

CLOSING THE POLLS CHECK LIST

Go through the Closing the Polls Directions in your PEO Guidebook

Assign Others to:

Laptops

- Shut down laptop computers all the way.

Placement of Forms

- Fill out and SIGN pay sheets – Put in Tally Book Folder
- Declaration of Eligibility Slips – Rubber band and put in wire basket or red bag
- Make sure the Voter Registrations are put into the manila envelope labeled “Voter Registrations” in the wire basket
- Paperclip any used “Voter Needs Assistance” forms (orange) with the corresponding DOE
- Unused White paper (Keep in white sleeve) and place on the bottom of the red bag

Re-pack the red supply bag including

- Wire basket with forms
 - Spoiled Ballot Envelope
 - Surrendered Absentee Ballot Envelope
 - Voter Registration Envelope
- Ballot Secrecy Folder

Other Closing Duties

- Count all unused ballots (ballots not given to voters) and then give the number to the chair so it can be recorded in the Tally Book.
- Take down all voting booths, return them to their boxes. One top per box.
- Take down any signs that were taped to the tabletop like sample ballots etc.
- Take down any outdoor signs and leave them inside the polling place.
- The Chair returns the red supply bag, unused ballots and tally book to the office.

CLOSING THE LAPTOPS AFTER THE POLLS CLOSE

- On the Master Computer
 - Select the ballot count button
 - Check the number of regular ballots and the number of provisional ballots against the number on the **OVO** and mark it in the Tally Book accordingly
 - Select **OK**
 - Select **EXIT**
 - Select **EXIT**
 - Select **START** button in the bottom left hand corner
 - Select **TURN OFF COMPUTER**, if **TURN OFF COMPUTER** button pops up in center of the screen select **TURN OFF COMPUTER AGAIN**.
 - Wait until screen goes black
 - Push down top of laptop
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- On Secondary Laptop Select **EXIT**
 - Select **EXIT**
 - Select **START** button in bottom left hand corner
 - Select **TURN OFF COMPUTER**
 - Select **TURN OFF COMPUTER**, if **TURN OFF COMPUTER** button pops up in center of the screen select **TURN OFF COMPUTER AGAIN**.
 - Wait until screen goes black
 - Push down top of laptop

CLOSING THE POLLS

IMPORTANT REMINDER Anyone who is at the polls to vote when the polls close **must** be allowed to vote.

First Step

- Bring all of the people who arrived before closing time inside the polling place. Shut the doors to the polling place but do not lock them.
- Separate people waiting in line from those who arrive after closing time.

Close the polls

- Announce that the polls are closed at the designated time.
- Never close the polls early even if you believe no one else will vote.

Close the election equipment

- After all voters have cast their ballot, follow the election equipment procedures for closing your election equipment.
- Print the election results from the equipment ***before*** transmitting results to the auditor.

Transmit results to County Auditor

- Follow the instructions from your auditor for transmitting results and returning supplies.

Public canvass

- Each precinct canvass is open to the public. Anyone may watch.
- PEOs are the only persons permitted to handle ballots or equipment.
- **IMPORTANT:** Observers and spouses of PEOs may not assist with the canvass and handling ballots.

Count the write-in votes

- Count only those offices for which the voter has cast a write-in vote.
 - If using voting machines; only count a write-in vote if the corresponding voting target is marked.
 - If using hand counted paper ballots; count names on a write-in blank, regardless of whether or not the voting target is marked.
- Use the Counting Votes Guide as a guide for counting.

Unused ballots

- Carefully count all ballots that have not been given to voters and enter on the **ballot record and receipt** under “Not Voted.”
- Seal in the correct envelope and place in the supply box.

Spoiled ballots

- Carefully count the spoiled ballots and report that number on the **ballot record and receipt** under “Spoiled.”
- **Do not** include surrendered absentee ballots in the count.

Surrendered ballots

- Carefully count the number of “surrendered” ballots and report that number on the **ballot record and receipt** under “Absentee Ballots Surrendered (and not counted).”

Provisional ballots

- Carefully count the number of provisional ballots and enter the number on the **ballot record and receipt** under “Provisional.”
- Seal all of the individual provisional ballot envelopes inside the designated container.
- **Do not open** the sealed provisional ballot envelopes.

Record in the tally list the total number of voters

- This should equal the number of voters' *declaration of eligibility slips* from people who voted and should include the number of Election Day registrants who voted, but should **not** include the provisional ballots or people marked in the election register as absentee voters unless they voted at the polls.

Announce the unofficial tally

- Once the unofficial results are tallied, announce them to all present in the polling place.

Ballot record and receipt

- Fill out the bottom portion of the *ballot record and receipt*.
- The totals must equal the number of ballots that were received of each ballot style. If they do not match, follow procedures set by your auditor.

Complete the Tally List and claim form

- All PEOs must sign in each of the designated places in the tally list.
- Complete the claim form located in the supply box. Be sure all PEOs fill out the claim form for payroll purposes.

Take down the signs, voting booths, and package all election supplies

- Follow the instructions from the auditor when taking down and returning the election equipment.

Bring ballots and supplies to the county auditor's office

- Return the ballots on election night unless the auditor has instructed you to do otherwise.
- If you will not arrive at the courthouse within one hour of when the polls close, call the auditor's office and inform them.

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