



# POLL WORKER MANUAL

Last Revised October 14, 2023



## **PREFACE**

This City of Milton Poll Worker Manual is to be used as a guide for the administration of elections conducted by Poll Workers.

This manual is not intended to be used as a substitute for the Georgia Constitution, relevant statutes, applicable case law, or rules of the State Election Board.

Prior to your assigned duties, be sure to collect contact information for City Election Officials, polling place information, a City of Milton map, a supply list, and any other information provided by the City.

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## GENERAL INFORMATION

Managers may look up relevant Georgia Election Laws and Regulations on their phone during voting or call Elections Staff for assistance.

Poll managers must **familiarize themselves with the following sections of the Georgia Election Code** (O.C.G.A.) to ensure that unlawful acts or omissions by poll officers do not occur.

- § 21-2-414: Restrictions on Campaign Activities
- § 21-2-562: Fraudulent entries; unlawful alteration or destruction of entries; unlawful removal of documents; neglect or refusal to deliver documents.
- § 21-2-566: Interference with primaries and elections generally.
- § 21-2-568: Entry into voting compartment or booth while another voting, interfering with elector, inducing elector to reveal or revealing elector's vote, and influencing voter while assisting
- § 21-2-568.1: Intentionally Observing an Elector while casting a ballot
- § 21-2-568.2: Use photographic or other electronic monitoring or recording devices, cameras, or cellular telephones
- § 21-2-583: Removal or destruction of election supplies or conveniences.
- § 21-2-584: Refusal or failure of manager to administer oath to poll officer; poll officer acting without being sworn; giving of false certificate as to swear of poll officer
- § 21-2-587: Frauds by poll officers
- § 21-2-588: Premature counting of votes by poll officer
- § 21-2-589: Willful omissions by poll officers
- § 21-2-590: Poll officer permitting unregistered or unqualified persons to vote; refusing to permit registered and qualified persons to vote; unlawful rendering of assistance
- § 21-2-591: Poll officers permitting unlawful assistance to voters
- § 21-2-592: Failure of poll officers to keep record of assisted voters

Poll Managers/Assistant Managers should familiarize themselves with the code specific to paper ballots

- § 21-2-430. Opening of Ballot Boxes; Destruction of Irrelevant Materials; Locking of Ballot Box; Public Breaking of Seals; Instruction Cards and Notices of Penalties
- § 21-2-431. Execution of Voter's Certificate; Procedure Upon Qualification of Elector; Elector Unable to Sign Name; Voting Outside Precinct of Residence; Registration as Prerequisite to Voting
- § 21-2-432. Voter's Certificate Binder as Constituting Official List of Electors; Separate Preservation and Disposition of Refused Applications
- § 21-2-433. Admission of Electors to Enclosed Space; Detachment of Ballots from Stubs and Distribution of Ballots to Electors; Return of Canceled Ballots to Superintendent
- § 21-2-434. Restrictions as to Removal of Ballots from Book or Polling Place; Deposit of Official Ballots in Box; Disposition of Unofficial Ballots
- § 21-2-435. Procedure as to Marking and Depositing of Ballots
- § 21-2-436. Duties of Poll Officers After the Close of the Polls

The Georgia election code (O.C.G.A.) is at: <https://law.justia.com/codes/georgia/2022/title-21/>  
(Please select the most recent year.)

## WHAT TO EXPECT

Poll Worker Training is mandatory. In order to work as a Poll Worker, you must first complete mandatory Poll Worker training and pass a required certification test. You will be paid a \$40 flat fee for one training course when you complete your first assigned shift. Payday for Election Day work is December 1, 2023. The first payday for Early Voting will be November 17, 2023. The work week is from Saturday to Friday. Per Georgia law, any hours exceeding 40 hours per work week will be paid at a rate of 1.5 times the standard hourly rate.

Hourly wages for 2023 City of Milton Municipal Elections are:

Poll Manager \$23.00/hour    Assistant Manager \$18.50    Clerk/Tabulator/Other \$17.00

Advance Voting **work** hours for clerks at Milton City Hall are expected to be:

	Clerk Work Hours	Polls Open
• Monday October 16, 2023	8:00 AM to 5:30 PM	9:00 AM to 5:00 PM
• Tuesday October 17-Wednesday October 18	6:30 AM to 5:30 PM	7:00 AM to 5:00 PM
• Thursday October 19-Saturday October 21	8:30 AM to 5:15 PM	9:00 AM to 5:00 PM
• Monday October 23-Saturday October 28	8:30 AM to 5:15 PM	9:00 AM to 5:00 PM
• Monday October 30-Tuesday October 31	8:30 AM to 5:15 PM	9:00 AM to 5:00 PM
• Wednesday November 1-Thursday November 2	6:30 AM to 6:30 PM	7:00 AM to 6:00 PM
• Friday November 3	6:30 AM to 8:00 PM	7:00 AM to 6:00 PM

During Advance Voting, you might not be scheduled to work all days and some “split-shift” partial work days may be scheduled. You are expected to be on time and work the times for which you are scheduled. You may need to stay later if voting is still occurring after the scheduled close of the polls. Managers and Assistant Managers may be required to work additional hours prior to and after listed times. The first three days and the last two days of Advance Voting are anticipated to be busier than other days and staffing will be scheduled accordingly.

On Election Day, Tuesday, November 7, 2023, all workers must report to their designated polling location (Milton City Hall at 2006 Heritage Walk, or Milton City Park and Preserve at 1785 Dinsmore Road, or Milton Public Safety Complex 13690 GA Highway 9) by 6:00 AM and plan to work until approximately 8:00 PM. Managers should plan to work one to two hours on Monday, November 6, 2023, for set up.

For those working on Election Day, since you will be working the entire time period that the polls are open, you will not be able to visit your precinct and vote on the day of the election. This is why it is necessary to make a plan to vote early, unless you are assigned to work at your own precinct. Request and return your absentee ballot by mail or vote early, in person.

Lunch and dinner will be provided on Election Day. Workers will need to remain at the polling place for the entire day on Election Day. A reasonable amount of time will be allowed for lunch

and other breaks. Cell phones may only be used during breaks or for official election business. Work may include sitting or standing for more than one hour at a time.

Dress is business casual (e.g., a nice shirt and pants and comfortable shoes). No jeans. You may want to layer to adjust for changing temperatures. Official name badges with first name and title must be clearly displayed at all times.

## SET UP

Set up the polling place to allow for access for those with a physical disability and an easy flow for the voter. We are defining the **polling place** as the room that contains the enclosed space, along with the adjoining room/lobby where voters may queue, and any adjacent restrooms, and conference rooms.

An **enclosed space**, which includes the area for the voters to mark their ballot, the review station, the provisional station and the ballot box, will need to be established. These stations must be at least 6 feet from the barrier of the enclosed space. The sign noting that only voters, Poll Workers and Poll Watchers are allowed within the enclosed space should be posted on the barrier. The Poll Pads are outside the enclosed space.

There should be three poll officers in the **polling place** at all times when voting is underway, a manager and two assistant managers. If an emergency occurs and someone must leave, the replacement must be sworn in.

All duties must be performed in full view of the public. (O.C.G.A. §21-2-406)

At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.

Poll Observers may watch but are not allowed to enter the enclosed space or to interfere when preparations for opening or closing the polls are in progress.

## IMPORTANT REMINDERS

Do not have any open drink containers or food near the ballots or other paperwork.

Do not handle a completed ballot unless emptying the ballot box. Ballot box should be opened in presence of at least three poll workers. Clearly announce that ballot box is being opened.

At the end of each day of Advance Voting, a count of cast ballots and provisional ballots must be given to the election superintendent so that count can be submitted to the Secretary of State no later than 10:00 am the next day.

On election night, the total number of cast and provisional ballots must be given to the election superintendent so that count can be submitted to the Secretary of State and posted no later than 11:59 pm that same night. (O.C.G.A. § 21-2-421)

## OPENING THE POLLS CHECKLIST

**PRIMARIES AND ELECTIONS**

While copy to be filed with Superintendent.  
Yellow copy to be filed with Clerk of Superior Court (if county election) or City Clerk (if municipal election).

\_\_\_\_\_, COUNTY, GEORGIA  
(Municipality - if applicable)

\_\_\_\_\_, PRECINCT

All Managers and clerks shall, before entering upon their duties at any primary or election, be duly sworn in the presence of each other.

(1) The chief manager shall first be sworn by an assistant manager.

(2) The assistant managers and clerks shall then be sworn by the chief manager.

Each of them shall immediately sign in duplicate the oath taken by him or her upon forms to be furnished by the superintendent, and the same shall be attested by the officer who administered the oath.

**OATH OF MANAGERS**

We, the undersigned deponents, individually and jointly, do swear (or affirm) that we will as manager or assistant managers duly attend the ensuing election (or primary) to be held on \_\_\_\_\_, 20\_\_\_\_ during the continuance thereof, that we will not admit any person to vote, except that we firmly believe such person to be registered and entitled to vote at such election (or primary), according to the laws of this state, that we will not intentionally delay or refuse to permit any person to vote whom we believe to be entitled to vote as aforesaid, that we will use our best endeavors to prevent any fraud, deceit or abuse in carrying on the same, that we will make a true and perfect return of the said election (or primary), and that we will at all times truly, impartially and lawfully perform our duties therein to the best of our judgment and ability, and that we are not disqualified by law to hold the position of poll manager or assistant manager.

(1) Administered by, sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Chief Manager

\_\_\_\_\_, Assistant Manager

(2) Administered by, sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Assistant Manager

\_\_\_\_\_, Chief Manager

\_\_\_\_\_, Assistant Manager

(Required by O.C.G.A. §§ 21-2-93, 21-2-94, and 21-2-45(b).)

FORM-10000-0100-01

**OATH OF MANAGERS**

**PRIMARIES AND ELECTIONS**

One copy to be filed with Superintendent.  
One copy to be filed with Clerk of Superior Court (if county election) or City Clerk (if municipal election).

\_\_\_\_\_, COUNTY, GEORGIA  
(Municipality - if applicable)

\_\_\_\_\_, PRECINCT

**OATH OF CLERKS**

I (each of the undersigned deponents individually and jointly) do swear (or affirm) that I will as a clerk attend the ensuing election (or primary) to be held on \_\_\_\_\_, 20\_\_\_\_ during the continuance thereof, that I will use my best endeavors to prevent any fraud, deceit, or abuse in carrying on the same, and that I will at all times truly, impartially, and lawfully perform my duties therein to the best of my judgment and ability, and further that I am not disqualified by law to hold the position of poll officer.

\_\_\_\_\_, Clerk

\_\_\_\_\_, Clerk

\_\_\_\_\_, Clerk

\_\_\_\_\_, Clerk

\_\_\_\_\_, Clerk

\_\_\_\_\_, Clerk

Administered by, sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Chief Manager

\_\_\_\_\_, Clerk

The chief manager shall first be sworn by an assistant manager and the assistant managers and clerks shall then be sworn by the chief manager.

(Required by Ga. Election Code, Sec. 21-2-93, 21-2-95, and 21-2-45(b).)

FORM-10000-0100-01

**OATH OF CLERKS**

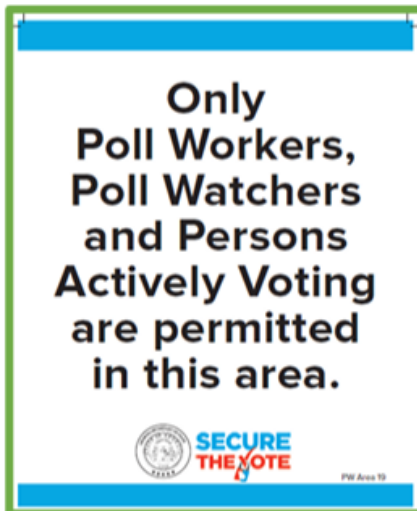
- All poll officials are in attendance and oaths are administered
  - Assistant Manager swears in Poll Manager
  - Poll Manager then swears in the two Assistant Managers and the clerks
  - Oaths are signed and placed in the proper envelope
- Verified all stub boxes and ballot boxes are empty, locked, and sealed
- Verified Drop Box is empty, if applicable
- Reminders of laws for assisting voters
- List of all needed phone numbers of City Election Staff available
- Badges are on and visible
- All signs and notices are posted
- Sample ballots and qualified write-in candidates are posted
- All doors are accessible
- Check walkways and parking lots to identify any concerns and add signage or staffing
- All equipment, tables, chairs, supplies, list and ballots in place
- Review list of Poll Watchers assigned
- Provisional ballot station setup
- All stations are ready
- Notify Election Superintendent that poll is ready and opened
- The Poll Manager publicly declares "The polls are open."

## VOTING AREA POSTERS AND SIGNS

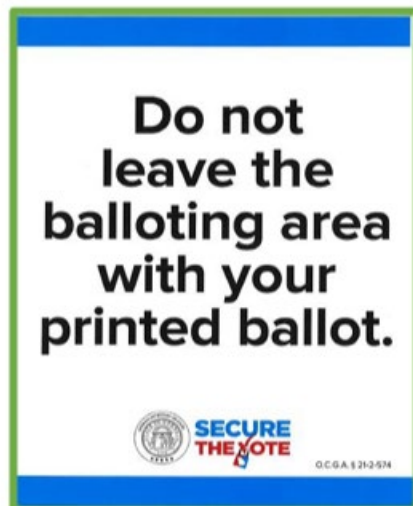
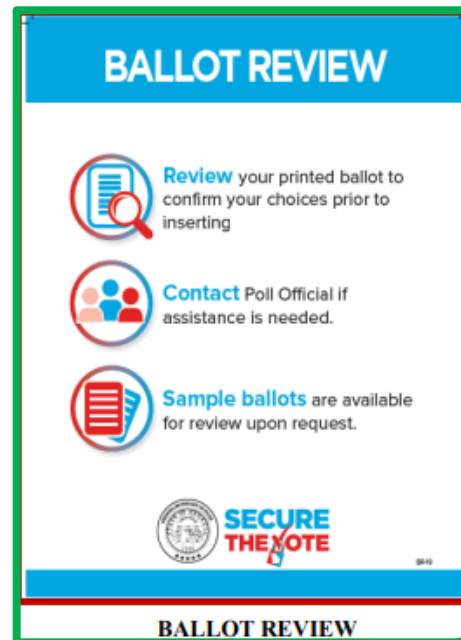
Before the polls open, your polling place must have the signs in place that are included in this section.

- Special attention should be paid to securing the Enclosed Space with a defined physical barrier.
- Poll Officials should verify
  - Anyone that enters is allowed
  - No paper ballots leave the space

INSIDE ENCLOSED SPACE



POLL WORKER AREA



NO LEAVING WITH BALLOT



# INSIDE POLLING SITE OUTSIDE ENCLOSED SPACE



**CARD OF INSTRUCTIONS**



**NOTICE OF PENALTIES**



**VOTING RIGHTS POSTER**




**DROP BOX SIGN (IF APPLICABLE)**

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## INSIDE EACH VOTING BOOTH

### BALLOT REVIEW



**Review** your printed ballot to confirm your choices prior to inserting.



**Contact** Poll Official if assistance is needed.



**Sample ballots** are available for review upon request.



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BALLOT REVIEW


### IMPORTANT NOTICE TO VOTERS

#### PLEASE NOTIFY A POLL WORKER IF YOU BELIEVE THAT:

- You have been given the wrong ballot,
- Your ballot does not contain all the candidate names it should,

OR if your **"PRINTED BALLOT"** does not reflect your choices.

Once you have placed your ballot in the scanner/ballot box, your vote has been recorded and is final.



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VOTER NOTICE

### VOTING INSTRUCTIONS

**DO**

- ✓ DO use pen or pencil only
- ✓ DO select only one candidate per contest by placing an  or  in the box
- ✓ DO ask a Poll Worker if you need assistance or if you want to change your selection
- ✓ DO review your ballot then refold it and take it and the number stub to the ballot box

**DO NOT**

- ⊗ Do NOT write your name or put any stray marks on the ballot
- ⊗ Do NOT use a Sharpie or marker
- ⊗ Do NOT attempt to erase or cross-out a selection; instead, ask a poll worker for another ballot

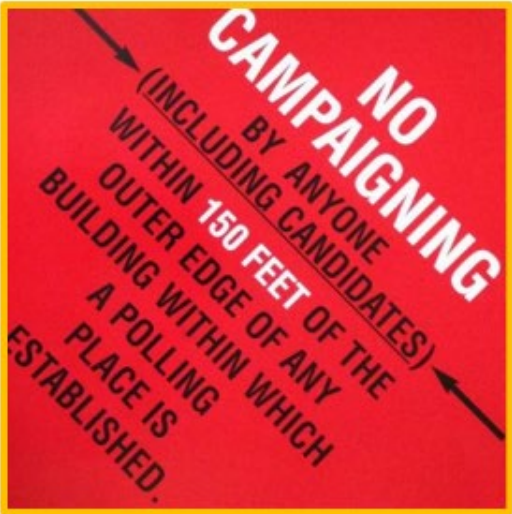


### NO Cell Phone Use

OUTSIDE POLLING SITE



VOTE HERE SIGN



NO CAMPAIGNING SIGN



NO FIREARMS WITHIN 150 FEET

O.C.G.A §21-2-413: No person except peace officers regularly employed by the federal, state, county, or municipal government or certified security guards shall be permitted to carry firearms within 150 feet of any polling place.

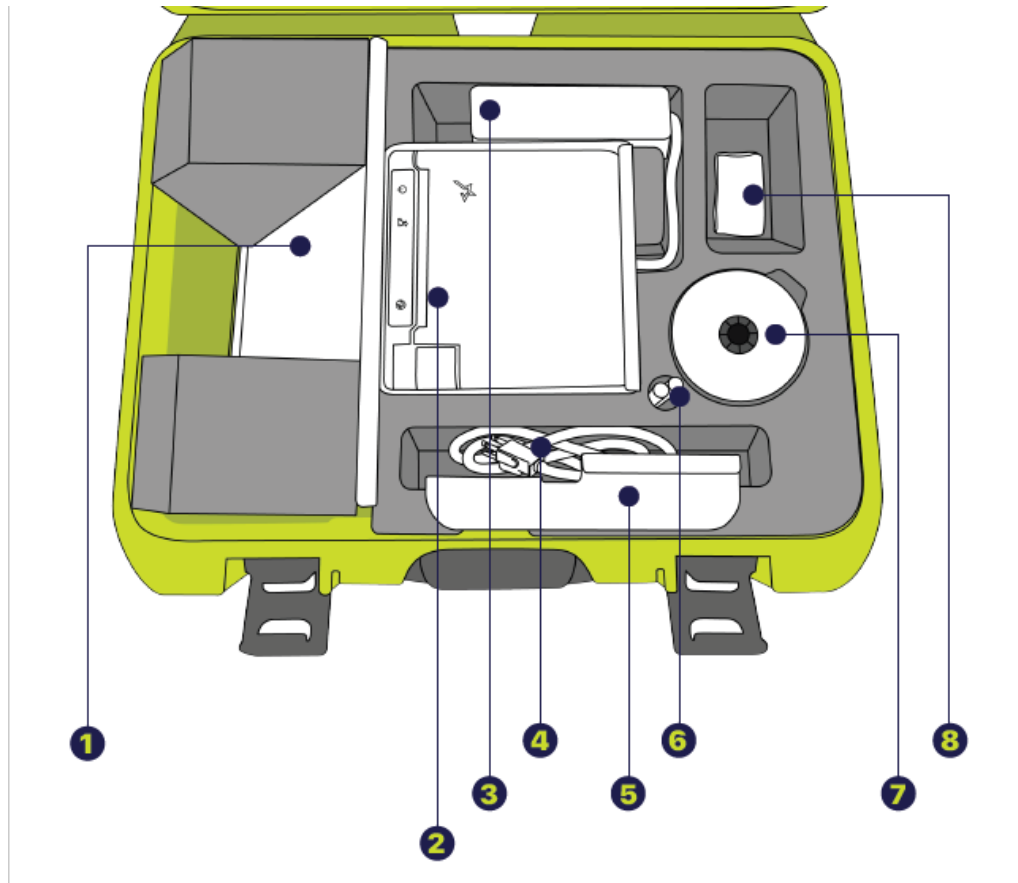
NO FIREARMS SIGN



HANDICAPPED PARKING SIGN

## OPENING PROCEDURES – POLL PAD

New for 2023: Poll Pad with metal stand and printer used for both Advance Voting and Election Day.



**1 POLL PAD**

Attached to the kiosk.

**2 PRINTER**

Attached to the kiosk.

**3 POWER ADAPTER**

Attached to the kiosk.

**4 POWER CORD**

**5 ID TRAY**

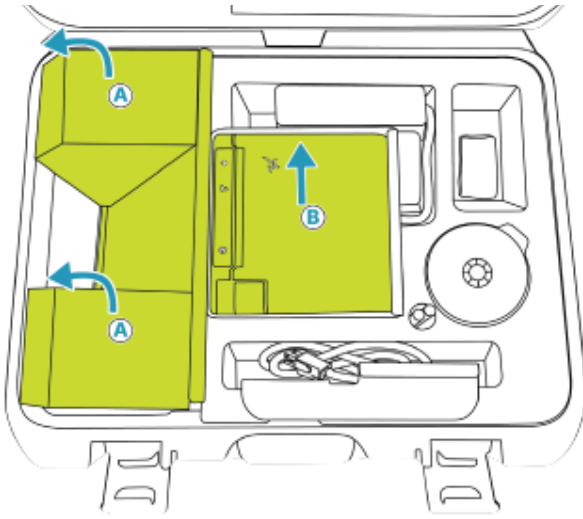
**6 STYLUS**

**7 EXTRA PRINTER PAPER**

**8 ACCESSORIES**

May include a cleaning cloth and encoder.



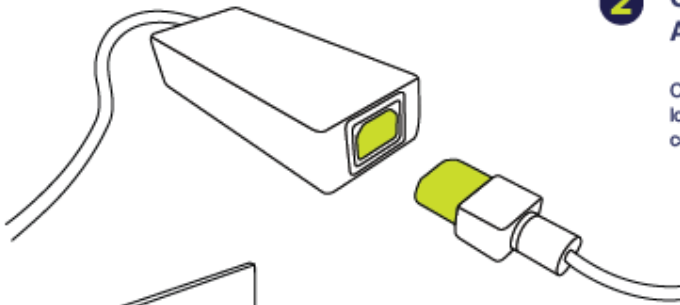


### 1 LOCATE THE POLL PAD KIOSK

Remove the kiosk from the green Poll Pad case.

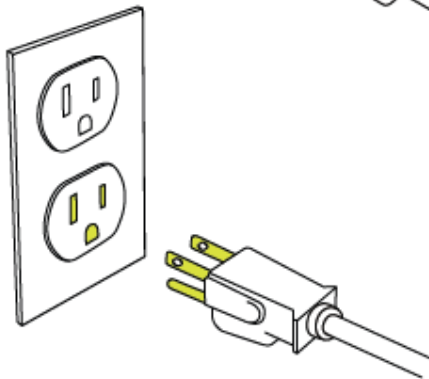
### 2 CONNECT THE POWER ADAPTER

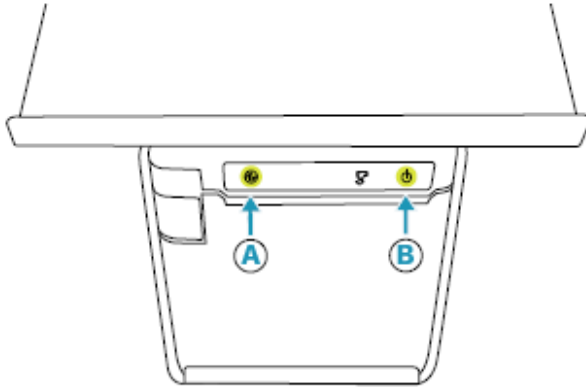
Connect the power cord into the adapter located on the long printer cord. Ensure a secure connection.



### 3 PLUG THE PRINTER INTO AN OUTLET

Make sure your check-in table is close to the wall outlet or you have an extension cord available.

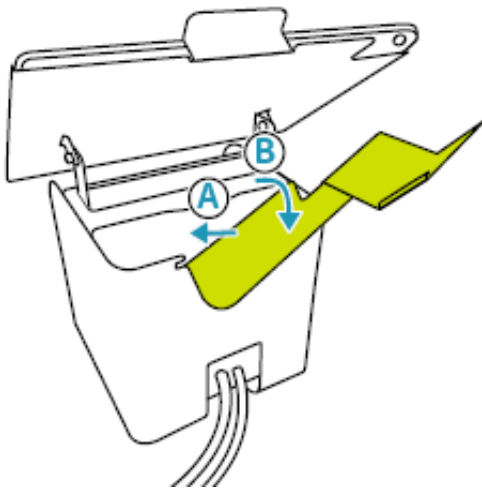




#### 4 TURN ON THE PRINTER

- A A blue light indicates the printer is powered on.
- B If there is no blue light push the power button one time.

5 Connect the Poll Pad to the iPad Lightning Cord and power block and connect to power source (note: we will not be using the Encoder)



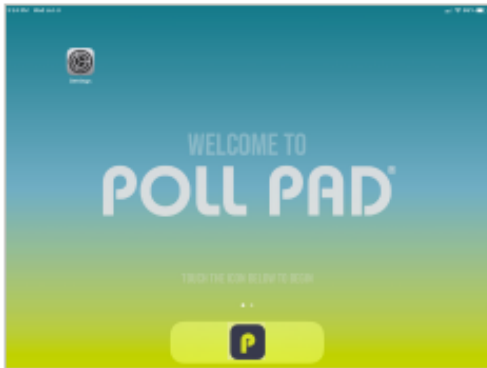
#### 6 ATTACH THE ID TRAY

- A Slide the tray under the notch on the back of the printer.
- B Rotate the other side of the tray down to fit into the printer base.

7 On first use after removal from the case, open the printer door, remove the tape and make sure it is wrapped snugly. Replace with the tape feeding out over the top of the roll.

Power on the Poll Pad by pressing the Wake/Sleep button on the left upper side of the Poll Pad.

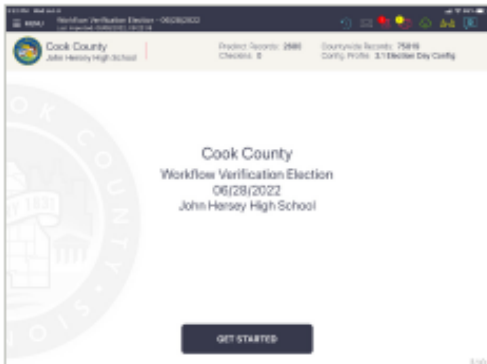
*Bring the Poll Pads up one at a time to connect and synchronize with other Poll Pads in the polling location. The Poll Pads need to be within 30 feet of each other to connect.*



## LAUNCH THE APPLICATION

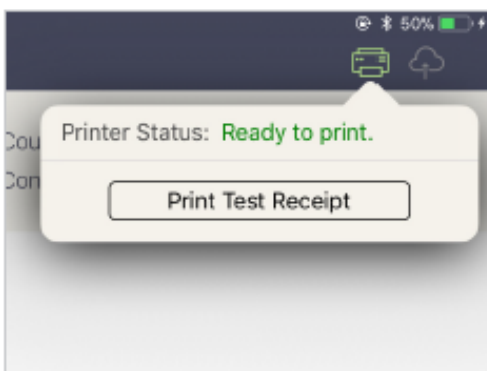
Press the application icon at the bottom of the screen.

When the application launches you will be directed to your county's homepage.



## HOME SCREEN CHECKLIST

- ✓ Name of jurisdiction
- ✓ Election name and date
- ✓ **IMPORTANT:** Verify polling place is correct
- ✓ Check-in Count = 0
- ✓ Battery life is close to full (90% or greater)



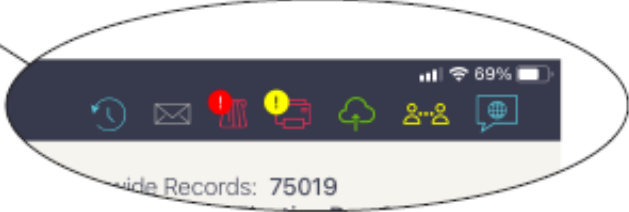
## CONNECT & TEST PRINT

A green printer icon on the Poll Pad means you are connected to the printer.



Press the green printer icon and select **Print Test Receipt**. A sample receipt will print.

You are now ready to sign in and process voters.












### ENCODER

-  Encoder is active and able to program cards.
-  Encoder is not active. Remove and reinsert encoder.




### PRINTER

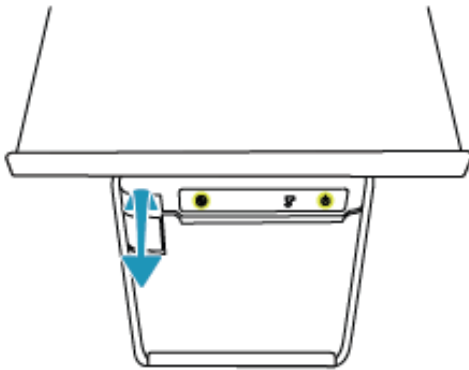
-  Poll Pad is paired with printer. A receipt will print out for checked-in voters and those who are in the wrong precinct.
-  Poll Pad recognizes the printer and is currently in the process of pairing with the device.
-  Poll Pad is not paired with the printer. Select the printer icon, followed by **Pair and Connect**.

### PEER TO PEER

-  Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.
-  The number inside the blue circle indicates the number of precinct units the Poll Pad is connected to.
-  Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.
-  Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. **Contact your Election Authority.**

### CLOUD SYNC

-  Poll Pad is currently connected and synchronizing with the central election database.
-  Poll Pad is in the process of connecting to the central election database.
-  Poll Pad is currently disconnected and not synchronizing with the central election database. Poll Pad will continue to work and check-in voters. **Contact your Election Authority.**



## CHANGING PAPER

- 1 Open the front of the printer by pulling the lever down as indicated in the photo.
- 2 Reload paper with the paper flap toward you, feeding from the top of the roll.
- 3 Close and press **Print Test Receipt**.



## IOS SOFTWARE UPDATE

**DO NOT** perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, select **LATER** on the list of options.

**DO NOT UPDATE iOS**

## POLL PAD CHECKLIST

- Verify the numbers on the Poll Pad and case match
- Remove the contents of the case
- Attach charger cord to printer and power on
- Attach ID tray to back of printer case
- Attach lightning charger cord to the Poll Pad (encoder not in use for paper ballots)
- Print test page
- Power on the Poll Pads one at a time - Note this is important to get the pads to synchronize with each other
- Launch the Poll Pad application and verify that the Poll Pad is in the correct polling location
- Verify that all the Poll Pads are synchronizing
- Verify that the check-in count is zero if the first day or, for Advance Voting, the same number as the previous day

### TROUBLESHOOTING THE POLL PAD

Problem	Solution
<b>Charging the Poll Pad</b>	<ol style="list-style-type: none"> <li>1. Plug USB/C end of power cable into power cube or battery pack</li> <li>2. If using AC power, plug power cube into outlet</li> <li>3. Plug power cable into lightning connector under home button on Poll Pad</li> <li>4. Wait several minutes for the Poll Pad to charge</li> <li>5. Once there is sufficient power, Poll Pad will automatically power on</li> <li>6. Resume normal operations</li> </ol>
<b>Opening the Poll Pad</b>	<ol style="list-style-type: none"> <li>1. If the application does not automatically launch when powered on, touch the Poll Pad App at bottom of the home screen</li> <li>2. Verify the correct homepage displays on the screen</li> </ol>
<b>Poll Pad Screen is Unresponsive</b>	<ol style="list-style-type: none"> <li>1. Unplug unit from power source (electrical outlet, battery, etc.)</li> <li>2. Hold down the Sleep/Wake and Home buttons simultaneously</li> <li>3. Release both buttons once the Apple logo displays on screen</li> <li>4. After application launches, return to previous activity</li> </ol>

Each location will be provided a paper copy of the Poll Pad Troubleshooting Guide, but Managers should promptly consult City Election Staff if a problem cannot be quickly resolved.

## PROVISIONAL BALLOT STATION SETUP

The Provisional Ballot station is required to be set up and ready to receive voters when the polls open.

- Voting booth – Privacy screen or private area
- Paper Voter's Certificates
- Provisional registration forms
- Envelopes – outer and inner
- Pens to complete the forms and mark the ballot
- Secured provisional ballot bag
- Provisional Ballot Affidavit – For Out of Precinct Voters
- Provisional Ballot Voting Guide

## TASKS THROUGHOUT THE DAY

Although there is no such thing as a typical election day, this section reviews what happens when everything goes as planned. If assigned to a particular station, know your role and make the Poll Manager aware of any questions or concerns you may have before the polls open.

At least once each hour while the polls are open, the Poll Officers shall examine the enclosed space to verify that no unauthorized matter has been affixed to or placed in the voting booth.

Poll Officers shall also check that no unattended ballots are left anywhere in the enclosed space other than in the appropriate ballot box. Any unattended ballots found in the enclosed space that do not belong to a voter currently in the enclosed space shall not be counted, but shall be secured and labeled as unattended ballots.

## END OF EACH DAY OF EARLY VOTING

At the end of each day of early voting, the chute to the ballot box should be locked and sealed.

At the end of each day of early voting, the Drop Box should be emptied of any ballots and delivered by two people to the Absentee Ballot Clerk. The Drop Box chute and ballot door should be resealed and stored in the secure storage room.

At the end of each day of early voting, the ballot box chute should be resealed and the ballot box stored in the secure storage room.

At the end of each day of early voting, the Provisional Ballot Bag should be stored in the secure storage room.

## VOTER FLOW

### 1. Voters Enter the Polling Place

- When a voter enters the polling place, ensure they are not wearing any campaign material for any candidates on the ballot that day. Greet the voter with a smile and direct them to the appropriate check-in station to begin the voting process.

### 2. Identification and Poll Pad Check-In

- Check their identification to find them in the Poll Pad and ensure they are eligible to vote. Follow the voter processing instructions outlined in the “Processing Voters” section on page 28 of this Poll Worker Manual.
- Hand the voter their printed Voter’s Certificate or Application for In Person Absentee Ballot receipt and direct them to the Ballot Issuance Station.

### 3. Ballot Issuance Station

- The voter hands their printed receipt to the Poll Official who will then follow the instructions outlined in the “Issuing the Ballot” section on page 42 (i.e., record voter’s name on Numbered List of Voters and on the name stub of the paper ballot, print the ballot number on the register tape, remove the paper ballot from the name stub, fold it in half, and hand to the voter along with a number stub). Once the voter receives their paper ballot, guide them to the voting booths.

### 4. Voting Station

- The voter will unfold their paper ballot, mark their selections, refold the ballot, and proceed to the Ballot Review Station. (See additional instructions in the “Voting” section on page 43.)

### 5. Ballot Review Station and Ballot Box

- The voter proceeds to the ballot review station where they review their ballot, then present the number stub to the Poll Official.
- Following the instructions found in the “Voting” section on page 43, the Poll Official confirms the number stub is in the proper number sequence and instructs the voter to deposit number stub in the stub bin and their folded ballot in the ballot box.

### 6. Voter Exits the Polling Place

- Voter picks up their Georgia “I Voted” sticker and exits the polling place.

### 7. Provisional Ballots

- If a voter, for any reason, is unable to cast a ballot at your polling location but would like to be issued a provisional ballot, they will proceed to the Provisional Ballot Station.

## CAMPAIGN ACTIVITY OR MATERIALS

See **O.C.G.A.** 21-2-413 and 21-2-414

- No person, when within the polling place, shall electioneer or solicit votes for any political party or body or candidate or question, nor shall any written or printed matter be posted within the room.
- No person whose name appears as a candidate on the ballot being voted upon at the election or special election shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for that election or special election and, after casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased.
- No person shall solicit votes in any manner or by any means or method, nor shall any person distribute any campaign literature, nor shall any person give, offer to give, or participate in the giving of any money or gifts, including, but not limited to, food and drink, to an elector, nor shall any person solicit signature for any petition, nor shall any person, other than election officials discharging their duties, establish or setup any tables or booths on any day in which ballots are being cast:
  - Within 150 feet of the outer edge of any building within which a polling place is established;
  - Within any polling place; or
  - Within 25 feet of any voter standing in line to vote at any polling place.

These restrictions shall not apply to conduct occurring in private offices or areas which cannot be seen or heard by such electors.

- Rooms under the control or supervision of the Election Superintendent or Absentee Ballot Clerk in which absentee ballots are cast shall be considered polling places.
- This section shall not be construed to prohibit a Poll Officer from distributing materials, as required by law, which are necessary for the purpose of instructing electors or from distributing materials prepared by the Secretary of State which are designed solely for the purpose of encouraging voter participation in the election being conducted or from making available self-service water from an unattended receptacle to an elector waiting in line to vote.

**O.C.G.A. § 21-2-2** - Defines “Campaign Materials” as any newspaper, booklet, pamphlet, card, sign, paraphernalia, or any other written or printed matter referring to:

- A candidate whose name appears on the ballot in an election; or
- A referendum which appears on the ballot in an election.

## CONDUCT OF VOTERS

See O.C.G.A. 21-2-413

- No elector shall be allowed to occupy a voting compartment or booth already occupied by another except when giving assistance.
- No elector shall remain in a voting compartment or booth for an unreasonable length of time; and, if such elector shall refuse to leave after such period, he or she shall be removed by the Poll Officers.
- No elector except a Poll Officer or Poll Watcher shall reenter the enclosed space after he or she has once left it except to give assistance.
- No person shall use photographic or other electronic monitoring or recording devices, cameras, or cellular telephones while such person is **in a polling place while voting is taking place**; provided, however, that a Poll Manager, in his or her discretion, may allow the use of photographic devices in the polling place under such conditions and limitations as the Election Superintendent finds appropriate, and provided, further, that no photography shall be allowed of a ballot while an elector is voting such ballot, and no photography shall be allowed of an electors list, electronic electors list, or the use of an electors list or electronic electors list.
- All persons except Poll Officers, Poll Watchers, persons in the course of voting and such persons' children under 18 years of age or any child who is 12 years of age or younger accompanying such persons, persons lawfully giving assistance to electors, duly authorized investigators of the State Election Board, and peace officers when necessary for the preservation of order, must remain outside the enclosed space during the progress of the voting.
- Any elector shall be permitted to be accompanied into the enclosed area and into a voting compartment or booth while voting by such elector's child or children under 18 years of age or any child who is 12 years of age or younger unless the poll manager or an assistant manager determines in his or her sole discretion that such child or children are causing a disturbance or are interfering with the conduct of voting.
- Children accompanying an elector in the enclosed space shall not in any manner handle any ballot under any circumstances.
- It shall be the duty of the Poll Manager to keep order in the polling place, and to see that no more persons are admitted within the enclosed space than are permitted by law.



## CELL PHONES AND OTHER ELECTRONIC DEVICES

See **O.C.G.A. 21-2-413(e)**

- No person shall use photographic or other electronic monitoring or recording devices, cameras, or cellular telephones while such person is **in a polling place while voting is taking place**; provided, however, that a Poll Manager, in his or her discretion, may allow the use of photographic devices in the polling place under such conditions and limitations as the Election Superintendent finds appropriate, and provided, further, that no photography shall be allowed of a ballot while an elector is voting such ballot, and no photography shall be allowed of an electors list, electronic electors list, or the use of an electors list or electronic electors list.

## FIREARMS

See **O.C.G.A. 21-2-413(i)**

- No person except peace officers regularly employed by the federal, state, county, or municipal government or certified security guards shall be permitted to carry firearms within 150 feet of any polling place.

## POLL WATCHER GUIDELINES

See **O.C.G.A. 21-2-408**

- City Election Staff will provide a list of approved poll watchers to the poll manager, according to Georgia Law. Please note that you may have multiple poll watchers at any given time.
- Each poll watcher shall be given a signed letter containing the following information: name of official poll watcher, address, precinct in which he or she shall serve, and date of election or run-off election. City election staff will also have a copy of this letter.
- Upon arrival at a polling location, a Poll Watcher must present their designation letter and badge bearing their name and assigned precinct to the poll manager. The badge must be worn and be visible at all times.
- Poll watchers are prohibited from using cellular phones, photographic or electronic monitoring or recording devices within the enclosed space of a polling place. The enclosed space of a polling location begins at the Poll Pads and includes the voting area and ballot box.
- A poll watcher may be permitted behind the enclosed space for the purpose of observing the conduct of the election and the counting and recording of votes.
- Such poll watcher shall in no way interfere with the conduct of the election, and the poll manager may make reasonable regulations to avoid such interference.
- Without in any way limiting the authority of poll managers, poll watchers are prohibited from talking to voters, checking electors' lists, using photographic or other electronic monitoring or recording devices, using cellular telephones, or participating in any form of campaigning while they are behind the enclosed space.
- Poll watchers may observe the opening and close-out operations
- Poll watchers may not speak to voters or candidates within 150 feet from the entry of the polling place and 25 feet from the exit. Poll watchers may not speak to voters within the polling area.
- Poll watchers may not touch the Poll Pads, supplies or ballots. Poll watchers are prohibited from inspecting the electors list.
- Poll watchers are permitted to observe and notate the following as long as they are not interfering with the operation of the election: seal numbers, Poll Pad counts, ballot or stub counts, provisional ballot counts, spoiled ballot counts
- Poll workers are not required to give poll watchers their personal information, however, poll watchers may check to make sure all poll workers are wearing their badges.

- If a poll watcher persists in interfering with the conduct of the election or in violating any of the provisions of this Code section after being duly warned by the poll manager or superintendent, he or she may be removed by such official.
- Any infraction or irregularities observed by poll watchers shall be reported directly to the superintendent, not to the poll manager.
- The superintendent shall furnish a badge to each poll watcher bearing the words “Official Poll Watcher,” the name of the poll watcher, the election in which the poll watcher shall serve, and either the precinct or tabulating center in which the poll watcher shall serve or a statement that such poll watcher is a state-wide poll watcher. The poll watcher shall wear such badge at all times while serving as a poll watcher.
- No person shall be appointed or be eligible to serve as a poll watcher in any primary or election in which such person is a candidate.
- No person shall be eligible to serve as a poll watcher unless he or she has completed training provided by the political party, political body, or candidate designating the poll watcher.

## PUBLIC OBSERVERS

- Public Observers including potential voters are permitted to observe opening and closing procedures, but are not permitted to interfere.
- All duties must be performed in full view of the public.
- If a public observer interferes with the election process or the ability of a poll worker to complete their assigned duties, the Poll Manager has the authority to request that a public observer leave or be removed.

## PROCESSING VOTERS

The Poll Officers shall verify the identity of the person and that the person is a registered voter of the precinct (either on the elector's or supplemental list). (Rule 183-1-12-.11.2(a))

All identification must be current/not expired with the exception of a Georgia driver's license, which may be expired. Proper identification shall consist of any one of the following:

- Georgia driver's license, current or expired
- Georgia voter identification card with current information and photograph
- Current driver's license issued by any other state
- Identification card containing a photograph of the elector issued by a branch, department, agency, or entity of the State of Georgia, such as:
  - a student identification card from a Georgia state-run college
  - an extended use MARTA transit ID containing a photograph of the elector
  - a Georgia Weapons Carry license
- United States passport or passport card
- Employee identification card containing a photograph of the elector and 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
- United States military identification card containing a photograph of the elector
- Tribal identification card containing a photograph of the elector
- Identification card issued by the United States containing a photograph of the elector

See O.C.G.A. 21-2-417 and Regulation 183-1-12-.11

NOTE: If someone who is not shown as registered to vote, have them check the Georgia Secretary of State's My Voter Page at <https://mvp.sos.ga.gov/s/> where they can register or provide them a mail-in application.

Examples of acceptable picture IDs



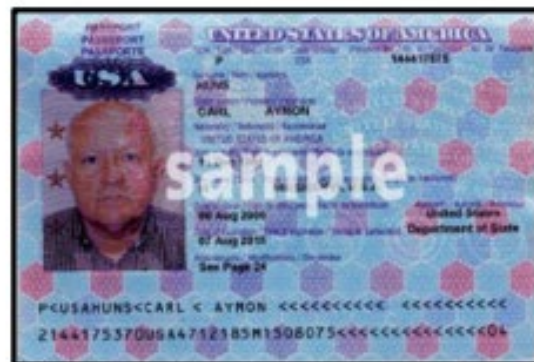
Georgia Driver's License  
Current or Expired are accepted



Georgia Voter ID card with  
current information and photo



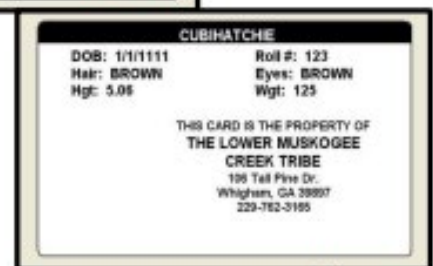
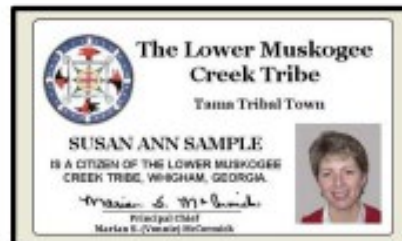
NOTE: Out of state licenses  
must be current. The card  
cannot be expired.



Current passport or passport card



State of Georgia University System IDs with photo



Tribal ID with picture



Valid Military ID



State Agency



Transit ID



Voter ID



State of Georgia University System IDs with photo

## ELECTORS LIST

There are three separate lists of voters at each polling location. The electors' lists are to be placed under the charge of one of the assistant managers (§21-2-405c).

- Poll Pad – The Poll Pad digitally stores registered voter information. Poll Pads allow you to search for voters and check their eligibility for the election. If they have not voted during Advanced in Person or by Absentee by Mail, they are issued a paper ballot to vote on Election Day. The voter is added to the Numbered List of Voters. The voter makes their selections, removes the stub, and then after reviewing their ballot, inserts the stub in the stub box and their ballot into the ballot box to cast their vote.
- Supplemental List - The supplemental list contains the voters that met the Voter Registration deadline, but did not meet the deadline for the Poll Pad upload. Anyone that is not on the Poll Pad but is on the supplemental list is allowed to vote on a regular paper ballot. These voters do not need to vote provisionally. If they are not in the Poll Pad, they need to complete a paper Voter's Certificate and be recorded on Numbered List of Voters with a clear notation that they were on the Supplemental List.
- Paper Back Up List - This is a physical list containing the names of all the electors (registered voters) in a precinct. It's kept sealed until it's needed as a backup. If the Poll Pads stop working for any reason (technical issues, power failure, etc.), Poll Officials can rely on the paper backup list to continue processing voters. In this scenario, when a voter arrives and the Poll Pads aren't functioning, they will complete a paper Voter's Certificate. The poll worker will record the ballot number in the space provided on the Voter's Certificate and then record the voter's name and ballot number on the Numbered List of Voters. When recording a voter on the Numbered List of Voters, it's important to make a clear notation that they were not initially checked in via the Poll Pad. This is done so the Election Superintendent will know to manually give the voter credit for voting in the election.

VOTER'S CERTIFICATE	
COUNTY OR MUNICIPALITY, STATE OF GEORGIA	
I hereby certify that I am qualified to vote in the election held on _____, 20____, and that I have not and will not vote elsewhere in this election in my own name or in any other name, and that I am a citizen of the United States and am not currently serving a sentence for a felony conviction.	
ONLY For Primary Elections (Check One): I request a <input type="checkbox"/> Democratic Ballot <input type="checkbox"/> Republican Ballot <input type="checkbox"/> Nonpartisan Ballot	
I understand that making a false statement on this Certificate is a felony under O.C.G.A. § 21-2-562.	
Print Elector's Name _____	Current Residence Address of Elector _____ (If vote safe voter, current Mailing Address): R.F.D., Street or Road, PO Box _____
Elector's Signature _____	City, State, Zip _____
Elector's date of birth: _____	
(POLL OFFICER USE ONLY)	
Name or initials of poll officer receiving voter's certificate: _____	Ballot Stub Number (Paper Ballots Only): _____ Voting Machine Admission Number (Municipal Elections Only): _____
IN CASE OF PHYSICAL DISABILITY OR ILLITERACY, FILL OUT THE FOLLOWING:	
Reason for assistance: <input type="checkbox"/> Elector is unable to read the English language	NOTE: See reverse side of form for notation of person assisting elector.
<input type="checkbox"/> Elector requires assistance due to physical disability	
TYPE OF IDENTIFICATION PROVIDED:	First time registrant by mail only (IDR): May provide one of the six (6) ID items listed to the left, or one of the following:
<input type="checkbox"/> Georgia driver's license	<input type="checkbox"/> Current utility bill
<input type="checkbox"/> Valid ID card issued by any state with photo	<input type="checkbox"/> Current bank statement
<input type="checkbox"/> Valid U.S. Passport	<input type="checkbox"/> Government check or paycheck
<input type="checkbox"/> Valid Government employee photo ID	<input type="checkbox"/> Valid Government document with name and address
<input type="checkbox"/> Valid U.S. military ID card with photo	
<input type="checkbox"/> Valid tribal ID card with photo	
Signature of poll officer completing this section: _____	
VC-19	

## PROCESSING VOTERS | SEARCH BY SCAN BARCODE



### 1 ID METHOD

Ask the voter to provide an acceptable form of ID. After verifying the voter's ID is valid, start the check-in process by touching **Scan Barcode**.



### 2 SCAN VOTER'S ID

A live image of the Photo ID Tray displays on screen. Place his or her photo ID (with the barcode facing the camera) onto the ID Tray.

**NOTE:** If the camera is unable to scan the voter's photo ID or if the ID is not placed onto the holder within five seconds, the Poll Pad will display "Barcode Not Found." If this occurs find the voter using the manual search method.



### 3 VOTER CONFIRMATION

Screen displays voter's information. Verify information, if all is correct press **ACCEPT**.



## PROCESSING VOTERS | SEARCH BY SCAN BARCODE



### 4 VOTER SIGNATURE

Rotate the Poll Pad to the voter to complete their oath and capture signature. Once complete, rotate back and press **DONE SIGNING**.



### 5 POLL WORKER CONFIRMATION

Poll worker confirmation page will appear. Poll worker to verify and confirm all information is correct. If correct, initial in provided field and press **SUBMIT**.



### 6 PROCESSED VOTER

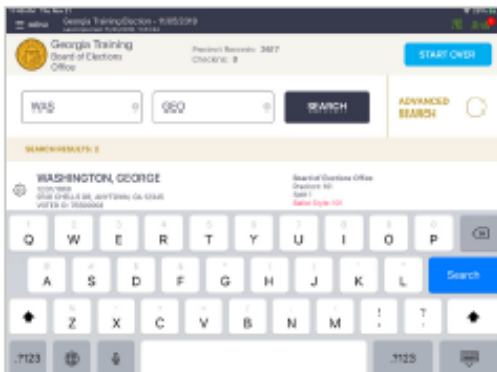
Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

## PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



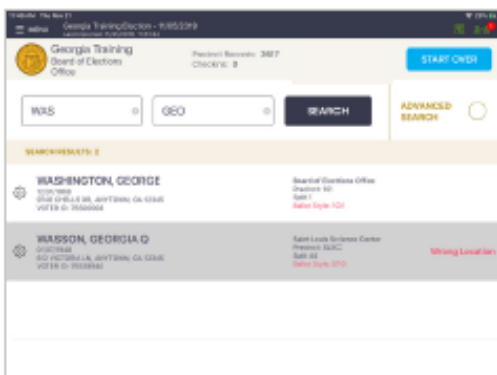
### 1 SEARCH BY NAME

Press **Manual Entry** to locate the voter by using his or her first and last name.



### 2 ENTER VOTER'S NAME

Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.



### 3 SELECT VOTER'S RECORD

Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.

**NOTE:** Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads "Wrong Precinct."

## PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



### 4 VOTER CONFIRMATION

Screen displays voter's information. Verify information, if all is correct press **ACCEPT**.



### 5 VOTER SIGNATURE

Rotate the Poll Pad to the voter to complete their oath and capture signature. Once complete, rotate back and press **DONE SIGNING**.



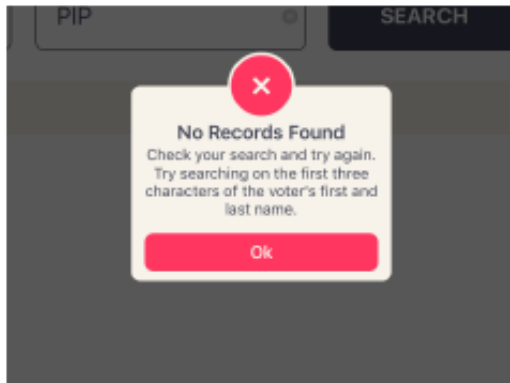
### 6 POLL WORKER CONFIRMATION

Poll worker confirmation screen will appear. Poll worker to verify and confirm all information is correct. If correct, press **SUBMIT**.



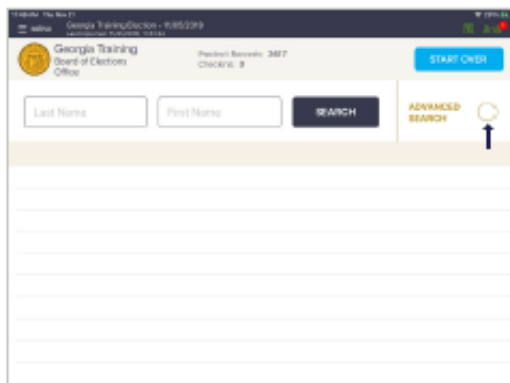
(Intentionally left blank)

## PROCESSING VOTERS | ADVANCED SEARCH



### 1 VOTER NOT FOUND

If Scan Barcode and Manual Entry have been used to find a voter, and he or she is still not found, a pop-up will appear reading, **No Records Found**. Press **OK** to go back to Voter Lookup.



### 2 ADVANCED SEARCH

Once back on the Voter Lookup Screen, press the circle next to **ADVANCED**.

**NOTE:** Clear name fields by pressing X in first and last name boxes before searching or by pressing Reset in the middle bar.



### 3 SEARCH BY:

Lookup voter by using **DATE OF BIRTH (DOB)**, **ADDRESS**, **LICENSE NUMBER**, **VOTER ID**, etc., press **DONE** then **SEARCH**. If voter is found using Advanced Search, follow same protocol as scan barcode/manual entry to process voter.

## VOTER'S CERTIFICATES

- On the Poll Pad, the voter must sign an Absentee in Person Ballot Application (ABA) for Advance Voting or the Voter's Certificate for Election Day.
- The ABA or Voter's certificate will automatically print on a register tape.
- Verify that the name and Date of Birth on the register tape matches their ID
- Hand the voter their ID and printed ABA/Voter's Certificate.
- Advise them to go to the ballot issue station.

**APPLICATION FOR IN PERSON  
ABSENTEE BALLOT**


Each voter must make their own application. A disabled or illiterate voter may receive assistance.  
Date: 07/19/2023, 16:08:49

County: (000) TRAINING COUNTY (SITE 1)  
Name as Registered: ALEC A AARON  
Address as Registered:  
1260 COLETTE LN, ANYTOWN, GA 12345  
Date of Birth: 12/02/1939  
Date of Primary, Election, or Runoff: 11/07/2023


**OATH OF ELECTOR**

I, ALEC A AARON, do swear (or affirm) that I am a citizen of the United States and of the State of Georgia; that I possess the qualifications of an elector required by the laws of the State of Georgia; that I am entitled to vote in the precinct containing my residence in the primary or election in which this ballot is to be cast; and that I am eligible to vote by absentee ballot. I understand that the offer or acceptance of money or any other object of value to vote for any particular candidate, list of candidates, issue, or list of issues included in this election constitutes an act of voter fraud and is a felony under Georgia law.


SIGNATURE (OR MARK) OF VOTER:



I hereby certify that the voter named is eligible to receive an absentee ballot.  
Voter Registration #: 76549524  
Precinct ID: 000-TMH  
Combo #: 00004  
Initials of Clerk:



76549524



Ballot No. \_\_\_\_\_

**2023 MUNICIPAL TRAINING  
ELECTION  
(000) POLLING PLACE A (TRAINING  
COUNTY)**


**VOTER'S CERTIFICATE**

76500010


I, ABRAHAM LINCOLN, (DOB: 02/12/1909) of 9652 CRABAPPLE AVE, ANYTOWN, GA 12345, hereby certify that I am qualified to vote in the election held on 11/07/2023 and that I have not and will not vote elsewhere in this election in my own name or in any other name, and that I am a citizen of the United States and am not currently serving a sentence for a felony conviction.

I understand that making a false statement on this Certificate is a felony under O.C.G.A. Section 21-2-562.

Voter Signature:




Initials of poll officer receiving voter's certificate:



Ballot No. \_\_\_\_\_  
09/05/2023, 12:17:59  
Precinct: 000-101  
Combo: 00002  
Ballot Style: 002-POLLINGPLACEA-NP (0001)

76500010

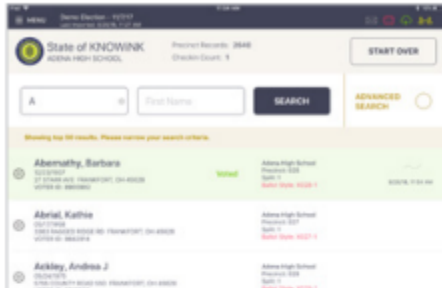


## Reprint the ABA or Voter's Certificate

### REPRINT VOTER RECEIPTS

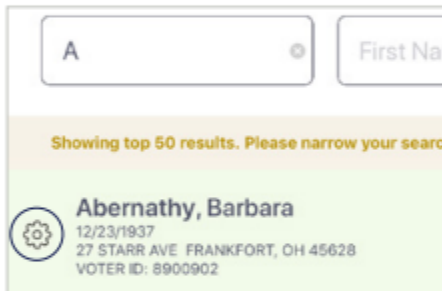
#### 1 LOOK UP VOTER

Look up voter to reprint voter receipt by entering the first three letters of voter's last and first names.



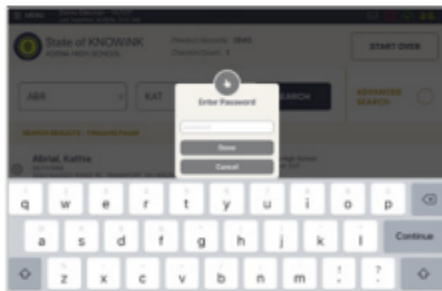
#### 2 PRESS SETTINGS BUTTON

Select the **Settings** icon located beside the voter's last name.



#### 3 ENTER PASSWORD

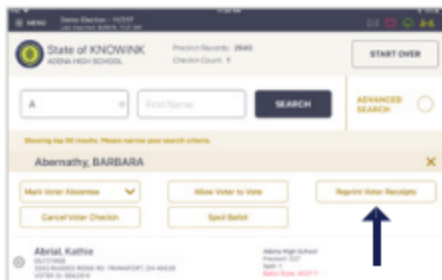
Enter the **Extra Functions Password** (password will be provided by Election Authority.)



#### 4 REPRINT VOTER RECEIPT

Select **Reprint Voter Receipts** and a duplicate receipt will automatically print. Press **START OVER**.

**NOTE:** Printed receipt will be marked "DUPLICATE".



## LAYOUT OF BALLOT

Election Day ballots will have a ballot stub at the top that stays with the pack, then a number strip, then the ballot.

Absentee/Provisional ballots will not include a number strip.

**BALLOT STUB**  
 OFFICIAL  
 GENERAL MUNICIPAL ELECTION BALLOT  
 STATE OF GEORGIA  
 CITY OF MILTON  
 PRECINCT 1  
 NOVEMBER 7, 2023

---

(Name of Voter)

(tear off) (tear off)

**NUMBER STRIP**  
 OFFICIAL  
 GENERAL MUNICIPAL ELECTION BALLOT  
 STATE OF GEORGIA  
 CITY OF MILTON  
 PRECINCT 1  
 NOVEMBER 7, 2023

(tear off before depositing ballot in ballot box)

**OFFICIAL ELECTION BALLOT**  
 OFFICIAL  
 GENERAL MUNICIPAL ELECTION BALLOT  
 STATE OF GEORGIA  
 CITY OF MILTON  
 PRECINCT 1  
 NOVEMBER 7, 2023

\*I understand that the offer or acceptance of money or any other object of value to vote for any particular candidate, list of candidates, issue, or list of issues included in this election constitutes an act of voter fraud and is a felony under Georgia law. (21-2-363)

Place a cross (x) or check (✓) mark in the square opposite the name of the candidate for whom you choose to vote. If you spoil your ballot, do not erase, but ask for a new ballot. Use only pen or pencil.

---

<p style="text-align: center;"><b>FOR CITY COUNCIL DISTRICT 1 POST 2</b> (Vote for One)</p> <p><input type="checkbox"/> MICKEY MOUSE (Incumbent)</p> <p><input type="checkbox"/> _____ WRITE-IN</p> <hr/> <p style="text-align: center;"><b>FOR CITY COUNCIL DISTRICT 2 POST 2</b> (Vote for One)</p> <p><input type="checkbox"/> DONALD DUCK</p> <p><input type="checkbox"/> _____ WRITE-IN</p> <hr/> <p style="text-align: center;"><b>FOR CITY COUNCIL DISTRICT 3 POST 2</b> (Vote for One)</p> <p><input type="checkbox"/> PETER PAN</p> <p><input type="checkbox"/> _____ WRITE-IN</p>	
---	--

**OFFICIAL ABSENTEE / PROVISIONAL / EMERGENCY  
BALLOT STUB**  
 STATE OF GEORGIA  
 CITY OF MILTON  
 PRECINCT 1  
 GENERAL MUNICIPAL ELECTION  
 NOVEMBER 8, 2022

---

(Name of Voter)

(tear off) (tear off)

**OFFICIAL  
ABSENTEE / PROVISIONAL / EMERGENCY BALLOT**  
 STATE OF GEORGIA  
 CITY OF MILTON  
 PRECINCT 1  
 GENERAL MUNICIPAL ELECTION  
 NOVEMBER 8, 2022

\*I understand that the offer or acceptance of money or any other object of value to vote for any particular candidate, list of candidates, issue, or list of issues included in this election constitutes an act of voter fraud and is a felony under Georgia law. (21-2-363)

Place a cross (x) or check (✓) mark in the square opposite the name of the candidate for whom you choose to vote. If you spoil your ballot, do not erase, but ask for a new ballot. Use only pen or pencil.

---

<p style="text-align: center;"><b>FOR CITY COUNCIL DISTRICT 1 POST 2</b> (Vote for One)</p> <p><input type="checkbox"/> MICKEY MOUSE (Incumbent)</p> <p><input type="checkbox"/> _____ WRITE-IN</p> <hr/> <p style="text-align: center;"><b>FOR CITY COUNCIL DISTRICT 2 POST 2</b> (Vote for One)</p> <p><input type="checkbox"/> DONALD DUCK</p> <p><input type="checkbox"/> _____ WRITE-IN</p> <hr/> <p style="text-align: center;"><b>FOR CITY COUNCIL DISTRICT 3 POST 2</b> (Vote for One)</p> <p><input type="checkbox"/> PETER PAN</p> <p><input type="checkbox"/> _____ WRITE-IN</p>	
---	--





## VOTING

- The voter will proceed to a voting booth and mark their selections in blue or black ink (ink preferred) or pencil. Only one vote per race will be accepted.
- The voter then folds the ballot, so their markings are not displayed.
- The voter proceeds to the ballot review station where they review their ballot, then present the number stub to the Poll Worker.
- The Poll Worker will verify that the ballot number on either the number strip on Election Day or on the index card during Advance Voting is in the proper numbering sequence being issued.
- For **Advance Voting**, the poll worker instructs the voter to place the numbered index card in the stub box and deposit their folded ballot in the ballot box.

For **Election Day**, the poll worker instructs the voter to tear off the number strip from the ballot, place the number strip in the stub box, and deposit their folded ballot in the ballot box.

- To assure the privacy of the voter's selection, there should not be any ballot number on the ballot that is deposited in the ballot box.
- Voters may then pick up a Georgia "I Voted" sticker as they exit.

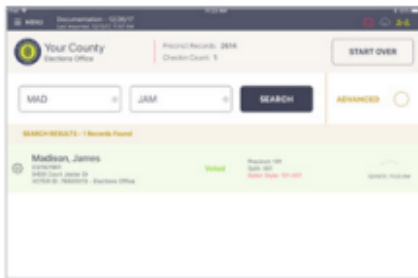
## RECONCILING ISSUED BALLOTS

- As each pack of fifty ballots is completed, the Assistant Manager will collect the pack of name stubs, the Numbered List of Voters and the envelope with the register tape receipts.
- The assistant manager will reconcile the same, considering any spoiled ballots that may have been made.
- The assistant manager will then collect the number stubs from the stub bin and reconcile those.
- Each 100 register tape receipts will be placed in a binder by precinct and placed in an envelope. The name stubs, number stubs and Numbered List of Voters will each be placed in separate envelopes by precinct.

## CANCEL VOTER CHECK-IN

If the voter has decided they no longer want to vote and a ballot has NOT been issued, their check-in may be canceled in the Poll Pad.

### CANCEL VOTER CHECK-IN



#### LOOK UP VOTER

Look up the voter you need to cancel check-in by entering the first three letters of voter's last and first names.

Select **SEARCH**.



#### PRESS SETTINGS BUTTON

Select the **Settings** icon located beside the voter's last name.



#### ENTER PASSWORD

Enter the **Extra Functions Password** (password will be provided by the election authority).



#### CANCEL THE CHECK-IN

Select **Cancel Voter Checkin**.

## CANCEL VOTER CHECK-IN

Cancel Voter Check-In

JANE JUDGE  
Pollworker Name

Type Details

SELECT REASON  
Voter Voted Previously  
Voter Left without Voting  
Voter Selected Wrong Party  
Wrong Voter Processed  
Other

### 1 POLLWORKER NAME & REASON

The Election Judge Authority canceling the voter check-in should enter their name. From the drop-down menu, select the reason for cancelling the check-in. If you choose **Other** for reason, you must type details in the box provided to proceed.

Press **NEXT**.

Cancel Voter Check-In

Voter Information:  
Madison, James - 01761901  
8429 Court James Dr  
St Louis, MO 63104

Cancellation Reason:  
Wrong Voter Processed

Jane Judge

CLEAR SIGNATURE

SUBMIT

### 2 REVIEW, SIGN & SUBMIT

Election Judge must sign using their **FULL NAME** then press **SUBMIT**.

Your County  
Election Office

Project Records: 2014  
Check Count: 0

START OVER

MAD JRM SEARCH ADVANCED

SEARCH RESULTS - 1 Records Found

Madison, James  
COUNTY: CLAYBROOK  
MADISON, JAMES DR  
VOTER ID: 01761901 - Election Office

Project ID:  
Ballot ID:  
Ballot Type: 101

### 3 CHECK-IN CANCELED

Voter will be removed from check-in count.

**Voted** status will be removed.

# SPOILING A BALLOT

If the voter has been issued a ballot and they make a mistake or render their ballot invalid, they can request another ballot. Their first ballot must be “spoiled” in the Poll Pad and then another ballot can be reissued. There is no limit to the number of times a voter can request to spoil a ballot.

## SPOIL BALLOT

**1 LOOK UP VOTER**

Lookup the voter's record using Manual Entry instructions.

Once voter record has been located, access the advanced functions menu by selecting the gear icon and entering the password.

**2 SELECT SPOIL BALLOT**

Select **Spoil Ballot** from the Advanced Functions menu.

**3 SELECT SPOIL REASON**

A new screen will appear. Poll worker to select reason for spoiling ballot. Once selected, press **SPOIL BALLOT** to complete the process.

**NOTE:** During primary elections, select party of re-issued ballot.

After spoiling the ballot in the Poll Pad, the assistant manager should work with the ballot issuance clerk to locate the voter on the Name Stub and Numbered List of Voters and strike through their name, clearly noting "Spoiled." Their corresponding voter certification registration tape should also be removed and marked spoiled. A new ballot should be issued using the new registration tape.

Record on the Spoiled and Unaccompanied Ballot Recap Sheet. Place spoiled ballot in envelope with spoiled registration tape.

**SPOILED AND UNACCOMPANIED BALLOT RECAP SHEET**

Date: \_\_\_\_\_ Election Day Location: \_\_\_\_\_  
Advanced In Person Location: \_\_\_\_\_

Date	Precinct	Combo	Spoiled Ballot Reason	Unaccompanied Ballots	Initials of Poll Official
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
<b>Total Spoiled:</b> _____				<b>Total Unaccompanied Ballots:</b> _____	

Poll Manager: \_\_\_\_\_

Poll Official: \_\_\_\_\_

Poll Official: \_\_\_\_\_

SU/Ballot RS-20

## Void Ballots or Votes

*The following is excerpted from the Tabulation Manual to provide guidance on what may or may not render a vote void*

(See O.C.G. A. § 21-2-435 b and § 21-2-437 b and d)

Any ballot marked by anything but pen or pencil shall be void and not counted.

Any erasure, mutilation, or defect in the vote for any candidate shall render void the vote for such candidate but shall not invalidate the votes cast on the remainder of the ballot, if otherwise properly marked.

If there is no vote for a race (i.e., blank) it will be accounted for as an undervote.

If there is more than one vote per contest, it will be accounted for as an overvote.

Any ballot marked by any other mark than a cross (X) or check (✓) mark in the spaces provided for that purpose shall be void and not counted; provided, however, that no vote recorded thereon shall be declared void because a cross (X) or check (✓) mark thereon is irregular in form. Notwithstanding any other provisions of the Georgia Code to the contrary, if the voter has marked his or her ballot in such a manner that he or she has **indicated clearly and without question** the candidate which he or she desires to receive his or her vote, his or her ballot shall be counted and such candidate shall receive his vote.

A ballot upon which a voter has marked out or struck through the name of a candidate for whom the voter does not intend to cast his or her vote may be counted if the ballot clearly indicates that candidate for whom the voter desired to cast his or her vote.

If an elector shall mark his or her ballot for more persons for any office than there are candidates to be voted for such office, or if, for any reason, it may be impossible to determine his or her choice for any office, his or her ballot shall not be counted for such office; but the ballot shall be counted for all offices for which it is properly marked.

At elections, a ballot indicating a write-in vote for any person whose name is not printed on the ballot and who properly gave notice of intent to run as a write-in candidate pursuant to O.C.G.A. 21-2-133 shall be counted as a vote for such person, if written in the proper space or spaces provided for that purpose, whether or not a cross (X) or check (✓) mark is placed before the name of such person.

Any ballot marked so as to identify the voter shall be void and not counted, except a ballot cast by a challenged elector whose name appears on the electors list; such challenged vote shall be counted as prima facie valid but may be voided in the event of an election contest. Challenged ballots will be placed on top of the stack of ballots when returned to the ballot bag.

In the event of the death of a candidate on the ballot in a nonpartisan election prior to such nonpartisan election, such candidate's name shall remain on the ballot and all votes cast for such candidate shall be counted, per O.C.G.A. 21-2-134 (g).

Unmarked ballots or ballots improperly or defectively marked so that the whole ballot is void shall be set aside and shall be preserved with other ballots. These should be noted to the assistant managers as they will need to be placed either just under the tally sheet in an envelope marked rejected ballots for archiving.

## PROCESSING VOTERS WITH DISABILITIES AND VOTER ASSISTANCE

Accommodating voters with disabilities and those that require assistance is a crucial role of all election officials. Here are some key points related to making polling locations accessible for voters with disabilities:

1. **Directional Signs and Parking:** Directional signs should be placed outside the polling location to guide voters, including those with disabilities, to the entrances and any designated handicapped parking spaces.
2. **Accessible Path:** An accessible path should be created from the parking areas to the polling place entrance. This path should be free from obstacles such as curbs, trash cans, or signage that could obstruct the movement of individuals with disabilities, including those using wheelchairs or mobility aids.
3. **Door Accessibility:** Make sure that the polling place door can be easily opened.
4. **Accessible Parking:** Designate accessible parking spots near the polling place entrance. If there are no designated accessible parking spots, it is important to create a spot by placing an "accessible parking" sign. Accessible parking spaces should be wide enough to accommodate wheelchair lifts and have appropriate signage and markings.
5. **Accessibility Inside the Polling Place:**
  - Place chairs or benches for people with difficulty standing for periods of time
  - Provide a clear, accessible path from the entrance to the check-in table
  - Provide a clear, accessible path from the check-in to voting booth to ballot box
  - Have a white board or notepad available for voters who cannot speak or have a hearing impairment

## ASSISTANCE TO VOTERS

- Should they choose, voters are entitled to assistance if they are unable to read the English language and/or have a disability which renders them unable to:
  - See or mark the ballot OR
  - Entering the voting compartment/booth without assistance. (O.C.G.A. 21-2-409)
- Notice of the availability of assistance must be prominently posted at each polling place. This is included on the "Georgia Voting Information" sign.
- A physically disabled or illiterate elector may receive assistance in preparing his or her ballot from any person of the elector's choice EXCEPT:
  - Elector's employer or agent of employer
  - Officer or agent of Elector's union
  - Candidate on the ballot or family member of the candidate (Exception if disabled/illiterate elector is related to candidate)



- Poll workers should follow the nonverbal cues of an elector with a hearing or speech impairment and identify the best method of communication (e.g., speaking, gestures, writing)
  - Speak calmly and slowly to the voter. Do not shout. Your facial expressions, gestures, and body movements help in understanding.
  - Face the voter when speaking to them, rather than looking down at the Poll Pad. Some people may rely on lip-reading to help understand.
  - Always speak directly to the voter, and not to a companion, aide, or sign language interpreter.
- Poll workers should remember to be patient and remain respectful throughout the entire interaction, taking time to accommodate the elector as best they can and giving them their full attention.
- In the event of misunderstandings, poll workers should rephrase, rather than repeat, sentences that the voter does not understand.
- Poll workers should not touch or handle a voter’s wheelchair or other accessibility equipment without prior consent.
- Service animals, such as guide dogs, are allowed in the voting location. This includes service dogs in training – see O.C.G.A 30-4-2(b).
- An area set up to provide magnifying tools or reading glasses is recommended.

If a voter needs assistance, the individual helping them must introduce themselves to a poll worker. The poll worker will then document this information on the disabled elector's voter's certificate, indicating that assistance was given to the voter by that individual.

#### VOTING BY ELECTORS OVER 75 YEARS OF AGE OR OLDER OR DISABLED

During Advance Voting or on Election Day between 9:30 A.M. and 4:30 P.M., voters who are aged 75 and older or who is disabled and requires assistance in voting, shall, upon request to a poll officer, be allowed to vote immediately at the next available voting booth without waiting in line. (O.C.G.A. 21-2-385.1 and 21-2-409.1)

## PROCESSING VOTERS | VOTER REQUIRES ASSISTANCE

Georgia Training  
State of Georgia  
Office

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

ABRAHAM LINCOLN  
3852 CRABAPPLE AVE, ANYTOWN, GA 12345  
Precinct: 101 DOB: 02/12/1959  
Split: 1 Voter ID: 76508093  
Serial: AC34  
Ballot Style: 101

Assistance Required

PO

### 1 VOTER ASSISTANCE

If a voter requires assistance, an Assistance Required box is found on the Poll Worker Confirmation page. Poll worker checks Assistance Required box.

Assistance Required

Georgia Training  
State of Georgia  
Office

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

ABRAHAM LINCOLN  
3852 CRABAPPLE AVE, ANYTOWN, GA 12345  
Precinct: 101 DOB: 02/12/1959  
Split: 1 Voter ID: 76508093  
Serial: AC34  
Ballot Style: 101

Assistance Required

PO

Assistance Required CONTINUE

INSTRUCT THE ASSISTANT TO SIGN IN THE BOX BELOW

AB SIGN TO GAIN CLEAR SIGNATURE

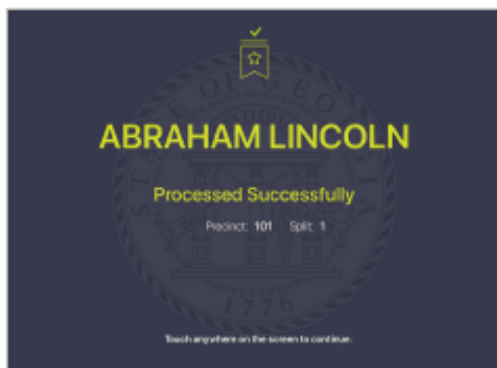
Sample

DO NOT SIGN OR WRITE IN ANY WAY

### 2 ASSISTANT SIGNATURE

A pop-up will instruct the assistant to sign in the box below. Once signed poll worker presses **CONTINUE**. Poll worker then verifies voter's information and ballot style. If all is correct, press **SUBMIT**.

**NOTE:** The signature pop-up is an optional feature.



### 3 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

## POTENTIAL ISSUES WITH CHECK-IN

If you do not find a voter, or if there is a red indication next to the voter's name, make sure to inform the Poll Manager.

The potential issues are as follows:

1. **Absentee Ballot Issued:** If the Poll Pad displays "Absentee Issued," the voter has requested an Absentee Ballot by Mail. If the voter claims to have not requested an absentee ballot, they should be provided with the name and contact information of the Absentee Ballot Clerk who can assist them.
  - a. **If the voter has requested a ballot by mail and has the ballot to surrender:**
    - i. Confirm that the ballot is in the envelope and mark "**Canceled**" with the date and time and their initials on the ballot and on the envelope.
    - ii. Remove the absentee status from the record and continue through the voter certificate process.
    - iii. Contact the absentee ballot clerk and inform them of the surrendered ballot.
    - iv. The canceled physical ballot brought in by the voter shall be turned in with the other ballots to the election superintendent.
  - b. **If the voter has requested a ballot by mail and does not have the ballot with them at the polls:**
    - i. Confirm with the city absentee ballot clerk whether the ballot has been received back or not.
      1. In the event that it has been received by the absentee ballot clerk, the ballot is considered "cast," and inform the voter that their vote has been processed, directing any further questions to the relevant official at the city office who can assist them.
      2. In the event that the ballot has not yet been received by the absentee ballot clerk and the voter would like to vote in person, the voter should be directed to fill out the Affidavit provided by the city office to cancel their Absentee by Mail ballot.

**MILTON**  
ESTABLISHED 2006 | 

**AFFIDAVIT**

I, \_\_\_\_\_,  
an elector of the City of Milton, did apply for an absentee ballot, by mail, for the

Municipal General Election  
 Municipal Runoff Election

to be held on \_\_\_\_\_ 20\_\_.

I do swear or affirm that as of the date of this Affidavit, I have not received or have spoiled the aforementioned absentee ballot.

I hereby request that the original absentee ballot be canceled and I be permitted to vote an in-person ballot at the poll.

Furthermore, I do swear or affirm that should I receive the original ballot applied for, that I will return it without voting to the City of Milton Absentee Ballot Clerk.

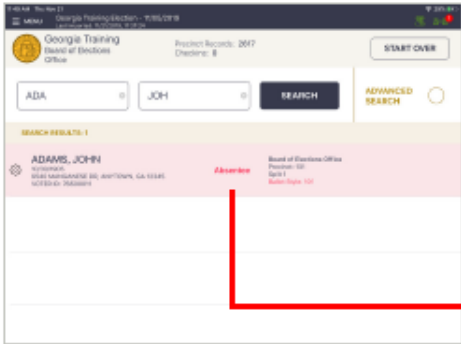
Sworn to or affirmed this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature of Poll Manager)

Name of Absentee Ballot Clerk notified: \_\_\_\_\_


Once the Affidavit is completed, remove the absentee status from the record and continue with the voter certificate process.



**2 LOCATE VOTER'S RECORD**

Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "Absentee." Press voter record.

Absentee



**3 FOLLOW PROMPT**

Confirm that the voter has either surrendered the ballot or that the registrar has confirmed the issued ballot has not been voted. To allow the voter to vote, select **Documentation Provided** and process the voter as a new voter.

If voter does not surrender their absentee ballot or the registrar has informed you that the issued ballot has been voted, press **CLOSE**.

2. **Absentee Ballot Received:** If the Poll Pad displays “Absentee Received,” the voter has returned their absentee ballot by mail.
  - a. If the voter affirms that they have returned and mailed an absentee ballot, inform them that their vote has been cast and thank them for voting.
    - i. This voter will not be processed through and will not be eligible for a provisional ballot.
    - ii. If the voter has questions, provide the name and phone number of the person at the city office that can assist them.
  - b. If the voter claims that they did not vote absentee by mailing in their ballot or depositing it in a drop box, direct them to the Provisional Ballot Station.
    - i. The city absentee ballot clerk will research the issue during the Provisional Ballot review period.
3. **Advance In-Person:** If the Poll Pad displays “Advance In-Person,” then the system reflects that the voter voted in-person during the advanced voting period. Poll workers should ask the voter if they have voted in the last few weeks.
  - c. If they answer “yes,” then explain that they have already voted in this election and thank them for voting.
    - i. This voter will not be processed through and will not be eligible for a provisional ballot.
    - ii. If they have any further questions, direct them to an official at the city office who can help.
  - d. If they answer no, contact the city office for more information, and direct the voter to the Provisional Ballot station.
    - i. The elections office will research the issue during the Provisional Ballot review period.
4. **Wrong Location**
  - e. On Election Day, if it is after 5:00PM and the voter does not want to go to the correct City of Milton polling location, they may vote provisionally, out of precinct.
  - f. The City of Milton will only have ballots for its own elections and voters may need to be directed to the appropriate Fulton County election polling place (e.g., Alpharetta Library, Roswell Library for Advance Voting or their assigned precinct on Election Day).

## PROCESSING VOTERS | WRONG LOCATION

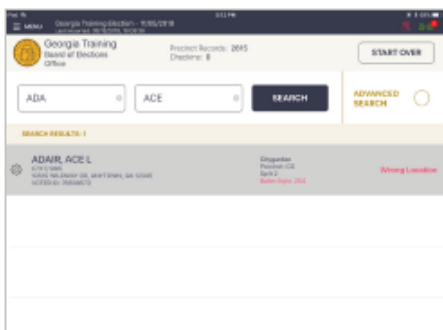
### 1 LOOKUP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



### 2 LOCATE VOTER'S RECORD

If the voter is at the wrong polling location, their record will be highlighted in gray and contain a status that reads "Wrong Location." Touch voter record.



Wrong Location

### 3 PROVIDE DIRECTIONS

A pop-up will appear reading, "(Voter's Name) is in the Wrong Location." Correct polling location name and address will be provided. Direct voter to correct polling location. Press **START OVER**.

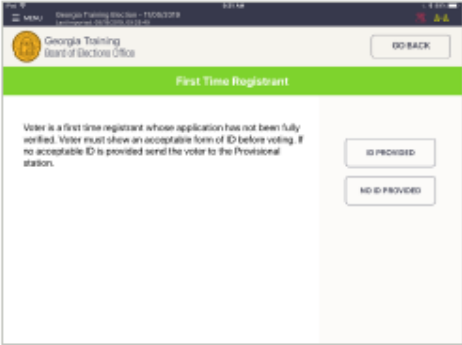
**NOTE:** Map will appear if using WiFi connectivity in polling location.



There is an option to text the directions to the voter's phone.

5. **ID Required (IDR):** If a voter registered for the first time by mail but did not provide the required identification, they will be listed as an IDR voter on the Electors List. They will need to provide an acceptable form of identification. In addition to the list of photo IDs previously mentioned in this manual, the voter can also provide an acceptable Help America Vote Act (HAVA) ID. These forms of ID must list the name and address of the voter:
  - g. Utility Bill
  - h. Bank Statement
  - i. Government Check
  - j. Paycheck
  - k. Government Issued Document
  - l. A second ID from the list of proper identification


If the voter provides an acceptable ID, press ID PROVIDED in the Poll Pad and process the voter as normal.



**2 FIRST TIME REGISTRANT**

Read prompt in its entirety. If voter provides an acceptable form of ID, press **ID PROVIDED**. If they are unable or unwilling to provide ID, select **NO ID PROVIDED** and direct voter to provisional station.

---



**3 VOTER CONFIRMATION**

Screen displays voter's information. Verify information, if all is correct press **ACCEPT** and complete check-in process.

If the voter is unable to provide the appropriate identification, the voter must be directed to the Provisional Ballot Station and be issued a provisional ballot.





## LIST OF ACCEPTABLE DOCUMENTS FOR PROOF OF CITIZENSHIP

1. Birth certificate, issued by a U.S. State (if the person was born in the U.S.), or by the U.S. Department of State (if the person was born overseas and the parents registered the child's birth and U.S. citizenship at birth with the U.S. Embassy or Consulate).
2. U.S. Passport, issued by the U.S. Department of State.
3. Certificate of Citizenship, issued to a person born outside the U.S. who was still a U.S. citizen at birth, or to a person who later automatically became a U.S. citizen.
4. Naturalization Certificate, issued to a person who became a U.S. citizen after birth through the naturalization process.
5. A Report of Birth Abroad of a U.S. Citizen.
6. A Certification of birth issued by the Department of State.
7. A U.S. Citizen ID card.
8. An American Indian Card issued by the Department of Homeland Security with the classification code "KIC" (Issued by DHS to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).
9. Final adoption decree showing the child's name and U.S. birthplace.
10. Evidence of civil service employment by the U.S. government before June 1976.
11. An official U.S. military record of service showing a U.S. place of birth.
12. A Northern Mariana Identification Card (Issued by the INS to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986).
13. Extract of U.S. hospital record of birth established at the time of the person's birth indicating a U.S. place of birth.
14. Life or health or other insurance record which indicates a U.S. place of birth and which is dated at least 5 years before the initial application date.
15. Federal or State census record which indicates U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950).
16. Institutional admission papers from a nursing home, skilled nursing care facility or other institution which indicates a U.S. place of birth.
17. Medical (clinical, doctor, or hospital) record which indicates a U.S. place of birth and which is dated at least 5 years before the application date.
18. A driver's license or identification card issued by an agency of a U.S. state if that agency indicates on the driver's license or identification card that the applicant has provided satisfactory evidence of United States citizenship to the agency.
19. Other document that was created at least 5 years before the application. Document must be one of the following and show a U.S. place of birth: Seneca Indian tribal census record; Bureau of Indian Affairs tribal census records of the Navaho Indians; U.S. State Vital Statistics official notification of birth registration; an amended or delayed U.S. public birth record that is amended more than 5 years after the person's birth; or statement signed by the physician or midwife who was in attendance at the time of birth.
20. If other forms of documentation cannot be obtained, documentation may be provided by a written affidavit, signed under penalty of perjury, from two citizens, one of whom cannot be related to the person in question, who have specific knowledge of event(s) establishing the person in question's citizenship status. The person in question or another knowledgeable individual must also submit an affidavit stating why the documents are not available. Affidavits are only expected to be used in rare circumstances.



(Intentionally left blank)

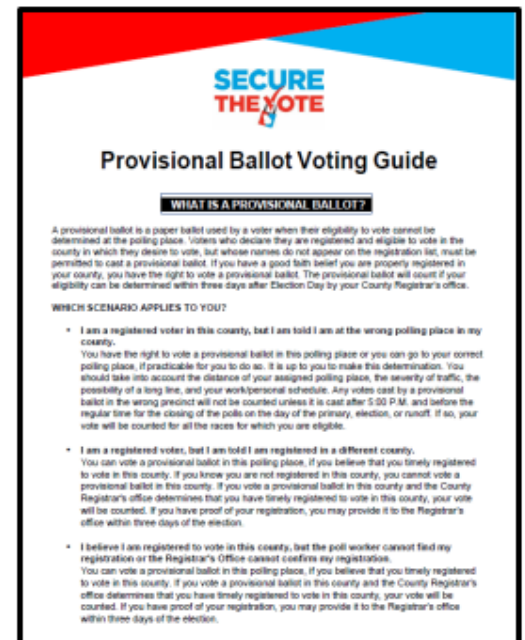
## PROVISIONAL BALLOTING

The Provisional Ballot station is required to be set up and ready to receive voters when the polls open. The poll manager or an assistant manager should attend this station when there is a person in the poll being considered for provisional voting.

- Voting Booth - Privacy screen or private area with same signs inside as regular booth
- Paper Voter's Certificates
- Provisional registration forms
- Envelopes – outer and inner
- Pens to complete registration form
- Appropriate blue or black pen to mark the ballot
- Secured ballot bag
- Provisional Ballot Affidavit – For Out of Precinct Voters
- Provisional Ballot Voting Guide with contact information for the municipal office

Poll Workers should:

- Be courteous and explain the process to the individual.
- Remember that the voter did not expect to vote a provisional ballot.
- Provide the Provisional Ballot Voting Guide to voters that explains the provisional process with contact information (business card) for the city contact.



**PROVISIONAL BALLOT VOTING GUIDE**

## PROVISIONAL BALLOT CODES

Below are the Provisional Ballot codes:

1. **OP - Out of Precinct** – Person whose name does not appear on electors list for your precinct. If a person is not on your Electors List but is showing registered in another precinct, inform the voter of their assigned precinct and then let the voter decide if they can go to their assigned precinct, or vote a provisional ballot. **Any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the election or runoff.**
2. **PR - Person believing that he or she has timely registered to vote but whose name does not appear on electors list** – Person whose name is not on the Poll Pad, the supplemental list, or the paper back up list. If a person is not listed on Poll Pad, the supplemental list, or the paper back up list, they may be issued a provisional ballot.
3. **PI - Registered voter who does not have photo ID to present at time of voting** – Voter who does not have one of the required forms of photo ID. If a voter does not have the appropriate photo identification, he or she should be issued a provisional ballot and instructed that the ballot will be counted only if the voter provides the proper identification to the registrar's office not later than three days following the day of the election or runoff.
4. **IR - Voter who registered for first time by mail but did not provide required identification when appearing to vote** – Voter who registered for the first time by mail but did not provide required identification and does not have the ID when voting. If a voter who registered for the first time in Georgia by mail and does not supply the proper identification, they will be listed as an IDR voter on the Electors List. If the voter cannot supply the appropriate identification the voter must be issued a Provisional Ballot. Please note that an IDR voter is allowed to show other forms of identification in addition to the listed forms of photo ID.
5. **EH - Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only)** – This provision **only applies when there is a federal race** on the ballot. In the event that the time for closing the polls at a polling place is extended by court order, all electors who vote during such extended time period shall vote by provisional ballot only.
6. **X - Voter who registered for the first time in Georgia, but citizenship not verified** – If an elector is marked on the electors list as a potential non-citizen and the voter does not have a proof of citizenship document with them, a provisional ballot should be issued. On the Provisional Numbered List of Voters and the salmon outer envelope, CHAL should be recorded.

7. **V - Person who did not provide missing information to complete application** – If an elector is pending due to an incomplete voter registration, the elector can vote by casting a provisional ballot. This voter type should always fill out a provisional voter registration application to complete their registration. This type of provisional ballot should be coded with a V on the Provisional Numbered List of Voters and the salmon outer envelope.
8. **CHAL – Challenged** – If an elector has been challenged and appears at the polls to vote prior to the challenge hearing or decision, the elector shall be permitted to vote by casting a challenged ballot on the same type of ballot used for provisional ballots. Use the code “CHAL.”

NOTE: If the missing information can be provided and the Registrar at the county office can be contacted, the voter should be allowed to vote using a regular ballot.

### ISSUING A PROVISIONAL BALLOT

Below are the steps for issuing a Provisional Ballot:

1. Request the voter to complete the Provisional section of the paper Voter’s Certificate (salmon-colored) and, if required, a Provisional Voter Registration Application.
  - a. Ask voter to provide photo ID, unless reason for voting a provisional ballot is no ID can be provided (IR or PI).
  - b. Initial the form in the proper space.

**PROVISIONAL VOTER REGISTRATION APPLICATION**

**PROVISIONAL VOTER CERTIFICATES**

2. Provide the Provisional Ballot Affidavit to voters who have presented themselves at a polling place in the municipality in which he or she is registered to vote, but not at the precinct at which he or she is registered to vote. Any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the election, or runoff.

**Provisional Ballot Affidavit (Out of Precinct)**

**Instructions:** This affidavit is to be used when an elector has prepared himself or herself in a polling place at the county/consolidated city or school district to cast a ballot in a polling place in the county/consolidated city or school district in which he or she is registered to vote, but not at the precinct at which he or she is registered to vote. Any voter cast by a provisional ballot in the wrong precinct will not be counted unless cast on or after 3:00 P.M. and before the expiration time for the closing of the polls on the day of the primary, election, or runoff.

I, \_\_\_\_\_, do hereby certify that I am the undersigned, do hereby so affirm that I am eligible to vote at this or any other polling place prior to the closing of the polls.

Reason: (Required) \_\_\_\_\_

\_\_\_\_\_

O.C.G.A. § 20-2-401. Provisional Ballots. "(a) A provisional ballot is a ballot in a polling place, at a county/consolidated city or school district office in lieu of the county of residence in this state for the purpose of casting a ballot in a primary or election during a period which is not the day on which registered voters in such county of residence in such primary or election and the person's name does not appear on the list of registered electors, the person shall be permitted to cast a provisional ballot in lieu of the county of residence in the election jurisdiction in this state. If the person provides himself or herself in a polling place in the county in which he or she is registered to vote, but not at the precinct at which he or she is registered to vote, the poll official shall indicate the precinct of the polling location for the precinct where such person is registered to vote. The poll official shall also indicate such person has not voted in any other precinct in the wrong precinct on or after 3:00 P.M. and before the expiration time for the closing of the polls on the day of the primary, election, or runoff and unless the person executes a sworn statement, reviewed by the poll official, stating that he or she is eligible to vote at his or her correct polling place prior to the closing of the polls and giving the reason therefor."

Electors' Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Election \_\_\_\_\_ Time \_\_\_\_\_

Voter Registration Number of Elector \_\_\_\_\_

Poll Worker Witness (Print) \_\_\_\_\_ Poll Worker Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROVISIONAL BALLOT  
AFFIDAVIT  
OUT OF PRECINCT**

3. Confirm the forms are complete.
4. Complete the Official Provisional Ballot outer envelope (print legibly):
  - a. Print voter's name
  - b. Precinct number and ballot style
  - c. Date and name of election
  - d. Note appropriate provisional code

**The Poll Officer must complete the following information before issuing the outer ballot envelope to the voter:**

<p><b>Type of Election:</b></p> <p><input type="checkbox"/> General Election</p> <p><input type="checkbox"/> General Election Runoff</p> <p><input type="checkbox"/> Special Election</p> <p><input type="checkbox"/> Special Election Runoff</p>	<p><b>Party if Primary or Primary Runoff:</b></p> <p><input type="checkbox"/> Democratic</p> <p><input type="checkbox"/> Republican</p>	<p><b>Provisional Code. Check all that apply:</b></p> <p>EH ___ Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only)</p> <p>IR ___ Voter who registered for first time by mail but did not provide required identification</p> <p>OP ___ Out of Precinct</p> <p>PI ___ Registered voter who does not have photo ID to present at time of voting</p> <p>PR ___ Person believing that he or she has timely registered to vote but whose name does not appear on electors list</p> <p>X ___ Voter who registered for the first time in Georgia but citizenship not verified</p> <p>Other _____</p>
---	---	--

**Official  
Provisional  
Ballot**

Name (please print): \_\_\_\_\_

Precinct Name or Number: \_\_\_\_\_

Ballot Style or District Combination (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

PBE-2-15

- Write the voter's name on the Provisional Numbered List of Voters, record the time of voting, note appropriate provisional code in the PROVISIONAL CODE column, and BALLOT STYLE in the appropriate column.

The form is titled "PROVISIONAL LIST OF PROVISIONAL CHALLENGED VOTERS". It contains several sections for data entry:

- Header Information:** Fields for "City of", "County of", "Precinct", "Polling Place", "City Date", and "Polling Place - Registrar's Office".
- Code and Style Selections:** A section for "PROVISIONAL CODE" and "BALLOT STYLE" with checkboxes for various options.
- Table:** A large table with 7 columns: "No.", "NAME OF VOTER", "TIME", "PROV. CODE", "BALLOT STYLE", "PROV. CODE", and "BALLOT STYLE". The table is currently empty.

## **PROVISIONAL NUMBERED LIST OF VOTERS**

- Record the ballot number on the voter's certificate and initial as issued.
- Clearly print the voter's name on the next name stub in the ballot pack.
- Detach the ballot from the name stub. Not more than one ballot shall be detached from its stub in any book of ballots at any one time (O.C.G.A. §21-2-433).
- Hand voter the ballot and both Official Provisional Ballot envelopes.
- Instruct voter to go to the Provisional Ballot booth to vote. When finished voting, the voter will fold and insert the ballot into the inner Provisional Ballot envelope and seal. The inner envelope will then be inserted into the larger salmon-colored outer envelope and sealed. The voter will then insert the ballot in the orange Provisional Ballot bag.
- After the voter has cast the provisional ballot, provide the voter with written contact information so the voter will be able to determine whether the ballot was counted and, if the ballot was not counted, the reason why such ballot was not counted.
- Secure all ballots at all times.

The last day for a voter to submit an absentee ballot cure affidavit (if ballot was received by 7pm on Election Day) and any supplemental information to verify a provisional ballot, is three days after an election, with an additional day if there is a holiday.


This supplemental information can be submitted at Milton City Hall, although the Fulton County Registrar will verify registration information (e.g., out of precinct).

Due to the Veterans' Day holiday, in 2023 that deadline is Monday, November 13, 2023 at 4:00 pm.



PROVISIONAL STATION- END OF ADVANCED VOTING OR END OF NIGHT ON ELECTION DAY  
– AFTER POLLS CLOSE

1. After the polls close, the Poll Manager and two witnesses should break the seal on the Orange Provisional Ballot Bag. Using the Numbered List of Provisional/Challenged Voters, separate the ballots into two sets, those voted before 5:00PM on Election Day and those voted after 5:00PM on Election Day. Each set is to be bound together with a rubber band. Place both sets back inside the Orange Provisional Ballot Bag and place a new seal on the bag.
2. Record the new seal number on the Verification of Sealing Orange Provisional Bag form and place it in the Manager’s binder.



**MILTON**  
ESTABLISHED 2006

**VERIFICATION OF SEALING  
ORANGE PROVISIONAL BAG**

Polling Location: \_\_\_\_\_

Election Date: \_\_\_\_\_

Prior to opening of poll, break seal and verify bag is empty: Yes or No

Replace seal.

New seal number: \_\_\_\_\_

At poll closing, break seal and record replacement seal number at poll closing:

Closing seal number: \_\_\_\_\_

- Only VOTED provisional ballots should be placed in the orange provisional bag.
- Quantity of provisional ballots should be noted on the provisional ballot recap sheet.
- Out of Precinct ballots voted after 5:00 pm on Election Day should be bound together with a rubber band.

Sworn to or affirmed this at \_\_ : \_\_ on \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
(Signature of Poll Manager)

\_\_\_\_\_  
(Signature of Assistant Poll Manager)

\_\_\_\_\_  
(Signature of Assistant Poll Manager)

**VERIFICATION OF SEALING ORANGE PROVISIONAL BAG**

3. **Complete the Provisional Ballot Recap Sheet (PROVRecap2021).** This form is used to record the number of provisional ballots issued during the election for each precinct.

- a. Section I: Total number of provisional voters
- b. Section II: Total of unused ballots
- c. Section III: Total number of provisional ballots cast
- d. If there are any discrepancies, it must be listed at the bottom of the form.
- e. The form must be signed and dated by the poll manager and two assistant managers.
- f. **Post the yellow copy on the door to the polling place.**

4. In the small orange envelope place the following, sealing it when complete at the end of Advance Voting or Election Day:

- a. Provisional Ballot Recap Sheet
- b. Numbered List of Provisional Voters (if none, complete the top and write NONE on the first line)
- c. Provisional Ballot Out of Precincts Affidavits
- d. Completed Name Stubs
- e. Provisional Voter's Certificates (in a binder of 100 or less)
- f. Provisional Voter Registration Forms
- g. Spoiled Provisional Voter's Certificates (if any) in a binder
- h. Spoiled Provisional Ballots

5. Place all unused ballots with their name stubs still attached in the large orange envelope and seal it.

## CLOSING THE POLLS

At 7:00 PM on Election Day, the Poll Manager publicly declares, “The poll is closed.”

1. Any voters in line at 7:00 PM must be allowed to vote.
2. Position a Poll Worker or Police Officer at the end of the line to ensure that anyone arriving after 7:00 PM is NOT allowed to vote.
3. Poll hours could be extended upon court order. Your Elections Office will notify your Poll Manager if this occurs.
4. All duties must be performed in full view of the public. The public may watch but are not allowed to enter the enclosed space or interfere when preparations for closing the polls are in progress.
5. At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.

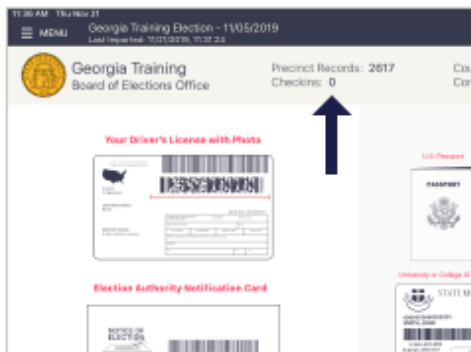
## DUTIES OF POLL OFFICERS AFTER THE CLOSE OF POLLS

1. **Reconcile and Complete Paper Ballot Recap Sheet:**
  - After the polls are closed and the last elector has voted in the precinct, at least two poll officers shall remain within the enclosed space. Before the ballot box is opened, the number of ballots issued to electors, as shown by the stubs, and the number of ballots, if any, spoiled and returned by electors and canceled, shall be announced to all present in the voting room and entered upon the general returns of votes cast at such election. (O.C.G.A. 21-2-436). **The Paper Ballot Recap sheet is used to enter the “general returns.”**
  - The poll officer shall then compare the number of electors voting as shown by the stubs with the number of names shown as voting by the electors list on the Poll Pads, voter’s certificates, and the numbered list of voters, and shall announce the result, and shall enter on the general returns the number of electors who have voted, as shown by the voter’s certificates.
  - If any differences exist, they shall be reconciled, if possible; otherwise, they shall be noted on the general returns.
  - The electors list, the voter’s certificates, the numbered list of voters, and the stubs of all ballots used, together with all unused ballots, all spoiled and canceled ballots, and all rejected voter’s certificates, shall then be placed in separate packages, containers, or envelopes and sealed before the ballot box is opened.

2. **Post Paper Ballot Recap Sheet:** Complete the Paper Ballot Recap Sheet at the close of the polls and post the goldenrod copy on the door of the polling place. Make sure you record what time the last voter voted on the recap sheet. Take a picture of this sheet posted on the door and email it to the Election Superintendent.
3. **Post Provisional Ballot Recap Sheet:** Complete the Provisional Ballot Recap Sheet and post the yellow copy on the door, even if the recap of the Provisional/Challenged is zero. Take a picture of this sheet posted on the door and email it to the Election Superintendent.
4. **Open Ballot Box and Remove Ballots:** As soon as all the ballot counts have been properly reconciled and the unused ballots, spoiled and canceled ballots, voter's certificates, numbered list of voters, and electors list *have been sealed*, the Poll Officers shall open the ballot box and remove all of the voted ballots contained therein. Keeping the ballots folded, count the ballots, bundle them in stacks of fifty, and place them in the ballot transfer bag. Confirm that the ballot count in the ballot box reconciles with the ballot count recorded on the Paper Ballot Recap Sheet. Complete the label on the ballot bag and seal the zipper of the bag closed.
  - **On the last night of Advance Voting,** while keeping the ballots folded, you'll separate the ballots by precinct before you proceed with counting and bundling them in stacks of fifty. The Advance Voting ballots for each precinct will be placed in a separate ballot transfer bag for each precinct.
5. **Complete Required Forms:** Complete the required forms described in the "Election Forms" section on page 74 and place them in the Poll Manager's Binder.
6. **Close Down the Poll Pads:** The closing procedures for the Poll Pads are on the following pages. Make sure all Poll Pads are packed away and sealed.
7. **Return Checklist:** Review the checklist provided by the City for all items to be returned. A copy of the Checklist will be found in the Poll Manager's Binder.
8. **Return Items to City Hall Elections Staff:** The Poll Manager and an additional Poll Official will be accompanied by a police escort as you travel to the City Hall to Check-In and return the election materials. A checklist will be provided, and all items are expected to be completed and returned by the Manager and another Poll Official. Any paperwork that is not correct or complete at Check-In will be completed or corrected by the Poll Officials before they are allowed to leave the Check-In Center that night. Further instructions can be found in the "Return Items to City Hall Elections Staff" section found on page 81.

## POLL PAD – CLOSING CHECKLIST

### CLOSING PROCEDURES | SUMMARY REPORT



#### 1 POLL PAD RECAP SHEET

Record voter check-in information on Poll Pad Recap Sheet.

**NOTE:** Check-in number will need to be recorded off of each Poll Pad.



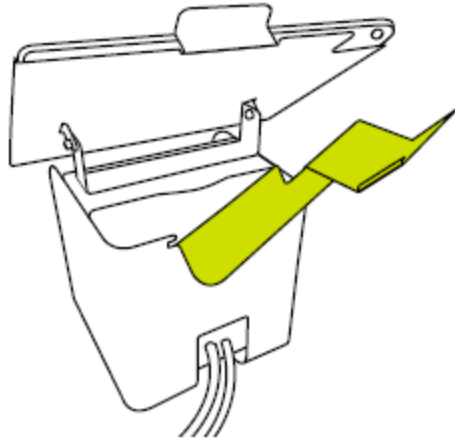
#### 2 SUMMARY REPORT

Select ONE Poll Pad to pull the summary report

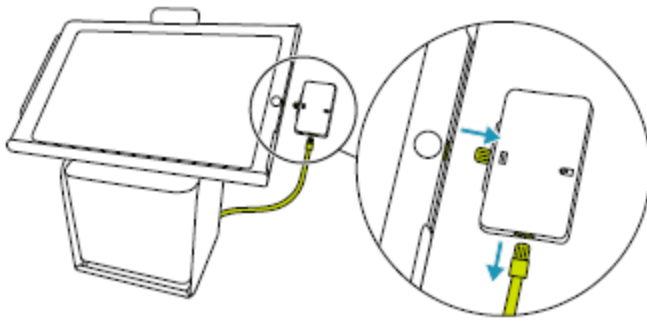
- 1 Select Menu
- 2 Select Summary Report

Print the Summary Report.

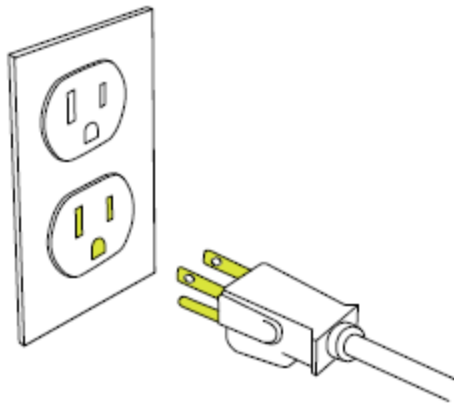
## CLOSING PROCEDURES | SECURE HARDWARE



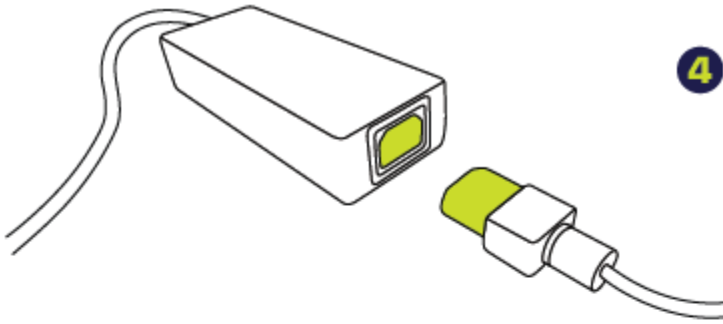
**1** REMOVE THE ID TRAY



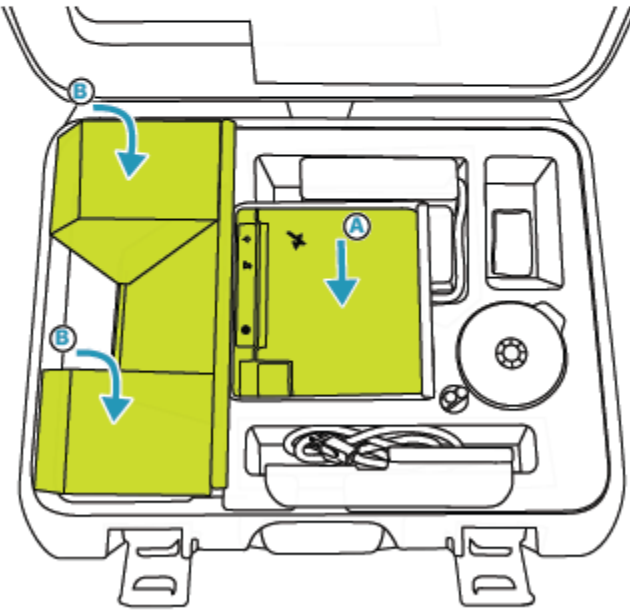
**2** UNPLUG THE POLL PAD



**3** UNPLUG THE PRINTER FROM THE OUTLET



**4 UNPLUG THE POWER ADAPTER**



**5 PUT THE KIOSK IN THE GREEN CASE**

- A** Place the kiosk back into green case.
- B** Replace both foam inserts on top of the Poll Pad as indicated.

**6 PACK ANY REMAINING ACCESSORIES**

This may include styluses, cleaning cloths, encoder or printer paper.

## SEALS

Other than blank paperwork and supplies, everything that is transported or contains election or personal information will need to be sealed when not in use.

The seals will have numbers that need to be verified before opening and recorded when resealed.

We recommend that you use a fine point waterproof pen (e.g., Sharpie) to write the date and where seal is from on the back of the seal (e.g., 10/16 PP 526 to indicate one of the seals on Poll Pad number 526 on October 16<sup>th</sup>).

Used seals should be placed in a Ziploc bag and returned with the polling place paperwork.

The seals may be

- Tapes that are placed over the ballot box locks and document envelopes
- Specialized keyless security seals for the provisional ballot bag



- Light duty plastic padlock for nightly Poll Pad security during Advance Voting (then secure in locked closet)



- Pull-tite seals for the Poll Pad cases and ballot transport bag for transport. The tip of the seal is inserted into the back of the tag. These seals should be pulled almost closed, leaving only enough room for them to be cut.





## ELECTION FORMS

### Chain of Custody Form – Transfer of Election Results from Polling Place/AIP (COC-TER-19)

When transferring voted ballots from the polling place to the City Hall after the polls close, a Chain of Custody form must be completed.

Chain of Custody Form Transfer of Election Results from Polling Place/AIP (COC-Transfer-ER-19) is used to account for transporting ballots from the polling place. Each field on the form must be completed for transport.

The poll officers transporting the ballots must sign and date the surrender by field. The person receiving the ballots must sign and list the time the ballots were received.

See SEB Rule 183-1-12-.06

Chain of Custody Form Transfer of Election Results from Polling Place/AIP	
Election: _____	Election: _____
Election Date: _____	Election Date: _____
Location: _____	Location: _____
Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/>	Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/>
Polling Place Scanner #: _____	Polling Place Scanner #: _____
Number of Memory Card(s): _____	Number of Memory Card(s): _____
Number of Voted Ballots: _____	Number of Voted Ballots: _____
Date: _____	Surrendered by: (Print) _____ Signature: _____
Time: _____	Received by: (Print) _____ Signature: _____
Date: _____	Surrendered by: (Print) _____ Signature: _____
Time: _____	Received by: (Print) _____ Signature: _____
Date: _____	Surrendered by: (Print) _____ Signature: _____
Time: _____	Received by: (Print) _____ Signature: _____
Date: _____	Surrendered by: (Print) _____ Signature: _____
Time: _____	Received by: (Print) _____ Signature: _____
Date: _____	Surrendered by: (Print) _____ Signature: _____
Time: _____	Received by: (Print) _____ Signature: _____
<p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p>	

COC-TER-19

### Voted Ballot Removal Form During Voting (VB Removal-20)

This form is completed ONLY when the ballot box becomes full during voting and must be emptied to continue accepting ballots when the polls are open.

Most polling locations may never use this form.

The removal process must be conducted in view of the public.

Each time ballots are removed, the form must be signed by the Poll Manager and two other Poll Officials. The time must be listed, as well.

See SEB Rule 183-1-12-.06

When transferring voted ballots from the polling place to the City Hall after the polls close, the Chain of Custody form must be completed.

Voted Ballot Removal Form During Voting	
Election: _____	Date: _____
Polling Place: _____	
County: _____	
<p>This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to scan ballots when the polls are open. For close of polls, complete the Chain of Custody Form – Transfer of Election Results.</p> <p>This process may need to be completed multiple times. Document each removal of ballots on this form.</p> <p>All of these steps must be done in view of the public in the polling place.</p> <ol style="list-style-type: none"> <li>Poll Manager shall announce that the ballot box is to be emptied.</li> <li>No additional ballots shall be scanned until the ballot box is emptied.</li> <li>Poll Manager and at least one assistant manager should break the seal on the ballot box and open the door to the ballot box.</li> <li>Poll Manager and at least one other poll official should remove the voted ballots as efficiently as possible and without causing the ballots to be damaged or unnecessarily exposed to public view.</li> <li>Voted ballots shall be placed in a lockable and sealable ballot container and the container shall be locked and sealed immediately upon emptying the ballot box.</li> <li>The container holding the voted ballots shall remain in public view at all times. Every step should be taken to prevent the container from being removed or tampered with.</li> <li>The ballot container may be used to empty the ballot box at capacity. The ballot container must be resealed each time after voted ballots are added to the ballot container.</li> </ol>	
<b>Removal #1</b>	
Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.	
Poll Manager: _____	Poll Official: _____
<b>Removal #2</b>	
Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.	
Poll Manager: _____	Poll Official: _____
<b>Removal #3</b>	
Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.	
Poll Manager: _____	Poll Official: _____
<p style="text-align: center;"><b>CLOSE OF POLLS</b></p> <p>Ballots were removed from the ballot box at (time) _____ and sealed in a secure Ballot Container.</p> <p>Poll Manager: _____ Poll Official: _____ Poll Official: _____</p>	
Page ____ of ____	VB Removal-20





## Poll Pad Recap Sheet (PPRecap2020)

An Excel form will be used for Early Voting.

For Election Day, this form is used to keep track of the total number of voters versus the number of check-ins in a precinct, with one recap sheet for each polling location.

The opening and closing seal numbers are required for each Poll Pad used in the polling location.

Only one Poll Pad should be used to complete sections A through F

- Record Closing Time
- Tap on the Summary Report on the screen
- Record the check-ins from the Summary Report on the recap sheet
- Return the Poll Pad and accessories to the Poll Pad cases and secure with seals
- Record and confirm unit number and seals of Poll Pads

If the numbers do not match or balance as expected, an explanation must be attached.

The form must be signed and dated by the poll manager and two assistant managers.

### Poll Pad Recap Sheet

General  
 Presidential Preference Primary  
 Primary  
 Primary Runoff

**USE BALL POINT PEN**  
**Recap Sheet - You Are Making Three Copies**

**WHITE** Sheet to Secretary of State  
**YELLOW** Sheet to Election Superintendent  
**PINK** Sheet to Clerk of Superior Court

County/Municipality: \_\_\_\_\_

Election Date: \_\_\_\_\_ Precinct Name: \_\_\_\_\_

Poll Pad #	Opening Seal #	Opening Seal #	Closing Seal #	Closing Seal #

The List of Electors for the precinct listed above and contained on these Poll Pad units has been reviewed by the County Registrar's office and has been found to be correct.

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

---

Morning: \_\_\_\_\_ Time Checked: \_\_\_\_\_  
 Wait Times to MIDDAY: \_\_\_\_\_ Time Checked: \_\_\_\_\_  
 Check-in to Vote Afternoon: \_\_\_\_\_ Time Checked: \_\_\_\_\_

**FOR USE ON ELECTION DAY BY POLL WORKERS: Use Only One Poll Pad Unit to Complete This Section**

ACTION	OPENING	CLOSING
<b>A. Time</b>		
<b>B. Total number shown on Poll Pad Check-Ins:</b>	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
<b>C. Total number of voters marked on the Supplemental Elector's Lists</b>		
<b>D. Total number shown on Paper Supplemental Numbered List (E &amp; F should be the same)</b>	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
<b>E. Voters marked on Poll Pad + Voters marked on Supplemental Elector's List (Add Closing B + Closing C)</b>	(Add Closing B + Closing C)	
<b>F. Poll Pad Check-Ins + Paper Supplemental Numbered List (Add Closing B + Closing D) (Enter this number on the Ballot Recap, Section C, Number 3)</b>	(Add Closing B + Closing D)	

**If the numbers above do not match or balance as expected, please attach explanation.**

We the undersigned Managers, hereby certify the above is true and correct on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Poll Manager Signature: \_\_\_\_\_

Asst. Manager Signature: \_\_\_\_\_, Asst. Manager Signature: \_\_\_\_\_

PPRecap21

## Spoiled and Unaccompanied Ballot Recap Sheet (SUBallot RS-20)

A Spoiled Ballot is a ballot that is returned to the poll official by the voter while in the enclosed space. Unaccompanied Ballot is a ballot that has been left by a voter and not deposited in the ballot box. Once a ballot is placed in the ballot box, the ballot is cast.

The spoiled or unaccompanied ballot should be kept with this recap sheet and returned at the close of polls. If there are none, write NONE in large letters across the first line.

The information below is required:

- Date
- Precinct
- Spoiled Ballot Reason
- Unaccompanied Ballots count
- Initials from the Poll Manager

The form must be signed and dated by the Poll manager and two assistant managers

The following are reasons for a spoiled ballot:

- Voter Requested to change selections
- Error in selecting a candidate or answer to a referendum
- Voter believes they selected a different candidate or answer to a referendum

If an unaccompanied ballot is found and the voter has left the enclosed space:

- The ballot should be returned to the Poll Pad Station
- Marked as SPOILED across the front of the ballot
- Entered on the Spoiled and Unaccompanied Ballot Recap Sheet

SPOILED AND UNACCOMPANIED BALLOT RECAP SHEET					
Date: _____		Election Day Location: _____			
Advanced In Person Location: _____					
Date	Precinct	Combo	Spoiled Ballot Reason	Unaccompanied Ballots	Initials of Poll Official
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
Total Spoiled: _____				Total Unaccompanied Ballots: _____	
Poll Manager: _____					
Poll Official: _____					
Poll Official: _____					

SUBallot RS-20

## Drop Box Ballot Transfer Form (DropBox2021)

This form is used to account for absentee ballots removed from a drop box. Each field on the form must be completed for transport. The removal process must be conducted in view of the public. Each time ballots are removed, the form must be signed and witnessed. The time must be listed as well.

The collection team transporting the ballots must sign and date the form. The Absentee Ballot Clerk must sign and date the form to confirm they received the ballots.

**Drop Box Ballot Transfer Form**

Election: \_\_\_\_\_ County/Municipality: \_\_\_\_\_  
 Drop Box Location: \_\_\_\_\_  
 Drop Box was empty before the polls opened YES  NO  Time Checked: \_\_\_\_\_

---

**A. Collection of Absentee Ballots** Date: \_\_\_\_\_  
 Time of Collection: \_\_\_\_\_ Number of Ballots: \_\_\_\_\_  
 Collection Team \_\_\_\_\_  
 Surrendered By: (Print) \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Surrendered By: (Print) \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Drop Box was emptied and locked after the polls closed YES  NO

---

**B. Transfer of Absentee Ballots**  
 Time of Transfer: \_\_\_\_\_ Number of Ballots: \_\_\_\_\_  
 Registrar/Designee or Absentee Ballot Clerk \_\_\_\_\_  
 Received By: (Print) \_\_\_\_\_  
 Signature: \_\_\_\_\_

Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DropBox2021

## Voting Equipment Exception Report (VEE REPORT-2020)

This form is used to document if any voting equipment (e.g., Poll Pad) malfunctions during voting.

If an error is due to a malfunction, the Poll Officer shall document the incident on this form.

See SEB Rule 183-1-12-.12

ELECTION: (Check One)  General  Primary  
 Runoff  Special  
 Presidential Preference Primary

**USE BALL POINT PEN**  
 Bear Down – You Are Making Three Copies  
 WHITE sheet to Secretary of State  
 YELLOW sheet to Superintendent  
 PINK sheet to Clerk of Superior Court/City Clerk  
 GOLDENRDD sheet to Registrar

COUNTY/MUNICIPALITY: \_\_\_\_\_  
 DATE OF ELECTION: \_\_\_\_\_ ELECTION DAY  ADVANCE VOTING

**VOTING EQUIPMENT EXCEPTION REPORT** - One sheet for EACH equipment exception

**SECTION A: EQUIPMENT DESCRIPTION**

LOCATION OF EQUIPMENT DEPLOYED: \_\_\_\_\_  
 MAKE/MODEL OF EQUIPMENT: \_\_\_\_\_  
 SERIAL NUMBER OF EQUIPMENT: \_\_\_\_\_  
 DATE/TIME OF EXCEPTION: \_\_\_\_\_

**SECTION B: EQUIPMENT EXPLANATION**

DESCRIBE EXCEPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ACTION TAKEN WITH EQUIPMENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION C: EQUIPMENT SERVICE**

VOTING RESUMED ON THIS EQUIPMENT IN THIS ELECTION.  
 VOTING DID NOT RESUMED ON THIS EQUIPMENT IN THIS ELECTION.

We, the undersigned poll officers, hereby attest that the above is a true and correct accounting of equipment exceptions on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

POLL WORKER SIGNATURE: \_\_\_\_\_ POLL MANAGER SIGNATURE: \_\_\_\_\_

*If an error is due to equipment malfunction, the poll officer shall document the incident on a form developed by the Secretary of State. The poll manager shall inform the election superintendent immediately if one or more electronic ballot markers are associated with a significant number of incidents.*

VEE REPORT-20

## Summary of Envelope Seal Numbers

### SUMMARY OF ENVELOPE SEAL NUMBERS

ITEMS	SEAL NUMBER	COMMENTS
Elector's List		Original Seal Yes or No
Numbered List of Voters		
Name stubs		
Number stubs		
ABA and/or Voter's Certificates, bound in groups of 100		
Drop Box Transfer Forms		Only for City Hall
Unused Paper Ballots		
Spoiled and Unaccompanied Ballots		
Cancelled Absentee Ballots	No seal required	
Small orange envelope with provisional paperwork		
Large orange envelope with unused provisional ballots		

Empty envelopes do not need to be sealed. Note EMPTY in comments field.



## RETURN ITEMS TO CITY HALL ELECTIONS STAFF

From the time a polling place is opened until the ballots are delivered to the superintendent, the ballots shall be in the custody of at least two poll officers at all times (O.C.G.A. § 21-2-413). Therefore, two people will need to return the electors list, voted, spoiled and blank ballots, provisional bag, voters' certificates and all other completed documents to the second floor at City Hall.

The ballot box for Advance Voting should be locked and resealed and secured in the closet at the end of each day. It should be locked and resealed and left at the polling location at the end of Election Day (City staff will retrieve it the next day). Supplies other than paper forms (e.g., extension cords, power strips, pens) should be placed in a box for pickup.

Return the Poll Pads, signs, and box with **blank** forms to the first floor at City Hall 2006 Heritage Walk, Milton, GA 30004. The following should be returned to the second floor at City Hall:

- Chain of Custody Form
- Ballot Bag (sealed) with signed tag noting count and seal number
- Provisional Ballot Bag (sealed)
- Poll Manager's Binder containing
  - Keys and Access codes (place in zippered pouch at front)
  - Oath of Managers
  - Oath of Clerks
  - Poll Pad Recap Sheet
  - (Scanner) Ballot Box Recap Sheet
  - Spoiled and Unaccompanied Ballot Recap Form
  - Paper Ballot Recap Sheet (Goldenrod copy posted on Polling Place door)
  - Supplemental List
  - Verification of Sealing Orange Provisional Bag
  - Voting Equipment Exception Report
  - Summary of Envelope Seal Numbers
  - Time Sheet for Payroll
- In a separate rolling bag (does not need to be sealed as contents are sealed)
  - Elector's List (sealed)
  - Numbered List of Voters (sealed)
  - Name stubs (sealed)
  - Number stubs (sealed)
  - ABA and/or Voter's Certificates, bound in groups of 100 (sealed)
  - Drop Box Transfer Forms (sealed)
  - Unused paper ballots (sealed)
  - Spoiled and Unaccompanied Ballots (sealed)
  - Cancelled Absentee Ballots
  - Small orange envelope with completed provisional paperwork (sealed)
  - Large orange envelope with unused provisional ballots (sealed)
  - Non-Felon Affidavits, Cancelled Absentee Ballots, and any other forms
  - Used seals (in Ziploc bag) and unused seals



Thank you for your service to  
the City of Milton Municipal  
Elections.

We could not do this without  
you!

