

EARLY VOTING / BALLOT ACCOUNTING



Please complete one questionnaire for each day you observe!

Early voting **location**: _____

Day and Date of observation: _____

Time you arrived: _____ Time you departed: _____

Your **name** (*will not be shared with others except with your express permission, such as for media interview*): _____

Organization, if any, you are affiliated with: _____

Your **contact** information (*will not be shared with others except with your express permission, such as for media interview*): Phone: _____

Phone 2: _____ Email: _____

__Y __N __? Are election workers at the early voting site dedicated exclusively to polling operations?

__Y __N __? *If no, do they have other unrelated responsibilities? Describe:* _____

__Y __N __? Are all personnel involved in polling operations regular employees of the elections office? *If no, are there:*

__Y __N __? - technical support persons hired on a temporary basis?

__Y __N __? - vendor staff or representatives?

Comments: _____

Method used to check voters in (*select one*):

_____ (a) electronic pollbook, voters given certificate or voter slip;

_____ (b) hard copy pollbook roster, voters sign in on pollbook roster;

_____ (c) other (*please describe briefly*): _____

If machines were used to check voters in, how many were in use? _____

Method used to activate voting system so voter can cast ballot:

_____ (a) electronic pollbook generates voter-card to be inserted in machine

_____ (b) election worker uses another device (not an electronic pollbook) to program a voter-card to be inserted in machine

_____ (c) election worker activates machine for voter at the voting machine itself

_____ (d) other (*please describe briefly*): _____

Voting System

Type of voting machines (*list all – brand/model*): _____

Total number of each type of machine: _____

Number of voting machines equipped with accessibility features such as audio headset: _____

Number of demo machines, if any: _____

Number of machines set aside for any reason (*broken, unused?*): _____

Additional notes or comments about voting machines: _____

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Y N ? Provisional voting method: Are provisional ballots cast using an electronic voting machine?

Daily Tally

Total number of votes recorded on voting system(s) for the day (public count) (use worksheet on last page of questionnaire if needed): _____

Total number of voters checked in for the day (voter certificates total, if used, or number of signatures on roster if certificates are not used): _____

Number of voted absentee ballots dropped off: _____

Number of voted substitute (emergency) paper ballots: _____

Number of voted provisional ballots: _____

Observability:

Y / N / ? Are citizen observers allowed in to witness the poll-closing process as soon as the polls close (or just prior)? *Comments:* _____

Y / N / ? Are you permitted to witness the counts freely?

Y / N / ? ...Verification?

Y / N / ? ...Reconciliation?

Y / N / ? ...Reporting processes?

Y / N / ? Are vote totals made known audibly? (Y / N / ?)

Y / N / ? Were credentials required to observe the early voting poll closing procedures? *If yes, describe (ex: party observer, candidate observer, other):* _____

Y / N / ? Were credentials checked?

Comments: _____

Poll Closing Checklist:

Y / N / ? Did the election workers wait to initiate poll-closing process after the last voter has voted? *If no*, at what point did they initiate the process? _____

Y / N / ? Did the election workers complete the process of counting, verification, reconciliation and reporting –including reporting of any discrepancies found—before putting away materials and closing equipment? *If no, describe:* _____

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Procedures observed:

- __Y / __N / __? 1. Clerk checks each machine, writes down public count of each machine on security form or tally sheet.
- __Y / __N / __? 2. Each machine's serial number is noted or pre-printed on the form or tally sheet where the public count is marked.
- __Y / __N / __? 3. For each machine, the election worker carries out a poll-closing process which includes locking out the machine from further voting.
- __Y / __N / __? 4. Election workers close down the machine case/flaps or carries out other method to lock machine.
- __Y / __N / __? 5. Once locked down, each machine is sealed.
- __Y / __N / __? 5a. Are seals numbered?
- __Y / __N / __? 5b. If seals are numbered, are those numbers noted on the security form or other seal log?
- __Y / __N / __? 6. Activator cards (both voter cards and supervisor cards) are put away and locked.
- __Y / __N / __? 6a. Are the cards secured in a sealed container?
- __Y / __N / __? 6b. If cards are in sealed container, are seals logged?
- __Y / __N / __? 7. Individual machine public counts are totaled.
- __Y / __N / __? 8. Election worker calls in the individual machine public count totals.
[Answer #9 if voter slips are used. If not, skip to #10.]
- __Y / __N / __? 9. Voter certificates are totaled.
- __Y / __N / __? 9a. If total number of voter certificates is different from public count total, election workers investigate the cause.
[Answer 10 if roster tally is used instead of voter certificates.]
- __Y / __N / __? 10. Total number of voter signatures is tallied.
- __Y / __N / __? 10a. If total number of voter signatures differs from the public count total, election workers investigate the cause.

Your notes or additional observations on poll closing procedures: _____

WORKSHEET:

Machine number:	Public Count:
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Public Count Total: _____

Signatures in Register: _____

The Verified Voting Foundation thanks you for your participation in this Early Voting Observation project, part of the Election Transparency Project.