

10 Things to Know About Opening the Polls



1. All judges sign Oath of Election
2. Remove ballots from bin and inventory, verify on Ballot Report Form
 - a. Initial ballots in RED
3. Verify that bins are empty on Ballot Report Form
4. Prepare M100 Optical Ballot Scanners (See Judge's Manual, pg 5 for complete steps)
 - a. Record seal numbers on ballot report form
 - b. Turn BLACK CAPPED key to OPEN/CLOSE Poll
 - c. Initial State Report will print, **do NOT tear off**, review for accuracy; verify date, time & election info
 - d. Turn key to VOTE and remove key
 - e. All judges verify zeros on report
5. Process absentee voters in poll books (Two judges of different political parties [where possible] work together)
6. Set up the polling place
 - a. Display signs and flags
 - b. Post photos of the machines, sample ballots, and VOTING INFORMATION posters.
7. Turn on the AutoMARK
8. **Call Elections office when you are set-up and confirm your working cell phone number.**
9. Remind all judges:
 - a. No smoking in or at the entrance to the polling place
 - b. No eating or drinking near official documents
 - c. Turn off cell phones, except head judges
 - d. Be impartial!
10. At 7:00 AM announce that the polls are open.

P.S. Call us with ANY questions ANY time!

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