7

Closing the Polls
ELECTION DAY 7:00 PM

At 6:30 pm announce that the polling place will close in 30 minutes. At 7:00 pm announce that the polls are closed. Bring in the flag. Lock the polling place door to stop other voters from entering the polling place. However, voters in line at 7:00 pm, no matter how long the line, must be allowed to vote.

Pollwatchers with proper credentials may remain in the polling place after the polls close. Pollwatchers must remain inside the polling place. If they leave after 7:00 pm, you do not have to allow them to re-enter. Field investigators, stand-by judges, stand-by polling place administrators and any federal, state, county or city law enforcement official on Election Day assignment may enter and remain in the polling place before and after the polls close.

Open Envelope 4 and remove ALL items.

As you proceed with closing the polls, you will need to record information on the Certificate of Results (Form 80), which is located in Envelope 4.

Make sure you complete all of the lines on Form 80. You should keep one copy of Form 80 with you as you go through the closing procedures.

EMERGENCY INSTRUCTIONS

After the Polls Close.

If the ballot scanner stopped operating during voting hours and voted ballots were placed inside the ballot box located in the ESC, you must:

A. Break the orange seal on the auxiliary ballot box and place inside the Broken/Used Seal Bag;

B. Remove voted ballots from the ballot box;

C. Insert each ballot into the ballot scanner;

D. If a ballot is rejected, press the "Override" button (number 3) located on the back of the ballot scanner;

E. If a ballot is rejected because of no judge's initials, determine if the ballot was issued properly and, if so, initial the ballot with the ballot marker and re-insert it into the ballot scanner;

F. If a ballot is defective or damaged, see page 60 for Processing Defective or Damaged Ballots.

NOTE: Provisional ballots cannot be inserted into the ballot scanner. No provisional ballots should be inside the ballot box.

IMPORTANT: If the ballot scanner is inoperable and ballots cannot be processed, use the Orange Sticker, included in the transfer case, to notify the receiving station of unprocessed ballots.

Please refer to page 85 for more information regarding these procedures.

Processing Defective or Damaged Ballots

If the ballot scanner stopped working during the day and ballots were placed inside the ballot box located within the ESC, it is possible that the ballot scanner will not accept these ballots. If this happens, two judges, one from each political party, must make duplicate ballots.

A. Every ballot that cannot be read by the ballot scanner must be marked "Damaged Ballot" and numbered starting with the number "1".

B. Make sure you choose the same ballot style as the damaged ballot.

C. At the top of the new ballot, write "Duplicated Damaged Ballot" and give it the same number as the damaged ballot. Do not write this information in the area where the candidates' names or referenda are listed.

D. Initial the duplicated damaged ballot, fill in the precinct and ward and mark the same choices from the damaged ballot.

E. Insert the "Duplicated Damaged Ballot" into the ballot scanner.

F. Place the "Damaged Ballot" inside Envelope D – Damaged Ballots.

### Record the number of completed Provisional Voter Affidavits (Form 276P)

A. All completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P) must be placed in Envelope P and returned to the receiving station. Any supporting documentation that the voter provided must be placed inside the plastic sleeve on the affidavit, along with the voter's completed Application for Ballot, if applicable.

B. Count the number of completed Provisional Voter Affidavit/ Ballot Envelopes (Form 276P) and record that number on the outside of Envelope P.

C. Record the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P) on each copy of the Certificate of Results (Form 80).

D. If provisional ballots were SPOILED, record the number on the outside of Envelope P. (Remember: SPOILED provisional ballots should not be in a Provisional Ballot Envelope, Form 276P).

E. If a voter or judge made a mistake on a Provisional Voter Affidavit (Form 276P) and the affidavit was spoiled, it must be placed inside Envelope P. You do not need to record the number of spoiled Provisional Voter Affidavits.

F. If you did not have any provisional voters in your precinct, record the number 0 on the outside of Envelope P and return it to the receiving station.

G. Record the precinct, ward and date of election on the outside of Envelope P.

H. Place all UNUSED Provisional Voter materials inside the ESC.

Remember: A Provisional Voter must be issued a paper Official Provisional Ballot and once the voter finishes voting, the Provisional Ballot must be placed, by the voter, inside the Provisional Voter Affidavit/Ballot Envelope (Form 276P). The 276P with the completed ballot inside must be placed inside Envelope P and returned to the Receiving Station.

Closing the Electronic Poll Book

1. Tap the **Return to Main** button on the voter search screen. Then tap the **Manage Polls** tab at the top of the screen.

2. Tap the **Close the Polls** button at the bottom of the screen.

3. Tap **OK** when the notice screen appears. Then **NO** then **YES** on the following screens to continue closing polls.

4. Verify that "Poll Status" has changed to "CLOSED"

5. You may now turn off the power at the top of the electronic poll book.

NEW Break the seal on the compact flash card cover and place in the Used Seal Bag. Open the cover, using the stylus if necessary.
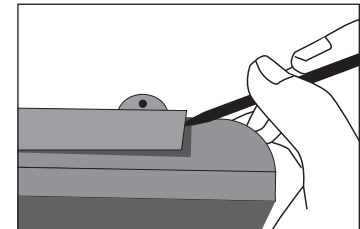
Return the stylus to its storage slot.

Eject the compact flash card by pressing on the square, black button. Place the compact flash card in the white return box. **NEW**
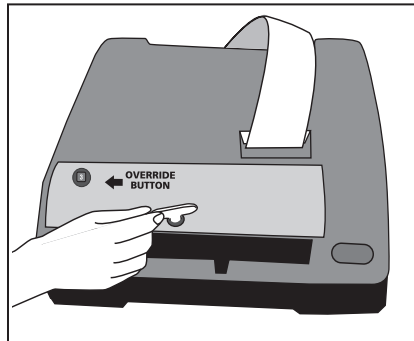
Closing the Ballot Scanner and Removing the Memory Pack

Check that all voted ballots have been inserted into the ballot scanner. Make sure there are not any voted ballots inside the ESC ballot box.

1. **Unlock ballot scanner rear door.** Remove the ballot scanner key from the blue supply box. Unlock the rear door of the ballot scanner located on the back of the unit.

61-1

61-2

2. **Close the polls on the ballot scanner.** Press the "Print Totals" button. The following messages will appear on the tape:

■ Message: Ready to close polls? If YES, press 0; If NO, press 9

3. **Printing of the Results Tape**. If you answered YES, the results tape will immediately begin to print.

4. **Recording Total Official voted ballots.** Record the number from the public counter on each copy of the Certificate of Results (Form 80).

5. **Remove the morning zero/report tape from the Ballot Scanner**. Tear the printed tape off the ballot scanner and place inside the transfer case. You do not have to sign this tape.
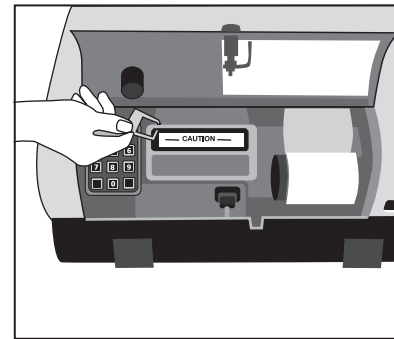
61-6 (a)
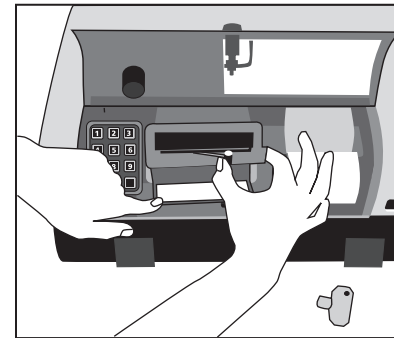
61-6 (b)
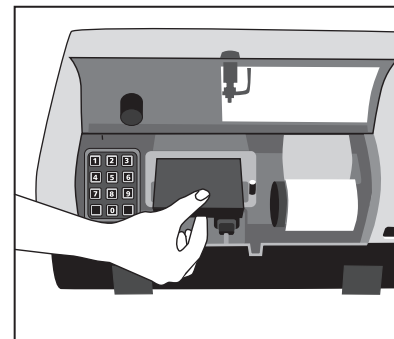
61-6 (c)

DO NOT GIVE COPIES OF THE BALLOT SCANNER PRINTED TAPE TO THE POLLWATCHERS.

6. **Unplug the Ballot Scanner and Remove the Memory Pack.**

DO NOT REMOVE THE MEMORY PACK IF THE BALLOT SCANNER IS PLUGGED INTO A WALL OUTLET OR EXTENSION CORD.

To remove memory pack you must:

■ Break the red seal on the memory pack door and place inside the Broken/Used Seal Bag.
■ Hold the memory pack door open; lift the lever up and slide it to the right. The memory pack will partially slide out.
■ Remove the memory pack.
■ Slide the lever back into its original position and close the memory pack door.
■ Close and lock the ballot scanner rear door. Place the key back inside the blue supply box.

IMPORTANT: THE JUDGES MUST KEEP POSSESSION OF THE MEMORY PACK WHILE IN THE POLLING PLACE. DO NOT LEAVE ON A TABLE UNATTENDED.

Closing the Touchscreen and Removing the Results Cartridge
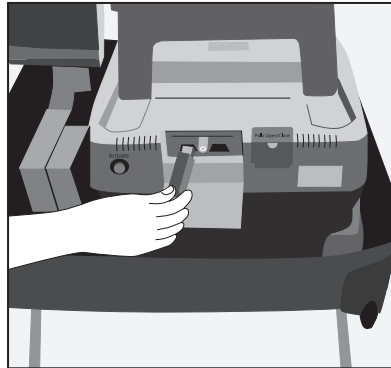
1. **Close Polls.**
   Break the red seal located on the Polls Open/Close door and open the door (place the used/broken seal in the Broken/Used Seal Bag). Move the dial to Close. The results tape will automatically print. You do not need to press the "Results Report" button.
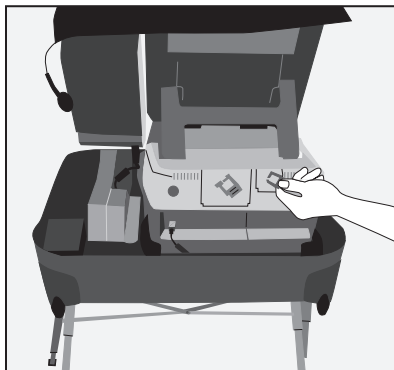
62-1

2. **Recording Total Touchscreen voted ballots.**
   Record the number from the Public Counter (located on the lower left side of the screen) on each copy of the Certificate of Results (Form 80).

62-4

3. **Turn Power OFF.**
   Press the Power switch (do not hold). The unit will take a few minutes to completely power down and the screen will become blank.

4. **Remove the Results Cartridge.**
   Make sure the unit has completely powered down and the screen is blank before removing the results cartridge. Break the red seal located on the Cartridge Ports door and open the door (place the used/broken seal in the Broken/Used Seal Bag). Remove the results cartridge.

   IMPORTANT: THE JUDGES MUST KEEP POSSESSION OF THE RESULTS CARTRIDGE WHILE IN THE POLLING PLACE. DO NOT LEAVE ON A TABLE UNATTENDED.

5. **Remove the Paper Roll from the Touchscreen Printer.**
   The printer is to remain attached to the touchscreen. DO NOT REMOVE PRINTER.

   Break the red seal (place the used/broken seal in the Broken/Used Seal Bag) and

   A. Twist off the wing nut;

   B. Remove the printer cover;

   C. Tear or cut the paper between the two rollers (on the face of the printer); and

   D. Push the yellow locking tab and slide the used paper roll and black sleeve off the yellow reel. Place the printer cover back on the printer and re-seal the wing nut.

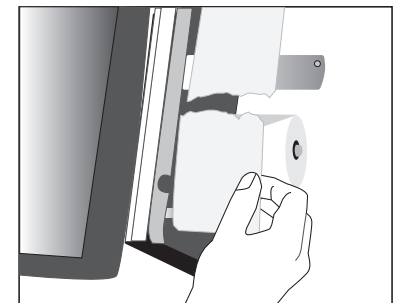6. **Sign and place used paper roll inside the transfer case**.
   All judges of election must sign at the end of the used paper roll. Tape the loose end of the paper to the roll and place the used paper roll inside the transfer case.
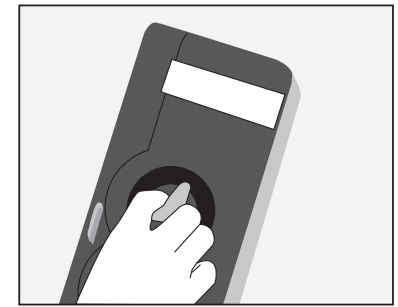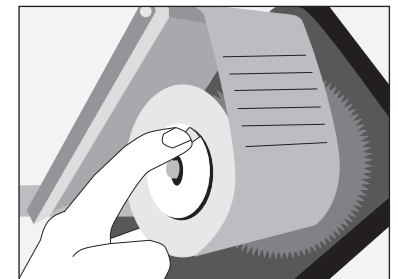

62-5 (A)
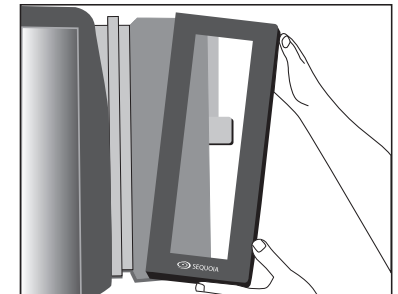

62-5 (B)

62-5 (C)

62-5 (D)

Consolidating and Transmitting the Results and Printing the Results Tapes

The voter card activator will consolidate the results from the memory pack and results cartridge at the same time. DO NOT CONSOLIDATE THESE DEVICES SEPARATELY.
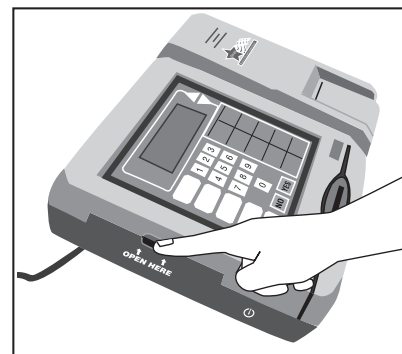
Consolidating the Results

1. Insert the Memory Pack into the adapter connected to the voter card activator. **When the blue light goes on, push the memory pack into the adapter a little further.**

NOTE: If the memory pack is not inserted into the adaptor properly, it could corrupt the information that is recorded on the memory pack. This could cause the consolidation of the results to FAIL. Make sure the silver line, on the memory pack, is even with the adaptor case.
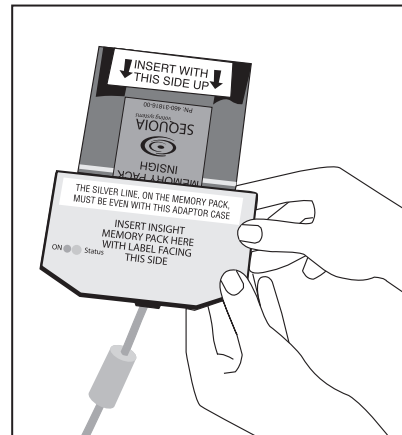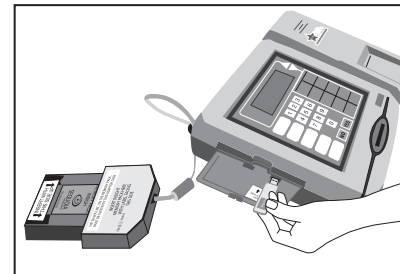

63-1

2. Open the left side door on the card activator.

63-2

3. Insert the Results Cartridge into the left side of the card activator in the USB 2 port.

63-3

4. With both the Memory Pack and Results Cartridge inserted into the card activator, press the "Consolidate" button.

63-4

5. The message window will read "Consolidating" and show the serial # of the ballot scanner and the touchscreen.

6. A Consolidation Receipt will print once consolidation has completed. Review the receipt to determine if the consolidation was successful. Do not remove the Consolidation Receipt.

If consolidation is successful, do not remove the memory pack or results cartridge at this point. It is possible that consolidation may fail on one or both of the devices. You must check the consolidation receipt to find out if consolidation was successful or if it failed.

If consolidation fails on either the memory pack or the results cartridge, turn the unit off and then turn back on. Wait for the unit to initialize and then attempt consolidation again.

If consolidation fails a second time, you will transmit the results for the device that consolidated successfully. Proceed to transmitting instructions on page 64.

Transmitting and Printing the Official Election Results Report

1. Raise the antenna located on the back of the card activator.
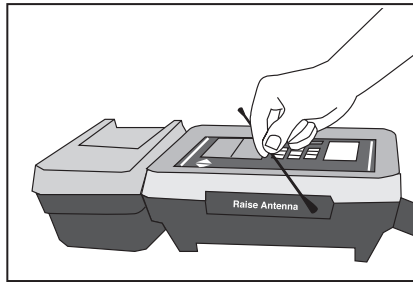
64-1

2. Press the "Print/Transmit" button.

3. You will continue to transmit even if both cartridges did not consolidate. Press YES.

4. The message window will read 'transmitting'. Once transmission has occurred, a Transmission Receipt will print. Review the receipt to determine if transmission was a SUCCESS or if it FAILED. Do NOT remove the receipt.

5. If transmission FAILED, turn the unit OFF and then turn back ON.

NOTE: The Official Election Results Reports will begin to print, do not wait for printing to finish, turn unit OFF to stop the printing of the Reports. Do not remove any tapes from the printer, leave attached until you have completed the transmission attempts and the Official Election Results Reports have printed.

Once the card activator has initialized, press "Print/Transmit" again. The message window will read 'transmitting'. Once transmission has occurred, a Transmission Receipt will print. Review the receipt to determine if transmission was a SUCCESS or if it FAILED. At this point, if transmission FAILED, do not attempt to transmit again.

Immediately following the Transmission Receipt, the Official Election Results Report will begin to print. The card activator will print 12 Official Election Results Reports. Each judge must sign at the bottom of every Results Report. The first Official Election Results Report will also contain the Consolidation Receipt and the Transmission Receipt. You must place this tape inside the white return box.

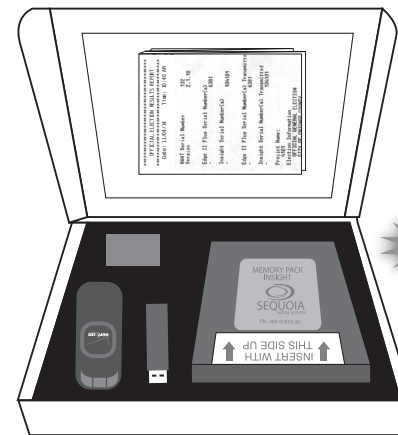The second Official Election Results Report must be taped to a wall where all pollwatchers can view it.

Place one of the Official Election Results Reports with each of the five Certificates of Results, (Form 80).

6. The remaining Official Election Results Reports may be issued to the pollwatchers.

   To print additional reports: Press the Menu button, then the number 5, then the number 4;

   Press the number 1 and YES;

   This function will produce one report. Repeat the steps until the number of reports needed is printed.

Sample – Form 80

7. Turn the unit OFF and remove the Memory Pack and Results Cartridge. Insert the Memory Pack, Results Cartridge and first Official Election Results Report (with Consolidation Receipt and Transmission Receipt attached) inside the white return box.

NEW **The white return box must be returned to the receiving station in the black return bag.**

8. You must review the Official Election Results Reports and determine if any valid write-in votes have been cast. To do so, look at the area at the bottom of the tape marked "Write In Detail (Edges)". If a name(s) appears under this column, refer to the list of valid write-in candidates and, if the candidate is valid, record the information on each copy of the Certificate of Results, (Form 80).

9. **Remove the voted ballots from the ballot box.**
Break the seals on the side of the ballot scanner. Lift ballot scanner off the ballot box and place it inside the ESC. Lift the top of ballot box off the collapsible body (make sure to unfasten the Velcro straps under top). Remove the voted ballots from the front section of the ballot box, which contains ballots with write-in votes. See Step 10 Processing voted ballots with valid write-in votes for processing write-in votes. Remove the voted ballots from the back section of the ballot box.

10. **Processing voted ballots with valid write-in votes.**
Write in votes may only be counted for candidates who have filed a Declaration of Intent with the Board of Elections. The list of valid write-in candidates will be delivered in the Election Day Envelope. You must check each office for write-in votes.

The ballot scanner will separate ballots with write-in votes and deposit them into the front section of the ballot box. This includes ALL write-in ballots, not just the ones with valid write-in votes. The judges must review each write-in vote to verify if the write-in vote and candidate are valid.

A. Review each office to determine if a write-in vote was cast.

B. A write-in vote must contain the following:
- Name of Write-In Candidate;
- A solid mark in the target area;
- A judge's initials on the ballot;
- No identifying marks.

C. Consult the list of write-in candidates to determine whether any write-in votes may be counted.

D. If a valid write-in vote is present for a candidate whose name appears on the list of valid write-in candidates, you must complete the reverse side of each copy of the Certificate of Results (Form 80) with all the required information.

E. Fold and place ALL voted ballots with Write-In votes in Envelope W.

Inside Envelope W, you will find a NEW green sticker. If you place voted ballots with Write-In votes inside Envelope W, then you MUST place this green sticker on the top of the Transfer Case.

Write the number of ballots on the outside of the envelope. If there are none, write '0'.

F. You must also record the number of valid write-in votes from the touchscreen unit on the Certificate of Results (Form 80). See Step 8 for procedures for processing these write-in votes.

For assistance in processing valid write-in votes, call ELECTION CENTRAL at 312-269-7870.

11. **Place voted ballots inside plastic bag and close bag.**
Remove the plastic bag from the transfer case. Place the ballots inside the plastic bag and close the bag. Record the precinct and ward on the label.

12. **Seal and sign the bag.**
Place the Voted Ballots Security Seal over the recloseable seal. Record the precinct and ward on the seal. All judges of election must affix their signature on the security seal.
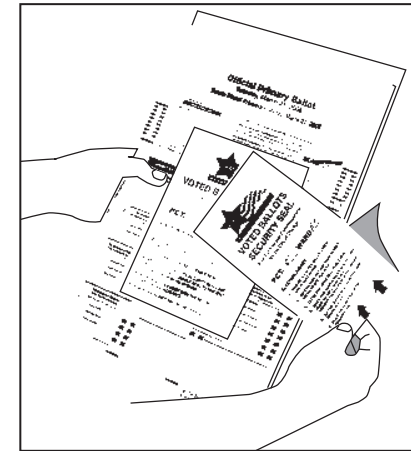
65-12

Count all spoiled ballots.

1. Remove and count the ballots marked "Spoiled" from Envelope S.

2. Enter the number of spoiled ballots on each copy of the Certificate of Results (Form 80).

3. Return the ballots to Envelope S and seal the envelope. Write the number of ballots on the outside of the envelope. If there are none, write '0'.

4. All judges of election must sign across the sealed flap.

5. Place Envelope S into the transfer case.

6. SPOILED provisional ballots must be placed inside Envelope P.

Count all damaged ballots.

1. Remove and count the ballots marked "Damaged Ballot" from Envelope D.

2. Enter the number of damaged ballots on each copy of the Certificate of Results (Form 80).

3. Return the ballots to Envelope D and seal the envelope. Write the number of ballots on the outside of the envelope. If there are none, write '0'.

4. All judges of election must sign across the sealed flap.

5. Place Envelope D into the transfer case.

Count all UNUSED ballots.

1. Count the number of unused official ballots (do not include the orange demonstration ballots). There are 50 ballots to a bundle.

2. Enter the number of **unused** official ballots on each copy of the Certificate of Results (Form 80).

3. Place unused ballots inside the ESC.

Complete the Certificate of Results (Form 80) and Sign.

1. Make sure each copy of the Certificate of Results (Form 80) is completed. Do not leave any lines blank. If you do not have any spoiled, objected to or damaged ballots indicate 0 on those lines.

2. All judges of election must sign each Certificate of Results (Form 80) where indicated.

3. Place copies of the Certificate of Results (Form 80) in Envelopes 65E, 66E, 71E, 72E and 73E. An Official Election Results Report from the card activator must be with each Certificate of Results.

4. Seal the envelopes and sign across each flap.

5. A completed Certificate of Results (Form 80), with an Official Election Results Report, must be placed inside the transfer case.

Transfer Case
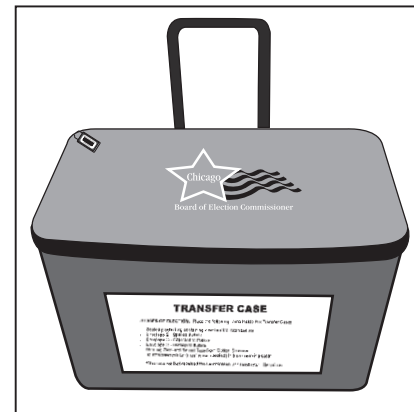
Transfer Case Seal

ITEMS RETURNED IN TRANSFER CASE

DO NOT PLACE TOUCHSCREEN RESULTS CARTRIDGE OR BALLOT SCANNER MEMORY PACK INSIDE TRANSFER CASE OR ESC!!!!

IMPORTANT:
All items on the "List of Items to be returned to the Receiving Station," which is included in the plastic sleeve on the outside of the transfer case, must be placed inside the transfer case.

- Official Zero Proof Report from Card Activator
- Sealed plastic bag containing voted ballots
- Envelope S - Spoiled Ballots
- Envelope D - Damaged Ballots
- Envelope W - Write-In Ballots
- Tape from Ballot Scanner
- Certificate of Results (Form 80) with Official Election Results Report attached
- Paper Roll(s) (from Touchscreen Printer).
  LEAVE PRINTER ATTACHED TO THE TOUCHSCREEN.

After ensuring that all the required items have been placed inside the transfer case, zipper the case closed.

Remove a black seal from the Unused Seal Bag, record the seal number on the Seal Accountability Form and seal the transfer case.

ITEMS PLACED IN ESC

All equipment and unused election supplies must be placed back inside the ESC. Make every attempt to return these items in the same location as when the ESC was delivered (check the Supply List, Form 21 or page 13). All voting equipment that you assembled must be disassembled and placed back inside the ESC.

Items to be placed inside the ESC include:

- All unused supplies;
- All unused official ballots;
- All orange demonstration ballots;
- Ballot Privacy Sleeves and Curbside Voter Privacy Sleeve;
- E-poll book case containing e-poll book, Dymo printer, and router;
- Blue supply box;
- Grey supply box;
- Voting aids;
- Box of extra paper rolls and labels;
- All unused Provisional materials;
- Blue cones and measuring cord;
- Touchscreen voting unit;
- Card activator;
- Ballot scanner;
- Ballot box (top, bottom and collapsible body);

- Metal, economy and lowered voting booths;
- Flag (on door);
- All extension cords.

Make sure all the required items have been placed inside the ESC, and then:

1. Remove a new seal for the ESC from the Unused Seal Bag. ALSO, at this point remove a new seal for the Black Return Bag from the Unused Seal Bag and replace the seal bag inside the ESC.
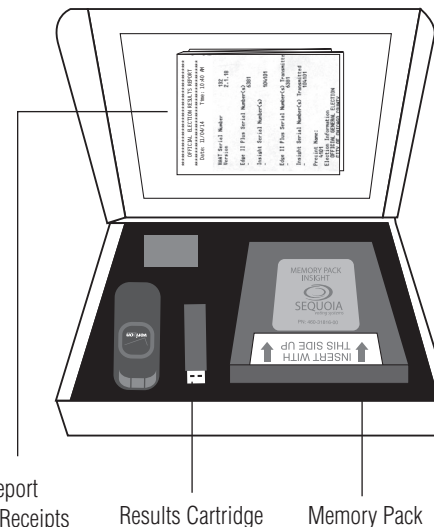
Black Return Bag

Black Return Bag Seal

1st copy of Official Election Results Report with Consolidation and Transmission Receipts

2. Remove the Seal Accountability Forms and the Broken/Used Seal Bag from the plastic sleeve on the ESC door. Record the seal number of the new ESC seal on the Seal Accountability Form.

3. Close and latch the ballot box portion by turning the knob. Close and lock the doors of the ESC with the key. Securely seal the ESC.

ITEMS RETURNED IN BLACK RETURN BAG

NEW
- White return box containing the Results Cartridge, Memory Pack, Compact Flash Card from e-poll book, Verizon air card and 1st copy of the Official

Results Cartridge   Memory Pack

Election Results Report (with Consolidation and Transmission Receipts attached)
- Envelope 14E-completed Applications for Ballot (Form 14) spindle with Correction Report (Form 15)
- Envelopes 65E, 66E, 71E, 72E and 73E
- Envelope 47E-completed Oaths, Affidavits and Credentials
- Envelope P-completed Provisional Affidavits/Ballots and Spoiled Provisional Ballots
- Form 194-Election Judge Pay Voucher
- PPA Payroll Card
- Form 202-Investigator Sign-In Sheet
- ESC Keys and Seal Cutters
- Seal Accountability Forms* and Broken/Used Seal Bag

*Record the seal number of the Black Return Bag seal before placing inside the bag.

Make sure that all of the required items have been placed inside the Black Return Bag and zipper the bag closed. Place the grey seal on the Black Return Bag.

Please leave the polling place neat and clean.

THANK YOU FOR SERVING!