

# 10 Things to Know About Closing the Polls



1. At 6:30 pm, announce that the polls will close in 30 minutes.
  - a. Voters present and waiting at 7:00 pm shall be admitted to vote.
  - b. No other voter shall be admitted to vote after 7:00 pm
2. Close M-100 Optical Ballot Scanners (See Judge's Manual, pg 24 for complete steps)
  - a. Check Emergency Ballot Bin for ballots
  - b. Record TOTAL VOTED number on Ballot Report Form
  - c. Turn key to OPEN/CLOSE Poll position
  - d. Select Close Polls and Results Report will print
  - e. Turn key OFF, remove key and close panel
  - f. Tear report off, all judges sign bottom of report, place in black security bag
  - g. Break seal, remove PC card, and place in black security bag
3. Complete the Ballot Report Form
  - a. Record number of ballots
  - b. Record seal numbers
  - c. All judges sign the Oath on the Ballot Report Form
4. Gather ballots
  - a. Spoiled & Provisional in respective manila envelopes
  - b. Regular voted ballots in cardboard box
  - c. Write-ins in manila envelope
  - d. Fill out Pay Vouchers
5. Complete Head Judge Checklist, placing items in old metal ballot box and seal (Do NOT include checklist)
6. Load inventoried un-voted ballots in tan canvas bag
7. Turn off AutoMARK and close the top up
8. Place cover on M100 and lock up sides
9. Pack up the supply box.
10. Return old metal ballot box, un-voted ballots and Head Judge checklist to Receiving Board (Powell & Meeteetse will have Receiving Boards on-site)

\*\*\*Take your manual with you on Election Day