

# BALLOT COUNTER JUDGE

## DUTY

- Assist voters at the Ballot Counter if needed; and
- Offer “I Voted” stickers

1. MAY stand within six feet of the Ballot Counter
2. Instruct voters how to insert ballot
  - Place the RCV handout, pen, and secrecy folder there, please.
  - Insert your ballot and pause to verify it’s accepted.
    - MESSAGE: “You are Finished. Thank you for Voting”
3. Be alert to the beep of the ballot error message
4. Respond to ballot error beep and on-screen messages
5. Do **not** look at a voted ballot unless requested by the voter
6. Hand out the “I Voted” sticker

Note: Ballot Counter accepts ballots in any of the 4 orientations

### If you hear a beep or the voter receives an on-screen error message

- Stop the voter and
- Discreetly read the message to the voter and explain the voter’s options

### ERROR MESSAGES (two types): VOTER ERROR or BALLOT PROBLEM

**VOTER ERROR** – The message on the panel describes the problem and offers choices of action.

Sample Message		
Blank Ballot Detected	Correct Your Ballot	Cast Your Ballot With Errors
You have made too many votes in one contest	Correct Your Ballot	Cast Your Ballot With Errors
Overvote on race – Crossover in a Partisan Primary	Correct Your Ballot	Cast Your Ballot With Errors

Tell voter: **The machine has a question about the ballot.**

- Explain error message to the voter
- Ask voter: “**Would you like the ballot returned?**”

**If the voter asks that the ballot be returned:**

- Press “**Correct Your Ballot**” on touch screen
- Voter removes the ballot from the ballot counter
- Direct voter to the Ballot Judge to receive a new ballot

**If a voter insists the ballot be counted “AS IS”:**

- Judge explains to voter: **All votes will be counted except the votes described in the message**
- The voter must decide and verbally confirm action – the ballot cannot be retrieved nor can a new ballot be obtained
- **AFTER** the voter decides, the Judge presses the “**Cast Your Ballot With Errors**” on touch screen and the ballot is counted and stored into the Ballot Box

- over -

**BALLOT PROBLEM – One of the following messages will briefly appear on the panel:**

Message	Problem
Voter Generated Issue	Ballot not inserted far enough
Ballot skewed	Crooked ballot
Miss orientation marks	Crooked ballot
Missed timing marks	Crooked ballot
Invalid Seq-type split	Crooked ballot <b>OR</b> ballot for wrong precinct
Unidentified mark	Oval not completely filled in

Based on the error message: Tell the voter the ballot may have been inserted crooked or marked incorrectly.

- Voter removes the ballot from the ballot counter
- Tell voter to re-insert ballot with two hands to make sure ballot is straight
- Tell the voter to re-insert the ballot in a different orientation
- Ask voter if they have filled in the oval completely
- If ballot returns again, tell the voter to get a new ballot from the Ballot Judge

**BALLOT JAMMED or STUCK BALLOT PROCEDURE**

- If a ballot jam cannot be solved, notify the Head Judge who will **call Election Headquarters**
- Voting continues uninterrupted
- Voters insert voted ballots into the auxiliary compartment until situation is resolved
- Record the time and number on public counter on the Incident Log

**FULL BALLOT BOX PROCEDURES - Opening ballot box during voting hours**

- As needed, two election judges of different major political parties may open the ballot box to straighten or remove the voted ballots but they must not count or inspect the ballots
- Seal the voted ballots removed into a secure container (transfer case) and store them in a secure location
- Record the time the box was opened and ballots straightened or removed on the "Incident Log"

**SUPPLIES NEEDED**

- Ballot Counter on Ballot Box
- Chair or table for secrecy folders, pens, and RCV handout
- "I Voted" stickers

**For further information see the Election Judge Guide or ask your Head Judge.**