



The Poll Worker Press

2016 Presidential Election Edition

Poll Book Entries Are Important!



Poll Books and Voting Authorities are found in the Blue Bag.

Enter the voting authority number in the space provided.

After comparing the signature in the poll book to the voter's signature, enter your initials on the line below. **Complete these steps as you process each voter.** This ensures accurate voter records.

Vot. Auth. No.	123
Sig Comp By	A, V
Challenge	

AFFIRMATION OF RESIDENCY FORM

When "VERIFY ADDRESS" is displayed in voter signature box have the voter fill out the Affirmation of Residency form (yellow single sheet) provided by the Superintendent of Elections. This is found with your supplies. Compare information on form with that printed above the voter's signature box.

No other proof of residency is required. Do not ask for ID.

ADJMI, CHARLES I 7 WALLACE AVE, OAKHURST, 07755	BIRTH DATE: 07/10/1981 VOTER#: 150638367	<input type="checkbox"/>	
	VERIFY ADDRESS	Vot. Auth. No. _____	Sig Comp By _____
		Challenge _____	

Voter must complete the yellow "Affirmation of Residency" Form.

Verify if the address provided on the form matches the information in the Poll Book. If yes, allow the Voter to vote on the machine. If the information does not match, offer the voter a **PROVISIONAL BALLOT**

Deceased Voter: If a family member informs you that a voter is deceased, have the family member use the space provided on the "Affirmation of Residency" form to notify the Superintendent of Elections. Return completed "Affirmation of Residency" Forms with your supplies.

Maintaining Order at the Polls

VOTING MACHINE ACCESS

*Poll Workers are the only ones allowed to operate the machine. Challengers, voters, and candidates are **NOT** permitted to touch the machine operator's panel or go behind the machine.*

DISCLOSURE OF VOTING FIGURES

*If someone comes into your location and asks for number of people who voted **do not give them this information.***

Please call the Board of Elections if you encounter any problems. We can explain the rules over the phone.

CLOSING THE VOTING MACHINE



All voting machines must remain open during voting hours until 8 p.m. for the General Election. Voters in line (in the building) by the time of poll closing are permitted to vote. Station a poll worker at the end of the line at 8 p.m. to designate the last voter on line permitted to vote.

ADA Compliance Corner



Voters who are *visually impaired, unable to read the ballot, or disabled* or simply may request assistance with voting from anyone other than a candidate on the ballot, their employer or a union official. For each voter that requires assistance, the **Disability Certificate for**

Assistance form (see *right*) must be completed.

Form is located at the front of the poll book. It must be signed by voter, person assisting voter and two Poll Workers.

Poll workers should reserve handicap parking spaces for voters.

DISABILITY CERTIFICATES FOR ASSISTANCE	
1 To _____ Reg # _____	
<small>(name of voter)</small>	
Do you solemnly swear (or affirm) that you are _____	
<small>(physical disability - state nature of)</small>	
<small>(Blindness)</small>	
<small>and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot (except for voting at this election, without assistance, so help me God. [R.S. 19:31 A-6])</small>	
Name of member of Board of Registry and Election taking oath _____	
<small>Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.</small>	
Name of voter assisting blind voter _____	
Address of voter assisting blind voter _____	
PRIMARY _____	
GENERAL _____	
SPECIAL _____	

Challenge Process

A challenger at the polls may challenge a voter's right to vote.

- * The challenger will communicate with the poll workers regarding the challenge and is not to speak to the voter directly.
- * A challenger must complete and sign an affidavit stating the reason for the challenge (see sample of the *Challenger Affidavit Form C2/C4* below).

- * A poll worker reads the *Information Sheet (C-3)* to the voter.
- * The voter must provide identification and sign the *Challenger Affidavit Form*.

- * The poll workers must vote to determine whether to allow the challenged voter to vote or to uphold the challenge.
- * If the majority of the votes are in favor of the voter or there is a tie, the voter can vote on the machine.
- * When the poll workers vote to uphold the challenge the voter is not permitted to vote on the machine.

Record results of the challenge in the poll book

- * A voter who is not permitted to vote on the machine as the result of a challenge can appeal to a Superior Court Judge presiding at the Superintendent of Elections office on Election Day. If you have any questions or issues regarding the challenge process, please call the Board of Elections office at 732-431-7802 x7150.

Write-in Vote Instructions

You have the option of selecting a write-in candidate for office. Please read the ballot carefully to make your selection. If you have any questions regarding the write-in process, please ask a Poll Worker before entering the voting booth.

Following are steps for casting a write-in vote:

- Locate the office you wish to vote for (offices will be listed on the left of the ballot) and follow this column across to the write-in column and press the button.
- A green "x" will begin to flash (note: the "x" will continue to flash until the write-in is completed).
- At the bottom of the ballot is the maroon write-in keyboard. Type in the name of the candidate for whom you wish to vote. Type in the first name. Use the arrow key pointing to the right for the space and then type in the last name. Verify your choice in the display window and press "ENTER".

If an error is made on the write-in: before you press "ENTER" on the write-in keyboard, press the arrow key pointing to the left until the error is cleared and then re-type the name. To enter a space, press the arrow key pointing to the right. Verify your choice and press "ENTER".

WRITE IN KEYBOARD



After all choices have been made, press the red "Cast Vote" button to Cast Your Vote



We were pleased to have over 150 Poll Workers join us for small group training this summer held at the Board of Elections office. The classes were well attended and enjoyed by all. Thank you for attending!