

ELECTION ROLES & RESPONSIBILITIES

Station #3: Ballot Distribution

Purpose:

The Station #3 Inspector is responsible for giving a ballot to the voter and providing appropriate instructions for completing and tabulating the ballot

Process:

PRE-ELECTION

- Take Oath of Office and print name on Attendance Sheet
- Set up voting stations according to the precinct field sheet
- Post all notices at Polling Location
- Sign Tabulator Zero Tape confirming no votes registered at start of election
- Assist as requested by Precinct Chair
- Get election station assignment from Precinct Chair

ELECTION

- Open a stack of ballots as required
- Maintain a stack of Secrecy Sleeves (periodically will need to get back from Station #4)
- Insert the next sequential ballot into a Secrecy Sleeve
- Confirm the Voter number and Ballot number with the EPB Specialist by repeating the numbers back to them, to ensure that the ballot number assigned by the EPB is the same as the one being given to the Voter
- Record the Voter number and Ballot number on the Voter's Application to Vote form, initial the form to indicate approval to vote has been granted, and file the form on the provided device
- Instruct the Voter on any specific issues, and then direct them to the polling stations and to where the tabulator is to take the ballot after completing

POST-ELECTION

- Take down voting stations
- Take down posted information at Polling Location
- Sign Tabulator Tapes, other required forms and Paper Poll Book
- Assist as otherwise requested by Precinct Chair

Best Practices to Minimize Issues:

- As you take a ballot from the stack, check the ballot numbers of both the one you are removing and the next one, to ensure that they are sequential and you aren't accidentally giving two ballots
- Communication of Voter and Ballot Numbers between Stations #2 and #3 is essential to ensure that you don't accidentally get out of sync with those numbers
- The better the instructions are to the voter, the less chance for spoiled ballots