

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.