

6

During Voting Hours

ELECTION DAY 6:00 AM TO 7:00 PM

At 6:00 am announce that
the polls are open!

**PRIOR TO OPENING THE
POLLING PLACE, THE JUDGES
AND PPA MUST SET UP THE
JUDGES' TABLE AND THE
JUDGES MUST DECIDE ON
DUTY STATIONS. THE PPA
SHOULD SIT WHERE THEY
WILL BE MOST HELPFUL TO
THE JUDGES AND VOTERS.**

JUDGES' STATION #1

Two judges, one from each political party, must sit at Station #1. Their duties include: searching for voters in the electronic poll book, issuing Applications for Ballot (Form 14), processing of affidavits and verifying voters' signatures.

**ITEMS THAT MUST BE PLACED
AT STATION #1:**

**Electronic Poll Book, Printer and
Router**

Blank Applications for Ballot

Form 15 Correction Report
(located inside the Form 14
Application for Ballot pad)

Form 1 Consolidated Voter
Affidavits (1S, Spanish; 1C,
Chinese, if applicable; 1H,
Hindi, if applicable)

Form 1A Notice of Person
Providing Assistance

Form 276P Provisional Voter
Affidavit /Ballot Envelope

Envelope 47E Return of Completed
Oaths, Affidavits and Pollwatcher
Credentials

**Fliers with Election Day Voter
Registration information** (found in
the emergency ballot box)

PROCESSING OF VOTERS

Ask voter's name. It is important to communicate clearly for the voter. Some voters will need additional assistance.

1. On the Find Voters screen, use the 2-1 method: Enter the first two letters of the voter's last name and first letter of voter's first name.
2. The e-poll book does not recognize apostrophes. O'BRIEN should be OBRIEN or O BRIEN. You may use hyphens or spaces.
3. To select a name, tap anywhere in that row. Tap the side arrows to scroll through the names, if necessary.
4. Always follow instructions given on the screen. You must always verify the voter's information. Ensure you ask the voter's name, address and year of birth.

Sample - Application for Ballot Form 14



APPLICATION FOR BALLOT FORM 14

GENERAL ELECTION

TUESDAY, NOVEMBER 4, 2014

<p>Judges: Fill in the oval <input type="radio"/> if the person:</p> <p><input type="radio"/> Voted by Affidavit/Affirmation</p> <p><input type="radio"/> Was Assisted in Voting</p> <p><input type="radio"/> Was Challenged</p> <p><input type="radio"/> Spoiled a ballot and received another</p>	<p>Registration Verified By:</p> <p style="text-align: center;">Judge's Initials</p>	<p>Application Number</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	---------------------------------------

← Judge Initial Here

Affix Voter Label Here

VOTER:
 Sign this certificate and return it to the same judge. After your signature has been verified the judge will return the form to you. You must then present the form to the judge issuing the official ballot. I hereby certify that I reside at and am registered from the address above and am qualified to vote.

←

Signature of Voter

← Voter Sign Here

Board of Election Commissioners Lance Gough, Executive Director

ISSUING VOTER APPLICATION FOR BALLOT

1. If the voter's information is correct and the voter is eligible to vote tap the **Issue Standard Ballot** button.
2. You will see the voter's ballot style. Choose from the menu the voter's party (in Primary Elections only). If the voter is a Federal Offices Only voter, tap the **Federal Voter** box.
3. Tap the **Print Label** button and the voter's information will print on the Dymo printer. Gently tear the label in a downward motion.
4. Place the label on the Application for Ballot, Form 14 in the "affix label here" space. Have the voter verify their information and sign. If the voter has a visual disability, the election judge will need to read what is on the label out loud. Please be patient when waiting for a response.

If necessary, the voter can use the signature guide (found in the grey supply box) to assist with signing in the box. If a voter cannot sign their name, the person can make a mark on the Application for Ballot. If you

need additional information to verify the identity of the voter, you can ask for additional information contained in the **Identification** tab like year of birth and last two digits of the SSN.

5. Compare the signature on the Application for Ballot, Form 14 and the signature of the voter shown on the screen.

Important: If signatures match, tap ISSUE BALLOT button.

Initial the application for ballot. Have the voter proceed to Station 2 or 3 to complete processing the voter. Ask the voter if they need additional help. If their response is "yes", please provide additional assistance to the voter.

Congratulations! You have checked in the voter!

If the signatures do not match, please see page 42. If you need to verify the voter's SSN, the two digits are shown on the **Identification** tab for the voter.

Note: Spanish, Chinese (if applicable) and Hindi (if applicable) facsimiles of the Form 14 are included in Envelope 3.



APPLICATION FOR BALLOT

FORM 14

GENERAL ELECTION

TUESDAY, NOVEMBER 4, 2014

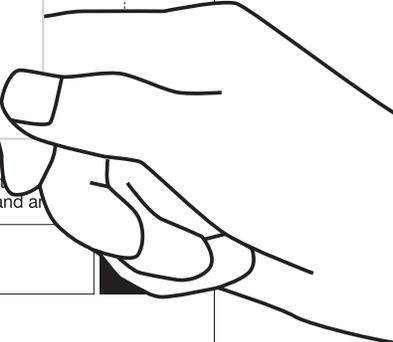
Judges: Fill in the oval <input type="radio"/> if the person: <input type="radio"/> Voted by Affidavit/Affirmation <input type="radio"/> Was Assisted in Voting <input type="radio"/> Was Challenged <input type="radio"/> Spoiled a ballot and received another	Registration Verified By: Judge's Initials	Application Number
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------	--------------------

Demo Election, 10/17/14
 Pct-Wrd 1001 VRN 10310042

THOMPSON, CHRISTOPHER JOYCE DOB 10/29/1957
 1100 NORTHVIEW DR APT APT 16C CITY, NE 12345

BALLOT STYLE CON & 116
 Ballot Code for Voter Card 250600

Sign this certificate and return it to the same judge. A judge who has been verified the judge will return the form to you. Present the form to the judge issuing the official ballot. I reside at and am registered from the address above and am



Signature of Voter

Board of Election Commissioners Lance Gough, Executive Director

WHAT IF?

A. Voter not found in precinct.

1. If you cannot find a voter's name and have verified the correct spelling, select the **Search City** to expand the search.
2. If there are too many voters found in the city, you will need to enter more letters of the voter's name.
3. If you find the voter, tap in the voter's row to open the **Voter Record** screen. Tap the **Precinct Details** tab at the top to find the voter's correct precinct information. This information may be printed and given to the voter.

The voter will need to proceed to their correct precinct in order to vote.
4. If you are still unable to find the voter after searching the entire city, tap the **Find By Address** tab.

5. Make sure you use the street direction before the name of the street. Example:

W GREENLEAF
E WASHINGTON
S DAMEN
N CLARK

You will also need to enter the house number to narrow the search.

If you still cannot find the correct voter, tap the checkbox under the address to search for alternate names for the voter's street.

Tap on the correct voter from the list.

NEW

B. Voter not found city wide.

If you are still unable to find the voter after doing a city-wide search, instruct voter that they are not registered to vote but that they can register and vote at any of our five Election Day Registration sites. Give the voter the flyer (found in the emergency ballot box) with the information.

If the voter does not wish to use Election Day Registration, they may vote a provisional ballot. You will use the e-poll book to process this voter.

If the voter is still not found, after searching the entire City and by address...

1. Tap the **Voter NOT Found, Issue Ballot** button.
2. Type in the person's street name (with street direction) and house number.
3. Tap on the correct street. If there are multiple streets shown with the same suffix (Ave, Av) tap on any of them.
4. The correct pct, ward and polling place for the provisional voter will appear.

If the voter is in the correct precinct, tap the **Voter Not Found, Issue Provisional** button.

On the next screen, select the issue reason. Tap **Print Label** and then **Issue Ballot**. Affix the label to a blank Application for Ballot, Form 14 and place inside the Form 276P plastic sleeve.

OR

If the voter is NOT in the correct precinct, tap the **Print Information** button to print the person's polling place information.

If the voter insists on voting in the wrong precinct, use the instructions above.

C. Voter's status is listed as inactive (pink.)

Voter's registration was challenged as a result of a mail canvass. If the voter still resides at the address listed in the e-poll book, they do not need to produce identification or complete the Form 1. The election judge will confirm with the voter that they still reside at the given address and then print the voter label. The voter will sign, affirming that they live at the address listed.

If the voter has moved to another address within the City of Chicago more than 30 days prior to the election, they may update their registration and vote on Election Day using any one of our five Election Day Registration sites. These sites are listed on the flyer (found in the emergency ballot box).

If the voter does not wish to update their registration, they may vote a Federal Offices Only ballot after completing the Affidavit (Form 1) and checking Box #8. Voters who qualify to vote a Federal Offices Only ballot must be directed to Station #3 and may only vote using the touchscreen.

D. Voter's record displays "Show ID".

Voter is required to provide identification prior to voting. Acceptable identification is as follows:

- a current and valid photo ID, or
- a current utility bill; bank statement; government check, paycheck or other government document that shows the voter's name and address. (Government document may be federal, state or local government) or

- a photo ID issued by a college or university accompanied by either:
 - a copy of the applicant's contract or lease for a residence, or
 - any postmarked mail delivered to the applicant at his or her current residence address.

This voter *will not* be required to complete an affidavit after providing the acceptable identification. The judges are not required to indicate what type of identification was provided.

If the voter does not have identification, refer to Pages 42 and 43 for procedures on Provisional Ballots.

E. No signature on file in the electronic poll book.

Ask the voter to provide specific information contained in the electronic poll book (last two digits of their social security number and year of birth).

F. Voter makes a mistake on the Application for Ballot (Form 14).

Select the "re-print label" button. You will be required to enter a password. Please call Election Central for this password.

G. Judge prints the wrong voter label before issuing a ballot.

Tap the **Cancel** button on the signature screen. Destroy the voter's label. Then search for the correct voter.

H. Judge prints the wrong voter label and it is discovered after the voter votes. Please call Election Central immediately to rectify the situation.

Correction Report, Form 15

(The Correction Report is located in the Applications for Ballot, Form 14, book.)

1. If a judge or voter notices that a voter's registration record is incorrect, the Correction Report (Form 15) should be used to record that information. The judge should:

- a. Write the name and address that appears in the electronic poll book;
- b. Indicate the correction on the correction line.

Corrections can consist of, but are not limited to:

- Misspelling of name
- Incorrect Address
- Incorrect Year of Birth
- Incorrect last 2 digits of SSN

2. If a judge knows that a voter's registration status has changed (Moved Out of Precinct or Deceased), the Correction Report (Form 15) should be used to record that information. The judge should:

- a. Write the name and address that appears on the Application for Ballot;
- b. Provide additional information, if available;
- c. If a judge knows the new address of a voter, the new address should be provided so that the Board can send notification to the voter.
- d. If a judge has knowledge that a voter is deceased, the Board will attempt to send notice to the deceased voter's family for verification. If the Board cannot confirm that the voter is deceased, the voter's registration status will be Challenged and the Application for Ballot will be pink for future elections. (NOTE: The Board must have confirmation from 2 sources in order to cancel a deceased voter).

3. After the polling place closes, all judges must sign at the bottom of the Correction Report, Form 15. Take the report from the back of the Application for Ballot (Form 14) pad and place on the Used Application for Ballot Spindle.

○ ○

CORRECTION REPORT

Pct: _____ Ward: _____

Use this form to report any errors found on the Applications for Ballot. Enter deceased, duplicate, misspelled name, etc below. This report should be removed and must be placed on top of the Application Spindle.

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

Each Judge of Election must sign his/her name below.

_____ Signature Judge of Election	_____ Signature Judge of Election	_____ Signature Judge of Election
_____ Signature Judge of Election	_____ Signature Judge of Election	_____ Signature Judge of Election

(Use reverse side if necessary)

FORM 15

WHO MAY VOTE

Only those individuals who fall into one of the categories listed may vote in the precinct on Election Day.

1. Voter who is in the list of registered voters in the electronic poll book for the precinct.

Any voter who is listed in the electronic poll book as registered to vote in the precinct and who currently resides at the address listed may vote without signing an affidavit.

2. Voting by Consolidated Voter's Affidavit (Form 1)

An affidavit is a sworn statement made in support of a person's qualifications to vote. Depending on the reason, the judge must complete the affidavit, the appropriate box on the front of the form must be checked and supporting affidavits on the back must be signed or two pieces of acceptable identification must be provided. A judge of election can sign a supporting affidavit as a "Registered Voter" if the judge lives within the precinct.

Spanish, Chinese (if applicable) and Hindi (if applicable) facsimiles of the Form 14 are included in Envelope 3.

The categories for Form 1 are as follows:

A. Change of Address – Box # 2

A voter who has moved within 30 days prior to the election and still resides within the State of Illinois. Voter must complete the Affidavit (Form 1), check box #2 and complete the Supporting Affidavit B on the back of the form or provide two pieces of acceptable identification.

B. Cancellation of Absentee Ballot – Box #3

If a voter is shown in the electronic poll book as having voted absentee, they must complete the Affidavit (Form 1), check Box #3, and indicate which category authorizes his or her voting in the polling place.

1. I have submitted my absentee ballot, or a portion of my torn or mutilated absentee ballot, to the judges of election for cancellation.
2. I have applied for, but never received my absentee ballot.
3. I received a notice that the Board rejected my absentee ballot.
4. I returned my absentee ballot, but the Board did not receive it.

C. Assisted Voter - Box #4 or #5

A voter, who qualifies for assistance, must make request to the judges of election for assistance.

A voter who is unable to speak, read or write the English language, must complete the Affidavit (Form 1) check Box #4 and complete the Supporting Affidavit C on the back of the form.

A voter who, because of a physical disability, is unable to mark his or her ballot must complete the Affidavit (Form 1) check Box #5 and complete the Supporting Affidavit C on the back of the form.

For questions regarding the use of the Audio ballot, call the Board's Disability number at 312-578-8816.

Please see page 56 for information on assisting elderly voters and voters with disabilities.

**Sample –
Consolidated
Voter’s
Affidavits
Form 1 (front)**

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

**CHICAGO BOARD OF ELECTION COMMISSIONERS
CONSOLIDATED VOTER’S AFFIDAVIT**

FORM 1
Rv. 3/2014

Pct.
Wd.

I, _____, do solemnly swear (or affirm) that I am a citizen of

PRINT NAME

the United States, of legal voting age, that I have resided in this State and in this precinct and ward for 30 days next preceding this election (or I have moved as indicated below), that I have not voted at this election, that I am a duly qualified voter in every respect and that I reside at _____.

PRINT ADDRESS

Judge Complete
Name and Address

CHECK APPROPRIATE BOXES AND COMPLETE SUPPORTING AFFIDAVITS ON REVERSE SIDE (if necessary)
(Refer to Judge of Election Handbook for complete instructions)

<input type="checkbox"/>	1. NO APPLICATION FOR BALLOT	My name appears on the printed poll sheet or supplemental poll list of voters for this precinct or Registration Status has been verified. Complete Supporting Affidavit A on back.
<input type="checkbox"/>	2. CHANGE OF ADDRESS less than 30 days	I have changed my address within the last 30 days from _____ to the address shown above. Complete Supporting Affidavit B on back OR two forms of I.D. required. If Supporting Affidavit B on back is not completed, then two pieces of identification must be presented, both with current residence address, one postmarked within the last 30 days. Specify the type of I.D. and record the number. Identification: 1. _____ 2. _____
<input type="checkbox"/>	3. ABSENTEE BALLOT	I am listed on the Absentee Voter List but <input type="checkbox"/> I have submitted my absentee ballot, or a portion of my torn or mutilated absentee ballot, to the judges of election for cancellation. <input type="checkbox"/> I applied for, but never received, my absentee ballot. <input type="checkbox"/> I received a notice that the Board rejected my absentee ballot. (Judges: Confirm using the Precinct List of Absentee Voters — Ballot status is “R”) <input type="checkbox"/> I returned my absentee ballot, but the Board did not receive it. (Judges: Confirm using the Precinct List of Absentee Voters that the Return Date is blank)
<input type="checkbox"/>	4. CANNOT READ, WRITE OR SPEAK ENGLISH	I cannot read, write or speak the English language and hereby request assistance. Complete Supporting Affidavit C on back.
<input type="checkbox"/>	5. PHYSICAL DISABILITY	
<input type="checkbox"/>	6. ARMED FORCES	I have been engaged in the military or naval service of the United States within the last 60 days and, because of such service, I have been unable to register to vote and I have maintained a legal residence in this precinct for 30 days next preceding this election. Complete Supporting Affidavit D on back.
<input type="checkbox"/>	7. CHANGE OF NAME	I am the same person now registered under the name of _____ and that I still reside in said precinct.
<input type="checkbox"/>	8. CHANGE OF ADDRESS more than 30 days ago within the City of Chicago	I formerly resided at _____, Chicago. I am registered to vote at that address, I have moved more than 30 days prior to the election, and I now reside at the address listed above. (Voter must be at the precinct for the former address and must complete Application for Ballot)
Subscribed and sworn to before me this _____ day of _____, 20__ A.D.		Date of Birth (optional) _____
_____ Judge of Election		Signature of Voter _____

Judge Check
Appropriate Box

Judge
Sign Here

Voter
Sign Here

RETURN THIS AFFIDAVIT IN ENVELOPE 47E

Sample –
Consolidated
Voter’s
Affidavits
Form 1 (back)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SUPPORTING AFFIDAVITS
Judge of Election - you must
complete and sign box E at bottom.

A Complete when box 1 on the front is checked. Two supporting signatures required.

We, _____ and _____, do solemnly swear (or affirm) that we are registered voters in the _____ precinct and _____ ward, Chicago, Cook County, State of Illinois, and that we reside at _____ and _____ respectively, in this precinct, and that we know the aforesaid applicant to vote and that he/she resides at _____, and that he/she is the same person whose name appears upon the printed poll sheet or supplemental list of voters of this precinct.

Signature of First Registered Voter

Signature of Second Registered Voter

B Complete when box 2 on the front is checked if voter does not present two forms of I.D.

I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am well acquainted with the person whose vote is now offered; that I verily believe such person to have been an actual bona fide resident and registered voter of this precinct and that he/she maintained a legal residence therein at some time within the 30 days next preceding this election.

Signature of Registered Voter

C Complete when box 4 or 5 on the front is checked.

I/we do hereby certify that at this election, I/we are qualified and gave assistance to _____ whose sworn statement appears on the reverse side. I further state that I did not attempt to influence the voter’s choice of candidate(s), party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Signature of Person Selected by Voter for Assistance

OR

Signature of Democratic Judge

Signature of Republican Judge

D Complete when box 6 on the front is checked.

I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am acquainted with _____; that I verily believe him/her to be or to have been an actual bona fide resident of this precinct and I verily believe that he/she does maintain or has maintained, as the case may be, a legal residence therein, 30 days preceding this election.

Signature of Registered Voter

E Judge of Election - you must complete and sign where indicated.

Signed and sworn to before me this _____ day of _____, _____.

Judge of Election
(Cannot be either judge who signed box C affidavit)

Judge
Sign Here

Language Assistance

As required by Section 203 of the Federal Voting Rights Act, the Board of Elections provides election materials in English, Spanish, Chinese and Hindi.

Judges of election may provide assistance to foreign speaking voters by using the book “We Speak Your Language”, which provides voting instructions in 16 languages. If verbal assistance in a foreign language is required, call ELECTION CENTRAL at 312-269-7870.

The voter may be assisted by a person of his or her choice, other than the voter’s employer or agent of that employer or an officer or agent of the voter’s union. If the voter needs assistance, but has no one to assist him or her, two judges, one from each political party, **shall** assist the voter.

Both the person giving assistance and a judge of election must complete the Supporting Affidavit C on the back of the Affidavit, Form 1. The person giving assistance must be handed a copy of Form 1A. The judge of election must also indicate that the voter received assistance by checking the “Was Assisted in Voting” box on the Application for Ballot (Form 14).

Intoxication is not a valid reason for receiving assistance in voting.

Voters may receive formal assistance on either the ballot scanner or the touchscreen unit after the Form 1 has been completed.

A voter who uses the audio controller and head phones is not required to complete Form 1.

D. *Members of the United States*

Armed Forces or Veterans - Box #6

Members of the United States Armed Forces on active duty or veterans separated from active duty within 60 days prior to the election (who have resided in the precinct for 30 days) may vote without being registered to vote. Voter must provide proof of the above and complete the Affidavit (Form 1), check Box #6 and complete Supporting Affidavit D on the back of the form. A spouse or dependent of a person in this category does not qualify to vote under this provision and must be registered to be eligible to vote. Voters must complete blank Application for Ballot (Form 14).

You may also instruct the voter to use any of the Board’s five Election Day Registration locations to register and vote.

E. *Change of Name - Box #7*

Voter who has changed his or her name, but continues to reside within the precinct and is registered to vote under the former name, may vote after completing the Affidavit (Form 1) and checking Box #7. This affidavit will be used to cancel the voter’s registration under his or her previous name and register him or her under the new name.

F. *Change of Address more than 30 days ago within the City of Chicago – Box #8*

A voter who has moved to another address within the City of Chicago more than 30 days prior to the election may vote a Federal Offices Only ballot after completing the Affidavit (Form 1) and checking Box #8. Voters who qualify to vote a Federal Offices Only ballot must be directed to Station #3 and may only vote using the touchscreen.

Homeless Voters

Under Illinois law, homeless individuals may vote. A “homeless individual” means any person who has a nontraditional residence, including but not limited to, a shelter, day shelter, park bench, street corner, or space under a bridge. A homeless individual uses their mailing address to register to vote—such mailing address constitutes a homeless individual’s residence for voting purposes and is included on his or her registration card. A mailing address of a homeless individual may include, but is not limited to, a shelter, a day shelter, or a private residence. Simply because a judge of election knows from personal

knowledge that a building such as a church or a shelter is not used as a residence does not mean that such building cannot lawfully be used by a homeless individual as his or her “residence” for voting purposes.

If a homeless voter is challenged, judges of election should use the same procedures for determining the homeless voter’s eligibility to vote as are applied to other voters except that the type of identification required may differ. (See page 42.) When requested to produce identification, one of the identification items must be evidence of the homeless voter’s use of the mailing address stated on his or her registration. This use may be demonstrated by a piece of mail addressed to that individual and received at that address or by a statement from a person authorizing use of the mailing address. In addition, an identification card issued by a homeless shelter containing the name and mailing address of a homeless individual shall be sufficient and acceptable evidence of that individual’s identity and mailing address. Post office box numbers will be accepted as a sufficient mailing address **only** when accompanied by a specific street address.

If you are uncertain about the eligibility of homeless individuals to vote, call ELECTION CENTRAL at 312-269-7870.

Challenging a Person's Right to Vote

A voter may be challenged on the basis of qualifications or identity by a judge of election, a pollwatcher or by another voter. The challenger must state a specific reason for objecting to a person's right to vote. **The challenger must direct the objection to the judges of election and not to the person being challenged.**

Guidelines for Deciding a Challenge

The judges must be fair and impartial in deciding whether to uphold or deny the challenge. The voter must have the opportunity to present evidence as to his or her identity or qualifications to vote before the judges decide on the challenge.

Judges of Election should:

- Ask the voter to display current identification with his or her name, address and photograph, if available.
- Ask the voter to provide specific information contained in their voter file on the e-poll book (year of birth or last two digits of their social security number).
- Ask the challenger to provide proof to substantiate his or her challenge, if the challenge is not based on first-hand knowledge.

After all evidence has been given, all judges of election must vote on the challenge.

- If a majority of the judges reject the challenge, the voter may vote without completing an affidavit.
- If a majority of the judges agree that the voter is not qualified to vote in the precinct, the voter must be advised of the reason for the judges' decision and the voter must be permitted to vote a Provisional Ballot. Polling place administrators do not have the right to vote on these challenges.

VOTING A PROVISIONAL BALLOT

Any voter who falls into one (or more) of the following categories must be offered a provisional ballot and allowed to vote a provisional ballot if he or she chooses.

- The voter is not found in the e-poll book when searching the entire city by both name and address.
- Voter is challenged by a judge of election, pollwatcher or voter and a majority of the judges of election agree with the challenge.
- Voter registered by mail and must provide ID, but does not have it. ID Required field on the e-poll book says "Show ID" and the box is grey.
- The ballot issued field on the e-poll book says "Early Voted" but the voter claims not to have voted during the early voting period. Check the fourth box down on the Provisional Voter Affidavit.
- Voter received an absentee ballot but did not return the absentee ballot to the board. Check the fifth box on the Provisional Voter Affidavit.
- Voting during a Court ordered extension of polling place hours.*

*If this category involves your precinct, you will be notified prior to the close of the polling place and given proper instructions on how to carry out this process.

Before issuing a person a provisional ballot, you must give the person the option to use Election Day Registration at any one of our five sites. If the person refuses this option and insists on voting a provisional ballot, you must then verify that he or she is in the correct precinct. Please use the instructions on page 35 under Voter Not Found Citywide. Please call the Board at 312-269-1604 if you have difficulty issuing the correct provisional ballot.

If the voter's address is outside of the precinct boundaries, the judges of election must instruct the voter to go to the correct polling place. If the person insists on casting a provisional ballot in the wrong precinct, the person must be permitted to do so.

If the polling place has more than one precinct, make sure the voter is at the correct precinct.

Completing a Provisional Voter Affidavit

The voter and a judge of election must complete the 3-part Provisional Voter Affidavit (Form 276P) prior to voting. The voter may provide information to the judges to support his or her claim to be a registered voter. Additional documentation supplied by the voter should be placed in the plastic sleeve on the reverse side of the affidavit.

The process for issuing a Provisional Voter Affidavit (Form 276P) is as follows:

1. Write the date of election, the precinct and the ward on the top portion of the affidavit. **Include the precinct and ward where the voter is attempting to vote. If it is determined that the voter is registered in another precinct and ward, do not write that precinct and ward on the Provisional Affidavit.**
2. Complete Section A of the affidavit. Include the reason for voting a provisional ballot and make sure to include any facts that support or oppose the reason. **If the voter insists on voting in the wrong precinct, please note in the comments portion of Section A that you attempted to direct the voter to the correct precinct.**

3. You must determine the correct ballot style to give to the voter. If the voter is found in the e-poll book, the ballot style will be listed in their record. If the voter is not found in the e-poll book and you cannot determine the correct ballot style, please refer to the provisional voter's label printed by the e-poll book printer.

4. Have the voter complete Section B. Make sure it is filled out completely.

5. See page 35, B. for processing the voter in the e-poll book.

6. Give the Provisional Voter Affidavit (Form 276P) to the voter and have the voter proceed to Station #2. Also, instruct the voter to read the Provisional Ballot Information Sign (Form 255P) that is posted in the polling place.

NOTE: Provisional voters must be given a PAPER ballot that has the word PROVISIONAL printed at the top of the ballot (located in envelope 3P).

Date of Election _____ Precinct _____ Ward _____

State of Illinois)
) SS. FORM 276P
County of Cook) Rv. 03/14

PROVISIONAL VOTER AFFIDAVIT

SECTION A (must be completed by a Judge of Election)

Date of Election → 3 / 18 / 2014 Precinct 01 Ward 01

Ballot Style → 125 For Primary Only → Political party requested by voter _____

Check the reason(s) the person is voting a provisional ballot:

- No pre-printed application for ballot AND the voter's name is not listed on the precinct poll sheet or the supplemental poll list for the precinct in which the person seeks to vote.
- Voting status has been challenged and the judges of election agree with the challenge.
- Voter registered to vote by mail and was required to show ID before voting and was unable to do so.
- The voter's name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during early voting.
- The voter received an absentee ballot but did not return the absentee ballot to the election authority.
- A Federal or State Court has ordered the extension of voting hours beyond 7 p.m.

Information that either supports or opposes the eligibility of the person to vote:

Signature of Judge Kristi Thomas Printed name of Judge Kristi Thomas

SECTION B (must be completed by Voter)

VOTER MUST INCLUDE ALL INFORMATION REQUESTED BELOW IN ORDER FOR THE AFFIDAVIT TO BE PROCESSED. INCOMPLETE AFFIDAVITS MAY CAUSE THE PROVISIONAL BALLOT TO NOT BE COUNTED.

PRINT CLEARLY

1. Last Name <u>Jones</u>	First Name <u>Kathleen</u>	Middle <u>M</u>
2. Street Address <u>2538 Holmes St</u>	Apt or Unit #	Zip Code <u>60625</u>
3. Date of Birth (month/day/year) <u>08/14/58</u>	4. Sex M <input type="radio"/> F <input checked="" type="radio"/>	5. Telephone # <u>(312) 809-6442</u>
6. Email (optional)	7. IL Driver's License # <u>123-3456-6789</u>	OR IL State ID # OR SS# (Last 4 digits)

I do solemnly swear (or affirm) that I am a citizen of the United States; of legal voting age; have resided in this State and in this precinct for 30 days preceding this election; have not voted in this election; am a duly registered voter in every respect; and am eligible to vote in this election.

Signature of Voter → Kathleen M. Jones
Signature of Voter (must include signature)

The completed Provisional Ballot must be placed inside the Provisional Affidavit/Ballot Envelope by the voter.

PROVISIONAL VOTER AFFIDAVIT / BALLOT ENVELOPE

_____ Date of Election _____ Precinct _____ Ward

PLASTIC SLEEVE

Open flap here to insert any supporting documentation from the voter (if available).

NOTE: Do NOT place the paper ballot in this plastic sleeve. The paper ballot must be placed inside the ballot envelope portion of this affidavit.

IMPORTANT: The Provisional Voter Affidavit on the reverse side must be completed by both the Judge and Voter.

1. Make sure the Affidavit is filled out completely, including the reason for voting a provisional ballot; the voter's ballot style; political party choice (Primary Election Only) the voter's name, address and signature.
2. Remove the pink copy of the Provisional Voter Affidavit and give it to the voter. Direct the voter to read the instructions on the pink copy.
3. The original Provisional Voter Affidavit must remain attached to this envelope.
4. Issue a Provisional Ballot and this envelope to the voter.
5. Direct the voter to a voting booth. Once voting is completed, the voter must place the Provisional Ballot inside this envelope, seal the envelope and return it to the Judge.
6. Make sure the envelope has been sealed with the ballot inside.
7. Place this envelope in the Envelope P.

State of Illinois)
) SS.
County of Cook)

PROVISIONAL VOTER AFFIDAVIT

SECTION A (must be completed by a Judge of Election)

Date of Election _____/_____/_____ Precinct _____ Ward _____

Ballot Style: _____ **For Primary Only →** Political party requested by voter _____

Check the reason(s) the person is voting a provisional ballot:

- No pre-printed application for ballot AND the voter's name is not listed on the precinct poll sheet or the supplemental poll list for the precinct in which the person seeks to vote.
- Voting status has been challenged and the judges of election agree with the challenge.
- Voter registered to vote by mail and was required to show ID before voting and was unable to do so.
- The voter's name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during early voting.
- The voter received an absentee ballot but did not return the absentee ballot to the election authority.
- A Federal or State Court has ordered the extension of voting hours beyond 7 p.m.

Information that either supports or opposes the eligibility of the person to vote:

Signature of Judge _____ Printed name of Judge _____

SECTION B (must be completed by Voter)

VOTER MUST INCLUDE ALL INFORMATION REQUESTED BELOW IN ORDER FOR THE AFFIDAVIT TO BE PROCESSED. INCOMPLETE AFFIDAVITS MAY CAUSE THE PROVISIONAL BALLOT TO NOT BE COUNTED.

PRINT CLEARLY

1. Last Name	First Name	Middle	
2. Street Address		Apt or Unit #	Zip Code
3. Date of Birth (month/day/year)	4. Sex M F	5. Telephone # ()	6. Email (optional)
7. IL Driver's License #	OR	IL State ID #	OR SS# (Last 4 digits)

I do solemnly swear (or affirm) that I am a citizen of the United States; of legal voting age; have resided in this State and in this precinct for 30 days preceding this election; have not voted in this election; am a duly registered voter in every respect; and am eligible to vote in this election.

Signature of Voter (must include signature)

JUDGES' STATION #2

One judge from either party must sit at Station #2. The duties include: initialing and issuing ballots; numbering Applications for Ballot (Form 14) and placing them on the white spindle.

Items That Must Be Placed At Station #2:

Official Ballots

Official Ballots with Ballot Styles

Official Provisional Ballots with

Ballot Styles

Privacy Sleeves

Ballot Markers

Ballot Markers with Grippers

Orange Demonstration Ballots

Large Ballot Viewer

Spindle for completed Applications for Ballot (Form 14)

Envelope S – Spoiled Ballots

Envelope P – Provisional Ballot

Carrier Envelope

IMPORTANT:

The white spindle, containing completed Applications for Ballot (Form 14) must be placed between Station #2 and Station #3. Voters should be processed one at a time; there must never be voters at Station #2 and Station #3 at the same time. This could create a duplication of numbers on the Applications for Ballot.

ISSUING OF BALLOTS

1. Ensure that the Application for Ballot (Form 14) has been initialed by a judge of election. If not, the voter must return to Station #1 for signature verification and judge's initials.
2. Number the completed Applications for Ballot (Form 14). Numbers should be placed in the "Application Number" box beginning with the number 1 or the next consecutive number.
3. After the application has been numbered, place it on the white spindle with the number 1 being on the bottom. If you have voided an Application for Ballot, place it on the spindle, but do not number the voided application.
4. Issue the same ballot style to voter that corresponds with the ballot style on the Application for Ballot, Form 14.
5. Using the ballot marker, initial only the ballot being issued. The initials must be contained within the box. **DO NOT MARK OUTSIDE THE BOX.**
6. Issue a privacy sleeve and ballot marker to the voter and instruct them to place the ballot inside the sleeve when they leave the voting booth and proceed to the ballot scanner.
7. Offer a demonstration to the voter on how to correctly mark the ballot. Use the ORANGE demonstration ballot to allow the voter to practice. The demonstration ballots are not to leave the judges' table.
8. **After voting, the voter should proceed to the ballot scanner (Station #4). The voter must return the privacy sleeve and the ballot marker to the judge at Station #4. A Ballot Receipt (Form 10) should be issued at Station #4 after the voter has completed voting.**
9. If the voter needs assistance with any of these steps, the election judge should provide that assistance.



SPLIT PRECINCT INSTRUCTIONS

In some precincts, there is more than one ballot style. These are SPLIT PRECINCTS. It is important that each voter is issued the correct ballot style.

In Split Precincts, there will be a plastic sleeve attached to the Ballot Box portion of the ESC. Inside the plastic sleeve, there will be a list that contains all ballot styles for the precinct. **The judges must remove all of the different ballot styles from the ESC and place them at Station 2 on the judges' table.**

Every voter's label printed from the electronic poll book will have the ballot style number.

If you have any problems determining a voter's ballot style number, please contact the Board at 312-269-1604.

Optical Scan Ballots

You must make sure that the correct ballot, with the correct ballot style is issued to the voter.

Application for Ballot, Form 14

APPLICATION FOR BALLOT FORM 14
GENERAL ELECTION
TUESDAY, NOVEMBER 4, 2014

Judges: Fill in the oval if the person:

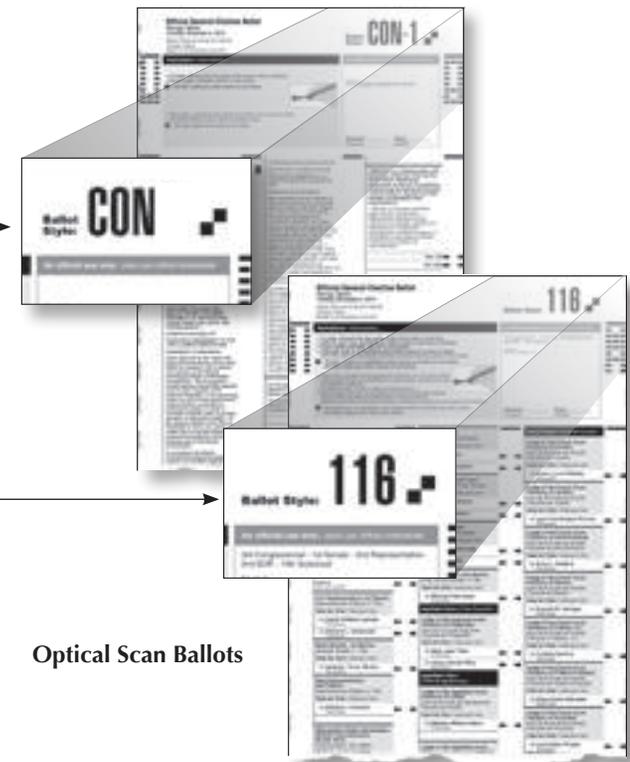
<input type="radio"/> Voted by Affidavit/Affirmation	Registration Verified By:	Application Number
<input type="radio"/> Was Assisted in Voting		
<input type="radio"/> Was Challenged	Judge's Initials	
<input type="radio"/> Spoiled a ballot and received another		

Demo Election, 10/17/14
Pct-Wrd 1001 VRN 10310042
THOMPSON, CHRISTOPHER JOYCE DOB 10/29/1957
1100 NORTHVIEW DR APT 16C CITY, NE 12345
BALLOT STYLE CON & 116
Ballot Code for Voter Card 250600

VOTER:
Sign this certificate and return it to the same judge. After your signature has been verified the judge will return the form to you. You must then present the form to the judge issuing the official ballot. I hereby certify that I reside at and am registered from the address above and am qualified to vote.

Signature of Voter

Board of Election Commissioners Lance Gough, Executive Director



Optical Scan Ballots

Touchscreen Voting Unit

You must make sure that the correct ballot code (that corresponds with the voter's ballot style) is entered into the voter card activator.

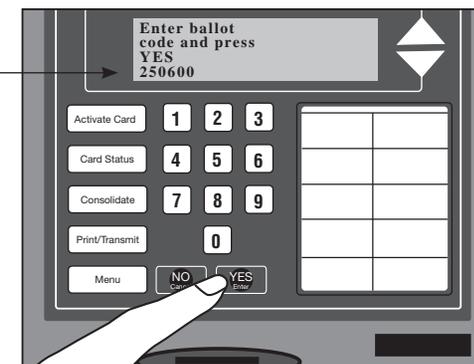
Voter Card Activation Menu and Instructions

Ward 25 Precinct 06
Tuesday, November 4, 2014 General Election

SAMPLE

Ballot Style	Ballot Code
Ballot Style 116 & CON	250600
Ballot Style 62 & CON	250601
Ballot Style 320 & CON	250602
Ballot Style 116 & CON	Federal Offices Only 250610
Ballot Style 62 & CON	Federal Offices Only 250611
Ballot Style 320 & CON	Federal Offices Only 250612

Voter Card Activator



ELECTION DAY BALLOTS

At the November 4, 2014 General Election, voters who choose to vote using the ballot scanner MUST be issued TWO ballots, each with its own "Ballot Style" designation:

- CON ballots contain two constitutional referenda, three state-wide questions, two

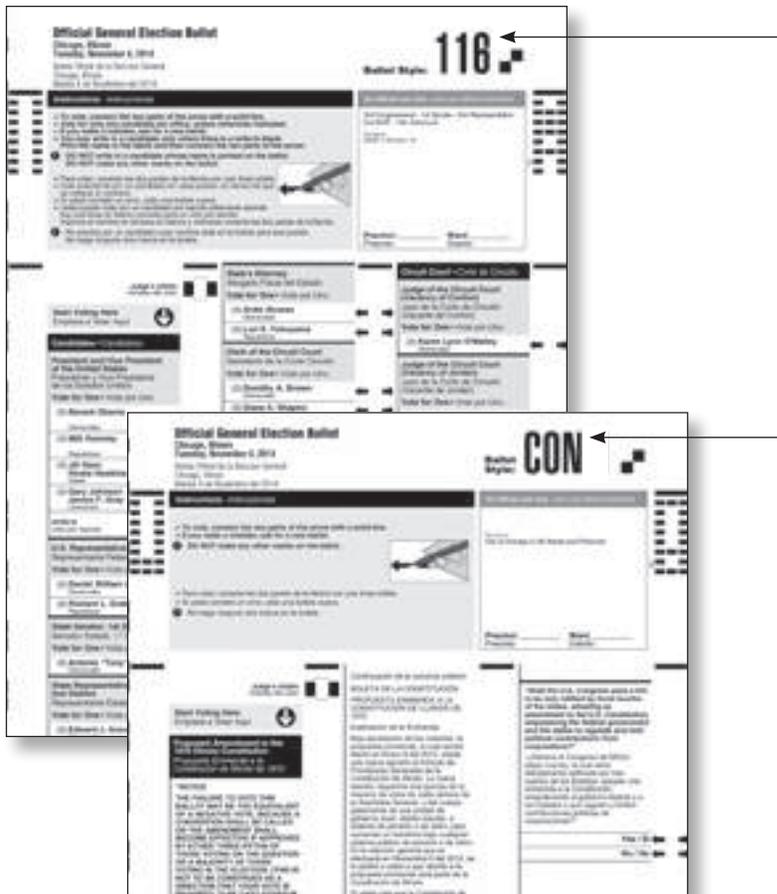
county-wide questions, and three city-wide questions.

- A ballot with a ballot style # contains offices and candidates and, in some precincts, will also include public questions specific to those precincts or a portion of those precincts.

The ballot style on the ballots to be issued to a voter must correspond with the ballot style designation on the voter's printed label. Every voter label printed will include two ballot styles.

The voter must insert both ballots, one at a time, into the ballot scanner. The ballot scanner will jam if both ballots are fed in at the same time.

NOTE: The counter on the ballot scanner will increase for every ballot submitted. This means that after the first voter feeds both ballots into the scanner, the counter on the ballot scanner will read "002". After the second voter feeds both ballots into the scanner, the counter will increase to "004".





APPLICATION FOR BALLOT

FORM 14

GENERAL ELECTION

TUESDAY, NOVEMBER 4, 2014

Judges: Fill in the oval O if the person: <input type="radio"/> Voted by Affidavit/Affirmation <input type="radio"/> Was Assisted in Voting <input type="radio"/> Was Challenged <input type="radio"/> Spoiled a ballot and received another	Registration Verified By: Judge's Initials	Application Number
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------	--------------------

Demo Election, 10/17/14
 Pct-Wrd 1001 VRN 10310042

THOMPSON, CHRISTOPHER JOYCE DOB 10/29/1957
 1100 NORTHVIEW DR APT APT 16C CITY, NE 12345

BALLOT STYLE CON & 116
 Ballot Code for Voter Card 250600

VOTER:
 Sign this certificate and return it to the same judge. After your signature has been verified the judge will return the form to you. You must then present the form to the judge issuing the official ballot. I hereby certify that I reside at and am registered from the address above and am qualified to vote.

Signature of Voter

Board of Election Commissioners Lance Gough, Executive Director

ISSUING A PROVISIONAL BALLOT

1. The voter must give the completed Provisional Voter Affidavit/Ballot Envelope (Form 276P) to the judge at Station #2.
2. Make sure the voter and the judge (at Station #1) have completed the Provisional Voter Affidavit/Ballot Envelope (Form 276P), including the reason for voting the provisional ballot; the voter's ballot style; the political party choice (Primary Election only); the voter's name, address and signature. Remember to include the precinct and ward where the voter is voting the Provisional Ballot.
3. Remove the pink copy of the Provisional Voter Affidavit and give to the voter. Instruct the voter to read information on the pink copy.
4. Issue the correct Official Provisional CON ballot and Official Provisional ballot (with the correct ballot style number) to the voter (match the ballot style on the ballot with the ballot style on the printed label). If you cannot determine the correct the ballot style, contact the Board at 312-269-1604.

YOU MUST USE THE BALLOTS THAT HAVE "PROVISIONAL" PRINTED AT THE TOP (located in Envelope 3P). THESE BALLOTS SHOULD NOT BE INSERTED INTO THE BALLOT SCANNER. INSTEAD, THESE BALLOTS MUST BE PLACED INSIDE THE PROVISIONAL VOTER AFFIDAVIT/BALLOT ENVELOPE (FORM 276P) BY THE VOTER WHEN THEY FINISH VOTING.

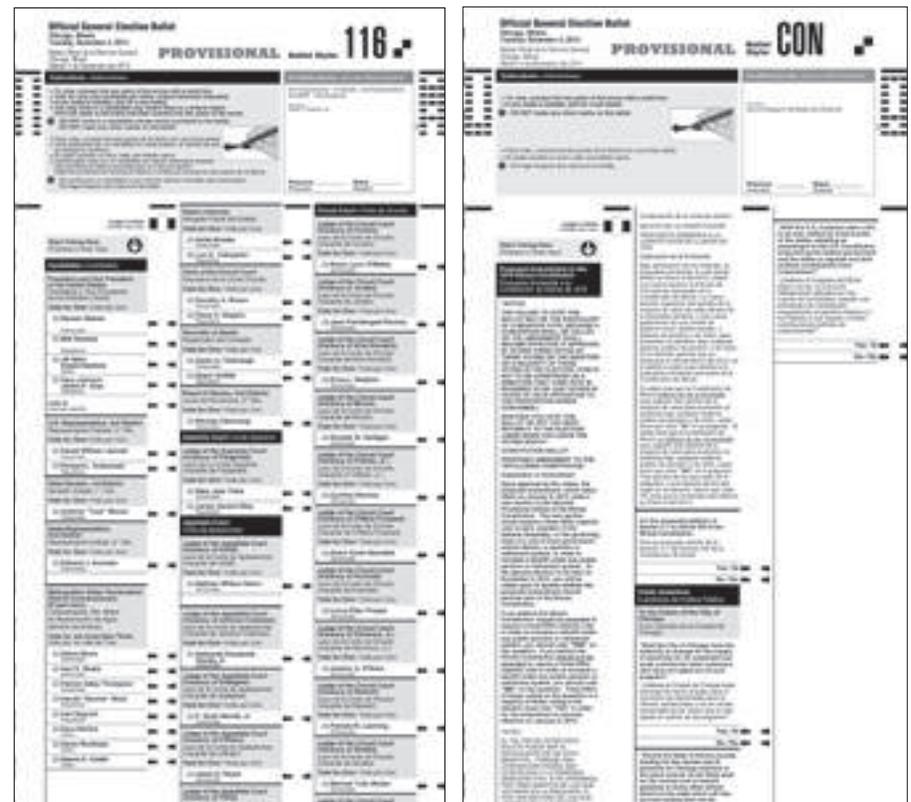
5. Using the ballot marker, initial only the ballot being issued. Also, include the precinct and ward on the lines provided on the ballot.
6. Along with the Official Provisional CON ballot and the Official Provisional ballot, give the voter the Provisional Voter Affidavit/Ballot Envelope (Form 276P) and direct the voter to an available voting booth. **Do not give a provisional voter a privacy sleeve.**
7. Instruct the voter that once voting is completed, they must fold the ballot, place inside the Provisional Ballot Envelope (Form 276P), seal the envelope and return the Provisional Ballot Envelope (Form 276P) to the judge at Station #2.

8. Place the sealed Provisional Voter Affidavit/Ballot Envelope (Form 276P) in Envelope P – Provisional Ballot Carrier Envelope.
9. Do not issue a provisional voter a Ballot Receipt (Form 10).
10. If a voter spoils an Official Provisional CON ballot or an

Official Provisional ballot, the voter must return to Station #2 where the judge will issue a new ballot. The judge must write "Spoiled" across the ballot and place the Spoiled Provisional ballot inside Envelope P.

PROVISIONAL BALLOTS MUST NOT BE INSERTED INTO THE BALLOT SCANNER

Sample- Provisional Ballot and Official Provisional CON Ballot



One judge from either party must sit at Station #3. The duties include: activating voter cards; numbering the Applications for Ballot (Form 14) and placing them on the white spindle; and issuing Ballot Receipts (Form 10).



Items That Must Be Placed At Station # 3:

- Voter Card Activator
- Voter Cards
- Plastic Pointers
- Card of Instructions for Voter Card Activator
- Ballot Receipts (Form 10)
- Headphone Covers for Audio Headphones
- Spindle with White Cover for completed Applications for Ballot (Form 14)

IMPORTANT:
 Again, only process voters one at a time so there is no duplication of numbers on the Applications for Ballot (Form 14).

Refer to pages 51-52 for instructions on activating voter cards for audio ballots.

ISSUING VOTER CARDS FOR TOUCHSCREEN UNIT

NOTE: Do not pre-activate voter cards. The voter cards should only be activated after a voter has been verified.

1. Ensure that the Application for Ballot (Form 14) has been initiated by a judge of election. If not, the voter must return to Station #1 for signature verification and judge’s initials.
2. Number the completed Application for Ballot (Form 14). Numbers should be placed in the “Application Number” box beginning with the number 1 or the next consecutive number.
 IMPORTANT: THERE ARE PROMPTS WHICH APPEAR ON THE MESSAGE WINDOW THAT WILL REMAIN UNTIL CLEARED BY A JUDGE. PRESS YES OR NO TO CLEAR THE SCREEN.

3. Press Activate Card on the card activator and follow the prompts:

- Prompt: “Insert card to be activated”;
- Action: Insert voter card with arrow facing you and pointing down.
- Prompt: “Activating Card”;
- Action: Wait until card is activated.
- Prompt: “Card activated please remove”;
- Action: Remove card and issue to voter.

4. Spindle Application for Ballot (Form 14). After application has been numbered, place it on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.
5. Direct the voter to the touchscreen voting unit. Instruct the voter to review the instruction card on the right privacy panel of the touchscreen voting unit.

YOU CANNOT DEMONSTRATE HOW TO VOTE ON THE TOUCHSCREEN UNIT, VOTERS MUST REVIEW THE INSTRUCTION PANEL.

If a voter has a visual disability, you may need to physically guide them to the machine or provide detailed verbal instructions on where the machine is located. Before guiding the voter, ask the voter if he or she wishes to be guided and how the voter wishes to be guided.

You may be asked to read the instruction panel out loud if the voter has a visual disability or cannot read English well. See page 79 for troubleshooting the touchscreen.

6. **After voting, the voter must return the voter card to the judge at Station #3. Issue a Ballot Receipt (Form 10) once the voter has returned the voter card.**

NOTE: During the day, one judge or polling place administrator should check for fingerprints or smudges on the touchscreen. If necessary, use the anti-static wipe, which is located in the grey supply box, to clean the screen. **Do not use any other product to clean the touchscreen.**

Activating a Voter Card for an Audio Ballot

1. Ensure that the Application for Ballot (Form 14) has been initialed by a judge of election. If not, the voter must return to Station #1 for signature verification and judge's initials.
2. Number the completed Application for Ballot (Form 14). Numbers should be placed in the "Application Number" box beginning with the number 1 or the next consecutive number.
3. Press Menu, the number 2 on the keypad (audio ballot) and follow the prompts:

Prompt: "Insert card to be activated";

Action: Insert voter card with arrow facing you and pointing down.

Prompt: "Activating Card";

Action: Wait until card is activated.

Prompt: "Card activated please remove";

Action: Remove card and issue to voter.

4. Spindle Application for Ballot (Form 14). After application has been numbered, place it on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.
5. The judge at Station #3 should direct the voter to the touchscreen unit and assist with the audio controller and headphones, if needed. A judge must remain at the touchscreen until the voter inserts the voter card. Once the voter inserts the card, follow the instructions on the screen by checking the headphone connection and pressing OK.

Once the voter finishes voting, unplug the headphones, remove and dispose of the used covers and replace with

new covers. If the voter wishes to use his or her own headphones, the judge should plug the voter's headphones into the audio controller.

For voters with visual impairments, inform the voter that the lower right corner of the voter card is cut so that the voter will know how to insert it into the touchscreen unit.

6. **After voting, the voter must return the voter card to the judge at Station #3. The judge at Station #3 may assist the voter in returning the voter card, if necessary. Issue a Ballot Receipt (Form 10) once the voter has returned the voter card.**

Activating a Voter Card for an Audio/Visual or Sip & Puff Ballot

The green activate button on the back of the touchscreen must be used to activate the following types of ballots:

Audio Visual Ballot

This function is for a voter who chooses to vote a ballot that uses both the audio and visual ballot. While using this function, the voters

can hear the audio ballot but must make their choices by touching the screen.

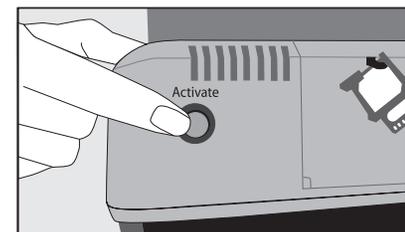
SIP & PUFF Ballot

Voters who use the Sip and Puff ballot will bring their own Sip and Puff Device. Sip & Puff technology is used to send signals to the touchscreen using air pressure by inhaling or exhaling on a straw, tube or "wand."

NOTE: You will need to know the voter's ballot style in order to activate a ballot. Refer to the Application for Ballot (Form 14) to determine the voter's ballot style.

To activate these ballots, you must:

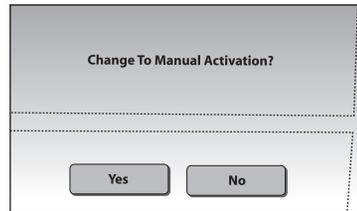
1. Press and hold the green activate button on the back of the touchscreen until you hear one beep...



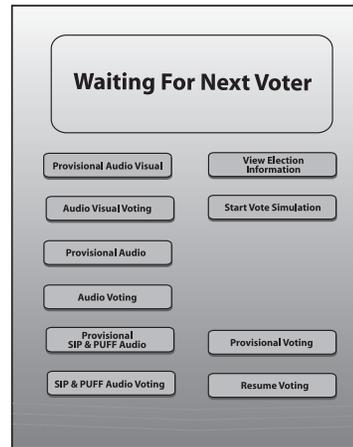
51-1

2. Press Yes for Manual Activation (if this screen does not appear, press and hold the green activate button again until you hear a third beep);
3. Press Audio Visual Voting or SIP & PUFF Audio Voting (if this voter is voting a Provisional ballot, press Provisional Audio Visual or Provisional SIP & PUFF);

IMPORTANT: Make sure the headphones are plugged into the audio controller. Ask the voter if they require assistance with the headphones.



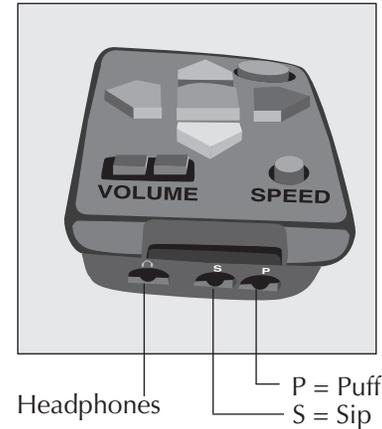
52-2



52-3



4. For the SIP & PUFF Audio Voting, plug the SIP & PUFF device into the audio controller (S = Sip, P = Puff);



When the “waiting for next voter” screen appears:

1. Press and release (do not hold) the green button and the ballot style screen will appear;
2. Choose the voter’s ballot style.

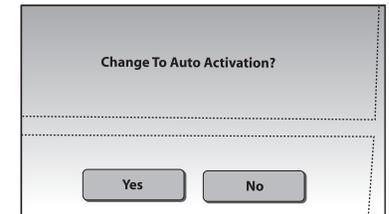
For SIP & PUFF voting:

The voter will choose the configuration that they prefer to use:

SIP for Next and PUFF for Select or SIP for Select and PUFF for Next.

After the voter finishes voting

1. The “waiting for next voter” screen will appear;
2. Press and hold the green activate button until you hear one beep, release the button and press and hold it again until you hear a second beep;
3. Press Yes for Auto Activation (if this screen does not appear, press and hold the green activate button again until you hear a third beep);



4. Press Resume Voting.

Return to activating voter cards using the Voter Card Activator.

Checking the Status of a Voter Card

You can check the status of a voter card by using the 'Card Status' button on the card activator.

Press the Card Status button and follow the prompts:

Prompt: "Insert card to be checked";

Action: Insert voter card with arrow facing you and pointing down.

Prompt: "To check card press YES";

Action: Press Yes.

If voter card was activated and used, the following message will appear:
"Used...date of election and time"

If voter card was activated and not used, the following message will appear:

"Not Voted...ballot code...date of election and time"

If a voter attempts to insert a voter card into the touchscreen after he or she votes, the following message will appear on the touchscreen:

"The voter card is not valid. Please ask for assistance"

To eject the voter card, the judge must press and release the green button on the back of the touchscreen unit.

JUDGES' STATION #4

One judge from either party is assigned to Station #4.

Item to be placed at Station #4:
Ballot Receipts (Form 10)

After voting, the voter should place the ballot inside the privacy sleeve and proceed to the ballot scanner. With the ballot inside the privacy sleeve, the voter must hold the sleeve at the bottom and insert the ballot into the ballot scanner. Instruct the voter not to hold the ballot too tightly as they are feeding it into the ballot scanner.



The judge at Station #4 should never stand directly over the ballot scanner when the voter is inserting the ballot. Give the voter privacy while inserting their ballot or when reviewing the ballot if it is rejected.

If the ballot is accepted, the public counter will increase by one. The paper tape will not advance.

The ballot scanner will reject ballots for the following reasons:

- No judge's initials;
- Overvoted ballot (voted for too many candidates within an office);
- Blank ballot (no votes cast for any candidate or referenda or ballot was improperly marked);
- Defective ballot (ballot that was damaged and cannot be accepted by the ballot scanner);
- Wrong ballot style (the ballot style inserted was for a different precinct);
- Undervoted ballot

PROVISIONAL BALLOTS MUST NOT BE INSERTED INTO THE BALLOT SCANNER

If a ballot is rejected, the following messages will appear on the paper tape:

Ballot Missing Initials or Precinct #

Voter must take ballot back to Station #2 for judge's initials and precinct and ward number. Be sure to instruct the voter to place their ballot inside the privacy sleeve. **You cannot override a ballot without judge's initials.**

IMPORTANT: IF AN OVERVOTE, UNDERVOTE, OR BLANK BALLOT OCCURS, DO NOT REMOVE THE BALLOT FROM THE BALLOT SCANNER UNTIL THE VOTER DECIDES IF THEY WANT TO CORRECT THEIR BALLOT OR LEAVE IT "AS IS".

Overvote

Ask the voter if they want to correct their ballot or leave it "as is". Explain to the voter that, if the ballot is processed "as is", the votes for the office/referenda where the overvote occurred will not be counted. All other votes cast correctly will be counted.

The judges must not review the voter's ballot.

If voter wants the ballot to be processed "as is", press the "Override" button (number 3) on back of the ballot scanner.

If voter wants to correct ballot, remove the ballot from the ballot scanner and instruct the voter to return to Station #2 for a new ballot.

The overvoted ballot must be marked spoiled, folded and placed in Envelope S.

Undervote

The ballot scanner is programmed to reject ballots where an undervote has occurred for statewide constitutional offices; Governor, Lieutenant Governor, Attorney General, Secretary of State, Comptroller and Treasurer. These are the only offices where the ballot will be rejected if the voter does not cast a vote.

Ask the voter if they want to correct their ballot or leave it "as is". **The judges must not review the voter's ballot.**

If the voter wants the ballot to be processed "as is", press the "Override" button (number 3) on the back of the ballot scanner. If the voter wants to correct the ballot, remove the ballot from the ballot scanner and instruct the voter to proceed to an open voting booth to complete their ballot. **Do not spoil an undervoted ballot, allow the voter to correct the undervoted ballot.**

No Votes Recorded

Ensure that the voter followed the instructions on how to properly mark their ballot choices. If necessary, have the voter return to Station #2 for a demonstration. **The judges must not review the voter's ballot.**

Ask the voter if they want to correct their ballot or leave it "as is". If the voter wants the ballot to be processed "as is", press the "Override" button (number 3) on the back of the ballot scanner. If the voter wants to correct the ballot, remove it from the ballot scanner and instruct the voter to return to Station #2 for a new ballot.

The blank ballot must be marked spoiled, folded and placed in Envelope S.

Defective Ballot - A

Defective or damaged ballots that cannot be read by the ballot scanner.

Pull the ballot out and insert it again into the ballot scanner. If the ballot error message still appears, pull the ballot out of the ballot scanner and have the voter return to Station #2 for a new ballot.

There may be marks on the ballot which are creating the defective ballot message. Instruct the voter to check that no marks have been made outside the target areas, including the judge's initials' box.

Defective Ballot – B

Ballot with incorrect ballot style was inserted into the ballot scanner.

If this is a polling place with more than one precinct, make sure the voter is at the correct ballot scanner. If not, pull the ballot out and direct the voter to the correct ballot scanner.

If you have any problems with the ballot scanner, refer the problem to the polling place administrator or call EQUIPMENT/SUPPLIES at 773-247-4065.

Once the ballot is accepted by the ballot scanner, the voter must return the privacy sleeve and ballot marker to the judge at Station #4 and the judge should issue a Ballot Receipt (Form 10).

Spoiled Ballot Procedures

If a voter makes a mistake or if the ballot is overvoted or blank, the voter may be issued a new ballot. Follow these procedures for spoiling a ballot:

1. Print "SPOILED" across the front and back of the ballot and initial.
2. Fold and place the spoiled ballot in Envelope S – Spoiled Ballots. Do not seal Envelope S until after the close of the polls.
3. Mark the oval "Spoiled ballot – received another" on the voter's Application for Ballot (Form 14) on the white spindle.
4. Initial a new ballot. Remember to fill in the precinct and ward.
5. Direct voter to any voting booth.

EMERGENCY INSTRUCTIONS

During Voting Hours

If the ballot scanner stops operating properly, refer the problem to the polling place administrator. If there is a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

While the polling place administrator inspects the ballot scanner, you should:

1. Make sure the ballot box portion of the ESC is empty.
2. Take an orange seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form. Seal the auxiliary ballot box closed using the orange seal.
3. As voters finish voting, they must drop the ballot into the ballot box on the left side of the ESC. The privacy sleeve is not deposited into the ballot box.
4. Do not remove these ballots until after the polls close. See Page 59 for instructions on processing these ballots.

Assistance for the Elderly and Voters with Disabilities

You may ask voters what kind of assistance they will need. Always ask before touching a person or their assistive device, such as a wheelchair.

1. Inaccessible Polling Places

An elderly voter or a voter with a disability who cannot enter a polling place that is inaccessible may:

- Request assistance in entering the polling place; or
- Request to vote outside the polling place (known as curbside voting).

If the voter requests assistance in entering the polling place, judges of election may give such assistance provided it can be given safely. Such assistance may include, but is not limited to, opening doors or escorting the voter to an alternate building entrance that is accessible.

For questions regarding Assisting Elderly or Voters with Disabilities, call the Board's Disability number at 312-578-8816.

If the voter requests to vote outside the polling place, two judges of election, one from each political party, shall deliver an Application for Ballot (Form 14); a ballot; a ballot marker and a curbside voting privacy sleeve to the voter at the nearest point to the entrance of the polling place that the voter can reach. That point may be in an automobile at the street curb or parking lot nearest the polling place. However, a ballot cannot be delivered to the voter more than 50 feet from the entrance to the building in which the polling place is located.

The voter is required to complete the entire voting process, including the Application for Ballot (Form 14). The judges of election shall compare the voter's signature with the signature on file for the voter in the e-poll book. One of the judges of election must fill in the precinct and ward and initial the ballot before giving it to the voter. The voter must be allowed to mark his or her ballot in secrecy.

After the voter has completed his or her ballot and placed the ballot inside the privacy sleeve, the two judges of election shall, without opening the privacy sleeve or inspecting the ballot, return to the polling place and give it to the judge of election at Station #4. This judge will insert it into the ballot scanner.

If the voter requires assistance in marking his or her ballot, follow the procedures for "Assistance in Voting". (See Page 57)

Any elderly voter or a voter with a disability, who requests assistance in entering the polling place or who votes outside the polling place may make such request to the Board of Elections before Election Day. If such request is given and the voter provides the hour in which he or she expects to arrive to vote, the Board of Elections will notify the judges of election who will check the building entrance at 10 minute intervals during the designated hour of the voter's arrival.

On Election Day, an elderly voter or a voter with a disability may request assistance from the judges of election through a cell phone call, by a doorbell or by sending someone into the polling place to alert the judges of election that assistance is being requested.

Signs Indicating Alternate Entrance to Polling Place

If the accessible entrance to the polling place is different from the one used by other voters, make sure the Alternate Entrance Sign (Form 177AE) has been posted. If the polling place owner or manager has not posted it, remove the sign from Envelope 2 and post it with the arrow facing in the correct direction immediately in a prominent position near the polling place sign. Also post the Accessible Entrance Sign (Form 177A) at the accessible entrance.

The Information and Services Sign (Form 25) included in Envelope 2, is printed in very large type, in order for voters with visual impairments to read it. Post the sign on the wall of the polling place in a place where it can be easily seen and read.

Door Bells

Some polling places that are inaccessible will be equipped with doorbells.

Threshold Ramps

Polling places where the door threshold is such that a voter in a wheelchair has difficulty entering, are equipped with threshold ramps. The threshold ramps will make for easier entry into the polling place.

In addition, judges of election assigned to a polling place that is not physically accessible should frequently check the entrance to determine if there are voters in need of assistance.

2. Assistance in Voting

The touchscreen voting unit is equipped with an audio ballot and headphones. Along with a port for the headphones, the audio control-

ler also contains ports for a sip and puff device, which the voter will bring with them to the polling place.

A voter may also choose to vote the audio/visual ballot, which will allow the voter to hear the ballot through the headphones and see the ballot on the screen. While voting an audio/visual ballot, the voter must make their selections on the screen, they cannot use the audio controller.

A physically disabled voter may also request assistance from a person of his or her choice or by two judges, one from each political party. No voter may be assisted by an employer or an agent of that employer or an officer or agent of the voter's union. Intoxication shall not be regarded as a physical disability.

The following are the procedures for a voter who requests assistance:

A. At Station #1, the voter must complete the Application for Ballot (Form 14) and the judges of election must compare the voter's signature and initial the application.

If a voter cannot sign their name, the person can make a mark on the Application for Ballot. If you need additional information to verify the identity of the voter, you can ask for additional information contained in the **Identification** tab, like year of birth and last two digits of the SSN.

Voter receiving assistance must complete Box #5 on Form 1. Persons providing assistance must also complete Form 1. Other than judges of election, persons providing assistance must also be given a copy of Form 1A.

B. The voter will bring the application for ballot (Form 14) to the judge of election at Station #2 or #3. Remember: If Station #2 or Station #3 is busy, the voter will have to wait until both stations are free.

C. The judge of election at Station #2 or #3 (depending on which voting system the voter chooses) must number the Application for Ballot (Form 14) place it on the white spindle and initial and issue a ballot scan ballot or voter card to the voter. Remember to also include the precinct and ward on the ballot.

D. The judge of election shall direct the voter to any open voting booth or to the touchscreen voting unit.

In the voting booth or at the touchscreen voting unit, those providing the assistance cannot attempt to influence the voter's choice of candidates, party or issues on the ballot and shall mark the ballot as directed by the voter. All vote choices are to remain confidential.

Treating Voters with Disabilities with Courtesy and Respect

- Be alert to the needs of voters with disabilities.
- Be considerate of the extra time it might take for the elderly or a person with a disability to complete the voting process.
- Provide unhurried attention to a person who has difficulty speaking or writing.
- Speak directly to the person who has a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person who is deaf or hard of hearing.
- Do not shout or speak in a person's ear.
- If full understanding is doubtful, write a note to the person who is deaf or hard of hearing.
- Before providing assistance to a voter using a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is blind or visually impaired by letting the person know who and where you are.
- You should ask someone how they prefer to be assisted and then follow their instructions.

3. Voting Aids

Touchscreen Voting Unit with Audio Ballot and Headphones

The judges of election will activate the audio ballot on the voter card, which the voter will insert into the touchscreen voting unit. Judges may assist the voter with the audio controller and the headphones. Disposable covers will be available for the headphones. Refer back to the touchscreen operation instructions on pg. 51 for activating the device.

Sip and Puff Device

While using the audio ballot and headphones, a voter may also use a sip and puff device (provided by the voter). The sip and puff device should be plugged into the audio controller to the right of the port where the headphones are plugged in. The touchscreen voting unit must be activated manually when using a sip and puff device. A judge may place the headphones on the voter and set the audio controller either in the voter's lap or attach it to the voter's wheelchair.

Audio/Visual Ballot

Along with an audio ballot, the voter also has the option of viewing their choices on the screen or having the screen remain blank. The touchscreen must be activated manually when using the audio/visual ballot. When using the audio/visual ballot, the voter must use the screen when making their ballot choices. They cannot use the audio controller if the ballot is displayed on the screen.

This type of assistance is not formal assistance in voting and no affidavit is needed. If the voter requests formal assistance, follow the procedures for Assistance in Voting.

Large Ballot Viewers

Ballot viewers, which are specially designed to enlarge the print on the ballot, are available in all polling places in the grey supply box. To use properly, the viewer should be held by the blue ball handle.

Ballot Marker Grippers

Two ballot markers for the ballots have been equipped with pen grippers. These grippers make it easier for voters to mark their choices on the ballot.

Signature Guides

Each precinct will be supplied with Signature Guides to assist a voter when signing his or her name to the Application for Ballot, Form 14, or other forms that require a signature. The judge of election should place the Signature Guide over the signature line and direct the voter to the proper location to affix his or her signature. The Signature Guides will be located in the Grey Supply Box.