PREFACE

Election Judges serve a crucial role in protecting the rights of voters.

As an Election Judge, you will fill this vital role in the electoral process, and we commend you for helping to ensure the integrity of elections in Illinois and beyond.

This manual is intended to provide statutory responsibility for election procedures as well as suggested guidelines that will allow for a successful election. Within this Election Judge Manual, you will find instructions on how to:

- set up the polls;
- handle and operate all equipment;
- monitor the polling place (including all visitors);
- protect the rights and privacy of voters; and
- close the polls and report the results.

Visual guides are included to help familiarize you with the equipment and procedures you will facilitate during your time as a Judge. You will also find images of the materials found in the blue precinct bags provided by Liberty Systems, LLC (if in use at your polling place).

Effective training of Election Judges is essential to the success of the electoral process, and we appreciate your time and dedication. We would like to thank all Judges for serving in the 2028–2029 election cycle.

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GENERAL INFORMATION

General Primary: March 21, 2028
General Election: November 7, 2028
Consolidated Primary: February 27, 2029
Consolidated Election: April 3, 2029

In the primary elections, meaning the General Primary Election and Consolidated Primary Election, nominees are chosen for offices to be filled during the General Election and Consolidated Election, respectively. Voters will also elect certain party officers in the Primary Election.

To participate in a party primary, the voter must declare their party affiliation to the Election Judges. A qualified voter receives only the ballot associated with the party of their choice. The voter may declare affiliation with any party regardless of how they voted in past elections.

Nonpartisan candidates and referenda may also appear on the ballot. A voter does not declare party affiliation when voting for nonpartisan candidates or on referenda only. Candidates and referenda will appear on the appropriate party primary ballots as well as on separate ballots for voters not wanting to vote in the partisan elections. Since precinct boundaries do not necessarily correspond to local governmental unit boundaries, all voters voting a primary ballot may not be voting on referenda.

The Election Authority codes each voter in the precinct to identify which offices and referenda the voter is entitled to vote. The declared party affiliation of the voter and/or the voter's code will determine the type of ballot (ballot style) the voter should receive. The voter may only vote the contests for which the voter is qualified.

2028: OFFICES NOMINATED AT THE PRIMARY AND ELECTED AT THE GENERAL ELECTION *10 ILCS 5/2A-1.2(A)*

- President and Vice President of the United States (Presidential Preference Primary)
- United States Senator
- Representatives in Congress: All Districts
- State Senators (4-year terms):
  - Districts 1, 3, 4, 6, 7, 9, 10, 12, 13, 15, 16, 18, 19, 21, 22, 24, 25, 27, 28, 30, 31, 33, 34, 36, 37, 39, 40, 42, 43, 45, 46, 48, 49, 51, 52, 54, 55, 57, 58
- Representatives in the General Assembly: All Districts
- Judges:
  - Supreme Court Vacancies
  - Appellate Court Vacancies
  - Circuit Court Vacancies
  - Resident Circuit Court Vacancies
  - Subcircuit Vacancies
  - All judges seeking retention will appear on the ballot at the General Election, and additional judgeships if required.
- County Circuit Clerks
- State's Attorneys
- County Coroners
- County Recorders of Deeds (in counties over 60,000 population)
- County Auditors (in counties of 75,000–3,000,000 population)
- Members of Board of Review (in counties with elected Boards, including Cook Co.)
- County Commissioners (not under township organization) or County Board Members
- Sanitary District Commissioners and Trustees
- Regional Superintendent of Schools (vacancies)

2028: OFFICES ELECTED AT THE PRIMARY *10 ILCS 5/2A-1.2(B)*

- Delegates and Alternate Delegates to National Nominating Conventions
- Ward Committeepersons (City of Chicago)
- Precinct Committeepersons (counties outside Cook where elected to two-year terms)

2029: CONSOLIDATED PRIMARY AND CONSOLIDATED (GENERAL) ELECTION

Established Political Parties – Officers to Be Nominated at the Primary:

- **MUNICIPAL** (pop. over 5,000 and/or Special Charter): 10 ILCS 5/2A-1.2(c)
  - Mayor or President
  - Clerk
  - Treasurer
  - Alderperson or Trustee
- **MUNICIPALITIES OF 5,000 OR LESS POPULATION**
  - May be determined by ordinance that political parties shall nominate candidates for municipal offices by primary (10 ILCS 5/7-1(b)).
- Villages that nominated and elected candidates for president and trustees in partisan elections prior to January 1, 1992, may continue to hold partisan elections without conducting a referendum (65 ILCS 5/3.1-25-20).
- **TOWNSHIP** (only where the township central committee has approved a primary) (60 ILCS 1/45-5, 45-55)
  - Supervisor, Clerk, Assessor or Multi-Township Assessor, Highway Commissioner, Collector (if elected), and Trustees

Nonpartisan – Officers to Be Nominated or Elected at the Consolidated Primary:

- **MUNICIPAL** – Council-Manager Form (Council Members at-large and from districts)
  - Mayor or President
  - Clerk
  - Treasurer (Council-Manager form only)
  - Council Members, Trustees, or Alderpersons
  - NOTE: A village may conduct a nonpartisan primary by referendum. (Municipalities incorporated after May 13, 1993, are nonpartisan unless they adopt the partisan format.) (65 ILCS 5/3.1-25-60)
- **MUNICIPAL** – City of Chicago: Alderperson, if required due to a vacancy (65 ILCS 5/3.1-10-51, 20/21-22)

Consolidated (General) Election – Established Political Parties, Independent, and New Political Parties – Officers to Be Elected:

- **MUNICIPAL** – including Special Charter: 10 ILCS 5/2A-1.2(c)(1)
  - Mayor or President
  - Clerk
  - Treasurer
  - Alderperson or Trustee
- **TOWNSHIP** – Supervisor, Clerk, Assessor or Multi-Township Assessor, Highway Commissioner, Collector (if elected), and Trustees

Nonpartisan – Officers to Be Elected:

- **MUNICIPAL** – Council-Manager form (council members at-large and from districts), Commission form (10 ILCS 5/2A-29): Mayor or President, Clerk, Treasurer (Council-Manager only), Council Members, Commissioners, Trustees, or Alderpersons
- **MUNICIPAL** – City of Chicago: Alderperson run-off for an unexpired term created by a vacancy, if required (65 ILCS 5/3.1-10-51(b), 20/21-22 and 21-25)
- **PARK DISTRICT** – Commissioners, Trustees (10 ILCS 5/2A-38)
- **PUBLIC LIBRARY DISTRICT** – Trustees (10 ILCS 5/2A-1.2(c)(5))
- **TOWNSHIP AND MUNICIPAL LIBRARY** – Trustees (10 ILCS 5/2A-1.2(c)(5)(7))
- **REGIONAL BOARD OF SCHOOL TRUSTEES** – Trustees (10 ILCS 5/2A-50)
- **SCHOOL DISTRICT** – Board Members (including districts under article 33; however, those districts are exempt from the non-primary provision of Section 2A-1.2(c)(12)), School Directors (10 ILCS 5/2A-1.2(c)(9)(12))
- **SCHOOL DISTRICT** – Special Charter – Inspectors, Board Members (10 ILCS 5/2A-49)
- **TOWNSHIP TRUSTEES OF SCHOOLS** (Cook County only) (10 ILCS 5/2A-51)
- **COMMUNITY COLLEGE DISTRICT** – Trustees (10 ILCS 5/2A-1.2(c)(13))
- **TOWNSHIP LAND COMMISSIONERS** (in counties under 220,000 population) (105 ILCS 5/15-24, 10 ILCS 5/2A-1.2(c)(17))
- **FIRE PROTECTION DISTRICT** – Trustees (10 ILCS 5/2A-1.2(c)(14))
- **ROAD DISTRICT** – Clerk and Commissioners
- **PUBLIC WATER DISTRICT** – Trustees (70 ILCS 3705/4.2, 10 ILCS 5/2A-1.2(c)(17))
- **FOX METRO WATER RECLAMATION DISTRICT** – Trustees
- **FOX WATERWAY AGENCY** – Directors (10 ILCS 5/2A-1.2(c)(10))
- **FOREST PRESERVE DISTRICT** – Commissioners (10 ILCS 5/2A-1.2(c)(11))
- **SPRINGFIELD METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY** – Commissioners (10 ILCS 5/2A-1.2(c)(15))
- **OTHER SPECIAL PURPOSE DISTRICTS**

TERMS TO KNOW

1. **Affidavit** – A written statement confirmed by oath or affirmation for use as evidence in court.
2. **Application to Vote** – An application to vote is the form on which a voter enters the necessary information needed to receive a ballot. The voter signs the application and the Judges must verify the information given matches the available records. If the application and record match, the voter is entitled to a ballot.
3. **Ballot Box** – The ballot box (or ballot bin) is a large container where ballots are deposited and kept after a voter has successfully voted their ballot and fed it through the tabulator. Ballots are stored in the sealed ballot box until voting is finished and closing procedures require the ballot box be opened.
4. **Ballot Scanner/Tabulator** – "Ballot scanner" and "ballot tabulator" (or just tabulator) may be used interchangeably to refer to either the OVO or FVS machines, which are placed on top of the ballot box. Voters deposit their voted ballots into these scanners/tabulators so that the machine may scan, count, and tabulate the ballots.
5. **Ballot Style** – The term "ballot style" is interchangeable with "ballot type," "ballot code," or "ballot configuration." There will be multiple ballot styles in precincts in which voters do not vote the same offices or propositions.
6. **Campaign Free Zone** – A Campaign Free Zone prohibits advertising pertaining to any candidate, proposition, or political party. No one is to wear a campaign button, display political literature, or engage in any political discussion within the restricted area. The Campaign Free Zone consists of the polling room and the distance within 100 horizontal feet of any such room. Any person who violates this section is in contempt of court.
7. **Challenge** – A challenge is an assertion that a voter is not qualified to vote at a specific polling location. An Election Judge, another voter, or a poll watcher may challenge a prospective voter's right to receive a ballot.
8. **Election Authority** – The appropriate Election Authority (i.e., the County Clerk or the Board of Election Commissioners) conducts all elections. Contact your Election Authority if you have questions or problems on Election Day.
9. **Electioneering** – Electioneering is working for, against, or in the interest of a candidate, party, or proposition. Electioneering is prohibited within the Campaign Free Zone.
10. **Overvoted Ballot/Contest** – An overvoted ballot is a ballot that has one or more overvoted contests. An overvoted contest is a race where the voter voted for more candidates than allowable.
11. **Proposition** – A proposal to enact new laws or constitutional amendments or repeal existing laws or constitutional amendments that are placed on the ballot for approval or rejection by the electorate.
12. **Referendum** – A proposal to repeal a law that was previously enacted by the legislature and is placed on the ballot by citizen petition.
13. **Signature Verification Record** – A record of registered voters' information including: name, address, and a copy of their signature. The Record enables Election Judges to verify the signatures and addresses of prospective voters. The Signature Verification Record can come in a few different forms; Election Authorities may use scanned signatures on a separate signature roster list, preprinted Applications to Vote, or Electronic Poll Books. Your Election Authority will explain which type of Signature Verification Record will be used in your polling place.
14. **Undervoted Ballot/Contest** – An undervoted ballot is a ballot that has one or more undervoted contests. In this case, the voter has selected fewer candidates than allotted for a particular contest. A voter may undervote any contest they choose, and whatever selections they have made will still be counted.

ELECTION JUDGE RESPONSIBILITIES

All Election Judges are assigned a polling place to which they will report. While at the polling place, you are responsible for the proper legal conduct of the election. Election Judges serve as officers of the Circuit Court and swear or affirm to uphold the Constitution of the United States and the State of Illinois. Your responsibilities as an Election Judge are listed below.

1. **EQUAL AUTHORITY** – All Election Judges have equal authority and responsibility in upholding the law. The Judges shall act as a board in making decisions and the majority shall rule. However, each Judge may act alone to enforce election laws. Once selected to serve as an Election Judge, that person is obligated to serve at each election during that two-year period. If an emergency arises that prevents a Judge from serving, the Judge **MUST NOTIFY THE ELECTION AUTHORITY** as soon as possible.
2. **WORKING HOURS** – Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is no adjournment or recess until all forms are completed and the ballots have been delivered to the Election Authority. All Judges should arrive at the polls no later than 5:00 a.m. (unless otherwise designated by the Election Authority) to check the supplies and set up the polling place. After the polls close, all Judges must remain until all forms, certificates, and affidavits are completed and signed, and all necessary election materials are packaged for return to the Election Authority.
3. **HANDLE AND MONITOR ELECTION EQUIPMENT** – Only Election Judges are to handle the election materials, supplies, and ballots. Judges should also take careful measures to set up and maintain all equipment and machinery properly.
4. **ROTATING POSITIONS/STATIONS** – Each Judge should learn the various duties associated with each position by rotating among the stations throughout the day. Rotating stations and responsibilities will help to prevent errors and help prohibit certain types of fraudulent activity. When rotating stations, two Judges, one from each political party, must always be at the signature verification records to verify each voter's signature and address.
5. **CONTROL OF THE POLLING PLACE (AND CAMPAIGN FREE ZONE)** – Election Judges are required to maintain order in the polling place throughout Election Day. All persons in the polling place or within the Campaign Free Zone must obey a lawful order of the Judges. Election Judges have the authority to evict any person who is creating a disturbance. Appropriate law enforcement officials may arrest individuals violating the law. Report all serious problems to the Election Authority.

   Election Judges should have a security plan before Election Day. This includes:
   - **Surveillance:** Observing the polling place without invading voter privacy.
   - **Entrances/Exits:** Clearly marking all entry and exit points.
   - **Communication:** Having a way to call for help in an emergency.

   During the election, Judges should watch for suspicious behavior, such as unattended items, people asking unusual questions, or anyone paying too much attention to the building or tabulators.

REPLACEMENT JUDGES – If a Judge fails to appear to the polls, one of the remaining Judges present at the polling place should contact the Election Authority for a replacement. If the Election Authority cannot provide a replacement, the Judges present may appoint a replacement Judge.

However, a replacement Judge may not be sworn in until after 6:15 a.m. The replacement must be a registered voter who has the same political affiliation as the absent Judge. A precinct, township, or ward committeeperson, or a candidate, cannot serve as an Election Judge.

One of the Judges already present shall administer the oath to the replacement Judge. If at any time the regular appointed Judge arrives, they shall assume the duties of the replacement Judge and the replacement Judge will cease to serve. Both Judges sign the payroll sheet to record what hours they served.

KNOW BEFORE YOU GO

WHERE IS THE POLLING PLACE THAT I HAVE BEEN ASSIGNED TO SERVE? _____

_____

_____

_____

WHO IS MY ELECTION AUTHORITY? _____

HOW DO I CONTACT MY ELECTION AUTHORITY?

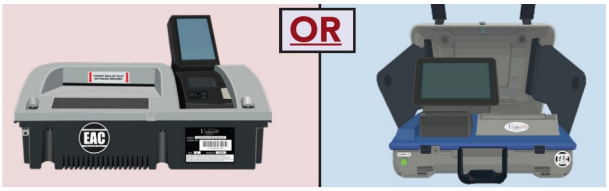
Phone: _____

E-Mail: _____

WHAT EQUIPMENT WILL I BE USING?

TABULATOR: *You will have one or the other. Mark which one for later reference.*

_____ **OVO Tabulator**



_____ **FVS Tabulator**

Am I required to return the TM Stick after closing the polls on Election Night?

_____ YES – *Ask your Election Authority for instructions regarding secure storage and transportation of the TM Stick on Election Night. Also, ask what other equipment and materials Election Judges are expected to deliver.*

_____ NO – *Ask your Election Authority which equipment and materials are required for the Judges to deliver after polls close on Election Night.*

TOUCHSCREEN: *Your polling place will use the FVT Touchscreen for voters who need assistance marking their ballot.*



If using the FVT Touchscreen, will you be using the Manual Entry procedure or the Barcode Entry procedure?

_____ Manual Entry **OR** _____ Barcode Entry

WHICH STYLE OF BALLOT BOX WILL I BE USING? ***(YOU WILL ONLY HAVE ONE STYLE OF BALLOT BOX.)***

_____ Ballot Box (OVO) – Ballot box base fitted with an OVO-compatible lid.

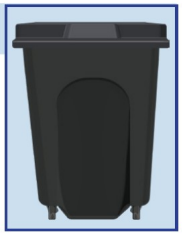
_____ Ballot Box (FVS) – Ballot box base fitted with an FVS-compatible lid.

_____ FVS Ballot Box – *Only compatible with the FVS Tabulator.*

Ballot Box (OVO)



Ballot Box (FVS)



FVS Ballot Box



HOW MANY COPIES OF EACH REPORT WILL I NEED TO DELIVER TO MY ELECTION AUTHORITY?

TABULATOR (*highlight the Tabulator in use at your polling place:* **OVO** / **FVS**):

MACHINE INFO REPORT: _____ *(Save this report.)*

ZERO COUNT REPORT (*one per ballot style*): _____ *(Save this report after all Judges have signed it.)*

ELECTION SUMMARY REPORT (*one per precinct*): _____ *(Save this report after all Judges have signed the report for their assigned precinct.)*

WRITE-IN REPORT: _____ *(Save this report after all Judges have signed it.)*

FVT TOUCHSCREEN:

OPEN REPORT: _____ *(Save this report after all Judges have signed it.)*

CLOSE REPORT: _____ *(Save this report after all Judges have signed it.)*

DID MY ELECTION AUTHORITY HAVE MY TABULATOR (AND/OR) TOUCHSCREEN PROGRAMMED TO PRINT THE REQUIRED NUMBER OF COPIES OF ANY OF THE REPORTS LISTED BELOW?

ZERO COUNT REPORT(S):	Yes _____	*If yes, how many?* _____	No _____
ELECTION SUMMARY REPORT(S):	Yes _____	*If yes, how many?* _____	No _____

NOTES: _____

ELECTION DAY

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ELECTION DAY SETUP

Suggested procedures for opening the polls on Election Day.

OATH OF OFFICE

Election Judges must take the Oath of Office and put on their name badges.

COLLECT POLL WATCHER CREDENTIALS

(Authorized Individuals Only) It is the responsibility of the Election Judges to permit only the following authorized individuals in the polling place:

- Election Judges assigned to the polling place,
- Voters while voting (during legal voting hours),
- Minor children accompanying their parent or guardian (during legal voting hours),
- Authorized Poll Watchers (**upon submission of valid credentials**),
- Law enforcement officers acting in an official capacity,
- Representatives of the Election Authority,
- Representatives of the State Board of Elections, and
- Representatives of the offices of the State's Attorney and the Attorney General.

Precinct, ward, and township committeepersons; precinct captains; "checkers"; and candidates have no official function in the polling place. To remain in the polling place, these individuals must have valid poll watcher credentials. Local election officials (municipal clerks, township clerks, etc.) must also have valid poll watcher credentials.

(For detailed instructions on verifying Poll Watcher credentials, see pages 38–39.)

ARRANGE THE POLLING PLACE

Arrange the polling place in a way that allows for an orderly flow of voters. The voting booths, tabulator, and touchscreen voting devices must always be within view of the Judges.

If portable booths are used, place them so that the entrance to each booth faces a wall to allow the voter more privacy. The entrance to the touchscreen voting device should also face a wall to allow the voter more privacy.

Place one specialized pen in each booth.

Exception: Some jurisdictions issue a specialized pen to each voter when the voter receives their ballot from the Ballot Distribution Judge.

Judges should also take a moment during setup to decide which Judges shall assist during instances of curbside voting, assisting voters with disabilities, remaking a ballot, etc. All these duties require two Judges, and they must be from different political parties (i.e., one Republican and one Democrat).

ESTABLISH THE CAMPAIGN FREE ZONE

Election Officials shall place two or more cones, small United States flags, or some other marker a distance of 100 horizontal feet from each entrance to the room used by voters to engage in voting, which shall be known as the polling room. If the polling room is located within a private business, school, or church building and the distance of 100 horizontal feet ends within the interior of the building, then the markers shall be placed outside of the building at each entrance used by voters to enter that building.

A church or a private school may choose to apply the Campaign Free Zone to its entire property, and if so, the markers shall be placed near the boundaries on the grounds adjacent to the thoroughfares or walkways leading to the entrances used by the voter. The area within the markers is a Campaign Free Zone and within these boundaries, there is no electioneering. The area on polling place property beyond the Campaign Free Zone, whether publicly or privately owned, is a public forum for the time that the polls are open on Election Day. Persons shall have the right to congregate and engage in electioneering on any polling place property, beyond the Campaign Free Zone, while the polls are open. Electioneering includes, but is not limited to, the placement of temporary signs.

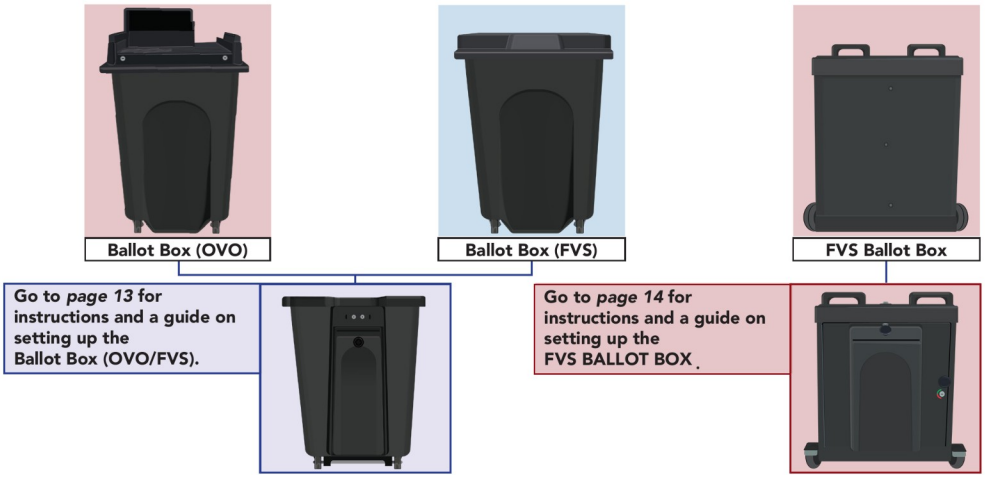
SET UP THE BALLOT BOX

There are three ballot box styles that may be in use at your polling place. These include:

1. Ballot Box (OVO)
2. Ballot Box (FVS)
3. FVS Ballot Box

Although you may have multiple ballot boxes at your polling place, **you will only have one style** of ballot box. The **Ballot Box (OVO)** and **Ballot Box (FVS)**, sometimes referred to generally as ***Ballot Box (OVO/FVS)***, have the same base and therefore the same ballot bin inspection procedure. The FVS Ballot Box, designed to work specifically with the FVS Tabulator, cannot be fitted to function with the OVO Tabulator. The **FVS Ballot Box** has its own separate ballot bin inspection procedure.

You will need to reference only one of the two Ballot Box Setup Guides on the following pages (13–14).



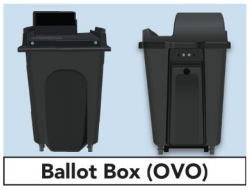
For instructions on setting up the Tabulator, reference the appropriate setup guide for the Tabulator in use at your polling place. Refer to the Equipment Guide starting on page 54.

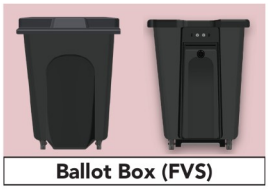
BALLOT BOX (OVO/FVS) SETUP GUIDE

SKIP THIS SECTION IF YOUR POLLING LOCATION IS USING THE FVS BALLOT BOX.

FVS Ballot Box setup instructions can be found on the next page.

The appearance of your ballot box will vary depending on the Tabulator in use at your polling location, but the base of the Ballot Box (OVO/FVS) is the same. Only the lid fitted to the top will vary depending on the Tabulator in use at your polling place. *Regardless of the Tabulator in use, follow the instructions below.*

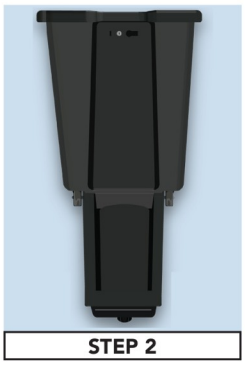

Ballot Box (OVO)

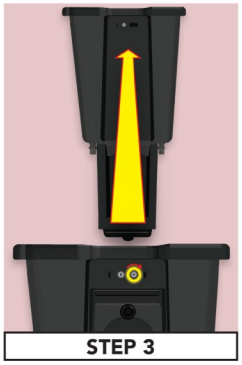

Ballot Box (FVS)



1. There are two locks on the rear of the ballot box. To open the Auxiliary (Emergency) ballot bin, insert the **blue key** into the lock on the right. Use the knob to guide the front of the Auxiliary ballot bin to rest on the ground, exposing the interior of the ballot bin.
2. Thoroughly **inspect the interior for any ballots**. *This bin should be empty.*
3. After inspection, lift the front of the bin back into place and lock it.
4. To open the Main ballot bin, insert the **blue key** into the lock on the left. Carefully remove the Auxiliary ballot bin from the body of the ballot box, exposing the interior of the Main ballot bin.


STEP 1

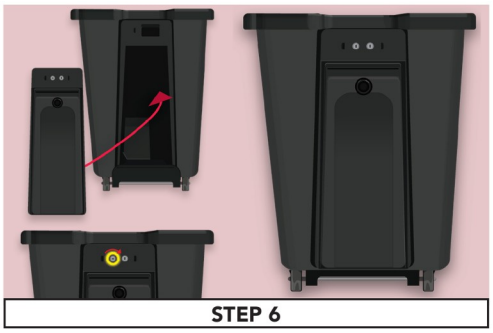

STEP 2


STEP 3


STEP 4

5. Thoroughly **inspect the interior for any ballots**. *This bin should be empty. Neither ballot bin should hold any ballots at this time.* **Report any discovered ballots to your Election Authority.**
6. Return the Auxiliary ballot bin to its place on the body of the ballot box and lock it in place. ***The Ballot Box (OVO/FVS) setup is complete.***


STEP 5


STEP 6



If you find any ballots in either of the ballot bins at this time, contact your Election Authority for instructions.

FVS BALLOT BOX SETUP GUIDE

SKIP THIS SECTION IF YOUR POLLING LOCATION IS USING THE BALLOT BOX (OVO/FVS).

Ballot Box (OVO/FVS) setup instructions can be found on the previous page.

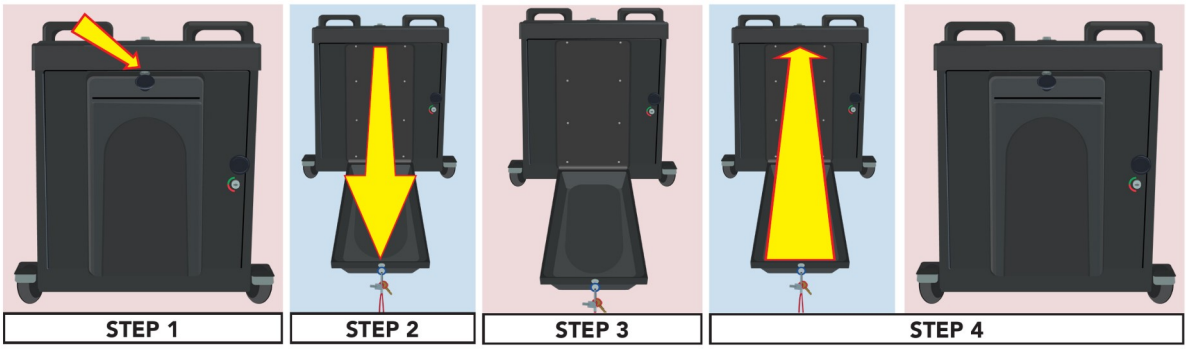


Front View

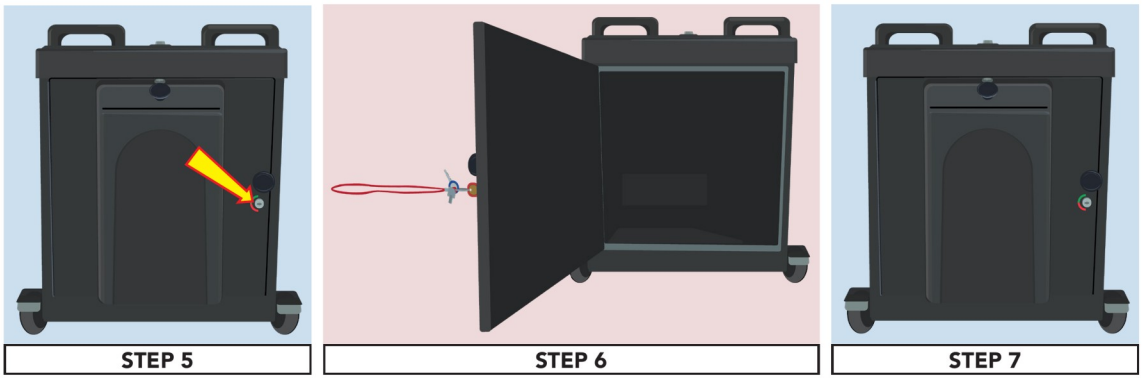


Rear View

1. To check the Auxiliary ballot bin, insert the **blue key** into the lock on the top of the compartment and turn it to the left to unlock the Auxiliary bin.
2. Use the black knob above the ballot slot to lower the door of the Auxiliary ballot bin to the ground.
3. Inspect the interior of the ballot box for any ballots. *This bin should be empty.*
4. After inspection, close the Auxiliary ballot bin and lock it back in place.



5. To open the Main ballot bin, insert the **red key** into the lock located to the right of the Auxiliary ballot bin. Using the black knob on the right side (above the lock from step 5), gently swing open the Main ballot bin door, exposing the interior of the Main ballot bin.
6. Inspect the interior of the ballot bin for any ballots. *This bin should be empty.*
7. After inspection, close the Main ballot bin and lock it back in place. ***The FVS Ballot Box setup is complete.***



If you find any ballots in either of the ballot bins at this time, contact your Election Authority for instructions.

DISPLAY ALL SIGNS

Judges should display signs, instructions, and sample ballots as instructed by your Election Authority.

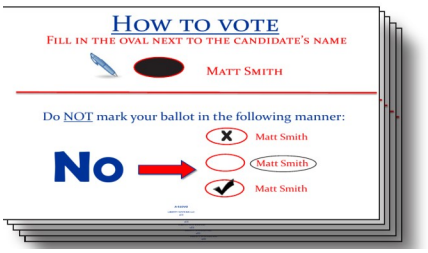
1. POLLING PLACE SIGNS (A-4)

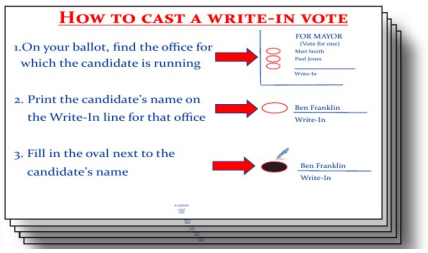
Place the “Polling Place” Sign (A-4) at the entrance to your location to indicate where voters may enter to vote.



2. INSTRUCTIONAL SIGNS (A-51, A-52, & A-53)

Place one “How to Vote,” “How to Cast a Write-In Vote,” and “Attention” instruction sign in each voting booth.

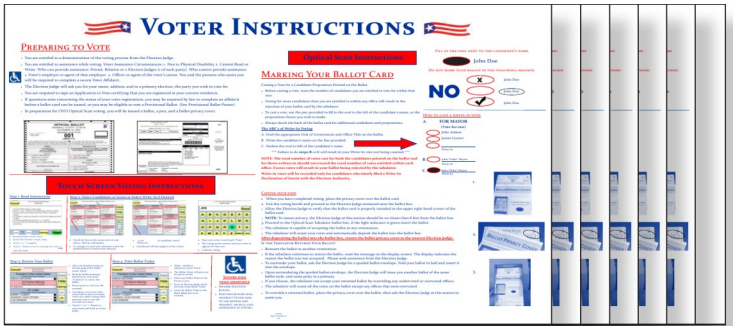






3. INSTRUCTIONAL POSTERS (A-56FVT OR A-56UNI)

Place instructional posters around the polling place where voters will be able to read them. These posters include instructions for marking the ballot, touchscreen voting, and casting a write-in vote.



4. SAMPLE BALLOT

For the General Primary and Consolidated Primary Elections, display sample ballots for each party, ballot style, nonpartisan contest, and referendum inside the polling place. For the General and Consolidated Elections, display sample ballots of each ballot style inside and outside the polling place.

ELECTION JUDGE STATIONS SETUP

Each Election Authority sets up their polling site according to their needs. The stations described below are only suggestions for setting up your polling location. Judges should follow any instructions from their Election Authority when arranging their site and be mindful that the layout of stations and equipment should allow for an orderly flow of voters.

STATION 1 – APPLICATION JUDGE

- Applications to Vote
- Pens
- Tabulator narrative sheet
- Demonstration ballot
- Touchscreen narrative sheet
- Dry erase marker
- Kleenex
- Voters List (indicates voters who voted early or grace)
- “Start Here” sign

STATION 2 – VERIFICATION JUDGE

- Scanned signatures or poll books
- Pens
- Affidavit Binder

STATION 3 – BALLOT DISTRIBUTION JUDGE

- Ballots
- Privacy covers
- Red pens (for initialing ballots)
- Spindles (for applications)
- Barcodes (only if using the FVT)
- Spoiled ballot envelopes

STATION 4 – BALLOT BOX JUDGE

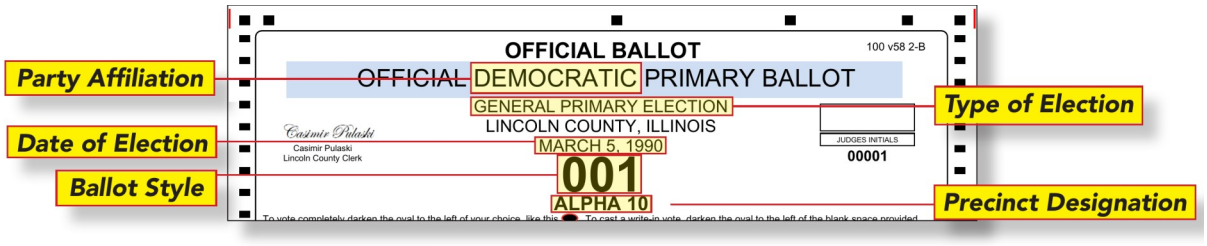
- Ballot Box (and tabulator)
- “I Voted” stickers

CHECK BALLOTS AND CONFIRM BALLOT STYLES

1. Check the paper ballots to make sure the precinct designation and the date are correct.
2. The various ballot styles used in the precinct will be coded using a numerical code. Familiarize yourself with the coding system. At the General Primary and Consolidated Primary Elections, partisan ballots are color coded: red for Republican and blue for Democratic.
3. Compare the official ballots of each ballot style with the sample ballots provided. Check that the precinct and ballot type on the paper ballots match the sample ballot provided. Also, check that the candidates' names agree with those listed on the sample ballot.
4. Sign the Certificate of Inspection (found in the container with the ballots) once you have determined that the ballot count and ballot content are correct.
5. Complete the Statement of Ballots (Official Ballot Record):
   I. Enter the date of the election, the township, and the precinct number.
   II. On line one, enter the number of ballots you received from the Election Authority (if required by your Election Authority).
   III. Place the Statement of Ballots (Official Ballot Record) in a secure location for use after the polls close.
6. The ballot style will appear either on the voter's preprinted application, the scanned signature roster, an electronic poll book, or a separate list. Determine where the coding appears and how to identify which ballot style each voter is entitled to receive.

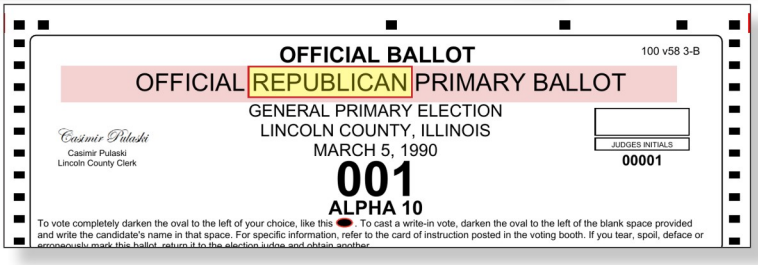
INSPECTING PRIMARY ELECTION PAPER BALLOTS

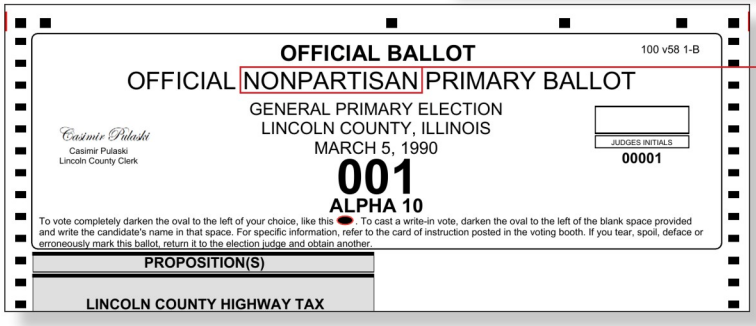
For General Primary and Consolidated Primary Elections



Note:

The ballots will be color coordinated according to their party affiliation. In the example ballots provided, the Democratic ballots have a blue stripe, the Republican ballots have a red stripe, and the Nonpartisan ballots do not have a stripe of any color.

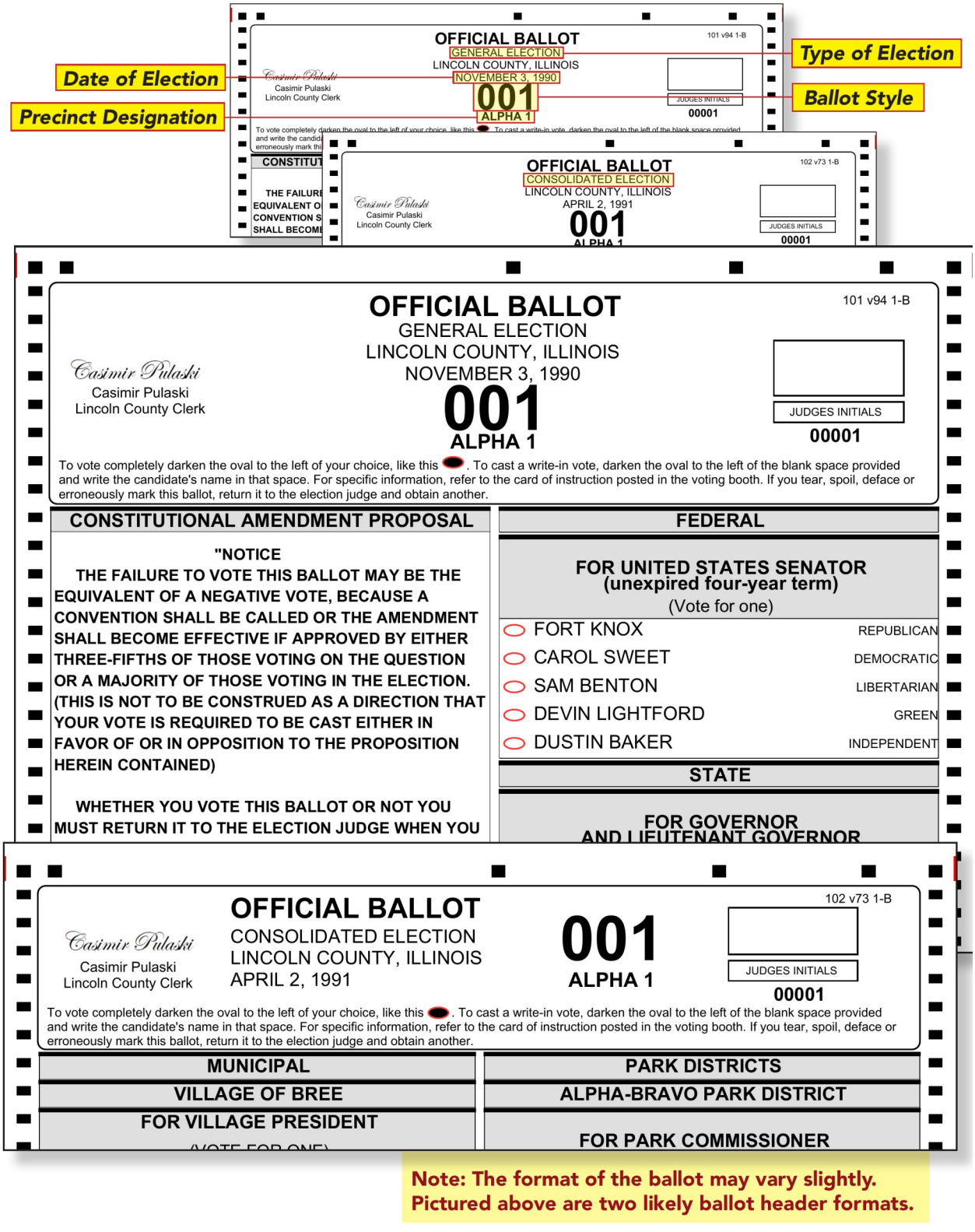




Depending on the propositions and referenda to be voted on and the district boundaries within the precinct, a Nonpartisan ballot may not be an option for all ballot styles. If a Nonpartisan ballot is available for a particular ballot style, voters that have been coded to receive said ballot style are entitled to vote on the propositions and/or referenda without declaring a party.

INSPECTING GENERAL ELECTION PAPER BALLOTS

For General and Consolidated Elections



Note: The format of the ballot may vary slightly. Pictured above are two likely ballot header formats.

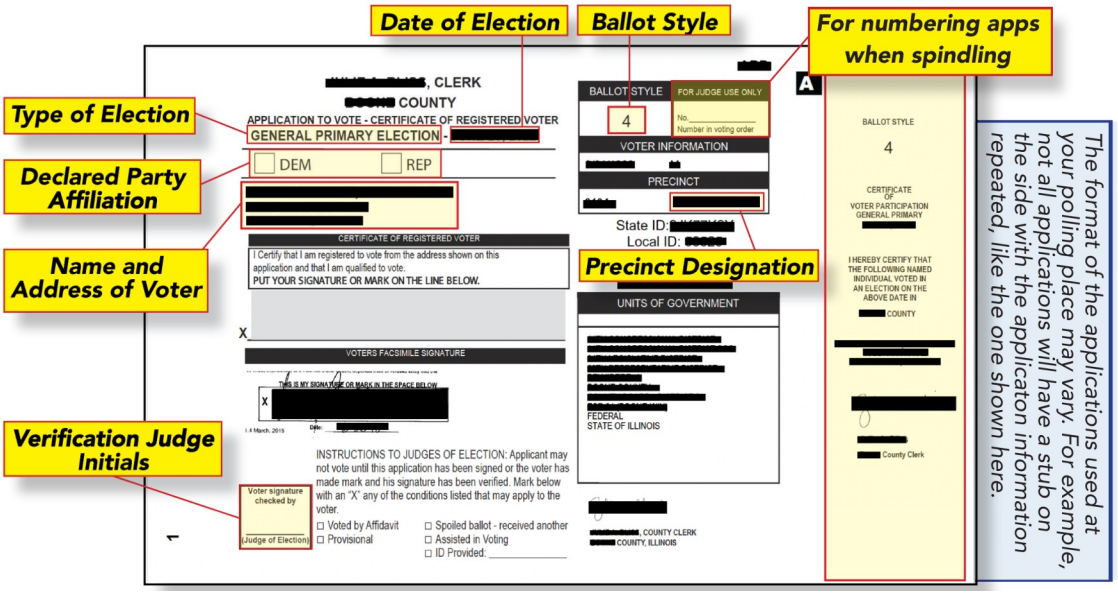
NAVIGATING AND UNDERSTANDING APPLICATIONS TO VOTE

Applications to Vote come in various formats. The Applications will also vary depending on the type of election. During primary elections, voters must declare a party to vote in partisan elections, or they may declare themselves nonpartisan if they wish to vote only the propositions and referenda on the ballot—*if available in their district.*

For specific instructions on navigating the style/format of applications used at your polling location, consult your Election Authority.

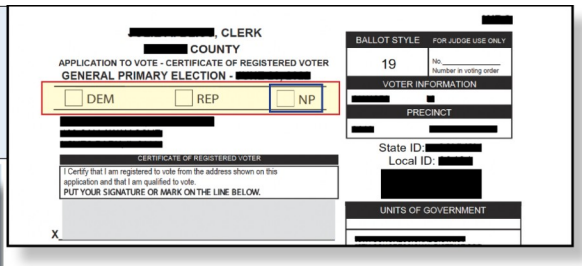
PRIMARY APPLICATIONS TO VOTE

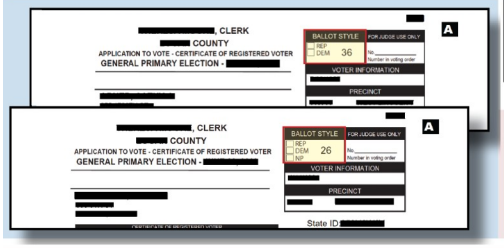
For General Primary and Consolidated Primary Elections



Please notice on the application above (Ballot Style 4) that the voter must declare a party affiliation (DEM or REP), as there are no nonpartisan contests coded to their district.

The application to the right (Ballot Style 19), lists a nonpartisan option. Therefore, a registered voter who has been coded to receive this ballot style does not have to declare a party affiliation and may vote only the propositions and referenda (nonpartisan contests) by requesting a Nonpartisan (NP) ballot.





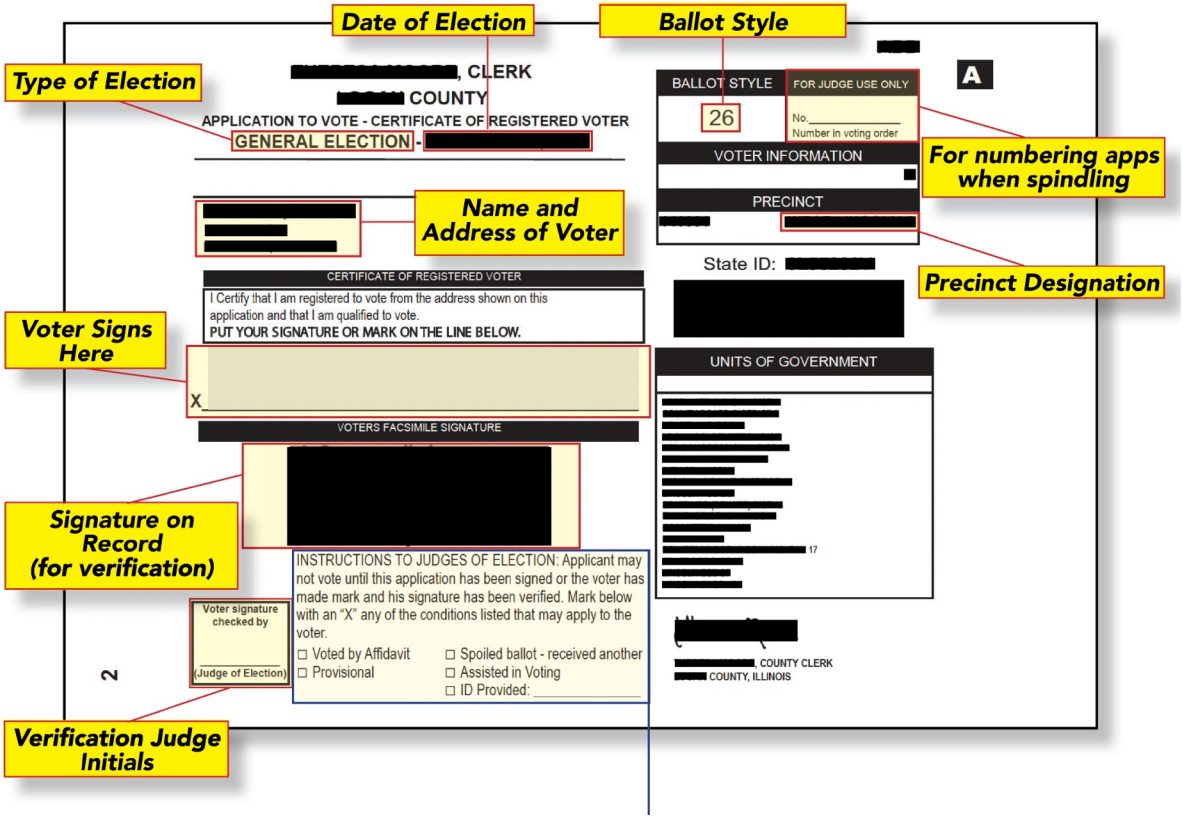
Here are examples of another application format. Notice the party declaration boxes are located in the same box as the ballot style number. Also, these applications do not have the banner on the right-side—unlike the previous examples.

IMPORTANT: During primary elections, the ballot a voter receives is determined by both the coding and the party they declare. A voter who is coded to receive ballot style 36 and declares themselves a Republican must receive Republican Style 36. If they declare themselves a Democrat, they must receive Democratic Style 36, and so on.

GENERAL ELECTION APPLICATIONS TO VOTE

For General and Consolidated Elections

Below is a diagram of a sample General Election Application to Vote. The exact layout of the application will vary—much like the Primary application samples shown on the previous page.



If there are complications regarding a voter's eligibility to vote and they must vote by affidavit or vote a provisional ballot, don't forget to check the appropriate box.

Similarly, if a voter spoils their ballot during voting and returns the spoiled ballot in exchange for a new one, mark the "Spoiled ballot" box. Instructions for spoiling a ballot are on page 28.

Lastly, if a voter needs assistance while voting due to a legally valid reason (disability, visual impairment, inability to read or write English), make sure to check the "Assisted in Voting" box before continuing with the necessary procedures to assist said voter. Instructions for assisting a voter can be found on pages 23, 41, and 42.

At 6:00 a.m.:

One Judge shall state in a loud, clear voice that the polls are open.

DURING VOTING HOURS

DURING VOTING HOURS..... 21–39
STATION ONE: APPLICATION JUDGE.....22–23
BALLOT ENTITLEMENT CHART..... 23
AFFIDAVITS.....23
STATION TWO: VERIFICATION JUDGE.....24–25
DETERMINING CORRECT BALLOT STYLE..... 25
STATION THREE: BALLOT DISTRIBUTION JUDGE.....26–29
PAPER BALLOT INSTRUCTION NARRATIVE SHEET..... 27
BALLOT MARKS.....28
SPOILED BALLOTS.....28
VOTERS USING THE FVT TOUCHSCREEN.....29
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USING THE EMERGENCY BALLOT BIN.....30
REJECTED OVERVOTED AND UNDERVOTED BALLOTS.....31
TABULATOR ERROR MESSAGES.....32–34
WHO MAY VOTE?.....35
WHO MAY NOT VOTE?..... 36
CANCELING A VOTE BY MAIL BALLOT.....36
CHALLENGING A PERSON'S RIGHT TO VOTE.....36
PROVISIONAL VOTING.....37
POLL WATCHER CREDENTIALS AND LIMITATIONS..... 38–39

STATION ONE: APPLICATION JUDGE

1. **For primaries**: Ask for the voter's name, address, and party.

   Mark the application indicating the party affiliation declared by the voter. A voter can vote for only one political party. In some areas, nonpartisan candidates or referenda appear in the Primary Election. A voter who wishes to vote only for the nonpartisan candidates and/or referenda is not required to declare a party affiliation and may request a nonpartisan ballot only.

   For general and consolidated elections: Ask for the voter's name and address.

2. Locate the voter's Application to Vote.

If a voter with a disability requests assistance in voting, the Judge marks the "Assisted in Voting" square on the Application. The voter and the person giving assistance must read, complete, and sign an Assisted Voter Affidavit and Oath of Assistance, respectively, before the voter is allowed to vote. ***For detailed instructions and guidelines for assisting voters with disabilities, please reference the "Assisting Voters with Disabilities" section starting on page 40.***

3. Confirm that the voter's address is within the precinct. If not, inform the voter, and depending on specific instructions from your Election Authority, as the Application Judge, you should:
   i. Provide the voter with the phone number for the Election Authority in order to locate the polling place assigned to that address;
   ii. Contact the Election Authority to obtain the address of the assigned polling place; **or**
   iii. Instruct the voter that they must vote in the proper precinct.

4. Check that the voter was not issued a Vote by Mail ballot, voted as an Early Voter, or voted as a Grace Period Voter. The Election Authority will provide a list of all qualified voters. This list will indicate who has voted a Vote by Mail ballot, an Early ballot, or a Grace Period ballot. Make sure the voter's name is not listed indicating they have already voted.

If the voter's name appears on the list as having voted, contact the Election Authority for instructions.

5. Have the voter complete the application. The voter signs their name (and gives their address if required) on the application or signature roster. Remember, **all** voters must complete an Application to Vote before being given a ballot.
6. Provide instruction to each voter. Give instructions in a manner that others in the polling place may observe.
7. Pass the application to the Judges checking the Signature Verification Record.

BALLOT ENTITLEMENT CHART

CIRCUMSTANCE OF VOTER	REQUIRED FORMS OR ACTION	BALLOT TYPE THE VOTER IS QUALIFIED TO VOTE
Registered voter who is registered at the correct address listed on your verification forms	Application	Voter is qualified for a full ballot at their polling place or any designated Early Voting site.
Registered voter who moved **more** than 30 days (prior to cutoff date) **within** the jurisdiction and did not transfer their registration	Registration is required through Grace Period Registration and Voting	Voter is not qualified for a ballot until the voter registers to vote through Grace Period Registration and Voting at one of the designated locations.
Registered voter who moved **more** than 30 days (prior to the cutoff date) **out** of the jurisdiction and did not transfer their registration	Registration is required through Grace Period Registration and Voting in their new county	Voter is not qualified for a ballot until the voter registers to vote through Grace Period Registration and Voting at one of the designated locations.
Registered voter who moved **within** 30 days (between the cutoff date and election) **out** of their jurisdiction, but still resides in the State and did not transfer their registration	Application and Voter Affidavit	Voter is qualified to vote a full ballot in their old polling place OR the voter may update their registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for the new address.
Registered voter who moved within the same precinct **during** the 27-day period between the cutoff date and Election Day	Application and Voter Affidavit	Voter is qualified to vote a full ballot OR the voter may update their registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for their new address.
Registered voter who changed their name before the election, still resides **in the same precinct**, is otherwise qualified, and did not update their registration information	Application and Voter Affidavit	Voter is qualified to vote a full ballot at their polling place or designated early voting site.
Registered voter who changed their name before the election, **moved outside of their precinct**, and did not transfer their registration information	Registration is required through Grace Period Registration and Voting	Voter is not qualified for a ballot until the voter registers to vote through Grace Period Registration and Voting at one of the designated locations.

AFFIDAVITS

According to Illinois election law, an affidavit is a sworn statement made in writing before an Election Judge. A person may be required to sign one or more affidavits in addition to their regular application before receiving a ballot. These affidavits may also require supporting affidavits. A supporting affidavit requires a witness to swear that they know the challenged voter personally, know the challenged voter to be registered in the precinct in which they are attempting to vote, and know that the challenged voter meets the legal requirements for voting and is entitled to vote. Examples of affidavits can be found on pages 74–75. **When a voter completes and signs an affidavit, mark the "Voted by Affidavit" square on the Application.** Spindle all affidavits and supporting affidavits with the voter's Application (unless otherwise instructed by your Election Authority).

STATION TWO: VERIFICATION JUDGES

1. Two Verification Judges, one from each political party, locate the voter's signature verification record.

The verification record may exist in the form of an electronic poll book, a scanned signature roster, or a pre-printed Application to Vote with a scanned signature from the voter.

2. The two Verification Judges compare the voter's signature and address on the application to the signature and address on the verification record. Both the signature and address must be the same.
3. If an electronic poll book or a pre-printed application is used, mark as follows:
    a. For General and Consolidated Primaries:
        i. "D" (Democratic),
        ii. "R" (Republican), **or**
        iii. "V" (Nonpartisan)
    b. For General and Consolidated Elections:
        i. "V" (Voted)
4. Determine the correct ballot style. Unless preprinted on the application, write the correct ballot style number in the appropriate space on the voter's application as directed by the Election Authority. Initial the Application and, depending on the setup of your polling place, return it to the voter or pass it to the Ballot Distribution Judge.

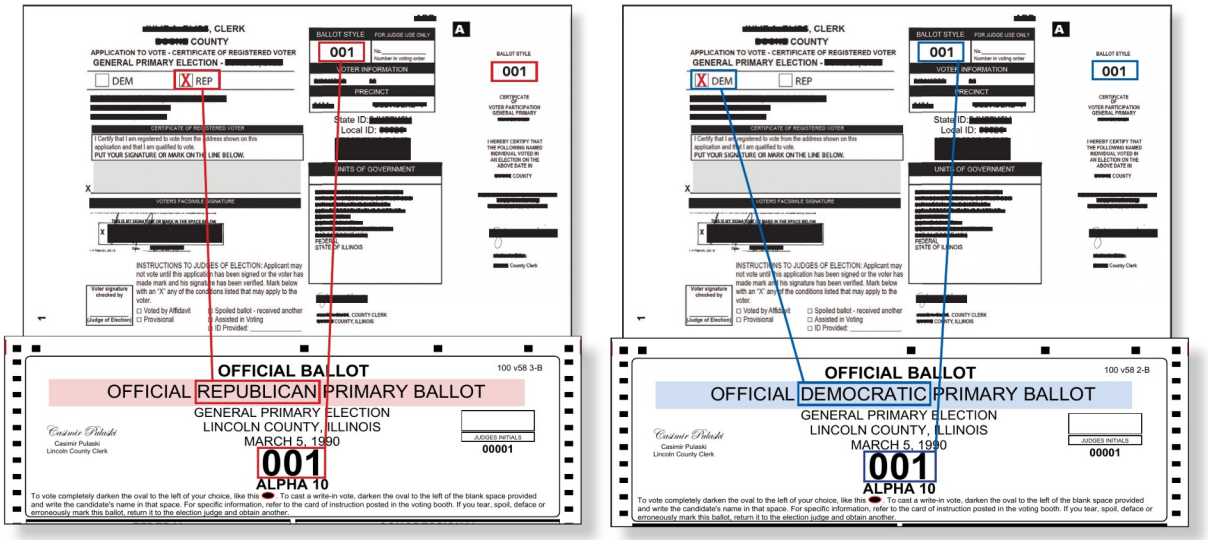
As Election Day comes to an end, the Station Two Judge(s) should announce the following:

5. At 6:30 p.m., one of the Election Judges announces the polls will close in one half hour (30 minutes).
6. At 7:00 p.m., an Election Judge will announce the polls are closed. Any voter standing in line at that time is entitled to vote.

Election Judges should mark the last person in line at the time of closing. This can be accomplished in any manner you choose or as directed by your Election Authority. If you have sufficient Judges present, you may have a Judge stand in line behind the last person entitled to receive a ballot.

DETERMINING THE CORRECT BALLOT STYLE

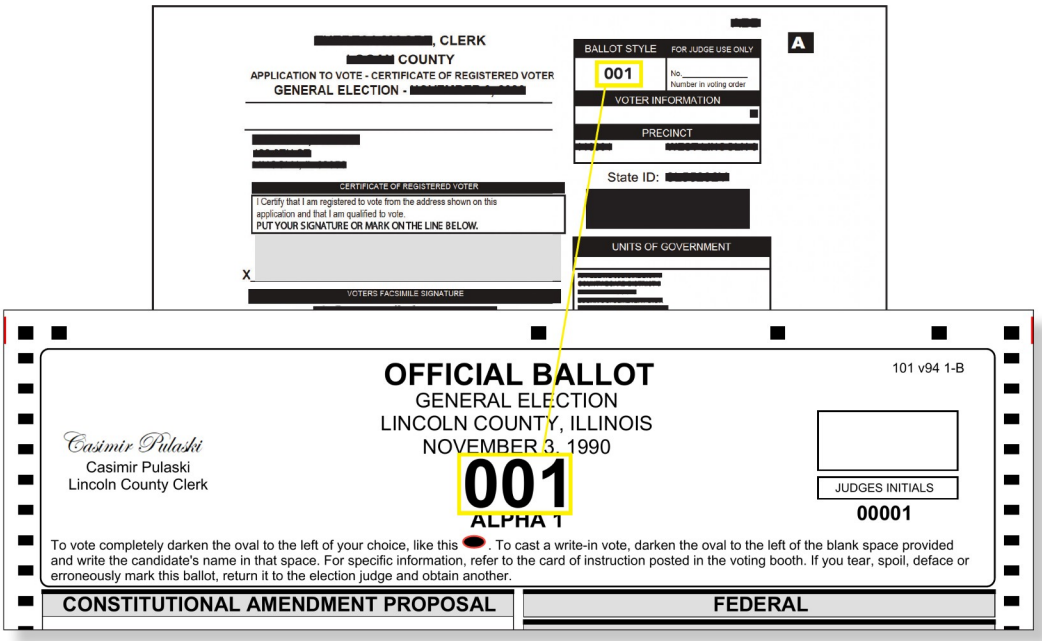
PRIMARY APPLICATIONS AND BALLOTS (GENERAL PRIMARY AND CONSOLIDATED PRIMARY)



A Nonpartisan ballot option may be available depending on the district the voter is qualified to vote in based on their address. The nonpartisan ballot will contain only the referenda and propositions that apply.

GENERAL APPLICATIONS AND BALLOTS (GENERAL AND CONSOLIDATED GENERAL)

For general elections (both general elections and consolidated elections), only the ballot style is needed to identify which ballot the voter is entitled to vote.



STATION THREE: BALLOT DISTRIBUTION JUDGE

1. Number the application and place it on the correct spindle. Beginning with the number "1," the ballot applications are numbered consecutively and spindled in numerical order.
    - In a primary election, number and spindle each party affiliation separately.
    - You do **not** spindle the applications according to ballot style—unless your Election Authority directs you to do otherwise.
2. Check the application for the correct ballot style. If there is more than one ballot style, be sure to give the **correct** ballot style, identified by the Verification Judges, to each voter. If it is uncertain as to what ballot style to give a voter, provisional or otherwise, contact the Election Authority.

If a voter requests, a child (a minor) may accompany their parent or guardian into the voting booth if the Election Judges determine that the child is not likely to disrupt or interfere with the voting process or influence the casting of a vote.

FOR VOTERS USING A PAPER BALLOT

3. After spindling the voter's application, use a red pen to initial the appropriate ballot. Make sure to initial in the space provided on the ballot. **Do not pre-initial the ballots—meaning do not initial any ballots ahead of time. *A ballot should only be initialed when being distributed to a voter with a verified application.***
4. Hand the ballot and privacy cover to the voter, making sure to demonstrate how to use the privacy cover in such a manner that the Judge's initials are always visible while still protecting the secrecy of the voter's ballot.

NARRATIVE FOR INSTRUCTING THE VOTER ON VOTING A PAPER BALLOT

Instructing means demonstrating to the voter in full view of everyone in the polling place the proper method of marking the ballot. Use a laminated demonstration ballot to instruct the voter in the following manner. You should not use an official ballot for demonstrations.

1. Carefully read the instructions on the ballot and on surrounding visual aids.
2. Note the number of candidates you may choose for each office, and be careful not to overvote. The number you may vote for is clearly designated. Be sure to check the back of the ballot sheet for additional candidates/referenda.
3. Use only the pen provided to mark your ballot. If you use a different writing instrument, you risk having your ballot not counted by the tabulator.
4. Use the pen provided to completely darken the oval next to the candidate(s) or referendum option of your choice. Do not make stray marks on the ballot sheet outside the areas designated for casting a vote, as this may cause your ballot to be rejected.
5. If you are casting a write-in vote, clearly write the name of the candidate on the appropriate line and darken the oval next to that candidate's name. If you do not darken the oval, your vote will not count for this candidate.
6. When you are done voting the ballot, and you are satisfied that you have made the choices you intended, cover your ballot with the Ballot Privacy Cover, keeping the Judges' initials at the top visible. Keeping your selection private, leave the voting booth and allow the Ballot Box Judge to verify your ballot is properly initialed. If it has not been initialed, you will be instructed to return to the ballot issuing Judge, who will consider that ballot "spoiled" and issue a new ballot to be voted. The same procedures to vote would apply.
7. If you find that you have made a mistake while voting, fold the ballot to conceal the voted area, mark it "spoiled," and consult the Judge that issued you the ballot. A voter's spoiled ballot envelope will be issued to you. Seal the spoiled ballot in the envelope and return it to the ballot Judge. The Judge will issue you a new ballot, and you may repeat the voting process described above.
8. Once the Ballot Box Judge (Station 4) has verified that the ballot has been initialed, and you are satisfied with your vote, proceed to the ballot box.
9. Standing in front of the ballot box with the Privacy Cover over the ballot, insert only the ballot into the tabulator. Note: "You," here, means the voter, and they shall insert the ballot, **not** an Election Judge.
10. If the tabulator accepts your ballot as marked, return the Privacy Cover and pen to the Election Judge stationed near the ballot box. You are done voting.
11. If you have overvoted a ballot, the unit will "reject" it by kicking it back to you. Place the Privacy Cover over the ballot and advise the nearest Judge that this has taken place. That Judge will indicate that you have two choices:
    A. You may review your overvoted ballot and allow it to be tabulated, knowing that the overvoted office/referendum will not be counted (the other correctly voted offices/referenda will count). You will feed the ballot into the tabulator as before, but the Judge will be present to use a bypass mechanism on the tabulator to allow it to accept the overvoted ballot. You would then be done voting. **or**
    B. You may "spoil" that ballot and be issued a new ballot to be voted on, using the same procedures described above. You would insert your own new ballot into the unit, and if accepted this time, you would be done voting.

BALLOT MARKS

VALID MARKS

- For paper ballots, a mark is an intentional darkening of a designated area on the ballot. The tabulators use a "darken the oval" type marking; therefore, a valid mark is one which fills in a pre-printed red oval on the ballot.
- The FVT Touchscreen will fill in the circle next to the name of a candidate or response to a proposition/referendum. Therefore, a valid mark on the FVT Touchscreen is a filled-in circle.

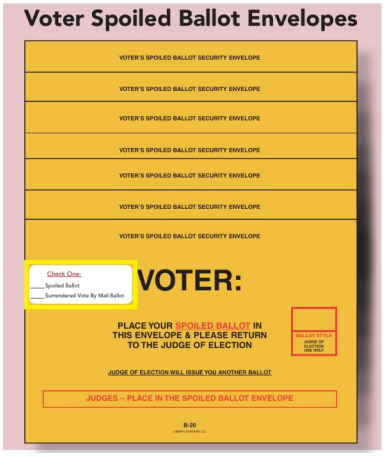
IDENTIFYING MARKS

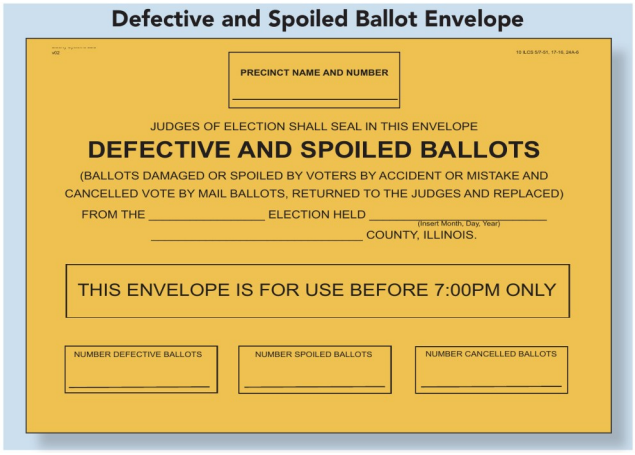
- Any mark placed anywhere on the ballot which might possibly identify it from other ballots or furnishes a means of evasion of the law relative to secrecy is an identifying mark.

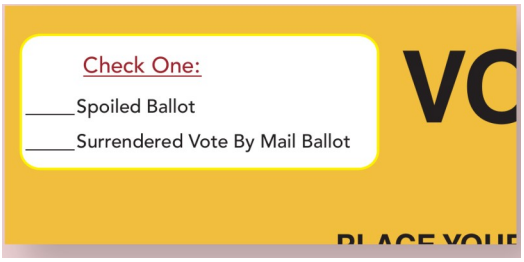
SPOILED BALLOTS

If for any reason a voter spoils their ballot, the voter may return their spoiled ballot to the Ballot Distribution Judge and receive a new ballot.

1. Mark the "Spoiled Ballot" square on the Application to Vote.
2. Give the voter the small Spoiled Ballot Envelope in order to secure the spoiled ballot.
3. The voter returns this envelope to the Judges, who shall then check "spoiled ballot" on the front of the Voter Spoiled Ballot Envelope.
4. Provide the voter with another ballot of the same ballot style and party—if applicable.
5. Number the spoiled ballot envelopes consecutively and then place each individually sealed envelope into the larger Defective and Spoiled Ballot Envelope.







If a voter surrenders a Vote by Mail ballot in exchange for a ballot to be voted in the polling place, the surrendered ballot should be stored in the "Defective and Spoiled Ballots" envelope with the spoiled ballots. However, the Judge who handles this process should check the "Surrendered Vote By Mail Ballot" line shown to the left (**not** the "Spoiled Ballot" line). **These surrendered ballots should be numbered consecutively as well but numbered separately from the spoiled ballots.**

FOR VOTERS USING THE FVT TOUCHSCREEN

The procedure depends on whether your Election Authority has set up the FVT Touchscreen for barcode entry or manual entry. *Follow only the instructions that apply to your polling place.*

IF YOU ARE USING THE FVT BARCODES…

1. Scan the barcode corresponding to the correct ballot style under the barcode reader on the front left corner of the device. If it is a primary election, be mindful to scan the barcode with not only the correct ballot style, but also the voter's declared party.
2. The voter's precinct and ballot style will show up. Verify it is correct, and then the voter may press the "Start" button to begin their voting session.

IF YOU ARE USING THE FVT MANUAL ENTRY…

1. Press the "Manual Entry" button at the bottom of the Welcome screen.
2. The Password Entry screen opens. Type in the election password provided by the Election Authority and press "Enter."
3. The Precinct ID Entry screen opens. Type the voter's correct ballot style number (found on the voter's Application to Vote). Press "Enter."
4. If the election is a primary, select the voter's declared party.
5. The voter's precinct and ballot style will show up. Verify it is correct, and then the voter may press "Start" to begin their voting session.

AFTER YOU HAVE COMPLETED THE RELEVANT STEPS OUTLINED ABOVE…

Give a short verbal presentation about the Touchscreen and how the voter may proceed to vote their ballot. Determine, with the guidance of the voter, if any of the additional equipment, such as the headphones or the keypad, will be needed for marking the ballot. After the voter has finished filling out their ballot, the Touchscreen will print out an official paper ballot on the receipt paper that the voter must deposit into the Tabulator to have their vote counted.

- Be careful to explain to the voter that the Touchscreen will only be used to ***mark*** their ballot, and their ballot ***will not be voted*** until the official paper ballot the Touchscreen prints out is deposited into the Tabulator to be counted.
- If headphones are required, make sure they are plugged into the appropriate port on the display or keypad—depending on equipment in use.

For detailed guidelines on instructing the voter on using the Touchscreen devices, reference the B-23 FVT Touchscreen Narrative Sheet.

STATION FOUR: BALLOT BOX JUDGE

1. **Make sure no one interferes with the voter.**

   The voting booths are to be clear of campaign literature. If no one is waiting to vote, the voter can remain in the booth for 10 minutes. If others are waiting to vote, the voter may remain in the booth for only 5 minutes.

2. **Each voter should be offered a privacy cover.**

   Explain to the voter that the privacy cover is meant to help protect the secrecy of their ballot. However, they are **not** required to use a privacy cover. Instruct the voter that if they choose to use the privacy cover, they must do so in such a manner that the Judge's initials are always visible. If the voter has placed the ballot behind the privacy cover in a way that the Judge's initials are not visible, politely instruct them to return to their voting booth and adjust their ballot in such a way that allows the Judge's initials to be visible but keeps their ballot secret.

3. **Check the ballot for the initials of the Ballot Distribution Judge.**

   Without removing the ballot from the privacy cover, make sure the Ballot Distribution Judge's initials are on the ballot sheet. If a voter used the Touchscreen, the Ballot Box Judge should initial the backside of the ballot with a red pen prior to the voter placing the ballot into the tabulator, unless your Election Authority instructs you otherwise.

A ballot cannot be deposited if it does not have a Judge's initials. A marked ballot without initials is "spoiled" and should be treated as a spoiled ballot.

USING THE EMERGENCY (AUXILIARY) BALLOT BIN

If for any reason during the day the tabulator stops working, call the Election Authority. Do not remove the tabulator from the ballot box; leave the repairs for the technician or Election Authority. Follow the instructions below to continue collecting the completed ballots.

1. Turn the ballot box around so the Emergency (Auxiliary) Ballot Bin is accessible to all voters.
2. Instruct the voters to drop the ballot into the Emergency (Auxiliary) Ballot Bin.
3. Once the Tabulator is fixed, leave the ballots in the Emergency (Auxiliary) Ballot Bin until after 7 p.m. After 7 p.m., the two Judges (one from each party) will feed each ballot into the Tabulator.





OVERVOTED AND UNDERVOTED BALLOTS REJECTED BY THE TABULATOR

The following information pertains to ballots rejected by the Tabulator due to overvoted and/or undervoted contests. *Rejection of undervoted ballots will only occur in an election year with statewide constitutional offices on the ballot.*

All contests have a "Vote For" number that limits the total number of selections a voter may make in any particular contest. If a voter exceeds the limit allowed for a contest (i.e., the contest header says "Vote for four" and a voter attempts to mark/select five candidates in the contest), the voter has overvoted and must decide whether to spoil their ballot and start over to make corrections, **or** they may decide to deposit the ballot into the Tabulator anyway, *which means they are choosing to have the Tabulator count only the races that are within the "Vote For" limit—their ballot's overvoted contests will not be counted.*

> *Voters who use a Touchscreen device to mark their ballot will not be allowed to overvote by the Touchscreen. Their (printed) official paper ballot may be undervoted, but it will not be overvoted.*

All voters who do not meet the "Vote For" limit are not utilizing the full number of selections allowed for a particular contest (undervoting). It is a voter's right to undervote their ballot; they do not have to meet the limit, but they must stay within it. If a voter undervoted a contest or contests, the voter may simply return to a voting booth and make additional selections. If the voter is content with their ballot being undervoted and decides to deposit the undervoted ballot into the Tabulator anyway, ***the Tabulator will still count the voter's selections in the undervoted contests.***

> ***Note:*** *All blank ballots (ballots without any marked selections) will be kicked back.*

If the tabulator rejects a ballot, the following reasons could apply:

1. The ballot could contain a race where the voter voted for more candidates than allowable (an overvote);
2. The ballot could contain a race where the voter did not vote for the full number of candidates allowable (an undervote)—this only applies when a statewide constitutional office is on the ballot; **or**
3. Both (1) and (2) could apply.

If the tabulator rejects a ballot, it will tell you that a Ballot Alert has occurred. It will list the race and which error occurred, but not how the voter voted.

Instruct the voter to look for the following on the tabulator screen:

1. A Ballot Alert has occurred;
2. Which race could have an error; and
3. What the error could be:
    I. **Overvote**: If a race has too many votes, the voter may spoil the ballot and receive a new ballot from the Ballot Distribution Judge, **or** the voter can ignore the overvoted race and check the box next to "Accept Ballot" on the screen. A message will appear to inform the voter that ***the overvoted race will not be counted***. The voter may then reinsert the ballot.
    II. **Undervote**: If a voter undervotes their ballot (for any reason), the voter can choose either to return to the voting booth and make additional selections, **or** the voter can ignore the undervoted race and check the box next to "Accept Ballot" on the screen. The voter may then reinsert the ballot. The Tabulator will count the selections made—a voter does **not** have to meet the "Vote For" limit, but they may **not** exceed it.
4. If a ballot is both undervoted and overvoted, the tabulator will list all alerts in the order they appear on the ballot. The voter can change any, all, or none of these races. They may choose to check "Accept Ballot" and re-insert their ballot.

TABULATOR ERROR MESSAGES

BALLOT JAMMED — JAMMED BEFORE BEING CAST

This means the ballot has not been counted.

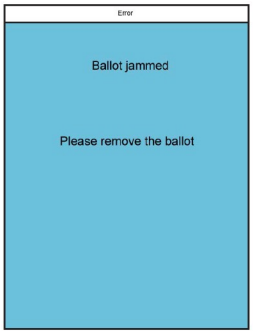
Problem: The tabulator's screen displays an error message that reads "Ballot jammed."

Explanation: A ballot has jammed and has been kicked back before it has been cast. The ballot needs to be retrieved from the ballot reader and reinserted.

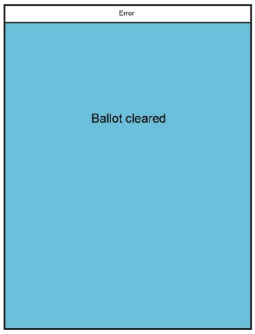
OVO TABULATOR

Course of Action:

1. Instruct the voter to remove the ballot from the scanner by gently pulling it out.
2. Have them look over their choices to make sure everything is marked how they intended.
3. Have the voter reinsert the ballot to scan and cast it.



Remove the ballot.

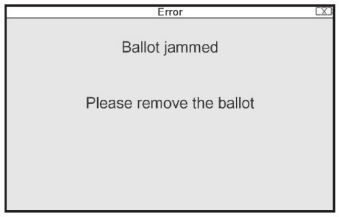


Reinsert the ballot.

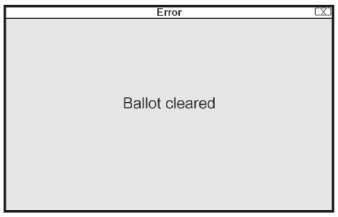
FVS TABULATOR

Course of Action:

1. Instruct the voter to remove the ballot from the scanner by gently pulling it out.
2. Have them look over their choices to make sure everything is marked how they intended.
3. Have the voter reinsert the ballot to scan and cast it.



Remove the ballot.



Reinsert the ballot.

TABULATOR ERROR MESSAGES

OVO TABULATOR: BALLOT JAMMED AFTER CAST — SPECIAL HANDLING REQUIRED

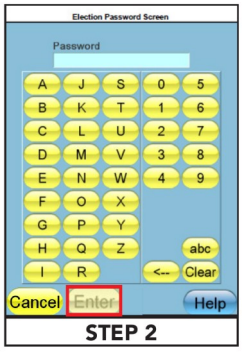
This means the ballot has been counted by the OVO Tabulator.
If the ballot is kicked back to the voter, do not let them rescan the ballot.

Problem: The Tabulator's screen displays an error message that reads: *"Ballot jammed after cast – Special handling required."*

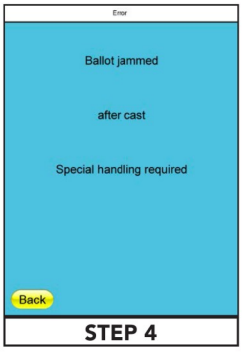
Explanation: A ballot has jammed *after* being cast. The ballot needs to be retrieved from the ballot reader on the Tabulator and dropped into the Main ballot bin.

Course of Action:

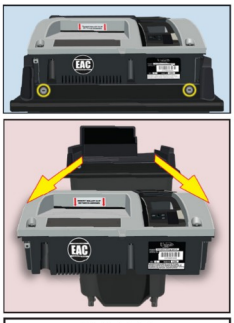
1. The OVO will inform the voter they need assistance from the Election Judge.
2. The Ballot Box Judge will be prompted to enter the Election Password.
3. After entering the password, the OVO will attempt to feed the ballot through to the ballot bin and, if unsuccessful, it will try to kick it back to the voter.
4. If the OVO is unable to clear the jam on its own, the screen will display the error message: "Ballot jammed after cast. Special handling required."
5. The Ballot Box Judge should unlock the OVO from the ballot box and slide the Tabulator forward.
6. Instruct the voter to retrieve the ballot from the back of the OVO.
7. Have the voter deposit their voted ballot into the Main ballot bin.
8. Replace the OVO onto the ballot box and lock it back into place. Once the OVO has been replaced onto the ballot box and secured, press "Back" to return to the "Voting Screen."

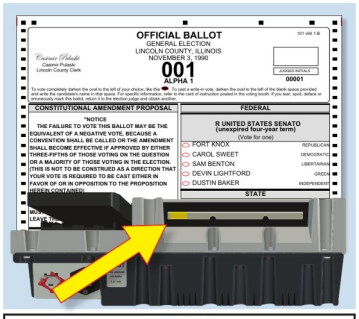


STEP 2

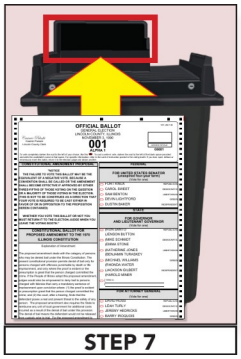


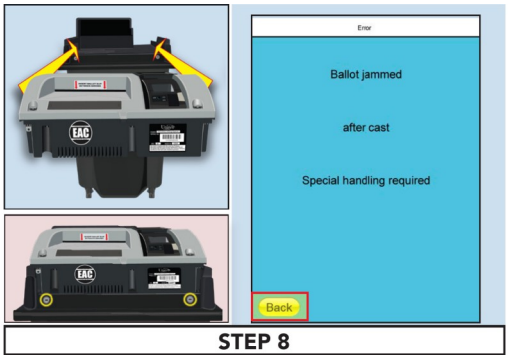
STEP 4


STEP 5



STEP 6


STEP 7



STEP 8

If for any reason you are unable to remove the jam, contact your Election Authority. They will send a technician to assist you.

In the meantime, turn the ballot box around and have voters deposit their marked ballots into the Auxiliary ballot bin.

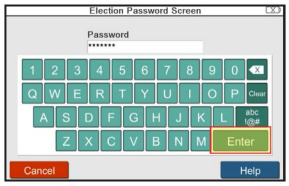
TABULATOR ERROR MESSAGES

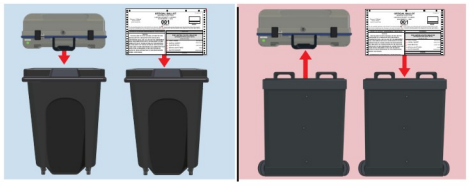
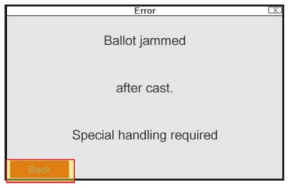
FVS TABULATOR: BALLOT JAMMED AFTER CAST — SPECIAL HANDLING REQUIRED

This means the FVS *has counted* the ballot.
Do not let the voter rescan the ballot.

IF THE BALLOT WAS KICKED BACK TO THE VOTER:

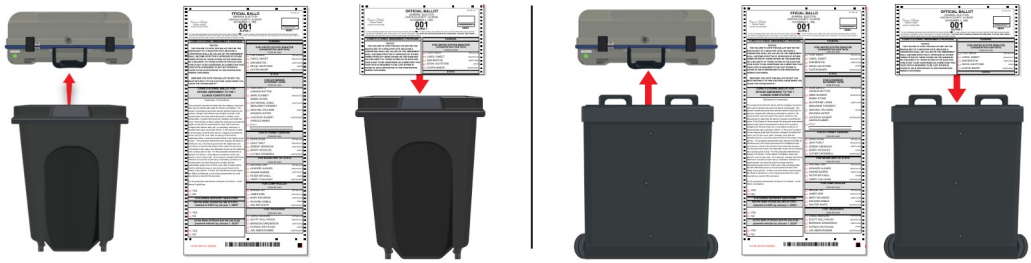
1. The Election Password screen will display; enter the Election Password to begin the ballot clear process. After the password is entered, the Error screen will display the message: “Ballot jammed after cast. Special handling required.”
2. In order for the voter to be able to deposit their voted ballot into the Main ballot bin, the Ballot Box Judge must remove the FVS Tabulator so the voter may deposit their ballot into the opening in the ballot box lid (underneath the Tabulator).
3. When the jam is cleared and the FVS has been resecured to the lid of the ballot box, press the “Back” button on the Error screen; the FVS is ready for the next voter. Continue with voting.



IF THE BALLOT WAS NOT KICKED BACK (AND JAMMED INSIDE THE FVS):

1. Unlock the FVS from the ballot box, carefully lift the FVS from the lid, and gently remove the ballot from the slot on the bottom of the FVS.
2. Have the voter deposit the ballot directly into the Main ballot bin.
3. Replace the FVS on the ballot box and secure it by locking it in place. Continue with voting.



IF YOU ARE NOT ABLE TO REMOVE THE FVS AND CLEAR THE JAM:

1. Contact your Election Authority.
2. Turn the FVS around and use the Auxiliary bin until support can clear the jam.

The support tech will make sure the FVS is cleared and ready for the next voter.




WHO MAY VOTE?

IDENTIFYING QUALIFIED VOTERS

There should be a signature verification record for every voter in the precinct. At your polling location, it may be found in the form of:

1. An electronic poll book,
2. A scanned signature roster, **or**
3. A pre-printed application with a scanned signature.

If the verification record exists and the person currently resides at the address on record, the person is a qualified voter and legally entitled to a ballot.

Registration records are often misfiled. It is important to check carefully. If there is a record you believe is missing, contact your Election Authority.

VOTER REGISTRATION REQUIREMENTS

In order to register to vote, an applicant must meet the following requirements:

1. Applicant must be a citizen of the United States;
2. Applicant must be at least 18 years of age at the time of registration[1];
3. Applicant must have been a resident of the jurisdiction in which they are attempting to register for at least 30 days prior to the next election; **and**
4. Two forms of valid identification.

WHAT IS CONSIDERED A VALID IDENTIFICATION?

i.e., What can an applicant use to prove they are entitled to vote? An applicant may use any **two** of the following means as their proof of residency:

☐	A Driver's License or State ID Card; **or**
☐	Last four digits of the applicant's Social Security Number; or
☐	Copy of a current valid photo ID, or a copy of a current utility bill, bank statement, paycheck, or government check; or
☐	Other federal, state, or local government document that shows the applicant's name and address (residence address—not mailing address); or
☐	An applicant may also demonstrate "sufficient proof of identity" by submitting a valid photo ID card issued by a college or university **accompanied by** either a copy of the applicant's contract or lease for a residence, **or** any postmarked mail delivered to the applicant at their current residence address.

When can a voter register to vote?

In Illinois, a voter can register to vote at any point leading up to the election—including on Election Day. However, voters who register to vote on Election Day or within 30 days of an upcoming election will be registered through Grace Period Registration. These voters must prove their residency with two forms of valid identification—regardless of whether the voter already has an existing registration record or not.

[1] An applicant may be 17 years of age at the time of registration ***if*** said applicant will be 18 years of age on or before the subsequent General Election. Registrants who fall into this category will be registered as "pre-registered," and they will become "registered" on their eighteenth birthday.

WHO MAY NOT VOTE?

1. Individuals who are not registered and refuse the opportunity to register through Grace Period Voting.
2. Individuals who have moved outside of their jurisdiction (County or Board of Elections) more than thirty days prior to the election, did not transfer their registration, and refuse the opportunity to register in their new county through Grace Period Registration.
3. Individuals who have moved within their jurisdiction more than thirty days prior to the election, have not transferred their registration, and refuse the opportunity to change their address with Grace Period Registration; however, voters in this category are still eligible to vote for federal offices only, if there are federal offices on the ballot.
4. A voter applying to vote in the precinct on Election Day whose name appears on the list as having been issued a Vote by Mail, Early, or Grace Period ballot and who admits to having voted by mail, early, or during grace period voting.
5. Non-registered veterans discharged from active duty more than 60 days before the election and who refuse the opportunity to register through Grace Period Registration.

CANCELING A VOTE BY MAIL BALLOT

A voter who is on record as having received a Vote by Mail ballot, but has arrived at the polling location to vote through the normal application process, has three options:

1. If the voter has the Vote by Mail ballot they received (or a portion of it), they must surrender said ballot and are entitled to cast their ballot through the normal application and voting process. The surrendered ballot should be treated similarly to a spoiled ballot (*for instructions on processing spoiled ballots, see page 28*);
2. If a voter wishes to cancel their Vote by Mail ballot and claims to have never received a ballot in the mail, they must complete a Voter Affidavit specifying that they (the voter) never received the Vote by Mail ballot; **or**
3. If the voter received a Vote by Mail ballot and returned their voted ballot, but received notice from the Election Authority that the ballot was not returned, they must complete an affidavit.

CHALLENGING A PERSON'S RIGHT TO VOTE

WHO MAY CHALLENGE

An Election Judge is obligated to challenge a person's right to vote if the Judge believes that the person is not a qualified voter. A poll watcher or any legal voter may also issue a challenge. The challenger must state a specific reason to challenge the person's right to vote. Some reasons for challenging include:

- The voter no longer resides at the given address;
- The person attempting to vote is not the same person as registered;
- The voter has already voted; **or**
- There is no record that the person is registered.

DECIDING A CHALLENGE / RIGHT TO APPEAL

The Judges act as a board in deciding a challenge. A majority of the Judges determine whether to overrule or sustain a challenge. If a majority of the Judges overrule the challenge (do not agree with the challenger), the voter shall be given a ballot. If a majority of the Judges sustain the challenge (agree with the challenger), the voter is informed of their right to receive a Provisional Ballot (*refer to Provisional Voting on page 37*).

In counties with a population over 100,000, a voter can always provide correct identification and register with Same Day Registration. In counties with a population of less than 100,000, they must do so at another location —consult your Election Authority for more information.

PROVISIONAL VOTING

Before issuing a provisional ballot, contact your Election Authority.

WHO MAY VOTE A PROVISIONAL BALLOT?

A person who claims to be a legally registered voter may cast a provisional ballot under the following seven circumstances:

1. The voter's name does not appear on the record, and the voter refuses to register at the polling location or at another grace period site;
2. The voter's eligibility to vote has been challenged and a majority of the Election Judges voted to sustain the challenge (agree with the challenge);
3. The voter registered by mail and was instructed to bring identification to the polling place on Election Day, but they failed to bring the appropriate identification;
4. A court order extends voting past 7:00 p.m.;
5. The voter's name appears on the list of "Early Voters" but the voter claims to have never voted;
6. The voter received a Vote by Mail ballot but failed to return said ballot to the Election Authority or Judges; **or**
7. The voter attempted to register to vote on Election Day but failed to provide the necessary documentation.

PROCEDURES FOR CASTING A PROVISIONAL BALLOT

1. Inform qualifying individuals of their right to cast a provisional ballot.
2. Contact the Election Authority to authorize the issuance of a provisional ballot and, if approved, provide the voter with the following:
    - Application to Vote
    - Provisional Voter Affidavit
    - Provisional Ballot Envelope
    - Correct Ballot
    - Written Instructions
3. Complete the affidavit—making sure to state the reason why the voter is casting a provisional ballot. The affidavit goes in the clear section of the provisional ballot envelope.
4. The Election Judge must accept any information provided by the person casting the provisional ballot supporting their claim that they are a duly registered voter and qualified to vote in the election. Place this information in the clear packing area of the envelope as well.
5. The voter votes the ballot and seals the completed ballot in the provisional ballot envelope. They return the ballot to the Election Judges. The Election Judge should secure the envelope in a specifically designated secure Provisional Ballot container. Keep all provisional ballots cast **after 7:00 p.m.** in a separate secure container from the one used for provisional ballots cast **before 7:00 p.m.**

Do not insert any provisional ballots into the Tabulator.

POLL WATCHER CREDENTIALS AND LIMITATIONS

POLL WATCHERS

Candidates, political parties, qualified civic organizations, state nonpartisan civic organizations, and organized groups of proponents for and opponents to a proposition on the ballot may appoint poll watchers. Poll watchers may be present to observe the conduct of the election before the polls open, during the day, and after the polls close. Provided the secrecy of the voter's ballot is secure, permit poll watchers to view all reasonably requested records relating to the conduct of the election.

QUALIFICATIONS AND CREDENTIALS

All poll watchers and candidates must be registered voters in the State of Illinois and have valid poll watcher credentials issued by the Election Authority or the State Board of Elections. Each poll watcher must surrender their credentials to the Election Judges when they enter the polling place. If an individual will not surrender their credentials, or if the credentials are not valid, the individual must leave. All credentials remain in the possession of the Judges and are returned to the Election Authority after the polls close.

To be valid, poll watcher credentials must contain:

1. A real or facsimile signature of the Election Authority or State Board of Elections Chairman;
2. A real or facsimile signature of the candidate, state or local party chairperson, the presiding officer of a civic organization, or the chairperson from a group of proponents for or opponents to a proposition; and
3. The poll watcher's signature, address, and a statement proving the poll watcher is a registered voter at the address on the credentials.

RIGHTS OF POLL WATCHERS

Poll watchers are allowed in the polling place before the polls open, during the day, and after the polls close. If they leave and re-enter during the day, a poll watcher must sign in and out. If this action becomes a disruption to the conduct of the election, the Election Judges must take action.

Before the polls open, poll watchers may:

- Observe the setup procedures and check that the ballot box is empty, and
- Closely observe when the Judges compare the official ballots to the sample ballots.

During the day, poll watchers may:

- Be near the Judges so that they may visually examine the voter's Application to Vote;
- Watch the voter feed the ballot into the tabulator (or watch the Judges feed ballots from the Auxiliary bin after the polls have closed);
- Compare the signature and address on the application with that on the signature verification record;
- Observe the general conduct of the election;
- Call the Judges' attention to any incorrect procedures or apparent violations of the Election Code;
- Challenge a person's right to vote (*refer to "Challenging a Person's Right to Vote" on page 36*); and
- Observe as the Judges periodically inspect the voting booths to make certain that the booths are clear of campaign literature.

POLL WATCHER CREDENTIALS AND LIMITATIONS (CONTINUED)

After the polls close, poll watchers may:

- Observe the procedures for counting write-in votes;
- View all reasonably requested records relating to the conduct of the election unless the secrecy of the ballot is in question;
- Remain in the polls until all procedures are completed; and
- Leave and re-enter **only if it is a necessity**.

Poll watchers may not:

- Be so close to the Judges that they interfere with the orderly conduct of the election;
- Be allowed to touch any election supplies;
- Influence a voter's candidate selections; **or**
- Interfere with the secrecy of a voter's ballot.

NUMBER OF POLL WATCHERS

The law limits the number of poll watchers allowed in the polling place at any given time. Individuals acting as poll watchers may come and go throughout the day as long as they sign in and out and do not interfere with the election process. Poll watchers may substitute during the course of the day as long as the number of poll watchers does not exceed the number allowed by law.

If the polling place becomes overcrowded with poll watchers and the situation interferes with the conduct of the election, a majority of the Judges may decide to limit the number of poll watchers by drawing lots. However, at least one poll watcher for candidates, political parties, civic organizations, and organized groups of proponents or opponents to a proposition is to remain in the polling place.

APPOINTING AUTHORITY	PRIMARY ELECTION	GENERAL ELECTION	EARLY VOTING
CANDIDATE	TWO	TWO	ONE
POLITICAL PARTY	ONE	TWO	ONE
QUALIFIED ORGANIZATION OF CITIZENS	ONE	ONE	ONE
PROPONENTS/OPPONENTS OF A BALLOT PROPOSITION	ONE	ONE	ONE
STATE NONPARTISAN CIVIC ORGANIZATIONS	ONE	ONE	ONE

Election Judges have the authority to evict any person who is creating a disturbance. Appropriate law enforcement officials may arrest individuals violating the law. Report all serious problems to the Election Authority.

ASSISTING VOTERS WITH DISABILITIES

ASSISTING VOTERS WITH DISABILITIES..... 40–46
WHO MAY RECEIVE ASSISTANCE?.....41
GIVING ASSISTANCE.....41
WHO MAY ASSIST?.....42
COMMON COURTESIES AND SUGGESTIONS.....42
ASSISTING VOTERS WITH THE FVT TOUCHSCREEN.....43–45
FVT KEYPAD FUNCTIONALITY.....45
CURBSIDE VOTING (INACCESSIBLE POLLING PLACE).....46

ASSISTING VOTERS WITH DISABILITIES

A voter with a disability is a voter who is physically unable to mark their ballot. A person who is intoxicated does not qualify as disabled and cannot receive assistance.

WHO MAY RECEIVE ASSISTANCE?

There are three groups of people who may receive assistance:

- Voters who are visually impaired;
- Voters with a physical disability; and
- Voters who are unable to read, write, or speak English.

Before giving assistance, mark the "Voted by Affidavit" square on the ballot application. Anyone giving assistance must cast the vote as directed by the voter and shall not give information as to how the voter casts their vote. *For reference on where to mark the Application, see page 20.*

THE VOTER MUST PROVIDE TWO ACCEPTABLE FORMS OF ID

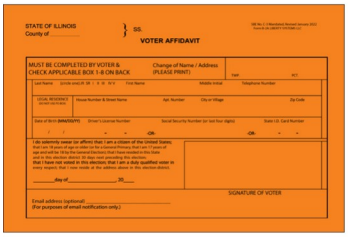
- Driver's License or State ID
- Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Lease or contract for residence
- Student ID & mail addressed to address of residence
- Other government document

The voter must show documentation with a name and address that match the records.

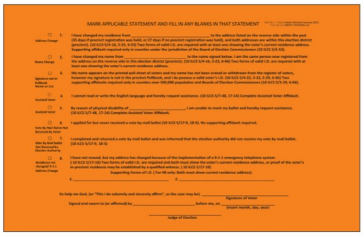
GIVING ASSISTANCE

Assistance is defined as the actual marking of the ballot sheet by selected individuals in the privacy of the voting booth. Provide assistance only upon the voter's request.

Voters must complete the Voter Affidavit (Form B-2A)—the orange affidavit in the Affidavit Binder.



B-2A VOTER AFFIDAVIT
(FRONT)



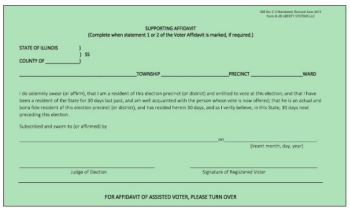
B-2A VOTER AFFIDAVIT
(BACK)

ASSISTING AN ILLITERATE VOTER

An illiterate voter is a qualified voter who cannot sufficiently read or write English to cast their ballot. Before receiving assistance, the voter signs their name or makes their mark on the Voter Affidavit (B-2A) [Orange]. Before giving assistance, the individual planning to assist must also sign the Oath of Assistance (B-2B) [Green].

WHO MAY ASSIST?

Assistance shall be by a person of the voter's choice—other than the voter's employer, an agent of that employer, or an officer or agent of the voter's union. If a voter so chooses, a candidate or precinct committeeperson may provide assistance on Election Day. Should the voter not specify a person to assist in voting, two Judges shall assist the voter, one from each political party. Judges should select which two Judges shall give assistance to voters prior to opening of the polls. *Anyone assisting a voter must sign the Oath of Assistance (Form B-2B)—the green form in the Affidavit Binder.*



SUPPORTING AFFIDAVIT

(Complete when statement 1 or 2 of the Voter Affidavit is marked, if required.)

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

_____TOWNSHIP _____PRECINCT _____WARD

I do solemnly swear (or affirm), that I am a resident of this election precinct (or district) and entitled to vote at this election; and that I have been a resident of the State for 30 days last past, and am well acquainted with the person whose vote is now offered; that he is an actual and bona fide resident of this election precinct (or district), and has resided herein 30 days, and as I verily believe, in this State, 30 days next preceding this election.

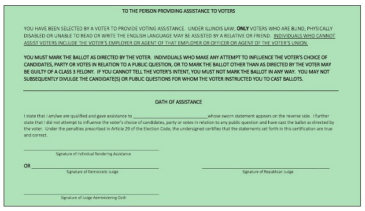
Subscribed and sworn to (or affirmed) by

_____ on _____
(insert month, day, year)

_____ _____
Judge of Election Signature of Registered Voter

FOR AFFIDAVIT OF ASSISTED VOTER, PLEASE TURN OVER

B-2B OATH OF ASSISTANCE
FRONT



TO THE PERSON PROVIDING ASSISTANCE TO VOTERS

YOU HAVE BEEN SELECTED BY A VOTER TO PROVIDE VOTING ASSISTANCE. UNDER ILLINOIS LAW, **ONLY** VOTERS WHO ARE BLIND, PHYSICALLY DISABLED OR UNABLE TO READ OR WRITE THE ENGLISH LANGUAGE MAY BE ASSISTED BY A RELATIVE OR FRIEND. INDIVIDUALS WHO CANNOT ASSIST VOTERS INCLUDE THE VOTER'S EMPLOYER OR AGENT OF THAT EMPLOYER OR OFFICER OR AGENT OF THE VOTER'S UNION.

YOU MUST MARK THE BALLOT AS DIRECTED BY THE VOTER. INDIVIDUALS WHO MAKE ANY ATTEMPT TO INFLUENCE THE VOTER'S CHOICE OF CANDIDATES, PARTY OR VOTES IN RELATION TO A PUBLIC QUESTION, OR TO MARK THE BALLOT OTHER THAN AS DIRECTED BY THE VOTER MAY BE GUILTY OF A CLASS 3 FELONY. IF YOU CANNOT TELL THE VOTER'S INTENT, YOU MUST NOT MARK THE BALLOT IN ANY WAY. YOU MAY NOT SUBSEQUENTLY DISCUSS THE CANDIDATE(S) OR PUBLIC QUESTIONS FOR WHOM THE VOTER INSTRUCTED YOU TO CAST BALLOTS.

OATH OF ASSISTANCE

I state that I am/we are qualified and gave assistance to _____, whose sworn statement appears on the reverse side. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

_____
Signature of Individual Rendering Assistance

OR _____ _____
Signature of Democratic Judge Signature of Republican Judge

_____
Signature of Judge Administering Oath

B-2B OATH OF ASSISTANCE
BACK

COMMON COURTESIES AND SUGGESTIONS FOR ASSISTING VOTERS WITH DISABILITIES

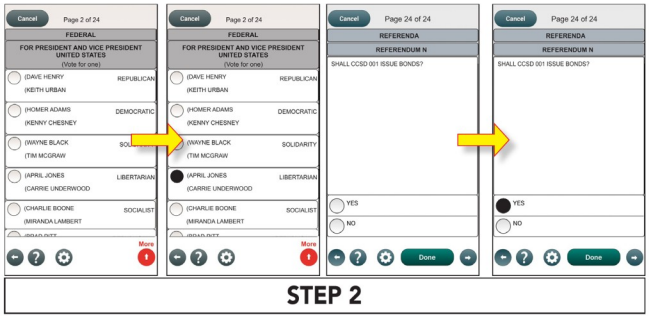
- Judges should be considerate of the extra time it might take for a person who has a disability to accomplish tasks and give unhurried attention to a person who has difficulty speaking.
- Judges should speak directly to the person with a disability rather than to any companion accompanying them.
- Judges should speak calmly, slowly, and directly to a person they believe to be hearing impaired. Your facial expressions, gestures, and body movements help in understanding. Do not shout or speak in the person's ear. If you doubt the voter fully understands you, try writing what you need to communicate.
- Ask for permission and how to proceed before pushing someone in a wheelchair.
- Judges should greet a person who is visually impaired by verbally identifying themselves, both personally and as an Election Judge.
- Provide a guiding device such as a ruler or card for signing forms.
- When offering to assist someone while walking, allow the person to take your arm and make sure to tell them if you are approaching steps or inclines.
- Admit all dogs that assist people with disabilities into the building. Such dogs are highly trained and need no special care other than that provided by the owner. Never distract, pet, or feed the dog.
- Federal law allows voters with disabilities to receive assistance from another person in the voting booth.
- Remember that all voters deserve courteous attention when exercising their right to vote.

ASSISTING VOTERS WITH THE FVT TOUCHSCREEN

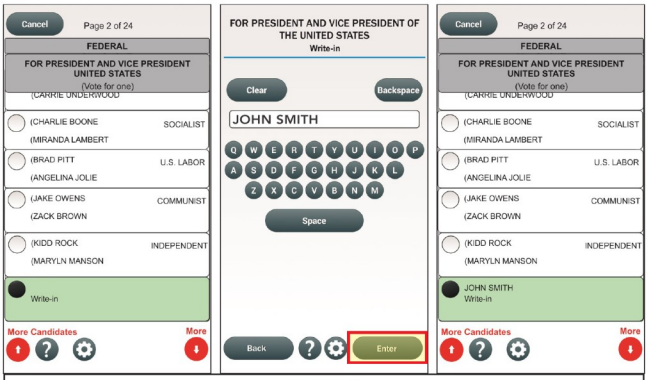
1. Press “Start” to begin voting. The Main Voting Screen will open.
2. The voter should press the circle next to the candidate or option of their choice.
3. If the voter wishes to use the write-in option, they should press the circle in the write-in box. The keyboard screen will appear, and the voter should type in the name of their choice and press “Enter” to return to the Main Voting Screen. When the Main Voting Screen reappears, the name the voter entered will appear in the write-in box and the circle will be filled in.



STEP 1

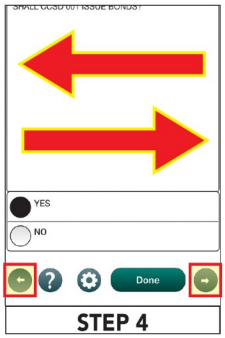


STEP 2

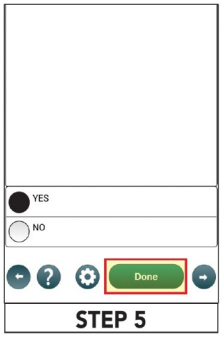


STEP 3

4. The voter can press the arrows in the lower right corner or the lower left corner to move from one contest to another. They can also swipe on the screen from right to left or left to right to move between contests.
5. After the voter has finished marking all contests, they should press “Done” to continue to the “Ballot Summary Review.”



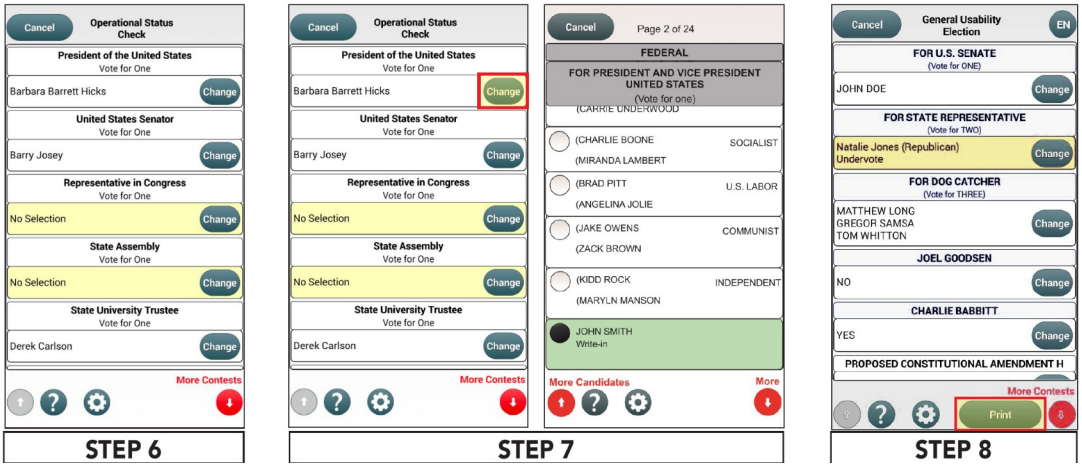
STEP 4



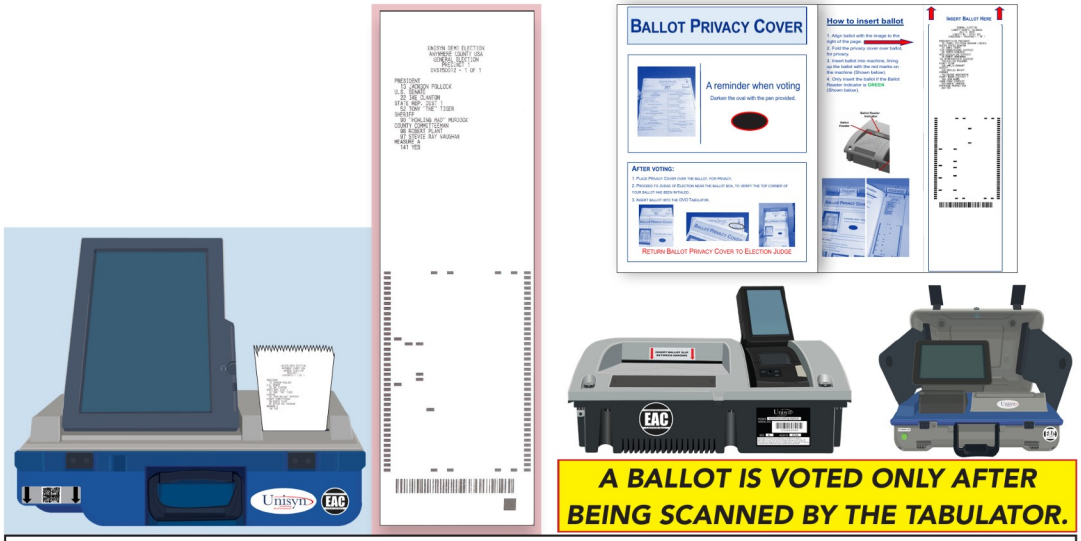
STEP 5

ASSISTING VOTERS WITH THE FVT TOUCHSCREEN (CONTINUED)

6. The “Ballot Summary Review” screen will open, and all contests that have been skipped or undervoted will be highlighted in yellow.
7. The voter can make any necessary or desired changes by selecting the contest. After selecting a contest, the selected contest will reopen. The voter should make their changes and press “Done” to return to the “Ballot Summary Review” screen to finish the review.
8. When the voter has reviewed all contests, the “Print” button will be enabled. When ready, the voter can press “Print” to print out their filled-in paper ballot.



9. When the paper ballot prints, the voter should place the ballot in a privacy cover in such a manner that the back of the ballot is exposed enough to allow the Ballot Box Judge (Station 4) to initial the back of the ballot before the voter deposits it into the Tabulator (OVO or FVS).
10. After the ballot is initialed, the voter may deposit the ballot into the Tabulator to have their ballot counted. A ballot is only voted after being deposited in the Tabulator (OVO/FVS).



FVT KEYPAD FUNCTIONALITY



1. **TEMPO** – The purple oval-shaped button in the upper left corner allows the voter to increase or decrease the tempo of the audio played through the headphones.
2. **VOLUME** – The orange rectangular button in the top right of the keypad allows the voter to increase or decrease the volume of the audio played through the headphones.
3. **HELP** – The white diamond button will prompt a help screen to appear that will describe to the voter how the keypad functions and what action each button performs.
4. **REPEAT** – The blue circular button allows the voter to repeat the last sentence read. It will also restart the audio if it has been manually paused.
5. **SELECT** – The green square button allows the voter to select a specific candidate or answer to a question.
6. **PAUSE** – The red octagon-shaped button stops the audio function. To restart the audio, press the blue circular REPEAT button.
7. **DIRECTIONAL BUTTONS** – The yellow pentagon-shaped buttons are each individually labeled according to their function.
    - **FORWARD** (right yellow button) – This button moves the voter forward through the contest list—to the next contest on the ballot.
    - **BACK** (left yellow button) – This button moves the voter backward through the contest list—to the previous contest on the ballot.
    - **UP/DOWN** – These buttons cycle the voter up and down through the list of candidates in any particular contest.

When entering a write-in candidate, the yellow directional buttons will cycle through the keypad alphabetically using the "UP" and "DOWN" directional buttons and the "SELECT" button to choose the desired letters—i.e., starting at "A" and pressing the "DOWN" directional button will cycle to "B," and then pressing the "UP" directional button will cycle back to "A." To confirm the write-in entry and press "DONE," the voter may cycle "UP" past "A" or "DOWN" all the way past "Z."

CURBSIDE VOTING (INACCESSIBLE POLLING PLACE)

A disabled voter who cannot enter a polling place due to the structural features of the building may request to vote outside the polling place. The Election Authority should receive a request letter no later than the close of business on the day before the election. The Election Authority must notify the appropriate Election Judges of the names of the individuals who have made such a request.

PROCESS

1. Two Judges, one from each political party, deliver an application to the voter.
2. The Judges will then transport the completed application to the Verification Judges.
3. Once the Verification Judges receive the completed application, they will verify the voter's signature and address to determine if the individual is qualified to vote.
4. The Ballot Distribution Judge will locate the appropriate ballot and a privacy cover for the two traveling Judges to deliver to the voter.
5. The Judges provide the ballot and a portable voting booth (or enclosure) to the voter to allow them to mark their ballot in secret.
6. After the voter has voted, the two Judges shall take the ballot (keeping it behind the privacy cover) back into the polling place and deposit it into the tabulator.
7. Don't forget to give the voter an "I Voted" sticker.

In no case shall a ballot be delivered to a voter beyond fifty feet (50 ft) from the entrance to the building in which the polling place is located.

CLOSING THE POLLS

CLOSING THE POLLS.....47–53
SUGGESTED PROCEDURES FOR AFTER POLLS CLOSE.....48
ITEMS RETURNED TO THE ELECTION AUTHORITY.....49
STATEMENT OF BALLOTS – OFFICIAL BALLOT RECORD.....50
WRITE-IN VOTES.....51
WRITE-IN TALLY SHEET.....52
MAKING DUPLICATE BALLOTS.....53
DELIVERING TO THE ELECTION AUTHORITY.....53

SUGGESTED PROCEDURES FOR AFTER THE POLLS CLOSE

CLOSE THE POLLS AT 7:00 P.M.

1. Remove the "Polling Place" sign. Lock the doors (if possible).
2. Allow only authorized persons to remain in the polling place.
    I. Judges assigned to the polling place
    II. Law enforcement officers acting in their official capacities
    III. Authorized Poll Watchers with valid credentials
    IV. Representatives of the Election Authority
    V. Representatives of the State Board of Elections
    VI. Representatives from the State's Attorney and Attorney General's offices
3. Close voting on machines:
    I. OVO (*instructions found on pages 58–60*)
        i. Before proceeding with closing the Tabulator, **open the Auxiliary bin and inspect for any ballots**. This inspection requires two Judges from different political parties (i.e., one Republican and one Democrat). If any are found, feed them through the Tabulator.
        ii. **Verify that the number of applications spindled matches the public count** in the lower right corner of the OVO display screen. If your polling location has multiple precincts, the sum of applications from all precincts should match the public count on the Tabulator.
    II. FVS (*instructions found on pages 65–66*)
        i. Before proceeding with closing the Tabulator, **open the Auxiliary bin and inspect for any ballots**. This inspection requires two Judges from different political parties (i.e., one Republican and one Democrat). If any are found, feed them through the Tabulator.
        ii. **Verify that the number of applications spindled matches the public count** in the lower right corner of the FVS display screen. If your polling location has multiple precincts, the sum of applications from all precincts should match the public count on the Tabulator.
    III. FVT (*instructions found on pages 70–71*)
4. Complete the "Write-In Tally Sheet" (*instructions found on page 52*).
5. Count the spoiled and defective ballots in the yellow spoiled ballot envelope.
6. After the spoiled and defective ballots have been counted and recorded, seal them in the Defective and Spoiled Ballot envelope.
7. Complete the "Statement of Ballots—Official Ballot Record" (*instructions found on page 50*). **All Election Judges must sign this form.**

Note: If any ballots were found during the Auxiliary ballot bin inspection (*inspection is done prior to closing the Tabulator*), they *must* be fed through the Tabulator to be counted.

If any of these ballots are kicked back by the Tabulator and unable to be counted for some reason other than undervoted or overvoted contests, *two Judges (from different political parties) must remake the ballot and scan the remade ballot so the voter's selections can be counted. Instructions for remaking a ballot (or "making a duplicate ballot") are on page 53.*

ITEMS RETURNED TO THE ELECTION AUTHORITY

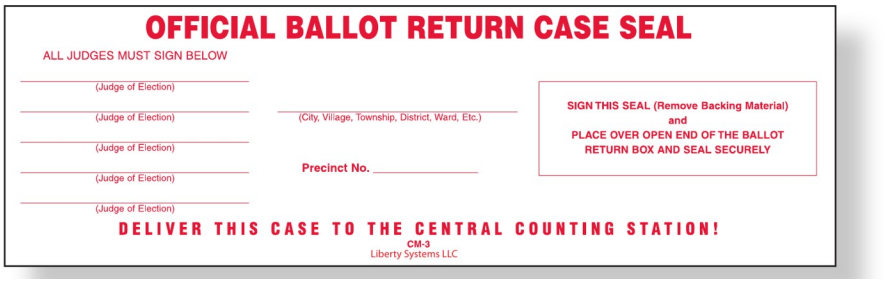
Return the following items sealed in a container provided by the Election Authority:

- Voted ballots
- One copy of the Election Summary Report from the tabulator

Place all other election materials in the appropriate envelopes or containers as directed by your Election Authority. These may include:

- “Spoiled and Defective Ballots” Envelope;
- Completed and signed “Write-In Tally Sheet” (signed by all Election Judges);
- “Write-In Report” tape from the tabulator;
- Completed and signed “Statement of Ballots—Official Ballot Record”;
- Any other official return tapes (signed by all Election Judges);
- Completed and signed payroll sheet;
- Unused ballots packed in the appropriate manner as directed by your Election Authority; and
- Provisional Ballot Envelopes (if applicable).

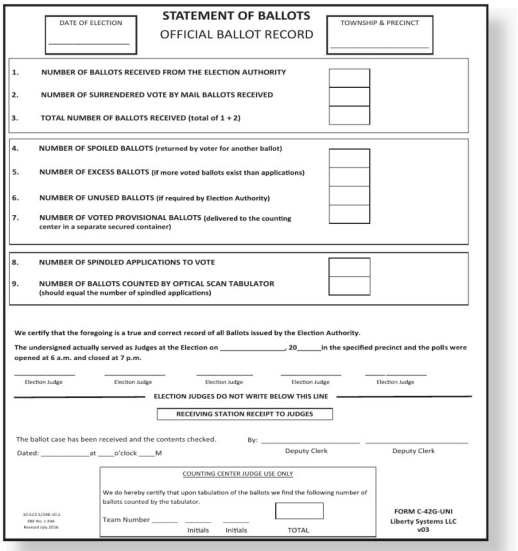
The Election Authority will provide you with more specific instructions on how they want election results and materials to be transported. If they have instructed you to use the white boxes and a return case seal to return voted ballots, you should use the seal pictured below (CM-3) to seal the box before transporting the materials to the Election Authority. All Judges must sign this seal.



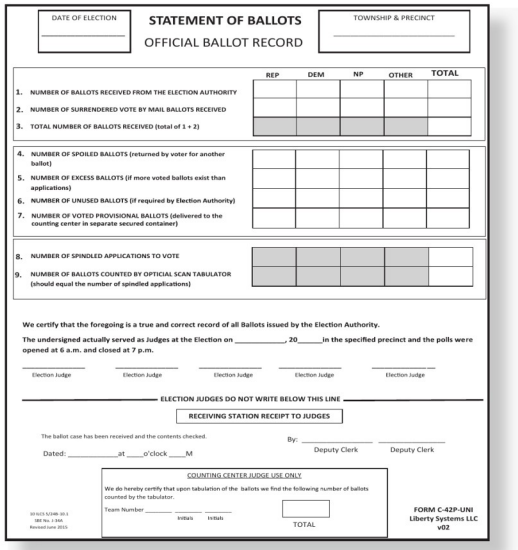
Ballot Return Case Seal (Form CM-3)

Note: If you cannot securely lock the ballot return box, seal the box with filament tape by wrapping the tape around the box lengthwise and crosswise at least twice each way. Judges should wrap the box in such a manner as to prevent the signed seal’s removal without breaking the tape or disturbing the Judges’ signatures.

STATEMENT OF BALLOTS – OFFICIAL BALLOT RECORD



Statement of Ballots - General



Statement of Ballots - Primary

LINE 1:	Record the number of ballots received at the beginning of the day from the Election Authority (if not already entered).
LINE 2:	Number of surrendered Vote by Mail ballots received (voter decided to vote in person).
LINE 3:	Total number of ballots received from LINE 1 and LINE 2.
LINE 4:	Number of spoiled ballots (returned by voter during the day for another ballot).
LINE 5:	Number of excess ballots (if more voted ballots exist than Applications).
LINE 6:	Number of unused ballots (if required by your Election Authority).
LINE 7:	Number of **voted** provisional ballots (delivered to the Election Authority in a separate sealed container—**not to be put through the Tabulator**).
LINE 8:	Number of spindled Applications to Vote.
LINE 9:	Number of ballots counted by the Tabulator (this number should equal the number of spindled Applications).

REMINDER: When emptying the ballot box and inspecting the ballots at the end of the night, please make sure to confirm each ballot has been initialed by an Election Judge and there are no identifying marks anywhere on the ballot. ***Information regarding valid and invalid marks can be found on page 28.***

All Election Judges must sign this form.

WRITE-IN VOTES

VALID WRITE-IN VOTES

If the voter wishes to vote for a declared write-in candidate, the voter must completely fill in the oval next to the write-in line or press the circle next to the write-in line on the FVT Touchscreen. The voter then may write the name of the candidate in the space provided on the ballot or type the candidate's name on the Touchscreen device using the keyboard on the display screen.

In order for the write-in vote to be valid, the voter must both:

1. Properly mark the ballot according to the instructions posted on the Instruction Card in the polling place. For a paper ballot, the voter must completely fill in the oval next to the write-in line. For the FVT Touchscreen, the voter must press the circle next to the write-in line.
2. Write the name of the candidate in the space provided below the slated candidates for the office.

Election Judges are to count **only** write-in votes for those candidates who filed a "Declaration of Intent to be a Write-In Candidate."

The Election Authority will supply the Judges with a list of all candidates who have filed the proper "Declaration of Intent to be a Write-In Candidate." There is no statutory authority for posting of the "Declaration of Intent" in the polling place.

SPELLING

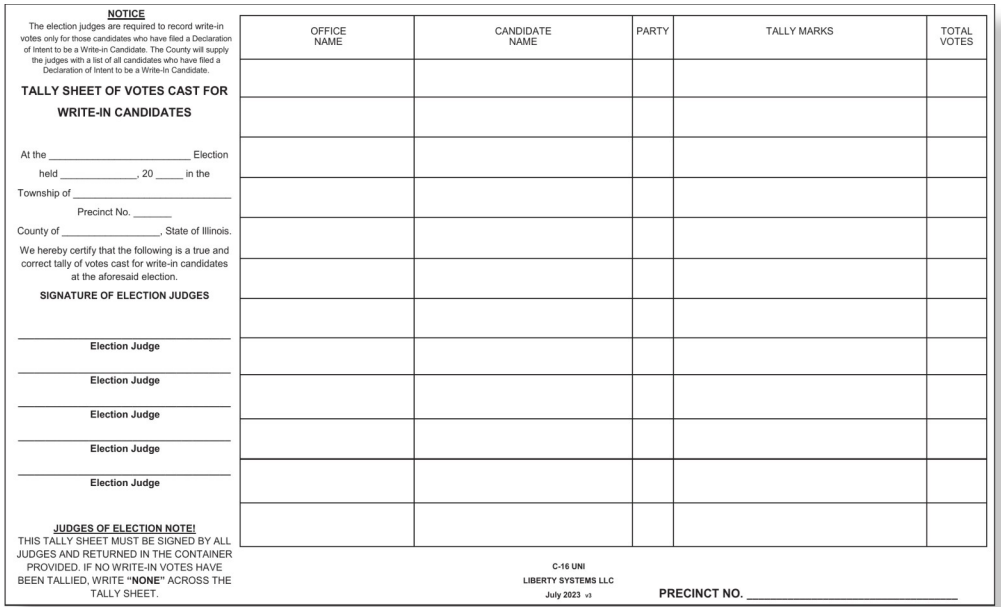
In determining the validity of a write-in vote, the spelling of the candidate's name need not be exact as long as the voter's intent can be determined. A majority of the Judges must agree as to the intent of the voter.

WRITING THE CANDIDATE'S NAME

Printing the name of the write-in candidate and writing the name in script are both valid write-in entries; however, the use of stickers or a rubber stamp by a voter does not constitute a valid write-in vote.

WRITE-IN TALLY SHEET

1. Locate the “Write-In Tally Sheet” in the precinct envelope.
2. Enter all valid write-in candidates’ names in the Candidate Name column and their offices in the Office Name column.
3. After the polls close, use the “Write-In Report” from the Tabulator to tally the number of valid votes received for each candidate.
4. Add the number of tally marks for each candidate and record the sum in the “Total Votes” column.
5. Fill out the left side of the sheet with all the correct election and precinct information and have **all** Judges sign.
6. If there are **no valid write-in votes**, write “NONE” across the tally sheet and fill out the left side of the sheet with all the correct election and precinct information. ***All Judges must sign the form.***



NOTICE

The election judges are required to record write-in votes only for those candidates who have filed a Declaration of Intent to be a Write-in Candidate. The County will supply the judges with a list of all candidates who have filed a Declaration of Intent to be a Write-In Candidate.

TALLY SHEET OF VOTES CAST FOR WRITE-IN CANDIDATES

At the _____ Election held _____, 20 _____ in the Township of _____

Precinct No. _____

County of _____, State of Illinois.

We hereby certify that the following is a true and correct tally of votes cast for write-in candidates at the aforesaid election.

SIGNATURE OF ELECTION JUDGES

_____ Election Judge

_____ Election Judge

_____ Election Judge

_____ Election Judge

_____ Election Judge

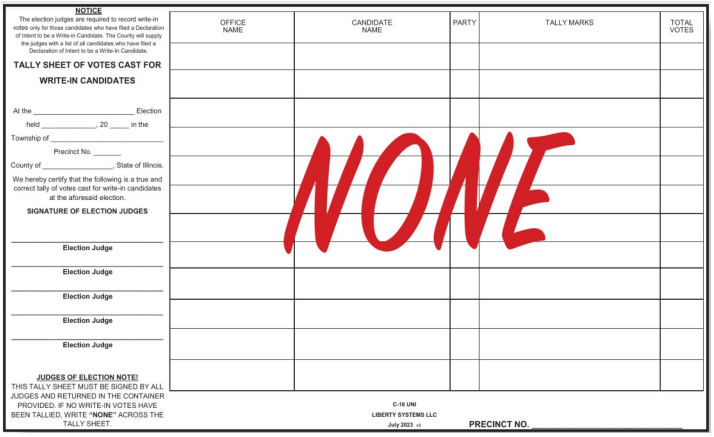
JUDGES OF ELECTION NOTE!

THIS TALLY SHEET MUST BE SIGNED BY ALL JUDGES AND RETURNED IN THE CONTAINER PROVIDED. IF NO WRITE-IN VOTES HAVE BEEN TALLIED, WRITE **“NONE”** ACROSS THE TALLY SHEET.

OFFICE NAME	CANDIDATE NAME	PARTY	TALLY MARKS	TOTAL VOTES

C-16 UNI
LIBERTY SYSTEMS LLC
July 2023 v3

PRECINCT NO. _____



MAKING DUPLICATE BALLOTS

DAMAGED BALLOTS

If it is necessary to remake any damaged ballots, the duplicate ballot is to be marked the same as the original ballot.

Remake the ballot **before** inserting it into the tabulator. If a ballot will not go through the tabulator and the voter is still present, spoil the ballot and reissue another ballot for the voter to complete.

REMAKING PROCEDURES

Two Judges, one from each political party, shall remake the spoiled or damaged ballot in the following manner:

1. Use an official ballot of the same ballot style and, if applicable, political affiliation.
2. Mark the duplicate ballot with a specialized pen—like the pens placed in voting booths.
3. One Judge reads the candidate/referenda choices to be marked on the duplicate ballot while the other Judge marks the ballot.
4. Proof the duplicate ballot by exchanging duties (i.e., the Judge who marked the ballot should read the names, and the Judge who read the names should confirm that the voted contests match).
5. Consecutively number each pair of duplicated ballots with a red pen. The first damaged ballot is marked "Damaged Ballot No. 1" and the corresponding duplicated ballot is marked "Duplicated Damaged Ballot No. 1." The next damaged ballot should be labeled "Damaged Ballot No. 2," and so on.
6. Use a red pen to initial the duplicated ballot as you would a normally distributed ballot.
7. Place the original ballot in the envelope for Defective and Spoiled Ballots and feed the duplicate ballot through the Tabulator.

DELIVERING TO THE ELECTION AUTHORITY

1. Two Judges, one from each political party, immediately transport results, equipment (if directed by the Election Authority), and supplies to the Election Authority. **The two Judges must travel in the same vehicle to make the delivery.**
2. Upon arrival and delivery to the Election Authority, officials acting on behalf of the Election Authority will process and check the materials. The two Judges who transported the materials are responsible for making any necessary corrections to their materials. After everything is processed and confirmed to be in order, the Election Authority will inform the transportation Judges that they have completed their responsibilities and may go home.

EQUIPMENT GUIDE

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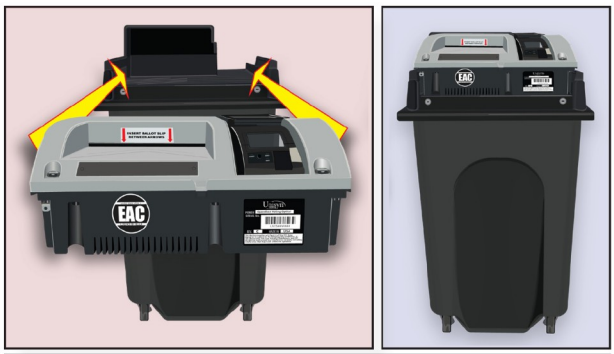
OVO TABULATOR

If your polling place is using the FVS Tabulator, skip this section.



OPENING THE POLLS [OVO]

1. Slide the OVO Tabulator into the top of the Ballot Box (OVO) as shown.
2. Lock the Tabulator into place using the **blue key** and turning the key to the left.

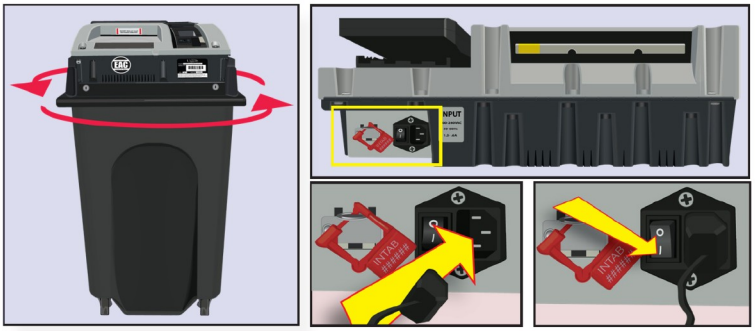


STEP 1

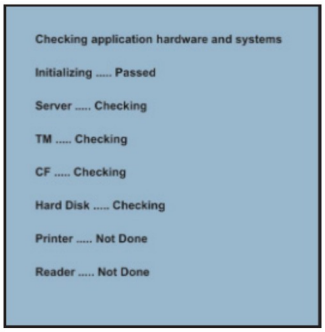


STEP 2

3. The power cord port and power switch are on the back left corner. Plug the power cord into the Tabulator and the other end into the power source.
4. Flip the power switch from "O" to "I" (*"I" is ON and "O" is OFF*).
5. The Tabulator will power on and immediately begin a System Check. *This will take approximately three minutes.*

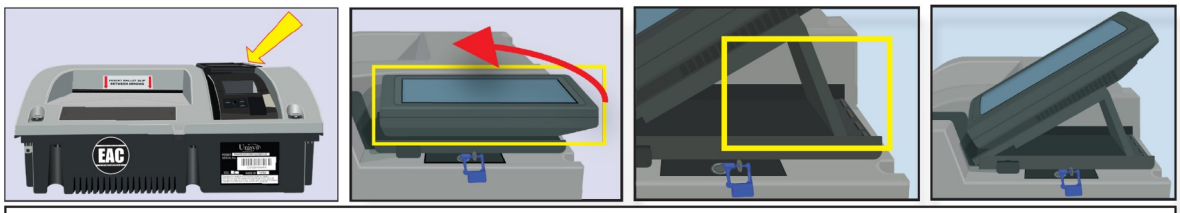


STEPS 3 & 4



STEP 5

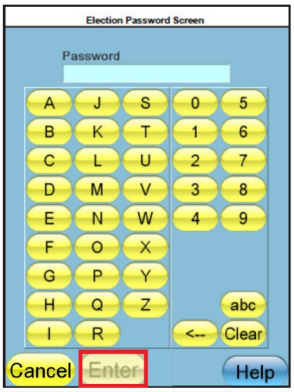
6. Locate the screen on the Tabulator. Lift and prop up the screen by gently placing a hand at the top of the screen and lifting it forward. There is a kickstand on the back of the screen; please make sure it is securely propped against the stopper at the back of the Tabulator.



STEP 6

OPENING THE POLLS [OVO] (CONTINUED)

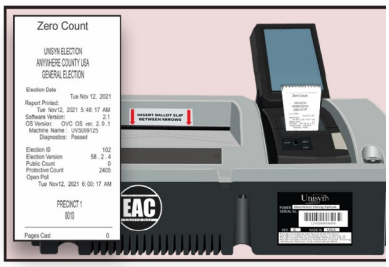
7. When the “Election Password Screen” appears, enter the Election Password provided by your Election Authority, and press “Enter.”
8. When the System Check is complete and the password has been entered, the OVO will print a “Machine Info” Report. *Save this report.*
9. After the “Machine Info” Report prints, a “Zero Count” Report will print as well. One “Zero Count” Report will print per ballot style coded to your polling place. *Save this report after all Judges have signed it.*



STEP 7

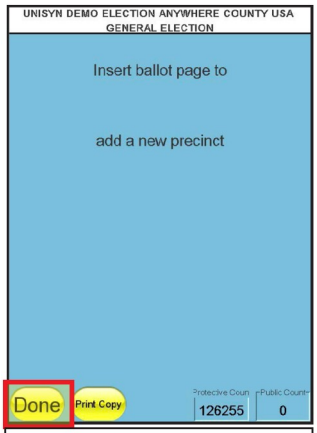


STEP 8

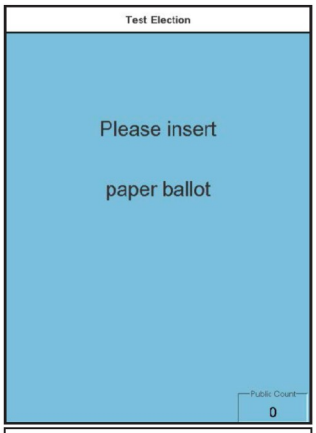


STEP 9

10. When the screen prompting you to add precincts appears, press “Done.”
11. The “Voting Screen” will appear stating *“Please insert paper ballot.”* ***The OVO Tabulator is ready and ballots may be inserted.***



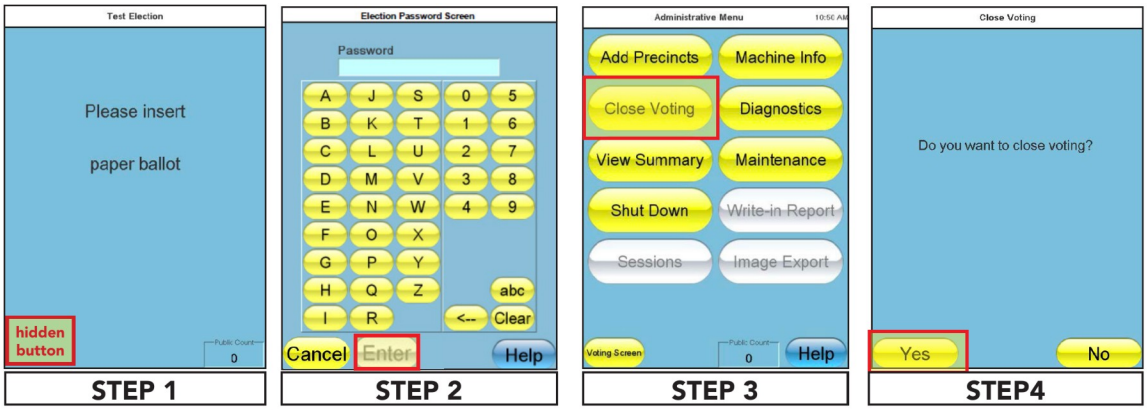
STEP 10



STEP 11

CLOSING THE POLLS [OVO]

1. To begin, press the hidden button in the lower left corner of the screen. *The button will not actually be visible. The area in the image below is highlighted for Judges' convenience.*
2. Enter the Election Password and press "Enter."
3. When the "Administrative Menu" opens, press "Close Voting."
4. Press the "Yes" button to close voting. When asked to confirm, press "Yes" again.

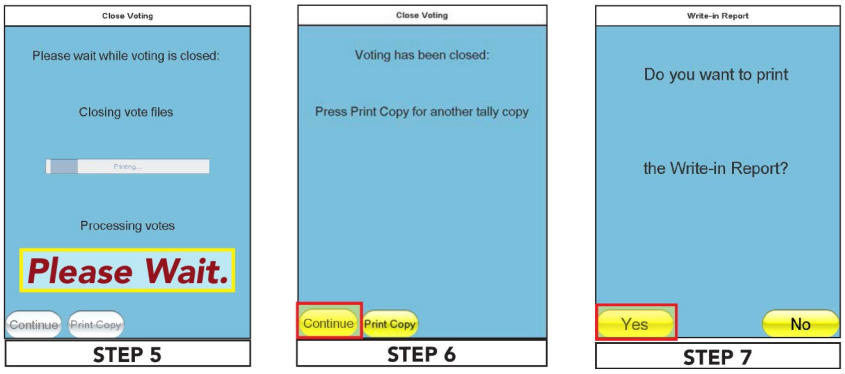


Wait a few minutes while the votes are processed.

5. When complete, the "Election Summary" Report will print. *Save this report after all Judges have signed it.*
6. If required, print additional copies. When finished printing, press "Continue."
7. The "Write-In Report" screen will appear asking if you want to print a Write-In Report; press "Yes." *Save this report after all Judges have signed it.*

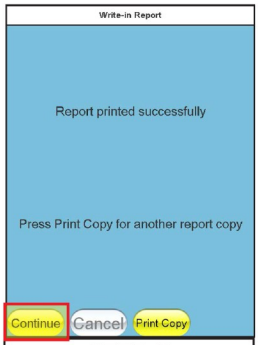
Judges will need a minimum of two copies of the "Write-In" Report. Your Election Authority may require more.
Please verify with your Election Authority how many copies you will need to print.

Some Election Authorities may have requested the Tabulator be programmed to print the required number of copies of the "Election Summary" Report during the initial printing. In this case, Judges will not need to press "Print Copy" and may proceed with the closing process. If your Election Authority has requested multiple copies of the "Election Summary" Report, and the OVO only prints one copy, you will need to press "Print Copy" until you have printed the required number of reports.

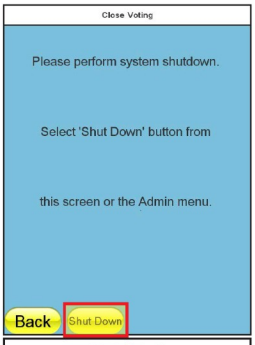


CLOSING THE POLLS [OVO] (CONTINUED)

8. If additional copies are required, press “Print Copy.” When finished printing, press “Continue.”
9. The “Close Voting” screen will appear. Press “Shut Down” and when prompted to confirm, press “Yes.”



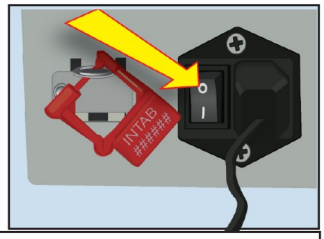
STEP 8



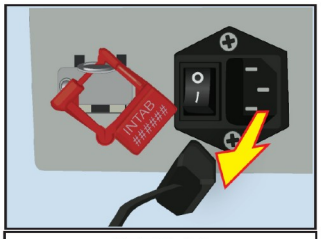
STEP 9

10. Wait *twenty seconds* for the screen to display “No Signal.” Once the screen reads “No Signal,” flip the power switch from “I” to “O.” (*“I” is ON and “O” is OFF*)
11. Unplug the power cord from the Tabulator and the power source.



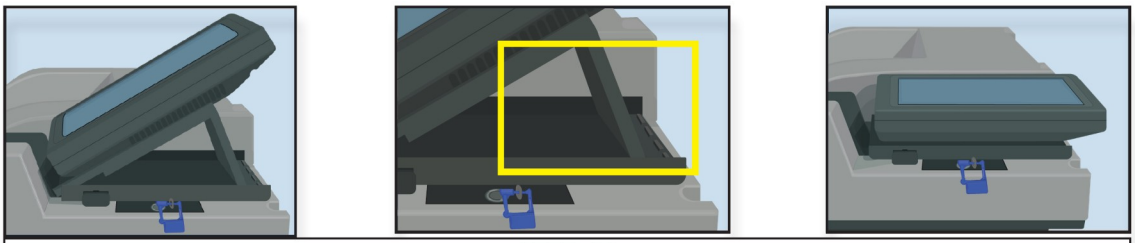


STEP 10



STEP 11

12. Return the screen to the shipping position by gently lifting the screen, adjusting the kickstand, and laying the screen flat against the OVO.



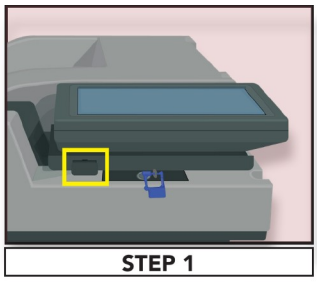
STEP 12

REMOVING THE TM STICK [OVO]

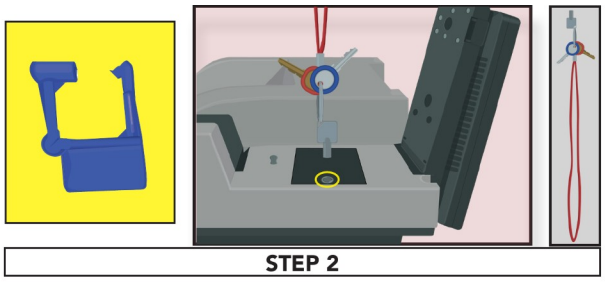
If you have been instructed by your Election Authority to return the TM Stick, proceed with the following instructions before continuing on to the "Preparing for Transport" instructions.

If not, skip to the "Preparing for Transport" section.

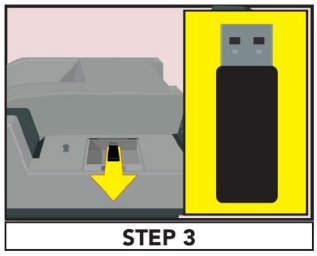
1. Press and hold the button on the side of the display and lift the screen.
2. Break the blue seal and insert the barrel key into the lock on top of the TM compartment.
3. Gently remove the TM Stick.
4. Replace the cover, lock it, and lower the display back to the shipping position.



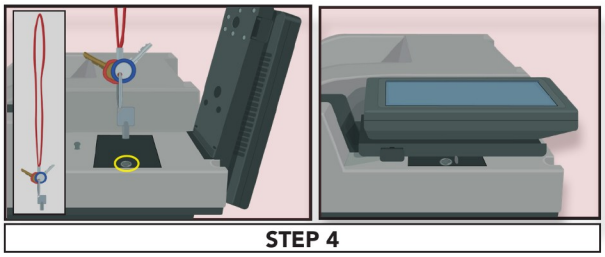
STEP 1



STEP 2



STEP 3

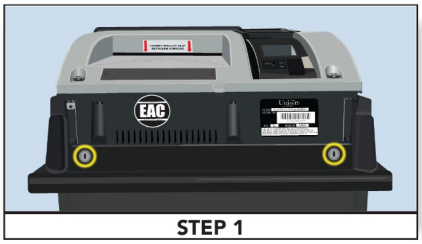


STEP 4

PREPARING FOR TRANSPORT [OVO]

If you have <u>not</u> been instructed to return the equipment, skip to this section.

1. Unlock the front of the ballot box.
2. Slide the Tabulator out from the top of the ballot box.
3. Place the Tabulator back in the travel case provided.
4. Follow any further instructions from your Election Authority regarding the transportation of the OVO Tabulator (*and TM Stick*).



STEP 1



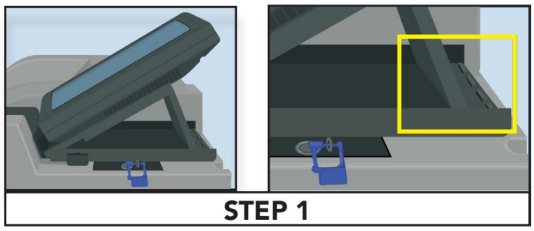
STEP 2

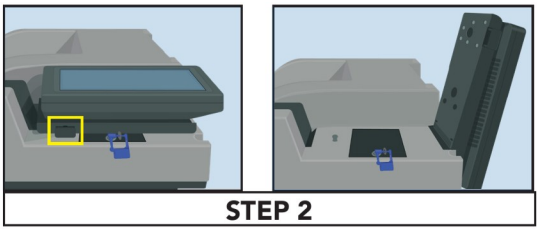
CHANGING THE PAPER ROLL [OVO]

A printer error may display for a few reasons: "paper is low," "no paper," or a printer error during the System Check when opening the polls.

TO CHANGE THE PRINTER PAPER ROLL, PROCEED WITH THE FOLLOWING INSTRUCTIONS:

1. Lift the display screen, fold the kickstand against the back of the screen, and lay the screen down.
2. Press and hold the button on the right side of the base of the screen. Lift the display towards the back of the OVO.

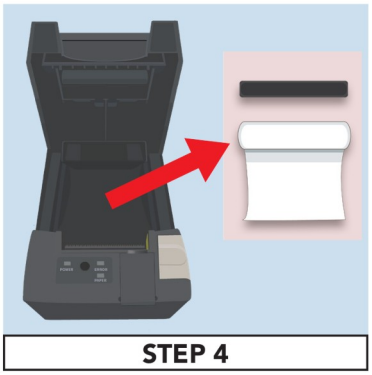

STEP 1

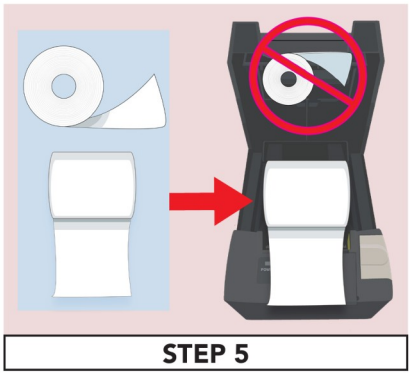

STEP 2

3. Open the printer cover by pressing the lever on the bottom right of the printer and lift the cover.
4. Remove the used paper roll.
5. Insert the new paper roll with the paper feeding from <u>underneath</u> the roll. ***Do not feed the paper over the top of the roll.***

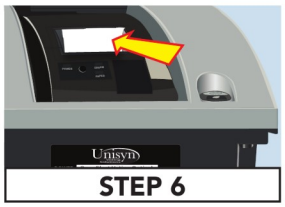


STEP 3

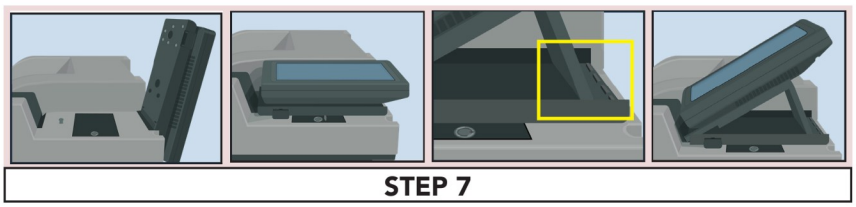

STEP 4


STEP 5

6. Pull out a small amount of paper, feed it through the opening, and close the cover. The printer will reset by chopping off the excess paper fed through the opening. Dispose of the excess paper.
7. Return the display to its upright operating position.



STEP 6


STEP 7

FVS TABULATOR

If your polling place is using the OVO Tabulator, skip this section.



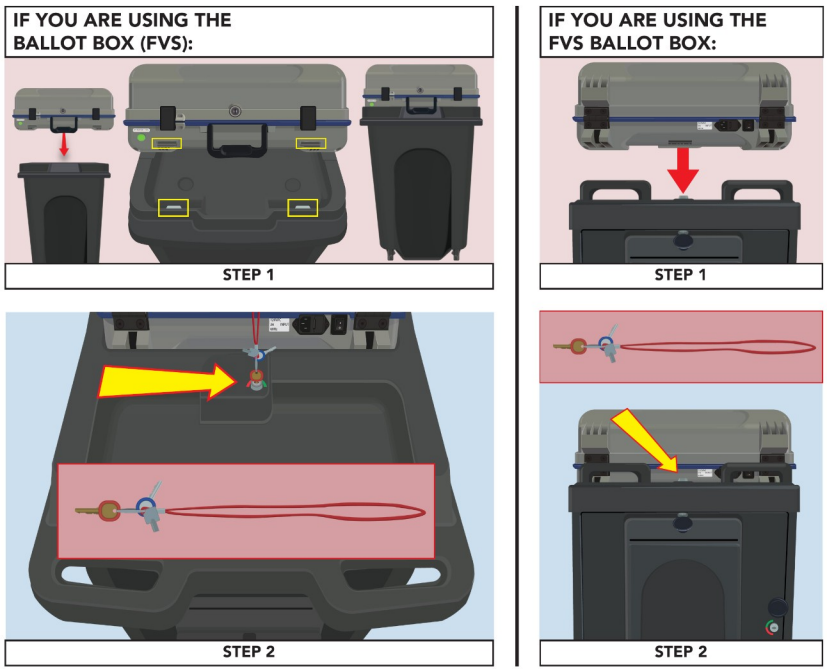
OPENING THE POLLS [FVS]

The FVS can be fitted to two types of ballot box. You may have multiple ballot boxes at your polling place, but they are most likely all going to be of the same type. It is important to be aware of the type, or style, of ballot box you will be using, as we will be referencing both styles throughout the FVS section.

To distinguish between the two before moving forward, the first style of ballot box (pictured below on the left) will be referred to as “Ballot Box (FVS).” The second style of ballot box (pictured below on the right) is specifically designed for the FVS Tabulator; therefore, it will be referred to as “FVS Ballot Box.”

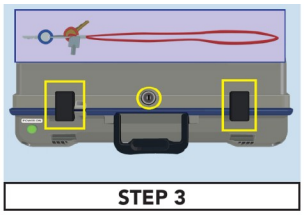
Note: The lid on both the Ballot Box (FVS) and the FVS Ballot Box will have metal tabs that must be fitted into the slots on the bottom front of the FVS. In order to fit these metal tabs into the openings, you will need to tilt the machine forward slightly when placing the FVS on top of the ballot box.

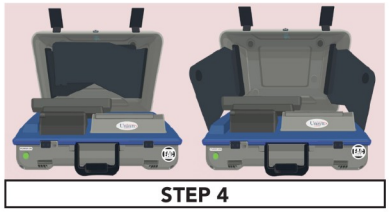
1. Place the FVS Tabulator onto the top of the ballot box as shown below.
2. Use the **red key** to lock the lock on the lid directly behind the FVS.

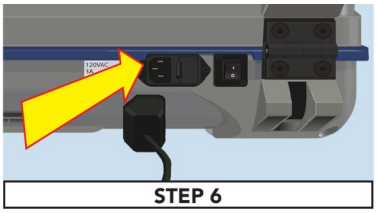


OPENING THE POLLS [FVS] (CONTINUED)

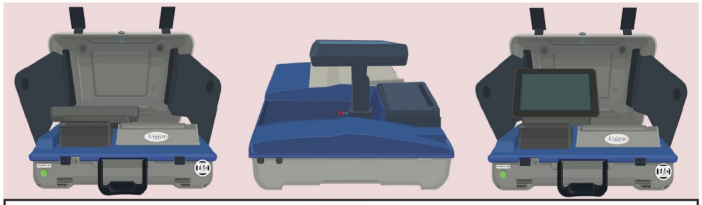
3. Unlock the FVS case with the **blue key** and unfasten the latches.
4. Lift the lid and unfold the privacy panels.
5. Hold the screen and gently lift up. After you hear the stand click into place, tilt the screen forward to rest at a comfortable angle.
6. The power cord port and power switch are on the back right corner. Plug the power cord into the Tabulator and the other end into the power source.
7. Flip the power switch from "O" to "I" (*"I" is ON and "O" is OFF*).

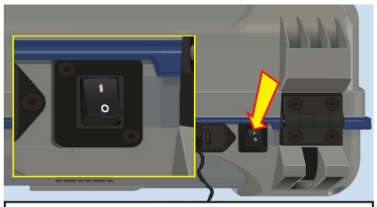

STEP 3


STEP 4

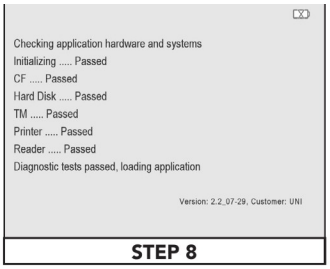


STEP 6

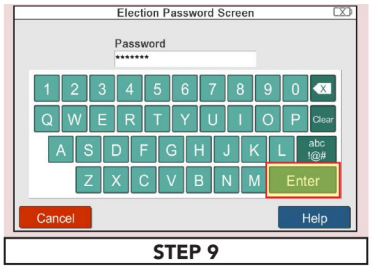

STEP 5


STEP 7

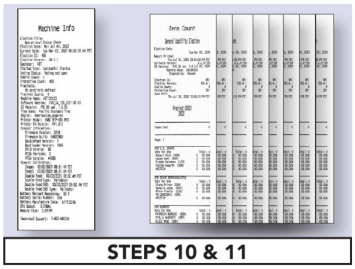
8. The FVS will begin a System Check. If any errors occur during these tests, contact your Election Authority.
9. A password will be required. Enter the password provided by your Election Authority.
10. When the System Check is complete and the password has been entered, the FVS will print a "Machine Info" Report. *Save this report.*
11. After the "Machine Info" Report prints, a "Zero Count" Report will print as well. One "Zero Count" Report will print per ballot style. *Save this report after all Judges have signed it.*
12. Press the "Done" button.
13. The "Voting Screen" will appear indicating that voting is open and ballots may be inserted.

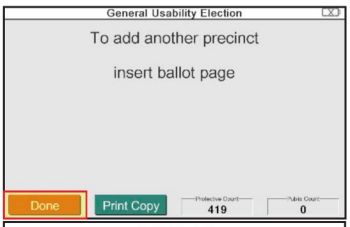


STEP 8

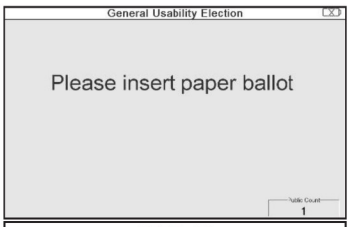


STEP 9


STEPS 10 & 11



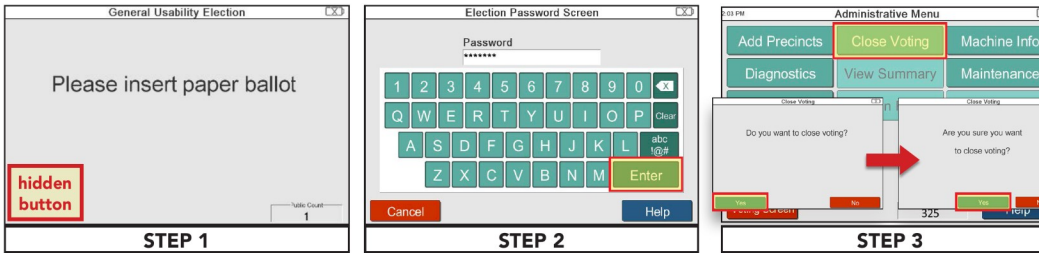
STEP 12



STEP 13

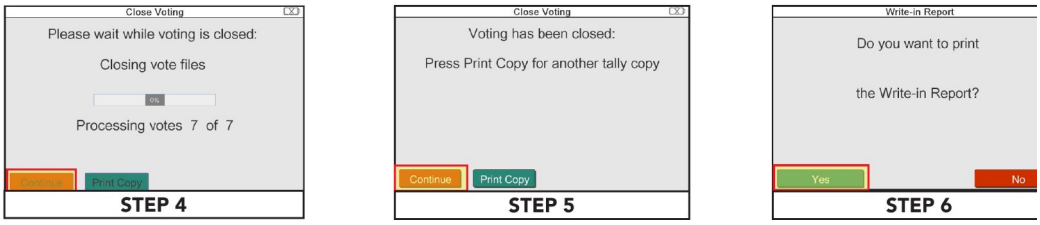
CLOSING THE POLLS [FVS]

1. To begin closing, access the “Administrative Menu” screen by pressing the hidden button in the lower left-hand corner of the screen. *The button will not be visible on screen.*
2. The “Election Password Screen” will appear. Enter the Election Password provided and press “Enter.”
3. The “Administrative Menu” will open. Press “Close Voting.” You will be prompted to confirm *twice*. Press “Yes” *both* times.



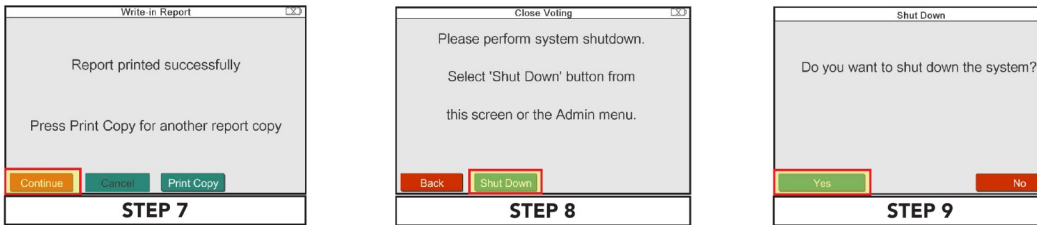
STEP 1 | STEP 2 | STEP 3

4. Wait a few minutes while the votes are processed. The “Election Summary” Report will print when finished. *Save this report after all Judges have signed it.*
5. If required, print additional copies with “Print Copy.” When finished printing, press “Continue.”
6. The “Write-In Report” screen will appear. Press “Yes.” The “Write-In Report” will print. *Save this report after all Judges have signed it.*
7. If required, print additional copies with “Print Copy.” If not, press “Continue.”
8. The “Close Voting” screen will appear. Press “Shut Down.”



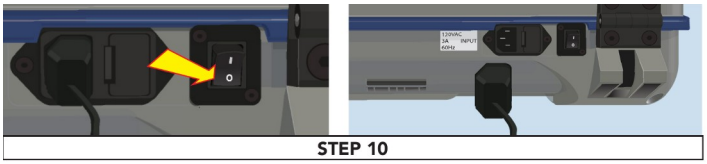
STEP 4 | STEP 5 | STEP 6

Some Election Authorities may have requested the Tabulator be programmed to print the desired number of copies of the “Election Summary” Report during the initial printing. In this case, the Judges will not have to press “Print Copy.” *Please verify with your Election Authority how many copies of the report you will need.*



STEP 7 | STEP 8 | STEP 9

9. Another screen will appear prompting you to confirm; press “Yes.”
10. Wait *twenty seconds* for the screen to go black. Once the screen goes black, flip the power switch from “I” to “O” (*“I” is ON and “O” is OFF*). Unplug the power cord from the FVS.

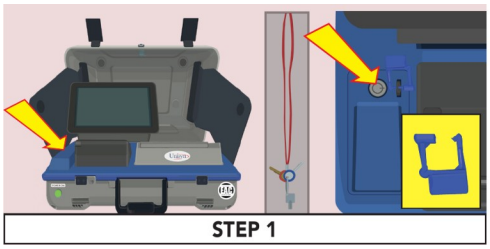


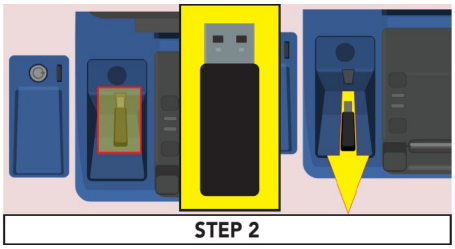
STEP 10

REMOVING THE TM STICK [FVS]

If you have been instructed to return the TM Stick, continue with the following instructions.
If not, skip this section and go directly to the "Preparing for Transport" section.

1. Break the blue seal, insert the ***barrel key*** into the lock to the left of the printer, and remove the cover.
2. Gently remove the TM Stick.
3. Replace the cover and lock it back into place.



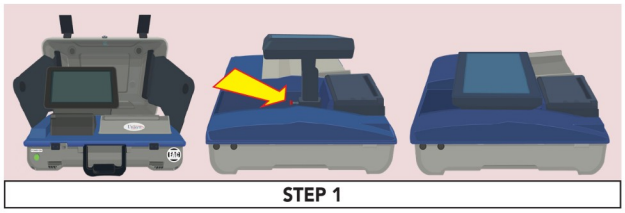


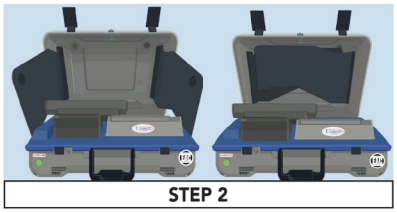


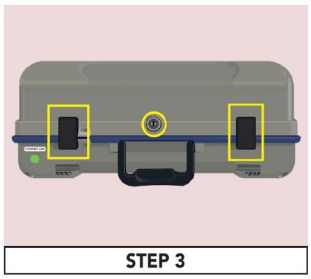
PREPARING FOR TRANSPORT [FVS]

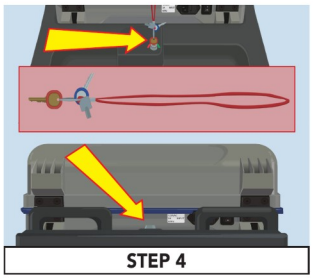
Your Election Authority may have more specific instructions for how they want materials and equipment handled; please defer to their instructions when available.

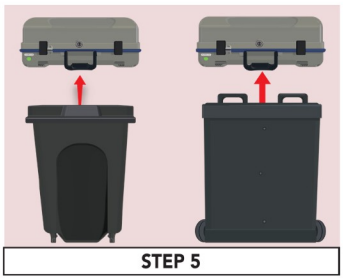
1. Tilt the screen back so it is parallel to the ground. Then use the red button at the base of the stand to release the lock mechanism and gently lower the screen back to the shipping position.
2. Fold the privacy panels back into the shipping position.
3. Close the FVS cover, latch the fasteners, and lock it (**blue key**).
4. Using the **red key**, unlock the lock on the lid of the ballot box used to secure the Tabulator to the lid.
5. Remove the Tabulator from the top of the ballot box.
6. Follow any further instructions from your Election Authority regarding the transportation of the FVS Tabulator (*and TM Stick*).









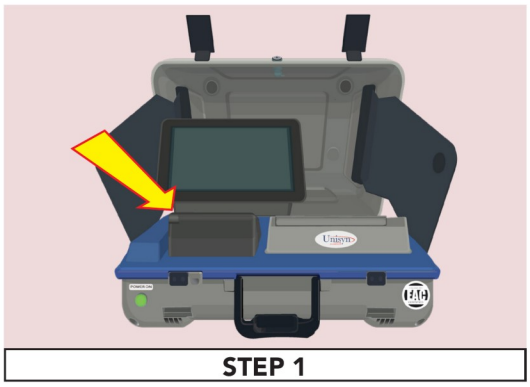


CHANGING THE PAPER ROLL [FVS]

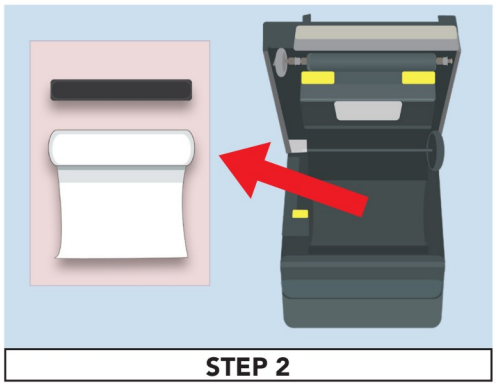
A printer error may display for a few reasons: "paper is low," "no paper," or a printer error during the System Check when opening the polls.

TO CHANGE THE PRINTER PAPER ROLL, PROCEED WITH THE FOLLOWING INSTRUCTIONS:

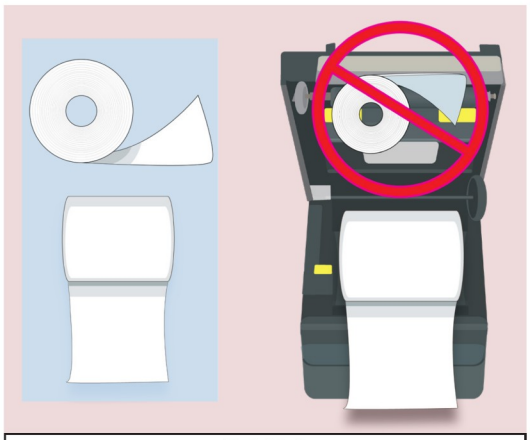
1. To open the printer, push the printer cover release button on the front left corner of the top of the printer.
2. Remove the low or empty paper roll from the printer.
3. Insert the new roll of paper, making sure to feed the paper from ***underneath*** the roll. ***Do not feed the paper over the top of the roll.***
4. Close the printer by firmly pushing down until you hear it click into place.
5. The printer will activate and push out a small amount of paper to indicate it is ready to print.



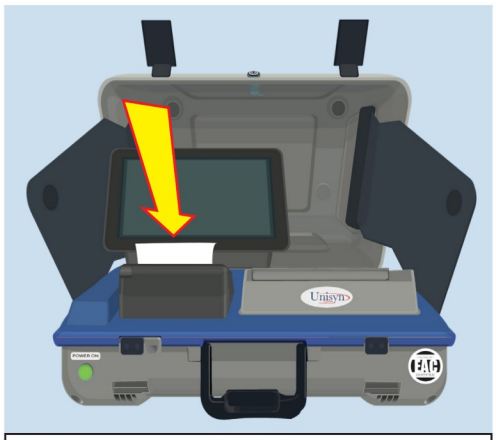
STEP 1



STEP 2

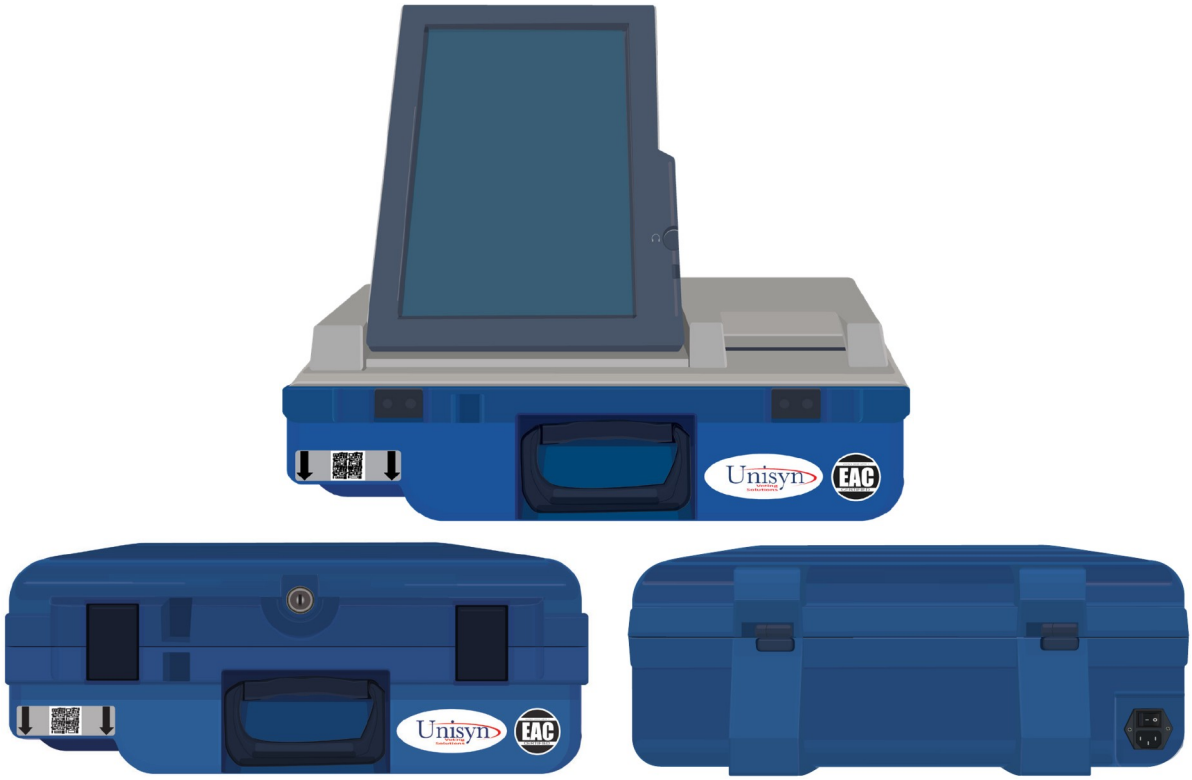


STEP 3



STEP 4

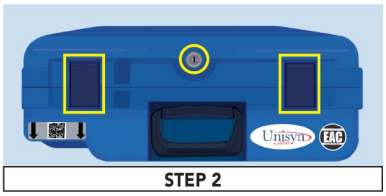
FVT TOUCHSCREEN



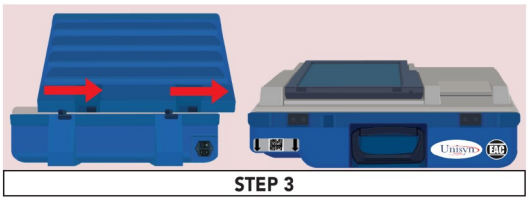
OPENING THE POLLS [FVT]

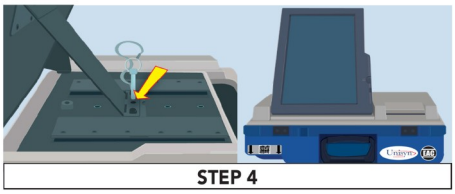
1. Place the FVT Touchscreen in the designated ADA location.
2. Unlock the front (**blue key**) of the device and unfasten the latches.


STEP 1

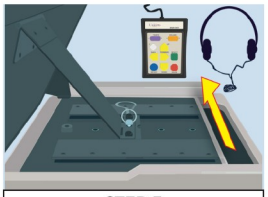

STEP 2

3. Remove the cover and place it in a safe location. The screen will be laid flat in the shipping position.
4. Gently lift the screen and prop it up by sliding the pin through the kickstand's slide and into the electrical cover. Make sure the screen rests at an accessible angle for voters to use comfortably.

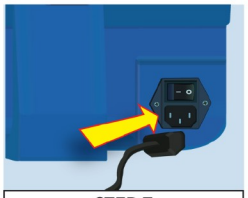

STEP 3

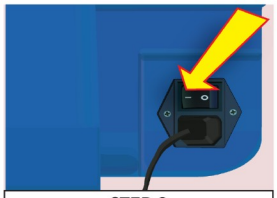

STEP 4

5. Remove the keypad and headphones from the compartment behind the screen.
6. Plug the headphones into the jack on the right side of the display.
7. Plug the power cord into the back of the FVT.
8. Power on the FVT by flipping the power switch from "O" to "I" (*"I" is ON and "O" is OFF*).

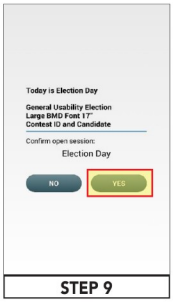

STEP 5


STEP 6

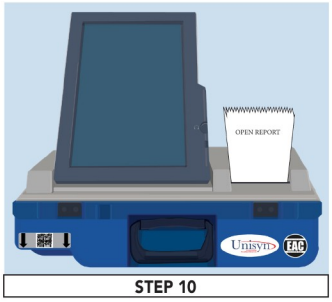

STEP 7


STEP 8

9. The "Election Day" screen will appear. Press "Yes" to confirm it is Election Day.
10. An "Open Report" will print. *Sign and save this report with the other reports.*
11. The "Welcome Screen" will appear. The FVT Touchscreen is ready for voting.



STEP 9



STEP 10



STEP 11

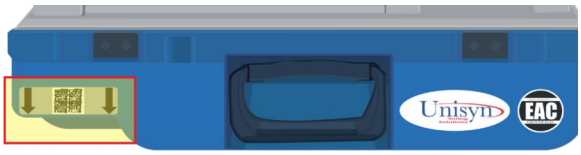
CLOSING THE POLLS [FVT]

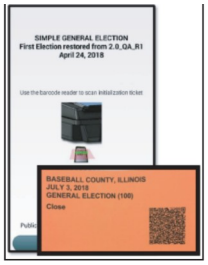
INITIATING THE CLOSING PROCESS

IF YOU ARE USING THE FVT BARCODES…

1. At the Welcome Screen, scan the orange “Close” barcode. The scanner is under the front left corner of the FVT.

Proceed to “Finishing the Closing Process” to continue the closing process.





IF YOU ARE USING THE FVT MANUAL ENTRY…

1. To begin, push the “Manual Entry” button at the bottom of the screen.
2. Enter the Election Password provided by your Election Authority and press “Enter.”
3. The “Precinct ID Entry” screen will appear. Press the “Admin” button.
4. When the “Admin” screen opens, press the “Close Voting” tab in the left panel.
5. Next, press “Close Voting” in the right panel when it appears.

Proceed to “Finishing the Closing Process” to continue the closing process.



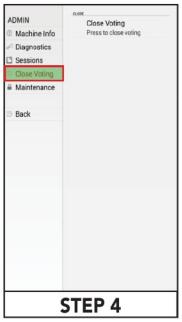
STEP 1



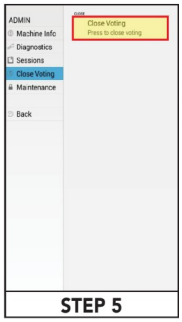
STEP 2



STEP 3



STEP 4



STEP 5

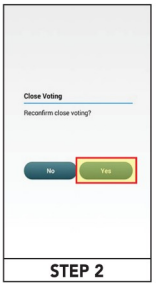
FINISHING THE CLOSING PROCESS

1. The “Close Voting” screen will appear requesting confirmation; press “Yes.”
2. You will be asked to reconfirm. Press “Yes” again.
3. The “Close Report” will print.
4. You will be asked if you want to reprint the report. When you are finished printing, press “No.” *Save this report after all Judges have signed it.*

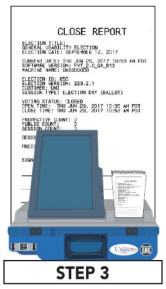
After completing Step 4, the “Power Off” screen will appear.



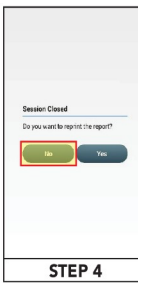
STEP 1



STEP 2



STEP 3



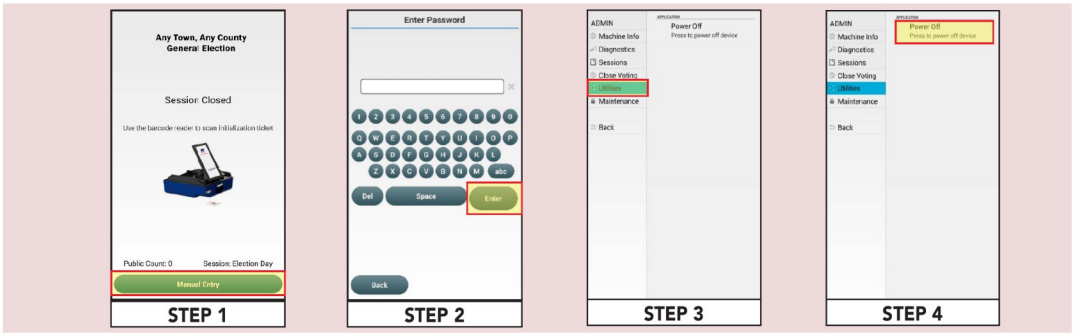
STEP 4

PREPARING FOR TRANSPORT [FVT]

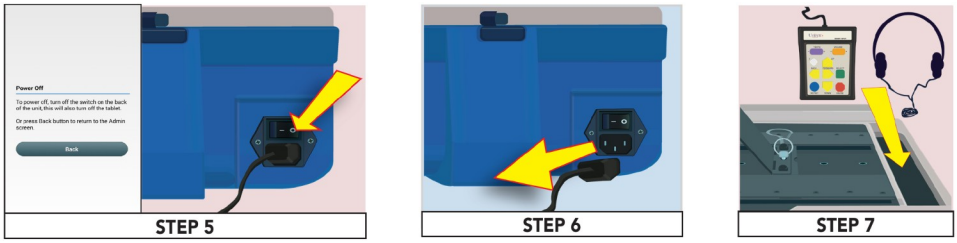
If, for any reason, you find yourself back at the "Welcome Screen," proceed from Step 1.

If you are preparing for transport after closing voting and the FVT is on the "Power Off" screen, proceed from Step 5.

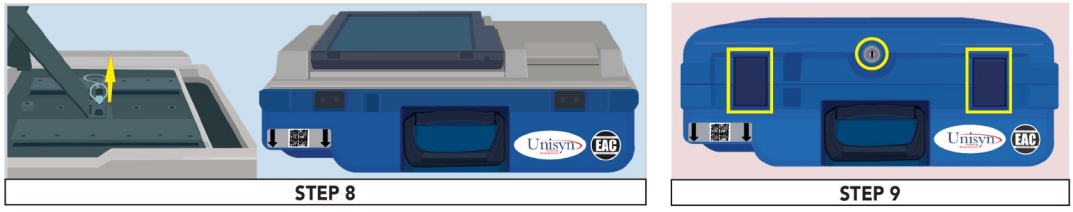
1. Once back at the "Welcome Screen," press "Manual Entry."
2. When the "Password Screen" opens, enter the Election Password and press "Enter." **If the "Precinct ID" screen appears, press the "Admin" button in the upper right corner of the screen in order to open the "Admin" screen and proceed with Step 3.**
3. On the "Admin" screen, press the "Utilities" tab in the left panel.
4. Once in the "Utilities" tab, press "Power Off" in the right panel.



5. The "Power Off" screen will appear. To finish the shutdown process, flip the power switch from "I" to "O" (*"I" is ON and "O" is OFF*).
6. Remove the power cord from the port on the back of the machine.
7. Return the headphones and keypad to their compartment.



8. Remove the pin from the kickstand and gently lower the screen back to its shipping position.
9. Finally, replace the lid. To secure it in place, fasten the latches and lock the front (**blue key**).

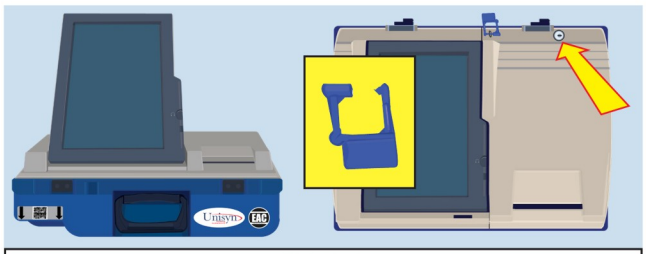


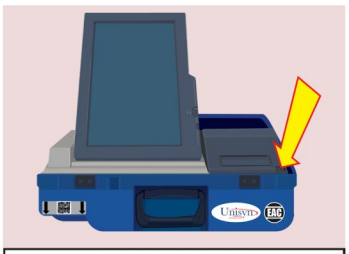
CHANGING THE PAPER ROLL [FVT]

A printer error may display for a couple of reasons: either "paper is low" or "no paper."

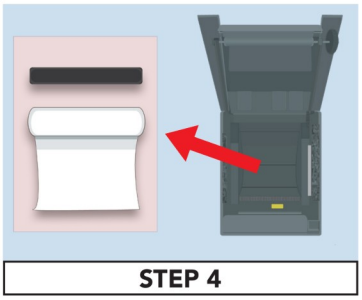
TO CHANGE THE PRINTER PAPER ROLL, PROCEED WITH THE FOLLOWING INSTRUCTIONS:

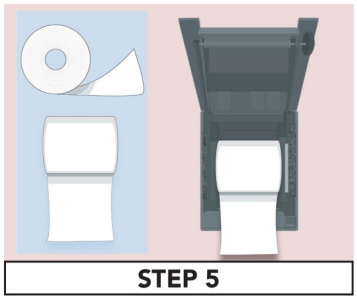
1. Use the **blue key** provided to unlock the gray printer cover on the back right side of the top of the FVT.
2. Remove the cover and set it to the side.
3. Open the printer lid by pressing the lever on the bottom right corner of the printer and lifting the lid.

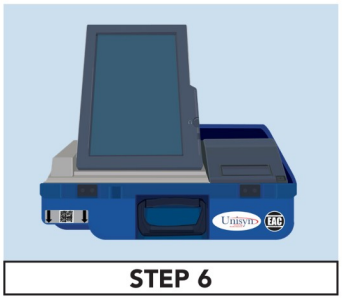




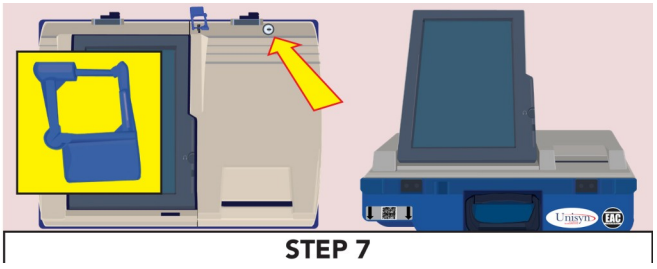
4. Remove the used paper roll.
5. Insert the new paper roll, making sure to feed the paper from underneath the roll. ***Do not feed the paper over the top of the roll.***
6. Pull out a small amount of paper and close the cover. Press down on both sides of the cover to secure it properly. The printer will reset by cutting off the excess paper fed through the opening.







7. Replace the printer cover and lock it into place (**blue key**). Resecure the cover with a blue security seal found in your Supply Bag.



Important to note: If the paper roll is changed while the power to the FVT is turned off, the printer will not trim the excess paper. This will cause the machine to print a paper ballot that is *not the correct length*, which may cause the Tabulator to reject the ballot as "invalid."

Always change the paper roll when the power is on.

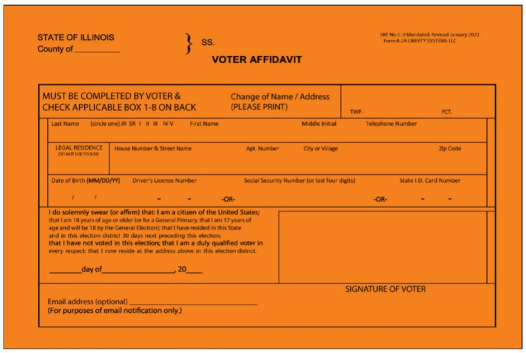
SUPPLY INVENTORY

SUPPLY INVENTORY..... 73–83
AFFIDAVIT BINDER..... 74–75
GREEN BAG..... 76–77
PRECINCT ENVELOPE..... 78–79
PRECINCT SUPPLY BAG..... 80
RED POLLING PLACE BAG..... 81–83

AFFIDAVIT BINDER

The Affidavit Binder contains the following affidavits for use on Election Day (in binder order):

1. B-2A Voter Affidavit
2. C-4 30 Day Residence Change Affidavit
3. B-2B (front) Supporting Affidavit / B-2B (back) Oath of Assistance
4. B-3 Affidavit of U.S. Service Voter
5. B-10 Address Correction of Fail Safe Voter
6. B-14 Voter Code Correction
7. B-5 Application to Vote (blank)



STATE OF ILLINOIS
County of _____ } SS.

VOTER AFFIDAVIT

MUST BE COMPLETED BY VOTER & CHECK APPLICABLE BOX 1-8 ON BACK

Change of Name / Address (PLEASE PRINT)

TWP. PCT.

Last Name (circle one) JR SR I II III IV V | First Name | Middle Initial | Telephone Number

LEGAL RESIDENCE (DO NOT USE PO BOX) | House Number & Street Name | Apt. Number | City or Village | Zip Code

Date of Birth (MM/DD/YY) | Driver's License Number | Social Security Number (or last four digits) | State I.D. Card Number

/ / - - -OR- -OR- - -

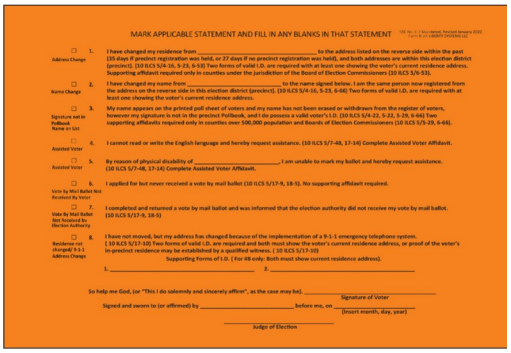
I do solemnly swear (or affirm) that: I am a citizen of the United States; that I am 18 years of age or older (or for a General Primary, that I am 17 years of age and will be 18 by the General Election); that I have resided in this State and in this election district 30 days next preceding this election; that I have not voted in this election; that I am a duly qualified voter in every respect that I now reside at the address above in this election district.

_____day of_____, 20____

SIGNATURE OF VOTER

Email address (optional) _____
(For purposes of email notification only.)

B-2A [*front*]**:** Voter Affidavit



MARK APPLICABLE STATEMENT AND FILL IN ANY BLANKS IN THAT STATEMENT

☐ 1. Address Change — I have changed my residence from _____ to the address listed on the reverse side within the past (35 days if precinct registration was held, or 27 days if no precinct registration was held), and both addresses are within this election district (precinct). (10 ILCS 5/4-16, 5-23, 6-53) Two forms of valid I.D. are required with at least one showing the voter's current residence address. Supporting affidavit required only in counties under the jurisdiction of the Board of Election Commissioners (10 ILCS 5/6-53).

☐ 2. Name Change — I have changed my name from _____ to the name signed below. I am the same person now registered from the address on the reverse side in this election district (precinct). (10 ILCS 5/4-16, 5-23, 6-66) Two forms of valid I.D. are required with at least one showing the voter's current residence address.

☐ 3. Signature not in Pollbook Name on List — My name appears on the printed poll sheet of voters and my name has not been erased or withdrawn from the register of voters, however my signature is not in the precinct Pollbook, and I do possess a valid voter's I.D. (10 ILCS 5/4-22, 5-22, 5-23, 6-66) Two supporting affidavits required only in counties over 500,000 population and Boards of Election Commissioners (10 ILCS 5/5-29, 6-66).

☐ 4. Assisted Voter — I cannot read or write the English language and hereby request assistance. (10 ILCS 5/7-48, 17-14) Complete Assisted Voter Affidavit.

☐ 5. Assisted Voter — By reason of physical disability of _____, I am unable to mark my ballot and hereby request assistance. (10 ILCS 5/7-48, 17-14) Complete Assisted Voter Affidavit.

☐ 6. Vote By Mail Ballot Not Received By Voter — I applied for but never received a vote by mail ballot (10 ILCS 5/17-9, 18-5). No supporting affidavit required.

☐ 7. Vote By Mail Ballot Not Received by Election Authority — I completed and returned a vote by mail ballot and was informed that the election authority did not receive my vote by mail ballot. (10 ILCS 5/17-9, 18-5)

☐ 8. Residence not changed/ 9-1-1 Address Change — I have not moved, but my address has changed because of the implementation of a 9-1-1 emergency telephone system. (10 ILCS 5/17-10) Two forms of valid I.D. are required and both must show the voter's current residence address, or proof of the voter's in-precinct residence may be established by a qualified witness. (10 ILCS 5/17-10)
Supporting Forms of I.D. (For #8 only: Both must show current residence address).

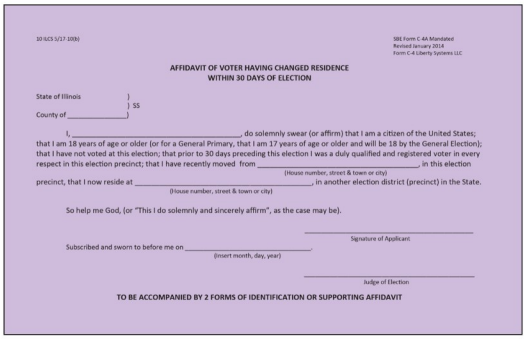
1. _____ 2. _____

So help me God, (or "This I do solemnly and sincerely affirm", as the case may be). _____
Signature of Voter

Signed and sworn to (or affirmed) by _____ before me, on _____
(Insert month, day, year)

_____
Judge of Election

B-2A [*back*]**:** Voter Affidavit



10 ILCS 5/17-10(b)

SBE Form C-4A Mandated Revised January 2014 Form C-4 Liberty Systems LLC

AFFIDAVIT OF VOTER HAVING CHANGED RESIDENCE WITHIN 30 DAYS OF ELECTION

State of Illinois)
) SS
County of _____)

I, _____, do solemnly swear (or affirm) that I am a citizen of the United States; that I am 18 years of age or older (or for a General Primary, that I am 17 years of age or older and will be 18 by the General Election); that I have not voted at this election; that prior to 30 days preceding this election I was a duly qualified and registered voter in every respect in this election precinct; that I have recently moved from _____ (House number, street & town or city), in this election precinct, that I now reside at _____ (House number, street & town or city), in another election district (precinct) in the State.

So help me God, (or "This I do solemnly and sincerely affirm", as the case may be).

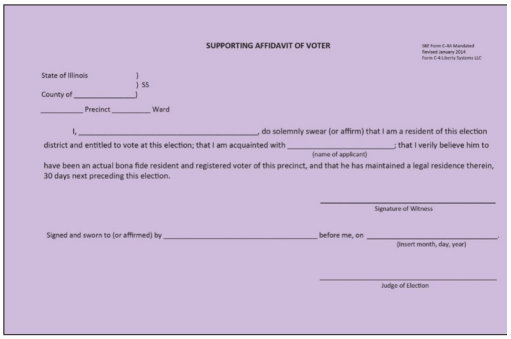
_____
Signature of Applicant

Subscribed and sworn to before me on _____ (insert month, day, year).

_____
Judge of Election

TO BE ACCOMPANIED BY 2 FORMS OF IDENTIFICATION OR SUPPORTING AFFIDAVIT

C-4 [*front*]**:**
30 Day Residence Change Affidavit



SUPPORTING AFFIDAVIT OF VOTER

SBE Form C-4A Mandated Revised January 2014 Form C-4 Liberty Systems LLC

State of Illinois)
) SS
County of _____)

_____ Precinct _____ Ward

I, _____, do solemnly swear (or affirm) that I am a resident of this election district and entitled to vote at this election; that I am acquainted with _____ (name of applicant); that I verily believe him to have been an actual bona fide resident and registered voter of this precinct, and that he has maintained a legal residence therein, 30 days next preceding this election.

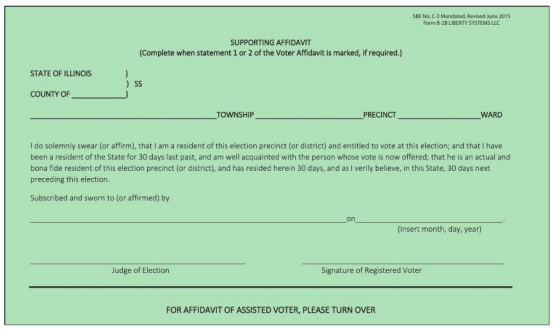
_____
Signature of Witness

Signed and sworn to (or affirmed) by _____ before me, on _____ (Insert month, day, year)

_____
Judge of Election

C-4 [*back*]**:**
Supporting Affidavit of Voter

AFFIDAVIT BINDER (CONTINUED)



SBE No. C-3 Mandated, Revised June 2015
Form B-2B LIBERTY SYSTEMS LLC

SUPPORTING AFFIDAVIT
(Complete when statement 1 or 2 of the Voter Affidavit is marked, if required.)

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

_____TOWNSHIP _____PRECINCT _____WARD

I do solemnly swear (or affirm), that I am a resident of this election precinct (or district) and entitled to vote at this election; and that I have been a resident of the State for 30 days last past, and am well acquainted with the person whose vote is now offered; that he is an actual and bona fide resident of this election precinct (or district), and has resided herein 30 days, and as I verily believe, in this State, 30 days next preceding this election.

Subscribed and sworn to (or affirmed) by

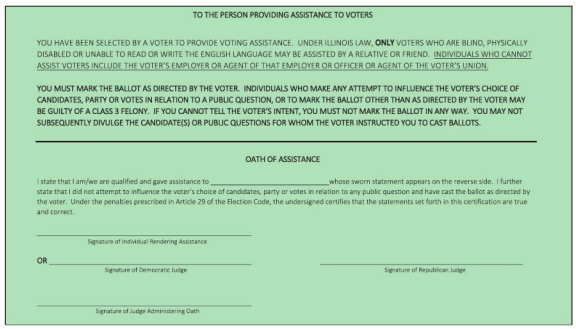
_____on_____.
(Insert month, day, year)

_____ Judge of Election

_____ Signature of Registered Voter

FOR AFFIDAVIT OF ASSISTED VOTER, PLEASE TURN OVER

B-2B [*front*]**:** Supporting Affidavit



TO THE PERSON PROVIDING ASSISTANCE TO VOTERS

YOU HAVE BEEN SELECTED BY A VOTER TO PROVIDE VOTING ASSISTANCE. UNDER ILLINOIS LAW, **ONLY** VOTERS WHO ARE BLIND, PHYSICALLY DISABLED OR UNABLE TO READ OR WRITE THE ENGLISH LANGUAGE MAY BE ASSISTED BY A RELATIVE OR FRIEND. INDIVIDUALS WHO CANNOT ASSIST VOTERS INCLUDE THE VOTER'S EMPLOYER OR AGENT OF THAT EMPLOYER OR OFFICER OR AGENT OF THE VOTER'S UNION.

YOU MUST MARK THE BALLOT AS DIRECTED BY THE VOTER. INDIVIDUALS WHO MAKE ANY ATTEMPT TO INFLUENCE THE VOTER'S CHOICE OF CANDIDATES, PARTY OR VOTES IN RELATION TO A PUBLIC QUESTION, OR TO MARK THE BALLOT OTHER THAN AS DIRECTED BY THE VOTER MAY BE GUILTY OF A CLASS 3 FELONY. IF YOU CANNOT TELL THE VOTER'S INTENT, YOU MUST NOT MARK THE BALLOT IN ANY WAY. YOU MAY NOT SUBSEQUENTLY DIVULGE THE CANDIDATE(S) OR PUBLIC QUESTIONS FOR WHOM THE VOTER INSTRUCTED YOU TO CAST BALLOTS.

OATH OF ASSISTANCE

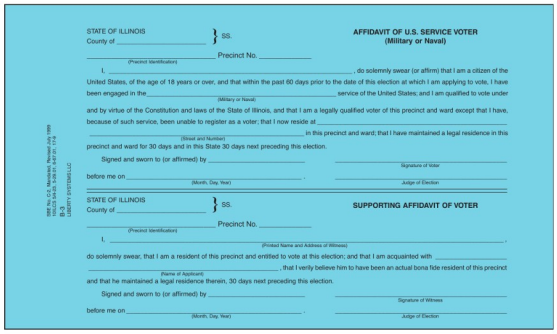
I state that I am/we are qualified and gave assistance to _____whose sworn statement appears on the reverse side. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

_____
Signature of Individual Rendering Assistance

OR _____ _____
Signature of Democratic Judge Signature of Republican Judge

_____
Signature of Judge Administering Oath

B-2B [*back*]**:** Oath of Assistance



STATE OF ILLINOIS
County of _____ } SS.

AFFIDAVIT OF U.S. SERVICE VOTER
(Military or Naval)

_____ Precinct No. _____
(Precinct Identification)

I, _____, do solemnly swear (or affirm) that I am a citizen of the United States, of the age of 18 years or over, and that within the past 60 days prior to the date of this election at which I am applying to vote, I have been engaged in the _____ service of the United States; and I am qualified to vote under
(Military or Naval)
and by virtue of the Constitution and laws of the State of Illinois, and that I am a legally qualified voter of this precinct and ward except that I have, because of such service, been unable to register as a voter; that I now reside at _____
(Street and Number)
in this precinct and ward; that I have maintained a legal residence in this precinct and ward for 30 days and in this State 30 days next preceding this election.

Signed and sworn to (or affirmed) by _____ _____
Signature of Voter

before me on _____, _____
(Month, Day, Year) Judge of Election

SBE No. C-5, Mandated, Revised July 1999
Form B-3 Sec. 3-5 to 3-5 of I.R.S.
B-3
LIBERTY SYSTEMS LLC

STATE OF ILLINOIS
County of _____ } SS.

SUPPORTING AFFIDAVIT OF VOTER

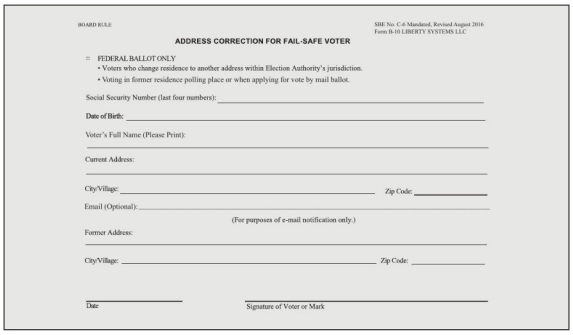
_____ Precinct No. _____
(Precinct Identification)

I, _____,
(Printed Name and Address of Witness)
do solemnly swear, that I am a resident of this precinct and entitled to vote at this election; and that I am acquainted with _____, that I verily believe him to have been an actual bona fide resident of this precinct
(Name of Applicant)
and that he maintained a legal residence therein, 30 days next preceding this election.

Signed and sworn to (or affirmed) by _____ _____
Signature of Witness

before me on _____, _____
(Month, Day, Year) Judge of Election

B-3: Affidavit of U.S. Service Voter



BOARD RULE

SBE No. C-6 Mandated, Revised August 2016
Form B-10 LIBERTY SYSTEMS LLC

ADDRESS CORRECTION FOR FAIL-SAFE VOTER

☐ FEDERAL BALLOT ONLY
- Voters who change residence to another address within Election Authority's jurisdiction.
- Voting in former residence polling place or when applying for vote by mail ballot.

Social Security Number (last four numbers): _____

Date of Birth: _____

Voter's Full Name (Please Print):
_____

Current Address:
_____

City/Village: _____ Zip Code: _____

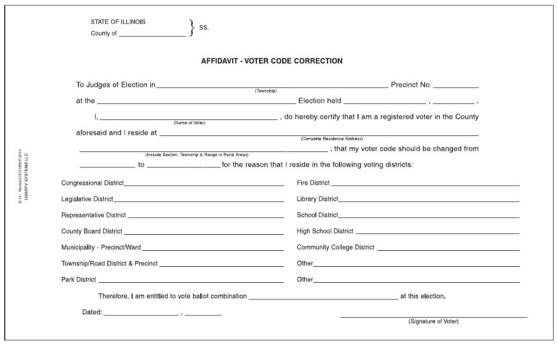
Email (Optional): _____
(For purposes of e-mail notification only.)

Former Address:
_____

City/Village: _____ Zip Code: _____

_____ _____
Date Signature of Voter or Mark

B-10: Address Correction of Fail Safe Voter



STATE OF ILLINOIS
County of _____ } SS.

AFFIDAVIT - VOTER CODE CORRECTION

To Judges of Election in _____ Precinct No. _____
(Township)
at the _____ Election held _____, _____,
I, _____, do hereby certify that I am a registered voter in the County
(Name of Voter)
aforesaid and I reside at _____
(Complete Residence Address)
_____; that my voter code should be changed from
(Include Section, Township & Range in Rural Areas)
_____ to _____ for the reason that I reside in the following voting districts:

Congressional District _____ Fire District _____
Legislative District _____ Library District _____
Representative District _____ School District _____
County Board District _____ High School District _____
Municipality - Precinct/Ward _____ Community College District _____
Township/Road District & Precinct _____ Other _____
Park District _____ Other _____

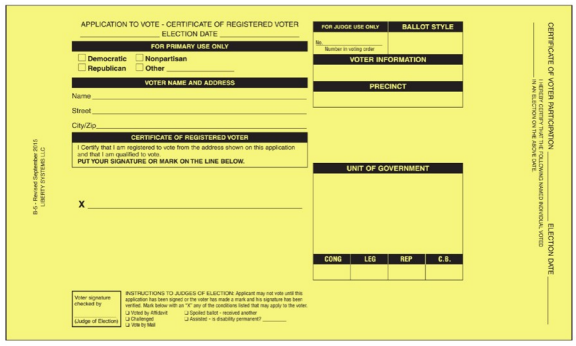
Therefore, I am entitled to vote ballot combination _____ at this election.

Dated: _____, _____

_____
(Signature of Voter)

B-14 - Revised 07/2015 (2017)
LIBERTY SYSTEMS LLC

B-14: Voter Code Correction



APPLICATION TO VOTE - CERTIFICATE OF REGISTERED VOTER
_____ ELECTION DATE _____

FOR PRIMARY USE ONLY
☐ Democratic ☐ Nonpartisan
☐ Republican ☐ Other _____

VOTER NAME AND ADDRESS
Name _____
Street _____
City/Zip _____

CERTIFICATE OF REGISTERED VOTER
I Certify that I am registered to vote from the address shown on this application and that I am qualified to vote.
PUT YOUR SIGNATURE OR MARK ON THE LINE BELOW.

X _____

FOR JUDGE USE ONLY **BALLOT STYLE**
No. _____
Number in voting order

VOTER INFORMATION

PRECINCT

UNIT OF GOVERNMENT

CONG	LEG	REP	C.D.

Voter signature checked by
Judge of Election

INSTRUCTIONS TO JUDGES OF ELECTION: Applicant may not vote until this application has been signed or the voter has made a mark and his signature has been verified. Mark below with an "X" any of the conditions listed that may apply to the voter.
☐ Voted by Affidavit ☐ Spoiled ballot - received another
☐ Challenged ☐ Assistant - is disability permanent? _____
☐ Vote by Mail

CERTIFICATE OF VOTER PARTICIPATION
I HEREBY CERTIFY THAT _____ VOTED
IN THIS ELECTION ON THE ABOVE DATE.
_____ ELECTION DATE

B-5 - Revised September 2015
LIBERTY SYSTEMS LLC

B-5: Application to Vote (blank)

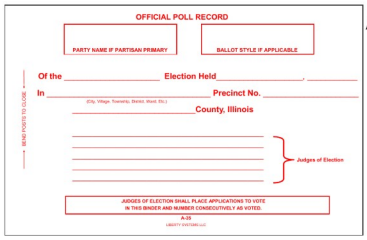
GREEN BAG

The Green Bag contains the following supplies for use on Election Day:

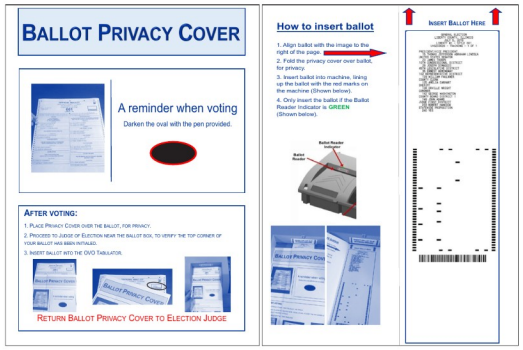
1. A-2 “Start Here” Sign
2. A-35 Official Poll Record
3. B-21 Ballot Privacy Cover
4. B-22 Demonstration Ballot
5. B-20 Spoiled Ballot Envelopes
6. B-16 Defective and Spoiled Ballots Envelope
7. B-23 FVT Touchscreen Narrative Sheet
8. B-23 Optical Scan Narrative Sheet
9. B-18 Election Judge Manual



A-2: ”Start Here” Sign



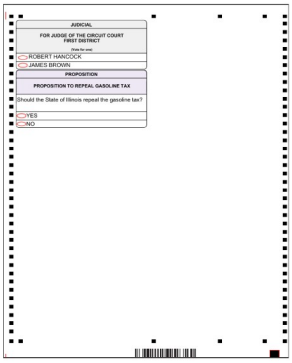
A-35: Official Poll Record



B-21: Ballot Privacy Cover

B-22: Demonstration Ballot (*front*)





B-22: Demonstration Ballot (*back*)

GREEN BAG (CONTINUED)



VOTER'S SPOILED BALLOT SECURITY ENVELOPE

Check One:
____Spoiled Ballot
____Surrendered Vote By Mail Ballot

VOTER:

PLACE YOUR SPOILED BALLOT IN THIS ENVELOPE & PLEASE RETURN TO THE JUDGE OF ELECTION

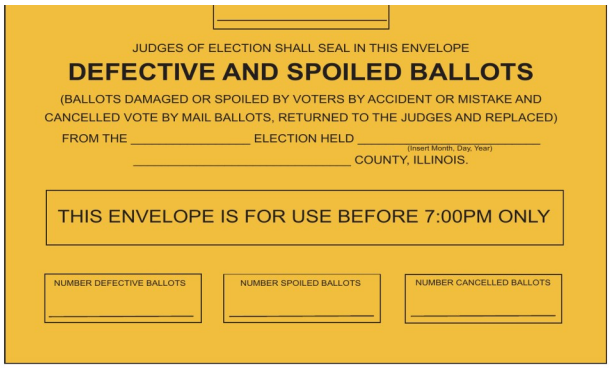
BALLOT STYLE
JUDGE OF ELECTION USE ONLY

JUDGE OF ELECTION WILL ISSUE YOU ANOTHER BALLOT

JUDGES – PLACE IN THE SPOILED BALLOT ENVELOPE

B-20

B-20: Spoiled Ballot Envelope



JUDGES OF ELECTION SHALL SEAL IN THIS ENVELOPE

DEFECTIVE AND SPOILED BALLOTS

(BALLOTS DAMAGED OR SPOILED BY VOTERS BY ACCIDENT OR MISTAKE AND CANCELLED VOTE BY MAIL BALLOTS, RETURNED TO THE JUDGES AND REPLACED)

FROM THE _____ ELECTION HELD _____
(Insert Month, Day, Year)
_____ COUNTY, ILLINOIS.

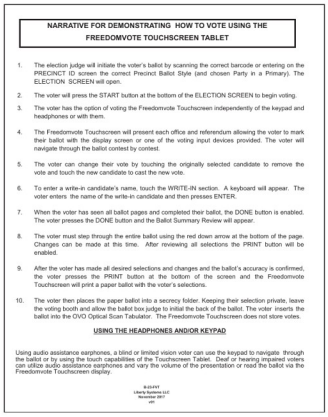
THIS ENVELOPE IS FOR USE BEFORE 7:00PM ONLY

NUMBER DEFECTIVE BALLOTS

NUMBER SPOILED BALLOTS

NUMBER CANCELLED BALLOTS

B-16: Defective and Spoiled Ballots Envelope



NARRATIVE FOR DEMONSTRATING HOW TO VOTE USING THE FREEDOMVOTE TOUCHSCREEN TABLET

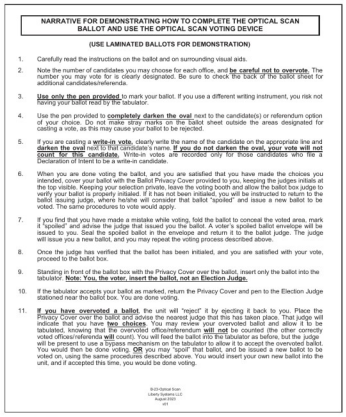
1. The election judge will initiate the voter's ballot by scanning the correct barcode or entering on the PRECINCT ID screen the correct Precinct Ballot Style (and chosen Party in a Primary). The ELECTION SCREEN will open.
2. The voter will press the START button at the bottom of the ELECTION SCREEN to begin voting.
3. The voter has the option of voting the Freedomvote Touchscreen independently of the keypad and headphones or with them.
4. The Freedomvote Touchscreen will present each office and referendum allowing the voter to mark their ballot with the display screen or one of the voting input devices provided. The voter will navigate through the ballot contest by contest.
5. The voter can change their vote by touching the originally selected candidate to remove the vote and touch the new candidate to cast the new vote.
6. To enter a write-in candidate's name, touch the WRITE-IN section. A keyboard will appear. The voter enters the name of the write-in candidate and then presses ENTER.
7. When the voter has seen all ballot pages and completed their ballot, the DONE button is enabled. The voter presses the DONE button and the Ballot Summary Review will appear.
8. The voter must step through the entire ballot using the red down arrow at the bottom of the page. Changes can be made at this time. After reviewing all selections the PRINT button will be enabled.
9. After the voter has made all desired selections and changes and the ballot's accuracy is confirmed, the voter presses the PRINT button at the bottom of the screen and the Freedomvote Touchscreen will print a paper ballot with the voter's selections.
10. The voter then places the paper ballot into a secrecy folder. Keeping their selection private, leave the voting booth and allow the ballot box judge to initial the back of the ballot. The voter inserts the ballot into the OVO Optical Scan Tabulator. The Freedomvote Touchscreen does not store votes.

USING THE HEADPHONES AND/OR KEYPAD

Using audio assistance earphones, a blind or limited vision voter can use the keypad to navigate through the ballot or by using the touch capabilities of the Touchscreen Tablet. Deaf or hearing impaired voters can utilize audio assistance earphones and vary the volume of the presentation or read the ballot via the Freedomvote Touchscreen display.

B-23-FVT
Liberty Systems LLC
November 2017
ver

B-23:
FVT Touchscreen Narrative Sheet



NARRATIVE FOR DEMONSTRATING HOW TO COMPLETE THE OPTICAL SCAN BALLOT AND USE THE OPTICAL SCAN VOTING DEVICE

(USE LAMINATED BALLOTS FOR DEMONSTRATION)

1. Carefully read the instructions on the ballot and on surrounding visual aids.
2. Note the number of candidates you may choose for each office, and **be careful not to overvote.** The number you may vote for is clearly designated. Be sure to check the back of the ballot sheet for additional candidates/referenda.
3. **Use only the pen provided** to mark your ballot. If you use a different writing instrument, you risk not having your ballot read by the tabulator.
4. Use the pen provided to **completely darken the oval** next to the candidate(s) or referendum option of your choice. Do not make stray marks on the ballot sheet outside the areas designated for casting a vote, as this may cause your ballot to be rejected.
5. If you are casting a **write-in vote**, clearly write the name of the candidate on the appropriate line and **darken the oval** next to that candidate's name. **If you do not darken the oval, your vote will not count for the candidate.** Write-in votes are recorded only for those candidates who file a Declaration of Intent to be a write-in candidate.
6. When you are done voting the ballot, and you are satisfied that you have made the choices you intended, cover your ballot with the Ballot Privacy Cover provided to you, keeping the judges initials at the top visible. Keeping your selection private, leave the voting booth and allow the ballot box judge to verify your ballot is properly initialed. If it has not been initialed, you will be instructed to return to the ballot issuing judge, where he/she will consider that ballot "spoiled" and issue a new ballot to be voted. The same procedures to vote would apply.
7. If you find that you have made a mistake while voting, fold the ballot to conceal the voted area, mark it "spoiled" and advise the judge that issued you the ballot. A voter's spoiled ballot envelope will be issued to you. Seal the spoiled ballot in the envelope and return it to the ballot judge. The judge will issue you a new ballot, and you may repeat the voting process described above.
8. Once the judge has verified that the ballot has been initialed, and you are satisfied with your vote, proceed to the ballot box.
9. Standing in front of the ballot box with the Privacy Cover over the ballot, insert only the ballot into the tabulator. **Note: You, the voter, insert the ballot, not an Election Judge.**
10. If the tabulator accepts your ballot as marked, return the Privacy Cover and pen to the Election Judge stationed near the ballot box. You are done voting.
11. **If you have overvoted a ballot**, the unit will "reject" it by ejecting it back to you. Place the Privacy Cover over the ballot and advise the nearest judge that this has taken place. That judge will indicate that you have **two choices**. You may review your overvoted ballot and allow it to be tabulated, knowing that the overvoted office/referendum **will not** be counted (the other correctly voted offices/referenda **will** count). You will feed the ballot into the tabulator as before, but the judge will be present to use a bypass mechanism on the tabulator to allow it to accept the overvoted ballot. You would then be done voting, **OR** you may "spoil" that ballot, and be issued a new ballot to be voted on, using the same procedures described above. You would insert your own new ballot into the unit, and if accepted this time, you would be done voting.

B-23-Optical Scan
Liberty Systems LLC
August 2023
ver

B-23:
Optical Scan Narrative Sheet



ELECTION JUDGE MANUAL

2024 – 2025

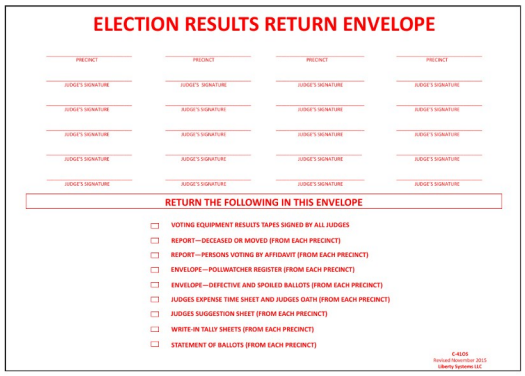
OVO TABULATOR ★ FVS TABULATOR ★ OVI TOUCHSCREEN ★ FVT TOUCHSCREEN

B-18: Election Judge Manual

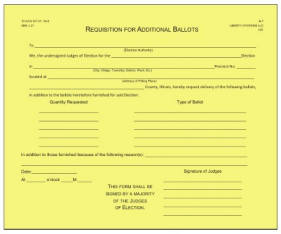
PRECINCT ENVELOPE

The Precinct Envelope contains the following supplies for use on Election Day:

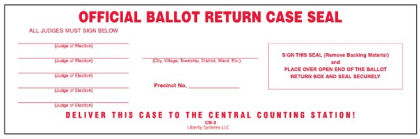
1. B-7 Requisition for Additional Ballots
2. B-9 Report to Election Authority
3. B-25:
    I. (front) Oath or Affirmation of Judge of Election
    II. (back) Election Judge Expense Form
4. B-24 Judge of Election Suggestion Sheet
5. B-11 Report of Persons Voting by Affidavit
6. B-11A Pollwatcher Credentials Envelope
7. C-41 OS Election Results Return Envelope
8. CM-3 Ballot Return Case Seal
9. C-16 Write-In Tally Sheet
10. C-42 UNI Statement of Ballots
    I. C-42P UNI Statement of Ballots Form — Primary Election
    II. C-42G UNI Statement of Ballots Form — General Election



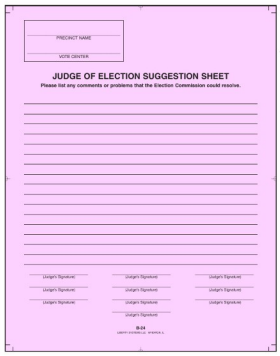
C-41OS: Election Results Return Envelope



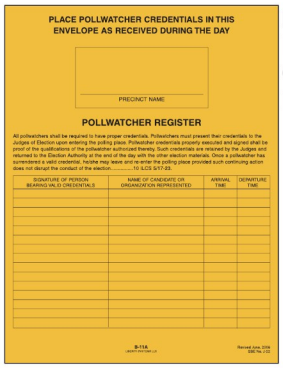
B-7: Requisition for Additional Ballots



CM-3: Ballot Return Case Seal

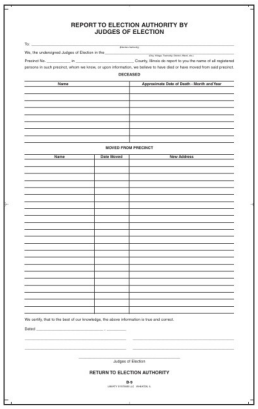


B-24: Judge of Election Suggestion Sheet

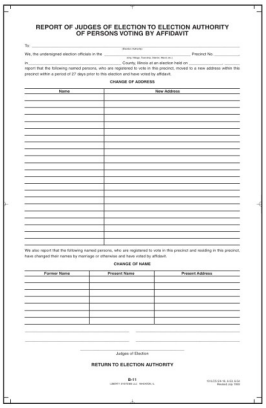


B-11A: Pollwatcher Credential Envelope

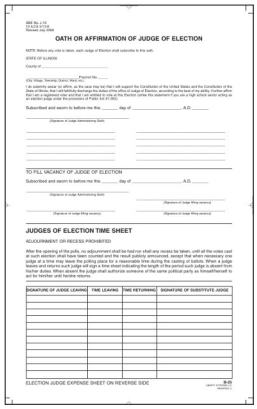
PRECINCT ENVELOPE (CONTINUED)



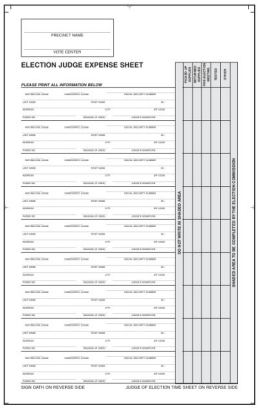
B-9:
Report to
Election Authority



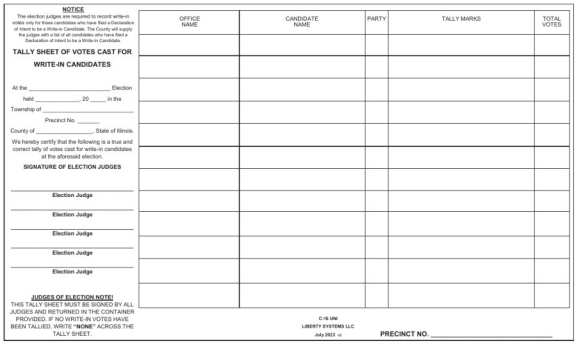
B-11:
Report of Persons
Voting by Affidavit



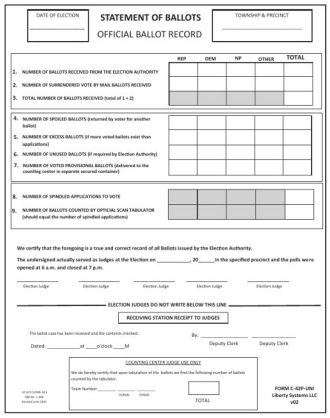
B-25 (*front*):
Oath or Affirmation
of Judge of Election



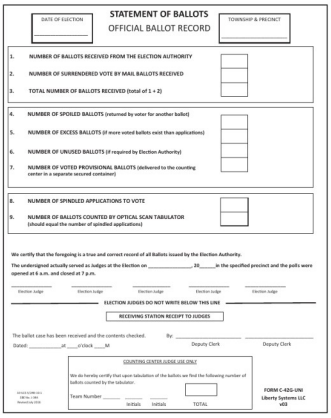
B-25 (*back*):
Election Judge
Expense Form



C-16: Write-in Tally Sheet



C-42P UNI:
Statement of Ballots Form —
Primary Election



C-42G UNI:
Statement of Ballots Form —
General Election

PRECINCT SUPPLY BAG (CLEAR BAG)

The Precinct Supply Bag contains the following supplies for use on Election Day:

1. #1 BIC Bold Ballot Marking Pens
2. Black Pens (for Judges' use)
3. Red Pens (for Judges' use)
4. Red Tug Tight Ballot Box Seals
5. Scissors
6. Highlighter
7. Rubber Bands
8. Masking Tape
9. Blue Security Locks
10. Binder Clips
11. Rubber Fingers
12. Thumb Tacks
13. Writing Pad
14. Extra Spindles and Fasteners
15. Letter Opener
16. "I Voted" Stickers
17. Dry Erase Markers
18. Scotch Tape
19. Kleenex
20. Judges' Name Badges
21. Tabulator Cleaning Kit

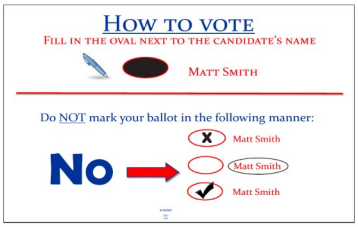




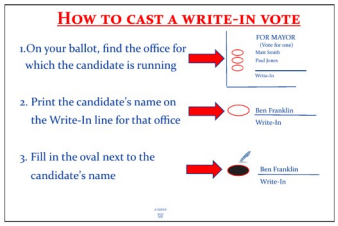
RED POLLING PLACE BAG

The Red Polling Place Bag contains the following supplies for use on Election Day:

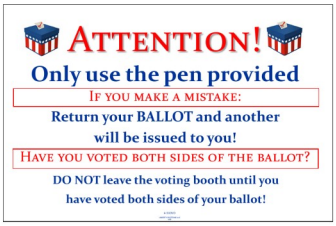
1. A-51 “How to Vote” Sign
2. A-52 “How to Cast a Write-In” Sign
3. A-53 “Attention!” Sign
4. A-56 UNI Voter Instruction Sign
5. A-56 FVT Voter Instruction Sign
6. A-98 Voter Information Poster
7. A-49 OVO Tabulator Opening Quick Reference Guide
8. A-49 FVS Tabulator Opening Quick Reference Guide
9. A-49 FVT Touchscreen Opening Quick Reference Guide
10. A-5 “No Electioneering” Sign
11. A-4 “Polling Place” Sign
12. A-8 “No Smoking” Sign
13. A-50 Accessibility Sign
14. A-3 “No Guns” Sign
15. Emergency Response Guide
16. A-54 Notice to Voters (used in elections involving state constitutional races)
17. R-1 “For Use After Polls Close” Envelope
    I. C-17 Election Official Sign
    II. C-13 OS Voted Ballots Cover
    III. A-49 OVO Tabulator Closing Quick Reference Guide
    IV. A-49 FVS Tabulator Closing Quick Reference Guide
    V. A-49 FVT Touchscreen Closing Quick Reference Guide



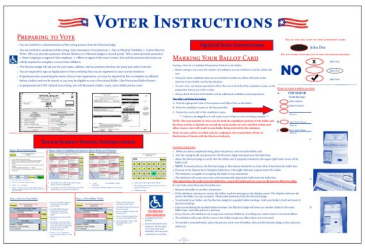
A-51: “How to Vote” Sign



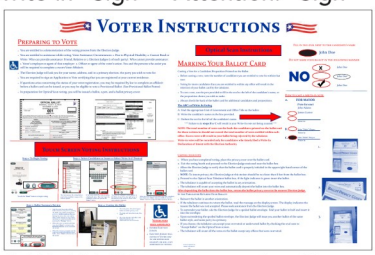
A-52: “How to Cast a Write-in” Sign



A-53: “Attention!” Sign

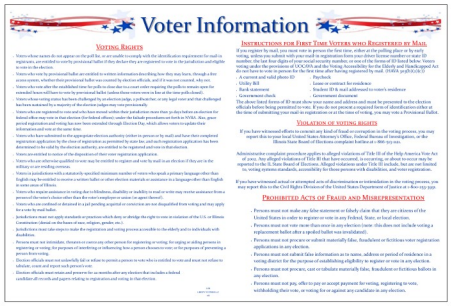


A-56: UNI Voter Instruction Sign

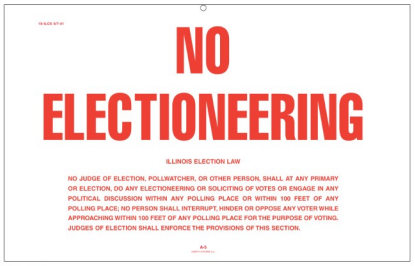


A-56: FVT Voter Instruction Sign

RED POLLING PLACE BAG (CONTINUED)



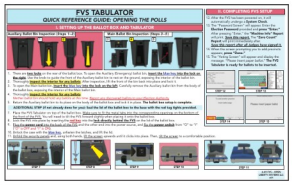
A-98: Voter Information Poster



A-5:
"No Electioneering" Sign



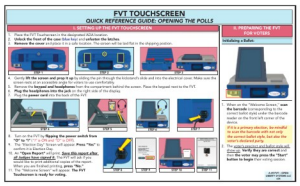
A-49:
OVO Tabulator Opening Quick Reference Guide



A-49:
FVS Tabulator Opening Quick Reference Guide



A-50:
Accessibility Sign



A-49:
FVT Touchscreen Opening Quick Reference Guide



A-4:
"Polling Place" Sign

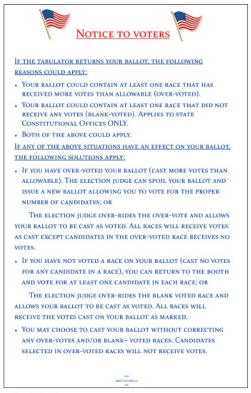


A-8:
"No Smoking" Sign



A-3:
"No Guns" Sign

RED POLLING PLACE BAG (CONTINUED)


NOTICE TO VOTERS

IF THE TABULATOR RETURNS YOUR BALLOT, THE FOLLOWING REASONS COULD APPLY:

- YOUR BALLOT COULD CONTAIN AT LEAST ONE RACE THAT HAS RECEIVED MORE VOTES THAN ALLOWABLE (OVER-VOTED).
- YOUR BALLOT COULD CONTAIN AT LEAST ONE RACE THAT DID NOT RECEIVE ANY VOTES (BLANK-VOTED). APPLIES TO STATE CONSTITUTIONAL OFFICES ONLY.
- BOTH OF THE ABOVE COULD APPLY.

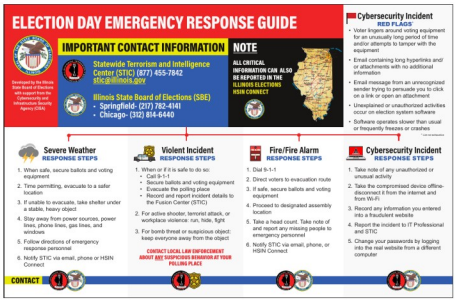
IF ANY OF THE ABOVE SITUATIONS HAVE AN EFFECT ON YOUR BALLOT, THE FOLLOWING SOLUTIONS APPLY:

- IF YOU HAVE OVER-VOTED YOUR BALLOT (CAST MORE VOTES THAN ALLOWABLE). THE ELECTION JUDGE CAN SPOIL YOUR BALLOT AND ISSUE A NEW BALLOT ALLOWING YOU TO VOTE FOR THE PROPER NUMBER OF CANDIDATES; OR

  THE ELECTION JUDGE OVER-RIDES THE OVER-VOTE AND ALLOWS YOUR BALLOT TO BE CAST AS VOTED. ALL RACES WILL RECEIVE VOTES AS CAST EXCEPT CANDIDATES IN THE OVER-VOTED RACE RECEIVES NO VOTES.
- IF YOU HAVE NOT VOTED A RACE ON YOUR BALLOT (CAST NO VOTES FOR ANY CANDIDATE IN A RACE), YOU CAN RETURN TO THE BOOTH AND VOTE FOR AT LEAST ONE CANDIDATE IN EACH RACE; OR

  THE ELECTION JUDGE OVER-RIDES THE BLANK VOTED RACE AND ALLOWS YOUR BALLOT TO BE CAST AS VOTED. ALL RACES WILL RECEIVE THE VOTES CAST ON YOUR BALLOT AS MARKED.
- YOU MAY CHOOSE TO CAST YOUR BALLOT WITHOUT CORRECTING ANY OVER-VOTES AND/OR BLANK- VOTED RACES. CANDIDATES SELECTED IN OVER-VOTED RACES WILL NOT RECEIVE VOTES.

A-54:
Notice to Voters


ELECTION DAY EMERGENCY RESPONSE GUIDE

IMPORTANT CONTACT INFORMATION

Statewide Terrorism and Intelligence Center (STIC) (877) 455-7842
stic@illinois.gov

Illinois State Board of Elections (SBE)
- Springfield- (217) 782-4141
- Chicago- (312) 814-6440

NOTE

ALL CRITICAL INFORMATION CAN ALSO BE REPORTED IN THE ILLINOIS ELECTIONS HSIN CONNECT

Cybersecurity Incident RED FLAGS
- Voter lingers around voting equipment for an unusually long period of time and/or attempts to tamper with the equipment
- Email containing long hyperlinks and/ or attachments with no additional information
- Email message from an unrecognized sender trying to persuade you to click on a link or open an attachment
- Unexplained or unauthorized activities occur on election system software
- Software operates slower than usual or frequently freezes or crashes

Severe Weather RESPONSE STEPS
1. When safe, secure ballots and voting equipment
2. Time permitting, evacuate to a safer location
3. If unable to evacuate, take shelter under a stable, heavy object
4. Stay away from power sources, power lines, phone lines, gas lines, and windows
5. Follow directions of emergency response personnel
6. Notify STIC via email, phone or HSIN Connect

Violent Incident RESPONSE STEPS
1. When or if it is safe to do so:
   - Call 9-1-1
   - Secure ballots and voting equipment
   - Evacuate the polling place
   - Record and report incident details to the Fusion Center (STIC)
2. For active shooter, terrorist attack, or workplace violence: run, hide, fight
3. For bomb threat or suspicious object: keep everyone away from the object

CONTACT LOCAL LAW ENFORCEMENT ABOUT ANY SUSPICIOUS BEHAVIOR AT YOUR POLLING PLACE

Fire/Fire Alarm RESPONSE STEPS
1. Dial 9-1-1
2. Direct voters to evacuation route
3. If safe, secure ballots and voting equipment
4. Proceed to designated assembly location
5. Take a head count. Take note of and report any missing people to emergency personnel
6. Notify STIC via email, phone, or HSIN Connect

Cybersecurity Incident RESPONSE STEPS
1. Take note of any unauthorized or unusual activity
2. Take the compromised device offline- disconnect it from the internet and from Wi-Fi
3. Record any information you entered into a fraudulent website
4. Report the incident to IT Professional and STIC
5. Change your passwords by logging into the real website from a different computer

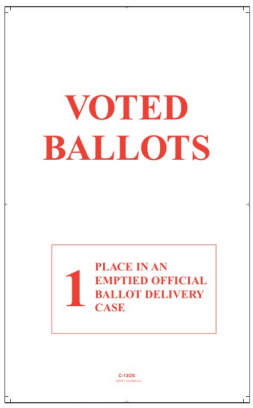
CONTACT

Emergency Response Guide


CONTENTS IN THIS ENVELOPE
FOR USE AFTER POLLS CLOSE

R-1-UNI
LIBERTY SYSTEMS LLC
v01

R-1: "For Use After Polls Close" Envelope


VOTED BALLOTS

1 PLACE IN AN EMPTIED OFFICIAL BALLOT DELIVERY CASE

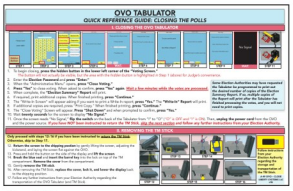
C-13OS

C-13 OS:
Voted Ballots Cover

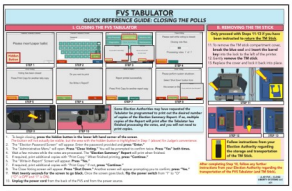

ELECTION OFFICIAL

C-17

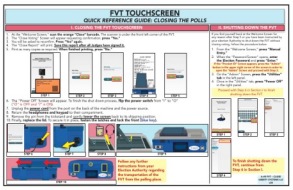
C-17: Election Official Sign


OVO TABULATOR
QUICK REFERENCE GUIDE: CLOSING THE POLLS

A-49:
OVO Tabulator Closing Quick Reference Guide


FVS TABULATOR
QUICK REFERENCE GUIDE: CLOSING THE POLLS

A-49:
FVS Tabulator Closing Quick Reference Guide


FVT TOUCHSCREEN
QUICK REFERENCE GUIDE: CLOSING THE POLLS

A-49:
FVT Tabulator Closing Quick Reference Guide