selection beside the search bars.



If the voter appears in the search, they are in the correct location to vote.

If the voter does not appear in the search, expand the search to “By County” by clicking the toggle switch in the search area.

When their entry appears, it will indicate “Wrong Poll.” Select the voter’s name from the list.



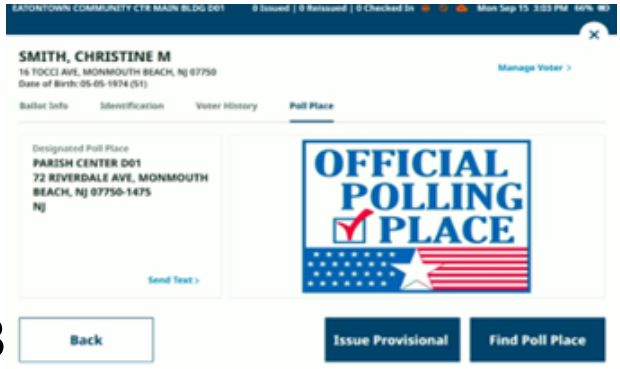
After selecting the voter, their district will be displayed in the upper left corner of the “Basic Info” page.

The “**Find Poll Place**” button will appear in the lower right corner of the screen. Click this button to view the district & poll location for the voter.



The voter’s poll place will display in the window on the left.

If the voter would like this information sent to their cell phone, you may use the “**Send Text**” feature on this screen. (Cell phone numbers are never saved in the pollbook).



VOTER NOT FOUND

Before adding the voter to the pollbook please try the following steps to ensure that the voter's information is truly not within the pollbook:

1. Expand the search to "by county" by selecting the toggle button beside the search bars.
2. As the voter's name is typed in, check for results as each new character is added.
3. For names with hyphens, spaces or any prefixes (Ex: O'Reilly) omit the portion of the name including and after the hyphen, space, apostrophe or prefix. For example: Search for **"Jake O'Reilly"** as **"Jake O"**
4. Enter only the voter's date of birth in MM DD YYYY format, and check if they appear on the list. If too many results appear, add characters from their first and last name to narrow down the results.

After exhausting all search options, if the voter cannot be found in the pollbook the voter will be issued a provisional ballot.

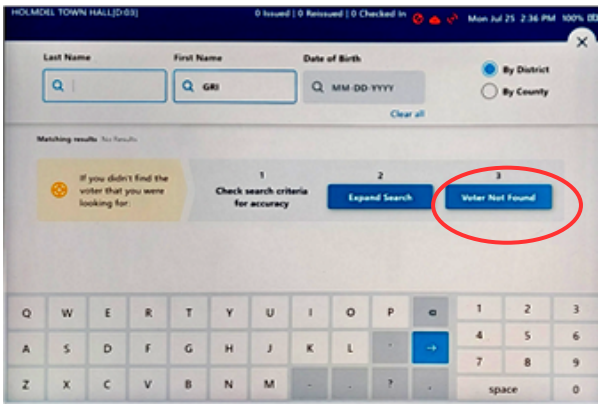
Have the voter complete a Provisional Affirmation Statement located inside the Orange Provisional Bag.

When the voter returns with the completed form, check it for completion, then return to the pollbook.

When no results are found in the pollbook, it will prompt you with a "Voter Not Found" button.

When the button appears, click it.





VOTER NOT FOUND

Using the information provided on the Provisional Affirmation Statement, enter the voter's details on the following screen.

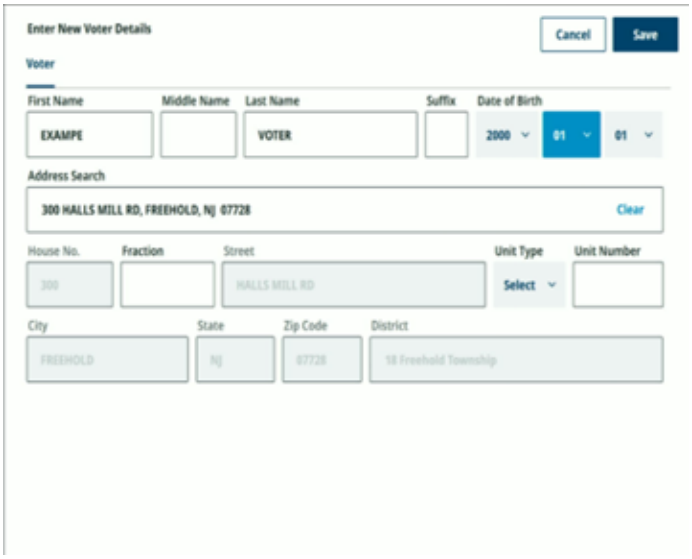
When typing in the address, a dropdown menu will appear. Select the proper address when it appears.

If no matching address is found, you may click "No Match Found" and manually type in the address. Type the district code of the district you are assigned to. This code is listed on your password sheet.

For example:
01 Aberdeen Twp

Make note of any leading zeros in the district number.

Click Save in the upper right corner of the screen to continue.



On the next screen you will be able to select "**Issue Provisional**."

Print the provisional activation card and have the voter complete the rest of the process as normal. See page 39 for further instructions on issuing a provisional ballot, if necessary.



REISSUING A BALLOT

After the voter finishes marking their ballot on the machine, they can review their choices on the printed ballot.

If the voter made a mistake with their selections after the ballot has been printed, they have the option of cancelling it in order to be issued a new one.

The voter may select QUIT from the upper right corner of the screen to cancel the ballot in order to reissue a new one. The machine will notify them that this action will require Poll Worker assistance.

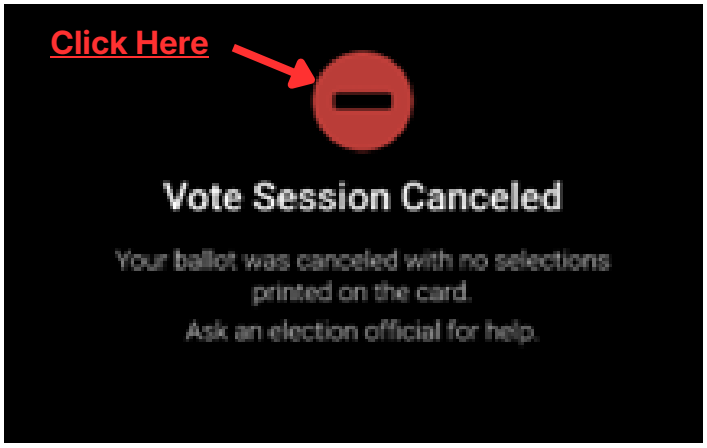


The machine will beep to notify the Poll Workers that the voter has canceled their voting session.

Press the red circle indicated in the photo to silence the warning and eject the ballot. The machine will ask for the "election code" this is the same password used during setup of the machines. After the ballot is ejected, you must mark the ballot as spoiled.

Spoiling a ballot instructions:
Take the ejected ballot and write "spoiled" across the ballot. Place the ballot inside the clear bag labelled "Spoiled Ballots." Document all spoiled ballots on the incident report.

If the ballot is a provisional ballot, place the spoiled ballot in the Provisional Affirmation Statement Envelope and spoil the Affirmation. Place spoiled Affirmation Statement in Orange Provisional Bag.

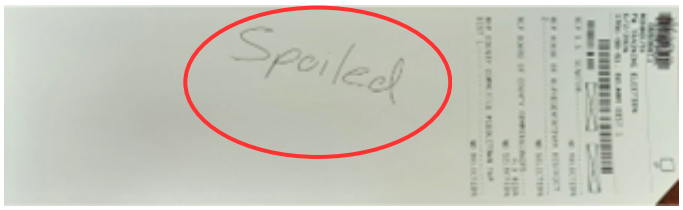


Return to the pollbook and search for the voter again. Their entry will appear red and indicate a ballot was already issued.

Make note of the type of ballot you are reissuing. If the box above the "P" in the upper right corner of the ballot is filled in, it is a provisional ballot. If the box is hollow, it is a standard ballot. Reissue the same type of ballot to the voter.

Do not reissue a new Voting Authority for reissued standard ballots. Enter the number of the original Voting Authority ticket or the number 0 if you cannot determine the proper number.

NOTE: The voter is allowed to cancel their ballot up to 3 times. Subsequent reissues will have to be provisional.





What are Challengers?

A Challenger is a person who is appointed by a candidate, political party chair, or a proponent or opponent of a public referendum. A Challenger is permitted by law to observe the voting process in a polling place and can "challenge" a voter's right to vote if they know, suspect, or reasonably believe that a voter is not qualified to vote.

Only one Challenger per candidate can be present at the polls at a time. A challenger badge (pictured right) will identify the candidate and district in which the Challenger is serving. This badge must be worn by the Challenger at all times. If a candidate is serving as a Challenger for themselves, they will not be issued and are not required to wear a challenger badge. You may ask for identification if necessary.



Monmouth County Board of Elections

Permit to Agent or Challenger

John Smith

Is authorized by the MONMOUTH County Board of Elections to be a challenger for **George Washington**

This applies for the **General Election** being held on **11/7/2023** for **Middletown Township-00-01** in said county of Monmouth.

This challenger is hereby permitted to act as such Agent or Challenger at the election in said Election District in accordance with the law of the State per Title 19.

In witness whereof the MONMOUTH County Board of Election has caused this certificate to be signed by its Chairperson and Secretary on 10/26/2023.

ALLAN ROTH, Chairperson

EILEEN KEAN, Secretary

Democrat

Official Challenger

John Smith

Issued by MONMOUTH County Board of Elections

11/7/2023

ALLAN ROTH

EILEEN KEAN

When can Challengers exercise their right to challenge a voter?

Challengers can challenge a voter if the Challenger believes the voter is *not qualified to vote*.
In order to vote a person must be:

- a United States citizen
- 18 years of age or older
- a resident of the County for at least 30 days before the election

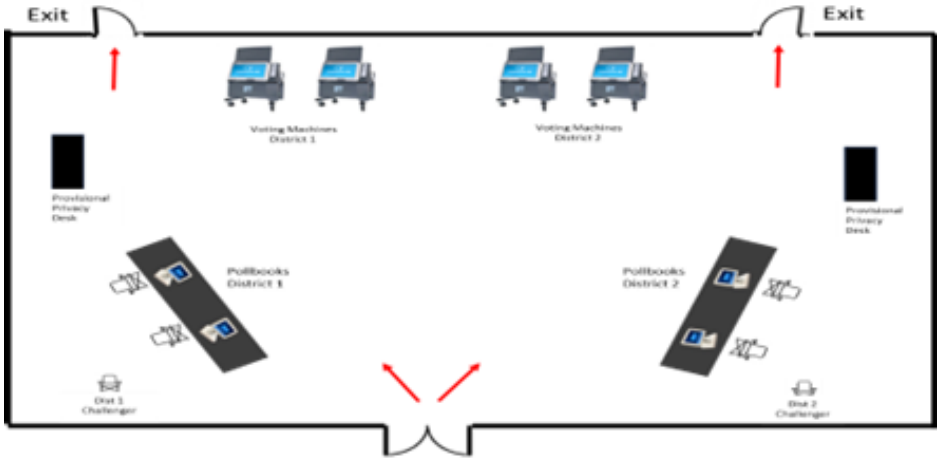
A Challenger must sign an affidavit stating the reason for the challenge.

What are Challengers <u>not</u> allowed to do?

1. Challengers cannot challenge a voter for any of the following reasons:
   a. they think they know how the voter is going to vote
   b. the race or ethnic origin of the voter
   c. the voter resides in a particular neighborhood of the municipality or county.
   It is a criminal offense for a Challenger to challenge a voter for any of the above 3 reasons.
2. Sit with the District Board Workers or touch the election materials.
3. Sit or stand near the Voting Machine during the voting hours.
4. Challenge the voter directly. Only the Poll Workers can ask the voter questions.
5. Wear any campaign buttons, signs, or any campaign clothing.
6. Harass or intimidate any voters; or cause disturbances in the polling place.
7. Challenge a voter because the district board asks the voter to affirm his or her residence or to show to show identification.

What accommodations are made for challengers?

Challengers should be seated at a table that is separate from the Poll Workers. Each voter's name should be announced in order to allow the Challenger to hear and make a determination if they need to challenge a voter. For Primary Elections, the voter's name and political party should be announced.
Challengers should be located within reasonable proximity to the Poll Workers, but away from the Voting Machines. Under no circumstances are challengers allowed to use the pollbook. Please reference the diagram below as an example layout.



How does the challenge process work?

1. Challenge is Initiated

- If a Challenger wishes to exercise their right to challenge a voter, they must notify the Poll Worker. All questions and remarks they make must be directed to the Poll Worker and not the voter.

2. Paperwork—Affidavit Form

- The information sheet (Labeled C3 form within the red envelope) must be read to the voter. This document will explain the voter's rights and ability to appeal the challenge under NJ law.
- A **Challenger Affidavit Form** (Labeled C2 C4 form located in the red envelope) must be completed by the individual issuing the challenge and the voter.
- The Challenger must complete the top portion of the form, where they specify a valid reason for challenging the voter.
- The challenged voter should then complete the middle section of the Challenger Affidavit Form and provide one of the specified forms of ID, if possible.

3. Poll Worker vote

- After reviewing both the form and the requested identifying document, the Poll Workers shall take a vote on whether or not the voter should be permitted to vote. (**Note**: If a Poll Worker is initiating a challenge, the challenging Poll Worker will abstain from the vote.)
- Record the outcome of the vote on the Challenger Affidavit Form.

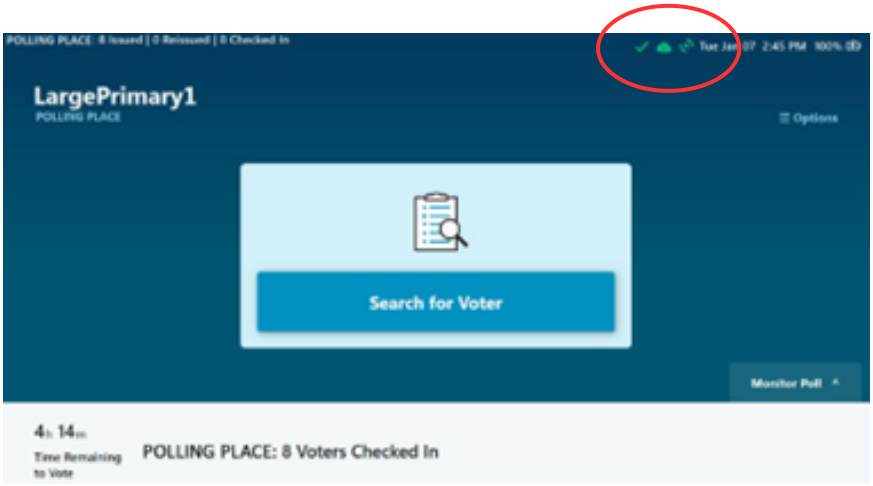
4. Outcome

- If the majority of the board members vote against the challenge, or if the vote is a tie, the voter is permitted to vote.
- If a majority of the board members vote to uphold the challenge, the voter is not permitted to vote. (The voter is not permitted to vote provisionally either.)
    - If the challenge is upheld, the voter must be informed of their right to appeal to a Superior Court Judge. The voter is permitted to seek a court order to restore his or her right to vote on the machine. Call the Board of Elections for further instructions.

CLOSING OF POLLS

The polls close at 8:00 PM. Voters already in the Polling Place must be permitted to vote before the machines are closed. An Election Official should stand at the end of the line at 8 PM to prevent latecomers from entering the line. After the last voter finishes voting, observers may view the closing procedures. Official Challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

Pollbooks



Prior to pollbook shutdown:

Ensure the pollbook is connected to the Wi-Fi device.

If you do not see a green checkmark displayed across the top of the screen:

- Ensure the Wi-Fi device for your location is still turned on and near the vicinity of the pollbooks.

After verifying the pollbook is still connected, **click the Monitor Polls button, then press "Close Polls."**

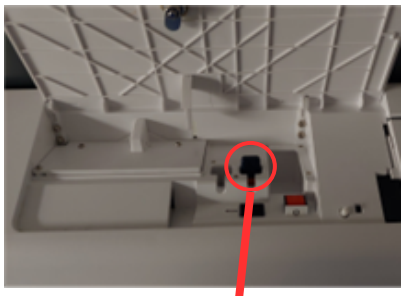
Shut down the pollbook, then package all pollbooks inside their respective cases.

Voting Machines

Results Reports

- The Voting Machine is programmed to print out four copies of the "Voting Results Reports" and one copy of the write in report, at the close of polls.
- Each Poll Worker must sign the bottom of ALL Results Reports.
- One results report copy, from each machine, is to remain at the polling place for viewing by the public.
- The remaining results report copies and the write-in results report are to be returned to the Municipal Clerk in the clear envelope provided inside the supply bag.







Results Flash Drive

- The Voting Machine will indicate that it has saved results to a flash drive within the top compartment of the machine.
- Retrieve this flash drive after shutting down the machine, then place it inside the clear envelope, along with the copies of the results reports and the Zero Proof Reports from each machine.

CLOSING CHECKLIST

Voting Machines and pollbooks may not be shut down prior to the close of polls at 8PM.

Please complete the steps in this checklist after all eligible voters remaining in the poll place have finished voting.

- ☐ Ensure the **"Close Polls"** button on all Voting Machines has been pressed. Follow the closing procedure for the Voting Machines and be sure results drives are removed from the top compartment of the machine.
- ☐ Place the results flash drive inside the storage box within the clear plastic envelope.
- ☐ Sign Final Results Reports
  - ☐ Post 1 copy of the signed Final Results Report from each machine at the poll location.
  - ☐ Place the remaining 3 copies of final results tapes from each machine inside the clear envelope.
  - ☐ Place the Write-In Report from each machine into the clear envelope.
- ☐ Place all used and unused Voting Authorities inside the Blue Canvas Bag.
- ☐ Place pens, tape, scissors, etc. inside the manila envelope.
- ☐ Collect all posters and signage and return inside the blue canvas supply bag:

  Blue Envelope
  - ☐ Voters Bill of Rights poster
  - ☐ District map
  - ☐ Handicap accessibility sign
  - ☐ Voter Turnout Form (2 hour count sheet)
  - ☐ Vote by Mail In Ballot poster
  - ☐ No pets — service animals only sign (post on entry door of location)
  - ☐ No electioneering sign

    Code of Conduct List

  Manila Envelope
  - ☐ Sample ballot
  - ☐ American Flag Poster
  - ☐ Voting district sign
- ☐ Have all poll workers clock out on the pollbook.
- ☐ Ensure the **"Close Polls"** buttons on all pollbooks have been pressed. Follow the closing procedure for the pollbook and neatly pack all components within the case.
- ☐ After all pollbooks in the polling place have been powered off, turn off the Wi-Fi device, and pack it back in the Voting Machine it came from.
- ☐ Place surge protectors and extension cords in the rear compartment of the machines.

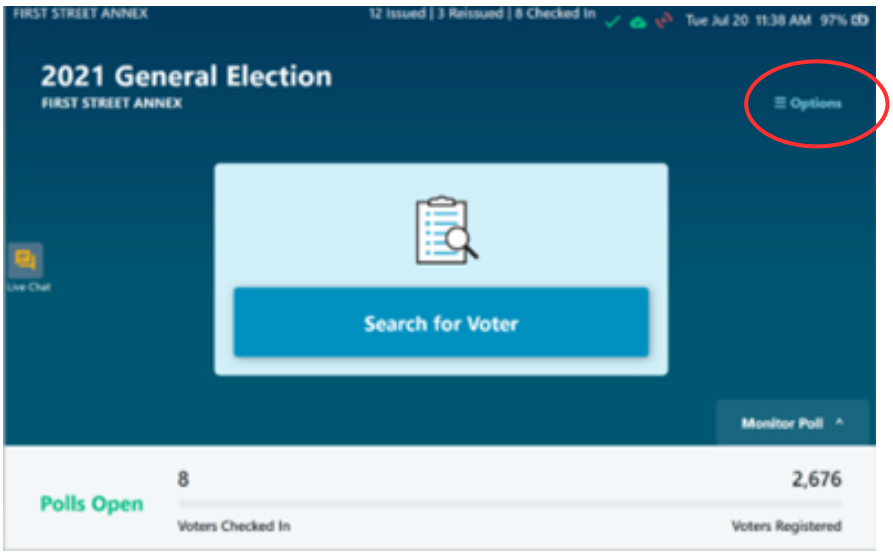
Clock Out Procedure



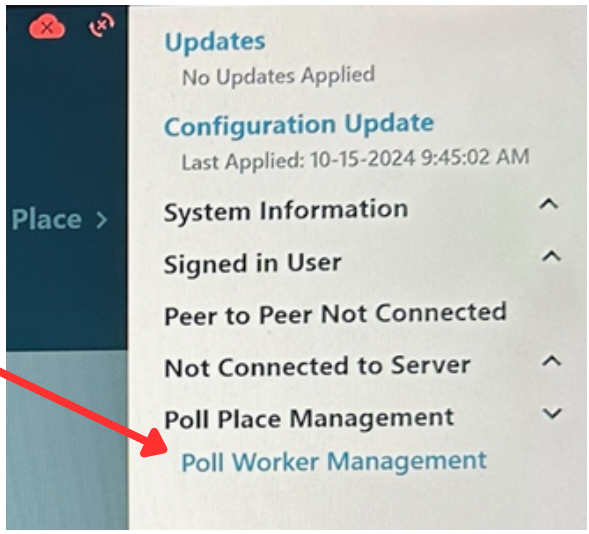
CLOCK-OUT PROCEDURE

All Poll Workers are required to clock out on the pollbook.

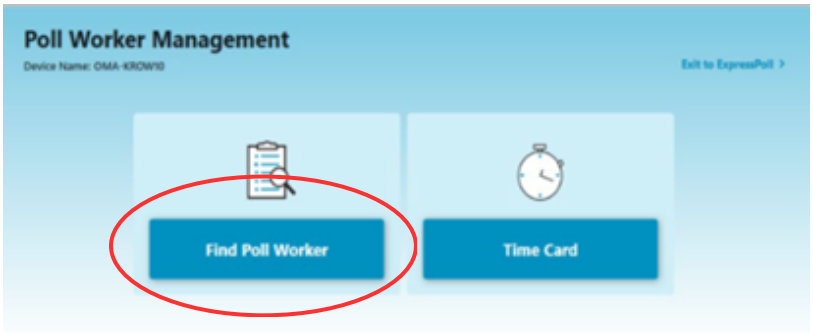
From the main pollbook screen, touch the **Options** button in the top right corner of the pollbook.



Tap the blue **Poll Worker Management** button.



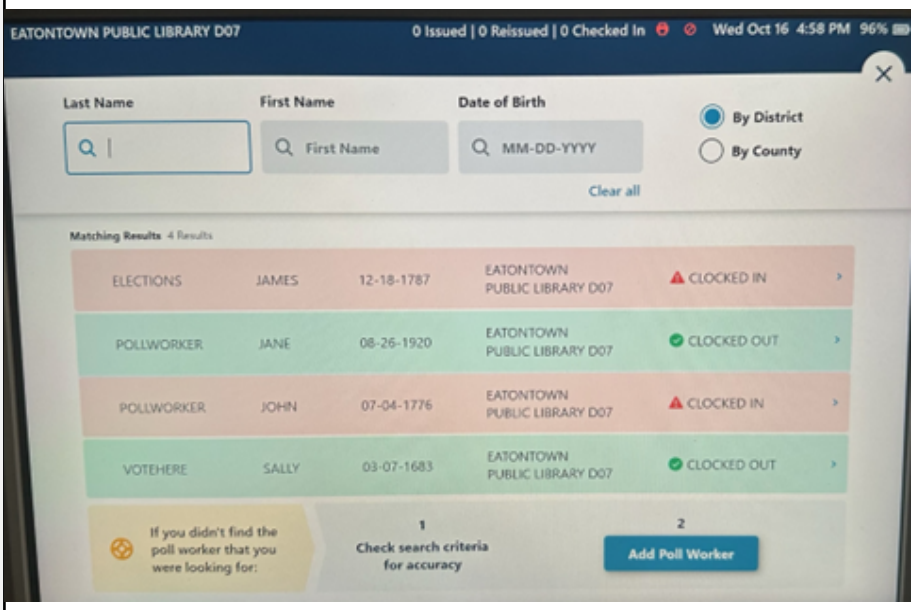
Touch **Find Poll Worker**.



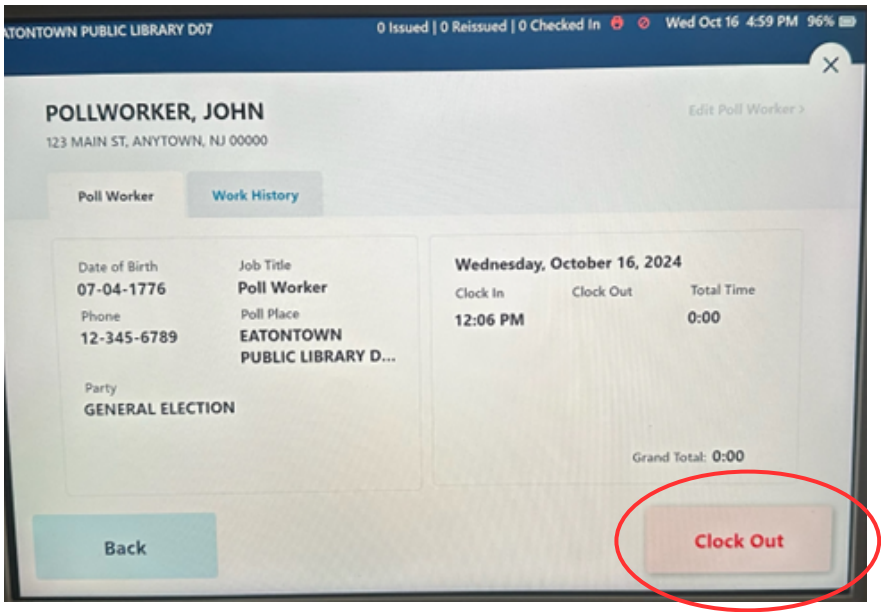
CLOCK-OUT PROCEDURE

Select your name from the list of prepopulated Poll Workers.

It will most likely be in RED, indicating that you are 'Clocked In'

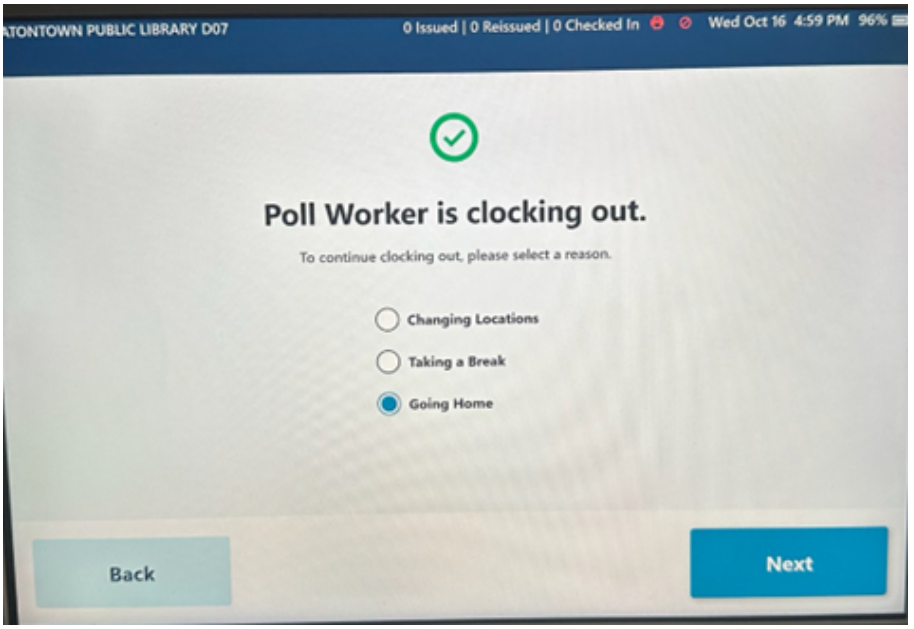


Tap the '**Clock Out**' button in the bottom right.



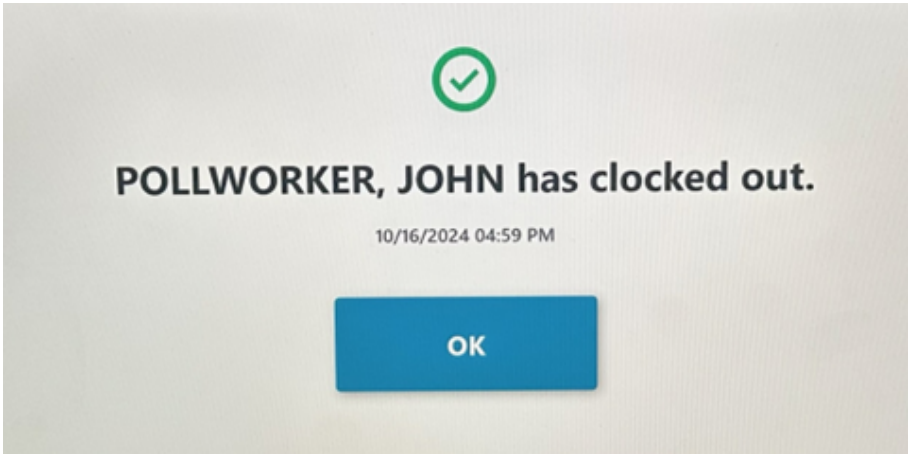
CLOCK-OUT PROCEDURE

Select **Going Home** as the reason and then touch **Next**.



Tap **OK**. You are now clocked out.

Once all Poll Workers clock out, you can proceed with the **Pollbook Closing Procedure**.



Pollbook Closing Procedure

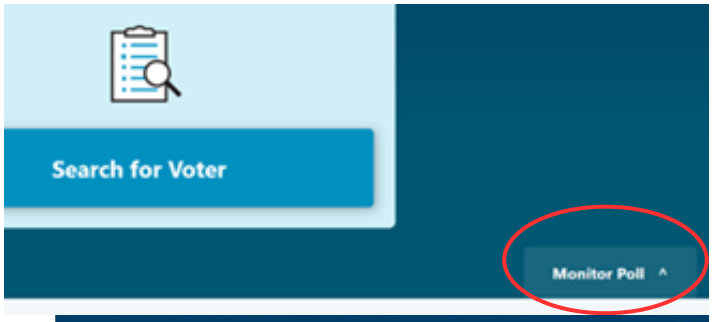


Video Instructions

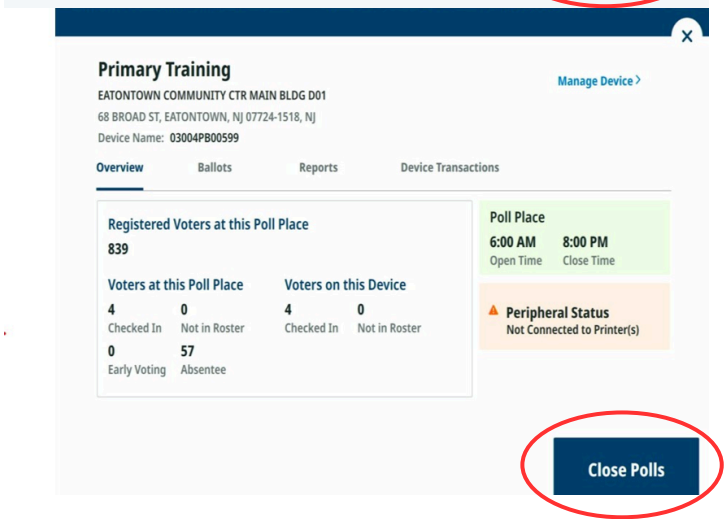
POLL BOOK CLOSING PROCEDURE

Before closing the pollbook, ensure the Wi-Fi device for your location is still powered on.

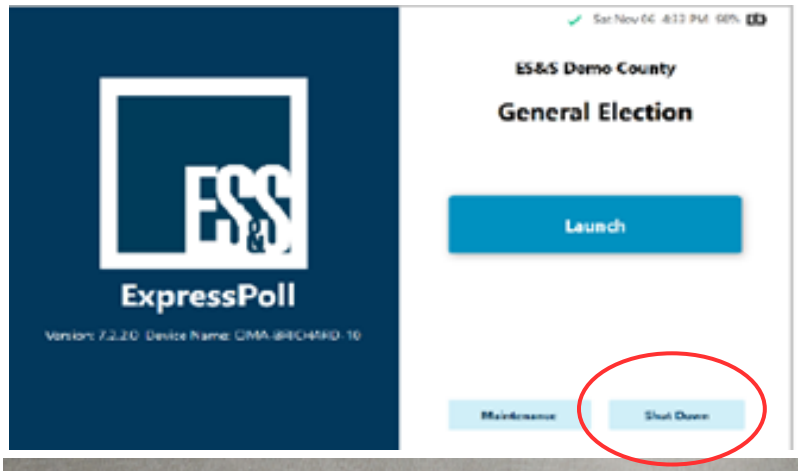
Touch the “Monitor Poll” button on the main screen of the pollbook.



Touch the “Close Poll” button in the bottom right corner of the screen.



Touch “Shut Down” then click “Yes” to confirm you would like to shut down the device.



Unplug the cables connecting the pollbook to the printer and the cables connecting both devices to power outlets.

Disconnect the white power block from the orange cable connecting to the pollbook.

Note: The orange cable does not disconnect from the pollbook.



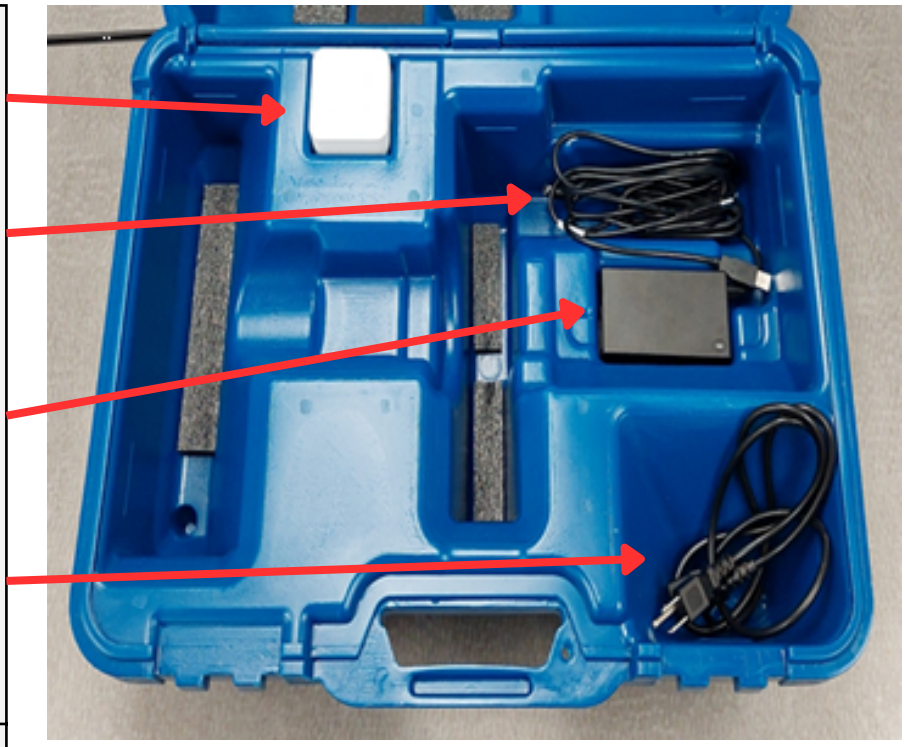
POLL BOOK CLOSING PROCEDURE

Close the outlet prongs on the white power brick and place it in the following location.

Coil the USB cable and place it in the cable slot.

Place the rectangular black power cord in the rectangular slot and coil its cable in the slot above with the USB cable.

Place the cord with the power outlet prongs in the slot in the corner of the case.



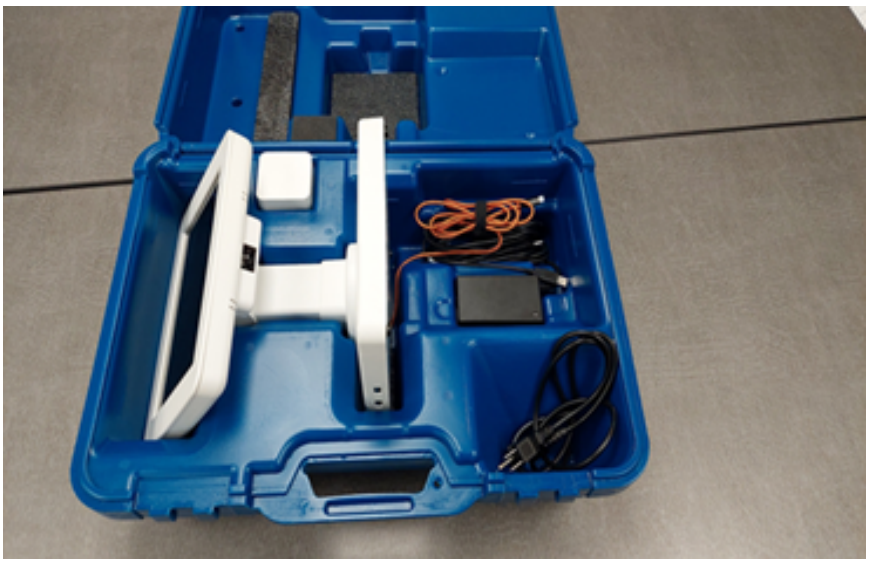
Coil the orange power cable connected to the pollbook.

Rotate the screen so it is facing the “Scan Here” side.

Gently tilt the screen upwards, then place the pollbook inside the case with the power cable facing down. The base of the pollbook should be in the center of the case as pictured.

Lay the orange cable inside the cable slot.





Place the printer on top of the coiled cables in the upper right corner of the case. The words on the printer should be facing you.



Close the top of the case and snap the orange buckles shut.

Note: If the case does not close easily, do not force it shut. Re-open the case and make sure all items are properly stored.



Voting Machine Closing Procedure

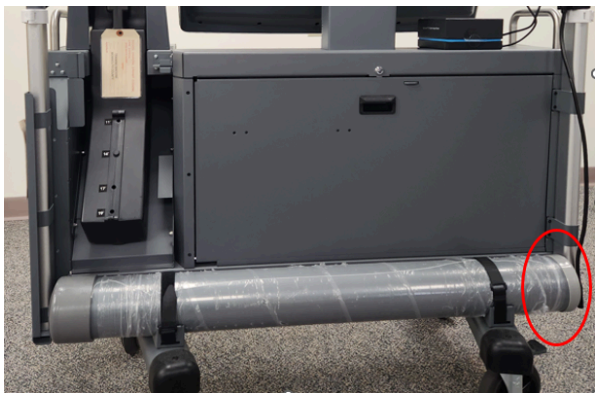


Video Instructions

VOTING MACHINE CLOSING PROCEDURE

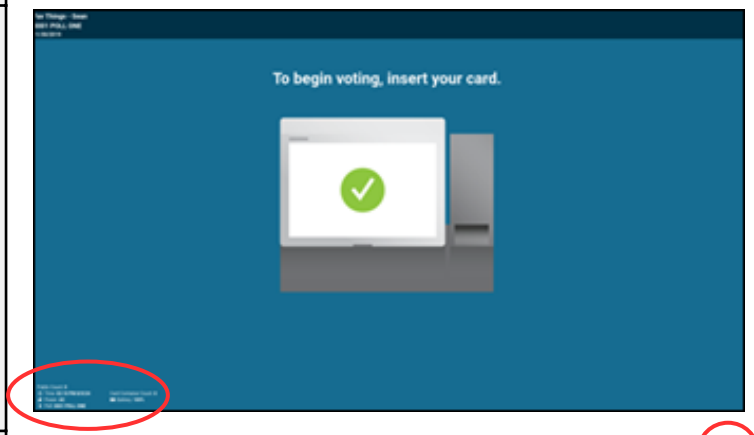
Remove the privacy curtain from its arms and roll up the curtain.

Place the curtain inside its tube located on the back of machine. Refasten the Velcro straps to secure the tube.



Touch the text in the bottom left corner of the Voting Machine screen.

The screen will swap to a **“Poll and Device Status”** dashboard.



In the upper right corner of the screen, touch the button labeled “**Mode.**”

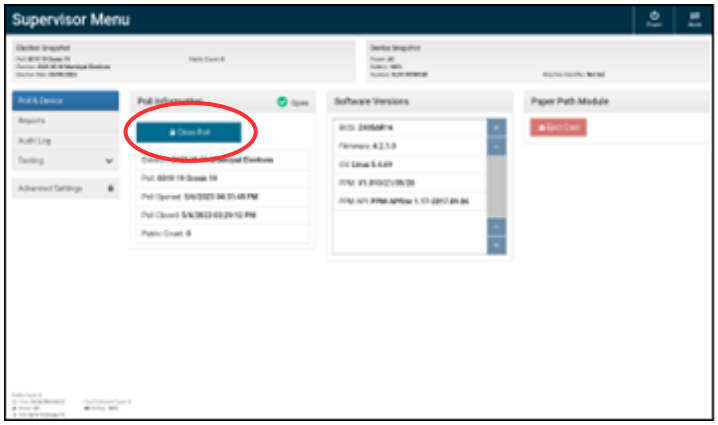
You will be prompted to enter the **Election Code.**

Note: this is the same code/password used to open the polls.



Touch the **“Close Poll”** button located under the “Poll Information” section.

If prompted for the Election Code, enter it again.



VOTING MACHINE CLOSING PROCEDURE

A prompt will notify you that the results are being saved to a flash drive within the machine.

4 Results Tapes and 1 Write-in report will print from the machine.



Collect the tapes and have all poll workers from the district sign on the indicated lines at the end each report.

Leave 1 signed Results Tape for public display at the polling location.

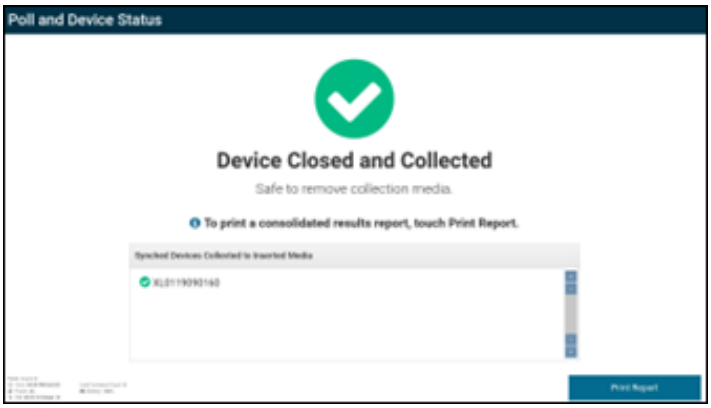
Place the Write-in Report and the remaining Results Tapes inside the clear plastic envelope along with the Zero Proof Reports from this morning.



The following screen will display indicating that the results have been properly saved.

Note: Do not click the “Print Report” button.

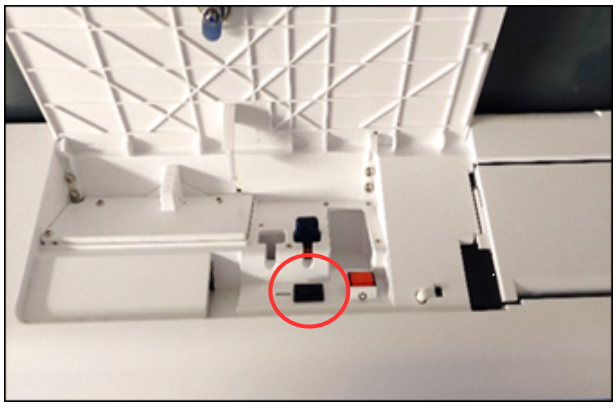
If less the four copies print, please call the Board of Elections for further instructions.



Open the media access door located on the top of the machine using the machine keys.

Briefly press the <u>black</u> switch labeled “Mode.”
(**Do not hold this switch down.)**

The screen should switch to a menu labeled “Supervisor Menu” in the upper left corner.



VOTING MACHINE CLOSING PROCEDURE

In the upper right corner of the screen, press the “power” button, then press “Shut Down.”



Wait for the machine to power off fully.

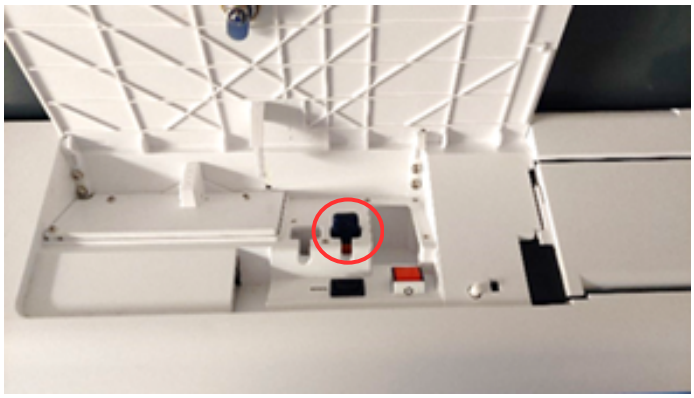
The center power icon in the upper left corner of the screen will turn off.



Once the machine has been shut down, peel back the red seal covering the flash drive inside the media access door.

Gently remove the blue flash drive by pulling it straight upwards.

NOTE: do not fully remove the seal, simply peel it back and leave it behind in the machine.



Immediately place the flash drive inside the plastic case located inside the clear envelope with the results tapes.



Unplug the machine and re-coil the power cord on the side of the machine. Place remaining extension cords and surge protectors inside the back of the machine.

Repeat this procedure until all machines are shut down.



Wi-Fi Device Closing Procedure (Cradlepoint)



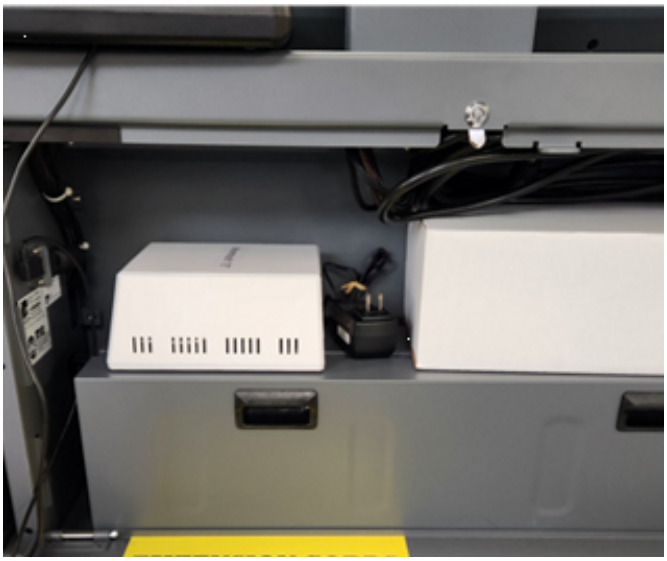
WI-FI DEVICE CLOSING PROCEDURE

Please ensure that polls have been closed on ALL pollbooks in your location before turning off the Wi-Fi device.

Unplug the Wi-Fi device from the wall outlet.



Place the Wi-Fi device into the back of the Voting Machine it came from.



CHALLENGE FORMS (C-3 and C-2/C-4)

Purpose:
After reading the C-3 Information for Challenged Voters sheet, the C-2/C-4 form is to be filled out when a challenge is initiated by a certified Challenger, Poll Worker, or any Monmouth County Voter if they can provide a valid reason they believe a voter is ineligible to vote.

The Poll Worker must complete the topmost section of the form indicating the voter's name, municipality, and district.

Next, the individual initiating the challenge needs to fill out the second section of the form, indicating the reason for the challenge.

The voter will complete the next portion of the form indicating their name, and if they can provide a form of identification.

After reviewing both the form and the requested ID, the Poll Workers shall take a vote on whether or not the voter should be permitted to vote.

If the majority of the Board Members vote against the challenge, or if the vote is a tie, the voter is permitted to vote.

If a majority of the Board Members vote to uphold the challenge, the voter is not permitted to vote standard or provisionally.

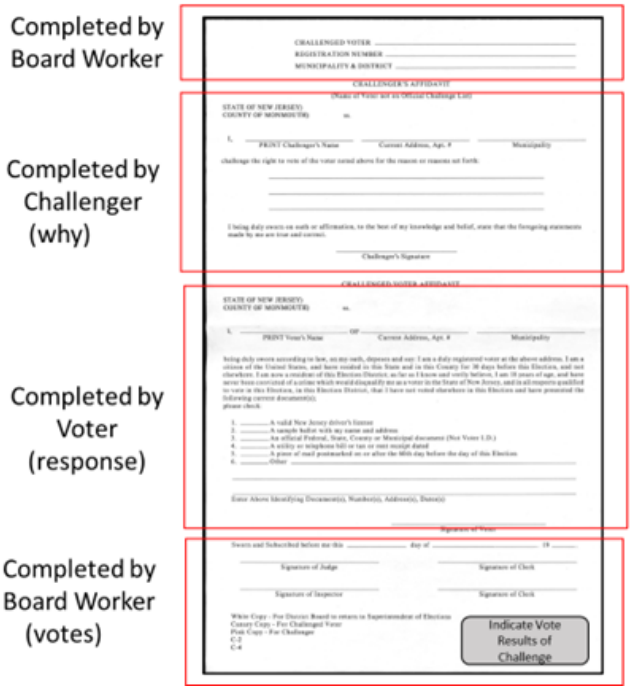
If the challenge is upheld, the voter must be informed of their right to appeal to a Superior Court Judge. The voter is permitted to seek a court order to restore his or her right to vote on the machine. Call t he Board of Elections for further instructions.

Location: Red envelope

How to return:
If a challenge is initiated, retain the white copy of the form and return it in the red envelope. The canary yellow copy must be provided to the challenged voter and the pink copy must be provided to the Challenger.

Note: The C-3 Information for Challenged Voter sheet should be read aloud to the voter as they read along to inform them of their opportunity to establish their right to vote.

SAMPLE CHALLENGED VOTER AFFIDAVIT FORM C-2/C-4



INFORMATION (C-3) SHEET FOR CHALLENGED VOTER

INFORMATION FOR CHALLENGED VOTER

Copy for Boardworker to read aloud

Copy for Challenged Voter to read along

IF YOUR RIGHT TO VOTE IS CHALLENGED. . . . . .

A. You may seek to establish your right to vote by:
(a) Swearing out and signing the Challenge & Voter Affidavit.
(b) Providing a suitable identifying document for inspection, which may be, but is not limited to the following:

1. A valid current New Jersey Driver's License.
2. A current sample ballot with your name and address.
3. An official Federal, State, County or Municipal current document. (Not voter ID).
4. A currently dated utility telephone bill, tax or rent receipt.
5. A piece of mail postmarked on or after the 60th day before the date of this Election.
6. Other current Identification _____.

Monmouth County Poll Worker
CODE OF CONDUCT

Improper conduct may result in your removal as a Monmouth County Poll Worker

1. An unauthorized absence from assigned poll site, late arrival, or early exit before all election duties are complete

2. Failure to appear for a poll worker class according to the statutorily mandated schedule (currently once every two years)

3. Use of inappropriate and/or profane language at a training session, meeting, or at the polls

4. Exhibiting disrespectful or erratic behavior toward the voters, fellow Poll Workers, Master Poll Workers, or any other Election Officials

5. Appearing for training, any meeting, or at the polls dressed inappropriately (i.e. - no derogatory or partisan attire)

6. Discussion of personal political opinions at an election site

7. Any questioning of or failure to protect the integrity of the election process and/or equipment

8. Failure to follow established election procedures and/or poll site etiquette, including as indicated below:
    a. No photography or videography inside a polling location
    b. No outside work being performed while working at the polls
    c. No large-size electronics such as laptops are allowed while working
    d. No books or reading materials that are political in nature
    e. No drinking or eating in front of voters

9. The carrying of any weapons (such as guns, knives, etc.) into the polling site

10. Unwilling or unable to sufficiently perform required tasks and/or duties as stipulated in New Jersey Statutes Annotated - Title 19 – Elections

Purpose:
Code of Conduct must be read by all Poll Workers assigned to the district. Poll Workers must acknowledge the Oath by signing the Pollbook when clocking in.

Location:
Blue envelope

DISABILITY CERTIFICATES FOR ASSISTANCE

Purpose:
This form should be completed any time a voter requires another person (over the age of 18) to assist them in casting their vote within the machine. The voter may have the assistance of a Poll Worker or anyone they select **EXCEPT** for the following:

- A candidate on the ballot
- The voter's employer
- A union official

How to complete:
The Poll Worker may assist the voter to complete the form.

Indicate the voter's:

- Name
- Registration Number
- Located on the identification tab of the voter record
- Address

Write the word "Disability" for the physical disability field. Do not request information regarding the voter's reason for needing assistance.

Location: Red envelope

How to return: Place completed forms back in the red envelope within the Blue Canvas Bag.

Example if voter has family/friend/aide assisting:



DISABILITY CERTIFICATES FOR ASSISTANCE

1
To John Smith Reg # A12345678910
(name of voter)
Do you solemnly swear [or affirm] that you are
Disability
(physical disability – state nature of)

(*Blindness)
and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-8]

Name of member of Board of Registry and Election taking oath

Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.

Jane Smith
*Name of voter assisting blind voter
123 Main Street, Middletown NJ
Address of voter assisting blind voter

PRIMARY
(GENERAL)
SPECIAL
20 23

Example if poll worker is assisting:



DISABILITY CERTIFICATES FOR ASSISTANCE

1
To John Smith Reg # A12345678910
(name of voter)
Do you solemnly swear [or affirm] that you are
Disability
(physical disability – state nature of)

(*Blindness)
and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-8]

Jane Pollworker
Name of member of Board of Registry and Election taking oath

Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.

Joe Pollworker
Joann Pollworker

*Name of voter assisting blind voter
123 Main Street, Middletown NJ
Address of voter assisting blind voter

PRIMARY
(GENERAL)
SPECIAL
20 23

FORMS INDEX

INCIDENT REPORT



Incident Report

General Election 2024 – November 5, 2024
Municipality: **Sample Township**
District: **01**

Instructions: Document any incident that interrupt the normal flow of voting. Please use as much detail as possible. Common incidents include: spoiled/reissued ballots, machine jams, fleeing voters, check in errors, etc.

Time	Category	Voter ID / Name	Description & Action Taken	Initials
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			

SAMPLE-TOWNSHIP-01

Please use back side if necessary →



Time	Category	Voter ID / Name	Description & Action Taken	Initials
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			
	☐ Spoiled ballot ☐ Machine Jam ☐ Fleeing voter ☐ Check-in error ☐ Other			

SAMPLE

Purpose:
This form is provided in order to document issues, mistakes, problems, or anything out of the ordinary experienced on Election Day. Please make note of any troubles that are experienced throughout the day which interrupt the normal operation of the poll place. Be sure to write clearly and provide as much detail as possible, if applicable include voter's name and ID number.
Note: ALL spoiled ballots MUST be documented on here.

Location:
Blue envelope

How to return:
Retain the Incident Report sheet and return it in the blue envelope within the Blue Canvas Bag.

PROVISIONAL AFFIRMATION STATEMENT

What are provisional ballots?

Provisional ballots are used in the polling place for persons whose eligibility to vote is in question and must be resolved by the county election officials, not the District Poll Workers at the polling place. N.J.S.A. 19:53C-1 et.seq.

What happens to a ballot that is voted provisionally?

Provisional ballots are brought back to the county election officials for verification and counting by the Board of Elections. This process occurs in the days following Election Day. Every provisional ballot is investigated. If the provisional investigation determines the person is an eligible voter for the election, the provisional ballot is counted. If the findings determine that the voter is not eligible, the vote will be rejected and the voter will be notified by mail the reason for rejection.

How do I process a provisional ballot?

Once you have established that the voter needs to be issued a provisional ballot, have the voter complete a **Provisional Affirmation Statement** at a privacy booth. Provisional Affirmation Statements can be found inside the bright orange "Provisional Bag." Each affirmation statement will have an empty envelope attached to the back of it.

After the voter completes the statement, ensure that the voter has signed the form before issuing them a provisional ballot through the pollbook.

The voter will mark the ballot on the Voting Machine. The Voting Machine will automatically eject a provisional ballot so it may be sealed inside the envelope attached to the affirmation statement.

Ensure the affirmation statement remains attached to the ballot envelope and place all completed provisional ballots inside the orange Provisional Ballot Bag.

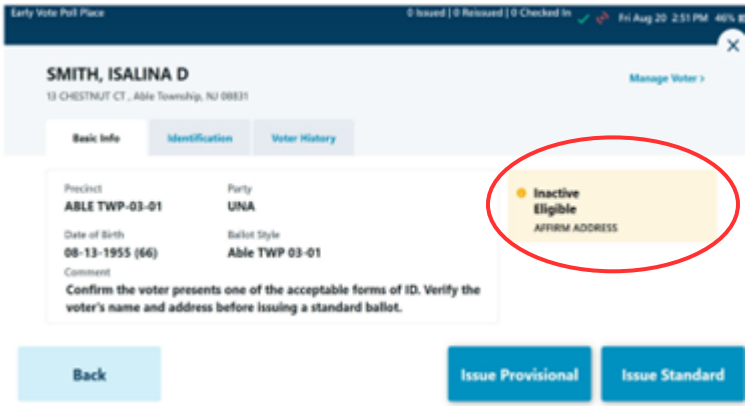


New Jersey
Provisional Ballot Affirmation Statement

DO NOT DETACH

FORMS INDEX

Voter Information Update Form



Purpose:

- This form is to be completed for:
  - Yellow Need ID voters who are able to provide a valid form of ID
  - Any voter who indicates that they have updated information that should be relayed to voter registration. For example:
    - Name Change
    - Address Update (Alternatively, this info may be updated on the pollbook during check-in)
    - Signature Update
    - Notice of Deceased voter (to be filled out by a family member)
    - Notice of moving out of County or State

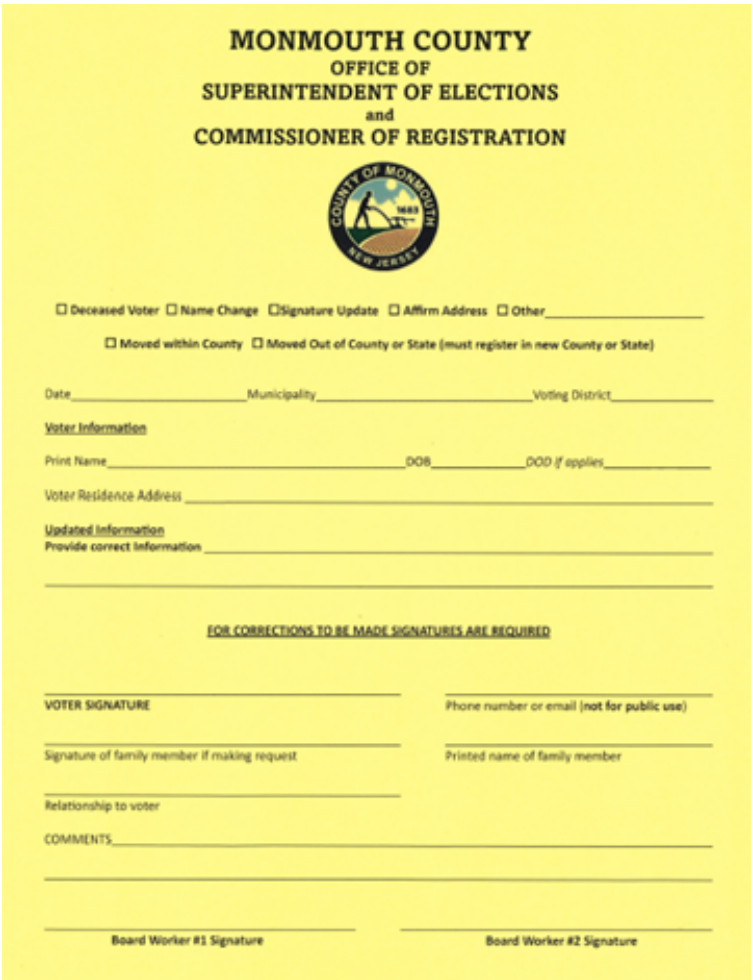
For Affirm Address Voters:

- This form is used to update addresses if the update address screen on the pollbook is not available of the voter has a yellow affirm address status.
- Check off the Affirm Address box
- Have the voter complete the remaining Voter Information and Updated Information sections of the form. Have the voter indicate their current address in the Voter Residence Address section.

For Need ID voters:

- Check the "Other Box" and write Need ID on the line
- Complete the Date Municipality and Voting District section of the form
- Have the voter fill out Voter Information section. For the Updated Information section, the voter should indicate the type of ID supplied.
- Drivers License
- (Include drivers license number if supplied)
- Car Registration
- Rent Receipt
- Utility Bill
- Etc.

Two Board workers and the voter must sign at the bottom of the form.



MONMOUTH COUNTY
OFFICE OF
SUPERINTENDENT OF ELECTIONS
and
COMMISSIONER OF REGISTRATION

☐ Deceased Voter ☐ Name Change ☐Signature Update ☐ Affirm Address ☐ Other_____

☐ Moved within County ☐ Moved Out of County or State (must register in new County or State)

Date_____Municipality_____Voting District_____

Voter Information

Print Name_____DOB_____DOD if applies_____

Voter Residence Address _____

Updated Information
Provide correct information _____

FOR CORRECTIONS TO BE MADE SIGNATURES ARE REQUIRED

VOTER SIGNATURE

Phone number or email (not for public use)

Signature of family member if making request

Printed name of family member

Relationship to voter

COMMENTS_____

Board Worker #1 Signature

Board Worker #2 Signature

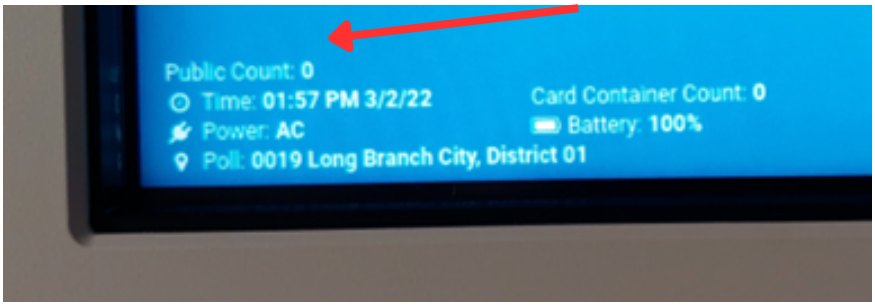
Location:
Red envelope

How to return:
Retain all of the "Voter Information Update" forms and return them in the red envelope within the Blue Canvas Bag.

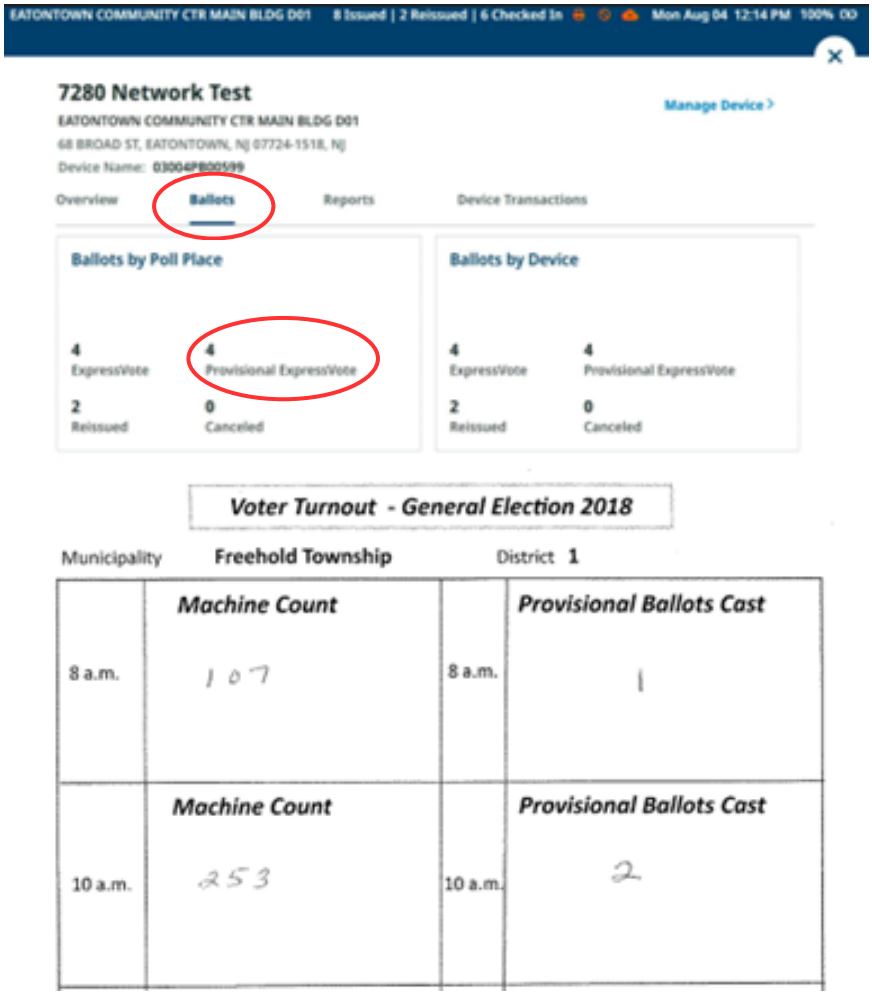
VOTER TURNOUT FORM

Purpose:
Poll Workers are required to report the number of voters who have voted at each district **every two hours**. The Voter Turnout Form is enclosed in the blue envelope. This form should be posted publicly in the poll location near or on the door into the polling room.
At the end of the day, return the Voter Turnout Form inside the blue envelope Blue Canvas Bag.

How to complete:
Voting Machine Counts
Add the "Public Count" totals from both Voting Machines.
The public count is located in the lower left corner of the Voting Machine screen.



Provisional Ballot Counts (from one of the Pollbooks)
Select **Monitor Poll** from lower right corner of the main screen on the pollbook. Tap the Ballots tab. Find the Ballots by Poll Place - **Provisional ExpressVote** field on screen and write the number on the turnout form. (Both pollbooks in the district should be synchronized and should display the same number.)



Note: Write the new cumulative total of votes for each hour in the chart.

If an hour is accidentally skipped, write the total as soon as you remember.

Voter Turnout - General Election 2018

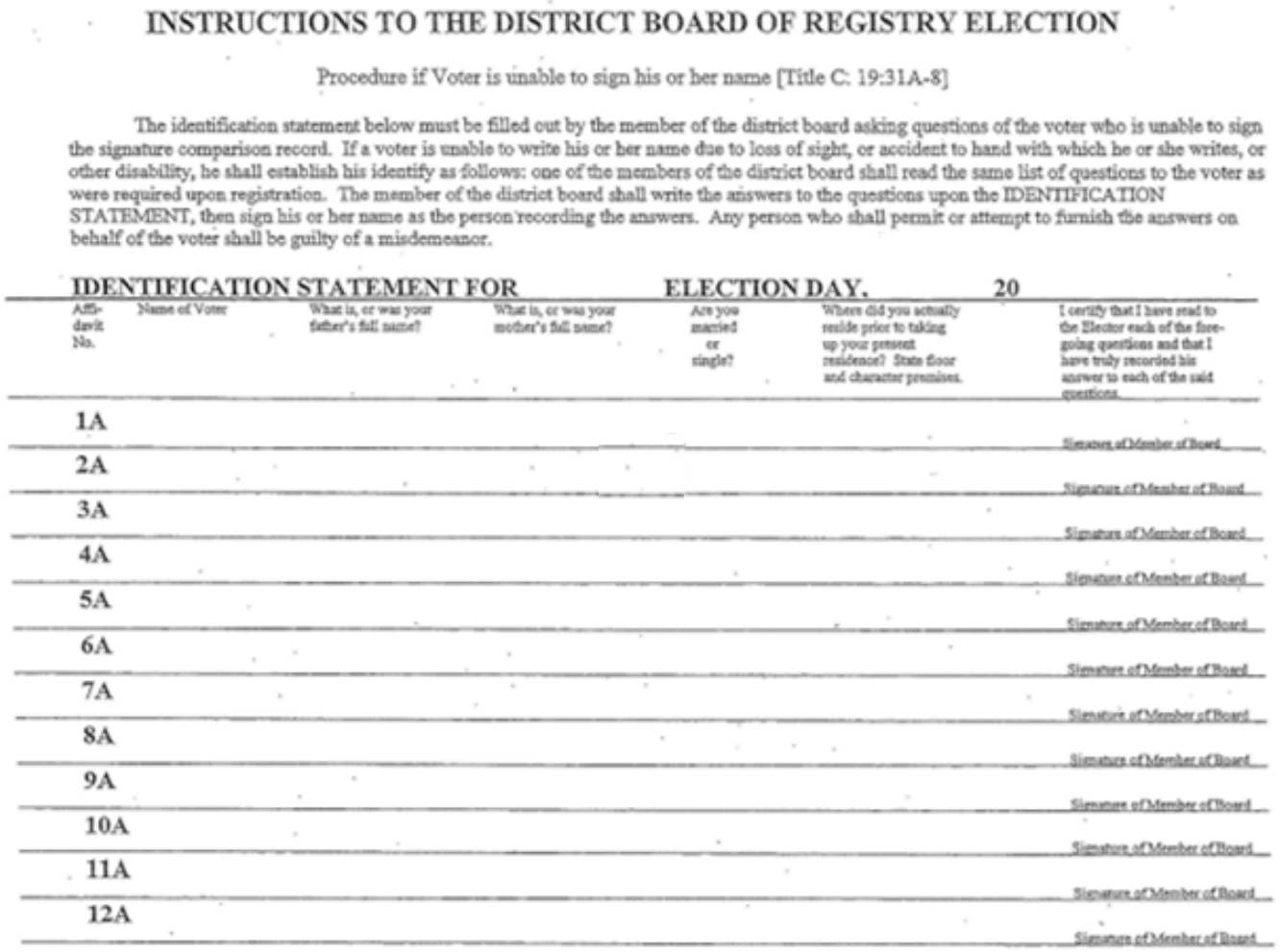
Municipality **Freehold Township** District **1**

	Machine Count		Provisional Ballots Cast
8 a.m.	107	8 a.m.	1
10 a.m.	253	10 a.m.	2

Location:
Blue envelope

How to return:
Return the form in the blue envelope at the end of the day.

VOTER UNABLE TO SIGN STATEMENT



INSTRUCTIONS TO THE DISTRICT BOARD OF REGISTRY ELECTION

Procedure if Voter is unable to sign his or her name [Title C: 19:31A-8]

The identification statement below must be filled out by the member of the district board asking questions of the voter who is unable to sign the signature comparison record. If a voter is unable to write his or her name due to loss of sight, or accident to hand with which he or she writes, or other disability, he shall establish his identify as follows: one of the members of the district board shall read the same list of questions to the voter as were required upon registration. The member of the district board shall write the answers to the questions upon the IDENTIFICATION STATEMENT, then sign his or her name as the person recording the answers. Any person who shall permit or attempt to furnish the answers on behalf of the voter shall be guilty of a misdemeanor.

IDENTIFICATION STATEMENT FOR ELECTION DAY, 20

Affi-davit No.	Name of Voter	What is, or was your father's full name?	What is, or was your mother's full name?	Are you married or single?	Where did you actually reside prior to taking up your present residence? State floor and character premises.	I certify that I have read to the Elector each of the fore-going questions and that I have truly recorded his answer to each of the said questions.
1A						Signature of Member of Board
2A						Signature of Member of Board
3A						Signature of Member of Board
4A						Signature of Member of Board
5A						Signature of Member of Board
6A						Signature of Member of Board
7A						Signature of Member of Board
8A						Signature of Member of Board
9A						Signature of Member of Board
10A						Signature of Member of Board
11A						Signature of Member of Board
12A						Signature of Member of Board

Purpose:

In the event that a voter cannot physically sign the pollbook, a Poll Worker can utilize this form to allow the voter to vote.

Location:

Red envelope

How to Return:

Return completed form in the red envelope within the Blue Canvas Bag.

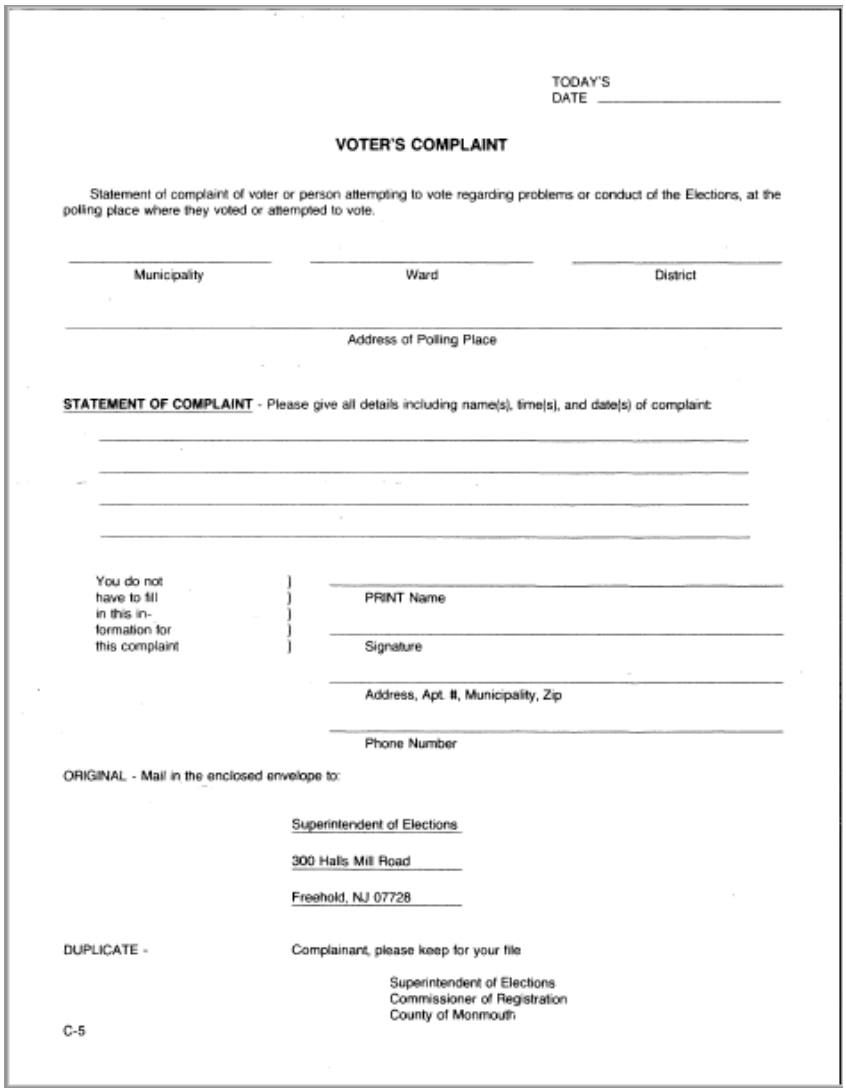
VOTER'S COMPLAINT FORM (C-5)

Purpose:
In the event that a voter wishes to file a formal complaint, please provide them the Voter's Complaint form located inside the red envelope in the Blue Canvas Bag.

Location:
Red envelope

How to return:
Place completed forms in the red envelope within the Blue Canvas Bag.

Alternatively, the voter may return via mail.



TODAY'S DATE _____

VOTER'S COMPLAINT

Statement of complaint of voter or person attempting to vote regarding problems or conduct of the Elections, at the polling place where they voted or attempted to vote.

_____ Municipality _____ Ward _____ District

_____ Address of Polling Place

STATEMENT OF COMPLAINT - Please give all details including name(s), time(s), and date(s) of complaint:

_____

_____

_____

_____

You do not have to fill in this information for this complaint

_____ PRINT Name

_____ Signature

_____ Address, Apt. #, Municipality, Zip

_____ Phone Number

ORIGINAL - Mail in the enclosed envelope to:

Superintendent of Elections
300 Halls Mill Road
Freehold, NJ 07728

DUPLICATE - Complainant, please keep for your file

Superintendent of Elections
Commissioner of Registration
County of Monmouth

C-5

EMERGENCY PROTOCOLS

In the event of an emergency threatening the safety of any individual in or around a polling location, please contact the appropriate entities below.

1. Call **911** for all safety emergencies.
2. Call the **Board of Elections** at 732-431-7040 or 732-431-7802 x7150.

Contact the local Municipal Clerks Office & the Board of Elections in cases pertaining to poll site openings/closures.

Municipality	Phone
Aberdeen TWP	732-583-4200
Allenhurst Boro	735-531-2757
Allentown Boro	609-259-3151
Asbury Park City	732-775-2100
Atlantic Highlands	732-291-1444
Avon Boro	732-502-4510
Belmar Boro	732-681-3700
Bradley Beach Boro	732-776-2999
Brielle Boro	732-528-6600
Colts Neck TWP	732-462-5470
Deal Boro	732-531-1454
Eatontown Boro	732-389-7601
Englishtown Boro	732-446-9235
Fair Haven Boro	732-747-0241
Farmingdale Boro	732-938-4077
Freehold Boro	732-462-1259
Freehold TWP	732-294-2000
Hazlet TWP	732-264-1700
Highlands Boro	732-872-1224
Holmdel TWP	732-946-2820
Howell TWP	732-938-4500
Interlaken Boro	732-531-7405
Keansburg Boro	732-787-0215
Keyport Boro	732-739-5121
Lake Como	732-681-3232
Little Silver Boro	732-842-2400
Loch Arbour Village	732-531-4740

Municipality	Phone
Long Branch City	732-521-5686
Manalapan Township	732-446-8314
Manasquan Boro	732-223-0544
Marlboro TWP	732-536-0200
Matawan Boro	732-566-3898
Middletown TWP	732-615-2014
Millstone TWP	732-446-4249
Monmouth Beach	732-229-2204
Neptune City Boro	732-776-7224
Neptune TWP	732-988-5200
Ocean TWP	732-531-5000
Oceanport Boro	732-222-8221
Red Bank Boro	732-530-2740
Roosevelt Boro	609-448-0539
Rumson Boro	732-842-3300
Sea Bright	732-842-0099
Sea Girt	732-449-9433
Shrewsbury Boro	732-741-4200
Shrewsbury TWP	732-542-0572
Spring Lake Boro	732-449-0800
Spring Lake Heights	732-449-3500
Tinton Falls Boro	732-542-3400
Union Beach Boro	732-264-2277
Upper Freehold	609-758-7738
Wall TWP	732-449-8444
West Long Branch	732-571-5986

EMERGENCY PAPER BALLOTS

Emergency Ballots are only to be used with specific authorization from the Superintendent of Elections.

An AUTHORIZATION NUMBER must be obtained from the Superintendent of Elections (732-431-7780 x1) prior to use.

Emergency Ballots are provided as a backup in the event that the Voting Machines can not be utilized.
Emergency Ballots are in a gray canvas pouch and are in the back of one of your voting machines.
They must remain in the back of the machine unless authorized to use.

HOW TO USE EMERGENCY PAPER BALLOTS:

- Break the green numbered seal and empty the Emergency Ballot Bag containing the following items:
  - Emergency Paper Ballots and plain white envelopes
  - Envelope containing instructions for the use of 1 white and 1 red seal
  - Emergency Ballot tally sheet
  - Statement for Emergency Paper Ballots Voted
  - Privacy Screen (for voters), pencils

- Close the Emergency Ballot Bag and secure it with a white numbered seal.
- Place the green numbered seal inside the machine key pouch.
- Complete the “Statement for Emergency Ballots” (Form E).
- Place the Emergency Ballots and plain white envelopes on a table near the Voting Machine. Do not leave ballots unattended.
- Process the voter as usual. The voter signs the pollbook and is issued a Voting Authority to sign and take to the Poll Worker who is stringing the Voting Authorities. (This Poll Worker is now in charge of the Emergency Ballot Box and the Emergency Ballots.)
- After the Poll Worker strings the Voting Authority, they will give the voter an Emergency Ballot and a plain white envelope.
- Direct the voter to the polling booth or the area where a privacy screen has been set up. If a voter spoils a ballot, upon return of the spoiled ballot in the white envelope, the voter shall receive a second ballot. The Poll Worker marks “spoiled” on the plain white envelope, signs and dates the envelope, and places it in the Emergency Ballot Bag.
- Emergency Ballots may only be placed in the ballot bag by Poll Workers.

EMERGENCY BALLOTS

IMPORTANT: Secure unvoted paper ballots and plain white envelopes with your election supplies until (or if) needed again.

When the Voting Machine becomes available, voting on the machine may resume.

The Emergency Ballot Bag, secured with the numbered white seal, must remain in full view of the Poll Workers at all times.

On the “Statement for Emergency Paper Ballots Voted,” you must record the Voting Authority number of the last voter to use an Emergency Paper Ballot.

If a Voting Machine fails to operate on multiple occasions during any election or it becomes necessary to use Emergency Ballots (with authorization from the Superintendent of Elections office), a “Statement for Emergency Paper Ballots” must be completed each time.

Pollbook

- If the printer will not turn on and the pollbook is not receiving a charge, ensure all surge protectors are switched on.
- If the pollbook cannot establish a connection with the printer, ensure the printer has power, and the USB cable running between the pollbook and printer is pushed in fully. Restart the pollbook if still experiencing issues.
- If green icons are not displayed across the top of the home screen prior to the opening of polls, ensure the Wi-Fi device for your location has been turned on.

Voting Machine

- Passwords on the Voting Machine are case sensitive.
- If the machine displays a warning that the media access door is open, ensure the front right corner of the media access door has been completely shut by gently pressing on it.
- To suppress this warning, click the red circle on screen, and enter the election code.
- If the top access compartment or the rear compartment will not close, ensure the key has been turned to the unlocked position when closing the door. If the key is in the locked position, the lock inside will prevent the door from closing.
- The upper left corner of the machine has 3 icons. These icons can help indicate the status of the machine.



  - A green plug icon (left) indicates a machine is receiving power from an outlet.
  - A green power icon (center) indicates the machine is turned on. (In this picture, the machine is not turned on since the icon is not green.)
  - A green battery icon (right) indicates the remaining battery charge.
- If the Voting Machine displays a warning that the machine is not receiving power check the following:
  - Power cord on right side of machine is plugged in.
  - If utilizing a surge protector, ensure it is switched on.
  - Ensure the power plug beneath the green light on the right side of the machine is plugged into the base of the machine. The socket is labelled “15A MAX.”

Notes

Notes



MONMOUTH COUNTY
BOARD OF ELECTIONS
300 HALLS MILL ROAD
FREEHOLD, NJ 07728
732-431-7802 EXT 7150

WWW.VISITMONMOUTH.COM

WWW.MONMOUTHCOUNTYVOTES.COM