

City of Minneapolis Closing the Polls Training

2016

INTRODUCTION

What is a Polling Place Closer?

- **NEW** for 2016 General Election.
- Deployed in a few Minneapolis polling places this year as a pilot program.
- Recommended to be used in polling places nationwide.
- Helps election judges, who have been working long hours, close the polls.

Duties

- Arrive at your assigned polling place at 7:00 p.m.
- **Check in with your Head Judge (!).**
 - Take Oath of Election Judge.
 - Sign Election Judge Time Report (payroll sheet).
- **Serve under the direction of the Head Judge (!)** and help them close the polling place.

Goal for class

- To develop a basic understanding of how to close a polling place on election night.

CLOSING THE POLLS

Closing the polls overview

- **Polls close at 8 p.m.** Everyone in line before 8 p.m. is allowed to vote.
- After last voter has finished voting:
 - Take down signs (indoors and outdoors).
 - Take down the U.S. flag.
 - Disassemble voting booths.
 - Close down the voting equipment.
 - Complete forms.
 - The Head Judge has some items that they specifically must complete, like the SEJ Attendance Reports, and the Election Judge Time Report.
 - Prepare Return Envelopes.
 - Organize materials for delivery to the drop-off site.

Preparing to close the polls

- Designate a “closing table”.
- Retrieve the **Closing Bag** from the Blue Supply Case.
- Get organized.



Key documents for closing

- Both of these found in the **Closing Bag!**
- **Closing the Polls Checklist**
 - Tells judges everything they need to do to close the polls.
- **Items to Return Checklist**
 - Tells judges what stays in the polling place and what gets delivered to the drop-off site on Election Night.

CLOSING THE VOTING EQUIPMENT

Closing the ballot tabulator

EJ Manual Pg. 141

- [Video](#)
- **Follow the “Closing down the ballot tabulator” guide!**
- **Two judges** must do this, and the Head or Assistant Head Judge must be one of them.
- **Two party-balanced judges are needed for the first step only** to process any ballots in the auxiliary compartment through the tabulator.
 - Unreadable ballots will need to be duplicated. If this is the case, follow the instructions on EJ Manual pg. 151.
- Complete the Closing the Polls section of the Official Precinct Certification Form.
- Remove ballots and secure them in Ballot Transfer Cases.
- Transmit results to Hennepin County.
- Print Results Tapes.
 - Print additional tapes, if needed (EJ Manual Pg. 153)
- Remove USB memory stick and place it into the Memory Stick Envelope.

Securing ballots on election night

2016 EJ Manual Pg. 144-145

1. Remove ballots from tabulator.
2. Place ballots into transfer case(s).
3. Seal
 - One rat-tail seal (plastic).
 - Two Ballot Transfer Case Certification Seals (Paper).
 - Each signed by minimum of four judges (top section).
 - Two transporting judges also sign on bottom (may be two of the four that have already signed in the top section).

Closing the AutoMARK

EJ Manual Pg. 146

- [Video](#)
- **Follow the “Closing down the AutoMARK” guide!**
- Ensure no voted ballot is left in the AutoMARK.
 - If ballot found, write “Found in AutoMARK” on the ballot and place it into the Spoiled Ballot Envelope.
- Complete the Closing the Polls section of the Official Precinct Certification Form.
- Two election judges should lift the AutoMARK and place it into its case.

COMPLETING FORMS

Results Tapes (Voting Results Reports)

EJ Manual Pg. 147

- Three copies automatically print from the ballot tabulator when closing.
- Extra copies can be printed (EJ Manual Pg. 153).
- Complete the statistics on each tape.
- Four election judges sign each tape.
- A tape can be posted for the public to view.
- **The first copy must be attached to the Zero Tape (Zero Totals Report) that is printed when opening the tabulator. (!)** This goes in Results Envelope A (folded up, with precinct information facing outward).
- The 2nd and 3rd copies go in Results Envelopes B and D (folded up, with precinct information facing outward).

Statistics for Results Tapes & Voter Statistics Worksheet

EJ Manual Pg. 147

- Number of persons registered at 7 a.m.:
 - Found at the Roster Judge Station on last page of Roster of Pre-registered voters (after last names that start with “Z”).
- Number of new registrants:
 - Count the number of signatures on New Registrants Green Roster, found at the Registration Judge Station.
- Total number of persons voting:
 - This is the “public count,” which is found near the top of each Results Tape.
- Number of Spoiled Ballots:
 - Count the number of ballots in the Spoiled Ballot Envelope (at the Ballot Judge Station).
- Number of originals for which duplicates were made:
 - Count the number of ballots in the duplicate ballot envelope (at the Ballot Judge Station).

Voter Statistics Worksheet

EJ Manual Pg. 148

- Use statistics from the Results Tapes to complete this.
- Must be signed by the Head Judge and one other election judge.
- When complete, goes in Results Envelope A.

Official Precinct Certification Form

EJ Manual Pg. 167 (full form)

- Completed as part of the processes for closing the ballot tabulator & AutoMARK (verification of seal numbers).
- Complete the **Closing the Polls** section.
- When complete, goes in Results Envelope A.

Ballot Tracking Form

EJ Manual Pg. 103 (full form)

- Complete the **Election Night Ballot Audit** section (EJ Manual Pg. 149).
- When complete, goes in Results Envelope A.

Return Envelopes

EJ Manual Pg. 150

Each envelope includes a checklist on the front for what goes in it.

- Head Judge Bag (Head Judge in charge)
 - Feedback Form Envelope
 - Challenger Form Envelope
- Closing Bag (Head Judge in charge)
 - Results Envelopes A, B, and D (there is no C)
- Demo & Ballot Bag (Ballot Judge in charge)
 - Used Voter Receipts Envelope
 - Spoiled Ballot Envelope
 - Duplicate Ballot Envelope
- Registration Bag (Registration Judge in charge)
 - Election Day Registration Envelope

Completing Return Envelopes

EJ Manual Pg. 150

1. Enclose items listed on front of envelope.
2. Complete all info on front of envelope.
3. Seal envelope.
4. Four election judges sign over the seal.

Organizing Items for Return

EJ Manual Pg. 154

- Use the **Items to Return Checklist (!)**
 - Found in the **Closing Bag**.
 - Signed by two election judges.
- Everything not being delivered to the drop-off site stays in the polling place.

PRACTICE & QUIZ

Before Election Day

- **Study the “Closing the Polling Place and Delivering Returns” chapter of the EJ Manual, pgs. 139-154 (!)**