Fulton County Registration and Elections - Chief/Dual Manager, Assistant Manager, and Clerk Training Session with the ACLU of Georgia
10/31/2020 - Notes from the Recorded Virtual Session

<u>**PANELISTS**</u>

Jeff Danovich - Fulton County
Vasu Abhiraman - ACLU of Georgia
Andrew Kurish - Fulton County

<u>**INITIAL QUESTIONS**</u>

What do line managers do?

Line managers will ensure that voters are in the right location by using the My Voter Page. If voters are in the wrong location, line managers will use google maps to tell them how to reach their correct location. Line managers will need to be able to operate an ipad.

How can I receive extra support as a first-time poll manager?

In Fulton County, each poll manager will have a point person on Election Day to provide them with support.

<u>**PRESENTATION**</u>

Training Objectives
1. Be confident that you can use the resources given to you to set up and use the new equipment on Election Day. If you are confident with the equipment, this will make voters feel more confident.
2. Be confident that you can correctly complete the required paperwork.
3. Know where to find answers to your questions on Election Day.
4. Know how to use checklists to set up equipment on Election Day if that is your responsibility.

2020 Presidential Election Cycle
- Special Election (Non-Partisan): September 29, 2020
- General Election - November 3, 2020
- General Election Runoff (Local/ State Offices) - December 1, 2020 * if necessary
- General Election Runoff (Federal Offices) - January 5, 2021 * if necessary

If you haven't voted already, please vote early.

Dress Code: Fulton County will be providing t-shirts. If you haven't attended a training to receive your t-shirt, your poll manager will have extras.

Meals: Jason's Deli is providing free lunches. Expect a free lunch!

Technicians will arrive with poll workers during this election, instead of earlier - like they have in past elections.

In previous elections, if you had a specific issue, you would've been given a specific phone number to call. This year, there is one **phone number to call with issues/questions:**

- 404-612-3800/3801
    - Option 1: Scanner, BMD, Poll Pads (Tech Support)
    - Option 2: Supplies (Missing Forms)
    - Option 3: Registration (E.g. Citizenship)
    - Option 4: Absentee
    - Option 5: Poll Worker/ Precinct Open
    - Option 6: General Questions

Customer Service Tips
1. Smile
2. Maintain a positive attitude.
3. Listen.
4. Use available technology to help.
5. Offer timely updates. If someone has an issue, give them timely updates.
6. Educate the voter. If a voter is confused, explain the voting processes to them.
7. Go the extra mile.
8. Thank the voter. Voters are the reason we are here!

Precinct Positions (being trained in this session)
1. **Clerk:** greets voters; operates poll pads; assists voters with BMDs; sanitizes equipment once every hour; hands out "I Voted" stickers; monitors scanner(s).
   a. If you're chosen to be a runner, you will leave the precinct early and make sure that the memory cards and other necessary materials get to the check-in center.
2. **Assistant Manager:** can perform any and all duties assigned to clerks; can work provisional station; will fill manager position if needed (non-negotiable)
3. **Manager (Has one precinct in their polling location)/ Dual Manager (Has multiple precincts in their polling location):** oversees the operation and implementation of the voting process; can work provisional stations; can perform all duties in precinct except for being the runner.
   a. If you're working as a dual manager, don't be intimidated. This does not affect the day-to-day tasks at your polling location.

*Note: The ACLU of GA had an additional provisional ballot training. To view, click here.

Other Precinct Positions (Not being trained in this session)
1. **Election Technicians**: will assist with technical issues concerning the scanner, ballot marking device (BMD), printer and poll pads; leaves after all of the machinery is shut off.

2. **Line Monitor:** uses a specifically issued poll pad to assist voters in line to determine their correct precinct; updates the manager and county on wait times; stands at the end of the line on Election Day to indicate who the last voter is.
   a. If you get in line by 7pm, you are eligible to vote - regardless of how long the line is.

What is the basic voting process?
The poll pad (iPad) will be used to check voters in. After checking a voter in, a voter access card will be created. The voter will then go to the BMD, plug in their voter access card, and tap their choices. A ballot will print off on the printer that is attached to the BMD. The voter will then place their ballot into the scanner.

SUNDAY

On Sunday, MANAGERS will be responsible for picking up the equipment. Sunday Checklist:

1. Prepare: Before Sunday, clean out your trunk because you're going to need room for equipment in your vehicle.
2. Pick Up: Check materials + review your sample ballots.
3. Confirm: Confirm your county cell phone works by calling and texting yourself. Make sure the phone is fully charged for Tuesday morning.
4. Confirm: Confirm poll pads match assigned precinct. If you have one with the wrong location, alert someone immediately.
5. Review: Review letter of instruction. Letters of instruction will contain policy and procedure updates and your passwords.
6. Contact: Contact poll workers to let them know what time they are expected to arrive for Monday checklist.
7. Set Up: Set up your precinct on Monday.

On Sunday, managers will pick up a blue and red supply bag. This will include:
1. Provisional Ballot Bag - Orange
2. Provisional Ballots w/ Issuance Record
3. Provisional Envelope - Inner (White)
4. Provisional Envelope - Out (Salmon)
5. Provisional Materials (Clear) Envelopes Includes:
   a. Challenges and Pending Voter Form
   b. Numbered List of Provisional Voters
   c. Provisional Ballot Recap Sheet
   d. Provisional Quick Tips
   e. Provisional Voter Certificate Binder - Spoiled
   f. Provisional Voter Certificate Binder - Valid
6. Provisional Voter Registration Application (Beige) - Extra
7. Rubber Bands + Paper Clips
8. Sample Ballots - Flyer
9. Scissors

10. Secrecy Folder
11. Stickers - Peach "I am a Georgia Voter" and/or "I Secured my Vote"
12. Suggestion Cards
13. Voter Certificate Binder
14. Voter Certificates
15. Challenged Ballot Bag - Small Orange with Blue Seal
16. Check-in Transport Bag - Red/Clear
17. Clipboards
18. Correct Precinct Signs
19. Electors List
20. Extra Packing Envelopes
21. Magnifying Glass
22. Manager's Packet (Includes Fee Schedule #2 Envelope)
    a. The Fee schedule is important. This is how poll workers get paid.
23. Measuring Tape
    a. Measuring tape is important for two reasons:
        i. The first is social distancing. You need to measure out six feet between waiting spots.
        ii. The second is that there is a rule that says that you cannot campaign within 150 feet of a polling location. This is 150 feet from any point on the exterior of the building. If someone arrives to vote with a pamphlet/campaign materials, please ask them to fold it up and put it in their pockets. Polling locations are non-partisan sites.
24. Memory Card w/ Seal - Yellow
25. Notebook
26. Notice to Provisional Voter
27. Notice to Provisional Voter Station
28. Packing Envelopes #1, #3 (red), #4, #5, #6, #7, #8, #9
29. Pens
30. Power Outlet Tester (For Technician Use)
31. Provisional Ballot Bag - Orange
32. Provisional Ballots w/Issuance Record
33. Provisional Envelope - Inner (White)
34. Provisional Envelope - Outer (Salmon)

Essential Forms (included in blue and red supply bag):
1. Equipment Carrier/Voting Booth Security Seals Form: used to record seal numbers when resealing the doors of the Carriers. Used for Monday set-up when black supply box is removed and poll pads stored, Tuesday morning and Tuesday night.
2. Zero Count Form: used to confirm and document the equipment is reset to Zero and the Ballot Boxes are empty. One form, for each scanner.
3. Scanner/Ballot Box Recap Form: used to verify seal numbers received from warehouse and to record seals for ballot box and emergency ballot box as they are replaced.

4. Touchscreen Recap: used to verify seal numbers on the BMD. The "Opening Case #" is the carrier number. Only the "Power/Printer" seal needs to be broken when turning on the unit. This door will be resealed with a new seal number written on the line below the old seal number.
5. Ballot Recap Sheet: used to confirm and record the opening count number of the BMDs. Also, they are used to document total counts of Poll Pads, Scanners, and BMDs.
6. Poll Pad Recap Sheet: used to verify seal number for the Poll Pad cases, record opening count numbers, closing count numbers, spoiled ballot counts, and re-issued card counts.
7. Spoiled and Unaccompanied Ballot Recap Sheet: used to record spoiled and unaccompanied ballots. One line of the form for each spoiled ballot.
8. Chain of Custody Form: used to track transport of the ballots removed from the ballot box.
9. Numbered List of Provisional Voters: used to record names of Provisional Voters. In a primary, names are recorded by party, so there will be three Lists - Republican, Democrat, and Non-partisan.
10. Provisional Ballot Recap - used to account for the numbers of Provisional ballots issued, used, unused, or spoiled. There will be one Recap sheet for each precinct at a polling location.

COVID-19 Safety Supplies (included in blue and red supply bag):
1. BMD Disinfecting Wipes
2. Face Mask - Disposable
3. Face Mask - Cloth
4. Face Shields
5. Gloves
6. Hand Sanitizer
7. Paper Towels
8. Social Distancing Line Placement Dots - Interior/Exterior

Social Distancing Guidelines:
● Use tape to indicate minimum distancing.
● Guide precinct traffic in one direction.
● All county employees must properly wear a mask.
● Offer PPE, but do not force voters to wear a mask.
    ○ This is unfortunate, you cannot tell people they can't vote because they aren't wearing a mask. This is voter disenfranchisement. However, if they do refuse to wear a mask, wipe down everything they use after they're finished.
● Issue stylus to voter to use on poll pad and BMD.
● Sanitize stylus and access cards after every use.
    ○ Tip: Buy a lunch meat tray that you see at Kroger/Publix. Bring trays in with you to separate clean and dirty voter access cards.
● Sanitize BMDs hourly.
● Sanitize after voters who do not use PPE.
● Do not take voters' temperature.

Note: All poll workers will get hazard pay unless you work for the county.

On Sunday, managers will also pick up a blue and black supply bag. It will include:
1. Poll Pads and Technician's iPad
2. Stylus
3. Voter Access Cards
4. Passwords
5. Seals
6. 1 Master Lock Key
7. Envelope #2
8. Blue Plastic Envelope
    a. Poll Pad Recap Sheet, Ballot Recap Sheet, Supplier (if Applicable)
    b. Touchscreen Screen Security Verification Form
    c. Scanner Security Verification Form
9. Lanyard: 4 Unit Cabinet - Poll Worker Card, Main Door Key, ibutton
10. Lanyard: 2 Unit Scanner Cabinet - Poll Worker Card Main Door Key, ibutton

On Sunday, managers will also pick up individual items:
1. Cellular Phone
2. Emergency Voting Booths - Blue
3. Handicap Access Arrow Signs w/ Metal Stand
4. Handicap Poster
5. Provisional Voting Booth w/Instruction for Voting Sign
6. Vote Here - or - Polling Place w/ Metal stand

MONDAY

On Monday, managers will call poll workers to coordinate set up times.

During this set up, you will:
1. Set up stations: greeter station, poll pad, BMD, Scanner (BMD + Scanner should be already set up at polling location), review/return station, provisional ballot.
    a. ***Note:** It is important to put the BMD and scanner in a place where voters can have privacy while voting AND in places where they will not overpower the electric system. If you put all of the machines in one location, this could cause issues.
    b. *** Note:** MANAGERS MUST TAKE PROVISIONAL BALLOT MATERIALS HOME WITH THEM AND BRING THEM BACK ON TUESDAY. Managers are NOT to leave the provisional materials inside the precinct. If you can't get into your location in the morning, you will still open on time at 7am with provisional ballots outside.
2. Review Letter of Instruction
3. Contact Poll Workers again (especially ones who do not show up for Monday set up)
4. Contact facility personnel to confirm Tuesday opening

On Monday, poll managers will:
1. Verify that BMD serial numbers match the Equipment Carrier Security Verification Form.
2. Verify that power dongle extension cord and extra printer are in the 2-unit carrier.

3. Verify that ATI kit and headphones are in the 2-unit carrier.
    a. ATI = Audio Tactile Interface : accommodation for voters with disability.
4. Take black supply box out of the 2-unit carrier.
5. Lock poll pads in either 2-unit or 4-unit carrier.
6. Put up Voter with Disability Access signs.
7. Put up signs indicating which carrier has the ATI.

What's in the black supply box?
1. Acceptable proof of citizenship
2. Application for voter registration
3. Ballot review - small
4. Ballot review - large
5. BMD / Printer / Scanner
6. Card of Instruction
7. Directional Blank Signage Cards
8. Directional Blank Signage Card Wood Stand
9. Doorstop
10. Do not leave with your ballot - small
11. Do not leave with your ballot - large
    a. Some people think that their ballot is a receipt of their vote but the ballot needs to go into the scanner -- so these signs are super important.
12. Entrance sign
13. Exit sign
14. Extension Cords (additional cords are in the voting cabinet)
15. Georgia Voting Information/ Voting Rights
16. Handicap Voting Access Sign
17. Identification Required (Yellow)
18. Important Notice to Voters
19. Larger Print
20. Magic Markers
21. My Voter Page Flyers
22. No Campaigning - Limit Marker (Red)
23. No Cell Phone Use Sign
    a. There are no electronic devices in your polling location except in the case of a diabled voter. They can use their cell phone. ATI allows the voter to use an app to assist them with voting.
    b. If you see anyone taking a selfie in front of their BMD, tell them to put their phone away!
24. No Firearms
25. Notice of Penalties
26. Notice on Assistance - Special Notice
27. Notice to Voters 75 Years of Age or Older
    a. If a voter is disabled or 75 Years of Age or Older, from the hours of 9:30AM to 4:30AM, they can cut to the front of the line. If the voter is with an assistant, they can go with them. However, if they want to stay in line, they can.

28. Numbered List of Voters (DEM, REP, NP)
29. Paper for BMD printer - (Inside Voting Cabinet)
30. Pens - Extra
31. Poll Watcher Area - Small
32. Poll Watcher Area - Large
33. Poster Putty
34. Power Surge Protector
35. Prohibition Notice (Orange)
36. Scanned Ballot Transport Bag (In Voting Cabinet)
37. Special Notice / Voting Assistance
38. Stickers
39. Tablecloths - Plastic
40. Tape - Painters Tape
41. Tape - Masking Tape
42. "To Vote" Arrow Signs
43. Unused Provisional Ballot Box
44. Vote Here Banner - or - Polling Place Banner
45. Voter Instructions
46. Wait here to vote sign

At your polling place, you must have:
1. An entrance
2. A check in station
3. A provisional station
4. BMD carriers
5. Ballot Review Station + Card Return Station
6. BMDs (VWD Kit) and Scanner (s) near the exit.
7. Absentee Ballot Cancellation station (separate area for deputy registrars to cancel absentee ballots). Note: This is new as of this year.
8. An exit

*Note: It is highly recommended that poll managers and assistant managers set up their own work station (a table or desk) to stay organized throughout the day.

Where should poll workers be stationed?
- Have a poll worker at each poll pad.
- Have a manager at your provisional ballot station.
- Have poll workers monitoring each BMD to remind voters to take ballots off of the printer and remove voter access card.
- Have a poll worker by each scanner reminding voters to review their ballots and collect their voter access cards. They will also hand out "I Voted" stickers.
- Have a poll worker stationed by the door.

Tuesday Morning - Opening Procedures
* Note: Set up is open to the public. The public can observe, but they cannot interfere. If they are getting in your way, politely ask them to step aside and allow you to perform your duties. However, if someone is there early to observe, that does not mean that they are allowed to vote first. They must go to the end of the line after observing.

- Arrive at 5AM.
- Contact Fulton County by 6AM to confirm that you have access to your facility. Fulton County should call you - but if they don't call you in a timely fashion, call them by 6AM.
- Assistant managers will give each other the oath of office; Assistant managers will then give clerks the oath of office.
- Fill out your name tag.
- Put up outdoor voting signage.
  - It is important to do this on Tuesday morning, NOT monday.
- Managers and Assistant managers will power up scanners, BMDs, and poll pads.
- Managers will fill out essential forms.

Paperwork needed for opening (in blue portfolio - before voting forms)
1. Chain of Custody
2. Supply Checklist
3. Supply and Equipment Receipt
4. Ballot Marking Device, Printer, and UPS - Opening Procedures
5. Ballot Scanner - Opening Procedures
6. Equipment Carrier / Voting Booth Security Seals Form
7. Oath of Clerk
8. Oath of Manager
9. Poll Opening Late / Voting Stopped Form
10. Poll Pad - Opening Procedures
11. Poll Pad - Quick Tips
12. Poll Worker No Show
13. Notice of Candidate Withdrawal (if Applicable)
14. Notice of Certified Write-In Candidate (if Applicable)
15. Notice of Disqualified Candidate (if Applicable)
16. Secretary of State Memos/Notices (if Applicable)
17. Sample Ballots
18. Name Badges + Holders

Opening scanners, BMDs, and poll pads

- If you made it to a class, you should've had a manual or binder distributed to you. If you didn't, you may need to borrow a binder from another poll worker. This binder will have the step by step instructions of how to open a ballot marking device or a scanner.
- For managers and assistant managers, when you are setting up your machines, you should have a clerk right behind you reading out the steps from the binder.

What do we do if we are not able to open by 7AM?
1. Immediately call your Fulton County Elections Regional Coordinator (see important numbers list).
2. See Poll Opening Late/Voting Stopped form (located in blue portfolio).
3. If none of your Poll Pads, BMDs, and scanners are functional, you can still open on time by issuing provisional ballots (Code EM).
    a. Also, it may still be possible to open your precinct if one poll pad, one BMD, and one printer works. You do not need all of them to work to open timely. You can scan in votes at a later time.

What if we do not have enough tables or chairs in the polling location?

You can ask your facility personnel if they can spare tables or chairs. You can also call Fulton County, they will deliver extra tables.

Forms needed during voting (Blue Portfolio)
1. International Agency Report to Risk Management: an accident form - e.g. if someone slips and falls at your polling location, you will fill out this form.
2. Notice of Hearing - Challenged Voter
3. Numbered List of Deceased Voters
4. Poll Staff Feedback Forms
5. Procedure for Challenge Received at Polls before Noon
6. Public Safety Official For Security + Traffic Control
7. Spoiled + Unaccompanied Ballot Recap Sheet
8. Voted Ballot Removal Form - During Voting
9. Voter Record Discrepancy Report
10. Affidavit Forms
11. Poll Watcher Notification (if Applicable): a list of all certified poll watchers in the state.

What is the difference between poll watchers and non-partisan observers/public observers?
- **Poll watchers** are certified by the state of Georgia to observe your location. When a poll watcher enters your location, they have to show a letter of certification and a name badge. Their name badge will say "secure the vote" with a Fulton County symbol, their name, their location, and the election they are observing. Some poll watchers can observe one precinct while others can observe multiple precincts. Poll watchers are only allowed to talk to poll managers. They are not allowed to talk to voters. Generally, there will be two poll watchers per political party and one per NGO.
- **Non-partisan observer/public observer**s are people from the public who come to observe the elections. They may be from the Lawyer's Committee for Civil Rights or Election Protection groups. Georgia law says that the public can observe voting without affecting the privacy of the elector. Therefore, these observers can not be inside the enclosed voting space. The enclosed voting space is generally treated to be the entire room where voting is occurring.

Accepted Voter Photo Identification

Georgia is a photo identification state, it is not an address verification state. Therefore, if you have a voter whose address does not match what's on your poll pad, that is still acceptable.

1. Georgia Driver's License (can be expired)
2. Valid Georgia voter ID card or other valid ID card issued by branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law.
    a. **General rule of thumb:** If they have received their ID from a government or publicly funded entity, the ID can be accepted.
    b. *** Note**: We <u>can </u>accept out-of-state driver's licenses. We can <u>not </u>accept expired out-of-state driver's licenses.
    c. *** Note:** We <u>can</u> accept student IDs from public Georgia universities such as Georgia Tech or the University of Georgia. We can <u>not </u>accept student IDs from private Georgia universities like Emory or Morehouse. There is a list of schools in the state university in your manual.
    d. *** Note:** We <u>can </u>accept MARTA Breeze cards that are issued to senior citizens and people with disabilities.
    e. *** Note:** We <u>can </u>accept weapon IDs and concealed carry licenses.
3. Valid United States Passport
    a. *** Note:** we can <u>not </u>accept expired passports.
4. Valid employee ID card issued by any branch, department, agency, or entity of the United States government, this state or any county, municipality, board, authority, or other entity of this state.
5. Valid US military ID card
    a. *** Note:** We can <u>not </u>accept expired military ID cards.
    b. *** Note:** People in the military generally refer to military ID cards as Common Access Cards (CAC card).
6. Valid tribal ID card
    a. *** Note:** Some tribal ID cards have an expiration date, and others do not. If it does not have expiration date, we consider that current. If it does have an expiration date, you go by the expiration date.

How do I make BMDs ADA compliant?
Refer to your poll pad quick kits for this procedure. On the poll pad, there are functions that will kick on the ATI kit in the BMD. This will give people on the BMD choices to make their voting experience more accessible.

Scanning Ballots
● The voter is supposed to insert their own ballot into the scanner. However, if they are struggling, you are allowed to assist them.
● You should be able to insert ballots into the scanner face-down or face-up, it should not matter. However, there have been issues with scanners which will only take ballots face-up. If this is the case, you may inform the voter of this.
● Many people are unfamiliar with the new machines and procedures. Many voters will think that their printed ballot is a receipt and may fold it or put it away. If the ballot gets damaged, it will not go through the scanner. If it doesn't scan, they will have to go back to check in and create a new ballot.

Provisional Ballots

* Note: Watch the ACLU-GA Provisional Ballot Webinar, here.

- Provisional ballots should be offered to ANY voter who cannot vote on the BMD.
    - If a voter is at the wrong polling location, they have the option to cast a provisional ballot. However, the only way they can ensure that their vote will be counted is to go to their assigned precinct.
- The time of day does not matter for issuing provisional ballots. Provisional ballots can be issued whether it's 7:15AM or 6:45PM.
- Elections staff members research provisional ballots to determine a voter's eligibility.
- Many provisional ballots get counted and are included in the election results.

Tuesday Evening Closing Procedures

* Note: This process is open to the public, as with opening procedures. The public can observe, but they cannot interfere. If they are getting in your way, politely ask them to step aside and allow you to perform your duties.

- Fulton County may extend hours at voting locations if a polling location opens late. If this is the case, voters that vote during the extended hours (i.e. after 7pm) will be casting provisional ballots.
    - If a polling location opens late, a lawsuit will come in against the state of GA, demanding that the location be closed late to ensure fair and equitable treatment of voters at this location. A judge will determine whether or not the polling location will extend voting hours. Even if the judge says that the location will extend voting hours, voters still need to vote provisionally because that decision can be overturned at a later time.

After the last voter has voted:

- Declare the polls closed (Manager)
- Take all signage down (Clerks)
- Break down all stations, clean precincts, post tapes and provisional recaps (Clerks).
    - The scanner will produce closing tapes. One of these tapes will go on the window of your facility so the public can observe.
- Shut down:
    - Scanners (Manager)
        - Send Runners with Yellow Memory Card Bag + Ballot Transport Bag to arrive by 8:30 PM at check-in center.
            - What goes in the Yellow Memory Card Bag? Envelope #5 (will contain two copies of closing tapes), the chain of custody form (runner will need to fill this out for accountability purposes), and memory cards used in the scanners. Runners will also bring the ballots to the check-in center.
    - BMDs (Assistant Manager)
    - Poll Pads (Assistant Manager)
- Shut down provisional station (Manager)
- Complete all essential forms (Manager and Assistant Managers)
- Take a picture of the posted Scanner Tape and Provisional Recap Sheet with County Mobile Phone.

- Review the closing checklist for what to bring.
- If necessary, contact the precinct representative to lock the doors.
- Depart for check-in center.

Forms to refer to during closing
1. Ballot Marking Device, Printer and UPS - Closing Procedures
2. Ballot Scanner - Closing Procedures
3. Chain of Custody - Transfer of Election Results
4. Poll Pads Closing - Procedures

Election Day/Night Seals

Seal Location	Leaving Warehouse Type of Seal	Monday Night Type of Seal	Tuesday Daytime Type of Seal	Election Night Type of Seal
Ballot Bin Door	Green Mini Padlock	SAME	Green Mini Padlock	Yellow Mini Padlock
Emergency Ballot Bin Door	Green Mini Padlock	SAME	Yellow Mini Padlock	SAME UNLESS USED DURING DAY
Scanner PW Card	Green Mini Padlock	SAME	SAME	NONE
Scanner Admin Card	Red Wire Seal	SAME	SAME	SAME
Scanner Printer Seal	Red Wire Seal	SAME	SAME	SAME
Scanner Lock Seal behind Scanner	Red Mini Padlock	SAME	SAME	SAME
Right Hand Scanner Seal	Red Wire Seal	SAME	SAME	SAME
BMD Case/Cabinet Door Seal	Green Pull Tite	SAME	NONE	Red Pull Tite
BMD Accessories Compartment	Red Wire Seal	SAME	SAME	SAME
BMD Batteries Compartment	Red Wire Seal	SAME	SAME	SAME
BMD Election Data Compartment	Red Wire Seal	SAME	SAME	SAME
BMD Power/Printer Compartment	Green Mini Padlock	SAME	Yellow Mini Padlock	SAME AS DAYTIME
Printer Case Seal (If not in cabinet)	Green Pull Tite	SAME	NONE	Red Pull Tite
Poll Pad Seal #1	Green Pull Tite	SAME	NONE	Red Pull Tite
Poll Pad Seal #2	Green Pull Tite	SAME	NONE	Red Pull Tite
Voting Cabinet Back Door Seal	Green Pull Tite	Green Pull Tite	NONE	Red Pull Tite
Ballot Transport Bag	Green Mini Padlock	SAME	SAME	Yellow Mini Padlock

* **Note:** You will run out of seals by the end of the night. Fulton County never provides enough seals. So, throughout the day, be very careful about over-using seals to make sure you have enough at the end of the day.

What goes in the envelopes?
* **Note**: All of the envelopes, unless otherwise noted, will go in a blue bag at the end of the night.
(Envelope 3 does not go in a blue bag, it goes in the provisional bag.)

Envelope 1 :
- Poll Pad Recap Sheet
- Polling Place Scanner Memory Card Recap Sheet

- Touchscreen Recap Sheet
- Security Verification Form
- Zero Count Form

Envelope 2 (Green Envelope):
- Fee Schedule
- Notes to Election Chief (if applicable)
- Poll Opening Late/ Voting Stopped
- Poll Worker Feedback
- Poll Worker No Show Form
- Suggestion Cards

Envelope 3 (Red Envelope):
- Challenged and Pending Voter Form
- Notice to Provisional Voting Station
- Provisional Ballot Recap
- Provisional Numbered List
- Provisional Voter Registration Forms
- Valid Provisional Certificate Binder

* Note: Goes in the provisionals bag, not the blue bag.

Envelope 4:
- Spoiled and Unaccompanied Ballots
- Spoiled and Unaccompanied Ballots Recap Sheet

Envelope 5:
- Two copies of the Closing Tape Polling Place Scanner Tapes

* Note: Goes with the runner(s).

Envelope 6:
- Cancelled Absentee Ballots and Envelopes
- Numbered list of deceased voters
- Numbered list of voters
- Supplemental list (if applicable)
- Voter record discrepancy

Envelope 7:
- Provisional Ballot Stubs
- Spoiled and Cancelled (not cast) provisional ballots
- Spoiled provisional voter certificates

* Note: Does not go in blue bag.

Envelope 8:
- Affidavits

- Oath of Clerks
- Oath of Managers
- Public Safety Official Form

Envelope 9:
- Unscanned Emergency Ballots

What is returned to Fulton County?
- Yellow Memory Card Bag (Runner)
  - Memory Card(s), Result Tapes
  - Envelope 5
  - All Scanned Ballots in Ballot Transport Bag
- Red Bag (Manager)
  - Envelopes 3, 7, and 9
- Cast Provisional Ballots in Orange Bag
- Provisional Large Orange Envelope
- Unused Provisional Ballots Box
- Poll Pads in Transport Bag (which is a black bag)
- Blue Bag (Manager)
  - Envelopes 1, 2, 4, 6, 7, 8, 9, 10 (extra)
  - Voter Access Cards
  - Manager Lanyard with Keys
  - Cell Phone
- Blue Bag with Black Handles
  - Unused PPE

Questions?
- If you run out of seals, what do you do?
  - Call downtown, hit the option for supplies. Around 2pm is a good time to call downtown to get more seals.
- Do we need to verify the voter's address if the address on the poll pad is incorrect or outdated? Do we have to issue a provisional ballot? What if there is a typo in their name?
  - Georgia is not an address verification state. If the addresses don't match that's fine. We only need to be concerned that the person in front of you is the person on the license or photo ID. The address on the ID doesn't matter. The voter can fill out a Voter Discrepancy Form and mail it to downtown if there is a clear typo in their name. They don't have to vote a provisional ballot.
- If the voter says the address on the poll pad is not their address anymore, what do you do?
  - They needed to have updated their voter registration before the deadline. They should vote where they are registered. You can pull out a voter registration card form and have the voter fill it out with their new address. The old address goes in box 10 and the voter should sign the form. The voter will be issued a new voter registration card when the county receives their form.
- Who is the support person for the assistant manager?

- The poll manager should be the main support person for the assistant manager. If the poll manager has never managed before, they are going to have a team leader to be their point person. The team leaders are a new position we are using this year, and each will have 8-10 poll managers to check in on. They are getting trained on weird and rare situations that might occur this afternoon.
- If the voter is in the wrong precinct or the wrong county, are we allowed to tell them that their vote won't count if they vote provisionally? How should we handle a situation where a voter asks if their provisional ballot will count or not?
  - In some cases, the voter needs to do some leg work within three days of the election to make their vote count. If a voter is in the wrong county, their information will not even show up on the poll pad. If this occurs, ask the voter if they are in the wrong county. Only registered voters in Fulton can vote in Fulton. If they opt not to go to the correct county, they can vote provisionally, but their vote won't count unless they are registered in Fulton. We can encourage them to go to their county and we can tell them their vote likely won't count if they vote in the wrong county. You can tell them that we do not transfer ballots to other counties. However, let's say they tell you that they moved to Fulton and they say they re-registered with their new address. This case is called Prior Registration, and they can vote a provisional ballot. This provisional ballot will only count if they did indeed register by the registration deadline.
- What do I do if I haven't been able to reach a contact at my precinct in order to get in for set up? Is there an estimated time that equipment will be delivered to precincts?
  - Equipment is being delivered right now, but some places won't receive equipment until Monday. Arrive at your polling place for Monday set up.
- I didn't learn about Absentee Clerks in my training.
  - This is a new policy that was added after we started poll worker training. This will be listed on a letter of instruction. These are Fulton County Deputy Registrars that will be stationed at every polling place in Fulton County. If a voter comes in with an outstanding absentee ballot, you have been trained to have them sign an affidavit and call the central office for absentee ballot cancellation. If you have a Deputy Registrar at your polling location, you don't have to call that number any more. The Deputy Registrar will cancel that ballot on site by accessing the election software on a Fulton County laptop. You or the poll manager are still responsible for making sure the affidavit gets signed. The poll manager's override code is going to be needed on the poll pad to allow the voter to get a voter access card after the absentee ballot has been cancelled.
- About five of my clerks have not completed training as of yesterday. What do I do?
  - Jeff is teaching a class from 2-6 today. Tell them to show up.
- I contacted all clerks scheduled to work at my precinct and we are all newbies.
  - If you are a clerk and you have been to training, you should be okay. Your manager should have the support of their team leader. If you are the manager, let the team leader know that your precinct is all new hires and they will give you extra attention and help with set up if you need. If you need them to come help you on Tuesday morning, they may be able to come as long as none of their other sites are completely locked out of the building, for example.
- What if a voter's PPE is labeled with campaign slogans?

- ○ If the PPE has the name of a candidate on the ballot, it's not allowed. If it has a slogan closely associated with a campaign, it's also not allowed. The general rule about "campaigning" is that if it has the name or a slogan or closely associated slogan of the campaign, it's campaigning. A t-shirt from a candidate not on the ballot is likely allowed.
- ● What if a voter refuses to put their phone away?
  - ○ First, ask nicely. If that doesn't work, let them know they are in violation of state law. Ask the Manager to make the second contact with the voter. If they still wont put it away, and are running around and trying to photograph ballots, that is a security concern. You will have a police officer at your precinct for serious issues, like very defiant voters. If they are simply being disruptive, ask them to take their phone call outside. You should also have an escalation/de-escalation flowchart for handling security concerns.
- ● What if a non-certified self-proclaimed poll watcher comes to the precinct and wants certain numbers from the poll workers?
  - ○ Anyone is entitled to the total voter count numbers upon request. They are not allowed to get the number themselves by walking up to a scanner but they are allowed to ask. Nonpartisan poll observers are essentially members of the public under law. They are allowed to observe the election from outside the enclosed space. A good indicator for this is the 25 foot area outside which exit polling is allowed to happen. They may make themselves available for voters to talk to them about their experience when they are leaving the polling place. If someone comes to observe and does not have the state credentials for Poll Watchers, you do not need to treat them like they have broken the law and need to be arrested, just remind them of the rights of any member of the public. You also have a right to manage a precinct without getting crowded while you work, and with COVID it is doubly important to maintain proper distancing. If anyone is creating a significant disruption, whether they are a credentialed Poll Watcher or not, you have the right to ask them to leave the precinct; you have the right to run your polling place without disruption.
- ● What if there aren't enough provisional ballots?
  - ○ All precincts are getting enough provisional ballots for 20% of registered voters, and some are getting enough provisional ballots for up to 40% of registered voters. If you get three quarters through your pile and you will need more, call us.
- ● If there is a typo on the poll pad, does the voter vote provisionally?
  - ○ If there is reasonable confidence that the voter in front of you is the voter on the poll pad, they should be checked in normally and they should vote regularly. The typo can be documented on the Voter Discrepancy report.
- ● What do you do if someone shows expired or questionable photo ID?
  - ○ The voter should vote a provisional ballot and they need to show proper ID to their county within three days for that ballot to count.
- ● What happens if the voter sees they have made a mistake when the paper ballot is printed out from the ballot marking device?
  - ○ The voter will go back to the check in station, the poll worker will cancel their check in and create a new voter access card, and the voter can go back to the ballot marking device. The paper ballot in their hand must be spoiled.

- During early voting, a poll worker refused to take the absentee ballot I brought in, but had me sign an affidavit before I went to vote on a BMD. Is this proper procedure for Election Day?
  - On Election Day, always take the ballot and the envelope if they have that too. Write "Cancelled" on the ballot and send the voter to check in and the vote on a BMD. This is straight out of the state code and the state manual.
- Much of Fulton County does not have power or internet right now. Will this affect election day?
  - No. None of the voting devices are connected to the internet. The laptops that the Deputy Registrars will be using will be able to connect to hotspots provided in order to connect to the internet. If for any reason, the Deputy Registrars are unable to access the election system, the Poll Workers should revert back to the original protocol which involves calling the central office for absentee ballot cancellation.
- Is it okay for volunteers to provide food and water to voters?
  - Any food or water that is offered to voters must be offered to anyone. We would encourage folks that are giving food to anyone to be outside of the 150 foot distance area because it has not been very clear. It is okay for people to give food and water to poll workers and allow the poll workers to hand those out to voters. Since Fulton County has line monitors, they may be able to hand out food for you. This has been a little confusing this week. It is clear, however, that the food and water may not be labeled with any candidate's name or slogan on them, as this is "campaigning."
- Have there ever been caravans of honking cars intending to create distractions or something similar?
  - We haven't seen or heard anything like that in Fulton County during early voting. If people are truly creating noise pollution and damaging voters' ears, it may be related to voter intimidation statutes, but it's not clearly delineated.
- What should we delegate to the Assistant Manager?
  - Designate an assistant manager to the provisional station, and one the check-in area to help if check ins need to get cancelled. One assistant manager can also do absentee ballot cancellation if the Deputy Registrar does not show up.
- What is the 150 feet campaign rule?
  - This is the rule that states no campaign materials may be within 150 feet from the outside of the polling place building, plus 25 feet from the voter line if it extends past 150 feet, so you can imagine a halo that extends out 150 feet from all the outer edges of the building and extends 25 feet out from any part of the voter line. There is a private property exemption, if that private property is within 150 feet of the edge of the building.
- Does the address on the additional form of ID for IDR (ID required) voters have to match the address in the poll pad?
  - Yes. In this anomalous case, folks who registered for the first time in Georgia by mail and did not include proper photo ID with their voter registration will appear in the poll pad as "IDR voter." In this case, federal law allows this type of voter to show any of the forms of photo ID we discussed OR one of a few additional forms of identification, including a pay stub with address, utility bill with address, or bank statement with address. They can only do this once, the first time they vote. Subsequent times, they will need one of the acceptable forms of photo ID in Georgia. That address needs to match the address on their registration.

- What happens if someone didn't register to vote and wants to register on election day?
  - Georgia does not have same day voter registration. If they are insistent on casting a vote, they can cast a provisional ballot, but that vote ultimately will not count.
- Are poll watchers allowed to take videos of a precinct's opening and closing procedures?
  - Definitely no photos of the voters voting. During opening and closing procedures, it is unclear, but no cell phones or cameras are supposed to be used during the entirety of election day.
- If someone leaves with their ballot printed out and comes back and wants to vote it, can they?
  - No.

* Note: Check out acluga.org/pollworker for resources for poll workers, including this training webinar video. *