




ROVER | MONDAY NIGHT ORGANIZATIONAL MEETING CHECKLIST

Report to your assigned Zone Station at 4:00 P.M. to sign attendance log and receive your Polling Location assignments and corresponding Location Binders.





NOTE: You will receive a binder for each of your assigned Polling Locations.

Monday Night Organizational Meeting

The Monday Night Organizational Meeting is held from 6:00 p.m. until 8:00 p.m. It provides Precinct Election Officials (PEOs) with an opportunity to inventory their election supplies and prepare the Polling Location for voting on Election Day. This includes setting up tables, voting booths, Electronic Pollbooks, DS200 Scanners and AutoMARK voting units.

First Round Tasks		
1		Arrive at your first assigned Polling Location by 5:45 PM.
		If you have Green Supply Bags that were unable to be delivered to a Polling Location during the Monday morning delivery, make that your first stop!
2		Confirm the door to the building and the voting area is unlocked/open.
		If the location is not open by 5:45 p.m., inform your Zone Captain of the situation immediately during your mandatory call. Record the incident on the Rover Log.
3		Enter the Polling Location and introduce yourself to the Voting Location Manager (VLM) if they are present. <ul style="list-style-type: none">• Make sure you are wearing your BOE Identification and that it is visible at all times.• Do not touch any voting equipment without the knowledge and permission of the VLM.
4		Verify the PEOs have access to the Transport Cart and Voting Area.
5		<u>MANDATORY CALL: Monday Night Arrival</u> Place your Monday Night Arrival Call from your first assigned Polling Location to the Zone Station immediately after verifying the exterior and interior doors to the Polling Location are open. Verify voting equipment is accessible.
6		Proceed to your next assigned Polling Location. Repeat steps 1-5.

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Second Round Tasks		
1		Return to your first Polling Location.
2		Verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Monday Night Arrival Call to the BOE.
3		Call the BOE cell phone or landline phone to verify that it is operational and the ringer volume is turned up.
		If the VLM is missing, have the Voting Location Deputy (VLD) call the Election Response Hotline at 216-443-3277 to report the missing VLM and ask for instructions.
4		Verify the voting room is set up according to the Location Setup Diagram provided in the Location Binder. If the Polling Location has not started the set up yet, you can return at a later time to verify the Location Setup Diagram after checking other assigned location to verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Monday Night Arrival Call to the BOE.
		The Polling Location MUST be set up exactly as shown on the diagram, especially the MiFi Hotspot. <u>NO EXCEPTIONS.</u> If the VLM refuses to follow Location Setup Diagram, notify the Election Response Team immediately and inform your Zone Captain of the situation. Record the incident on a Rover Log.
		If you are not able to verify the Location Setup Diagram because your assigned location has completed their Monday Night Organizational Meeting and left for the night, verify the Location Setup Diagram after your first Mandatory Call on Tuesday Morning.
5		Record any additional supplies needed from the Zone Stations for Election Day (extension cords, surge protectors, etc.).
6		Once the Polling Location has been set up correctly, sign the bottom of the Location Setup Diagram in your Location Binder in the space provided.
7		MANDATORY CALL: <i>Monday Night Set Up and Ready</i> Call your Zone Station to report the location is ready for Tuesday's Election.
8		Proceed to your next assigned polling location. Repeat steps 2 – 8.
9		When all assigned Polling Locations are set up and ready, report back to your Zone Station to gather Election Day equipment and be released for the evening.