

ELECTION ROLES & RESPONSIBILITIES

Station #2: Electronic Poll Book

Purpose:

The Station #2 Inspector is responsible for finding the voter in the Electronic Poll Book (EPB) and assigning a ballot number and voter number to the voter. This Inspector is also responsible for documenting the opening and closing poll times and all non-typical situations that arise during the election in the Remarks Report.

Process:

PRE-ELECTION

- Assemble the EPB Book Laptop
- Assist with other setup work as available and needed
- Take Oath of Office and print name on Attendance Sheet

ELECTION

- Pull up the voter's record on the EPB by the having the voter swipe their driver's license through the scanner or by typing in the voter's name (last, first) in the Search field.
- Ensure that the EPB record is the correct one by comparing the voter's name and birth date on the Application to Vote form with that on the EPB record.
- Pass the Application to Vote form to the Station #3 Inspector
- Check the Voter record for any Status Flags and where found, address with the Chair to resolve
- Issue a Regular Ballot if there is no Status Flag or if the Status Flag issue is resolved
- Tell the assigned Voter Number and Ballot Number to the Station #3 Inspector
- Once you receive confirmation from the Station #3 Inspector on the assigned Voter Number and Ballot Number, issue the ballot
- Verify that the ballot was successfully issued

POST-ELECTION

- Run required reports
- Disassemble the EPB Laptop
- Assist with other closing procedures work as available and needed

Best Practices to Minimize Issues:

- Communication concerning Voter and Ballot Numbers between Stations #2 and #3 is essential to ensure that you don't accidentally create an issue that may not be uncovered until later in the day