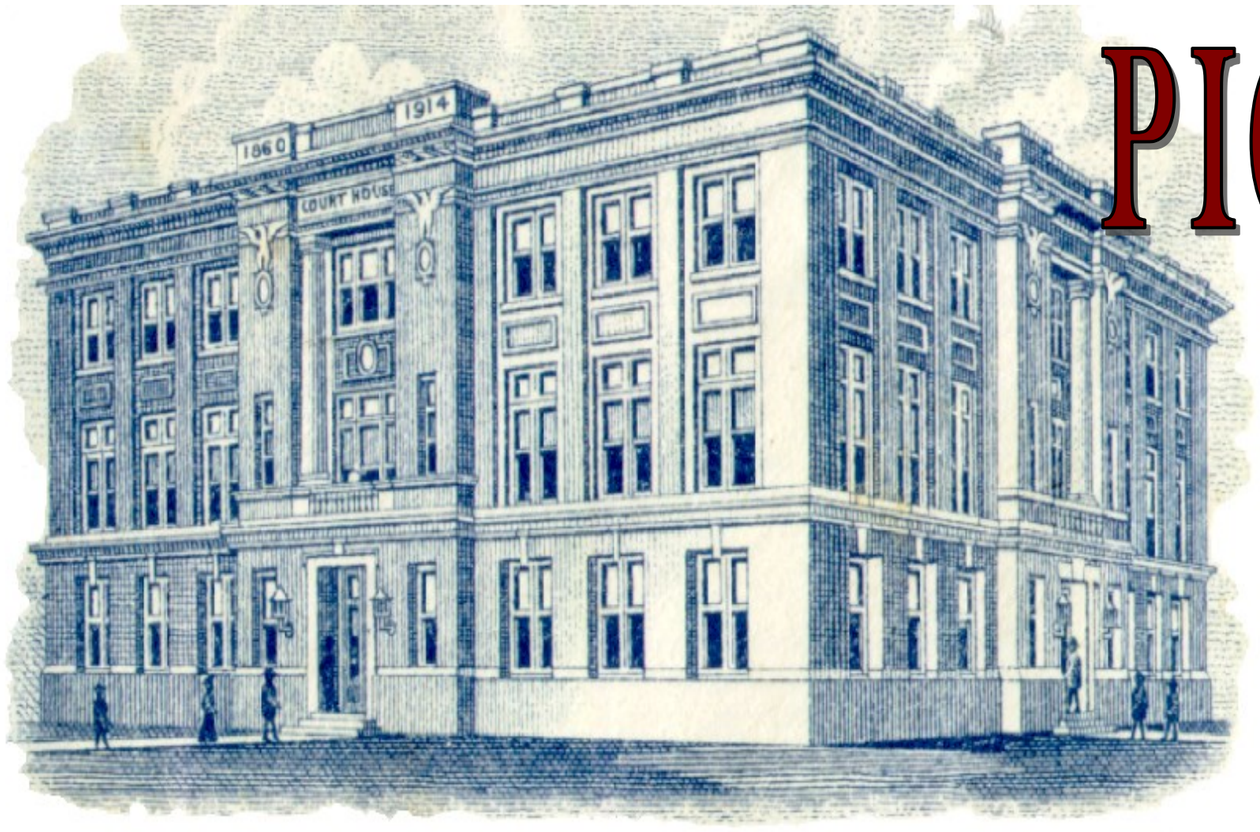
ELECTION DAY PICTURE GUIDE

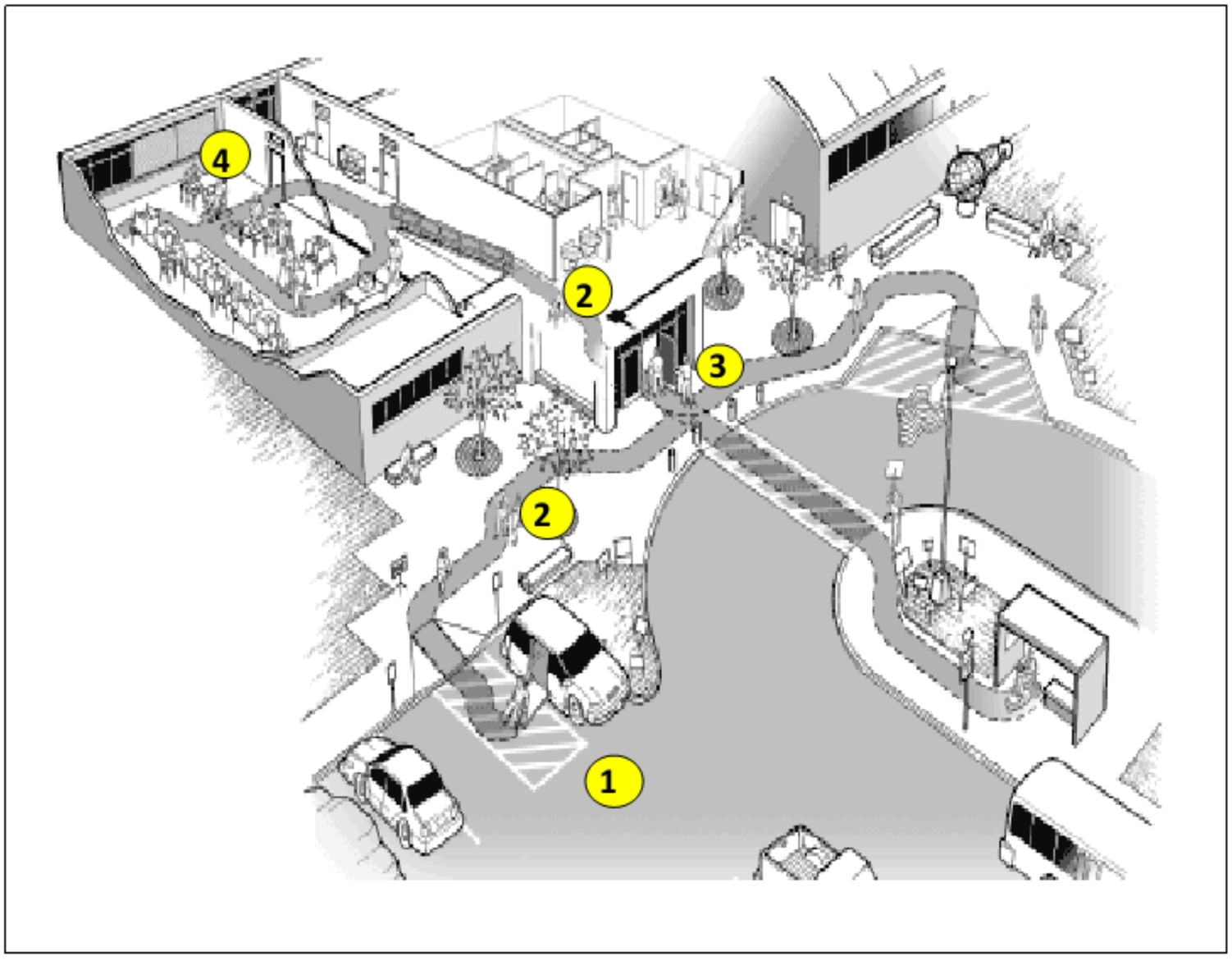


This material is based upon work supported by the U.S. Election Assistance Commission (EAC). Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, EAC or the Federal government.

CHRISTIAN COUNTY

OFFICE OF THE COUNTY CLERK

Ideal Polling Place Map



1. **Parking**
   a. Accessible parking is clearly marked
   b. Access aisle next to accessible parking is 8 feet wide (van) or 5 feet wide (car)
   c. Parking spots are reasonably level
   d. Parking can be created using cones

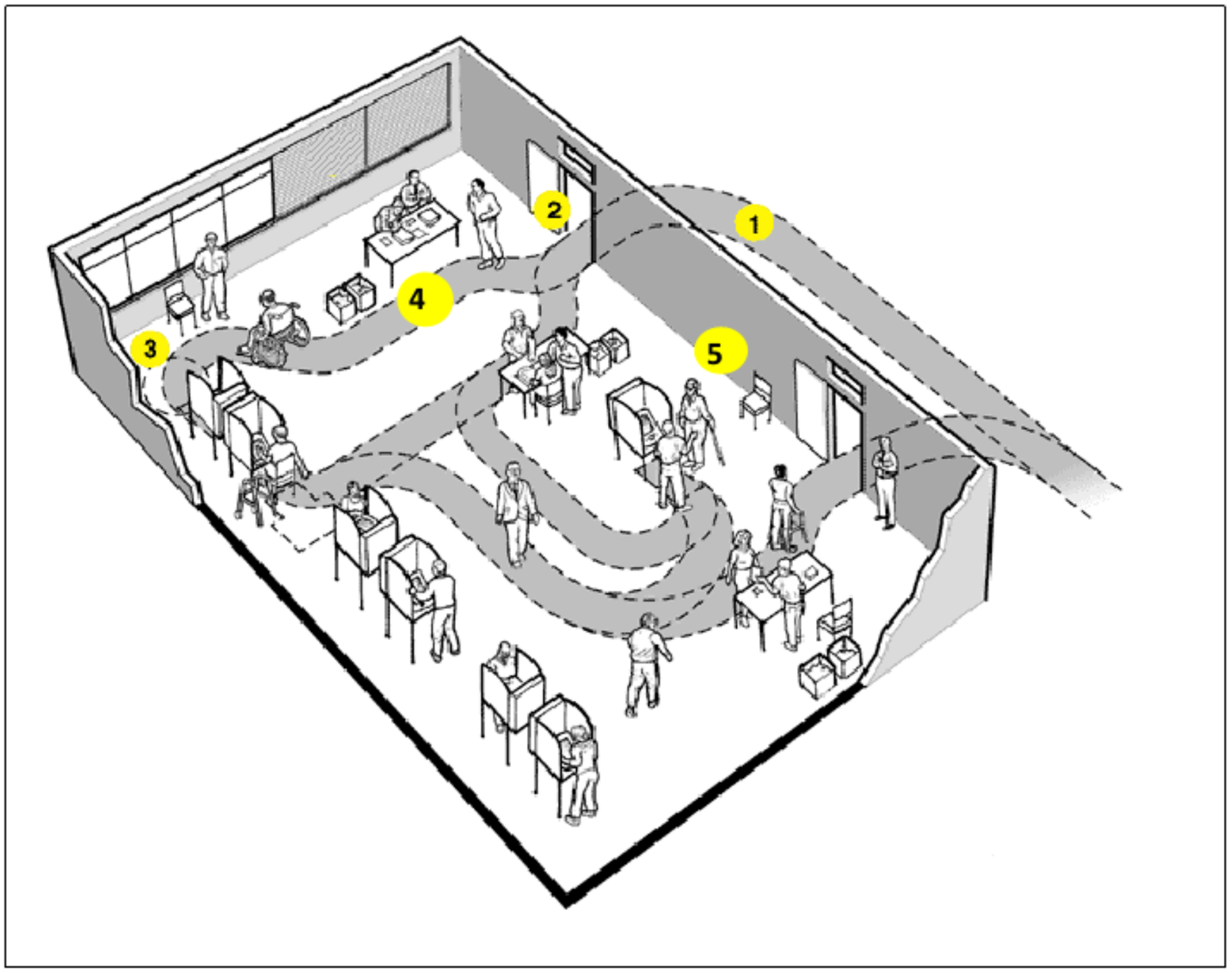
2. **Accessible Route**
   a. Accessible routes located and marked with signage
   b. Route does not contain steps
   c. Curb cut located if curb present
   d. Routes are free of debris and clutter

3. **Entrances and Doorways**
   a. Accessible Entrance located and marked
   b. Doorway at least 36” in width (If no, prop open)
   c. Doorway has handle that is easily opened with closed fist and not excessively heavy (If no, prop open)

4. **Voting Area (On Back)**

Pictures from US Dept. of Justice: ADA Checklist for Polling Places

Ideal Polling Place Map



1. **Pathways**
   a. Clear and free of debris and clutter
   b. At least 36” wide

2. **Entrances and Doorways**
   a. Doors that are heavy or narrow are propped open

3. **Voting Machine Set-Up**
   a. There is enough space between machines and walls for maneuverability (especially wheelchair maneuvering)
   b. At least one accessible voting station is set up (lower than other voting stations)

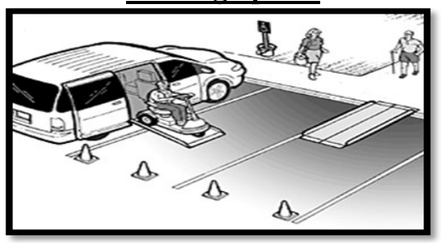
4. **Sign-In Tables**
   a. Ample space in front of table for maneuverability
   b. Height of table is 28-34 inches

5. **Tables and Chairs**
   a. There is an extra table and chairs available for voters who request them

Pictures from US Dept. of Justice: ADA Checklist for Polling Places

Polling Place Set Up

Parking Spaces

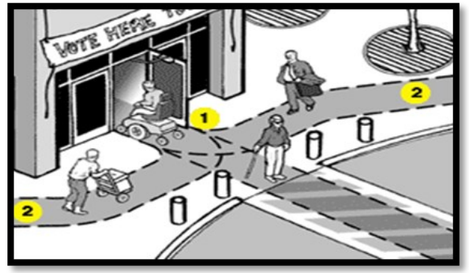


Make sure accessible spaces have access aisle. If no aisle present, create one using cones.

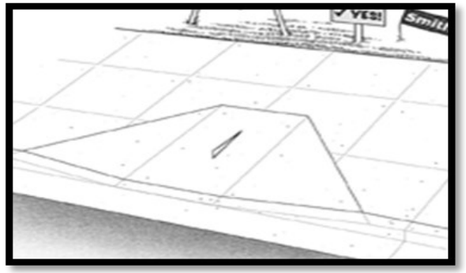
Make sure accessible parking is marked with signage.

Path to Building

Make sure accessible parking leads to an accessible entrance. Use signage to help voters.

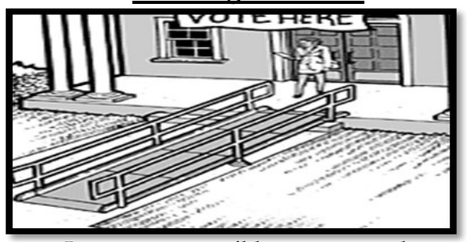


Make sure route from parking to building entrance is free of steps and debris.

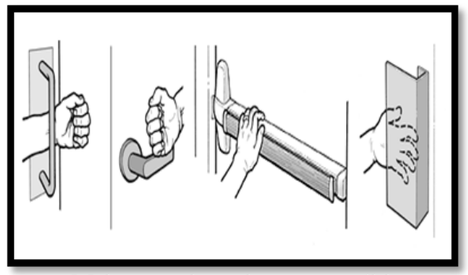


If there is a curb, locate the curb cut for accessible use.

Building Entrance

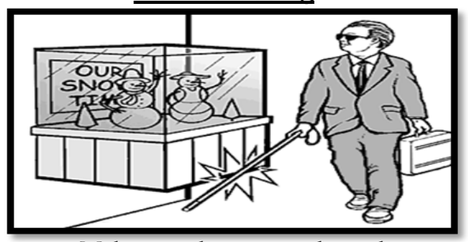


Locate an accessible entrance and mark it. Doorway should be 36" wide.

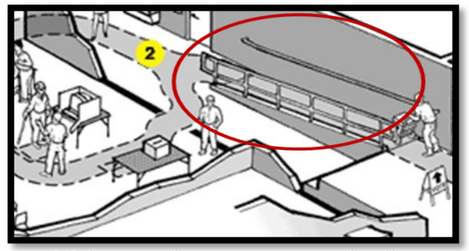


Make sure doors have accessible handles. If no accessible handle, prop door open for voters.

Path to Voting



Make sure there are no hazards or protruding objects between entrance and voting area.



Make sure there are no steps leading to voting area. If steps, locate alternative path.

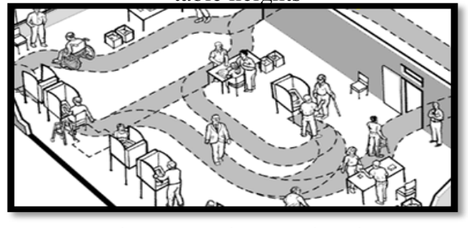
If no alternative path, set up curbside voting sign in parking area.

Voting Area

Make sure path to and in front of sign-in table is wide enough for a wheelchair.

Identify alternative table for voter to use if they take longer to vote and request space to sit.

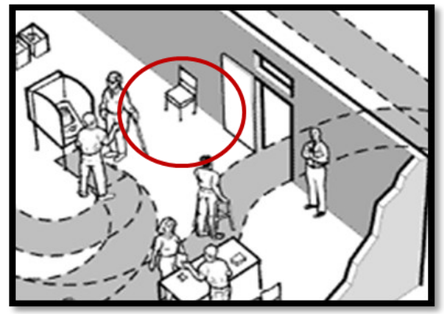
Make sure at least one accessible voting station is set up. Notice the different table heights



Make sure path around voting area is free of obstructions and easily navigated.

Example of another accessible voting station. Notice the different table heights.

Make sure the voting area of a machine is not too close to the wall for wheelchair access.



Make sure chairs are available for voters who have difficulties standing for long periods of time.

Polling Place Set Up

Parking

◊ Accessible parking is clearly marked

◊ 1 Accessible spot for every 25 spots

◊ Access aisle next to accessible parking is
8 feet wide (van)
5 feet wide (car)

◊ Parking spots are reasonably level

◊ If no parking provided at polling place, parking can be created using cones and temporary signs

Accessible Route

◊ Accessible route between parking and building entrance located and marked with signage

◊ Accessible route does not contain steps

◊ Curb cut located if curb present

◊ Route is 36” wide or more

◊ Accessible route is free of debris, clutter, and protrusions

Entrances

◊ Accessible entrance located and marked

◊ Doorway is at least 36” in width (If no, prop open)

◊ Doorway has handle that is easily opened with closed fist and not excessively heavy (If no, prop open)

Voting Area

◊ There is amply space in front of sign-in table for maneuverability

◊ Sign-in table is low enough for small person or person in wheelchair to access (28”-34”)

◊ Pathway through voting area is at least 36” wide

◊ Voting booths are set up with enough space between them and the wall for easy maneuverability

◊ Tables can be raised or lowered

◊ Chairs are available for voters waiting in line

◊ Extra table is available for voters who need more time and request seating

◊ At least 1 accessible voting station is set up

Using the Electronic Voting Machine

AccuVote

This is the Electronic Voting Equipment at your precinct. It is set up for all voters and has features that improve accessibility.

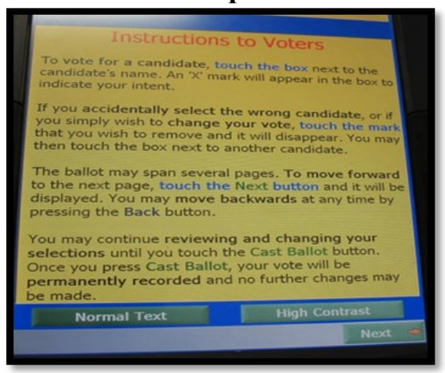
Accessibility Equipment

The AccuVote comes with headsets and a keypad, which are used during audio voting.

Initiate Ballot

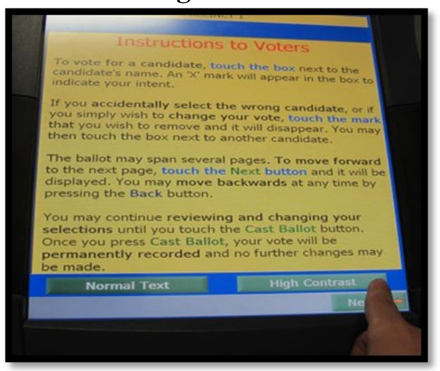
To start the voting process, insert the voter's card into the slot shown here.

Start Up Screen



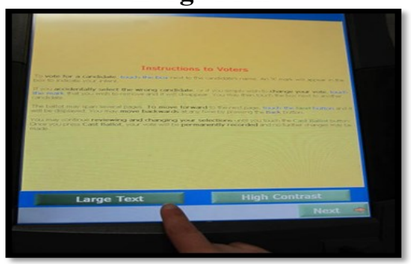
When the ballot is loaded, this screen appears. Notice the options at the bottom of the screen.

High Contrast



If a voter requests high contrast, press "High Contrast" on the bottom right of the screen.

Large Print

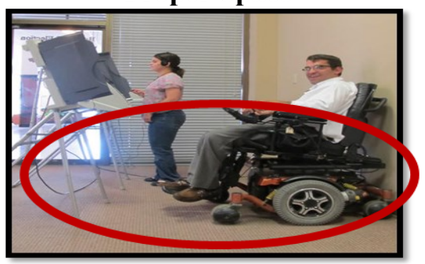


If a voter requests large print, press "Large Text" on the bottom left of the screen.

Adjust Screen Tilt

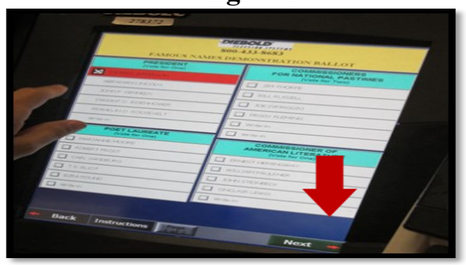
If the voter complains of glare on the screen or requests the screen be tilted, adjust the screen by pushing the button on the back bar and lifting the screen up

Proper Space



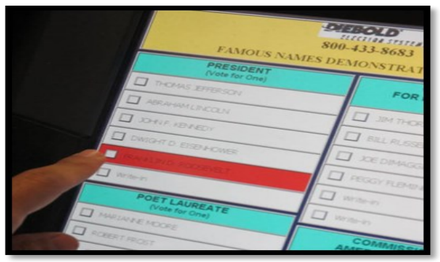
When setting up the machine, make sure there is ample space between the machine and the wall for maneuvering.

Selecting Contest



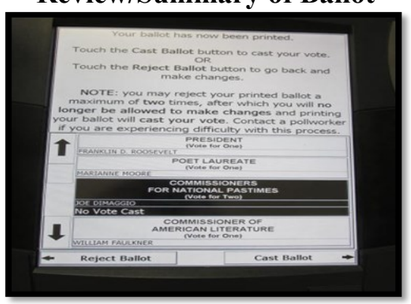
To move between contests, select the "Next" button on the bottom right side of the screen.

Select/De-Select Candidate



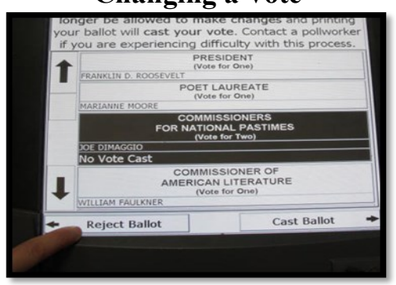
To select and de-select candidates, just touch the name of the candidate you wish to select.

Review/Summary of Ballot



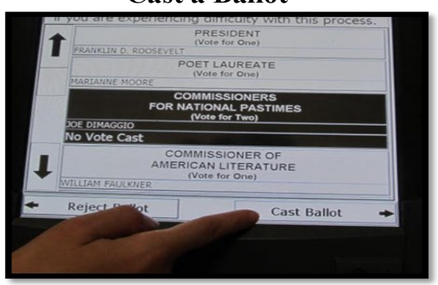
When a voter is finished moving through the ballot, a summary screen will appear. Use the arrows to review choices.

Changing a Vote



If a voter wished to change their vote in one or more contests, they will push "Reject Ballot." All ballot choices will still be selected, the voter can change votes in the contest of their choice.

Cast a Ballot



After filling out a ballot, press "Cast Ballot" to officially record votes.

Confirmation

A confirmation screen will appear when ballot has been cast successfully.

Using an Audio Ballot

Necessary Equipment

To utilize the audio ballot, you will need headphones and a keypad.

Initiating Audio Ballot

To initiate the audio option, simply plug the headphones in.

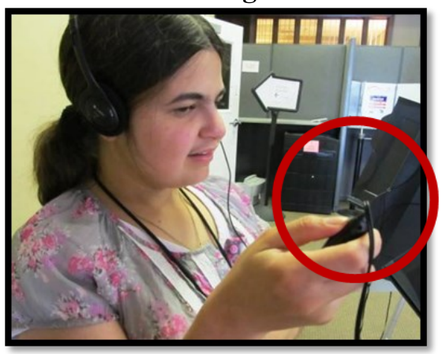
Moving Through Ballot

The voter will use the keypad, similar to that of a telephone, to move through the ballot.

Keypad Functions

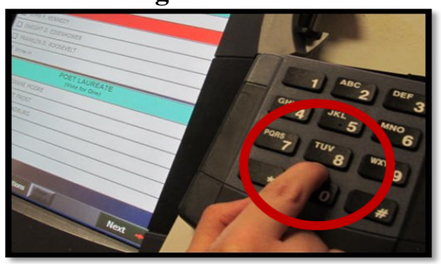
4&6: Move between candidates; **2&8:** Move between contests; **5**: Selects and de-selects; **9:** Casts vote; **7:**Rejects ballot

Controlling Volume



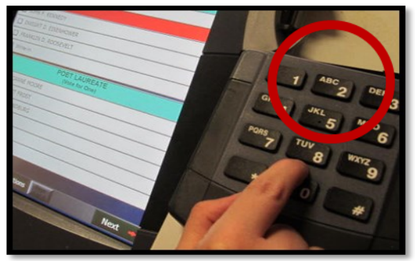
To adjust audio volume, use volume control on headphones.

Moving Between Contests



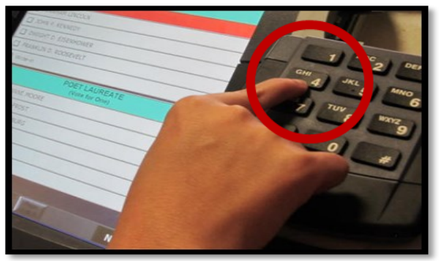
To move from one contest down to the next, the voter will press “8”

Moving Between Contests



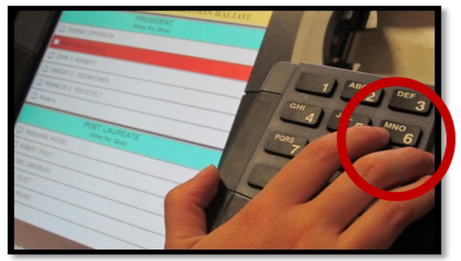
To move from one contest up to the previous, the voter will press “2”

Moving Between Candidates



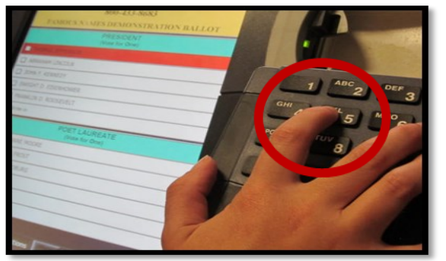
To move backwards between candidates, voter will press “4”

Moving Between Candidates



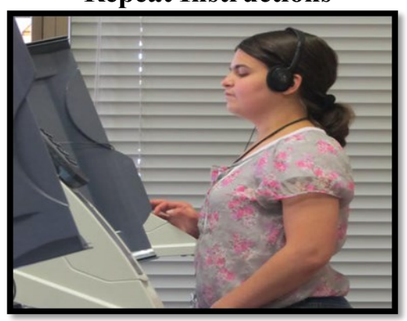
To move forwards between candidates, voter will press “6”

Select/De-Select Candidates



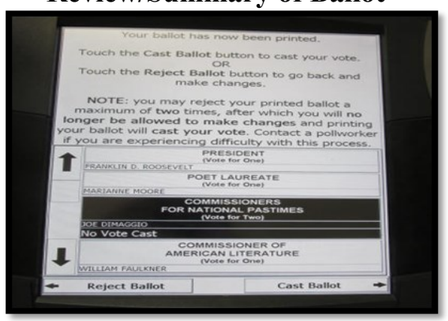
To select or de-select a candidate, voter will press “5”

Repeat Instructions



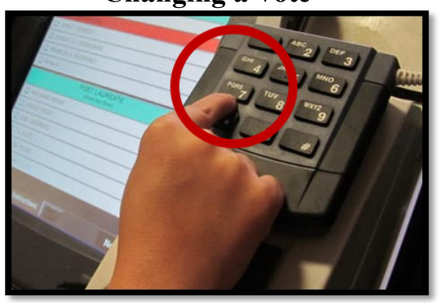
If voter needs instructions repeated, voter can wait and instructions will automatically repeat

Review/Summary of Ballot



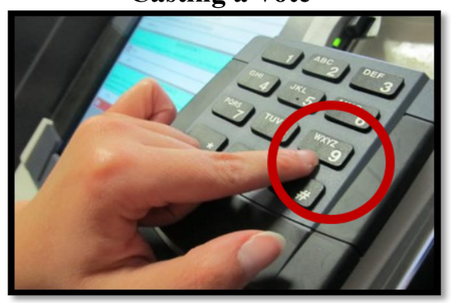
When voter has completed ballot, a summary screen will appear. The audio will read through every contest and selection.

Changing a Vote



If a voter wishes to change their vote, they will press “7” to return to the beginning of the ballot. The voter can then change their vote in the contest of their choice.

Casting a Vote



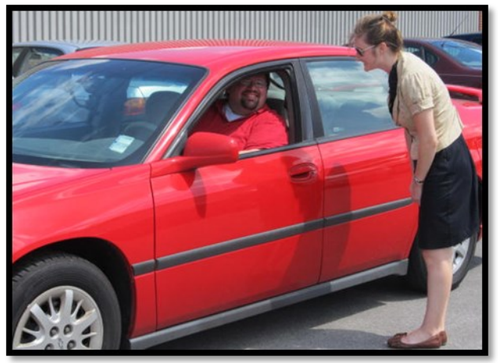
Once at the summary screen, the voter will press “9” to cast a ballot.

Confirmation

Once the vote has been officially recorded, the audio will announce that the vote has been cast

Curbside Voting

Greet Voter



Voter does not need to send someone to wait in line. Help voter within reasonable amount of time.

Verify Registration

Two judges of different parties verify registration.

Bring Materials to Voter

Bring voter blank “Curbside Voting” form, marker, and correct ballot.

Curbside Voting Form

Direct voter to fill out Curbside Voting form. Collect when finished.

Give Voter Ballot

Hand voter ballot. Give voter privacy while filling out ballot.

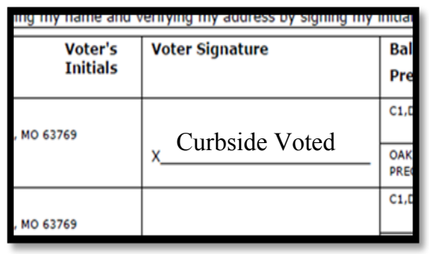
Put Ballot in Secrecy Sleeve

Direct voter to put ballot in secrecy sleeve. Take ballot inside.

Deposit Ballot

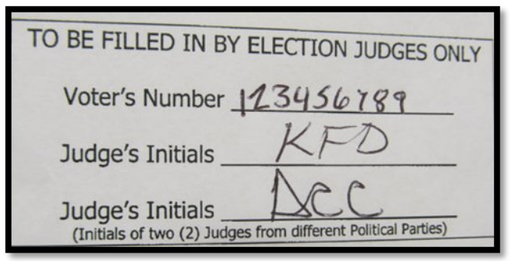
Deposit ballot in optical scanner.

Record Voter in Roster



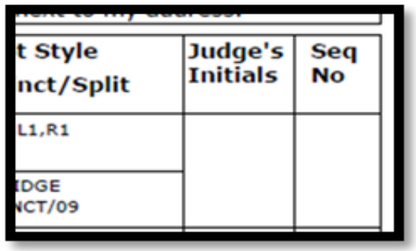
In precinct sign-in roster, record “Curbside Voted” on voter’s signature line.

Locate Initialed Number Sticker



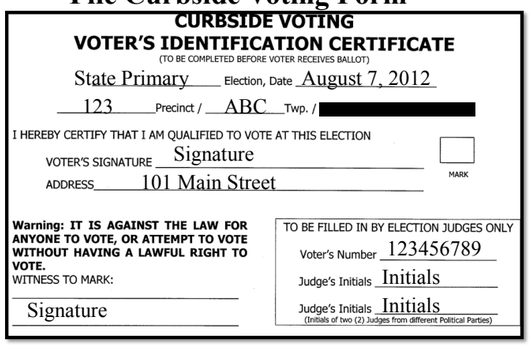
Take initialed number sticker from Curbside Voted form.

Place Sticker in Sign-In Roster



Place sticker on voter’s number line.

File Curbside Voting Form



CURBSIDE VOTING
VOTER'S IDENTIFICATION CERTIFICATE
(TO BE COMPLETED BEFORE VOTER RECEIVES BALLOT)

State Primary Election, Date August 7, 2012
123 Precinct / ABC Twp. / [redacted]

I HEREBY CERTIFY THAT I AM QUALIFIED TO VOTE AT THIS ELECTION
VOTER'S SIGNATURE Signature MARK
ADDRESS 101 Main Street

Warning: IT IS AGAINST THE LAW FOR ANYONE TO VOTE, OR ATTEMPT TO VOTE WITHOUT HAVING A LAWFUL RIGHT TO VOTE.
WITNESS TO MARK:
Signature

TO BE FILLED IN BY ELECTION JUDGES ONLY
Voter's Number 123456789
Judge's Initials Initials
Judge's Initials Initials
(Initials of two (2) Judges from different Political Parties)

Place **signed** Curbside Voting Form in **Registration Changes** envelope.

Things to Remember

Curbside Voting is a <u>required</u> accommodation for Missouri voters with disabilities.

A person does not have to “prove” they qualify to vote curbside.

A voter does not have to send someone to wait in line for them.

Respond to the voter in a reasonable amount of time.

Voters have a right to vote curbside until the polls close. Curbside Voting does <u>not</u> end earlier than regular voting

This picture guide was modeled after the picture guide developed and used by the Saint Louis City Board of Elections. Ideas for the layout of the book, especially how to use the voting machine, follow the layout of the book that the Saint Louis City Board of Elections developed.

This is a sample picture guide with suggested information. Pilot counties were given the opportunity to personalize their picture guide with county specific information. The cover of this guide was created by the Christian County Clerk's Office for their personalized picture guide.

A special thank you to the following Missouri election jurisdictions for input and suggestions during the development process: Saint Louis City, Christian County, Boone County, Cape Girardeau County, Jefferson County, Laclede County, and Greene County.

Photos contained in this book are from the Saint Louis City Board of Elections and the Department of Justice: Polling Place ADA Guidelines.