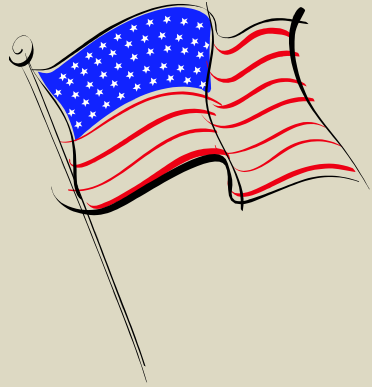
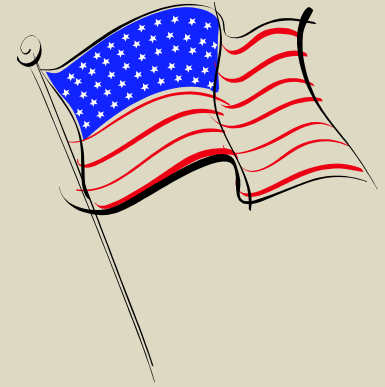




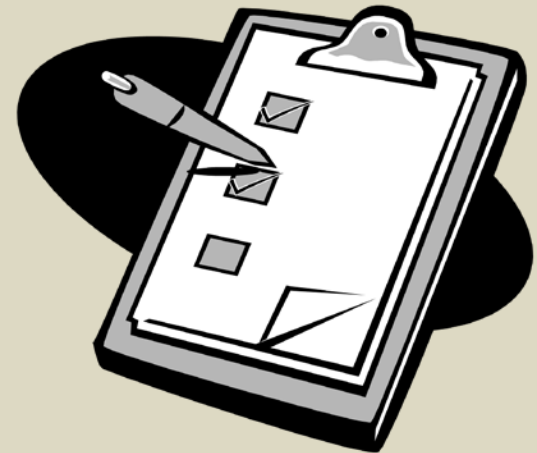
Elections Wardens and Clerks



2025 Annual Town
Election
March 31, 2025

Annual Town Election Wardens and Clerks Training

1. Opening the Polls
2. Ballots
3. Voting Equipment Issues
4. Voter Lists
5. Identification
6. Assistance to Voters
7. Voting Area/Political Activities/Observers
8. Clerk's Record
9. Closing the Polls
10. Tallying Results
11. Returning Materials to Town Hall
12. Sealing of Containers
13. When in Doubt...



Important Information

- On election day **ALL** Ballots must be returned by close of polls (8pm) on election day.
- Vote By Mail Ballots will be opened and checked in at the Polls.
- The last day to register to vote is March 21, 2025. Anyone on the registered late list cannot vote.
- Masks will be optional.

1. Opening the Polls

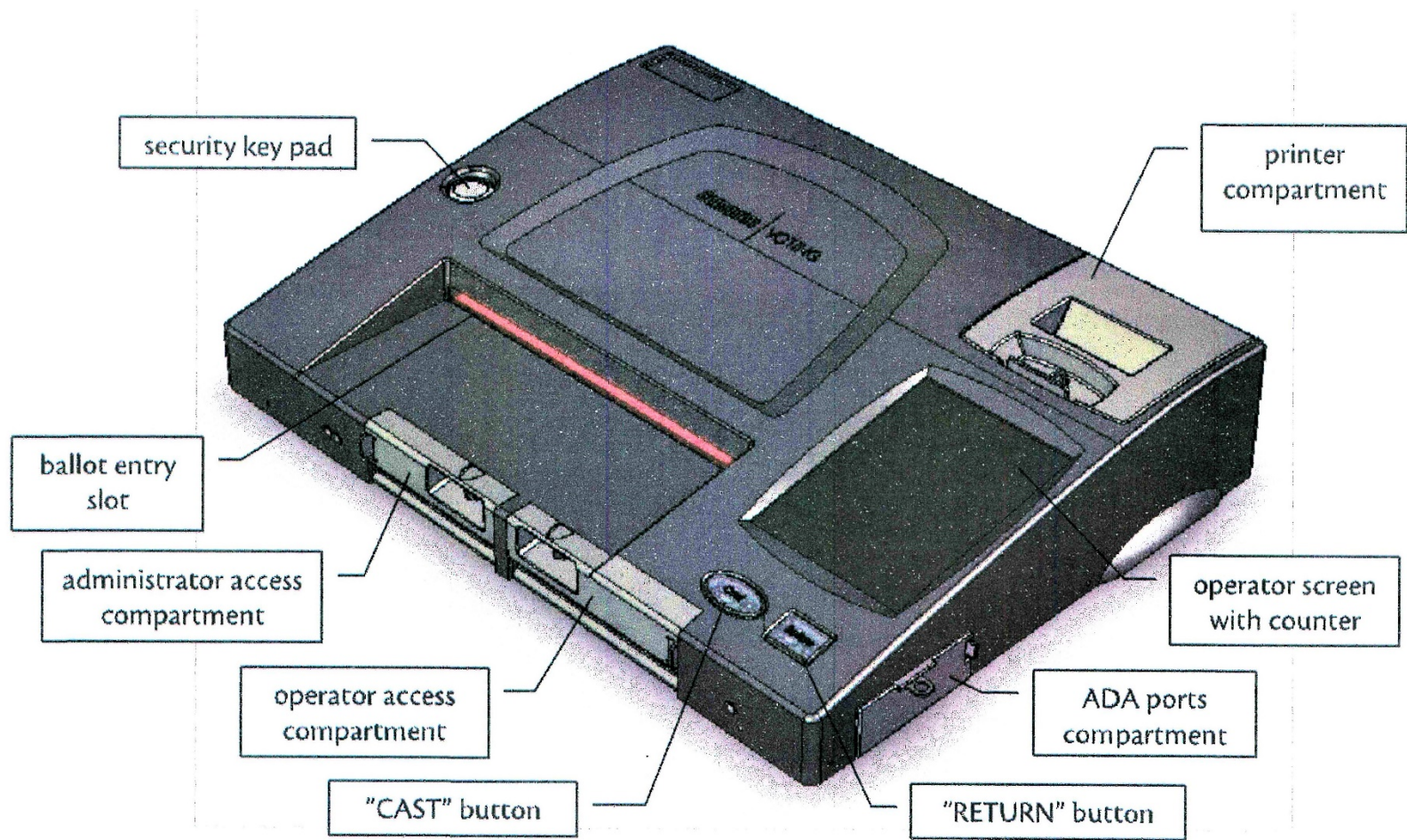
- ❑ Polls must be open on time at 7:00 a.m.
 - Poll workers are scheduled to arrive early enough to do the necessary set-up and allow public observation of the opening of the ballot box at least ½ hour before the polls open.

Wardens and Clerks arrive at:

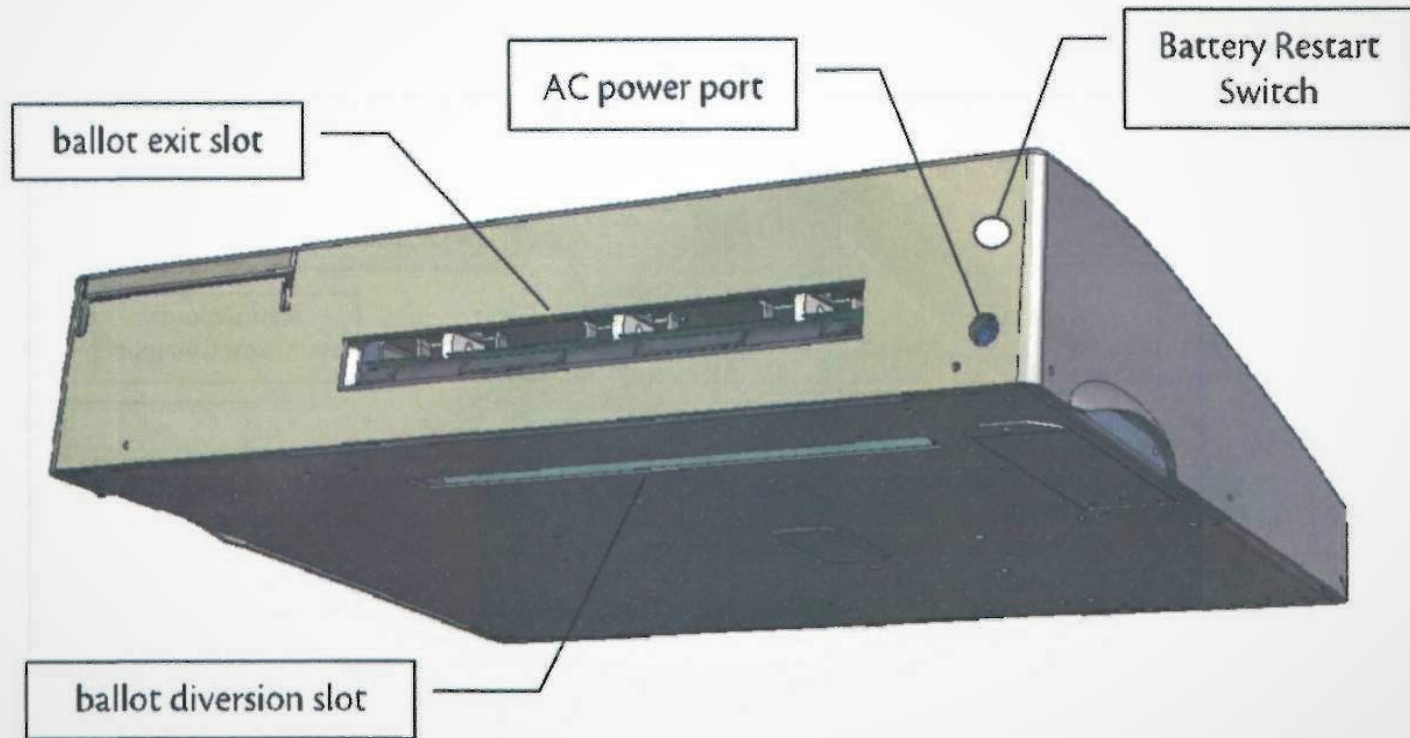
6:00 AM

- ❑ Review the emergency preparedness plan in the warden's folder.

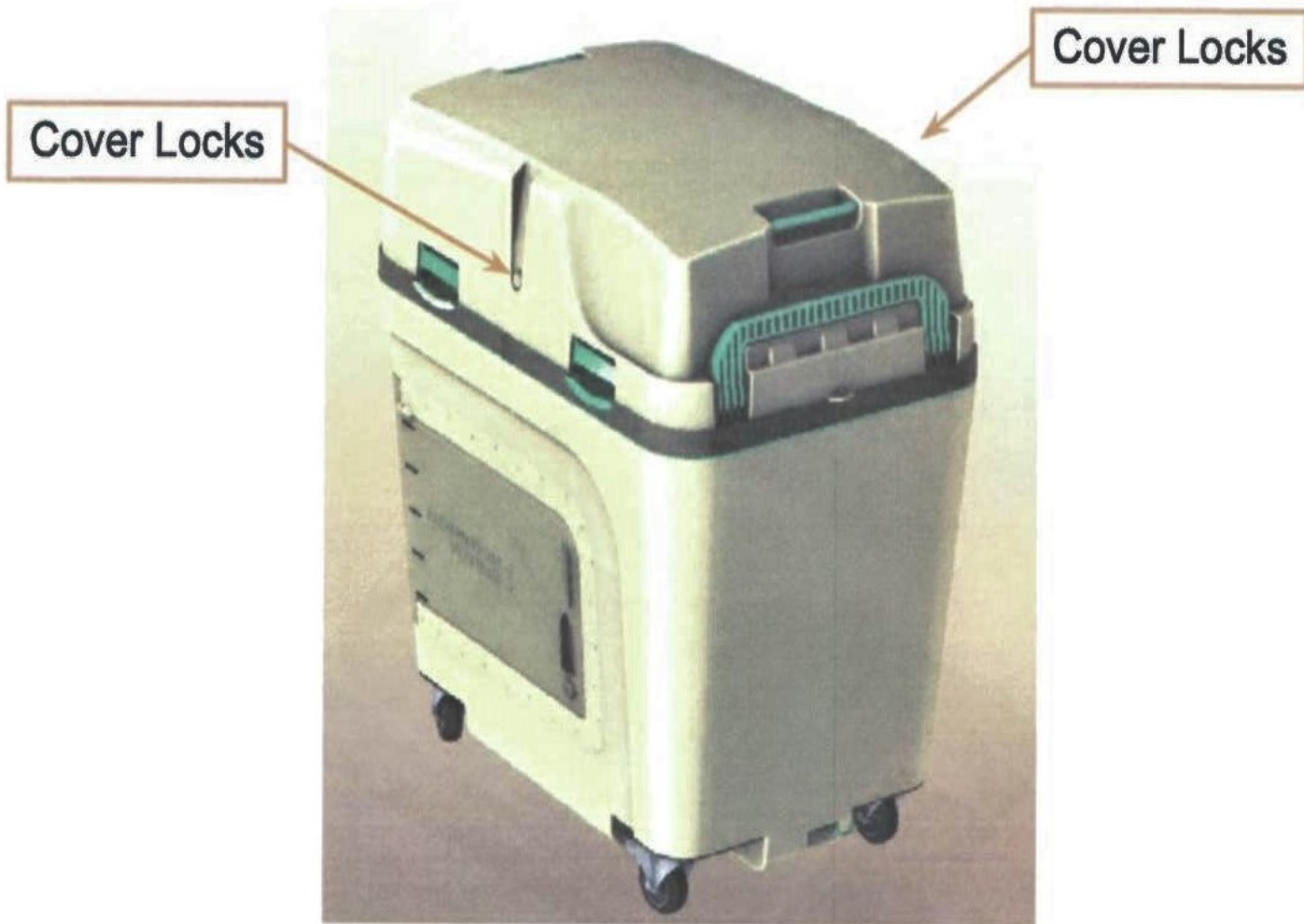
Tabulator Overview



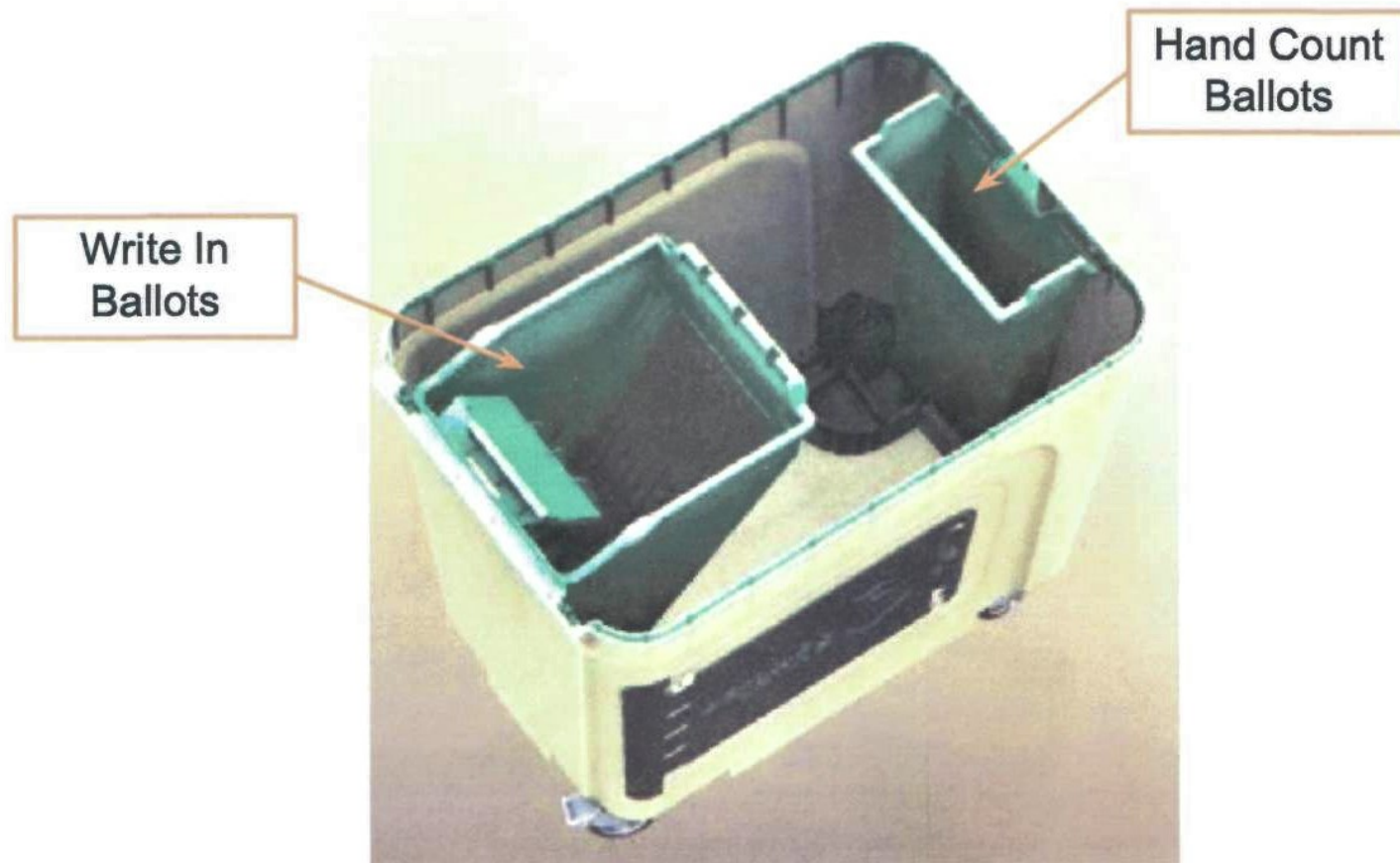
Tabulator Overview



Ballot Box Overview

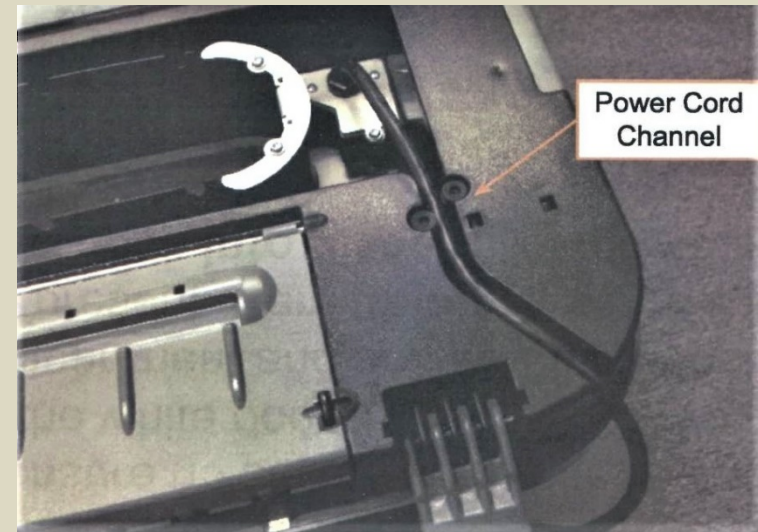


Ballot Box Overview



Opening the Polls

Retrieve keys from tabulator bag. Unlock both locks on the top cover of the ballot box and remove the cover. Locks are located on right and left hand side of the ballot box cover.



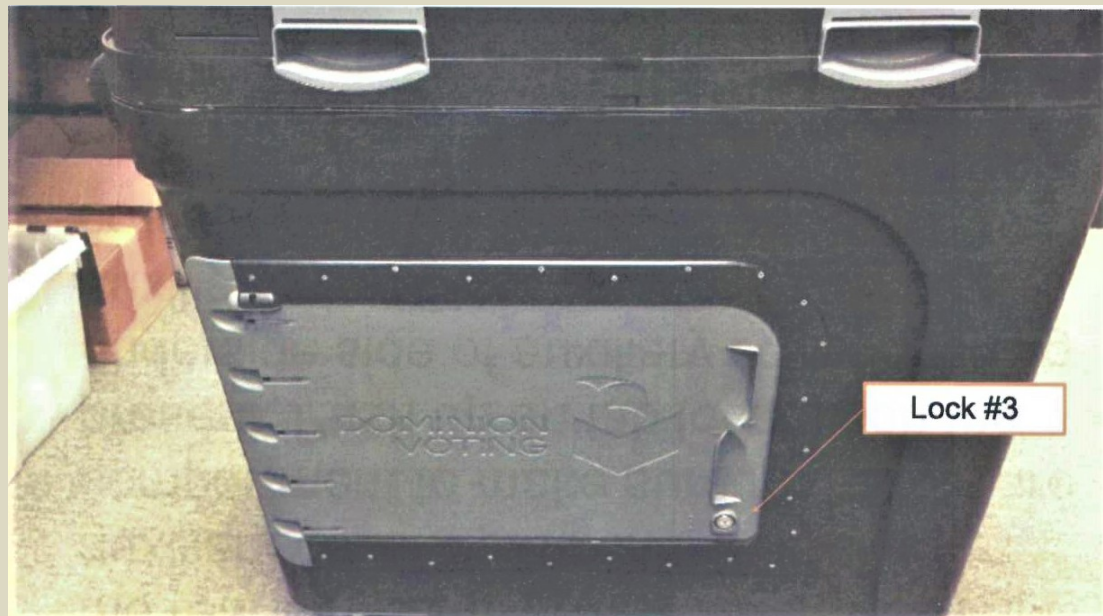
1. Open power cord cover on top of ballot box, uncoil power cord, press power cord into the channel and plug into outlet.
2. Close power cord cover.

Opening the Polls (2)

3. Using the metal key, Open Lock #3 and slide door to the left. Inspect the main box to ensure no ballots are present. Push up on the white door to view “write-in” compartment and ensure that no ballots are present.

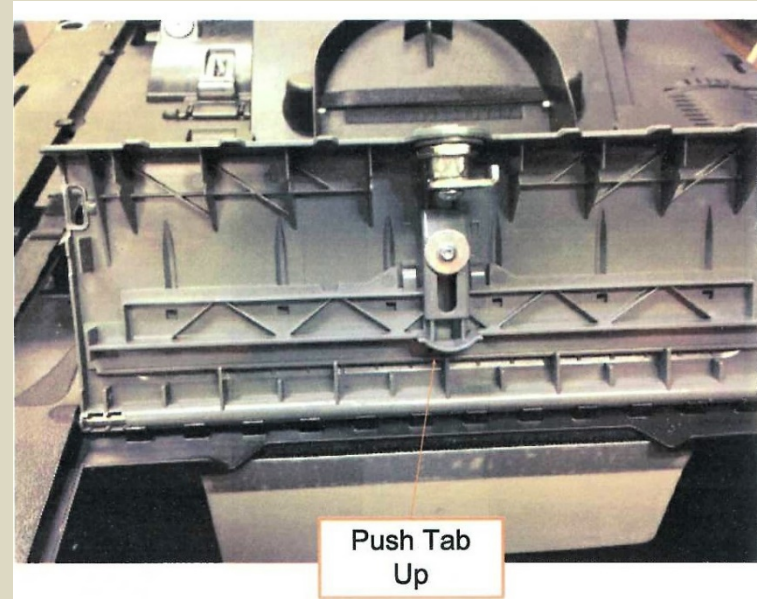
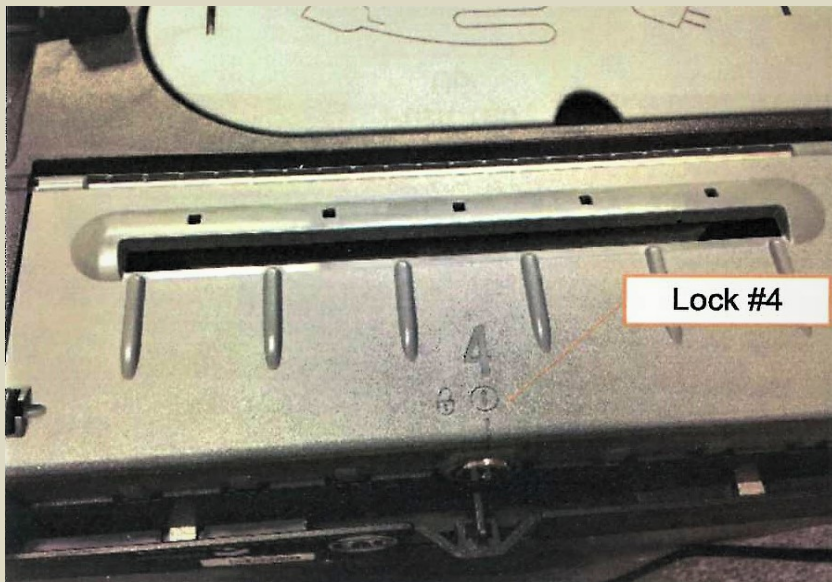
Remember to secure white door back into place.

4. Slide door shut and lock door.



Opening the Polls (3)

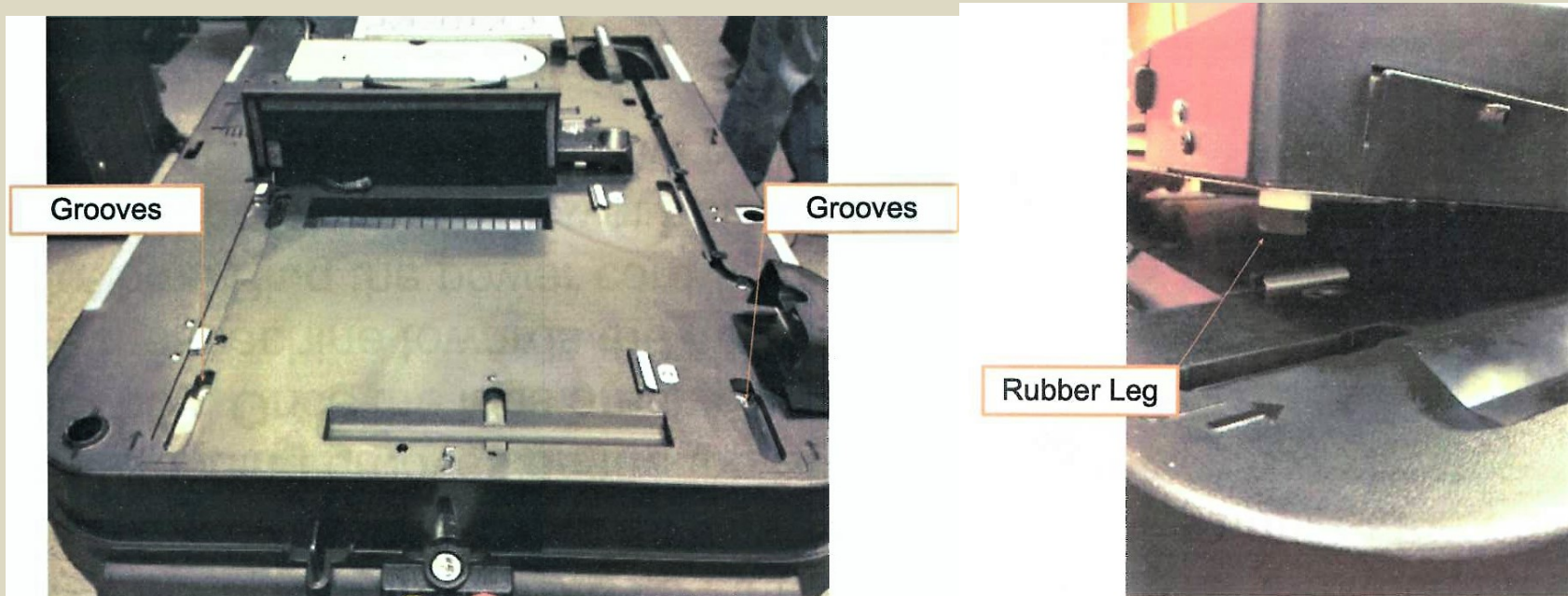
5. Unlock Auxiliary compartment located at the rear of the ballot box with lock #4, lift auxiliary cover open, check auxiliary compartment to make sure no ballots are present.



6. Push up on tab located on the underside of auxiliary cover opening auxiliary slot. Close and lock auxiliary compartment.

Opening the Polls (4)

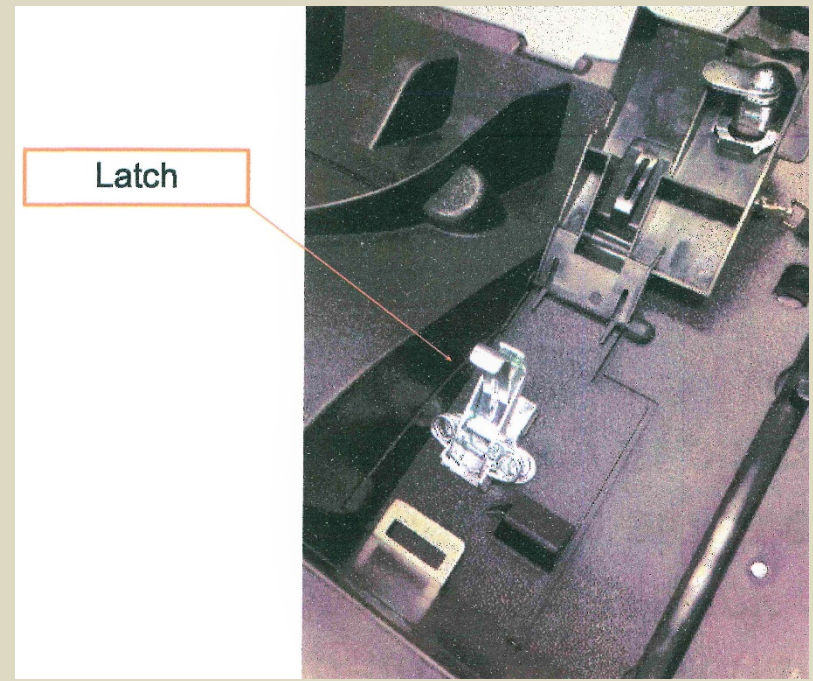
7. Place the Imagecast unit on top of the box. Line up the rubber legs on the bottom of the machine with the corresponding grooves on the top of the ballot box.



Once the legs are in place, slide the machine towards the front of the ballot box. Plug the power cord (located in the ballot path) into the lower hole of the image cast. Imagecast will now power on.

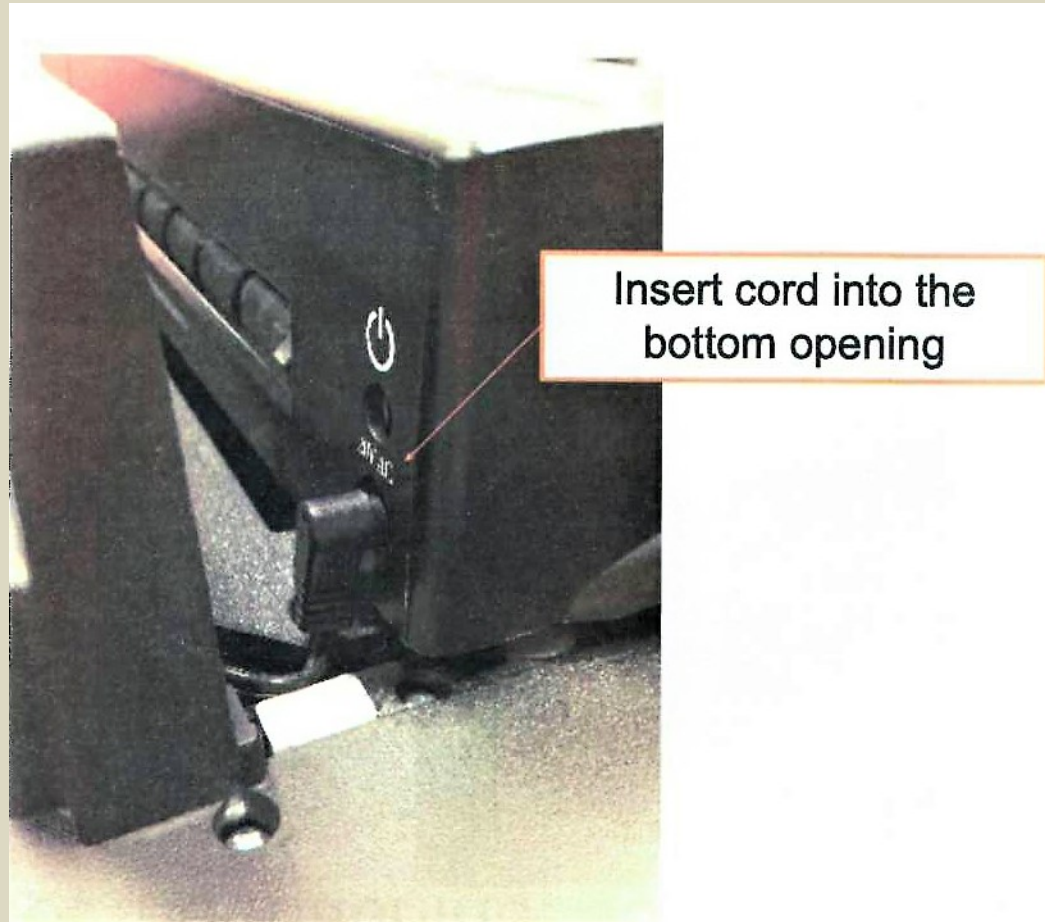
Opening the Polls (5)

7. Using the metal key, unlock #6, lift the cover revealing the latch on the ballot box located to the right of the ballot path.



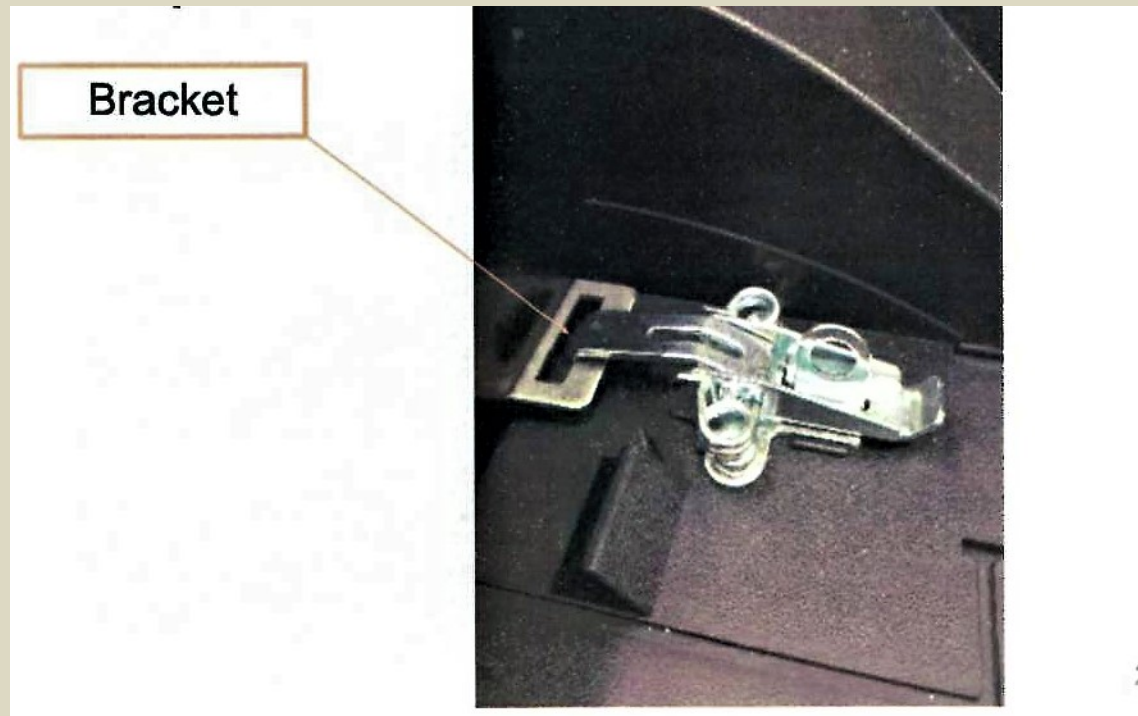
Opening the Polls (6)

8. Making sure that the power cord does not hinder the path of the machine, slide the Imagecast towards the back of the box making certain that both sides of the machine are securely in place



Opening the Polls (7)

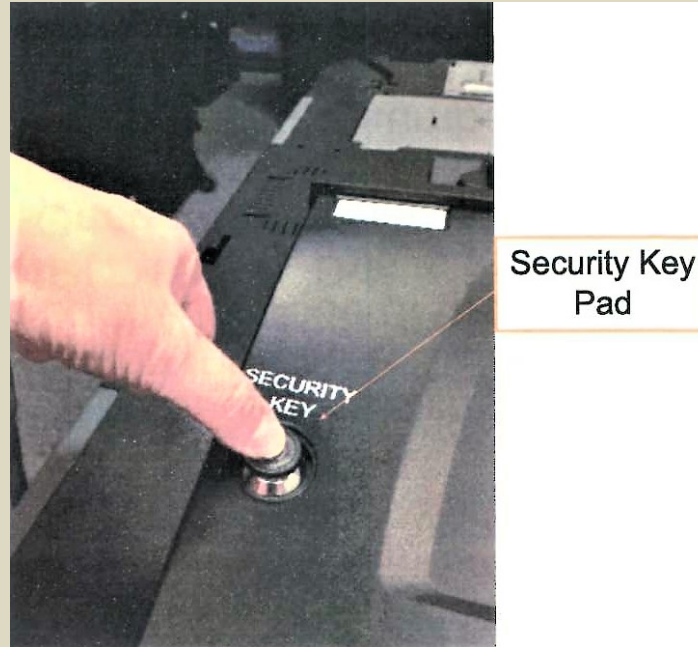
9. Use the latch to lock the bracket attached to the rear of the machine, securing the Imagecast in place.



10. Using the metal key, lock the plastic cover over the latch and apply security seal if necessary.

Opening the Polls (8)

11. While the election is loading, please make sure you have **SECURITY KEYS** and the **KEY PASSWORD** ready. Loading will take 20-30 seconds.



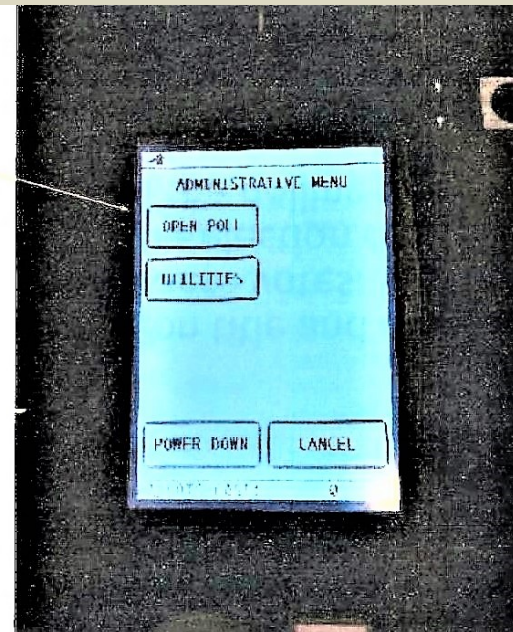
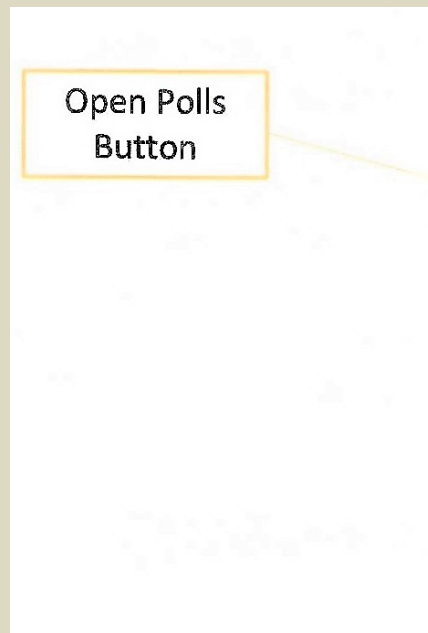
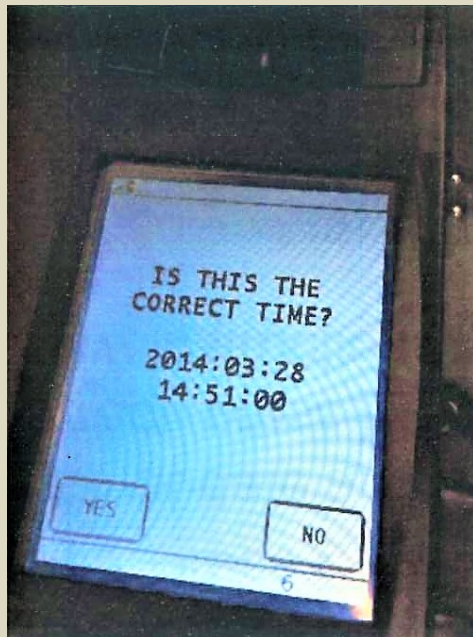
12. When the machine begins beeping, place the **SECURITY KEY** on top of the **SECURITY KEY PAD**, located on the left side of the Imagecast labeled **SECURITY KEY**. Once the number pad appears, remove security key. If error occurs, keep key firmly pressed on keypad until number pad appears on screen.

Opening the Polls (9)

13. When prompted, enter the **KEY PASSWORD** using the **OPERATOR SCREEN**, then, press **ENTER**.

14. Please verify that date and time are correct. If correct, press **YES**, if not, press **NO**, let Town Clerk staff know.

You are now in the ADMINISTRATIVE MENU. Press **OPEN POLLS**.



Opening the Polls (10)

15. Press **ZERO** to print **ZERO TAPE**.

16. Check the printout to verify the election title and date are accurate and that all candidates show zero votes. Remove the report from the Imagecast and have the election officials sign the tape. Post the zero tape.

17. When asked “**WOULD YOU LIKE ANOTHER COPY**”- Press **YES**.

Sign the second tape and put it in the Clerk Book. At the end of the night the zero tape is sealed with the voted ballots.

18. When asked “**WOULD YOU LIKE ANOTHER COPY**”- press **NO**.

19. Now the display should read **SYSTEM READY** and the counter should read “**0**”. If the counter does not read “**0**”, please call the Town Clerk.

20. Verify that both memory card slots are sealed.

21. Give the keys to the police officer.

CHECK LIST

1. Did you Use the Checklist in the Warden's Book
2. Did you lock the Imagecast to the ballot box?
3. Are doors #3, #4 and #6 locked?
4. Did you open the Auxiliary Cover?
5. Did you print, sign and post a ZERO TAPE?
6. Does the Imagecast counter read "0"?
7. Did you give the keys to the Police Officer?

The Imagecast Machines are ready for the Polls to Open!

Ballots

- ❑ Make sure you have sufficient ballots at the Check-In Table – at all times.

Please hand count the ballots that you bring to the Checkers each time and record the number in the Clerk's Book. For this election there will be one style ballot.

- ❑ Only the Precinct Warden or Clerk may bring ballots to that precinct's check-in tables. Each precinct is accountable for the ballots in their precinct.
- ❑ You must ensure that both used and unused ballots are properly stored during and after the voting hours. **Do not leave ballots unattended.**
- ❑ **Call the Town Clerk's Office** if it becomes difficult to use the ballot box because it becomes too full. "The presiding officer, in the presence of a majority of the election officers, shall open and remove the ballots from the ballot box. G.L. c.54 §66." The presiding officer, without counting the ballots, may place them in a sealed container. This container of ballots must then be placed securely next to the ballot box and remain in full view of the voters and election officers throughout the day. **(Policeman has the keys to the ballot box and will be present for this procedure.)**



Sealed container for ballots

Ballots (Continued)

- **Unused Ballots** – Ballots that have not been voted. The unused ballots are brought to the polls in the small black wheeled bags and provided to the Precinct Check-In Table only by the Warden and Clerk for that Precinct. The number of Unused ballots received before the opening of the polls and the number remaining at the close of the polls is **recorded in the Clerk's Book.**
- **Voted Ballots** – Ballots that have been voted and inserted into the ballot box, including absentee ballots. Record in **Clerk's Book.**
- **Abandoned Ballots**– Ballots that have been abandoned by the voter. Abandoned ballots left on top of the Ballot Box should be inserted into the back of the ballot box (Auxiliary Bin) for **Unread Ballots.** Any ballot discovered abandoned elsewhere in the polling area should be marked spoiled by the Warden. Record in **Clerk's Book.**
- **Unread Ballots** – Ballots that are rejected by the Imagecast Machine. The Voter should read the reason for the rejection. “Invalid ballot” means the ballot was not read and the voter should try again to insert. “Overvote” or “Blank” means the voter should inspect the ballot and decide either to request a replacement ballot or insert the current ballot in the Auxiliary Bin of the ballot box to be read by the tellers after the close of the polls. Record the number of unread ballots in **Clerk's Book. UNREAD BALLOTS MUST BE PUT IN THE REAR COMPARTMENT**
- **Spoiled Ballots** – Ballots that have been marked spoiled by the Warden and placed in the Spoiled Ballot Envelope for that Precinct. A voter may request to spoil no more than two ballots and receive a replacement ballot. If a voter requests to spoil the third ballot, he/she cannot receive a fourth ballot. Record each instance and the final number of Spoiled Ballots for the Precinct in the **Clerk's Book.**

PAPER JAMS

If a ballot has been jammed in the ImageCast machine, the LCD screen will prompt the voter and election officials with a message indicating that the ballot results have or have not been saved. Note the ballot count before clearing the Jam.

PAPER JAMS

If the results have been saved:

Press the “CLEARED” button once. If the jam does not clear itself, unlock #6, unlatch the ImageCast from the ballot box, carefully slide the ImageCast forward on the box and guide the jammed ballot into the correct compartment. Reattach the ImageCast, secure lock #6, and press “CLEARED” on the LCD screen to resume normal ballot processing.

PAPER JAMS

If the results have not been saved:

Unlock lock #6 and unlatch the ImageCast from the ballot Box. Carefully slide the ImageCast forward on the box. Carefully pull the ballot from the ballot path, reattach the ImageCast to the ballot box, press the “CLEARED” button on the LCD screen, and refeed the ballot through the Tabulator.

3. Voting Equipment Issues

- ❑ All memory cards and machines **have been tested** pre-election to be used on election day. The official time is not the time on the tape. Official Time is kept by the Warden using their iphone.
- ❑ If there is a malfunction, voters must still be allowed to vote and all ballots cast during this time go into the auxiliary compartment to be hand counted after the close of polls.
- ❑ If you have a problem with the machine, the warden should call the Town Clerk's office at 978-639-3351.



Operator Display Messages

Invalid ID

The ballot is recognized as a legitimate ballot but not programmed for this precinct. There will be a series of beeps, and the ballot will be returned automatically to the voter.

Defective Ballot Scan

The ballot was not read and will be returned to the voter to inspect. The ballot may be damaged or have a printing issue. The voter may choose to have it hand counted or request a new ballot.

Operator Display Messages

Blank Ballot

An audible warning (a series of beeps) is generated and the message is displayed on the LCD screen. The voter can choose to cast the blank ballot or have it returned.

Overvote

More than the maximum allowable marks have been detected. An audible warning (a series of beeps) is generated and the message is displayed on the LCD screen. The voter is given an option to press a “More” button to display a list indicating which contests have been overvoted. The vote is requested to press either the “Return”(to have the ballot returned to the voter for correction) or the “Cast” button (to have the ballot accepted as voted and only valid markings for other contests on the ballot will be counted).

Operator Display Messages

Ambiguous Mark

The IPC detects an ambiguous mark that is not clearly a vote. An audible warning (a series of beeps) is generated and the message is displayed on the LCD screen. **The ballot is automatically returned to the voter. The voter can press “More” to display a list of the contests with ambiguous marks.**

The Voter can choose to make the ambiguous marks darker so the ICP can accept the ballot, request a new ballot or choose to cast their ballot “as is” to be hand counted and insert the ballot into the auxiliary compartment.

Operator Display Messages

Multiple Ballot Feed

ICP detects more than one ballot has been inserted simultaneously (i.e. overlapping). The voter is alerted by a series of beeps and the multiple sheet warning will appear on the LCD screen. The ballots will not be accepted.

Consecutive Sheet

If a second, non-overlapping ballot is inserted after the first ballot has cleared (but not yet processed), the ICP will process the first ballot, but the second will be returned through the front of the unit. If a jam has occurred, the message will indicate a paper jam.

ABSENTEE/EARLY BALLOT VOTERS

If a voter who requested an Absentee/EV ballot requests to vote in person, they can do so if the ballot has not been received by the Town Clerk's Office. The Warden/Clerk should:

1. Treat Absentee and Early Voting ballots the same
2. If the voter brings in the VBM ballot but wants to vote in person, tell the voter to keep the ballot and they can destroy it.
3. If the poll pad states "EV Ballot Received" or Voted, then voter can not vote.
4. The Check-in Teller should keep a list of anyone who requested a ballot but voted in person. The list should be put in the warden's book at the end of the night.
5. Advise Voter that "only one ballot will count"
6. Make a note in the Clerk's book.

4. Voter Issues

Active Voter List Issues

☐ ID on Active list next to Voter's Name

When there is an ID next to the voter's name- **they must show acceptable ID before they are given a ballot. If no ID, voter may leave and bring ID back prior to voting or they may complete a provisional ballot and bring ID back before 8:00pm so the ballot may be counted.**

☐ **Voter not found on" Active Voting List"** - Check to make sure the voter is attempting to vote in the correct precinct

- Check the paper Inactive list or
- The Poll Pad will show what precinct the Voter is in.

InActive Voter List

- If the Poll Pad shows that the voter is Inactive, the warden or clerk shall:
- Have the Voter fill out and sign the Affirmation log and show ID. The ID must have the address the voter is registered at. The w/c can also check the inactive list.
- The Voter maybe inactive because they did not return a signed census from a household this year, the voters at the residence would be placed on the **Inactive Voter List** in accordance with Mass General Law.
- Ask them fill out a census after they vote and put in back of Warden book. (Census copies are in the warden book)
- **Remember:** They must vote in the precinct which they are currently registered in. If they moved within Sudbury, they can change their registration after the election.
- If the Voter's name is not on the Inactive List - **Check the Registered Too Late List (Warden's Book)**. **If they are on the list, they cannot vote. Remember that anyone who registered less then 10 days before election day can not vote in the current election.**
- If Voter 's name does not appear on the Poll Pad and they are in the correct precinct –

Call the Town Clerk's Office

NEVER TURN A VOTER AWAY

If Voter's Name is on the Inactive List and voter:

1. Still lives at the address on the Inactive list

or

2. Voter has moved within Sudbury

or

3. If this is a State election and the voter has moved from Sudbury within the last six months he/she is eligible to vote at this election

4. If Town election, voter has to be a current resident to vote.

Questions? Call Town Clerk's Office.

Inactive Voter must sign affirmation log

PRECINCT: _____ AFFIRMATION OF CURRENT & CONTINUOUS RESIDENCE VOTER SIGNS UNDER PENALTIES OF PERJURY

STATE PRIMARY, September 6, 2022 INACTIVE VOTER RESIDENCY AFFIRMATION.....that voter has continuously resided in Sudbury.

NOTE: SIX-MONTH LAW: If moved from Sudbury within the 6 months preceding the date of this State Primary, I assert my right under G.L. c. 51 §1 to vote

and further request thereafter that my name be removed from the voting list as I am no longer a resident of Sudbury.

Moved out of Town: G.L. c. 51 §1 — Qualified to vote only if moved out of Sudbury no earlier than 4/5/2022, and did not register elsewhere. If earlier date, can not vote in this State Election

I swear that I do currently and have continuously lived in this City/Town since date listed on the Inactive Voters List or the date last listed as a voter.

MUST VOTE IN PRECINCT WHERE LAST LISTED / VOTED

MUST SHOW ID OR BE CHALLENGED

SIGNED UNDER PENALTIES OF PERJURY

	NAME -- PRINT (as appears on Inactive List)	ADDRESS & DATE (as appears on Inactive List)	CURRENT ADDRESS Same/New or other Town (6-mo. law)	ID MA Lic / other	VOTER SIGNATURE Signed under penalties of perjury	WARDEN / CLERK SIGNATURE
1		Address: Date:				
2		Address: Date:				
3		Address: Date:				
4		Address: Date:				
5		Address: Date:				
6		Address: Date:				
7		Address: Date:				
8		Address: Date:				
9		Address: Date:				
10		Address: Date:				
11		Address: Date:				
12		Address: Date:				
13		Address: Date:				
14		Address: Date:				
15		Address: Date:				

5. Identification



Types of acceptable ID include:

- ☐ A current and valid photo identification from State*
- ☐ Current utility bill*
- ☐ Bank statement*
- ☐ Paycheck*
- ☐ Government check*
- ☐ Other government document showing the voter's name and address*

*Acceptable identification must include:

1. Voter's name
2. Voter's Address (current or previous address in Sudbury)
3. ID can be on the Voter's phone

Inactive Voter with no ID ?

- **Voter must be challenged!**
- If a ballot is challenged, the presiding officer must complete the following:
 - ☐ Issue the Challenged voter's oath:
 - ☐ **"You do solemnly swear (or affirm) that you are the identical person whom you represent yourself to be, that you are registered in this town and that you have not voted at this election..")**
 - ☐ Record the name and address of the voter and the challenger on the back of the ballot
 - ☐ Record the reason on the ballot and in the Clerk's record book
 - ☐ Mark "CV" for challenged voter on the Affirmation Log beside the challenged voter's name and record the challenge in the Clerk's Record.
- **Challenged voters cast their ballots at the ballot box in the same manner as other voters.**

PROVISIONAL VOTER

- If Voter is not on any list but believes they are registered, they can still vote.
- Call the Town Clerk's Office **before** offering a provisional ballot
- If TC determines that Voter should have been registered, then complete the Registrar of Voter's Certificate in the Warden's Book
- If Town Clerk can not resolve issue then offer provisional ballot. The warden **must** fill out the Provisional Ballot Affidavit and Roster. The Voter receives a copy of the "**Provisional Ballot Information Sheet**" which is filled in by the warden.
- Follow procedures in the Orange Ballot Pouch! **All forms must be filled out completely. The ballot and forms must come back to the Town Clerk Office separate from the voted ballots. Questions call Town Clerk!**

PROVISIONAL VOTING ROSTER

To be completed by poll workers and attached to clerk's record.

CITY/TOWN:	WARD/PRECINCT:
<u>Sudbury</u>	<u>1</u>

REASON CODES:

N: Name not on list and cannot be verified at precinct
I: Name not on list and determined ineligible
D: Required to provide identification but does not
C: Voter is voting as result of court order extending hours
O: Other
Please insert reason code in the column marked
"REASON CODE."

NAME	ADDRESS	DATE OF BIRTH	POLITICAL PARTY	BALLOT NUMBER	REASON CODE
John Smith	322 Concord Rd	1/1/1776	Lib	1-01	N
				1A -02	
				1A -03	
				1A -04	
				1A -05	
				1A -06	
				1A -07	
				1A -08	
				1A -09	

Provisional Ballot #:
1-01

**COMMONWEALTH OF MASSACHUSETTS
PROVISIONAL BALLOT AFFIRMATION**

CITY/TOWN: Sudbury
WARD/PCT: 1

I, John Smith, affirm under penalty of perjury that:
Please Print Name

1. I believe that I am a registered voter in this municipality and within this precinct and my current residential address is 322 Concord Rd and my date of birth is 1/1/1776.
Please Print Street Address

If applicable, my former address is: _____ and my former name is: _____.

2. I further believe that I am registered as Pizza Party.
Political Party Name or Designation

3. I know no legal reason to prevent my vote from being cast and counted.

4. I have not voted and shall not vote in another precinct or by absentee ballot in this state during this election.

5. I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties therefore. I further understand that if I execute this affirmation knowing that I am not a qualified registered voter at the current address stated, I have committed a criminal act.

6. I completed a voter registration form on or about 3/3/24 _____ at :
Date

☐ An Agency: _____
Name and Location of Agency

X ☒ At the Registry of Motor Vehicles _____ DL #: _____
Location

☐ Using a Mail-in Voter Registration Form.

Information regarding where you registered to vote will be used only to determine your eligibility to vote in this election

Signed under the penalty of perjury:

John Smith _____ Date: _____

ELECTION OFFICIAL USE ONLY

PRECINCT ELECTION OFFICIAL	MUNICIPAL ELECTION OFFICIAL
TYPE OF ELECTION: (circle one) GENERAL <u>PRIMARY</u>	RESEARCH INDICATES: ☐ NOT REGISTERED ☐ REGISTERED TOO LATE ☐ ADDRESS CHANGE ☐ CANCELLED
ID PROVIDED: <u>YES</u> NO TYPE: <u>Driver's lic.</u>	COMMENTS: _____
REASON: (circle one) N: Name not on list and cannot be verified at precinct	
I: Name not on list and determined ineligible	
D: Required to provide identification but does not	
C: Voter is voting as result of court order extending hours	
O: Other	
INITIALS: <u>BRK</u> TIME: _____	COUNTED: (circle one) YES NO INITIALS: _____ DATE: _____

Are Provisional Ballots Counted?



- Provisional ballots, found to be valid by the Town Clerk's Office during polling hours, should be cast by the Warden and Clerk **(not by the voter)** in the same manner as an absentee ballot and noted in the Clerk's record. A copy of the Provisional Ballot Form should be put in the back of the Warden's book.
- Provisional Ballots found valid after polling hours are counted in the office. The voter will be notified if their ballot is counted.
- A Provisional Ballot is not counted if upon investigation no evidence is found that a voter should have been listed as a registered voter.

Registrars of Voters' Certificate

Only use if authorized by the Town Clerk

TOWN OF SUDBURY
REGISTRARS OF VOTERS' CERTIFICATE

Verification of Voter Registration

(51:59)

(To be attached to the Voting List)

I hereby certify that:

_____, of _____,

should have been listed as a voter on the Voter List in:

Precinct # _____ Party enrollment _____.

The Board of Registrars of Voters/Town Clerk has determined this voter is qualified to
vote at this election and his/her name should be added to the list.

Date and Type of Election (State or Town)

(Town Clerk, Assistant Town Clerk,
Warden, or Deputy Warden)

6. Assistance to Voters

- **A voter who informs the Warden that he/she requires assistance completing the ballot may designate a person of their choice to assist them.**
- **Assistance may be provided through the use of the AUTOMARK Machine.**
- **As an alternative, the voter may request that two election officers, not of the same political party, accompany the voter into the voting booth**

AutoMark Handicapped Accessible Voter Terminal

- The AutoMark can be used by any voter, but is designed to provide assistance to voters who are unable to mark an optical scan paper ballot due to physical impairment. After the ballot is marked, it is fed into the same ballot box as all other voted ballots.
- The AutoMark must be tested at the beginning of each election. The ballot is spoiled and put in the Spoiled Ballot envelope

7. Voting Area/Political Activities/Observers

Who is Allowed Inside the Voting Area?

- Election Officials
- Voters In The Process Of Voting
- Police Officers with the Permission of the Warden
- Representatives of the Town Clerk's Office
- Children may accompany voters within the area, if no disruption is created but may not handle the ballot unless the adult voter requires assistance from the child.

What is Prohibited within the Voting Area?

- Cell Phones – No one may use a cell phone within the polling area, except the Warden or Town Clerk (**only if they are resolving a voting issue**) Pictures may be taken from outside the guardrails. Photos of the ballot is never permitted.
- No Smoking
- Political buttons, shirts, hats or other political paraphernalia are not allowed within 150 feet of the polling place if they are for the **current** election. Voters must remove these items if they have them or must leave the area without voting. They can return once the items are removed.
- Candidates on the ballot may come inside the 150 feet of the polling place only to vote. They may not return until the polls are closed as their presence in the Polling Location constitutes politicking in the same manner as a political sign or button.
- Cars with political stickers are allowed in the parking lot while the driver is inside the polling place to vote. Cars with large signs posted on them may not be parked in the parking lot for an extended period of time. **Call the Town Clerk's Office.**

Observers

- ❑ Observers must be allowed in the polling location, outside the guardrail, unless they are disorderly or obstruct the access of voters for all elections and primaries.

- ❑ **What they can do:**
 - Observers may keep notes including marked voting lists.
 - Observers may listen as the poll workers announce the names of the voters (which must be loud enough for them to hear).
 - Observers may challenge a voter's ballot for any legal cause.
 - Observers can take pictures from outside the guardrails

- ❑ **What they can't do:**
 - Observers can't request the names and addresses of voters from the poll workers or voters directly.
 - Observers can't interfere with the check-in process in any way.
 - Observers can't talk on cell phones.
 - If there is a problem-"**CALL THE TOWN CLERK'S OFFICE**"

150 Foot Rule

- **What is prohibited within 150 feet of a polling location?**
- **No dogs or pets other than service animals within 150' of the polls.**
- The posting, exhibition, circulation, or distribution of material—including posters, stickers, cards, handbills, placards, pictures or circulars—intended to influence the action of the voter at the current election; G.L. 54, § 65;
- The solicitation of votes for or against, or any other form of promotion or opposition of, any person or political party or position on a ballot question, to be voted on at the current election; 950 C.M. R. § 52.03(22)(d); 53.03(22)d); 53.03(18)(d), 54.04(22)(d);
- Holding any campaign sign; handing any person literature intended to influence the voter's action at the polls; wearing any campaign buttons or identifying signage; soliciting a person's vote for or against a candidate or question on the ballot; or, distributing stickers;
- Gathering signatures on nomination papers or initiative petitions. G.L. c. 54, § 65.

150 Foot Rule (2)

- **What is allowed within 150 feet of the polling place?**
- Exit Polling
- Meeting and greeting voters by a person who is not a candidate and not campaigning for a candidate at the current election.
- **Who enforces the 150 Foot Rule?**
- The presiding at the polling place enforces the various requirements of the 150-foot rule. The police officer or constable detailed to each polling place protects the election workers and aids in enforcing the laws relating to elections. Furthermore, the presiding officer at the polls may request that the police officer take into custody any person who by disorderly conduct interrupts or disturbs the proceeding of an election officer.
- If anyone hinders or harasses voters on their way into the polling places, the presiding officer will have them removed to beyond the 150 foot zone.
- The Warden is the presiding officer. The police officer assists the Warden if/when needed. If a Warden has to go outside of the polling place to talk to a Voter, they should always bring either the police officer or another Warden or Clerk.

8. Clerk's Record



- ☐ **Keep a record of all facts relating to the proceedings of the election required by law in the *CLERK'S RECORD BOOK*.**
 - ☐ Name of Warden, Clerk, and all other election officials and their duties for each shift
 - ☐ Name of patrolmen on duty for each shift
 - ☐ The clerk **MUST** record the number of ballots received from the Town Clerk's Office
- ☐ **OPENING OF POLLS – How did it go? Did the weather for the day create any problems? How many voters were waiting at the entrance at 7am?**
- ☐ **Record the examination and condition of the BALLOT BOX and record the "0" tape was printed, signed and posted before any ballots were cast.**
- ☐ **ABSENTEE/EARLY VOTING BALLOTS — Record the total number processed in each precinct during the shift. (Additional early voting ballots may be brought to the polls by the Town Clerk staff).**

Clerk's Record, Cont.

MORE NOTATIONS TO ENTER:

- ☐ **Facts unique to the election:** Time the polls opened; any problems which arise with the voting machine or system during the day, the time of those problems, and the way in which they were resolved; any complaints received during the day, and the manner in which they were resolved.
- ☐ **Any unusual events:** The name and address of any person whose name is not on the voter list and whether they were issued a certificate.
- ☐ **Ballots cast count:** Found on the front of ballot reader machine. Record this number every few hours or as requested by the Town Clerk's office.
- ☐ **The names and addresses of any challenged voter and the person making the challenge, as well as whether the voter presented identification. Also record the name and address of any person who is offered a Provisional Ballot, along with a notation of whether they choose to vote. (950C.M.R. s54:01 (4))**
- ☐ **The number of voters on the poll pad at the end of the night and the name of the Tellers and their assignment precincts**

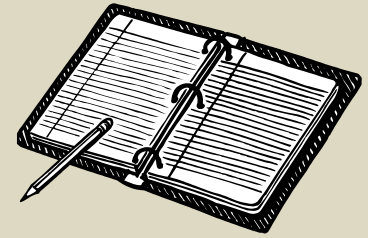
9. Closing the Polls

- ❑ Time: the polls must close at 8:00 pm. **If voters are already in line, they are allowed to vote.** The Police Officer stands at the end of the line or colored note cards may be given to each voter in line if there is a large number of voters.

8:00 PM

- ❑ The public must be allowed to observe the closing and counting process.
 - **Observers** must be allowed within the polling place, but they must stand outside the voting area during the process.
 - **Only Election Officers** may take part in the process of counting and sealing the voting materials. The police officers have the keys and will give the keys to the Warden to unlock the machines, but police officers may not handle the ballots.
 - **DO NOT TURN THE TABULATORS OFF UNTIL THE TOWN CLERK CONFIRMS THAT THERE ARE NO VOTE BY MAIL BALLOTS TO BE PROCESSED.**

Closing the Polls Continued...



- ☐ Bring the ***Wheeled Case for the Official Election Materials*** to the ballot box, obtain the keys from the Police Officer and follow the Closing Procedures in the Warden's Folder!
- ☐ **Voted Ballots** removed from the ballot box must be kept in open view of the voters present until enclosed and sealed. All proceedings in the inspection and counting of votes shall be public and in open view of any observers.
- ☐ **Final Register Number** on the ballot box must be recorded.
- ☐ The count on the poll pad must be made by the **Check-in inspectors** for each precinct, and the voting lists and poll pad receipts must thereafter be sealed in the side compartment of the *Official Election Material* wheeled case. Once the Inspectors give the Clerk the final count, they can shut down the Poll Pads and put them back in their case. The poll pads should be given to the police officer at the end of the night to bring back to the Town Hall.
- ☐ The Poll Pad Receipts must be sealed in the Poll Pad Receipts envelope, to be stored with the voter lists. **Do Not Seal with Cast Ballots.** The empty black box should be put back in the plastic bin.
- ☐ **Provisional Voted Ballot Envelopes** must be, placed back in the Orange Bag, and the total number noted in the Clerk's Book. The Orange Bag must then be sealed with the voting lists in the side compartment. **DO NOT SEAL WITH THE CAST BALLOTS!**

**USE THE FOLLOWING
CLOSING PROCEDURES
FROM THE
WARDEN'S FOLDER!**

Closing Procedures (page 1)

To Close the Polls, you will need the **SECURITY KEY** and the **PASSWORD**.

1. Using the SECURITY KEY, Place it on top of the SECURITY KEY PAD. Remove key once ADMINISTRATIVE MENU appears.
2. Press CLOSE POLLS.
3. When prompted, enter the KEY PASSWORD using the OPERATOR SCREEN, then press ENTER.
4. When asked “ARE YOU CERTAIN YOU WISH TO CLOSE POLL?,” press YES.

Closing Procedures (page 2)

The Imagecast will now print a results tape. If you experience problems with your printer...

CALL THE TOWN CLERK

Print a total of 3 tapes

Closing Procedures (page 3)

1. Remove and sign the first tape and post next to the ZERO Tape from the morning shift.
2. When asked “WOULD YOU LIKE ANOTHER COPY?” – press YES.
3. The second tape should be given to town clerk staff
4. The third tape is for the Tally Tellers envelope #3
5. When asked “WOULD YOU LIKE ANOTHER COPY?” Press NO.
6. Put all the tapes in the correct envelopes.

Closing Procedures (page 4)

7. After all the tapes have been printed and signed, use the metal key to unlock #4 (the Auxiliary cover) and check for ballots.
8. Remove all ballots found and place in the large UNREAD BALLOT Envelope.
9. Check to be certain that the Auxiliary Compartment is empty, then slide the tab down on the underside of the auxiliary cover. Close and lock the auxiliary compartment.

Closing Procedures (page 5)

10. 10. You are now in the ADMINISTRATIVE MENU. Press POWER DOWN, then press YES.
11. 11. Use metal key to open lock #3, slide door open to the left and remove ballots from the main compartment first. Place the voted ballots on the table. Make certain that all ballots have been removed.
12. Lift the white door to remove **write-in** Ballots and place them in the WRITE-IN BALLOT Envelope.
13. 16. Give Write-In and Unread envelopes to Tally Teller with tape #3. Have an election worker search through remaining ballots for any more write in's. Give any more write-ins to the Tally Teller.
14. 16. **Double check that all compartments are empty in the Ballot Box.** Place ballot box Plastic cover back on top of the ballot box and lock both sides with metal key.

Closing Procedures (page 6)

15. Return the ImageCast to its carry case.
16. Unplug power cord from wall outlet. Recoil cord back into the compartment on top of the ballot box.
17. Bring ImageCast Machine in bag to Police Officer for Transport to the Town Clerk's Office.

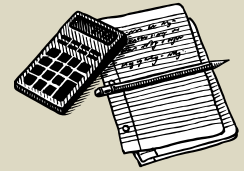
After the Ballot Box

- ❑ Once the Unread Ballots and the Write-In ballots have been identified and placed in the corresponding envelopes, the Wardens should provide the **TELLERS** with the tellers bag, the Write-In and Unread Ballot Envelopes, instructions and tally sheets.
- ❑ All ballots and materials must be secured and returned to Town Hall.
- ❑ Used and unused ballots-record the number of ballots on the Precinct Report. Make sure this report is completed.

Precinct Ballot Report

- This report records all of the ballots received for the precinct for the morning and afternoon shifts including mail in ballots received.
- The number of Voted, Spoiled and Unused Ballots must be recorded on the Precinct Report. The Wardens and Clerks for each shift must work together to complete this report.
- **Both the AM and PM shift must complete and sign**

10. Tallying Results



- Unread Ballots have not been tallied by the machines and are hand counted by the Tellers at the polling locations after the close of the polls.
- Write-In names have not been recorded by the machines and are also recorded by the Tellers after the polls close.
- Absentee /Early Voting Ballots received after the close of the polls cannot be counted.

11. Returning Materials to Town Hall

- ☐ All materials must be returned to Town Hall from each polling place, including:
 - ☐ Voted ballots
 - ☐ Voting lists, poll pads Receipts
 - ☐ Clerk records book
 - ☐ Warden's folder
 - ☐ Provisional ballots
 - ☐ Absentee/EV ballot envelopes
 - ☐ Unused ballots
 - ☐ Any other records of the election
 - ☐ Tally reports
- ☐ Follow the closing instructions included with the seals in the Precinct Box and the Warden's Folder
- ☐ Voting materials must be sealed at the polling place in the presence of the Town Clerk or the Assistant Town Clerk before they are transported to the Town Clerk's Office.



12. Sealing of Containers

LARGE CANVAS WHEELED BAG

MAIN (CENTER) COMPARTMENT with Red paper tag

*Please sign and affix one of the labels provided and seal with **Yellow Seal** provided.*

This bag should contain all of the following after the Tellers have finished:

- ☐ The Pure Ballots
- ☐ Unread Ballots in Envelope
- ☐ Write-In Ballots in Envelope
- ☐ Absentee/EV Ballot Envelopes
- ☐ One ballot tape showing Election results(Use **tape #3-Tally Teller**)
- ☐ ZERO "0" PRINT-OUT TAPE



Plastic Seal

SIDE COMPARTMENT with Yellow paper tag

Please sign and affix one of the labels provided

This compartment should contain:

- ☐ **Teller's Tally sheets in envelopes**
- ☐ Warden's Book, Spoiled ballots
- ☐ Clerk's Book , Poll Pad Receipts
- ☐ All paper Voter lists
- ☐ The Orange Provisional Ballot Bag (with any Provisional ballots)



SMALL CANVAS BAG

*Please sign and affix one of the labels provided and seal with the **Blue Seal**.*

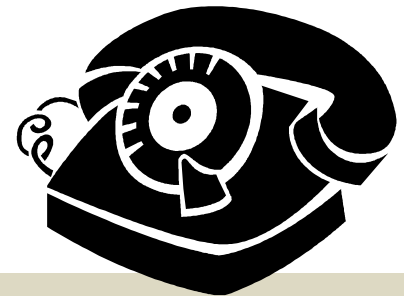
This bag should contain:

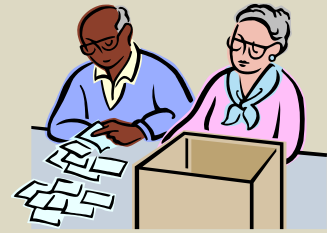
- ☐ Unused Ballots Only



13. When in Doubt...

- Don't hesitate to **CALL THE TOWN CLERK'S OFFICE** at **978-639-3351** or the cell phone numbers in the Warden's book, when a situation that you are not sure how to handle arises or if the circumstances are beyond your authority.
- You may use your cell phones to call the Town Clerk's Office.





**Thank you for serving the Town
of Sudbury as an Election
Officer!**

