

VOTING LOCATON MANAGER VOTING LOCATION DEPUTY TRAINING

SEPTEMBER 14, 2021 |
NON-PARTISAN PRIMARY ELECTION



OVERVIEW/WHAT'S NEW



ELECTION OFFICIAL TRAINING CLASS

OVERVIEW

Class Time – 3.5 Hours

- I. Class Overview/What's New**
 - ❖ New for September 2021 Election
 - ❖ Acronyms/Jobs/Professionalism
- II. COVID-19 precautions**
 - ❖ PPE provided
 - ❖ Sanitation Official
- III. VLM/VLD Duties**
 - ❖ Monday night
 - ❖ Election Day
- IV. Monday night meeting**
 - ❖ Absentee Supplemental File (Delta File)
- V. Tuesday morning**
 - ❖ Duties for each team

ELECTION OFFICIAL TRAINING CLASS

OVERVIEW (CONT.)

Class Time – 3.5 Hours

V. Election Day

- ❖ Valid forms of ID
- ❖ Curbside voting

VI. Tuesday closing

- ❖ Work as a team to pack up

VII. Electronic pollbooks

- ❖ Confirm voter's current address

VIII. Provisional voting

- ❖ Voting in correct the polling location

IX. Troubleshooting

X. Management Tips

XI. Final Items/Safety

- ❖ Bi-Lingual Training
- ❖ Safety

NEW FOR SEPTEMBER 14, 2021

NON PARTISAN PRIMARY ELECTION

- ✓ Payroll (attendance) is now recorded using the EPBs. Each worker will check-in and provide their signature through a function found in the Tools Menu.
- ✓ **New** - Pack all Clear Provisional & Curbside Pouches and *voted* 17-Year-Old Envelopes in a **Red** ballot box

POINTS OF EMPHASIS

- ✓ Cell phone use during voting hours
 - ❖ Numerous complaints from fellow poll workers and voters about loud phone conversations, using cell phones while processing voters, etc.
 - ❖ From the SOS:

Precinct election officials may not introduce into the polling location, or use during their working time, items that might distract them from managing the polls (i.e., laptops not provided by the board of elections, newspapers, iPods or other music players, cell phones for personal use, radios, televisions, etc.);

PROFESSIONALISM

Attire

NO...

- ✗ Clothing with inappropriate messages or graphics
 - Including political items
- ✗ Distressed or ripped jeans
- ✗ Shorts
- ✗ Hats
- ✗ Flip Flops
- ✗ Low cut or strapless shirts
- ✗ Athletic attire
- ✗ Unwashed clothing

Language/Behavior

NO...

- ✗ Foul or abusive language
- ✗ Comments on race, ethnicity, gender, disabilities, or political affiliation
- ✗ Harassment or discrimination
- ✗ Mistreatment of the facilities

ACRONYMS

- ✓ PEO – Precinct Election Official
- ✓ VLD – Voting Location Deputy
- ✓ VLM – Voting Location Manager
- ✓ VAT – Voter Assistance Table (i.e. provisional table)
- ✓ EPB – Electronic Pollbook
- ✓ DS200 – Voting Machine (ballot scanner)
- ✓ QRG – Quick Reference Guide
- ✓ BOE – Board of Elections (election headquarters)
- ✓ ORC – Ohio Revised Code
- ✓ SOS – Secretary of State

WHAT DO THESE ABBREVIATIONS MEAN?

VOTING LOCATION MANAGER DUTIES

- ✓ **MANAGER** of the entire Polling Location
- ✓ Make the **five (5)** mandatory calls to the BOE
- ✓ Lead Monday Night Organizational Meeting
- ✓ Along with Voting Location Deputy (VLD) assign breaks to Election Officials
- ✓ Resolve issues and troubleshoot election equipment
- ✓ Along with VLD, take Election Day supplies to the assigned Drop-Off Location after the election

VOTING LOCATION DEPUTY DUTIES

- ✓ Lead Voter Assistance Table (VAT) Official
- ✓ Assist Supply Team on Monday night
- ✓ Along with VLM take Election Day supplies to assigned Drop-Off Location
- ✓ Manage Polling Location and run Monday Night Organizational Meeting if VLM is absent
- ✓ Assists VLM in assigning breaks
- ✓ Opposite political party of the VLM

JOB TITLES/DUTIES

Check-In Official (EPB)

- ✓ Process voters on Electronic Pollbook
- ✓ Verify voter's ID & address
- ✓ Scan ballot stub barcode into EPB
- ✓ Lookup voter's assigned precinct/polling location and direct to VAT table or another polling location as necessary

Ballot Official

- Receive "Authority to Vote" slip from Check-In Official
- Provide Check-In Official with correct precinct ballot
- Issue **ALL** sheets of the precinct ballot to Check-In Official

JOB TITLES/DUTIES

Voter Assistance Table (VAT) Official

- ✓ Ensure every provisional voter has slip from EPB to record voter's City/Ward/Precinct
- ✓ Verify voter properly fills out Provisional Envelope
- ✓ Retrieve correct precinct ballot from Ballot Official

Scanner Official

- Position yourself approx. five (5) feet away from DS200 for voter privacy
- Ask voters to remove Stub A and place in Stub A envelope
- If a voter specifically requests help provide assistance

JOB TITLES/DUTIES

Voter Greeter

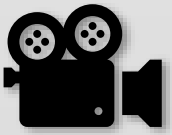
- ✓ Primary job is to direct voters to Check-In station with shortest line – “Any Line, Any Time”
- ✓ Inform voters to have their proper form of ID ready
- ✓ Every voter, including a provisional voter, starts at a Check-In Table

Rover

- Ensure Location Setup Diagram is followed
- Monitor 100-foot “No Campaigning/Neutral Zone”
- Deliver the Closing Reminder Checklist at 2 p.m. on Election Day
- ✗ Does **NOT** troubleshoot equipment issues or manage Polling Location



COVID-19
PRECAUTIONS



PPE AND SANITATION SUPPLIES

Six (6) Foot Measuring Rope

Each location is provided with a rope that has been measured to 6-feet to use when setting up Voting Booths, DS200 Scanners, and Social Distancing Markers.



Social Distancing Markers

To be placed on the floor, 6-feet apart, in areas where voter lines will form.



DO'S AND DON'TS

Do ...

- Wear a mask/fask covering. This is required of all election officials.
- Use good judgment and practice patience – both with your fellow workers and voters.
- Temperature checks have been eliminated

Don't ...

- Prevent a voter from voting because he/she refuses to wear a mask/face covering. Ask the voter politely to wear one and offer a mask if they do not have one. The voter may vote regardless.
- There will be no temperature checks of voters.

SANITATION OFFICIAL

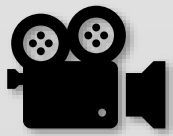
This worker will be responsible for the following:

- ✓ Assisting with Monday Night setup, the six-foot spacing of chairs, tables, voting booths, and equipment;
- ✓ Monitoring distribution of PPE at the polling location;
- ✓ Election-day line management within the polling location and;
- ✓ Sanitizing voting booths, voting machines, pens, tables, and electronic pollbooks throughout the day;
- ✓ Larger locations will have 1 or 2 Sanitation Officials

ARRANGING THE POLLING LOCATION

Working with the VLM and VLD, the Sanitation Official will lead the set up of the interior of the polling location using:

- ✓ Polling Location Setup Diagram that have been modified for every location to account for proper distancing;
- ✓ Six-foot marking rope to ensure voting booths and DS200s are properly spaced;
- ✓ Six-foot marking rope to place social distancing decals on the floor where voters would be waiting in line;
- ✓ Provided doorstops to limit touching of door handles.



LOCATION OF QRGs AT THE POLLS

VOTE CUYAHOGA COUNTY
BOARD OF ELECTIONS

VOTE CUYAHOGA COUNTY
BOARD OF ELECTIONS

EPB (Electronic Pollbook)

The QRG can be found the inside the EPB Transport case. If you have multiple EPB Transport cases, the folder will be in the case that holds the MiFi device.



VLM/VLD DUTIES



VLM & VLD PAY

✓ VLM - \$200

✓ VLD - \$200

VLM & VLD SHARED DUTIES

- ✓ VLM and VLD are a **Management Team**
- ✓ Their primary function is to ensure that the Election Process is handled in an orderly, professional and lawful manner
- ✓ Both serve as a technical resource and resolve issues and troubleshoot election equipment
- ✓ Both assist with the set up of the AutoMARK
- ✓ Both oversee and guide other poll workers in the polling location

REQUIRED VLM DUTIES (PER ORC)

- ✓ Deliver the Oath of Office, complete and sign
- ✓ Assign workers to specific teams/assignments, schedule breaks and lunches
- ✓ Review with poll workers any alerts or notices
- ✓ Unlock the Transport Cart and ensure the correct supplies have been delivered
- ✓ Set up the location based on the Polling Location Setup Diagram
- ✓ Ensure the Official Precinct Voter Registration List is posted Tuesday morning

ADDITIONAL VLM DUTIES

- ✓ Be the primary contact person for the BOE and make the five (5) Mandatory Calls (*VLM can pass this assignment to the VLD as needed*)
- ✓ Drive his/her car to the Drop-Off Location (along with the VLD) unless it's agreed upon the VLD will take his/her vehicle
- ✓ VLM in more of an observation/floating role since VLD will still be assigned to the VAT

VLD SPECIFIC DUTIES

- ✓ Still serve as the lead VAT official
- ✓ VLD, once complete with VAT closing, will oversee Supply Team

VLM CHECKLIST


Monday Night,
Tuesday Morning &
Tuesday Closing

Packed inside the
Green Supply Bag

VLM CHECKLIST

MONDAY NIGHT (65 Minutes)

Remove the BOE Cell Phone from the Clear Plastic Envelope in the Green Supply Bag, power it on and ensure the ringer volume is turned up. (2 Minutes)

 Mandatory Call #1 | Monday Night Arrival Call | 6:00 PM | 216-443-3277

Remove the Election Official Roster from the Green Update Folder and take attendance. (5 Minutes)

- ✓ Check Present (Mon) if the worker is present
- ✓ Check No Show if a worker is not present
- ✓ Once EPBs are unpacked, remember to have all workers Clock-in on an EPB

Call the BOE to report any missing workers or workers who are present but do not appear on your roster. (3 Minutes)

Read any Alerts aloud to all PEOs in your Polling Location. (10 Minutes)

Assign PEOs to Teams. (5 Minutes)

- Supply Team | Voting Booths, Tables, Blue Location Supply Bag
- Ballot Team | Red and Gray Ballot Boxes
- EPB Team | Electronic Pollbooks (EPBs) and Printers
- Scanner Team | DS200 Ballot Scanners

Distribute supplies from the Green Update Folder and Clear Plastic Envelope. (10 Minutes)

- Security Records
 - Location Security Record – Supply Team | EPB Team
 - Ballot Security Record – Ballot Team
 - DS200 Security Record (1 per DS200) – Scanner Team
- Candidate Withdrawal Notice (if applicable) – Supply Team
- DS200 Pink and Green Keys on Lanyard – Scanner Team

Review Location Setup Diagram with all Election Officials. (5 Minutes)

Release teams to set up Polling Location.

Set up the AutoMARK. (Use the AutoMARK Quick Reference Guide inside the AutoMARK Transport Case.) (10 Minutes)

Inventory Green Supply Bag. (5 Minutes)

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Yellow VAT Folder
(Place on Voter Assistance Table) <input type="checkbox"/> Paper Pollbook Backup Pack
(KEEP IN GREEN SUPPLY BAG! Do Not Open unless all EPBs are not operational on Election Day) | <ul style="list-style-type: none"> <input type="checkbox"/> Green Update Folder
(Items remain inside folder until Election Day) <input type="checkbox"/> EPB Passwords <input type="checkbox"/> Observer Packet <input type="checkbox"/> Precinct Voter List (1 per precinct) <input type="checkbox"/> Post-Election Pack-Up List <input type="checkbox"/> Drop-Off Location Information Sheet |
|---|--|

FINAL MONDAY REVIEW (10 Minutes)

Ensure location set up according to Location Setup Diagram. Rovers will check your location to verify the voting room is set up properly and the MiFi Hotspot is located exactly as indicated on the diagram. Any inconsistencies will be remedied immediately or reported to the Board of Elections. Failure to ensure the room is set up properly is grounds for removal!

Double check EPBs, Printers and MiFi Hotspot connectivity (all icons on EPB should be GREEN).


 Confirm the Absentee Supplemental Files have successfully downloaded on each EPB.

Ensure all workers Clock-in using the payroll module on any EPB.

Make sure Supply Team and Ballot Team have inventoried supplies.

Verify Security Records are completed.

If a PEO other than the VLD will accompany you to the Drop-Off Location on Election Night, report this name to the BOE operator during the Monday Night Set-Up and Ready Call.

 Mandatory Call #2 | Monday Night Set-Up and Ready Call | 216-443-3277

MANDATORY CALLS TO THE BOARD OF ELECTIONS

RESPONSIBILITY OF VLM

Board of Elections:
(216) 443-3277

Mandatory Calls to the Board of Elections



The Voting Location Manager (VLM) makes ALL Mandatory Calls to the Board of Elections. In the absence of a VLM, the Voting Location Deputy (VLD) will make the calls.

Note: These mandatory calls MUST BE MADE ON TIME!

	Time	Reports
<input type="checkbox"/>	Monday Night 6:00 p.m.	Arrival: This call is to inform the Board of Elections that you could get into your polling location to set up and begin your Monday Night Organizational Meeting.
<input type="checkbox"/>	Monday Night	Set Up and Ready: This call is to inform the Board of Elections that the Monday Night Organizational Meeting has occurred and that all equipment and supplies are set up (including the WiFi Hotspot, EPB Printers and Voting Booths) and ready prior to leaving. If there were any problems (such as missing supplies or missing workers) please report them at this time.
<input type="checkbox"/>	Tuesday Morning 5:00 a.m. – 5:30 a.m.	Arrival: This call must be made immediately upon entering the Polling Location to report your attendance to the Board of Elections. If you have not reported by 5:30 a.m., a replacement VLM will be dispatched immediately.
<input type="checkbox"/>	Tuesday Morning 5:00 a.m. – 6:15 a.m.	Open and Ready: This call verifies that all Electronic Pollbooks and MiFi Hotspot are plugged in and powered on, ballots have been placed on the Ballot Table(s), and that the Red/Gray Ballot Boxes have been resealed. Note: You MUST set up and open the polls on all DS200s before 6:15 a.m. but can make your Open and Ready call as soon as you have EPBs, Ballots, Red/Gray Ballot Boxes and ONE DS200 set up and ready.
<input type="checkbox"/>	Tuesday Evening 8:00 p.m. – 8:30 p.m.	Closed Poll Report: This call is to be made immediately upon the departure of the Voting Location Manager and Voting Location Deputy for the Drop-Off Location. It is also to report a normal and orderly closing of the Polling Location.

Revised 02.01.18

POLLING LOCATION SETUP DIAGRAM

LOCATION SETUP DIAGRAM

WYLIE ATHLETIC CENTER AT
MAPLE HEIGHTS HIGH SCHOOL
Voting Room: Gymnasium

Notes:

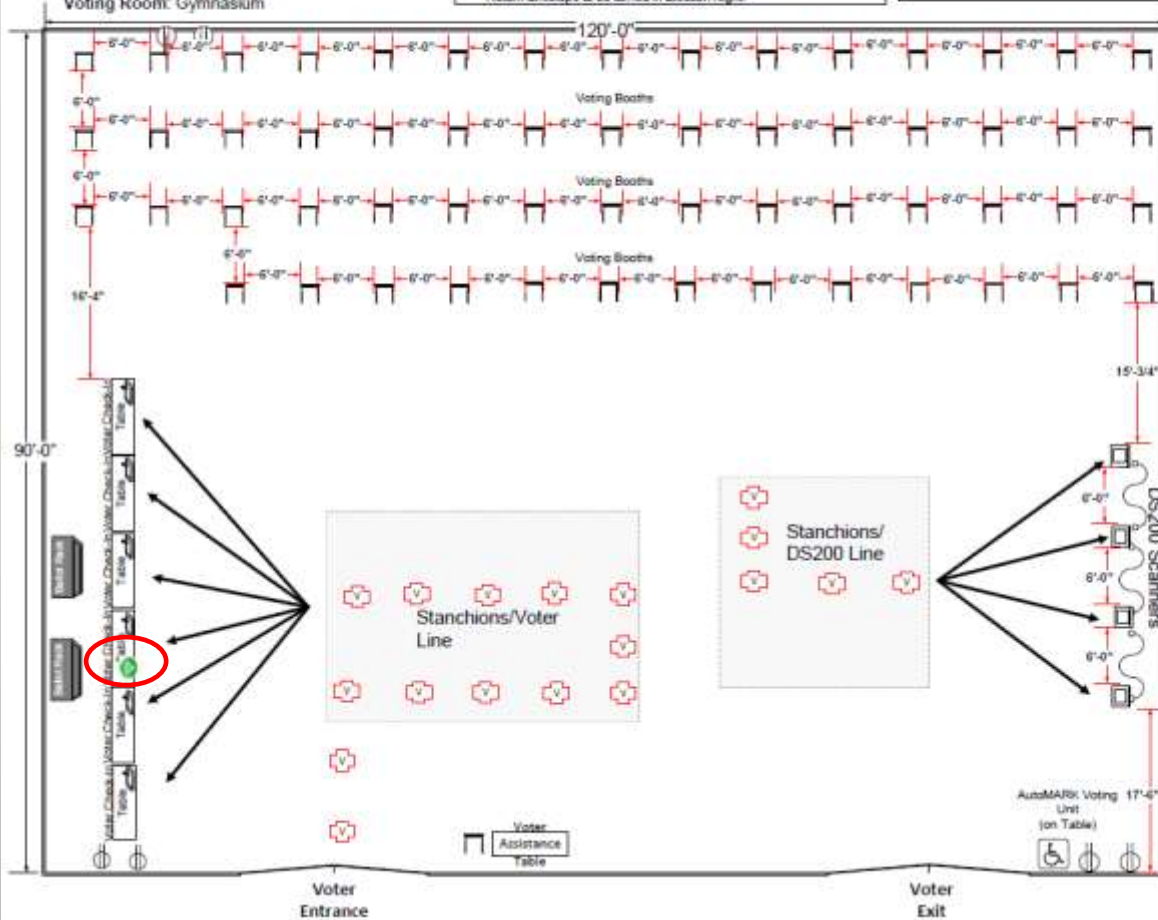
- You **MUST** follow this diagram as closely possible when setting up your Polling Location.
- Any major changes to the setup of the Polling Location must be approved by the Board of Elections.
- Note any approved setup changes on this diagram and place in the Return Envelope to be turned in Election Night.

ROVER VERIFICATION:

Is the location set up according to this diagram?

____ YES ____ NO

*If the location is not set up according to this diagram, please mark changes.
Rover Signature: _____



Key:



11 Precincts Assigned:

- MAPLE HEIGHTS 03-B
- MAPLE HEIGHTS 04-A
- MAPLE HEIGHTS 04-B
- MAPLE HEIGHTS 04-C
- MAPLE HEIGHTS 05-A
- MAPLE HEIGHTS 05-B
- MAPLE HEIGHTS 06-A
- MAPLE HEIGHTS 06-B
- MAPLE HEIGHTS 07-A
- MAPLE HEIGHTS 07-B
- MAPLE HEIGHTS 07-C

Staff and Equipment:

- 59 - Voting Booths
- 4 - DS200 Scanners
- 6 - Electronic Pollbooks
- 1 - MIFI Hotspots
- 1 - AutoMARK Voting Unit

REVISED 08/25/2021 BY ABSENTEE ROUTE #209

OATH OF OFFICE (VLM DUTY)

- ✓ VLM conducts Oath of Office for all workers
- ✓ Oath is read aloud by the VLM to all Officials
- ✓ Oath of Office is completed when workers clock-in on the Payroll Module on the EPB.

Oath of Office- All Election Officials Must Sign Below

State of Ohio, County of Cuyahoga:

I do solemnly swear that under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of election laws; that I will discharge to the best of my ability the duties of PRECINCT ELECTION OFFICIAL in and for Precinct _____ in the County of (Township) or (Ward and City or Village) _____, in the election to be held on the _____ as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violation of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Precinct Election Official Signatures:

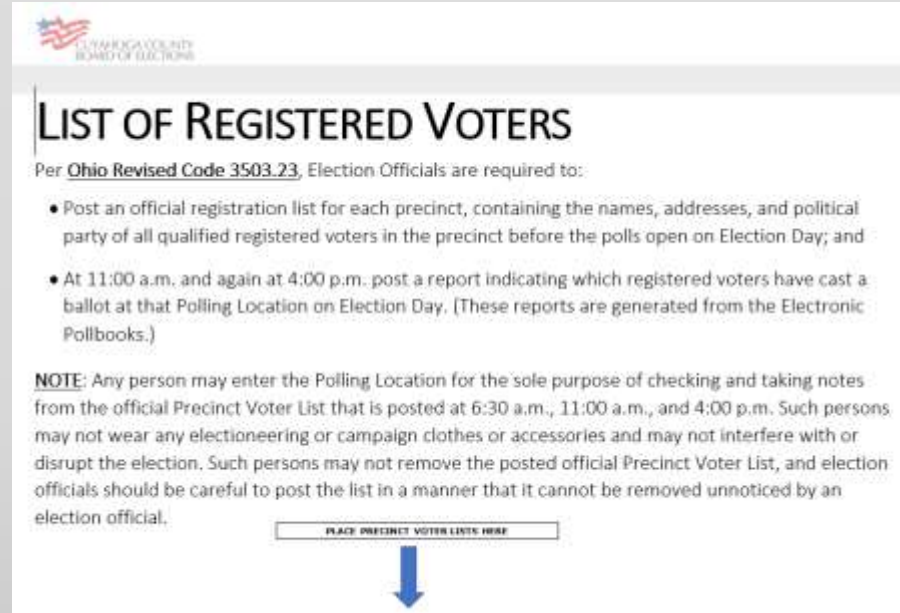
To be Completed by the Voting Location Manager:

Sworn and subscribed before me this ____/____/____ (month/date/year)

Signature: _____

VOTER CHECK-OFF LISTS

- ✓ Post blank Precinct Voter Check-Off Lists at 6 a.m.
- ✓ The 6 a.m. lists come from **Green** Update Folder in **Green** Supply Bag
- ✓ The 11 a.m. and 4 p.m. lists are generated from one (1) EPB
- ✓ All lists are posted by the entrance to the voting room



The screenshot displays the Cuyahoga County Board of Elections logo at the top left. Below it, the heading "LIST OF REGISTERED VOTERS" is prominently displayed. Underneath the heading, a reference to "Ohio Revised Code 3503.23" is provided, followed by a list of requirements for election officials. The requirements include posting the registration list before polls open and reporting on voter turnout at 11:00 a.m. and 4:00 p.m. A "NOTE" section clarifies that individuals may check the lists for notes but cannot remove them or wear campaign attire. At the bottom of the page, a rectangular box contains the text "PLACE PRECINCT VOTER LISTS HERE" with a blue arrow pointing downwards from the box.

CUYAHOGA COUNTY BOARD OF ELECTIONS

LIST OF REGISTERED VOTERS

Per Ohio Revised Code 3503.23, Election Officials are required to:

- Post an official registration list for each precinct, containing the names, addresses, and political party of all qualified registered voters in the precinct before the polls open on Election Day; and
- At 11:00 a.m. and again at 4:00 p.m., post a report indicating which registered voters have cast a ballot at that Polling Location on Election Day. (These reports are generated from the Electronic Pollbooks.)

NOTE: Any person may enter the Polling Location for the sole purpose of checking and taking notes from the official Precinct Voter List that is posted at 6:30 a.m., 11:00 a.m., and 4:00 p.m. Such persons may not wear any electioneering or campaign clothes or accessories and may not interfere with or disrupt the election. Such persons may not remove the posted official Precinct Voter List, and election officials should be careful to post the list in a manner that it cannot be removed unnoticed by an election official.

PLACE PRECINCT VOTER LISTS HERE

FLAGS AND SIGNS

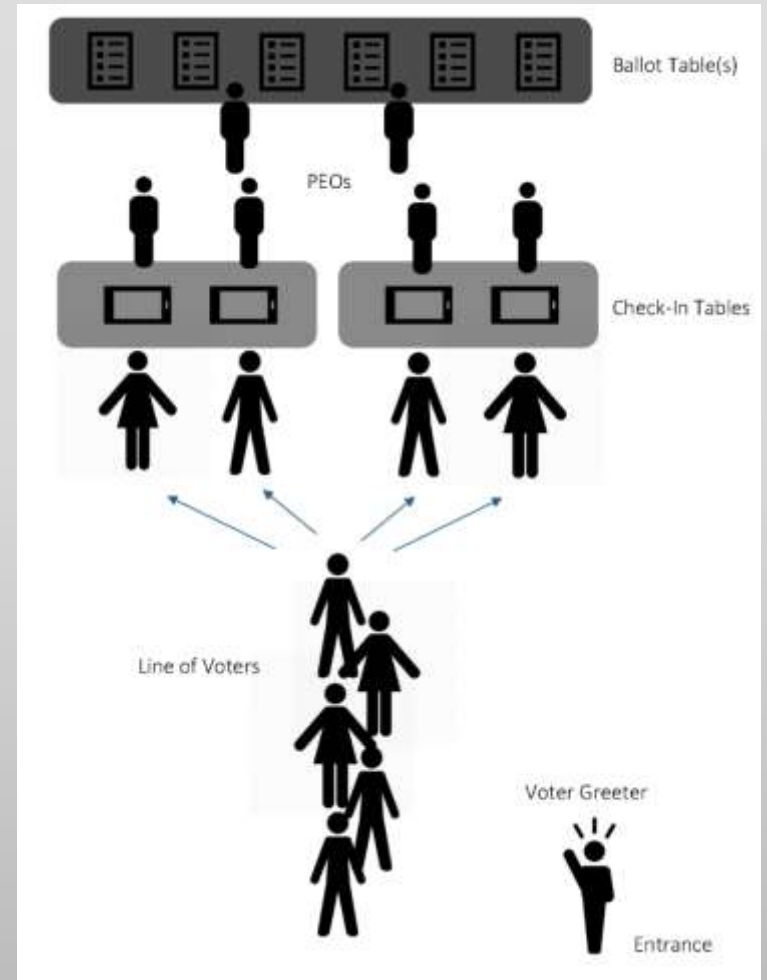
- ✓ Place large American flag outside main entrance to Location
- ✓ Place two (2) or more small American flags appx. 100 feet from entrance
- ✓ Place “No Campaigning” sign 100 feet from the entrance
- ✓ Hang “Election Today” directional arrow signs to direct voters from the parking area and main entrance to voting room

VAT TEAM

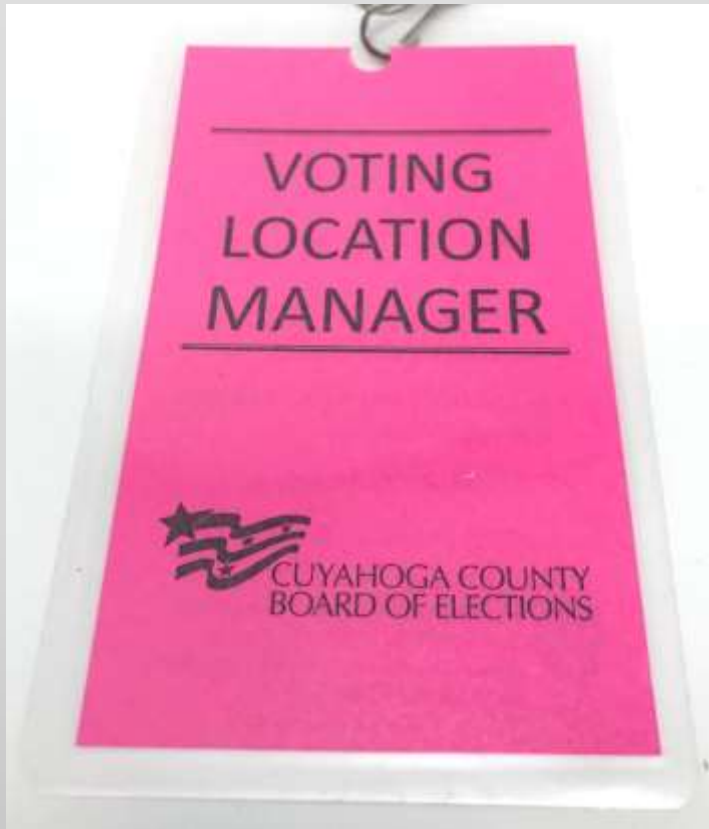
- Set up Voter Assistance Tables and voting booth. Ensure all supplies are on the table(s)
- Depending on the size of the location, you may have multiple provisional tables. Staff accordingly.
 - ❖ 1-4 precincts has one (1) table
 - ❖ 5-8 precincts has two (2) tables
 - ❖ 9-12 precincts has three (3) tables

VOTER GREETER

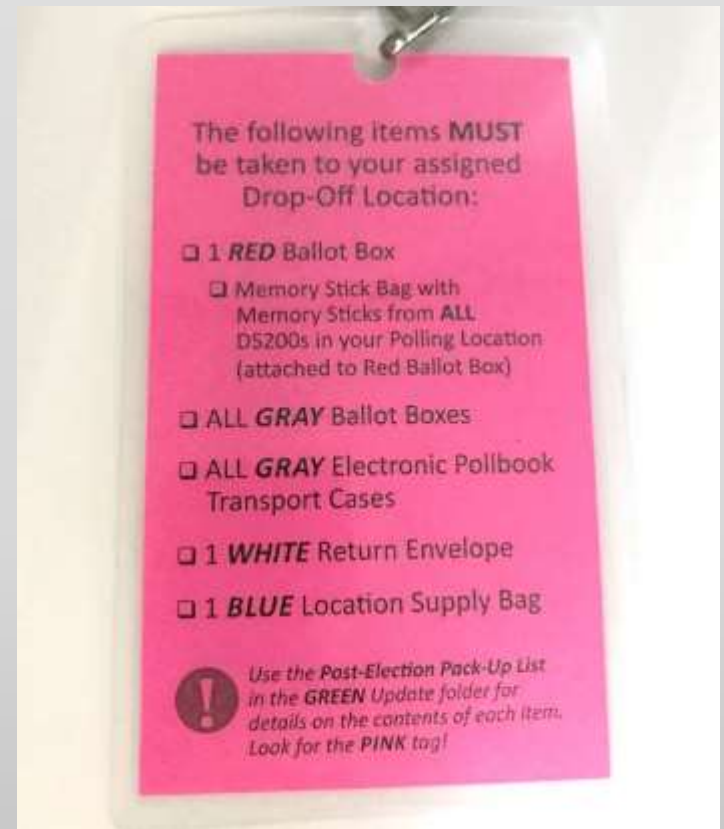
- ✓ **ALL VOTERS MUST** go to the Check-In table
- ✓ “Any Line. Any Time”
- ✓ Ask voter to have valid ID out and ready



VLM **PINK** LANYARD (DROP-OFF CHECKLIST)



Front



Back

Delivered with Closing Packet by Rover at **2 p.m.** on Election Day

COLORED TAGS ON DROP-OFF SUPPLIES

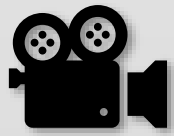


Pink tags and label match color of the **Pink** VLM Lanyard

QUESTIONS?

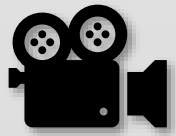
A DAY IN THE LIFE OF ...





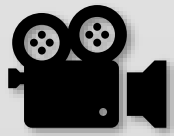
“A DAY IN THE LIFE OF” A CHECK-IN OFFICIAL





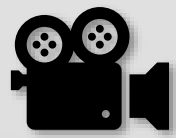
“A DAY IN THE LIFE OF” A BALLOT OFFICIAL





“A DAY IN THE LIFE OF” A SCANNER OFFICIAL





“A DAY IN THE LIFE OF” THE SUPPLY TEAM



MONDAY NIGHT



POINTS OF EMPHASIS

- ✓ **DO NOT** log into the EPBs on Monday night
 - ❖ Remember no passwords are entered until Tuesday morning (Flip Chart page 13)
- ✓ Allow Absentee Supplemental File (Delta File) to completely download before putting EPBs to sleep. Make sure Supplemental File numbers match an all EPS.
- ✓ Put EPBs to sleep on Monday night (closing EPB metal case does not put EPB to sleep)

MONDAY NIGHT BASICS

- ✓ Required attendance; arrive by 6 p.m.
- ✓ Verify all supplies are present and set up equipment
- ✓ VLM (along with VLD) delegates tasks, typically in teams of two (2)

EPB TEAM

Flip Chart Page 11

All EPB QRGs can be found inside one EPB transport case with the MiFi

- Inspect the EPBs
- Mandatory Power Sequence
 - Must follow sequence of instructions EXACTLY
- Set up **ALL** EPBs delivered to your polling location. Confirm polling location is correct on each screen.
- Download Absentee Supplemental List

BALLOT TEAM

Flip Chart Page 5

QRG located
inside **Red** Ballot
Box

- Inventory the Ballots in the **Red** Ballot Box:
 - DO NOT open ballot packs

- Inventory the Ballots in the **Gray** Ballot Box(es)
 - DO NOT open the Ballot Packs
 - This process must be completed for EACH **Gray** Ballot Box in the location

SCANNER TEAM

Flip Chart Page 9

All DS200 QRGs
are attached to
the lid of two
DS200s

- Inspect the DS200
- Complete DS200 Security Record
- Remove Supplies from Ballot Compartment
- Plug in the DS200 and Leave to Charge Overnight

SUPPLY TEAM

Flip Chart Page 4

QRG is inside the **Blue** Supply Bag

- Arrange Polling Location with guidance from Sanitation Official(s)
- Inventory **Blue** Location Supply Bag w/checklist found inside
- Hang Maps, Sample Ballots & Issue Signs



TUESDAY MORNING



POINTS OF EMPHASIS

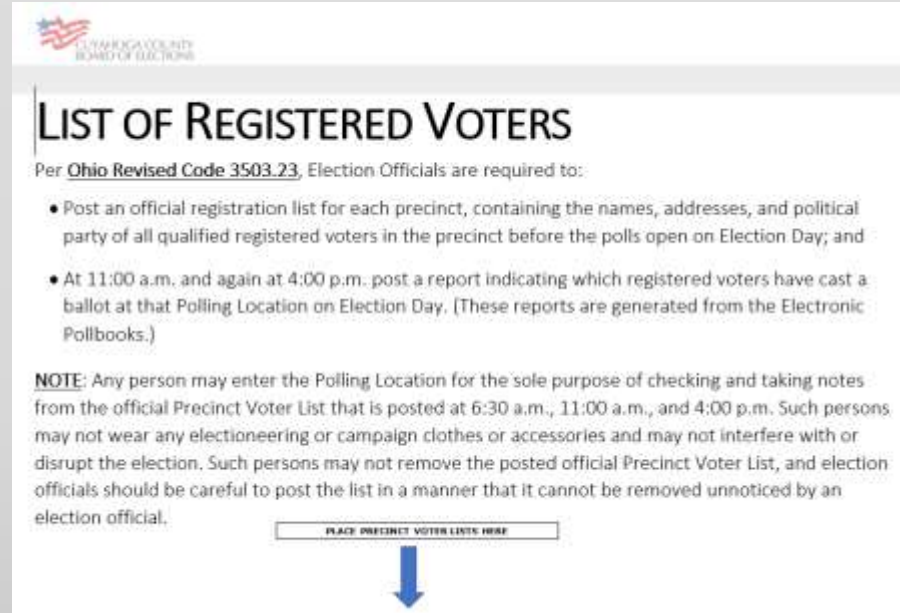
- ✓ By 6:15 a.m. all Check-In and Ballot Table(s) and at least one (1) DS200 in the location must be ready for voting.
- ✓ There were a number of locations in November that didn't have any DS200s ready for voters until a few minutes after 6:30 a.m.
- ✓ Do not allow voters inside the polling location until 6:30 a.m.

TUESDAY MORNING BASICS

- ✓ Arrive by 5:30 a.m.
- ✓ Be properly dressed and bring a mask/face covering
- ✓ You will have a one-hour lunch break assigned by the VLM/VLD, along with additional breaks as time permits
- ✓ Park your vehicle in an area that leaves parking spaces close to the entrance for voters

VOTER CHECK-OFF LISTS

- ✓ Post blank Precinct Voter Check-Off Lists at 6 a.m.
- ✓ The 6 a.m. lists come from **Green** Update Folder in **Green** Supply Bag
- ✓ The 11 a.m. and 4 p.m. lists are generated from one (1) EPB
- ✓ All lists are posted by the entrance to the voting room



The screenshot displays the Cuyahoga County Board of Elections logo at the top left. Below it, the heading "LIST OF REGISTERED VOTERS" is prominently displayed. Underneath the heading, a paragraph states: "Per Ohio Revised Code 3503.23, Election Officials are required to:" followed by two bullet points: "• Post an official registration list for each precinct, containing the names, addresses, and political party of all qualified registered voters in the precinct before the polls open on Election Day; and" and "• At 11:00 a.m. and again at 4:00 p.m., post a report indicating which registered voters have cast a ballot at that Polling Location on Election Day. (These reports are generated from the Electronic Pollbooks.)" A **NOTE** follows, stating: "Any person may enter the Polling Location for the sole purpose of checking and taking notes from the official Precinct Voter List that is posted at 6:30 a.m., 11:00 a.m., and 4:00 p.m. Such persons may not wear any electioneering or campaign clothes or accessories and may not interfere with or disrupt the election. Such persons may not remove the posted official Precinct Voter List, and election officials should be careful to post the list in a manner that it cannot be removed unnoticed by an election official." At the bottom of the screenshot, there is a rectangular box containing the text "PLACE PRECINCT VOTER LISTS HERE" with a blue arrow pointing downwards from the center of the box.

FLAGS AND SIGNS

- ✓ Place large American flag outside main entrance to Location;
- ✓ Place two (2) or more small American flags appx. 100 feet from entrance
- ✓ Place “No Campaigning” sign 100 feet from the entrance
- ✓ Hang “Election Today” directional arrow signs to direct voters from the parking area and main entrance to voting room

EPB TEAM

Flip Chart Page 17

All EPB QRGs can be found inside one EPB transport case with the MiFi

- Steps must be followed on **ALL** Electronic Pollbooks
- Confirm all four (4) icons in the status bar are **GREEN**



BALLOT TEAM

Flip Chart Page 16

QRG located
inside **RED** Ballot
Box

- Steps must be completed for ALL **Red** and **Gray** Ballot Boxes
- All unopened ballot packs remain in Ballot Boxes until needed. Keep ballot boxes behind Ballot Table(s)
- Remove and place on Check-In Table
 - Authority to Vote Slip Envelope(s);
 - Curbside Envelopes;
 - Soiled/Voided Envelope;
 - EPB Reports Envelope

SCANNER TEAM

Flip Chart Page 18

All DS200 QRGs
are attached to
the lid of two
DS200s

- Inspect the DS200
 - Remove EPBs from Ballot Compartment and place on Check-In Table
- Complete DS200 Security Record
- Review the Configuration Report
- Open the Polls | Print the Zero Totals Report



Zero Report **MUST** be signed by officials of opposite political parties!

LOCATION READY FOR VOTING

By **6:15 a.m.** all Check-In and Ballot Table(s) and at least one (1) DS200 in the location must be ready for voting, which means:

- ❖ EPBs & ballots are in the proper locations and ready for use
- ❖ At least one (1) DS200 is sealed and ready for use
- ❖ PPE has been distributed and social distance measures set
- ❖ The VLM makes Mandatory Call to the BOE to report location is Open and Ready by 6:30 a.m.
- ❖ At 6:30 a.m. the VLM declares “The Polls are open for voting!”

Flip Chart Page 19

QUESTIONS?

ELECTION DAY



POINTS OF EMPHASIS

- ✓ Unsure if a form of ID is acceptable, call the BOE
- ✓ Once a voter record is located in the EPB, ask the voter to state their current address and name
 - ❖ Done in every circumstance, without exception
 - ❖ Required by Ohio law
 - ❖ Do not issue a ballot based on address from driver license/State ID, but what the voter verbally states

Continued ...

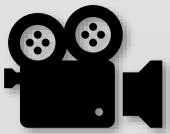
POINTS OF EMPHASIS

❖ **Ballot perforation/Stub A**

- Have voter fold the ballot along the perforation multiple times to ensure a clean separation can occur.
- Stub A must be removed from the ballot for the ballot to be accepted into the DS200. If you receive an error message on the DS200 or believe the scanner is jammed, make sure that Stub A has been removed before calling the Board of Elections.

❖ **Pink Memo** - Intended to document unusual issues and problems. Facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents must be documented on the **Pink Memo** for post-election investigation.

❖ Poll worker complaints and suggestions should **ONLY** be reported by calling 216-443-3277 or the post-election survey.



ACCEPTABLE FORMS OF ID

Non-Expired Ohio Driver's License



67 Big Hammer Ln,
Columbus, OH 43333

Current or Former Address

Expires 06-22-2020

Non-Expired

ACCEPTABLE FORMS OF ID (CONT.)

- ✓ Photo ID is NOT REQUIRED in the state of Ohio
- ✓ Conceal Carry/Hunting License issued in any Ohio county are acceptable forms of ID
- ✓ Electronic versions of Proper ID are permissible (except for a driver license, state ID or military ID)

OBSERVERS

- ✓ Appointed to watch and inspect Election Day proceedings
- ✓ Required to follow guidelines
- ✓ Certificate of Appointment and Oath:
 - ❖ Must present Certificate of Appointment & ID
 - ❖ VLM will give the Observer the Oath (Observer Packet)
 - ❖ Must sign Observer Sign-In Sheet each time
 - ❖ Observer packet inside **Green** Update Folder
- ✓ Federal Observers DO NOT follow these guidelines

Flip Chart Page 20

OTHERS AT THE POLLING LOCATION

Media

- ✓ Credentialed media may enter Polling Location
- ✓ Permitted to take pictures and record video, but CANNOT interfere with voting or infringe on voter's privacy

Exit Polling

- ✓ People (often media) who survey voters as they exit
- ✓ Must take place outside of immediate voting area and must not interfere with voting process

Flip Chart Page 20

CAMPAIGNERS

- ✓ Not permitted within 100-foot “No Campaigning Area” marked by American flags
- ✓ Primary responsibility of Rovers to monitor
- ✓ Are permitted to hand out literature outside the 100-foot “No Campaigning Area”



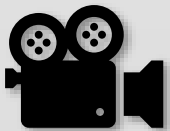
Note: Check frequently to make sure no literature is left in Voting Booths

[Flip Chart Page 20](#)

VOTERS WITH DISABILITIES

- ✓ Treat with respect
- ✓ Do not challenge voters who are receiving assistance or have other ADA needs such as a service animal
- ✓ Voters with disabilities can receive assistance from:
 - ❖ Family member or friend (never an employer or union representative)
 - ❖ Two (2) PEOs of opposite political parties
 - ❖ Use AutoMARK
 - ❖ Use Curbside voting (QRG provided)





CURBSIDE VOTING

Curbside Voting is...



the process followed when a voter who is unable to enter a Polling Location sends another person inside to inform the PEOs of his/her desire to vote.

CURBSIDE VOTING

- ✓ A QRG has been created with the detailed steps to follow.
- ✓ You must offer curbside voting to any voter who is physically unable to enter the polling location or **concerned** about entering the polling location.

Continued ...

CURBSIDE VOTING

- ✓ There will be one dedicated EPB at each location for Curbside voting. This EPB will have a **neon-colored** label to identify it.
- ✓ A Curbside QRG will be packed inside the Transport Case containing the EPB for Curbside voting.
- ✓ The Curbside EPB needs to go through all the normal set up procedures, including downloading the Delta file on Monday night.



TUESDAY CLOSING

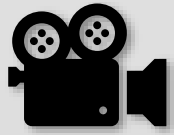


POINTS OF EMPHASIS

- ✓ Unvoted ballots/ballot packs go inside a Gray ballot box (Flip Chart Page 35)
- ✓ Voting Results Report – One copy posted at the exterior of the polling location facing outward, other copy goes to Ballot Accounting team.
- ✓ **New** - Pack all Clear Provisional & Curbside Pouches and *voted* 17-Year-Old Envelopes in a **Red** ballot box (Flip Chart Page 35)

REMINDERS

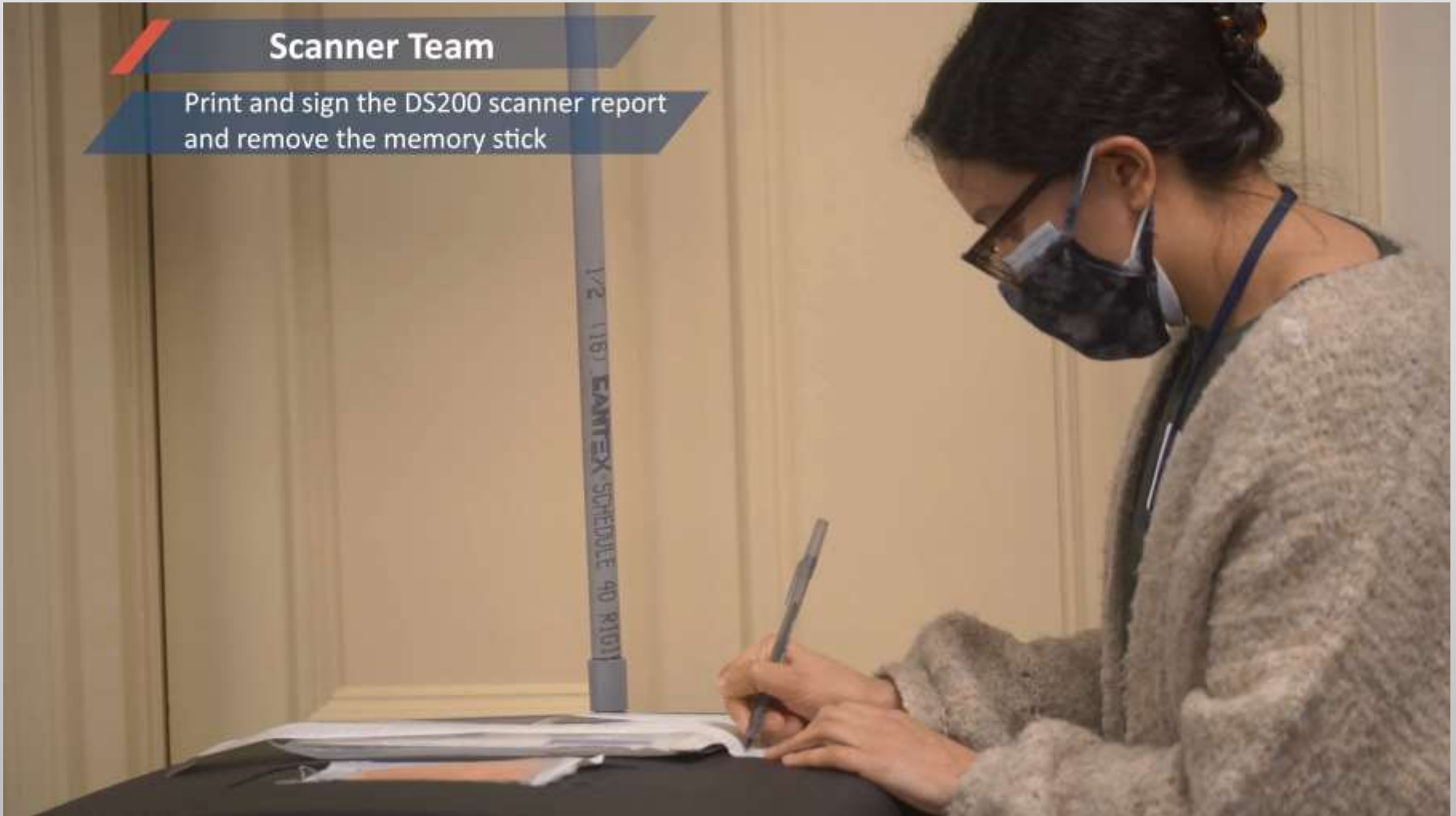
- ✓ Voters in line at 7:30 p.m. get to vote. If there is a line, place a worker at the end of the line at 7:30 p.m., marking the last voter eligible to vote
- ✓ **DO NOT** start closing procedures until last voter has left the location
- ✓ Each bag has a checklist that says what will go in it at the end of the night
- ✓ ALL workers need to help with the closing process



TUESDAY NIGHT CLOSING PROCESS

Scanner Team

Print and sign the DS200 scanner report and remove the memory stick



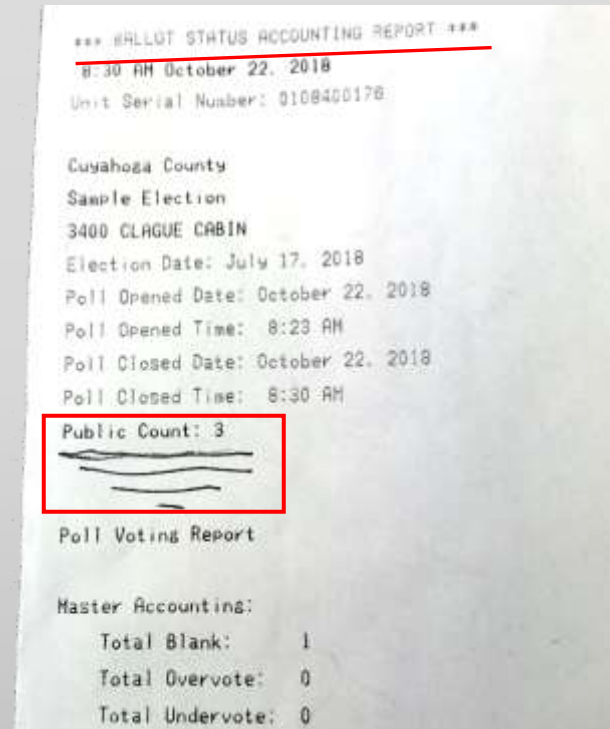
SCANNER TEAM

Flip Chart Page 31

All DS200 QRGs
are attached to
the lid of two
DS200s

→ Print Results Reports

- Give Ballot Status Accounting report to VLM to complete the Ballot Accounting process on EPBs



→ Remove Memory Sticks

→ Empty the Ballot Compartments

DS200 CLOSING

- ✓ **DO NOT** Remove Memory Sticks until two (2) copies of Results Report print and DS200 has completely shut down
- ✓ Early removal will corrupt data on memory stick



VAT, BALLOT & SUPPLY TEAMS

Flip Chart Page 25

QRG is inside the
Blue Supply Bag

- Must verify all items are packed in correct bags
- Use Post-Election Pack-Up List and labels on each item to complete closing process
- Copy of Post-Election Pack-Up List is located in the Brown Expandable Folder in **Blue** Supply Bag and in the **Green** Update Folder

TUESDAY CLOSING - VAT TEAM

- ✓ Count number of VOTED Provisional Envelopes and Curbside Envelopes inside each Clear Provisional & Curbside Pouch
- ✓ Record total on the label
- ✓ Provide EPB Team the Pouches to use during Ballot Accounting
- ✓ Pack Clear Provisional & Curbside Pouch inside the **Red** Ballot Box after accounting process is complete

PP0011307A

Clear Provisional & Curbside Pouch

EUCLID -05-A

1. **Provisional Envelopes:** Count the number of Provisional Envelopes with **voted** ballots inside and record the number in the box:
(If no Provisional ballots were voted, write zero (0) in the box)

2. **Curbside Envelopes:** Count the number of Curbside Envelopes with **voted** ballots inside and record the number in the box:
(If no Curbside ballots were voted, write zero (0) in the box)

3. Insert all **used** Provisional & Curbside Envelopes for this precinct into this Clear Provisional Precinct Pouch *including:*

- ✓ Provisional Envelopes with voted ballots inside,
- ✓ Voided Provisional Envelopes, and/or
- ✓ Provisional Envelopes with any type of voter or Election Official writing.

4. Hand this pouch to the EPB Team to complete the Ballot Accounting Process.

5. Pack this pouch in the **RED** Ballot Box.

6. Pack all **unused** Provisional Envelopes & Curbside Envelopes in any GRAY Ballot Box.

BQE Use Only

**Pack me inside:
the RED Ballot Box**

TUESDAY CLOSING – BALLOT TEAM

- ✓ Locate Soiled/Voided Envelope
- ✓ Verify “VOID” is written on each ballot inside Soiled/Voided Ballot Envelope
- ✓ Give Soiled/Voided Envelope to EPB Team for Ballot Accounting process
- ✓ Pack Soiled/Voided Envelope in any Gray ballot box once Ballot Accounting process is complete

Continued ...

Soiled/Voided Ballot Envelope

During Voting Hours

- Place ALL Soiled/Voided Ballot Sheets in this envelope. Reasons include:
 - Voter made an error in marking the ballot and a new ballot had to be issued;
 - Extra ballot sheets that are not needed (if only part of a ballot was reissued to a voter);
 - Ballot is torn or otherwise damaged; or
 - Voter abandoned the ballot without completing the scanning process in the DS200.

NOTE: These ballot sheets must clearly be marked with the word “Void.”

After the Polls Close

- Count the page 1's in this envelope and record the total here:
- Hand this pouch to the EPB Team to complete the Ballot Accounting Process.
- After the Ballot Accounting Process has been completed, seal this envelope and deposit in any Gray Ballot Box.

Election Official Signature: _____

Election Official Signature: _____

Revised: 10/07/18

**Pack me inside:
Any GRAY Ballot Box**

TUESDAY CLOSING - BALLOT TEAM

- ✓ Remove any UNUSED ballots or envelopes from **Red** ballot box and place in any **Gray** ballot box
- ✓ Only voted ballots are placed in **Red** ballot box



Flip Chart Page 35

TUESDAY CLOSING — SUPPLY TEAM

- ✓ Remove all posted signs and flags
- ✓ Assist the Sanitation Official(s) in taking down the voting booths
- ✓ Place all other election supplies and **Green** supply bag inside **Blue** location supply bag
- ✓ VLD, once complete with VAT closing, will oversee Supply Team

TUESDAY CLOSING RESOURCES

The following items at the polling location can serve as resources to assist with Tuesday Closing:

- ✓ *Post-Election Pack-Up List* (**Green** Update Folder & **Brown** Folder in **Blue** Supply Bag)
- ✓ *Closing Reminder Checklist* (Brought by Rover on Election Day)
- ✓ Flip Chart
- ✓ **Pink** Lanyards (Brought by Rover to VLM on Election Day)
- ✓ **Pink** Tags (on the supplies required to be brought to the Drop-Off Location)

QUESTIONS?

10-MINUTE BREAK

A rugged tablet computer is shown at an angle, displaying a web-based application. The application header reads "CUYAHOGA COUNTY, OHIO" and "May 7, 2019 Primary Election". Below the header are three large, colorful buttons: a red button labeled "Precinct Lookup" with a map icon, a yellow button labeled "Other ID" with a magnifying glass icon, and a green button labeled "Driver License / State ID" with a camera icon. The bottom of the screen shows a Windows-style taskbar with a clock displaying "February 18, 10:52:09 AM", a printer icon labeled "No printer", and a battery icon. The text "CLAGUE CABIN" and "Check-in Table - JOE TRAINER" is visible at the bottom of the application. A large, white, semi-transparent text overlay is centered on the screen, reading "ELECTRONIC POLLBOOK HANDS-ON TRAINING".

ELECTRONIC POLLBOOK HANDS-ON TRAINING

POINTS OF EMPHASIS

- ✓ Do not automatically/robotically take what the EPB screen tells you without confirming the current address and name of the voter
- ✓ Allow 5 minutes for the ballot accounting to transmit to the BOE on Tuesday night

OPENING THE EPB APP

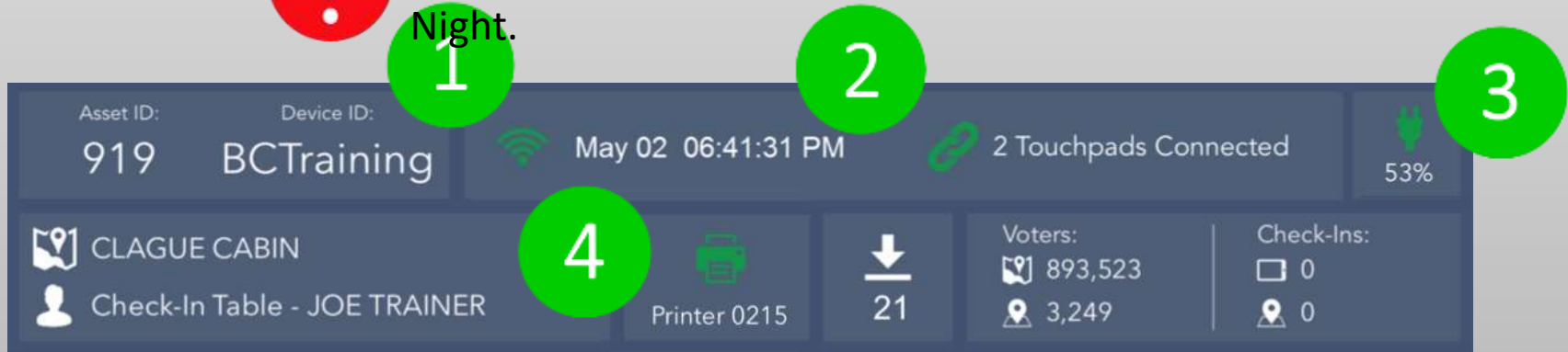
UNLOCK THE DEVICE AND LAUNCH THE EPB PROGRAM



VERIFY THE ELECTION DATE AND POLLING LOCATION NAME



CONFIRM THE CONDITIONS IN THE BOTTOM STATUS BAR ARE ALL GREEN. DO NOT press the GREEN START button or log into the EPBs using passwords on Monday Night.



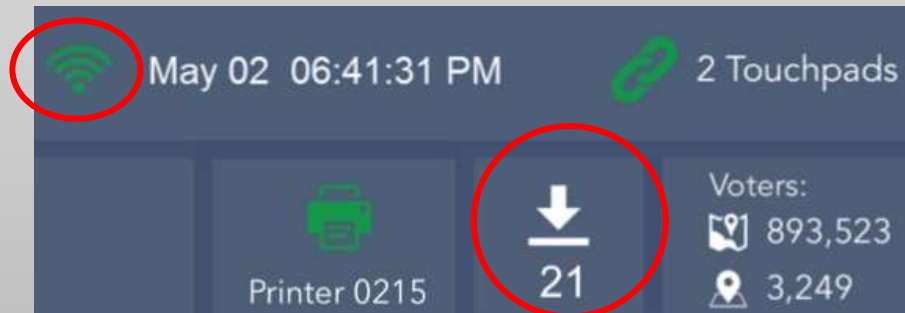
Flip Chart Page 13

ABSENTEE SUPPLEMENTAL LIST (REMINDER)



ESSENTIAL that all EPBs are connected to the MiFi on Monday Night

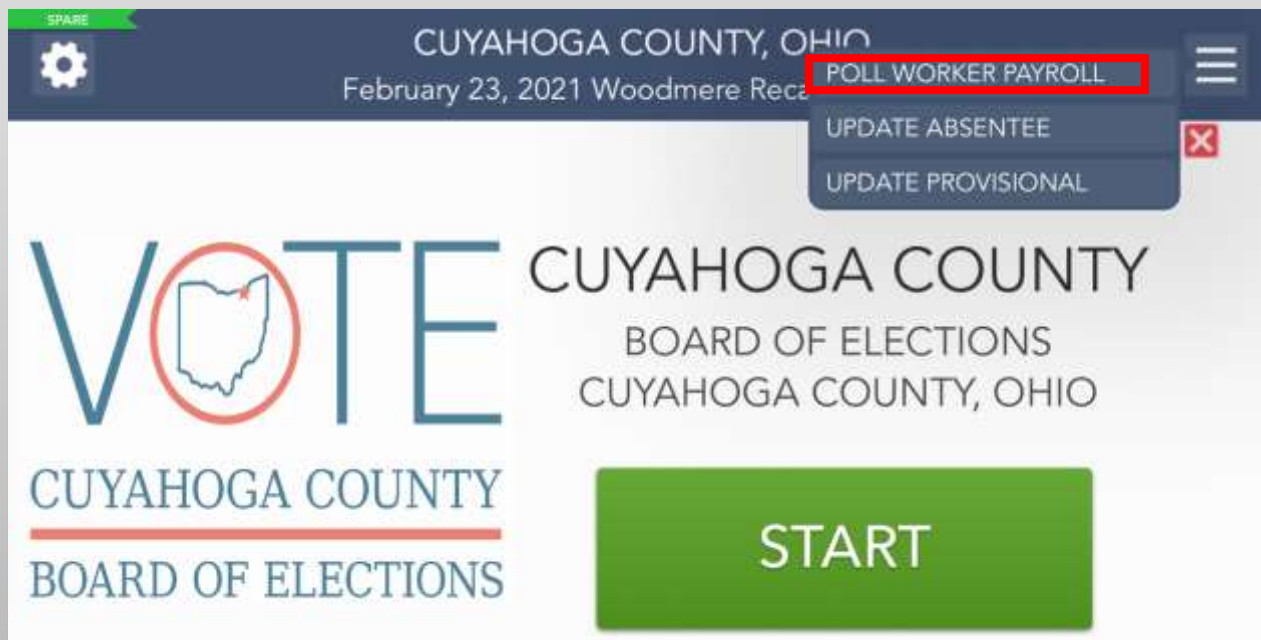
- Sent electronically and securely through the MiFi device to all EPBs



Flip Chart Page 14

POLL WORKER PAYROLL MODULE

- ✓ All workers are required to “Clock-In” on the EPB both Monday night and Tuesday morning in order to get paid.



Continued ...

POLL WORKER PAYROLL MODULE

STEP 1: SEARCH FOR YOUR NAME

The screenshot shows the 'Payroll' application interface. At the top, there's a navigation bar with a gear icon, the word 'Payroll', a battery level indicator at 38%, and a clock showing 11:24 AM. Below the navigation bar, there are 'BACK' and 'HOME' buttons. A search bar contains the date '03/04/2021' and shows '10 worker(s) found'. Below the search bar, there's an 'ADD WORKER' button and a search input field. The main content area displays a list of workers with their names and roles, and a 'CLOCK-IN' button next to each name. The workers listed are: AMERICA, CAPTAIN (PEO (DEM)), BANNER, BRUCE (PEO (DEM)), HULK, INCREDIBLE (PEO (DEM)), KENT, CLARK (PEO (DEM)), MARVEL, CAPTAIN (PEO (DEM)), and ODIN, LOKI (PEO (NOPTY)). The page is on 'Page 1 of 2' and has a 'NEXT PAGE' button.

Select “Clock-In” next to your name

Continued ...

STEP 2: CONFIRM/UPDATE YOUR INFO

The screenshot shows the 'Payroll' application interface for a specific worker. At the top, there's a navigation bar with a gear icon, the word 'Payroll', a battery level indicator at 38%, and a clock showing 11:25 AM. Below the navigation bar, there are 'BACK' and 'HOME' buttons. A search bar contains the date '03/04/2021'. The main content area displays the worker's information: Name: BRUCE BANNER, Address: 1145 SPILLGATE TRCE BROADVIEW HTS, 44147, and Phone Number: Not on file. Below the information, there's a confirmation question: 'Is all your information correct?'. At the bottom, there are two buttons: a red button with a white 'X' icon labeled 'NO, NEEDS CHANGES' and a green button with a white checkmark icon labeled 'YES, CONTINUE'.

If your address has changed or we don't have a phone number, select the **red** “No, Needs Changes” button

POLL WORKER PAYROLL MODULE

STEP 3: READ OATH & SIGNATURE

The screenshot shows the 'Payroll' app interface. At the top, there are navigation buttons for 'BACK' and 'HOME', and a date field set to '03/04/2021'. Below this, the name 'BRUCE BANNER' is entered in a text field, with a 'CLEAR' button to the left and an 'I ACCEPT' button to the right. A green checkmark icon is visible next to the 'I ACCEPT' button. Below the name field, there is a section titled 'Please sign below' with a large handwritten signature of 'Bruce Banner' on a line. Below the signature, there is a text box containing the following oath: 'I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in WLKV01A and for this precinct in the county of Cuyahoga, in the election to be held on 02/23/2021 as required by law and the rules and instructions of the Board of Election of said County; and that I will endeavor to'. There is a small blue '+' icon to the right of the oath text.

If Drop-Off is selected, an additional screen will appear asking if you are the Driver or Drop-Off (i.e. rider).



STEP 4: CHECK DROP-OFF IF APPLICABLE

The screenshot shows the 'Payroll' app interface displaying a list of workers. At the top, there are navigation buttons for 'BACK' and 'HOME', and a date field set to '03/04/2021'. Below this, there is a search bar with 'ADD WORKER' and a magnifying glass icon. The list of workers includes: 'AMERICA, CAPTAIN PEO (DEM)' with a 'CLOCK-IN' button; 'BANNER, BRUCE PEO (DEM)' with a green checkmark, 'Information Verified' status, a timestamp '03-04-2021 11:26 AM', a 'Drop-Off' checkbox, and a 'CLOCK-OUT' button; 'HULK, INCREDIBLE PEO (DEM)' with a 'CLOCK-IN' button; 'KENT, CLARK PEO (DEM)' with a 'CLOCK-IN' button; 'MARVEL, CAPTAIN PEO (DEM)' with a 'CLOCK-IN' button; and 'ODIN, LOKI PEO (NOPTY)' with a 'CLOCK-IN' button. At the bottom, there is a green notification bar that says 'You have been clocked in.' with a green checkmark icon.

The screenshot shows a dialog box titled 'Drop-Off Option' with a red 'X' icon in the top right corner. The text inside the dialog box says 'Select Drop-Off option for BRUCE BANNER.' Below the text, there are three blue buttons: 'DROP-OFF', 'DRIVER', and 'NEITHER'.

EPB TUESDAY MORNING SETUP

Flip Chart Page 17

STEP 1: ELECTION MORNING SETUP



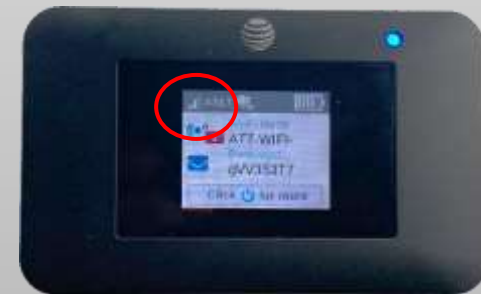
STEP 2: WAKE THE EPBS



STEP 3: UNLOCK DEVICE & LAUNCH EPB



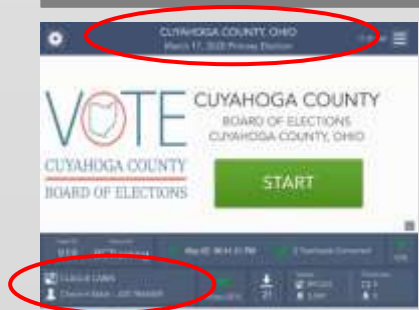
STEP 4: VERIFY CONNECTION



AT&T

EPB TUESDAY MORNING SETUP

STEP 5: VERIFY INFORMATION ON INITIAL SCREEN



Central Connection
Sideways Communication
Charging
Printer

STEP 6: VERIFY ABSENTEE FILES TRANSMISSION



STEP 7: PRESS START TO LOG INTO THE EPB



STEP 8: LOG INTO THE EPB

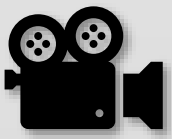


STEP 9: ENTER PASSWORDS



STEP 10: PRINT ZERO REPORTS





PROCESSING A REGISTERED VOTER



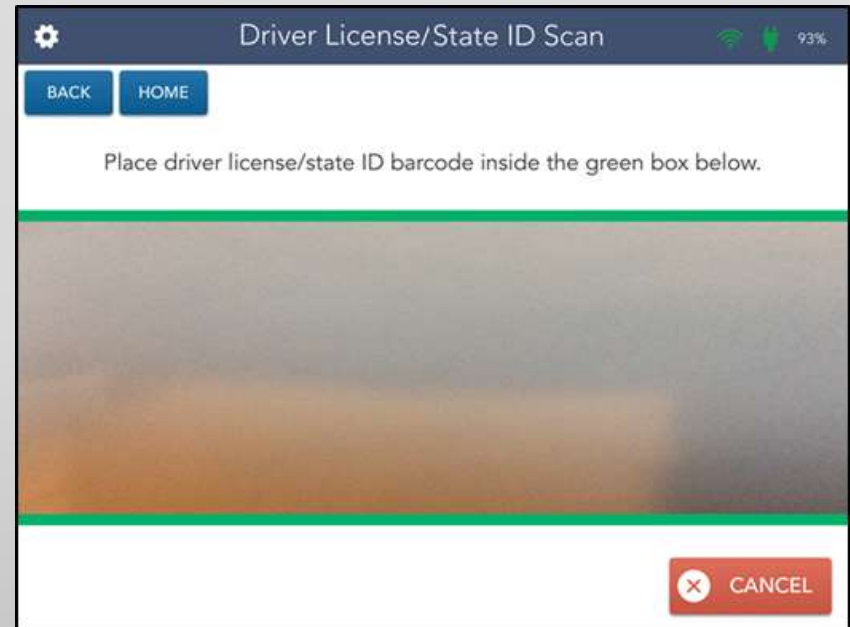
Example 1:
Processing a voter with
Driver License or State ID

EPB HANDS-ON SCENARIO #1

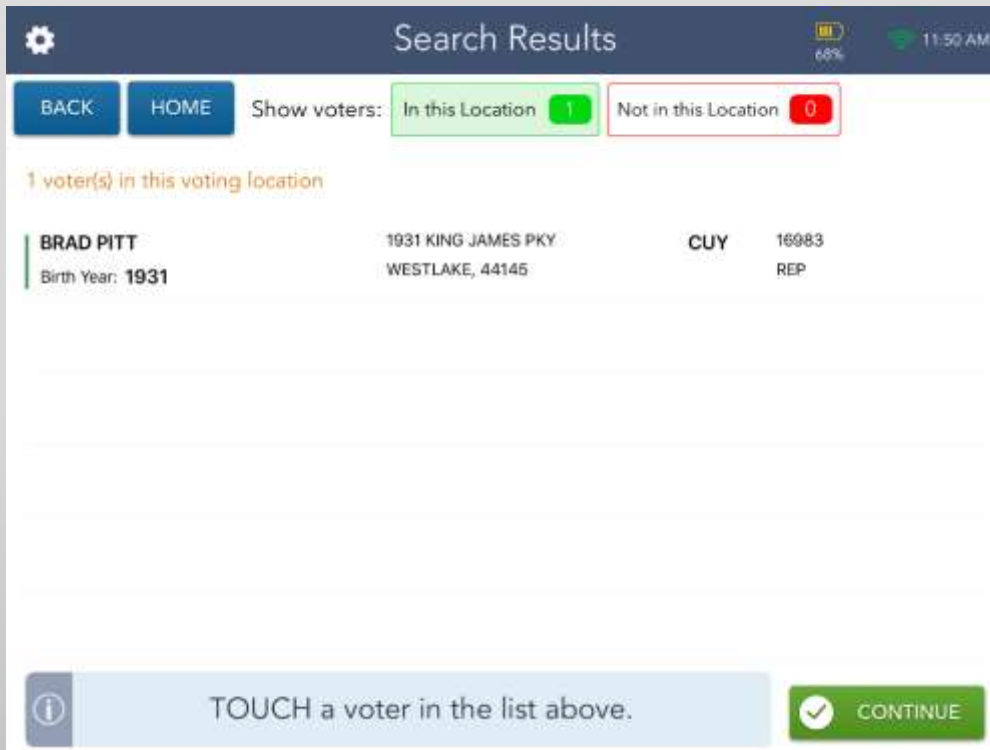


ID SCAN – BRAD PITT

DRIVER LICENSE/STATE ID SCAN

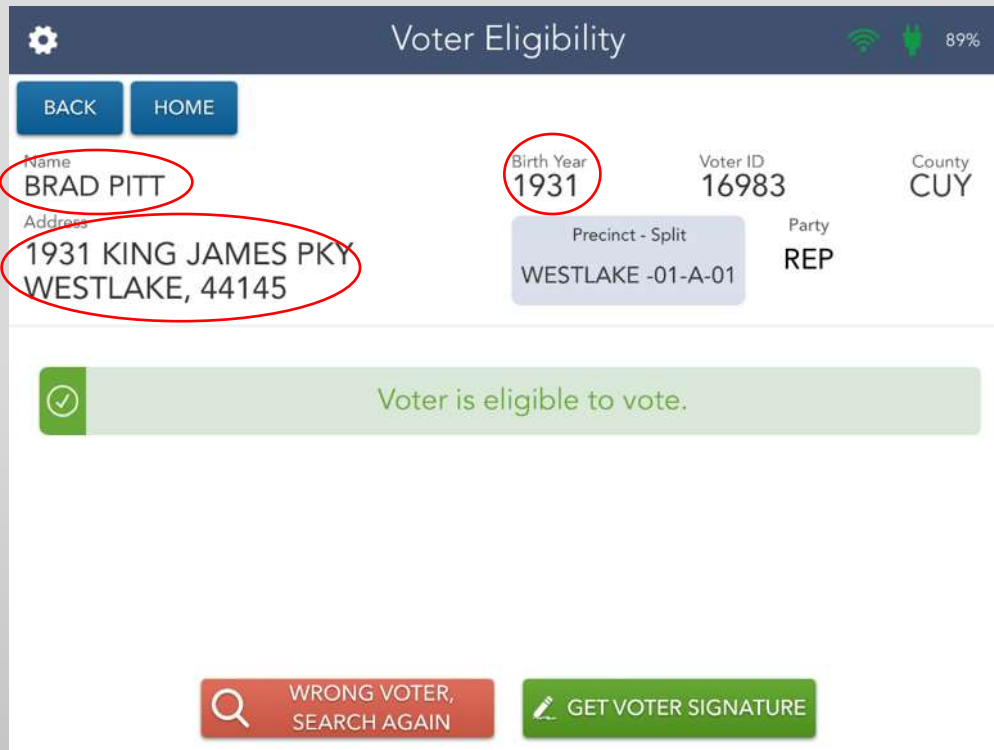


SEARCH RESULTS



- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and press **GREEN CONTINUE** button
- ✓ Press **RED NOT IN THIS LOCATION** button if the voter does not appear in your location

VOTER ELIGIBILITY SCREEN



Always confirm...

- **Verbally confirm the voter's name and current address**
- Press **GREEN GET SIGNATURE** button
- Screen will automatically flip upside down
- Tilt screen towards voter

VOTER SIGNATURE

The screenshot shows a mobile application interface for capturing a voter's signature. At the top, there is a dark blue header with a gear icon, the text "Voter Signature", and status icons for Wi-Fi, battery, and 100% signal. Below the header are two blue buttons: "BACK" and "HOME". The main content area displays voter information: Name (BRAD PITT), Birth Year (1931), Voter ID (16983), and County (CUY). Below this, the address (1931 KING JAMES PKY, WESTLAKE, 44145) is shown, along with a "Precinct - Split" box containing "WESTLAKE -01-A-01" and the Party (REP). At the bottom of the information section are three buttons: a red "CLEAR" button with an 'X' icon, a blue "CAMBIAR IDIOMA" button, and a green "DONE" button with a checkmark icon. Below these buttons is a dark blue bar with the text "Please sign below". Underneath this bar is a white area where a signature "Brad Pitt" has been written in black ink on a horizontal line. To the left of the signature is a small "X" mark.

→ Direct voter to sign and press **GREEN DONE** button

→ Display on screen will automatically flip back to original orientation

VOTER SIGNATURE

The screenshot shows the 'Voter Signature' app interface. At the top, there is a dark blue header with a gear icon, the title 'Voter Signature', and status icons for Wi-Fi, signal strength, and 93% battery. Below the header are two blue buttons: 'BACK' and 'HOME'. The user's information is displayed in a grid: Name (BRAD PITT), Birth Year (1931), Voter ID (16983), and County (CUY). Below this, the address (1931 KING JAMES PKY, WESTLAKE, 44145) is shown, along with Precinct - Split (WESTLAKE-01-A-01) and Party (NON). A light blue information box contains the text: 'If current signature matches the signature on file, touch ISSUE BALLOT. If current signature does not match the signature on file, touch CHALLENGE SIGNATURE.' Below this are two signature comparison areas. The first, 'SIGNATURE ON FILE', shows a handwritten signature. The second, 'CURRENT SIGNATURE', shows a similar handwritten signature. To the right of these areas are three buttons: a red 'CHALLENGE SIGNATURE' button, a yellow 'SIGN AGAIN' button with a pencil icon, and a green 'ISSUE BALLOT' button with a checkmark icon. The 'ISSUE BALLOT' button is circled in red.

Voter Signature

BACK HOME

Name
BRAD PITT

Birth Year
1931

Voter ID
16983

County
CUY

Address
1931 KING JAMES PKY
WESTLAKE, 44145

Precinct - Split
WESTLAKE-01-A-01

Party
NON

If current signature matches the signature on file, touch ISSUE BALLOT.
If current signature does not match the signature on file, touch CHALLENGE SIGNATURE.

SIGNATURE ON FILE

CURRENT SIGNATURE

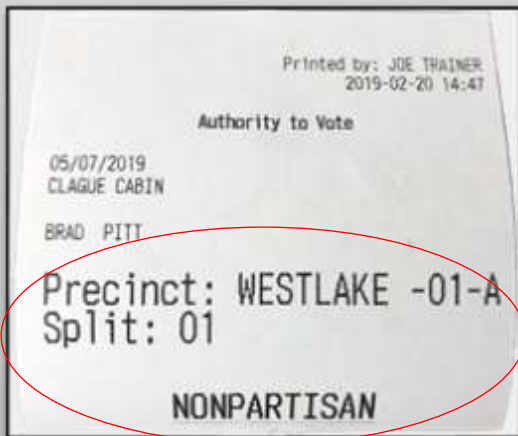
CHALLENGE SIGNATURE

SIGN AGAIN

ISSUE BALLOT

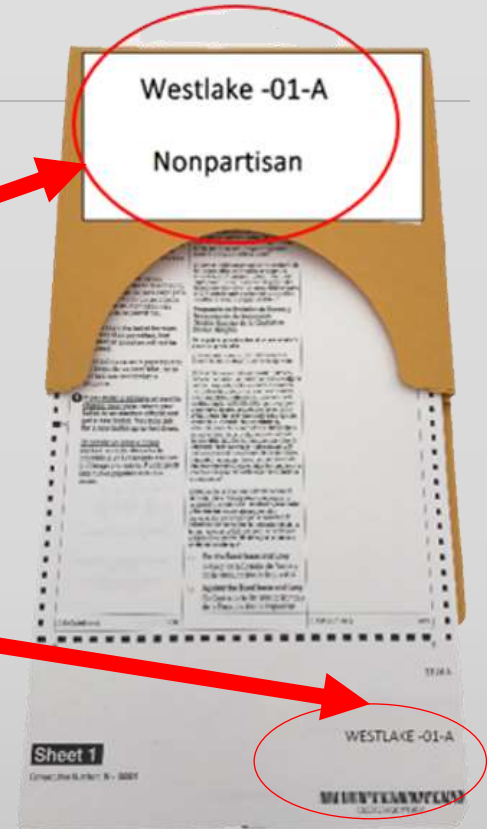
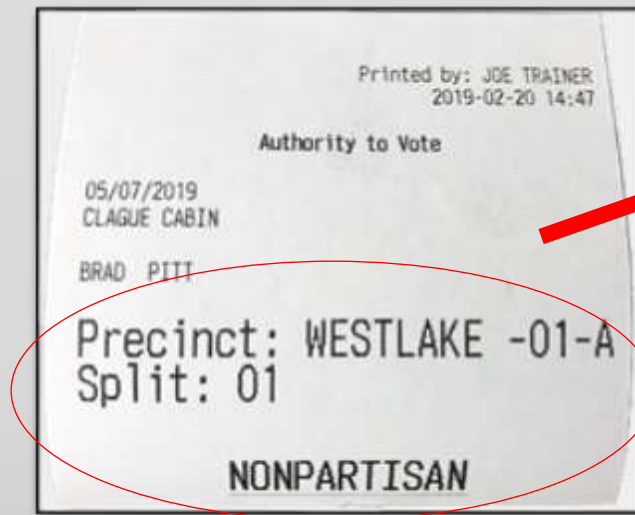
→ Compare voter's signatures then press **GREEN ISSUE BALLOT** button

AUTHORITY TO VOTE SLIP



- Will print automatically
- Press **GREEN CONTINUE** button
- If slip does not print, press **BLUE REPRINT** button
- Hand “Authority to Vote Slip” to Ballot Official
- Ballot Official will provide correct ballot and place the slip in the Authority to Vote Slip Envelope
- Scan stub barcode into EPB

ISSUING A BALLOT

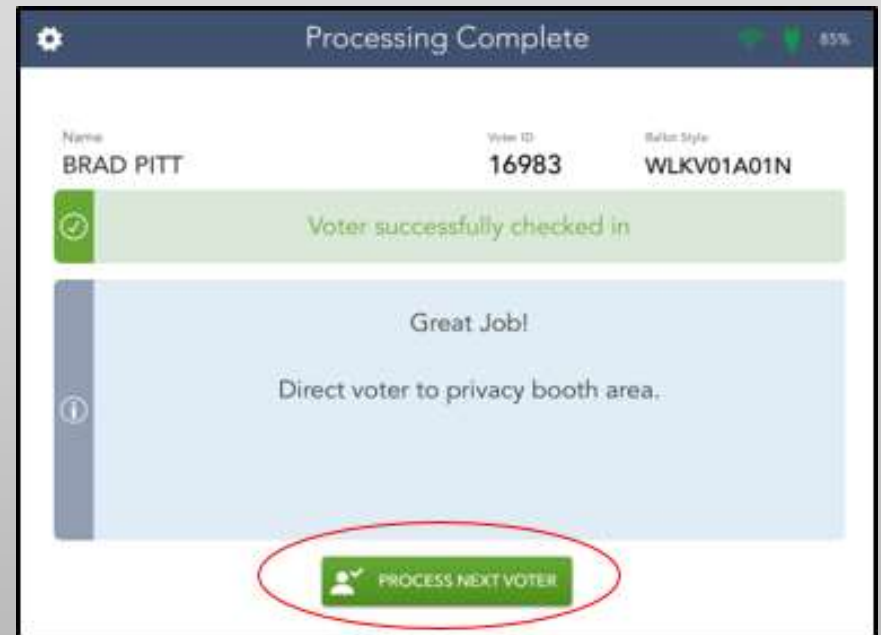
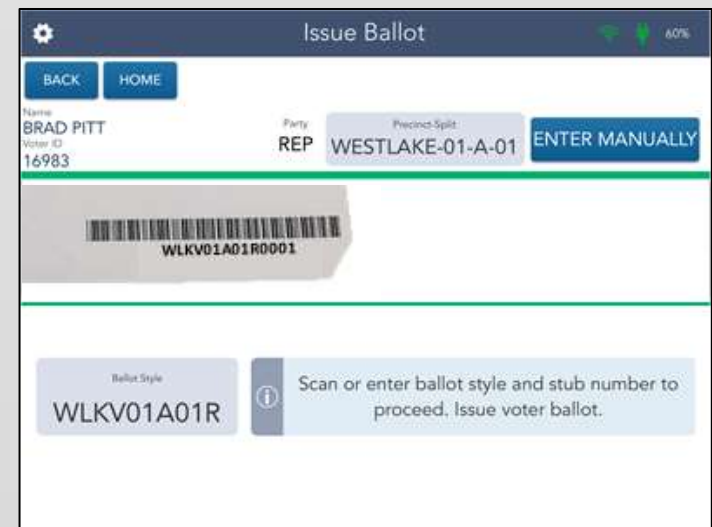


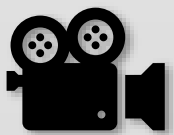
Ballots are precinct specific. The city, ward, precinct and party (ballot type) on the ballot must match the city, ward, precinct and party on the Authority to Vote Slip.
NO EXCEPTIONS!

ISSUING A BALLOT

Scanning Stub Barcode

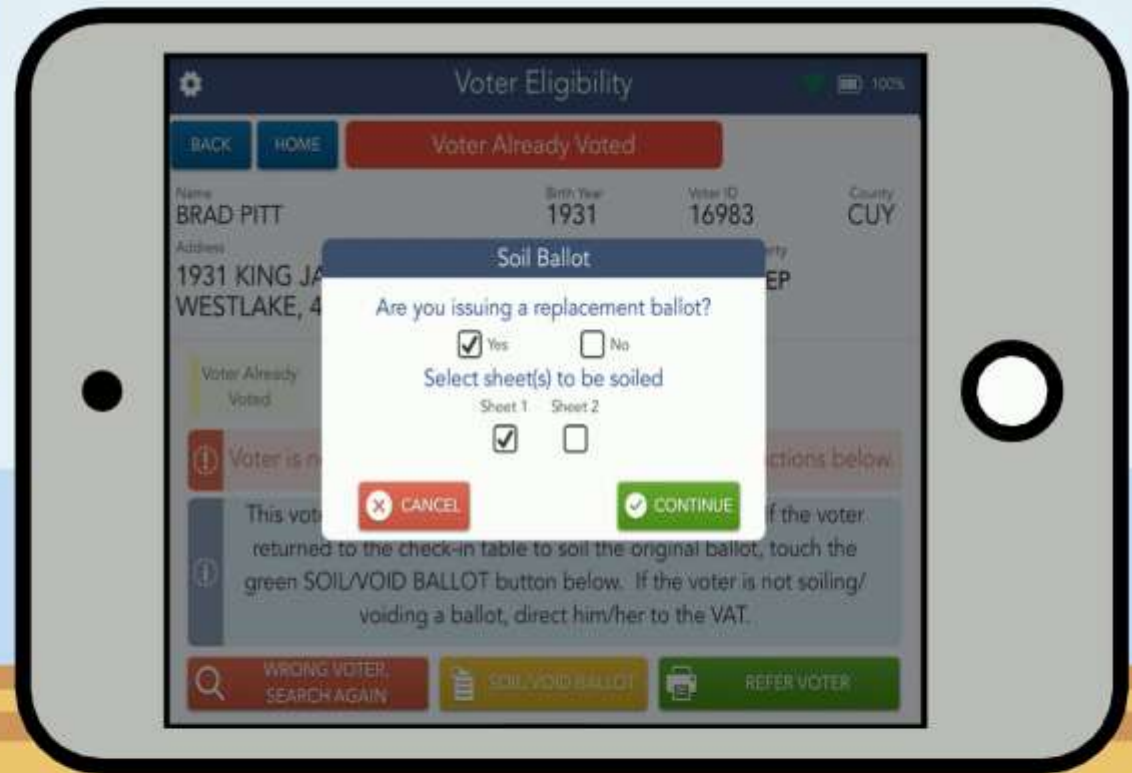
- ✓ Hold barcode under camera of EPB
- ✓ Once barcode is captured, you will hear an audible beep
- ✓ If ballot style is correct, you will be taken to Processing Complete screen
- ✓ Press **GREEN PROCESS NEXT VOTER** button





HOW TO SOIL/VOID A BALLOT

4. Select 'Yes' to indicate you are replacing a ballot. Then select the ballot sheet(s) you are replacing.

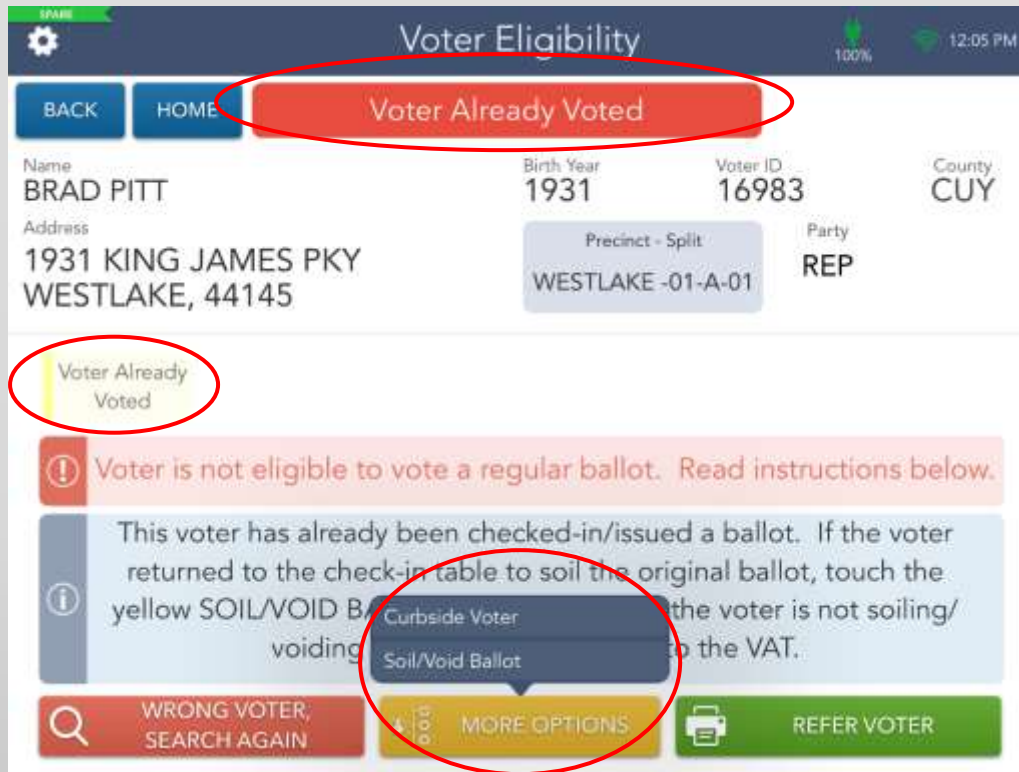


EPB HANDS-ON SCENARIO #2



SOIL/VOID – BRAD PITT

SOIL/VOID BALLOT (BRAD PITT)



- ✓ Process voter again using valid form of ID
- ✓ Screen with **Red Voter Already Voted** label will appear
- ✓ Read the instructions
- ✓ Select the **YELLOW MORE OPTIONS** button, then select **Soil/Void Ballot**

SOIL/VOID BALLOT (BRAD PITT)



- Place checkmarks in appropriate boxes
- Write “VOID” on all sheets of soiled ballot and place in Soiled/Voided Ballot Envelope
- Press the **GREEN** CONTINUE button



- ✓ Press the **GREEN YES** button to confirm ballot soil/void.

SOIL/VOID BALLOT (BRAD PITT)



→ Direct voter to sign, then press **GREEN DONE** button.



→ Compare voter's signatures then press green **ISSUE BALLOT** button.

SOIL/VOID BALLOT (BRAD PITT)

Issue Ballot

BACK HOME SOIL & REISSUED

Name
BRAD PITT
Voter ID
16983

Party
REP

Precinct-Split
WESTLAKE -01-A-01

ENTER MANUALLY

WLKV01A01R0001

Ballot Style
WLKV01A01N

Scan or enter ballot style and stub number to proceed. Issue voter ballot.

✓ Scan or enter ballot style and stub number.

SOIL/VOID BALLOT (BRAD PITT)



✓ Press the **GREEN PROCESS NEXT VOTER** button.

EPB HANDS-ON SCENARIO #3



ASHTON KUTCHER; 23536 CONCORD DR

OTHER ID SEARCH PROCESS



CUYAHOGA COUNTY, OHIO
May 7, 2019 Primary Election

8 Identification Types - Select One Below

- Valid Ohio Driver's License or Ohio ID
- Military ID
- St/Fed Govt Photo ID
- Utility Bill
- Government Check
- Paycheck
- Bank Statement
- Other Government Document

All forms of ID must contain the voter's name. Driver's License/State ID cannot be expired. Other forms of ID must be issued within the last 12 months.

Voter registration notification from the Board of Elections is not a valid form of ID.

→ Select the type of ID provided from voter

→ Press the **GREEN CONTINUE** button

OTHER ID SEARCH PROCESS: ASHTON KUTCHER

There are four (4) search options available to manually locate a voter's record.

- 1 Last Name and House Number
- 2 Last Name and Birth Year
- 3 Last Name and First Name
- 4 Voter ID

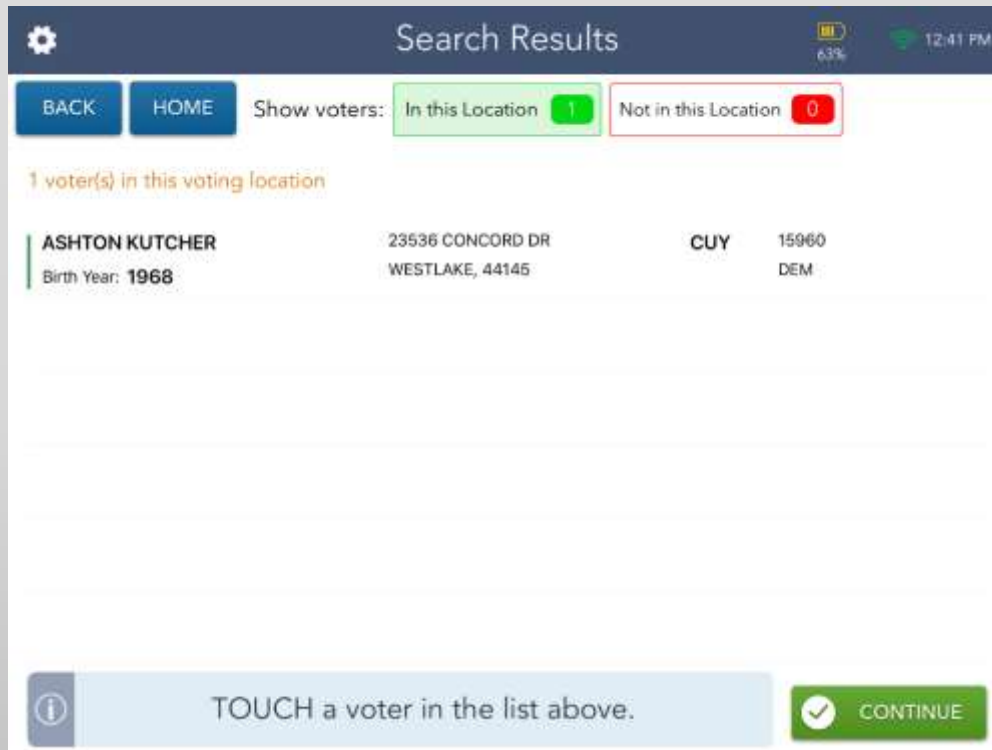


Select search option and enter voter's information into the appropriate fields.



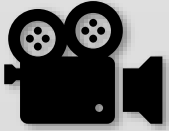
Use fewer characters to increase chances you find correct voter

OTHER ID SEARCH PROCESS: ASHTON KUTCHER



- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and press **GREEN CONTINUE** button

PROCESSING A PROVISIONAL VOTER – CHECK-IN TABLE



EXAMPLE 1:

Voter Referral Slip

- > This Slip is given to a voter who is in the correct Polling Location and is identified in the EPB as having to vote provisionally

Printed by: TILLY HAWK
2018-01-27 04:26

Voter Referral

CUYAHOGA COUNTY, OHIO
May 8, 2018 Primary Election

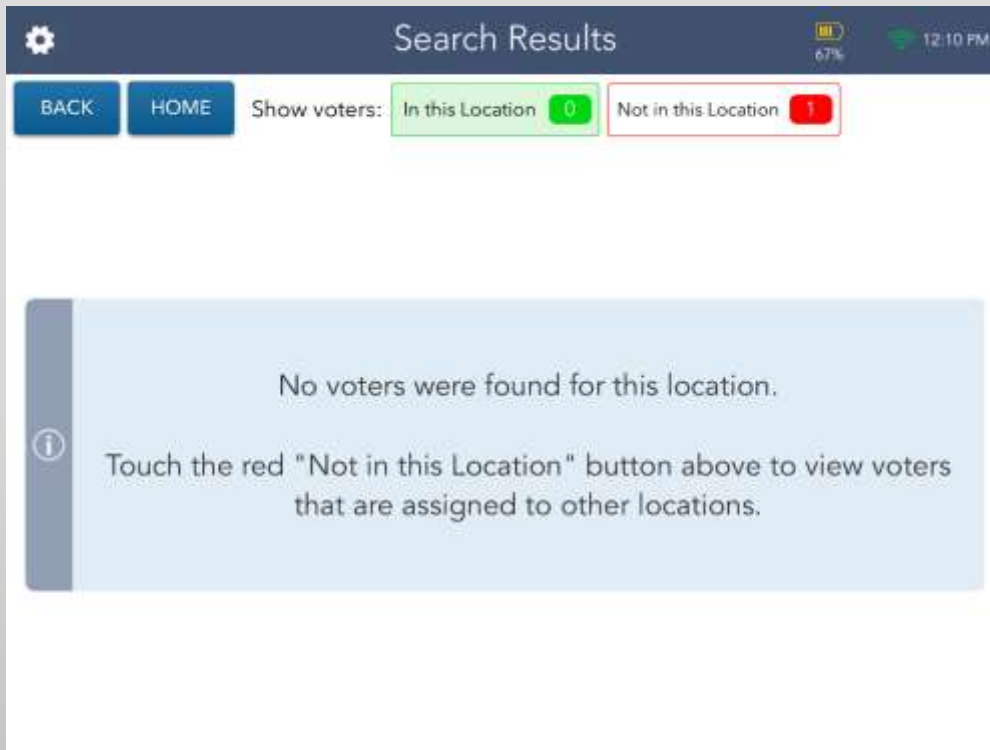
MEG RYAN
WESTLAKE-01-B-01
1333 COBBLESTONE CHAS, WESTLAKE, 44145
Referral Reason: Absentee Ballot Requested

EPB HANDS-ON SCENARIO #4



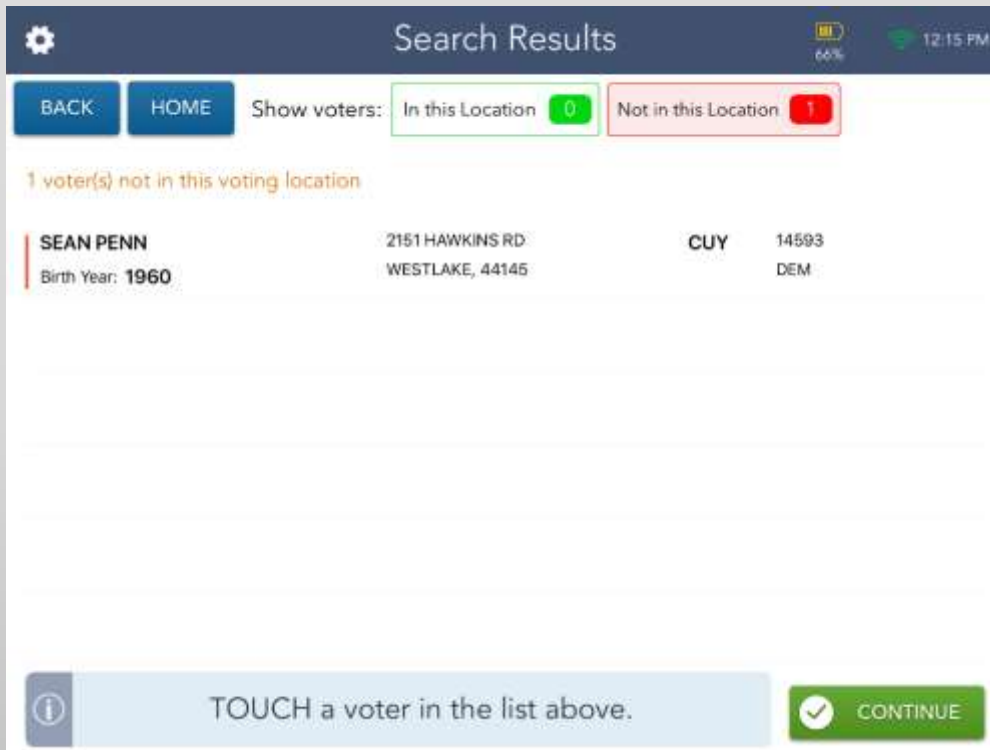
ID SCAN – SEAN PENN
LIVES AT 1333 COBBLESTONE CHASE

SEARCH RESULTS



- ✓ Search Results screen defaults to voters in your location.
- ✓ If the voter is not found in your location, press the **RED NOT IN THIS LOCATION** button

SEARCH RESULTS



- ✓ BEFORE selecting Penn's record, confirm his current address and name.
- ✓ Penn states he lives at:
 - ✓ **1333 Cobblestone Chase, Westlake, OH**
- ✓ Select the **BLUE** Home button and Select the **RED** Precinct Lookup button

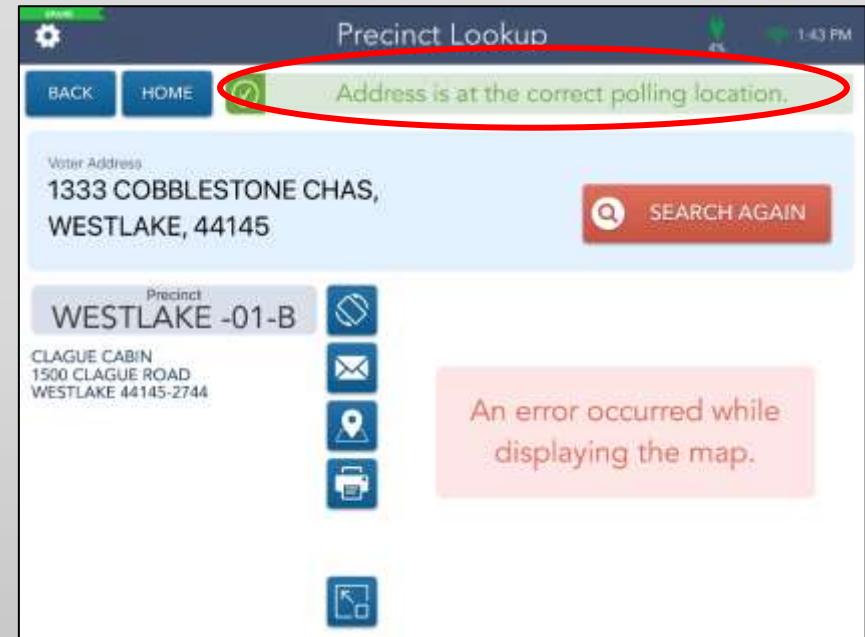
PRECINCT LOOKUP: 1333 COBBLESTONE

The screenshot shows a mobile application interface for 'Precinct Lookup'. At the top, there is a dark blue header with a gear icon on the left, the title 'Precinct Lookup' in the center, and a battery icon with '4%' and a signal strength icon with '1:42 PM' on the right. Below the header are two blue buttons: 'BACK' and 'HOME'. The main content area has a white background with the instruction 'Enter voter's current address to locate the correct polling location.' Below this instruction are two input fields: 'House Number' containing '1333' and 'Street Name' containing 'COBBLESTONE'. To the right of these fields is a green 'SEARCH' button with a magnifying glass icon. At the bottom of the screen, a virtual keyboard is visible, featuring a blue 'Search' button on the right side of the second row.

PRECINCT LOOKUP | AT CORRECT POLLING LOCATION

“Address is at the correct polling location” appears in **Green** at the top of the screen

- ✓ Confirm with the voter this is indeed the **CORRECT** precinct/polling info
- ✓ If information is correct, send the voter to the VAT



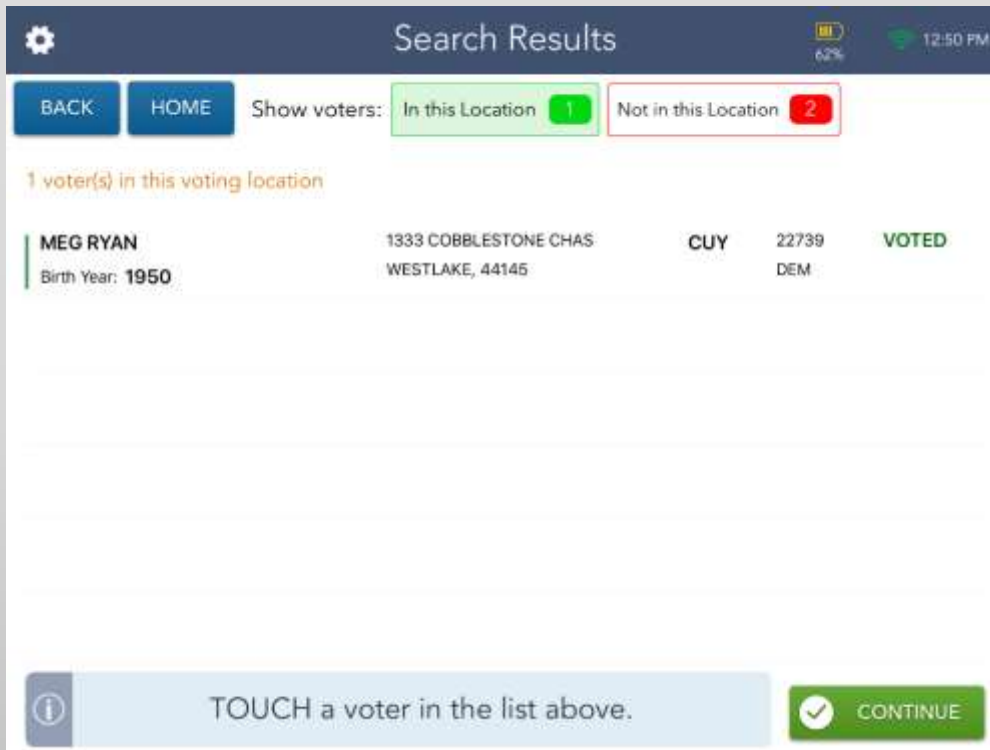
The voter must vote in his/her current precinct/polling location or the ballot will not count

EPB HANDS-ON SCENARIO #4



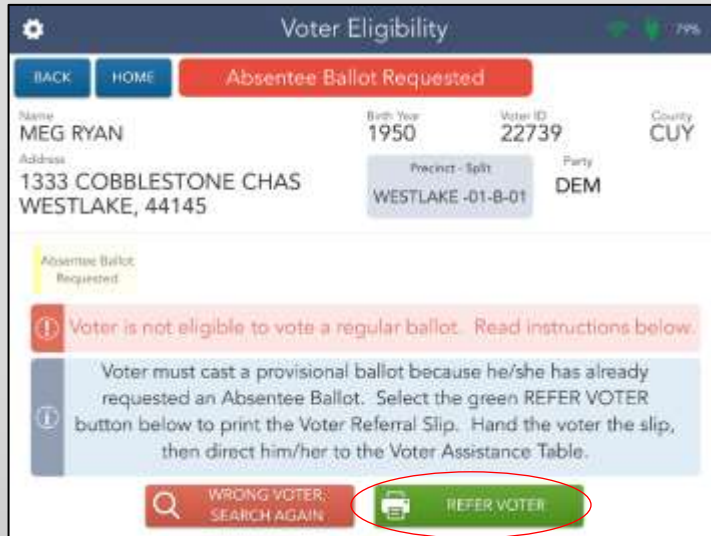
ID SCAN – MEG RYAN

SEARCH RESULTS



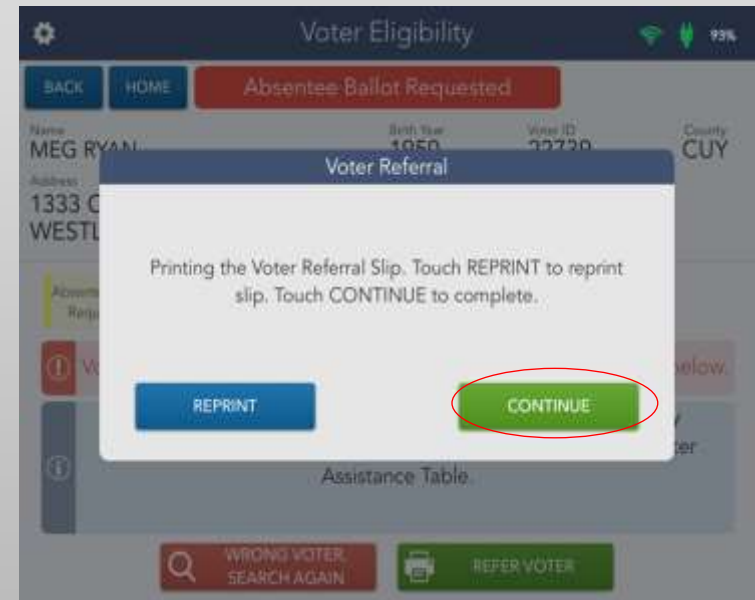
- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and press **GREEN CONTINUE** button
- ✓ Press **RED NOT IN THIS LOCATION** button if the voter does not appear in your location

GENERATING A VOTER REFERRAL SLIP



→ Verbally confirm the voter's current address and name

✓ Press the **GREEN REFER VOTER** button, print the Referral Slip and hand to the voter to take to the VAT Table



PROVISIONAL VOTING



POINTS OF EMPHASIS/LESSON LEARNED

- ✓ If a provisional voter does not vote in the correct polling location, his/her ballot will be rejected
 - ❖ 357 ballots were rejected for being in the wrong polling location, and another 201 were rejected for missing a required field on the provisional envelope
 - ❖ In total, 3.1% of provisional ballots were rejected due to poll worker error, down from 4% in November 2018
- ✓ If a voter is marked as having to vote provisional in the EPB, you STILL must ask for current address and name

Continued ...

POINTS OF EMPHASIS/LESSON LEARNED

- ✓ Three different steps in the provisional process where an error can be discovered:
 1. Check-In Table
 2. VAT
 3. Ballot Table
- ✓ Provisional voter declares political party by writing it on the EPB slip at the VAT
- ✓ Ask provisional voter to fold ballot along perforation line (Stub A) so it will fit inside provisional envelope

PROVISIONAL VOTER EPB SLIPS

The EPB will generate one of two (2) slips when processing a voter who must vote provisional:

1. Voter Referral Slip
2. Precinct Lookup Slip

This slip must be taken to the VAT by the voter.



Every provisional voter receives an EPB Slip

Flip Chart Page 26

Voter Referral Slip

Printed by: PETER JAMES
2018-07-20 15:19

Voter Referral

CUYAHOGA COUNTY, OHIO
November 6, 2018 General Election

MEG RYAN
WESTLAKE-01-B-01
1333 COBBLESTONE CHAS, WESTLAKE, 44145
Referral Reason: Absentee Ballot Requested

Precinct Lookup Slip

Printed by: PETER JAMES
2018-07-20 15:19

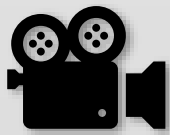
Precinct Lookup

CUYAHOGA COUNTY
November 6, 2018 General Election
11/06/2018

CLAGJE CABIN

Address Searched: **2151 HAWKINS R
D, WESTLAKE, 44145**

Precinct location: **WESTLAKE-01-D**
PARKSIDE INTERMEDIATE SCHOOL
24525 HILLIARD ROAD WESTLAKE 44145



PROCESSING A PROVISIONAL VOTER

Use Your TOOLS

Use the Processing a Provisional Voter QRG for a step-by-step overview of the process.

PROVISIONAL ENVELOPE DIAGRAM

All required sections of the Provisional Envelope must be completed or the ballot will not be counted! Use the Provisional Overlay to verify that all the required fields have been completed.

Ballot Slip-Work-Product

- Clearly write the voter's last name printed on the Voter's ID card.
- Printed name and last name are both required or the ballot will not be counted.
- This process will not include the Voter's Provisional Envelope.

1) Printed Name (Required)
The voter's First Name and Last Name are both required or the ballot will not be counted.

2) Date of Birth (Required)
The date, Day and Year are all required or the ballot will not be counted.

3) Current Address (Required)
The House Number, Street Name and City are all required or the ballot will not be counted. Address printed here must match the address on the Voter's Provisional Envelope's Lookup Slip.

4) Former Address (Not Required)
This section is not required.

5) Identification (Required)
Identification is required or the ballot will not be counted. Note: Providing both the Driver's License Number and the Social Security Number is helpful during verification.

6) Voter's Signature (Required)
The voter's signature is required or the ballot will not be counted.

Example V&T Log

Ballot Number	Voter's Name	Voter's Address	Ballot Type	Household #	Results	Check your work	Ballot Status
1001	Brad Pitt	Worthington	NO/ID				

PROCESSING A PROVISIONAL VOTER

Processing a Provisional Voter

When voters are processing the Voter-Decision Form (VDF) a Provisional Envelope is the same ballot used by all voters on the day. An Provisional Envelope, which is a document regarding their eligibility which requires them to provide additional information and registration on Election Day. Absent of voters, staff will verify the information provided on the Provisional Envelope and if it is not determined to be eligible, the ballot is counted. When the ballot is counted, the voter's ballot is not added to the election results.

Using the Voter

The voter's ballot will be for the election from the VDF on the Voter's ID card.

By the Following Information	Provisional Lookup Slip	By-County Slip
Voter's Name	Address (Household Number)	County Name
Voter's Address	Address (Household Number)	County Name
Voter's Date of Birth	Address (Household Number)	County Name
Voter's Identification	Address (Household Number)	County Name

Provisional Envelope

Provisional Envelope (Provisional Envelope located on reverse side)

Reported Information

Reported information is required or the ballot will not be counted.

Identification

Identification is required or the ballot will not be counted.

Signature

Signature is required or the ballot will not be counted.

OTHER FORMS AT THE VAT

- ✓ Form 12-D (VAT Official tells voter he/she is voting in the wrong location but he/she still insists on voting)
- ✓ Voter Registration form
- ✓ Form 10-L (Change of Name)

PROVISIONAL VOTER PRECINCT VERIFICATION FORM

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Form 12-D

DO PROVISIONAL VOTES COUNT?

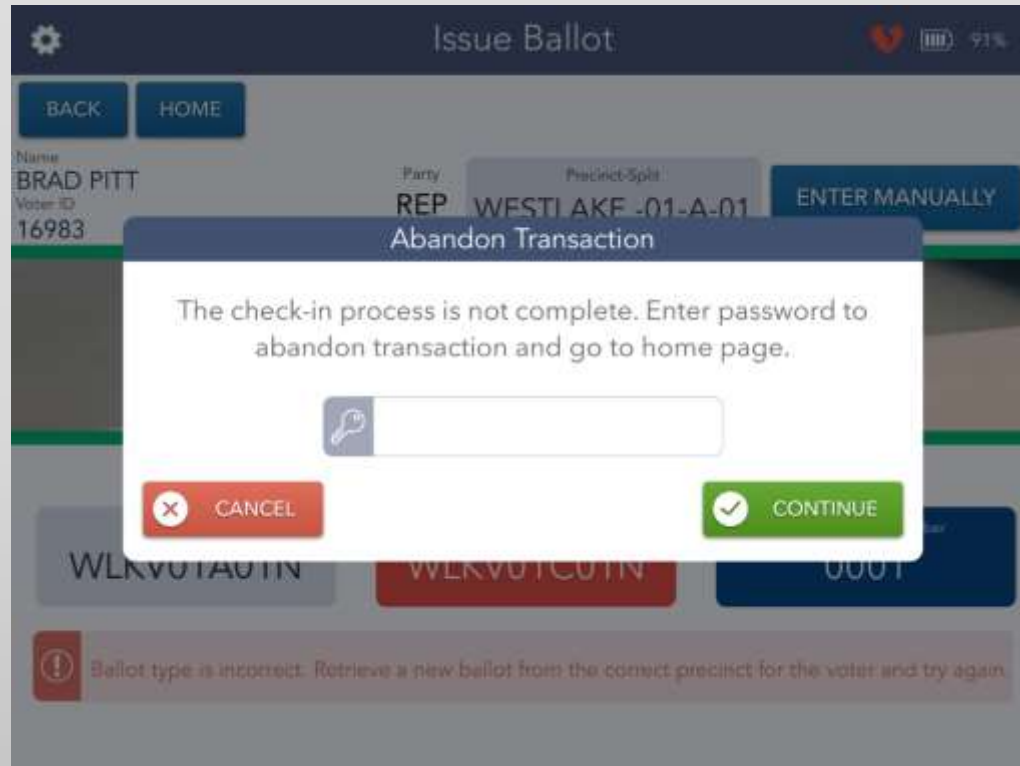
Provisional votes are **COUNTED** when the voter meets these three (3) criteria:

1. Is registered **ANYWHERE** in Ohio
2. Completes ALL five (5) of the required fields on the provisional envelope, which includes a valid form of ID
3. Casts his/her ballot in the correct precinct/polling location

If these criteria are met, the provisional ballot will be counted in the Official count. The Official count (or final vote totals) determine the winner of any race/issue.

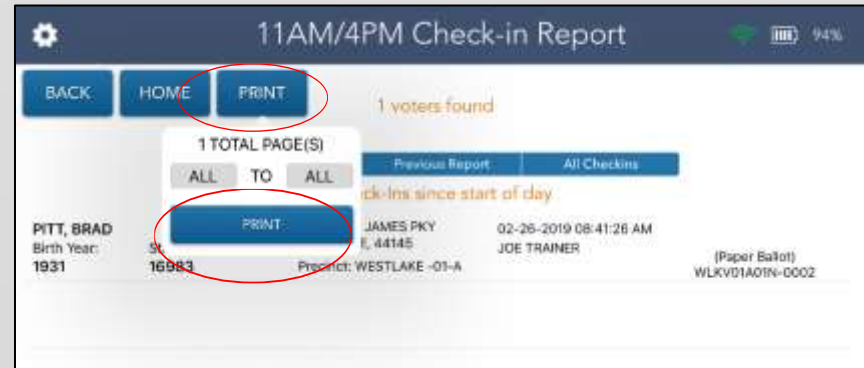
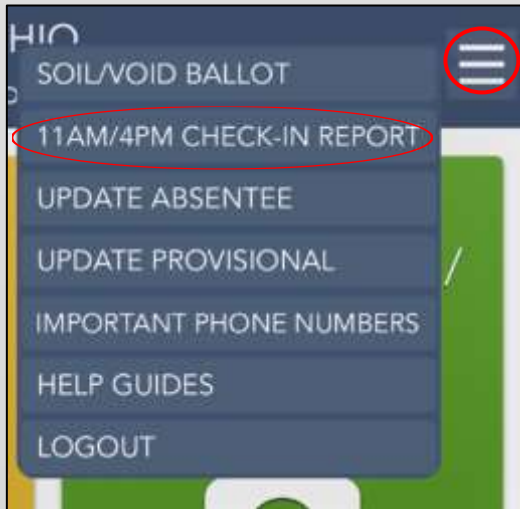
QUESTIONS?

STOP! ABANDONED TRANSACTION



If you hit the **HOME** button on the Issue Ballot screen you will be stopped. Ask VLM for password if you truly want to abandon this transaction.

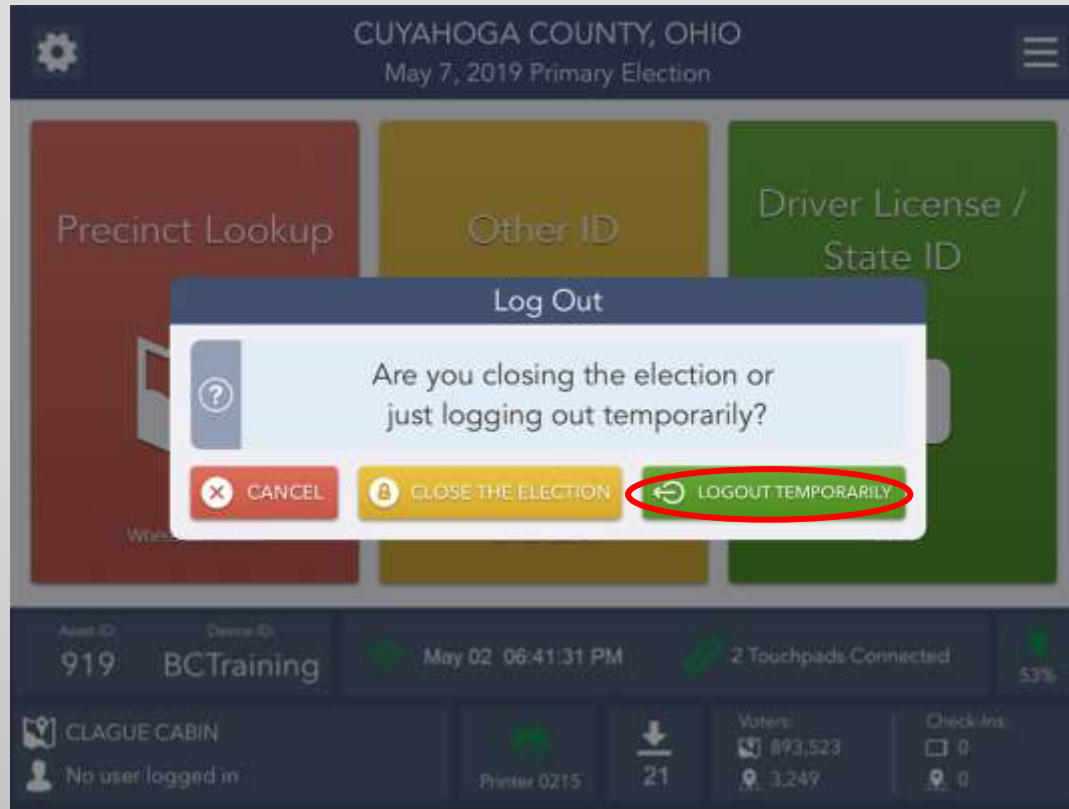
11 AM/4 PM CHECK-IN REPORT



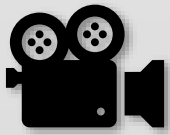
- ❖ Includes **ALL** voters that have checked-in at Polling Location
- ❖ Print from **one (1) EPB ONLY!**
- ❖ Post reports near entrance of Polling Location under **Precinct Voter List Sign**

Flip Chart Page 30

TEMPORARY LOGOUT



- ✓ Use Logout Temporarily for changing EPB officials during breaks



BALLOT ACCOUNTING



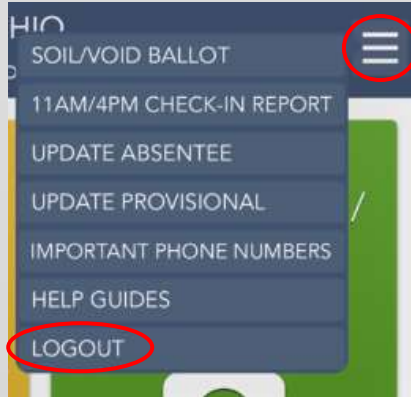
It's 7:30 PM
and the
Polls are
now closed!

At the end of the night the EPB Team must complete the Ballot Accounting Process with the VLM on ONE Pollbook.



CLOSING ELECTION ON EPB

LOGOUT OF THE EPB APPLICATION



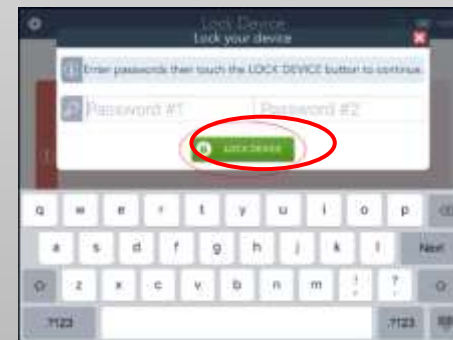
CLOSE THE ELECTION



LOCK DEVICE

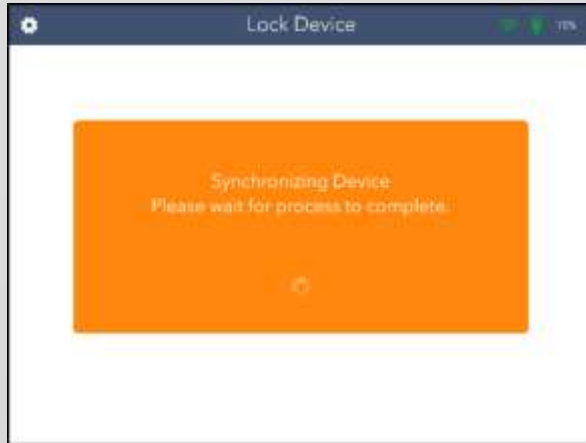


ENTER PASSWORDS



CLOSING ELECTION ON EPB

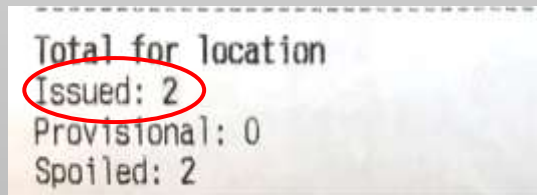
SYNCHRONIZE DEVICES



PRINT CHECK-IN TOTALS REPORT



COMPLETE BALLOT ACCOUNTING PROCESS



BALLOT ACCOUNTING

Ballot Style	Device ID	Ballot Type	Issued	Provisional	Self	Total
WLKV01A01N	1452	Paper Ballot	3	0	1	4
Total for:		WLKV01A01N	3	0	1	4
WLKV01B01N	1452	Paper Ballot	2	0	0	2
Total for:		WLKV01B01N	2	0	0	2
WLKV01C01N	1452	Paper Ballot	1	0	0	1
Total for:		WLKV01C01N	1	0	0	1
Grand Total:			6	0	1	

- ✓ You will enter general ballot data from Election Day
- ✓ The EPB will automatically reconcile the total number of voted ballots entered with the total number of signatures captured in all EPBs in your Polling Location

Flip Chart Page 33

BALLOT ACCOUNTING NUMBERS

UNUSED BALLOTS

- WESTLAKE-01-A #2
- WESTLAKE-01-B #1
- WESTLAKE-01-C #2

PROVISIONAL BALLOTS

- WESTLAKE-01-A 0
- WESTLAKE-01-B 2
- WESTLAKE-01-C 0

SOIL/VOID BALLOTS

- WESTLAKE-01-A 1
- WESTLAKE-01-B 0
- WESTLAKE-01-C 0

CURBSIDE BALLOTS

- WESTLAKE-01-A 0
- WESTLAKE-01-B 0
- WESTLAKE-01-B 1

17-Year Old BALLOTS

- WESTLAKE-01-A 0
- WESTLAKE-01-B 0
- WESTLAKE-01-B 0

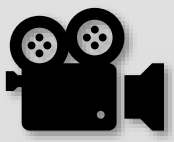
SCANNER TOTALS

- SCANNER #1 0
- SCANNER #2 1
- SCANNER #3 0

→ NEXT STEP

TROUBLESHOOTING





DS200 BALLOT JAMS AND ABANDONED BALLOT



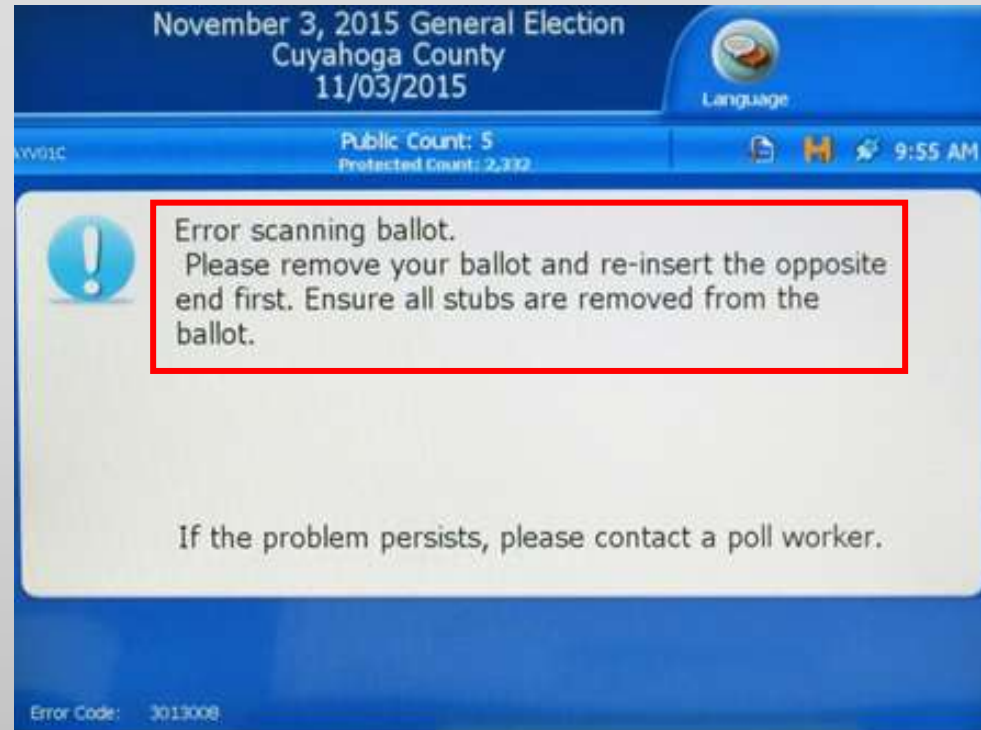
TROUBLESHOOTING THE DS200

Stub A

- ✓ If Stub A is NOT ATTACHED, instruct voter to reinsert ballot and let go once it's been inserted

OR

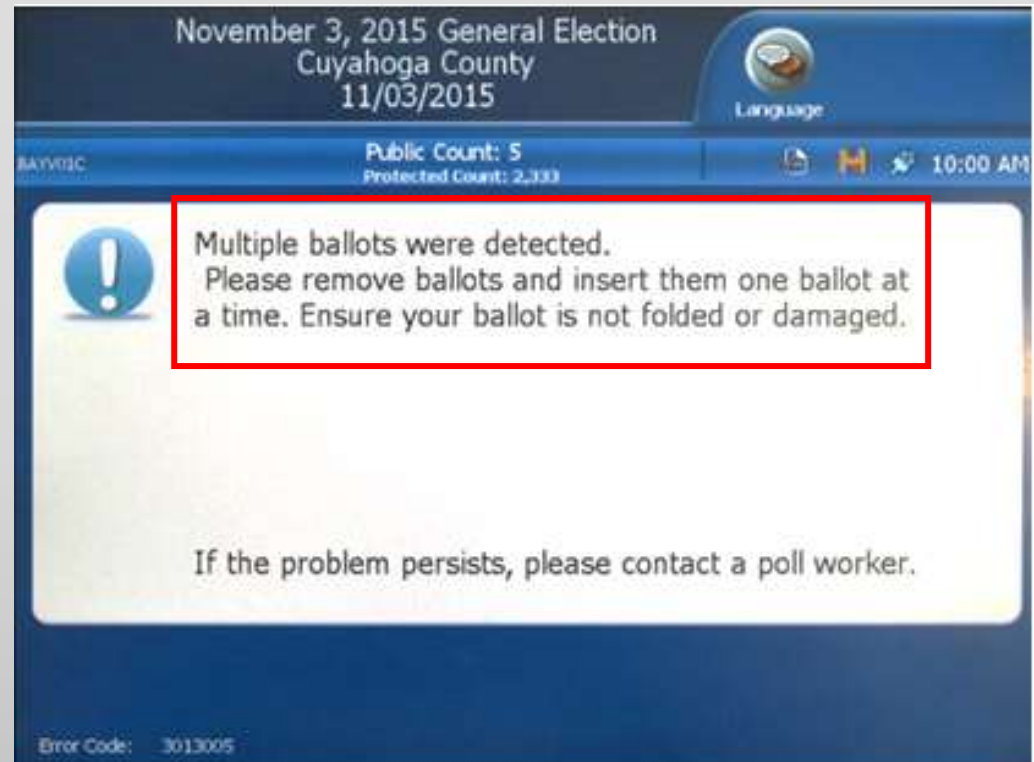
- ✓ If Stub A is still attached, have Scanner Official ask voter to remove Stub A and continue scanning process



TROUBLESHOOTING THE DS200

Multiple Ballots

- ✓ Voter has attempted to scan multiple sheets at once or has tried to scan a folded ballot
- ✓ Instruct voter to insert one sheet at a time. If voter folded ballot, make sure that it's flattened before trying to re-insert



TROUBLESHOOTING THE AUTOMARK

- ✓ Voter has right to be assisted by a family member or friend, or be assisted by two Election Officials of opposite political parties
- ✓ If an AutoMARK is not operational, first refer to your QRG – **AutoMARK (ADA Voting Unit) Setup | Monday Night**
- ✓ If you are unable to fix the problem, call the Board of Elections

VIDEO: EPB TROUBLESHOOTING



A green fan status indicates the EPB is connected to the MiFi Hotspot, which is connected to Election Headquarters.



MANAGEMENT TIPS



TRAINING & TROUBLESHOOTING RESOURCES

- ✓ BOE has ample technical support for VLMs/VLDs
- ✓ Don't hesitate to call 216-443-3277
- ✓ 443Vote.us has extensive information:
 - ❖ Training Videos (password '443vote')
 - ❖ Training PowerPoint (pdf)
 - ❖ Flip Chart & VLM Checklist
 - ❖ All QRGs
 - ❖ Most other documents you will use at your location

ROVER & VLM/VLD RELATIONSHIP

- ✓ VLM/VLD and Rover work as a TEAM
- ✓ VLM/VLD responsible for inside of voting location, Rover outside
- ✓ Rover checks to make sure BOE cell phone is on
- ✓ Rover is a HANDS-OFF position
- ✓ Rover is NOT trained to troubleshoot equipment
- ✓ Rover verifies Location Diagram followed
- ✓ Rover will arrive around 2 p.m. on Tuesday to prepare VLM/VLD for closing procedures

COMMUNICATION WITH PEOs

- ✓ At Monday Night meeting, briefly inquire as to Officials level of work experience
- ✓ Use information to pair experienced Officials with less experienced
- ✓ With no DS200 hands-on training, having an experienced Official on Scanner Team important
- ✓ Remind Officials to use their Flip Chart and QRGs throughout the election
- ✓ When in doubt, call the BOE

WORKING WITH SANITATION OFFICIAL(S)

- ✓ Each polling location is assigned at least one Sanitation Official (SO). Larger locations could have up to three SOs.
- ✓ The Sanitation Officials are to help set up the polling location utilizing the PPE Supplies provided.
- ✓ Sanitation Officials will spend most of the day sanitizing voting booths and other frequently touched surfaces, by spraying a light mist of the Rubbing Alcohol Spray provided. Surfaces sprayed with Rubbing Alcohol should not be wiped.
- ✓ Sanitation Officials are **NOT** trained in PEO duties and should not be asked to perform poll worker functions.

WORKING WITH ELECTION SUBSTITUTE OFFICIALS

- ✓ For each election, Election Substitute Officials (ESO) are hired to fill PEO vacancies created by workers calling off or failing to report for their assignment.
- ✓ If there is a missing worker in your location, call the Election Official hotline (216-443-3277) immediately, and we will work to send a replacement.
- ✓ A worker may come to your location that is not on your roster. Please welcome and treat this worker like all your other poll workers, as they were sent by the BOE.
- ✓ The BOE decides where to send ESOs based upon the number of poll worker absences in a location, as well as maintaining political balance.

MONDAY NIGHT MEETING TIPS

- ✓ PEOs must report to the polling location Monday night at 6 p.m. As the VLM/VLD, **you may arrive as soon as 5:45 p.m.** in order to get organized and form a plan for when the PEOs arrive.
- ✓ VLD helps with AutoMARK and VAT
- ✓ AutoMARK should be set up early, as it takes 45 minutes to power on
- ✓ If you have more than 12 Election Officials, assign extra workers to Scanner, Supply and EPB Teams
- ✓ Be sure to use VLM Monday Night Checklist

ELECTION DAY TIPS

- ✓ Use Monday Night Team pairings unless competency or compliance issues arose
- ✓ VLM should walk around location during first hour of voting to observe
- ✓ VLM discretion whether to rotate workers throughout the day
- ✓ Prepare Officials for closing ahead of 7:30 p.m.

FINAL ITEMS

SAFETY



BILINGUAL PEO TRAINING



¡BIENVENIDOS!

SPANISH LANGUAGE ASSISTANCE HOTLINE

216-443-3233

This number can be found on the back of your Flip Chart

ROLES & RESPONSIBILITIES

- ✓ In addition to regular Election Official duties, assist voters needing Spanish language assistance using Spanish language skills and the tools provided
- ✓ Remember to use formal Spanish
- ✓ The Bilingual Official is **EXEMPT** from political balance when interacting with a voter, including at the DS200 scanner.
- ✓ The Bilingual Official should be assigned to the Check-In Table (or Ballot Table for quick access to voter)

ELECTION DAY TOOLS



**CUYAHOGA COUNTY
BOARD OF ELECTIONS**

Spanish language assistance is available upon request.

If there is not a Spanish-speaking poll worker available, please call:

216-443-3233

La asistencia en español se encuentra disponible a petición.

Si no hay disponible un trabajador electoral de habla hispana, por favor llame al:

216-443-3233



**CUYAHOGA COUNTY
BOARD OF ELECTIONS**

**ELECTION
TODAY**


**POLLS
OPEN FROM
6:30 A.M. TO 7:30 P.M.**



**JUNTA ELECTORAL
CONDADO DE CUYAHOGA**

**ELECCIONES
HOY**

**LAS CASILLAS
ELECTORALES ABREN
DESDE
6:30 A.M. HASTA 7:30 P.M.**



**CUYAHOGA COUNTY
BOARD OF ELECTIONS**

Hablo Español



**CUYAHOGA COUNTY
BOARD OF ELECTIONS**

Need language assistance?

Call the Spanish Language Assistance Hotline at:
(216) 443-3233.

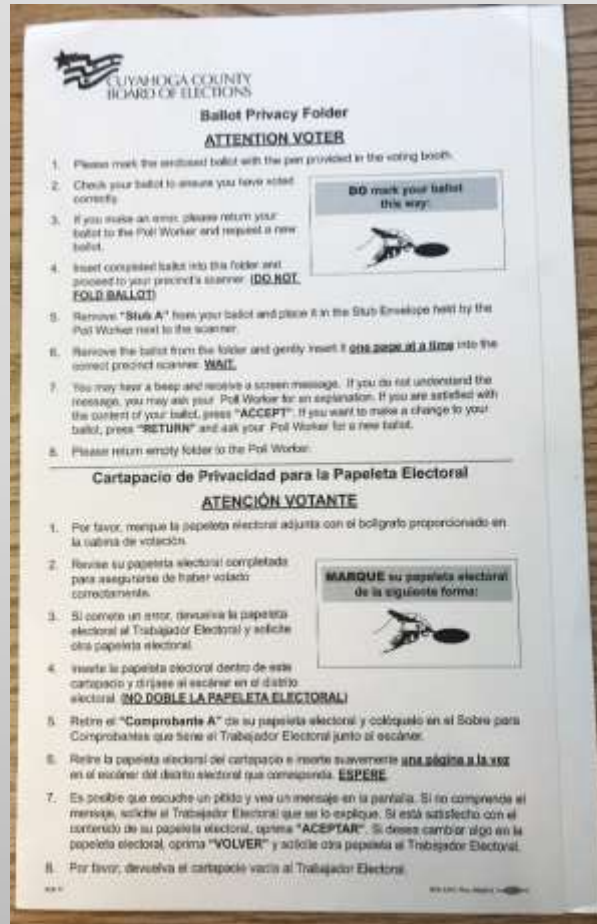
- ✓ Be sure all appropriate signs are placed on the doors, walls and tables in the Polling Location.

ELECTRONIC POLLBOOK IN SPANISH

The screenshot shows the 'Voter Signature' app interface. At the top, there is a settings gear icon, the title 'Voter Signature', and status icons for signal, Wi-Fi, and battery (14%). Below the title are 'BACK' and 'HOME' buttons. The user's information is displayed: Name: BRAD PITT, Birth Year: 1931, Voter ID: 16983, County: CUY. The address is 1931 KING JAMES PKY, WESTLAKE, 44145. The precinct is WESTLAKE-01-A-01 and the party is REP. At the bottom of the information section, there are three buttons: a red 'CLEAR' button with an 'X' icon, a blue 'CAMBIAR IDIOMA' button circled in red, and a green 'DONE' button with a checkmark icon. Below the buttons is a dark blue bar with the text 'Please sign below'. Underneath, there is a handwritten signature 'Brad Pitt' on a line, preceded by an 'X'.

A voter can switch the Electronic Pollbook to Spanish by clicking the **BLUE CAMBIAR IDIOMA** button

ELECTION DAY TOOLS



Privacy Folder - Spanish



How to Mark Your Ballot - Spanish

VOTING MACHINES

- ✓ The DS200 will display messages in both English and Spanish



- ✓ If a voter needs to use the AutoMARK, alert VLM



SAFETY OF LOCATION

- ✓ The safety of Election Officials, voters and anyone else inside the Polling Location is always the highest priority
- ✓ Call 911!
- ✓ After proper authorities have been notified, call Board of Elections to report the incident
- ✓ Only if time permits, take all election sensitive materials outside of the Polling Location with you during the evacuation

SAFETY OF LOCATION

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



CALL 911 WHEN IT IS SAFE TO DO SO

SECURITY OF ELECTION EQUIPMENT

- ✓ Questions about the security of election equipment (i.e. hacking), refer to the VLM first
- ✓ In most cases, the VLM will instruct the voter to call the Board of Elections with questions
- ✓ Do not engage with a voter on this topic
- ✓ There will be more information about the security of our election equipment on our website

BOE WEBSITE: 443VOTE.US

The screenshot shows the homepage of the Cuyahoga County Board of Elections website. The header includes the logo, a search bar, and language options (Español | English). The navigation menu is highlighted in dark blue. A red box highlights the 'ELECTION DAY OFFICIALS' dropdown menu, which contains the following items: 'Become an Election Day Official', 'Training Materials', 'Election Day Positions', and 'Election Official Feedback'. A red arrow points to the 'Training Materials' link. The main content area features a large banner with a smartphone displaying social media icons (Facebook, Twitter, LinkedIn) and a keyboard. Below the banner are three main sections: 'ELECTION INFO', 'ELECTION RESULTS', and 'CANDIDATE PORTAL'. The 'ELECTION INFO' section includes a public livestream for February 5, 2021, and a recall election for February 23, 2021. The 'ELECTION RESULTS' section includes early in-person voting hours and a special election for March 16, 2021. The 'CANDIDATE PORTAL' section includes important information and maps. The left sidebar contains sections for 'My Voting Info', 'Contact Information', 'Upcoming events', and 'Featured Items'.

Navigation Menu: Home, VOTERS, ELECTIONS, CANDIDATES, ELECTION DAY OFFICIALS, EMPLOYMENT, CALENDAR, OUTREACH, ABOUT US

Left Sidebar:

- My Voting Info
- Where do I vote?
- What's on my ballot?
- Vote-by-Mail
- Track My Ballot
- Register to Vote
- Update My Address

Contact Information:

General Inquiries - 216.443.VOTE (8683)
Bilingual Information - 216.443.3233
Hearing Impaired - Ohio Relay Service 711
Accessibility Compliance

Upcoming events:

Date	Event
2/12/2021	Notice of Public Test of Vote Tabulation System
2/16/2021	February 16, 2021 Board Meeting
2/23/2021	February 23, 2021 Woodmere Recall Election

Featured Items:

- Vote-by-Mail Labels
- Registered Voter Lists (Data Exports)
- Vouchers
- Safe at Home Voter Program
- Become an Election Official
- Election Official Training Materials

Main Content Area:

- ELECTION INFO:** February 5, 2021 Voting Equipment and Tabulation System Security Summit. Public Livestream - February 5, 2021, at 10:00 a.m. Voting and Tabulation Equipment Acquisition.
- ELECTION RESULTS:** February 23, 2021 Woodmere Recall Election. Early In-person Voting Hours, Election Profile, Issues List, 46 Day Federal Write-In Absentees (FWAB), Proclamation of Election, Vote-by-Mail requests by City, Vote-by-Mail Summary.
- CANDIDATE PORTAL:** Important Information: Board Meeting Schedule, 2021 Campaign Finance Deadlines, 2021 Election Calendar, 2021 Candidate List, 2021 Important Dates by Election. Maps: City/Ward/Precinct Maps, County Council District, Cities & Wards, Municipalities and Precincts, School Districts, Interactive Maps.

March 16, 2021 Special Election (Mayfield Village)
Close of Registration for the Mayfield Village Special Election:

ASSESSMENT