



MONMOUTH COUNTY BOARD OF ELECTIONS

300 HALLS MILL ROAD, FREEHOLD, NJ 07728



General Election

INSTRUCTION BOOK

Board of Elections

732-431-7802, EXT 7150, or one of the following extensions:

7804, 7801, 8935, 7809, 7803

Poll Worker and polling place information along with inquiries regarding receipt of Mail-in ballots

Voting Machines

732-431-7291

Superintendent of Elections

732-431-7780, EXT 1

Registration and Voter Information

Clerk of Elections

732-431-7790

To obtain a Mail-In Ballot

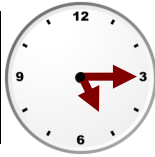
October 2021

POLL WORKER RESPONSIBILITIES

ELECTION DUTIES:

- ✓ Obtaining the necessary supplies from the Municipal Clerk
- ✓ Opening the polls on time
- ✓ Processing voters
- ✓ Maintaining order at the polls
- ✓ Closing the polls
- ✓ Completing official documents and returning supplies

Report to your polling place at 5:15 a.m.



The polls must open for voters promptly at 6:00 a.m.

If you cannot work, call the Board of Elections immediately so a substitute can be placed.

Lunch Break - A majority of the Board must be present at all times on Election Day. All one-hour lunch breaks must be completed by 5:00 p.m.

Only one Poll Worker may leave at a time.

School election hours are determined by the school board.

Select one poll worker to act as Judge and another, from the opposite party, to act as the Inspector.

Remember to:
Rotate responsibilities
Work as a team

VOTER COMPLAINT FORM (C-5)

Please offer this form to the voter if he or she would like to report a complaint.

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 in- }
 formation 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

Voting a Standard Ballot

The voter's selections are printed on a paper ballot visible behind glass



1 CHECK IN

The voter checks in and signs at any e-poll book. The poll worker validates your signature.

2 OBTAIN BALLOT

The poll worker inserts a blank card into Express Vote Activation Card printer. Based on information from the e-poll book, this device prints an activation card so the machine can display the correct ballot for the voter. The voter must sign a voting authority.

3 VOTE

The voter presents the Voting Authority to the poll worker. Then proceeds to the voting machine and inserts the Activation Card. The voter makes selections on the touch screen and confirms the choices (visible on the paper ballot at the side of the screen). The voter casts the ballot and voting is complete.

DISABILITY CERTIFICATE FOR ASSISTANCE FORM

Any voter who requests assistance may have the assistance of anyone they select except for a candidate on the ballot, their employer or union official. A poll worker may assist the voter. The "Disability Certificate for Assistance" form will be available in the red envelope (*see sample below*). This form must be signed by the voter, the person assisting the voter, and two poll workers.

<p>DISABILITY CERTIFICATES FOR ASSISTANCE</p> <p>1 To _____ Reg # _____ (name of voter) Do you solemnly swear [or affirm] that you are _____ (physical disability – state nature of)</p> <p>(*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]</p> <p>_____ Name of member of Board of Registry and Election taking oath</p> <p>Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter. _____</p> <p>_____ *Name of voter assisting blind voter</p> <p>_____ Address of voter assisting blind voter</p> <p>PRIMARY GENERAL 20 _____ SPECIAL *****</p>	<p>DISABILITY CERTIFICATES FOR ASSISTANCE</p> <p>2 To _____ Reg # _____ (name of voter) Do you solemnly swear [or affirm] that you are _____ (physical disability – state nature of)</p> <p>(*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]</p> <p>_____ Name of member of Board of Registry and Election taking oath</p> <p>Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter. _____</p> <p>_____ *Name of voter assisting blind voter</p> <p>_____ Address of voter assisting blind voter</p> <p>PRIMARY GENERAL 20 _____ SPECIAL *****</p>
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AUDIO VOTER

The voting machines will be equipped with an Audio Device for use by visually impaired voters. As with all voters, if assistance is required by audio voter, the Disability Certificate (shown above) must be filled out.

WHEELCHAIR ACCESSIBILITY

The voting machine screen is adjustable and can be adjusted to accommodate voters in wheelchairs.

POLL WORKER RESPONSIBILITIES

Designated Poll Workers—must pick up their supplies at the local Municipal Clerk's Office. These supplies will be in the "blue bag." Note that \$25 per district can be shared by poll workers who pick up and return the materials.

Supply Kit Contents:

- ◆ **Manila envelope** from the Clerk of Elections:
 - ◇ Oath of Office
 - ◇ Sample Ballot—to be posted
 - ◇ Voting District Signs
 - ◇ American Flag Poster—to be posted
 - ◇ Pens, tape, scissors and supplies
 - ◇ Zip tie to string voting authorities
- ◆ **Blue envelope** from Board of Elections:
 - ◇ Badges (Please return)
 - ◇ Handicap Accessibility Sign —*to be posted*
 - ◇ NJ Voter's Bill of Rights— to be posted
 - ◇ Instruction Book
 - ◇ Pay Voucher
 - ◇ Incident Report (*To record errors, accidents and issues*)
 - ◇ Map
 - ◇ Instructions to Voters Sheet
 - ◇ Voter Turnout Form
- ◆ **Red envelope** from the Superintendent of Elections:
 - ◇ Affirmation of Residency Forms
 - ◇ Challenge Forms
 - ◇ Voter complaint form
- ◆ Envelope for returning USB sticks, Zero Proof & Results Reports, and Emergency Ballot Tally Sheet (if used)

The table for voters to sign in should be prominently visible when entering the voting area. Position the voting machines to one side of the registration table and the Challenger table to the other side as space permits. When challengers are present, each voter's name should be announced (also announce the voter's party for Primary Elections).

This allows the Challengers to hear each name as it is announced and the poll workers to watch the machines.

If more than one district is in the polling place, each district is to be set up separately with a sign to clearly indicate the district numbers. The American Flag poster should be taped to the door that is used as the outside entrance to your polling place.

Poll workers should check for **ADA compliance** by ensuring handicapped parking is available and ramps are in place where necessary. Make certain that there are no obstructions for handicapped or elderly voters between the entry to the polling location and the Poll Worker table. If any problems exist, please call the Municipal Clerk for assistance.

Post the following items together:

The "NJ Voters' Bill of Rights" and sample ballots should be posted.

No electioneering is permitted within one hundred feet of the polling place entrance (19:34-15).

This applies to any circulars or printed matter in support of any candidate, party or public question within the polling place or within 100 feet of the entrance to the polling place. 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 100 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.

Steps to Process a Voter

1. Select the **Search for Voter** button
2. Enter first three letters of the voter's last name and the first three letters of the voter's first name. You can add additional letters or the birthdate to find the voter.
3. Results will start to appear below. Click on the box with the voter's name, address and status.
4. The voter's information will appear on the screen**
5. Identify the color code and wording to determine the voter's status.
6. Choose the appropriate box at the bottom right of the screen to start processing the voter.
7. Load the blank activation card in the printer
8. For Standard Ballot voters, ask them to sign a **Voting Authority**. Enter the voting authority number in the "**Capture Ballot Number**" field.
9. Swivel the screen to face the voter so they may sign in the large signature block, when complete the voter will select **Done Signing**.
10. Return the screen to facing you so you may do the signature comparison, when complete select, **Accept**.
11. The voter should proceed to the machine, hand the poll worker the voting authority, put the activation card in the voting machine and begin the voting process.

For Provisional Ballot voters, ask them to fill out the **Provisional Ballot Affirmation Statement**. (**Do not issue a voting authority**). Continue with the steps for **issuing a provisional ballot**.

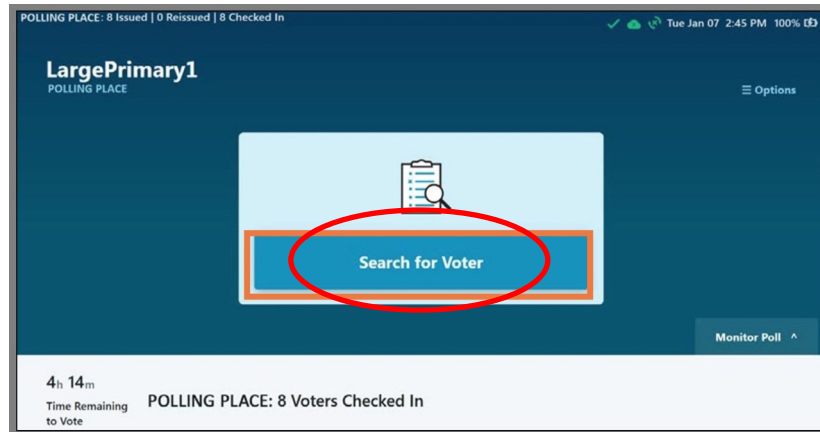
***If the voter's name does not appear in the search, the voter may be in the wrong district. Change the search criteria to "County" to search for the voter in Monmouth County. The registered voter will display as "**Wrong Poll**" in red and if you click on the voter's name, the correct polling place will be displayed.*

VOTING INSTRUCTIONS

The voter states his or her name.

Start a search for the voter in the e-pollbook. Select the:

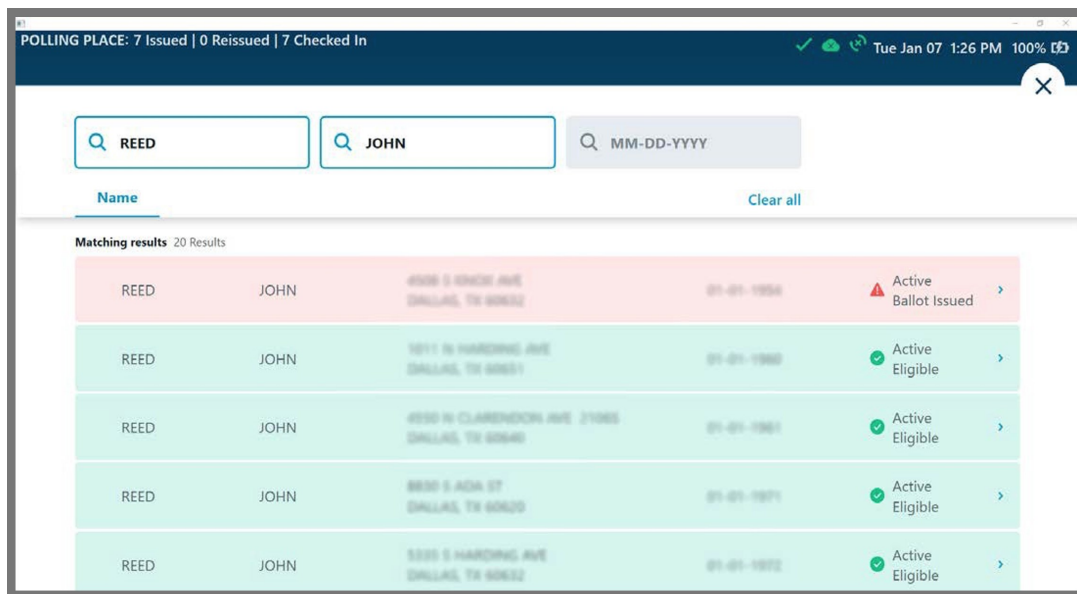
Click **Search for Voter Button** on the main screen.



Enter the voter's first name, last name and/or birth date to search for the voter.
(Helpful hint: you can enter the first three letters of the voter's first name and last name along with the birthdate for a refined search).

The voter's birthdate should be entered as 2 digits for the month, 2 digits for the year and 4 digits for the year as shown below: **09-25-1979**

A search for John Reed displays the following results.



Voter Details and Status

Results for each voter will be displayed using a color-coding system.

Green	Voter may vote a standard ballot
Yellow	Voter may vote a provisional ballot, or some action is required before a voter can be issued a standard ballot.
Red	Voter cannot vote a standard ballot due to exceptions with their voter record

The screenshot shows a web interface for managing voter information. At the top, it says 'COMMUNITY BUILDING' and '0 Issued | 0 Reissued | 0 Checked In' with a green checkmark and a red 'X' icon. The date and time are 'Thu Sep 24 11:57 AM' and '100%' battery. The voter's name is 'SMITH, CLARA VARGAS' and the address is '1101 SOUTH KLEIN AVENUE, CITY, STATE 79029'. There is a 'Manage Voter >' link. Below the name are four tabs: 'Basic Info', 'Identification', 'Voter History', and 'Poll Place'. The 'Basic Info' tab is active. It shows 'Precinct 301', 'Party II', 'Date of Birth 08-20-1930 (81)', and 'Ballot Style Precinct 101'. A green box with a checkmark says 'Active Eligible'. At the bottom, there are three buttons: 'Back', 'Issue Provisional', and 'Issue Standard'. The 'Issue Standard' button is circled in red.

This voter is active and eligible to vote. Issue this voter a standard ballot.

MAIL-IN BALLOT VOTER

Early Vote Poll Place 0 Issued | 0 Reissued | 0 Checked In Fri Aug 20 2:50 PM 47%

SMIROS, RONALD JAMES Manage Voter >
12 ROBIN LN , City of Brave, NJ 08831

Basic Info Identification Voter History

Precinct BRAVE-01-01 Party UNA
Date of Birth 04-13-1966 (55) Ballot Style BRAVE 01-01
Comment Issue Provisional ballot only.

▲ Active MAIL BALLOT VOTER
Mail ballot has been issued.

Back Issue Provisional Issue Standard

The above voter has applied for mail-in ballot and can only vote by provisional ballot. The Board of Elections can accept a Provisional Ballot vote when they have verified that a Mail-In Ballot was not received from the voter.

Other options for the mail-in voter - Mail-In Ballots can be hand delivered to the Monmouth County Board of Elections, 300 Halls Mill Road, Freehold by the close of the polls on Election Day. The voter also has the option to bring their ballot to the post office (**ballot must be postmarked with the Election Day date**). Mail-in ballots must be received by the Board of Elections by mail within 144 hours of the close of polls.

Mail-In Ballots cannot be accepted at the polls.

REISSUING A STANDARD BALLOT

After the voter completes marking the ballot on the machine, they can review their choices on the view screen to the right of the ballot on the screen. If they do not like the choices they made, they can select Quit and then Quit again. The machine starts beeping and poll worker assists the voter with password then the ballot is ejected. The voter gives the poll worker the ballot and the poll worker writes spoiled on the ballot and puts a line through the barcode with a pen.

To reissue a standard ballot, search for the voter needing a ballot reissued and select the voter. Verify the voter then select **Reissue Standard Ballot**. Next, touch the Reissue Ballot Reason then touch **Next**. Have the voter sign the tablet. Once signature is captured, touch **Done Signing**. Verify the voter signature, then touch **Accept**. Touch **Complete Check-in** to finish checking the voter.

There's no need to reissue a voting authority.

Place the spoiled ballot in the spoiled ballots bag.

Hampton Park 6 Issued | 0 Reissued | 6 Checked In Fri Aug 28 12:42 PM 100%

Reissue Ballot
Reissue Ballot Reason

Select Reissue Reason

Issued Incorrect Ballot Style
 Poll Worker Error
 Voter Spoiled Ballot

Back Next

The voter can be reissued a standard ballot up to three times.

VOTER TURNOUT REPORTING

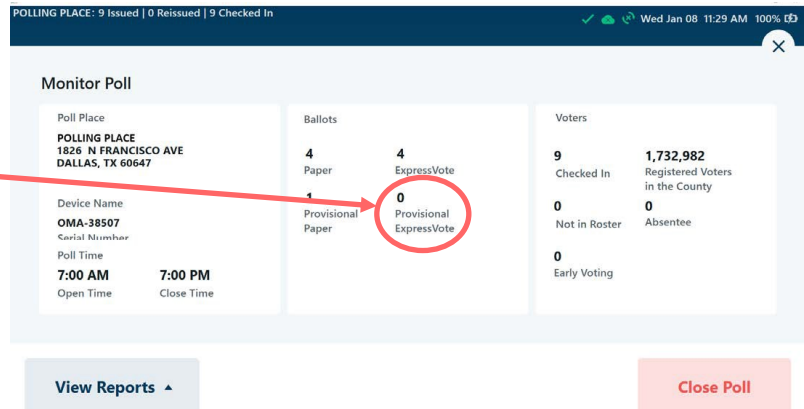
In August 2018, a new law, A3463, went into effect which requires poll workers to report the number of voters who have voted at each district **every 2 hours**. Write the number of votes cast on the **voting machines** and the number of votes cast by **provisional ballot**.

Finding the Totals

Voting Machine Counts – identify the votes cast per machine from the public counter (left hand corner of the voting machine screen) **Public Counter**.

Add the totals from the 2 machines and enter this number on the form.

Provisional Ballot Counts - Select **Monitor Poll** from the main screen, enter the number above the Provisional ExpressVote field (from one e-poll book in your district).



Please use **Voter Turnout Form** enclosed in the blue kit to report this information on the **entrance door or wall inside your polling location**.

Sample of a portion of the completed form

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

Primary & General Elections Voter Turnout Report

Times:
 8 a.m.
 10 a.m.
 12 p.m.
 2 p.m.
 4 p.m.
 6 p.m.

Obtain new counts from the machines each time

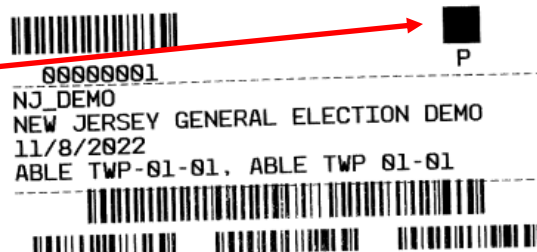
Return the **Voter Turnout Form** in the blue bag

ISSUING A PROVISIONAL BALLOT

If the voter needs to be issued a Provisional Ballot, touch **Issue Provisional** then verify the voter address using the procedure in the previous step. Select the reason for issuing the provisional ballot.

Have the voter sign the e-poll book then touch **Done Signing**. Verify the signature, then touch **Accept**, Next, type in the District the voter belongs to in the District box and select **Next**. Touch Complete Check-in when finished. The voter should be given a Provisional Ballot Affirmation Sheet to fill out (see below). The voter should proceed to the machine to mark the ballot. The ballot will be returned to the voter to be enclosed in the envelope attached to the Affirmation Statement.

The provisional ballot activation card is identified by a filled in box with a "P" underneath.



PROVISIONAL BALLOT AFFIRMATION

This is a sample of the Provisional Ballot Affirmation Statement. Please ensure the voter completes the form and that it remains attached to the ballot envelope. After the voter completes the ballot on the machine, the voted activation card will be returned to the voter and should be enclosed in the envelope that is attached.

Street address,
no P.O. Boxes

Ensure that the
sections are
completed and
that voter signs
at the bottom.

ID Required

This voter's record indicates a need to present ID. This is one of two instances where you may ask for ID. (The other is the Challenge Process which is reviewed later in this booklet.)

Early Vote Poll Place 0 Issued | 0 Reissued | 0 Checked In Fri Aug 20 2:53 PM 44%

Sr. STEFFE, STEVEN PETER Manage Voter >
19 CLEVELAND AVE , Able Township, NJ 08831

Basic Info Identification Voter History

Precinct	Party
ABLE TWP-03-02	REP
Date of Birth	Ballot Style
04-04-2001 (20)	Able TWP 03-02

Comment
Confirm the voter presents one of the acceptable forms of ID. Verify the voter's name and address before issuing a standard ballot.

● **Active-Need ID Eligible**
ID REQUIRED

Back Issue Provisional Issue Standard

Acceptable documents may include the following items: a photo ID such as a NJ Driver's License, passport, job or student ID, military or government ID, or store membership ID card. Also acceptable are: non-photo ID such as a car registration, public assistance card, sample ballot, utility bill, rent receipt, paycheck or a government check.

If the voter shows an acceptable form of ID, they may be issued a standard ballot. If they do not present a form of ID, they must be issued a provisional ballot.

REDIRECTING A VOTER

***If the voter's name does not appear in the search, the voter may be in the wrong district. Change the search criteria to "County" to search for the voter in the county. The registered voter will display as "**Wrong Poll**" in red and if you click on the voter's name, the following screen will appear. You can select Issue Provisional if the voter would like to cast their vote where they are or you redirect the voter to their polling place which appears on the screen.*

COMMUNITY BUILDING 0 Issued | 0 Reissued | 0 Checked In Thu Sep 24 12:03 PM 100%

SMITH, TERRI CLARK Manage Voter >
10838 CLUCK ROAD , CITY, STATE 79029

Basic Info Identification Voter History Poll Place

Designated Poll Place
**GIRL'S CENTER
5TH & S MADDOX
CITY, STATE**

Print Details > Send Text >

OFFICIAL POLLING PLACE

Back Issue Provisional Find Poll Place

AFFIRMATION OF RESIDENCY / AFFIRM ADDRESS

When the status box states, "Affirm Address" Voter should complete the yellow Affirmation of Residency form.
Do not ask for ID.

After the voter has completed the form, compare the address on the form with the address printed above the voter's signature verification box. If the form indicates that the voter has not moved, have at least one Poll Worker sign the Affirmation of Residency form and have the voter sign the signature box. For this process, no other proof of residency is required.

If the voter indicates on the **Affirmation of Residency** form that he or she has moved, but indicates that the move outside of Monmouth County was less than 29 days before this election, **this voter can be issued a standard ballot.**

For a voter who has indicated a new address as indicated on their Affirmation of Residency, offer this voter a **provisional ballot.**

Please Remember.....

This "Affirmation of Residency" form is for information purposes only. It is not a challenge, so no vote of the District Board is required.

Retain all of the "Affirmation of Residency" forms and return them in the blue canvas bag.

Deceased Voter

If information is given to you that a voter is deceased, have a family member use the space provided on the "Affirmation of Residency" form to notify the Superintendent of Elections. The signature of a relative is needed to confirm a deceased voter. Return the form with your supplies.


Sample of Affirmation of Residency Form

AFFIRMATION OF RESIDENCY

TO BE COMPLETED IF VOTER NAME IS "TAGGED" IN REGISTRATION BINDER

I DID NOT MOVE.

I MOVED OUTSIDE OF MONMOUTH COUNTY LESS THAN 29 DAYS BEFORE THIS ELECTION.



I, _____, further affirm
Voter Name (PRINT) Date of Birth

that my Current Address is, or Former Residence was _____
Street (PRINT)

City, State and Zip (PRINT) Voting District

in the County of _____
County (PRINT)

My Out-of-County Address is _____
Street, City, State and Zip (PRINT)

Registration # _____ Signature of Voter _____

Subscribed to before the District Board this _____ of _____
Day Month Year

Signature District Board Signature District Board

Signature District Board Signature District Board

Deceased Voter's Name (PRINT) Date of Birth Address

SIGNATURE OF FAMILY MEMBER RELATIONSHIP TO DECEASED

DISTRICT BOARD WORKER'S REMARKS _____

THIS AFFIRMATION IS TO BE RETURNED TO MONMOUTH COUNTY SUPERINTENDENT OF ELECTIONS

Early Vote Poll Place 0 Issued | 0 Reissued | 0 Checked In ✓ Fri Aug 20 2:51 PM 46%

SMITH, ISALINA D [Manage Voter >](#)

13 CHESTNUT CT, Able Township, NJ 08831

Basic Info Identification Voter History

Precinct ABLE TWP-03-01	Party UNA
Date of Birth 08-13-1955 (66)	Ballot Style Able TWP 03-01
Comment Confirm the voter presents one of the acceptable forms of ID. Verify the voter's name and address before issuing a standard ballot.	

Inactive Eligible
AFFIRM ADDRESS

Back
Issue Provisional
Issue Standard

Provisional Ballot Processing

Voter not found in the e-poll book

If the voter is not found in the e-poll book, ask the voter to complete a **Provisional Affirmation Statement**.

On the home screen of the e-poll book, select **Find Voter Poll Place**

Enter the voter's address as listed on **Provisional Ballot Affirmation Statement**

Enter the Precinct (district) code shown provided in your kit.

Example of Precinct Code:

Monmouth County 13 / Municipality Long Branch City 25 / 00 / District 09

Select the **Back** button

On the e-poll book, attempt to find the voter by entering first three letters of the first name and the first three letters of the last name. If you do not find the voter, click the **Voter Not Found** blue button.

Enter the voter details with information the voter indicated on the **Provisional Affirmation Statement**. Once all the voter information is entered, type in the Precinct (District) Code in the last field click **Next**. The next screen will ask you to identify the reason the provisional was issued. Select the circle next to the appropriate reason:

- Registration information missing from Poll Book

The voter will sign on the next screen (since the voter is not in the e-poll book there is no signature for comparison). Next, select the voter's precinct (district) by entering the Precinct (District) code to print the activation card.

CHALLENGER INFORMATION AND RULES

Challengers are representatives who may be present at the polls to challenge the right of a person to vote for a particular reason. Challengers, Poll Workers and candidates may challenge a voter.

A Challenger must present a credential letter and wear a badge provided by the Monmouth County Board of Elections. **Only one Challenger per candidate can be present at the polls at a time.** The credential letter and badge each challenger has will identify the candidate and district in which the Challenger is serving.

A candidate on the ballot may serve as a Challenger but will not a credential letter and badge. You may request identification from the candidate if necessary. If the candidate is at the polls to serve as a Challenger, a Challenger appointed in the candidate's name must leave the polling location.

Challengers should be seated at a table that is separate from the District Board. There should be no interaction between Challengers and the voters. Any questions a Challenger may have for a challenged voter must be given to the District Board Worker, who will ask the voter the question.

Please remember to announce each voter's name loudly enough for the Challenger to hear. For Primary Elections, announce the voter's name and political party.

Challenger Do's & Don'ts

Challengers Can:

1. 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
- registered to vote

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

Challengers Can Not:

1. Challenge a voter for any of these 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 section 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 asks a first-time registrant by mail to show identification.

CHALLENGER CREDENTIAL

Sample Challenger Badge issued by the Board of Elections.



MONMOUTH County Board of Election Permit to Agent or Challenger

This permit must be presented by the person named therein to the election board of the district named therein and he shall be permitted to remain within the polling place while the election is in progress and to be within the railed enclosure while the ballots are being counted. (Title 19:7-4)

TIMOTHY SMITH

The municipality and district the Challenger is permitted to serve in.

is authorized by the MONMOUTH County Board of Elections to be a Challenger for
This applies for the General Election being held on 11/05/2019
for ABERDEEN-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 Chairman and Secretary on 08/21/2019.

CHANTAL BOUW, Chairman

ALLAN ROTH, Secretary

Detachable badge to be worn by the Challenger.



**Democratic
Official
Challenger**

TIMOTHY SMITH

Issued by the MONMOUTH
County Board of Elections

for 11/05/2019

CHANTAL BOUW
Chairman

ALLAN ROTH
Secretary

EILEEN KEAN,
PATRICIA A. BENNETT
Commissioners

The Information Sheet (C-3) must be read to the voter which explains the voter's rights.

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 _____.

Poll Workers Take a Vote

The challenged voter should then complete the second section of the Challenger Affidavit Form (C-2/C-4) and then provide a suitable identifying document for inspection. The poll workers should review the form and the identifying document and then vote on whether to permit the voter to vote.

- ◆ If the majority of the district board members vote against the challenge or if the vote is a tie, the voter is permitted to vote a standard ballot.
- ◆ If three or four district board members vote to uphold the challenge, the voter is not permitted to vote.

3 Yes, 1 No Or 2 Yes, 2 No	<i>Permitted to Vote</i>
2 Yes, 2 No (Tie goes to the voter)	
0 Yes, 4 No	<i>Not Permitted to Vote</i>
1 Yes, 3 No	
Record results at the bottom C2 / C4 form.	

A challenged voter must be informed of his/her right to appeal to a Superior Court Judge at the Monmouth County Courthouse in Freehold on Election Day. The voter is permitted to seek a court order to restore his or her right to vote on the machine.

RESULTS REPORT

The Voting Machine is programmed to print out four copies of the "Voting Results Reports" at the close of polls.

Each Poll Worker must sign the bottom of *ALL* Results Reports.

One copy is to remain at the polling place for viewing by the public.

The remaining copies are to be returned to the Municipal Clerk in the envelope provided along with the Emergency Ballot tally sheet (if used), the Memory Sticks and Zero Proof reports.

FINAL RESULTS REPORT

*** VOTING RESULTS REPORT ***
05:57 PM August 23, 2021
Unit Serial Number: XL0119100294

Demo County
New Jersey General Demo (PROV)
EVID Early Voting
Election Date: November 02, 2021
Poll Opened Date: August 23, 2021
Poll Opened Time: 05:36 PM
Poll Closed Date: August 23, 2021
Poll Closed Time: 05:57 PM
Public Count: 1

Protected Count: 12
Poll Voting Report

Total Ballots Processed: 1

Governor	
Number to Vote For	1
DEM Sierra MIST	1
REP Polly NATE	0
C Dee LISHUS	0
D Bob KATT	0
E Ruby SLIPPERS	0
F Sue PIERRIOR	0
Write-in	0
Under Votes	0
State Senate	
Number to Vote For	1
DEM Miles AHEAD	0
REP Peg ASUS	1
Write-in	0
Under Votes	0
General Assembly	
Number to Vote For	2
DEM Carrie OKIE	0
DEM Sarah MOANIE	1
REP Mike RAFONE	0
REP Dan D. LION	0
C Myra MARKS	0

Emergency Ballots are only used with authorization in special circumstances.

Prior to using Emergency Paper Ballots, an **AUTHORIZATION NUMBER** must be obtained from the Superintendent of Elections (732-431-7780 x1) to use the Emergency Ballots.

**On behalf of the Commissioners and Staff of the
Monmouth County Board of Elections,
we would like to thank you for your dedicated commitment
to the election process.**

Staff:

**Robin Major, Administrator
Tracee Johnson, Chief Clerk
Debra McEnery, Jean Pometti
Kimberly Earl, Sean Patterson,
Diane Randolph, Julia Calhoun**



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

www.MonmouthCountyVotes.com

WWW.VISITMONMOUTH.COM



EMERGENCY PAPER BALLOT INSTRUCTIONS

Emergency Ballots are used when there are mechanical difficulties with the voting machines.

Prior to using Emergency Paper Ballots, an **AUTHORIZATION NUMBER** must be obtained from the Superintendent of Elections (732-431-7780 x1) to use the Emergency Ballots.

TO USE EMERGENCY PAPER BALLOTS:

- ◆ Break the green numbered seal and empty the Emergency Ballot box containing the following items:
 - ◇ 30 Emergency paper Ballots and 30 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 Emergency Ballot Box and secure with numbered white seal.
- ◆ Place numbered green seal in key envelope.
- ◆ Complete the *“Statement for Emergency Ballots”* (Form E) when the voting machine becomes inoperable.
- ◆ 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 Poll Book 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, he 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 box.
- ◆ **Emergency Ballots may only be placed in the ballot box by poll workers.**

EMERGENCY PAPER BALLOT INSTRUCTIONS *(continued)*

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

Once the voting machine has been replaced or repaired, resume voting on the machine.

Remember: The Emergency Ballot box, 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**.

To Count Emergency Paper Ballots

After the polls close and the final Results Reports have been printed, count the Emergency Ballots in the following manner:

- A. Remove WHITE seal and open ballot box in full view of the public.
- B. The Judge of the District Board removes the ballots one at a time. While holding the ballot, the Judge will read the vote cast therein, in view of the Inspector, who will examine the ballot to make sure it is read correctly.
- C. The District Board Workers shall record all votes cast by Emergency Ballot onto the tally sheet provided. (If an envelope marked "Void/Spoiled" is removed, it should be temporarily set aside as is). Before taking the next ballot from the ballot box, the District Board Judge must return the ballot he/she just read to its plain white envelope, number it in sequential order (example: 1, 2, 3, etc), and hand it to the Inspector.
- D. The Tally Sheet must be signed by all four poll workers. One copy of the tally sheet is to be placed in the Emergency Ballot box and one returned to the Municipal Clerk along with the Zero Proof and final Results Reports and voting machine cartridges in the clear plastic envelope provided.

After all voted paper ballots are counted and tallied, place all voted ballots in numerical order. Place all plain white envelopes marked "spoiled" at the end of the same batch. Place all Emergency paper ballots, VOTED, UNVOTED AND SPOILED as well as unused white envelopes in the ballot box and immediately secure the box with the RED numbered seal.

In the clear plastic envelope that is returned to the clerk, you must remove the cartridges from any broken machines in your district which have been replaced during the election.

CLOSING OF POLLS

The polls close at 8:00 p.m. (Voters already in the Polling Place must be permitted to vote before the machine is closed). An Election Official should stand at the end of the line at 8 p.m. to prevent latecomers from entering the line.

After the last voter finishes voting and the machine is locked, 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.

One copy of the Results Report is to be left on the table or posted on the wall and remain at the polls for viewing by the public.

Important reminders:

- Enclose ALL voting machine USB sticks, the signed copies of the Zero Proof and Final Results Reports and the Emergency Ballot tally sheet (if used) in the clear envelope. Return them to your local Municipal Clerk after the close of polls. Also, enclose both machine keys in the key envelopes and place them in the blue bag.

Include the USB sticks from any broken machines that have been replaced during the election.

- Return your *completed and signed pay voucher* in the Blue envelope to the Municipal Clerk.
- Put *used* and *unused* Voting Authorities in the blue bag.
- Return the **Voter Turnout Form** in the blue bag.
- Remaining supplies such as signs, pens, scissors, etc. are to be returned with the supply kit. Many of these items will be used for the next election.

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