

CONSOLIDATED LOCATIONS



STAFFING & LOGISTICS

Staffing Numbers

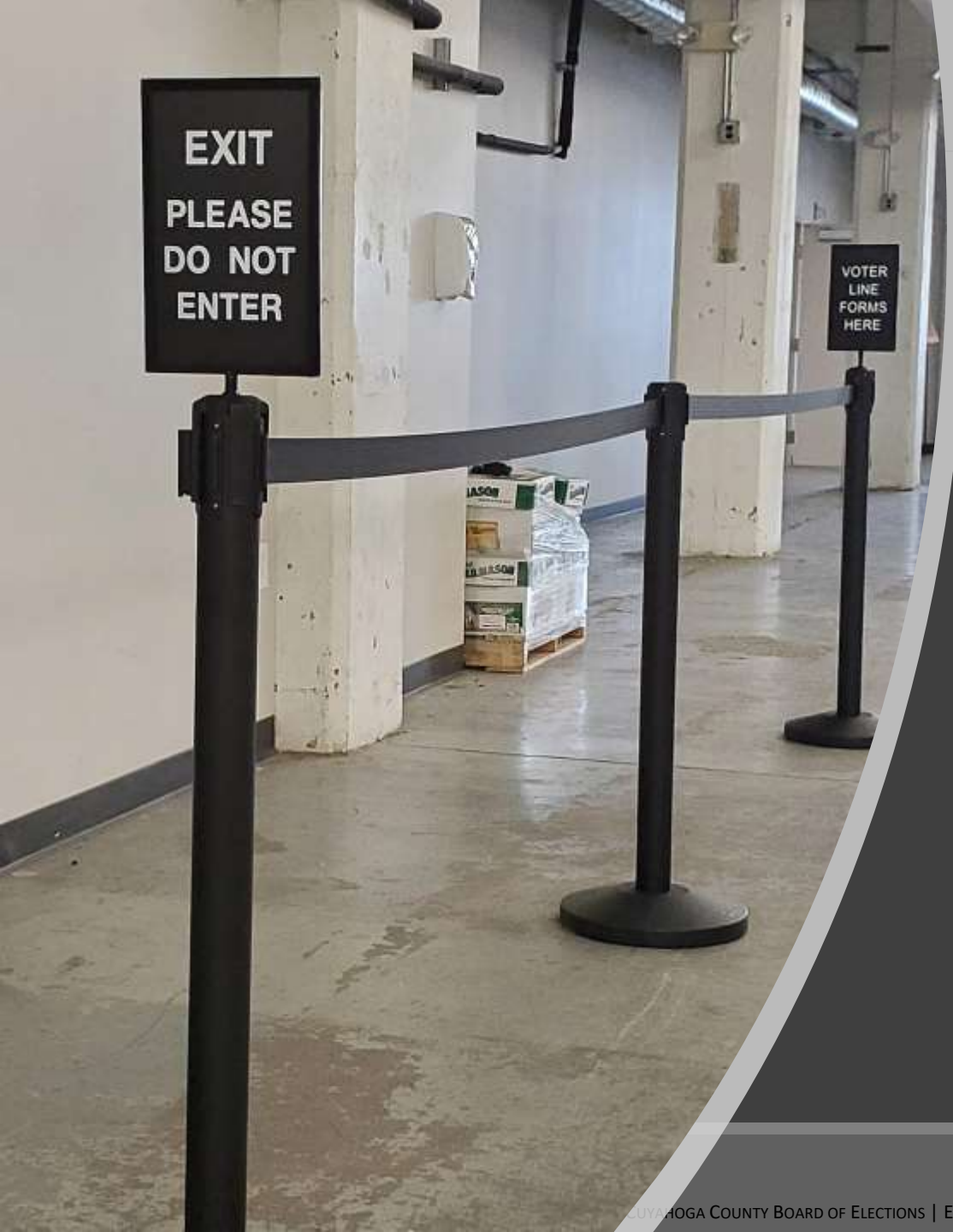
(example, 6-precinct location)

- ✓ 1 VLM
- ✓ 2 VLDs
- ✓ 2 Voter Greeters
- ✓ 6 Check-In Officials
- ✓ 4 Ballot Officials
- ✓ 2 LCPEOs
- ✓ 1 VAT Official
- ✓ 6 Scanner Officials

Equipment Numbers

- 2 Ballot Racks
- 2 ballot packs from each precinct open at same time
- 2 VAT Tables






STAFFING & LOGISTICS (CONT.)

Stanchions



VOTER
LINE
FORMS
HERE



WAIT HERE
FOR NEXT
SCANNER

STAFFING & LOGISTICS (CONT.)

Signs

- ❖ Voter Line Forms Here
- ❖ Wait Here for Next Scanner

STAFFING & LOGISTICS (CONT.)

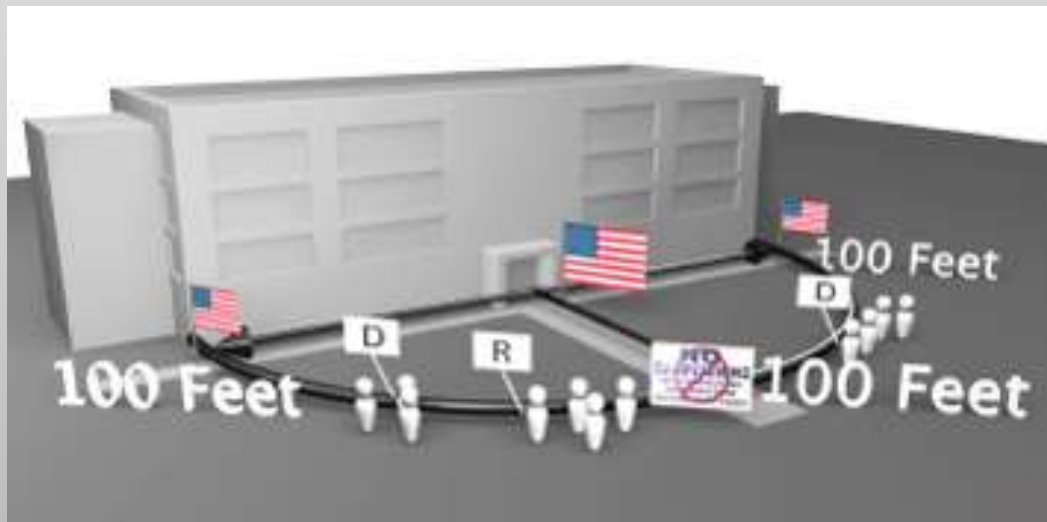
- ✓ Record highest stub number in ballot accounting at end of night
- ✓ Job duties will be specifically assigned
- ✓ BOE employee will be on site Monday Night to help set up
- ✓ Workers are to park in designated areas only (map provided)

LOCATION COORDINATOR PRECINCT ELECTION OFFICIAL (LCPEO)

- ✓ **No. 1 Priority - Take Memory Stick bag to BOE Warehouse downtown as soon as polls close**
- ✓ An LCPEO is PEO with some Rover duties
- ✓ The team of two (2) LCPEOs are comprised of one (1) Democrat and one (1) Republican
- ✓ Ensure Location Setup Diagram is followed
- ✓ Monitor “No Campaigning/Neutral Zone”
- ✗ Does **NOT** troubleshoot equipment issues
- ✗ Does **NOT** manage the Polling Location

TUESDAY MORNING LCPEO DUTIES

- Ensure all public direction signage posted – may have two voter entrances for location
- Make sure all election officials are parked in the designated area(s)



ELECTION OFFICIAL PARKING DIRECTIONS



All Election Officials are required to park in the designated area on Election Day. **NO EXCEPTIONS!**

VLM: Distribute to each Election Official (and LCPEO) assigned to work at this location during the Monday Night Organizational Meeting.

POLLING LOCATION SETUP DIAGRAM

LOCATION SETUP DIAGRAM

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

Notes:

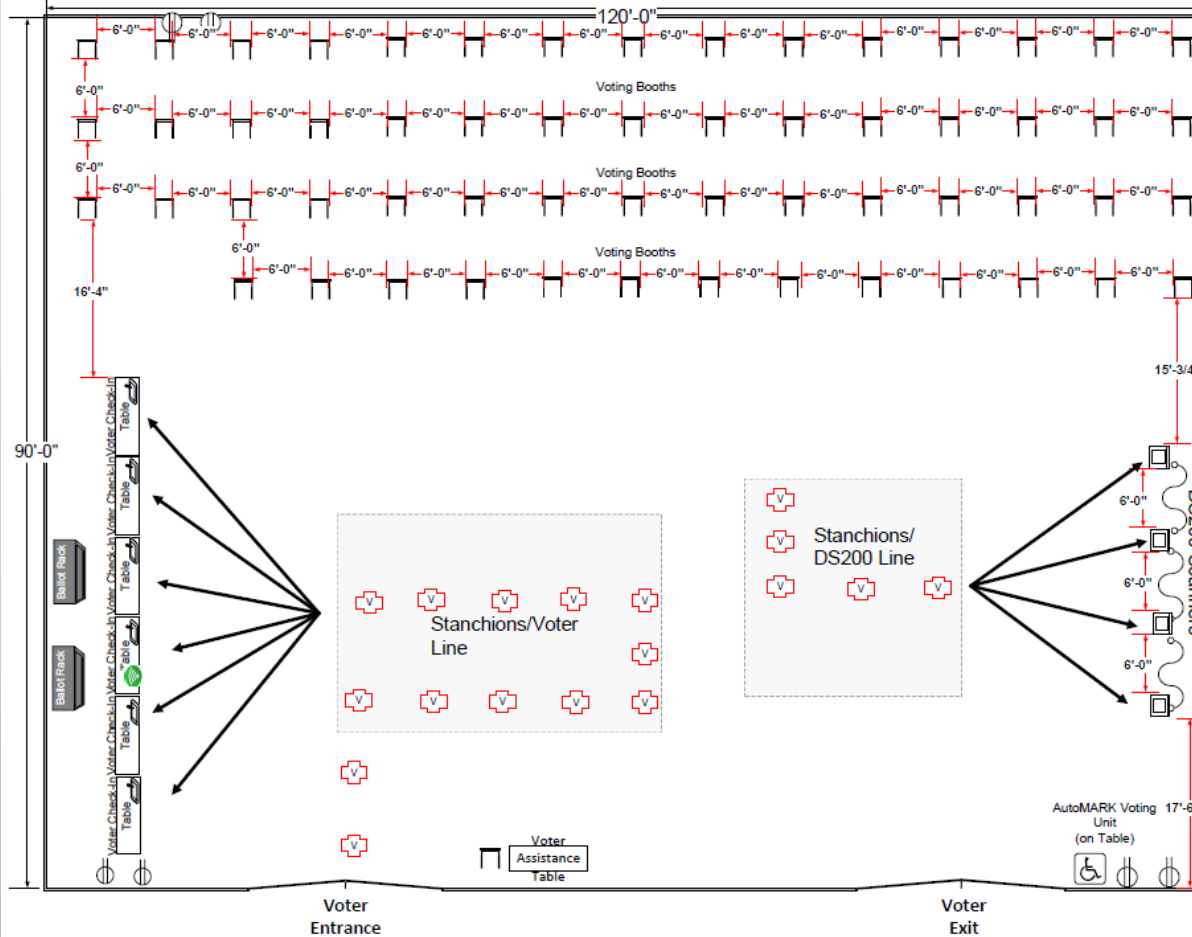
- You **MUST** follow this diagram as closely possible when setting up your Polling Location.
- Any major changes to the setup of the Polling Location must be approved by the Board of Elections.
- Note any approved setup changes on this diagram and place in the Return Envelope to be turned in Election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

ROVER VERIFICATION:

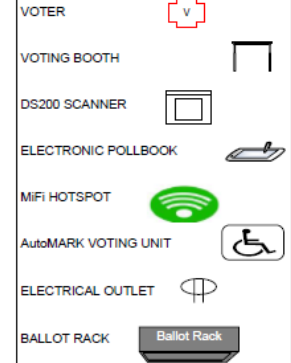
Is the location set up according to this diagram?

____ 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 06/25/2021 VR ABSENTEE ROUTE #309

HOW TO ARRANGE BALLOT RACKS

Ballot Racks - At Least
Two (2) Per Location



DROP-OFF LOCATION

- ✓ Consolidated Location is also a Drop-Off Location.
- ✓ Supplies still need to be packed in correct bags according to Post-Election Pack-Up List
- ✓ Bring supplies outside to van in parking lot



VLM/VLD AND LCPEO WORKING RELATIONSHIP

- ✓ VLM & LCPEO work as a **TEAM**
- ✓ VLM responsible for inside of voting location, LCPEO outside
- ✓ LCPEO is a **HANDS-OFF** position
- ✓ LCPEO is **NOT** trained to troubleshoot equipment
- ✓ LCPEO verifies Location Diagram followed
- ✓ LCPEOs detach Memory Stick Bag from **Red** Ballot Bag and deliver Memory Sticks to Board of Elections when polls close

VLM/VLD MANAGEMENT TIPS

Communication With PEOs

- ✓ BOE will provide suggested jobs for each worker at your location, but they may be moved throughout Election Day based on VLM judgment.
- ✓ Pair experienced Officials with less experienced
- ✓ With no DS200 hands-on training, having an experienced Official on the Scanner Team is important
- ✓ Remind Officials to use their Flip Chart and QRGs throughout the election

VLM/VLD MANAGEMENT TIPS

Monday Night Organization Meeting Tips

- ✓ One (1) VLD helps with AutoMARK and VAT table
- ✓ AutoMARK should be set up early, as it takes 45 minutes to power on
- ✓ Assign extra workers to Scanner, Supply and EPB Teams
- ✓ Be sure to use VLM Monday Night Checklist



SUMMARY

- ❖ Park in designated area according to the map provided. There must be plenty of parking available for voters. LCPEOs will verify this.
- ❖ There will be two LCPEOs at your polling location. They are responsible for retrieving the memory sticks from the DS200 after all the ballot scanners have been shut down and IMMEDIATELY taking the memory sticks to the BOE Warehouse.
- ❖ Each Consolidated Location is a Drop-Off Location, so you only need to bring the supplies outside to the van that should be waiting.