



Chicago

Board of Election Commissioners

ELECTION JUDGE / ELECTION COORDINATOR

# 2024 HANDBOOK

PRIMARY ELECTION | MARCH 19, 2024 | [CHICAGOelections.gov](http://CHICAGOelections.gov)



*Issued by the*

**Board of Election Commissioners**

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## DEAR POLL WORKERS:

We at the Chicago Board of Elections are pleased to have you serve in the upcoming election. Your role is extremely important—as the frontline workers for free and fair elections, you help us defend democracy and safeguard the rights of all voters in our city.

Please read this entire handbook. Inside, you will find information to help your team properly:

- Set up your polling place so that it's user friendly;
- Complete your paperwork;
- Serve our customers, the voters of Chicago;
- Answer questions, solve problems and troubleshoot equipment; and,
- Close the polls and report the results.

At the back of this book, you will find samples of forms you will use, as well as a map of Receiving Stations where materials should be submitted after the polls are closed.

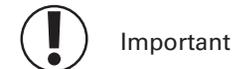
If you have more questions on Election Day, call ELECTION CENTRAL at 312-269-7870. Additional phone numbers are on the back cover of this book for specific types of help.

We appreciate your dedication to this critical mission, and we thank you for your service and for helping the voters of Chicago.

Sincerely,

Charles Holiday, Jr.

**The following symbols are used throughout this handbook to alert you to key information:**



# ELECTION JUDGES AND COORDINATORS

In this handbook, we use the titles *Judge* or *Coordinator* for Election Judges or Election Coordinators. *Poll worker* refers to Judges and Coordinators together as one group.

What are the roles at the precinct?															
ROLE	POSITIONS	MAJOR TASKS OR DUTIES	FIND OUT MORE ON PAGE(S):												
Election Judges	<p><b>TYPES OF JUDGES:</b>  <b>Appointed Judges* (usually 5 per precinct)</b></p>  <p>.....</p> <p><b>ADDITIONAL TYPES OF ELECTION JUDGES:</b></p> <table border="1"> <tr> <td><b>Substitute Judges</b></td> <td> D/R</td> <td>As needed on Election Day</td> </tr> <tr> <td><b>Stand-By Judges</b></td> <td></td> <td>Assigned by the Board as needed</td> </tr> <tr> <td><b>Student Judges</b></td> <td> D/R</td> <td>As assigned by the Board Up to 2 High School Judges Up to 2 College Judges</td> </tr> <tr> <td><b>Bilingual Judges</b></td> <td> D/R</td> <td>As assigned by the Board</td> </tr> </table>	<b>Substitute Judges</b>	 D/R	As needed on Election Day	<b>Stand-By Judges</b>		Assigned by the Board as needed	<b>Student Judges</b>	 D/R	As assigned by the Board Up to 2 High School Judges Up to 2 College Judges	<b>Bilingual Judges</b>	 D/R	As assigned by the Board	<p>Judges make sure that a fair election is held and that all election rules are followed. As a group, the Judges make important decisions when needed at the polling place.</p> <p>The Board also assigns one Judge from each precinct to be the Key Judge. The Key Judge will pick up the key for the ESC the week before Election Day.</p> <p>The Board also assigns one Judge from each precinct to be the Cell Phone Judge. This Judge will bring a charged cell phone available to use on Election Day. Then, the poll workers can call the Board with questions, and the Board can call the poll workers, too.</p> <p><i>*Appointed Judge</i> - A Judge who the Board assigned to a precinct before Election Day.</p>	3 - 7
	<b>Substitute Judges</b>	 D/R	As needed on Election Day												
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Election Coordinators	<p><b>TYPES OF COORDINATORS:</b></p> <table border="1"> <tr> <td><b>Election Coordinator</b></td> <td></td> <td>One Coordinator per precinct</td> </tr> <tr> <td><b>Stand-By Coordinator</b></td> <td></td> <td>Assigned by Board as needed</td> </tr> </table>	<b>Election Coordinator</b>		One Coordinator per precinct	<b>Stand-By Coordinator</b>		Assigned by Board as needed	<p>A Coordinator at each precinct manages the operations on Election Day and assists the Judges to make sure the Election Day runs smoothly. Ensures that the polling place is accessible to voters with disabilities.</p>	8 - 10						
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<b>Stand-By Coordinator</b>		Assigned by Board as needed													

# 1 UNDERSTANDING THE ROLES AT THE POLLING PLACE

This chapter explains the different types of Election Judges and Election Coordinators and important things to know about these roles. You should read Chapter 1 completely whether you are a Judge or Coordinator so that you understand all of the roles at the polling place.

## ELECTION JUDGES

### Being an Election Judge

As an Election Judge, you have a very important role on Election Day. You will receive an assignment letter about ten days before Election Day. In your assignment letter from the Board of Elections (Board), there is information about your assigned precinct and important tasks leading up to Election Day. One Judge, the Key Judge, will also receive the equipment key and other supplies the week before the election and information about contacting the other Judges and Coordinator.

The Board assigns at least 5 Election Judges to serve in each election precinct. In even-numbered precincts like 2nd, 4th, or 6th, there are at least 3 Democratic Judges and 2 Republican Judges. In odd-numbered precincts like 1st, 3rd, or 5th, there are at least 3 Republican Judges and 2 Democratic Judges. A precinct may have more than 5 Judges if the Board appoints any Student or Bilingual Judges. The Board may also appoint extra Judges to very large precincts.

You will receive payment of \$170 for successfully serving all day on Election Day. Substitute, late or Judges who leave before completing the assignment may have their pay pro-rated.

Once you have successfully completed training this appointment period, you will receive an additional \$60 payment. You must serve Election Day to receive training payment, if you don't work Election Day you will not be paid for training. If you have been a Judge before and attended training already, the Board will let you

know when you are due to attend a refresher class. You will receive \$25 for completing a refresher class. You must complete the entire training. You will not be paid if you do not complete the entire training. You should receive payment by mail within 4 to 6 weeks after Election Day.



**NOTE:** Everyone is responsible for their own food and drink on Election Day. You should plan to bring or buy what you will need for the whole day.

### Your Assignment on Election Day

There are 1,291 precincts in Chicago. The Board will assign you to work in a specific precinct. It is very important that you go to the precinct listed on your assignment letter. If you go to a different precinct, you might not get paid or your pay might be delayed.

**Do you have questions about your assignment?** Call the Election Judge department at 312-269-7984 or visit [pollworker.chicagoelections.gov](http://pollworker.chicagoelections.gov).

If your assigned precinct is also your home precinct, you may vote during a break in your poll worker duties. **Are you assigned to work outside the precinct where you live? You will need to vote before Election Day.** Call the Board at 312-269-7967 or visit [chicagoelections.gov](http://chicagoelections.gov) to find out more about voting **before** Election Day.

**REMINDER:** On Election Day, don't forget to do the following tasks:

- **Arrive by 5:00 am** to the polling place. It is very important that you are on time.
- **Wear the appropriate badge** for the political party you represent. Make sure to fill in your name and the assigned precinct and ward information.
- **Read and sign the Oath of Office** for Assigned Election Judge (Form 9).
- **Clock in and out** on the e-poll book using the menu button and **POLLWORKER TIMECLOCK**.
- **Complete and sign** the Judge of Election Pay Voucher (Form 194).



**Do you have an Election Judge assignment, but you cannot serve as a Judge? Please call the Election Judge department at 312-269-7984 before Election Day to tell the Board.**

### Primary Election Voting Rules for Election Judges

The law requires you must request a ballot in the Primary Election for candidates of the same political party you represent on Election Day if you are eligible to vote. For example, if you serve as a Republican Judge, you must request a Republican ballot in the Primary Election. If you do not request the ballot of the political party you are representing, that political party may not select you as an Election Judge in future elections.

## OTHER TYPES OF JUDGES

### Substitute Judges

#### If an Appointed Judge is Late or Does Not Appear

If an appointed Election Judge does not report to the polling place on Election Day, the other Judges may “swear-in” a person to serve as a Substitute Judge in the appointed Judge’s place.

This replacement person must fulfill both of the following requirements:

- Be a registered voter in the same precinct as the polling place
- Represent the same political party as the appointed Judge who has not arrived

You cannot swear-in a person before 6:15 am. The appointed Judge may be running late. If the appointed Judge arrives, the Substitute Judge must leave and the appointed Judge must begin working. Both of these people will sign the Pay Voucher (Form 194), writing in the exact hours worked. For example, a Pay Voucher might include the following:

Substitute Judge from 6:15 am to 8:30 am		Appointed Judge from 8:30 am to the close of the polls	
Time Arrived	Time Departed	Time Arrived	Time Departed
6:15 AM	8:30 AM	8:30 AM	7:00 PM

If a Substitute Judge keeps working in the polling place after the appointed Judge reports to duty, the Board will only pay the Substitute Judge for the time they worked before the appointed Election Judge arrived.

**IMPORTANT:** If at least five (5) Judges have reported to the polling place, you may not swear-in any additional Substitute Judges.

#### Swearing in a Substitute Judge

The Substitute Judge must complete all sections of the **Application for Substitute Judge and Oath of Office (Form 4)**, including the checklist in the middle of the form. Once the Substitute Judge completes the form, the Election Judge who gives the oath must call the Board at 312-269-7984. The Election Judge must provide all of the following information from the Substitute Judge:

- name
- birth date
- last two digits of their social security number

The Judge will get a verification ID number from the Board over the phone if the Board approves the Substitute Judge to serve. The Judge who gave the oath must note the verification ID number on the Payroll Voucher (Form 194) for the Substitute Judge. Failure to verify the eligibility of a Substitute Judge may result in reduced payment.

Substitute Judges must also enter their contact information into the e-poll book in the **Poll Workers** tab.

The Substitute Judge may work while the Board reviews the above information. If the Board decides a Substitute Judge is not eligible to serve, the Board will send a Field Investigator to the polling place to follow up.



**NOTE:** A high school student or Election Coordinator cannot be sworn-in as a Substitute Election Judge.

### Stand-by Judges

#### Do You Have at Least 5 Judges, but Your Polling Place Needs Additional Help?

Stand-by Judges are trained representatives of the Board. They do not represent a political party. They are available to work at any precinct in any polling place if appointed Judges have not reported and you are not able to swear-in another person to work. They may also help address a busy period at a polling place, such as opening or closing. Please call ELECTION CENTRAL at 312-269-7870 if you need help from a Stand-by Judge. They are available to help once approved by the Board. Once the Stand-by Judges have assisted your polling place as needed, they will be directed to another precinct or to return to the Board’s office if needed.

If you need a Coordinator at your precinct, see page 8 about Stand-by Coordinators.

### Student Judges

#### High School Student Judges

A Student Judge is a high school junior or senior who may or may not be 18 years of age. A Student Judge also may or may not be a registered voter.

Before Election Day, Student Judges must turn in a Student Judge application. The application must be signed by a parent/guardian and a representative from their high school. Student Judges must also be assigned to a polling place by the Board.

There can only be two High School Student Judges per precinct, one Democrat and one Republican.



**IMPORTANT:** High School Student Judges cannot return any election materials to the Receiving Station after the polls close.

### College Student Judges

A college student may also serve as an Election Judge if the student submitted a proper application to the Board before Election Day. These college students may or may not be registered voters.

### Bilingual Election Judges

The Board assigns Judges to serve as translators for voters as needed. If your precinct requires translators, you will find the Language Assistance Notice in Envelope 1 and in the Key Judge Envelope. The Bilingual Judge(s) must wear the Language Assistance badge found in Envelope 1 on Election Day.

At all polling places, there are informational signs in Envelope 2 in English, Spanish, Chinese, and Hindi. At some polling places you may have additional signs in Polish, Korean and Tagalog. You must arrange the signs so that they are easily seen by voters while in the polling place and so that they know assistance is available to them.



**IMPORTANT: Do you have a voter who needs translation help, but there is no Bilingual Judge at your polling place?** Contact ELECTION CENTRAL at 312-269-7870 and ask to speak with a translator.

## UNDERSTANDING YOUR RESPONSIBILITIES AS AN ELECTION JUDGE

No matter what type of Judge you are, it is important that you understand your responsibilities on Election Day.

### 1 Conduct a Fair and Proper Election

Election Judges must follow the instructions in this handbook. **If you aren't sure about any instructions or procedures in this handbook, please call the Board at 312-269-7984 before Election Day or ELECTION CENTRAL at 312-269-7870 on Election Day.**

**What if another Judge is not following the rules or is behaving unprofessionally?**

Contact ELECTION CENTRAL at 312-269-7870 immediately. The Board will send an investigator to the polling place to observe the situation and report back to the Board. On Election Day, the Board can and will remove an Election Judge from the polling place if needed.



**IMPORTANT: Don't wait until after Election Day to report a problem.** It is very important that you let the Board know if there is a problem on your team during Election Day. It is much harder to remove an Election Judge after the election.

### 2 Provide Quality Customer Service To All Voters

As a Judge, it is your responsibility to make sure all voters have a satisfactory voting experience. See Chapter 6 for more information on providing services to voters who may need special assistance or voters with disabilities.

### 3 Manage the Polling Place

As an Election Judge, you must manage the polling place. Managing the polling place includes the following tasks:

- Managing the lines of voters
- Making sure only authorized people are at the polling place
- Making sure the polling place is safe
- Helping Election Day run smoothly
- Keeping the noise level of the polling place to a minimum



**IMPORTANT: If there is an unsafe situation, call 911.** Report any problems to ELECTION CENTRAL at 312-269-7870.

### 4 Monitor the Equipment, Supplies, and Space

It is important you oversee all aspects of the polling place. You must make sure that all voting equipment is set up properly and that no one tampers with any voting equipment during voting hours.

**REMINDER: CALL EQUIPMENT/SUPPLIES at 773-247-4065 immediately if you notice any equipment or materials are damaged or working incorrectly.**

Please be respectful and courteous. Before you leave, please also return any items you borrow from the polling place like extension cords, tables, chairs, etc. You must leave the polling place in the same condition as when you arrived in the morning. **The Board may reduce your pay to cover the cost of cleaning a polling place or repairing damage caused by the Election Judges.**

**5 Share Election Duties**

All Judges, including appointed, Substitute, Stand-by, Student, and Bilingual Judges, must share all responsibilities. Rotate duties during the day. All decisions must be made by a majority vote of all judges. **There is not a chief or head Judge. All Judges have the same authority.**



**NOTE:** If, after voting, Judges cannot agree on a decision, call ELECTION CENTRAL at 312-269-7870.

**6 Keep the polling place open during assigned hours**

The polling place must be open from 6:00 am to 7:00 pm on Election Day. **You must report to your assigned polling place no later than 5:00 am on Election Day.** The polling place must open promptly at 6:00 am and not close until 7:00 pm. Voters who are in line by 7:00 pm must be allowed to vote.

If needed, Judges may leave the polling place, **one at a time** for a reasonable amount of time. You must talk to other Judges before leaving the polling place. Make any decisions necessary, even if a Judge has left temporarily.

**7 Maintain the Campaign-Free Zone**

An important part of your job is to make sure there is no electioneering at the polling place.

Electioneering is publicly favoring one candidate or political party or side of a public question on the ballot, etc. **It isn't allowed within 100 feet of a polling place by anyone.** The area outside the polling place where electioneering is not allowed is called the Campaign-Free Zone.

Electioneering includes the following behaviors:

- Trying to get votes for a certain candidate
- Wearing candidate buttons or badges, stickers, etc.
- Hanging or posting campaign posters
- Giving out sample ballots or campaign materials
- Talking about candidates, political parties and/or referenda (public questions on the ballot)

To make this clear, each polling place will have two 18" blue cones with the wording: **"No electioneering beyond this point."** This wording is printed on each cone in English, Spanish, Chinese, and Hindi. You will have a measuring tape to measure and mark off the 100 foot area. If there is more than one entrance, you can use one blue cone at the main entrance and the other cone at the other entrance. The 100 feet is measured from the room where people vote. Here are some common situations in the box below.

<b>How Do You Mark Off the Campaign-Free Zone?</b>		
	<b>IF . . .</b>	<b>THEN . . .</b>
<b>Situation #1</b>	A polling place room is in a public or private school, a church, a religious organization, or a private business <b>AND</b> the distance of 100 feet ends inside of the building . . .	Place the cones outside the building at each entrance used by voters.  Note: A church, place of worship, or private school can decide to make its whole property a Campaign-Free Zone. Then, place the cones near the edge of the property near the entrances that the voters use.
<b>Situation #2</b>	The polling place is in a private or public building, but not a school, church, or private business <b>AND</b> the polling place room is on the ground floor . . .	Place the cones 100 feet from each entrance to the polling place room. If the 100 feet ends inside the building, place the cones at the exact spot where the 100 feet ends.
<b>Situation #3</b>	The polling place is in a private or public building, but not a school, church or private business <b>AND</b> on a floor above or below the ground floor . . .	Find the elevator or stairs that the voters will use to get to the polling place. On the ground floor of the building, place the cones 100 feet from the elevator or stairs. If the 100 feet ends inside the building, place the cones at the exact spot where the 100 feet ends. Place them toward the direction of the entrance.

The law allows electioneering outside the Campaign-Free Zone during the time the polls are open on Election Day. Anyone has the right to discuss politics, pass out political information, etc. on any polling place property, **as long as they are outside of the Campaign-Free Zone.**



Board staff are available to help you on Election Day if you have trouble marking off the Campaign-Free Zone. Please call ELECTION CENTRAL at 312-269-7870 if you need help or have questions.

**REMINDER:** You are not required to manage or supervise the area outside of the Campaign-Free Zone. Only the area within the Campaign-Free Zone is your responsibility.

## Following the Code of Conduct

As an Election Judge, you must follow the rules of the election to hold a free and fair election in your precinct on Election Day. It is very important that you follow the Election Judge Code of Conduct.

Anyone who breaks the rules in the Code of Conduct may face disciplinary action, including termination, loss of pay, or other actions as stated in state and federal laws.

## CODE OF CONDUCT

- **Be on time.** Arrive at the polling place by 5:00 am. Make sure the polling place is set up completely and ready to open at 6:00 am.
- **Be professional at the polling place.** At the polling place when voters are present, **don't do any of the following activities:**
  - ❖ Use cell phones for personal use\*
  - ❖ Engage in political discussions
  - ❖ Watch tv, including movies/shows on handheld devices or laptop computers
- \* EXCEPTION: Judges may use a cell phone to make calls to the Board for help.
- **Be respectful, friendly, and helpful with voters.** Give clear and consistent instructions during the hours that the polling place is open for voting.
- Work in a **cooperative way with all Judges and any poll worker who is** assigned to the polling place by the Board.
- Remember, **each voter has the right to a secret ballot.** Do not look at the voter's ballot choices, even if the ballot scanner rejects the ballot.
- **Use the e-poll book and other paper records of voter information only to help voters at the polling place where you are assigned.** Do not use the e-poll book or other sources for random searches or personal use.
- Use voters' personal information only to process a voter's ballot application. **Never share any personal voter information outside the polling place.**
- **Follow all rules** about Election Day in this handbook or the e-poll book.
- Use the Election Judge Handbook and/or directions from Election Central if you have questions. **Call ELECTION CENTRAL at 312-269-7870 if you need help.**

## ELECTION COORDINATORS

### Being an Election Coordinator

As an Election Coordinator, you have a very important role on Election Day. You will receive an assignment letter the week before Election Day. In your assignment letter from the Board, there is information about your assigned precinct and important tasks leading up to Election Day. You and the Key Judge also will receive the equipment key and supplies the week before the election and information about contacting the other Judges and Coordinator. You will also receive an Election Coordinator Accessibility Checklist (Form 21-ADA) in the ADA Accessibility Supply Bag located in the ESC that shows the temporary remedies that must be performed at your polling place. Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) for further instructions.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

On Election Day, your job as an Election Coordinator includes the following tasks:

- Set up the polling place so that it is functioning and accessible to all voters with disabilities throughout the day using Form 21-ADA
- Overseeing all areas of the polling place
- Closing the assigned precinct – ensuring that Form 21-ADA is completed, placed in Envelope 47E and returned to the Receiving Station

As an Election Coordinator, you represent the Board in the polling place. If you have questions on Election Day, call ELECTION CENTRAL at 312-269-7870.



**NOTE:** Everyone is responsible for their own food and drink on Election Day. You should plan to bring or buy what you will need for the whole day.

### Your Assignment on Election Day

The Board assigns one Coordinator to each of the 1,291 precincts throughout the City of Chicago. The Board also assigns at least five Judges to each precinct. If there is more than one precinct in a polling place, you, as the Coordinator, will provide assistance to ALL precincts. It is very important that you go to the precinct listed on your assignment letter. If you go to a different precinct, you might not get paid or your pay might be delayed.

### Do you have questions about your assignment?

Call the Election Coordinator Department at 312-269-0876.



**Do you have an Election Coordinator assignment, but you cannot serve as an Election Coordinator? Please call the Election Coordinator department at 312-269-0876 before Election Day to tell the staff.**

If your assigned precinct is also your home precinct, you may vote during a break in your Coordinator duties. **Are you assigned to work outside the precinct where you live?** You will need to vote before Election Day. Visit [chicagoelections.gov](http://chicagoelections.gov) to find and Early Voting location or request a Vote By Mail ballot.

### Stand-By Election Coordinators

#### If Your Polling Place Needs a Coordinator

Stand-by Coordinators are trained like other Election Coordinators. Stand-by Coordinators must report to **Stand-by Central** on election morning at 5:00 am. Whenever a polling place needs an Election Coordinator, the Board sends a Stand-by Coordinator. Stand-by Coordinators serve at the polling place until the polls close, the equipment is put away, and paperwork is complete. They receive the same pay as other Election Coordinators.



**Does your polling place need the help of a Stand-by Coordinator? Please call ELECTION CENTRAL at 312-269-7870.**

## UNDERSTANDING YOUR RESPONSIBILITIES AS AN ELECTION COORDINATOR

### Before Election Day

- **Pick up Election Day materials in the week before Election Day.** You will get the location, dates, and times of where to get the materials in an email.
- **Contact the Election Judges in your assigned precinct(s) before Election Day.** Help them check the voting equipment the Monday before Election Day. The contact information for the Election Judges in your precinct(s) is on your assignment letter.

### On Election Day

- **Serve all day on Election Day** from 5:00 am until all work is completed after the polls close. The work is not finished until the Election Judges have gathered everything they need and leave to deliver those materials to the Receiving Station.
- **Serve all precincts** in a polling place.
- **Wear the Election Coordinator ID badge** (located in the Election Coordinator packet).
- **Sign in and out** on the Election Coordinator payroll sheet (Form 194EC) located in Envelope 1, and the e-poll book.
- **Know all Election Day Registration procedures.** Oversee voter registration on the electronic poll book (e-poll book) in the precinct.
- **Help the Election Judges** with any and all processes and procedures on Election Day. This may include setting up voting equipment, setting up voting booths, powering up the voting equipment and completing other necessary tasks.

- **Make sure the polling place is set up and functioning** so that it is accessible to all voters, including those with disabilities. Position the registration table, accessible voting machine (touchscreen unit) and accessible lowered booth so that voters with disabilities: 1) have “a 36" path” (use the 36" measuring tape provided in the ESC) to maneuver and turn throughout the voting area (use the 60" paper circle in the ESC to measure proper spacing around the touchscreen machine and lowered booth); and 2) are ensured of privacy when they vote.
- **Troubleshoot problems** with equipment and make minor repairs, such as clearing paper jams.
- **Have your cell phone available** to make and receive calls and text messages between the polling place and Election Central. Don't forget to bring your phone charger. You will need to call Election Central if there are questions, equipment problems, or serious malfunctions on Election Day.
- **Follow Board instructions** to complete all required tasks.

### REMINDER: As an Election Coordinator, you CANNOT:

- ⊘ Serve as an Election Judge
- ⊘ Initial paper ballots
- ⊘ Verify voters' signatures
- ⊘ Make decisions on challenges
- ⊘ Sign affidavits
- ⊘ Sign tapes
- ⊘ Sign closing forms or envelopes
- ⊘ Return items to the Receiving Station

### After the Polls Close

- **Monitor the votes being transmitted.** You will oversee that all the votes are transferred to the Board's computer system.
- **Help Election Judges with completing required forms** after you close the polls.
- **Help Election Judges gather everything** so they can deliver materials to the Receiving Station.
- **Make sure Form 21-ADA is completed and returned** to the Receiving Station in Envelope 47E.

You may leave after all Judges have left. Judges must take the election materials to the Receiving Station.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

### More Election Day Tasks

As an Election Coordinator, your job is to help the Election Judges with the processes and procedures of Election Day. You should work closely with the Election Judges to make sure voter registration and other Election Day procedures run smoothly.

#### You will help with various tasks:

- Assisting with setting up the polling place to make sure that it is accessible for voters and that voters have privacy
- Setting up the voting booths
- Hanging signs and posters
- Printing and reviewing the zero tape with the Judges and poll watchers
- Helping manage crowds

#### You will also help with the equipment:

- Setting up and turning on the voting equipment
- Making sure that the voting equipment remains plugged in all day
- Changing printer paper on the voting equipment if needed
- Clearing jams in the printer or ballot scanner
- Clearing error messages on the touchscreen unit



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

### At the end of the day, you will also assist with closing tasks:

- Closing the polls on the ballot scanner and touchscreen
- Helping with the transmission of election results
- Preparing materials for delivery to the Receiving Station
- Overseeing the checklist at the end of the night to make sure all required materials are sent to the receiving station in their proper carriers

#### VOTER REMINDERS

Remember to remind voters while they wait in line to do the following:

- Take their ballot from the touchscreen printer to the ballot scanner
- Make sure the Judges have initialed their paper ballot
- Use the ballot marker to mark the paper ballot

Please assist in every way possible to keep the polling place running smoothly.

Form 21-ADA

### Where Should You Be During Election Day?

You should sit in the polling place wherever it is most helpful. If the Election Judges need help managing voter registration, sit at the Registration Table. If you need to check on the electronic voting equipment, an Election Judge should conduct voter registration while you work to fix any problems.

Remember to always respect voter privacy – don't sit or stand where you can see their votes.

If there is more than one precinct in the polling place, sit in a neutral location. Then, you can see everything happening with each precinct and assist if needed. If the equipment is working and the Judges need help with procedures, you may stand near the Judges' table to help them.

Remember, **you aren't allowed** to process voters, verify signatures, or sign or initial any paperwork, including ballots. You are able to read instructions to the Judges from the handbook. You can also call ELECTION CENTRAL at 312-269-7870 with any questions.

**EXCEPTION:** As a Coordinator, you may sign the voter registration form (Form 14Reg).

# 2 MONITORING VISITORS AT THE POLLING PLACE

This chapter explains who is allowed at the polling place and what kind of credential or special paperwork they need to show the Judges and Coordinator.

## VISITORS AT THE POLLING PLACE

### Monitoring visitors on Election Day is an important responsibility of the Election Judges and Coordinators.

As an Election Judge or Coordinator, it is important that you are aware of who is in the polling place at all times. It is your responsibility to make sure that everyone at the polling place has the right to be there.

Voters, while registering at the polling place or voting, are allowed in the polling place without any type of credential. Anyone else must have a credential or letter of authority to enter and stay inside the polling place.

### Board of Elections Field Investigators or Agents

Field Investigators and other agents are representatives of the Board of Elections (Board). Board Field Investigators have an official credential to show Election Judges. Field Investigators keep this credential. They do not give it to the Judges. However, if a Field Investigator handles election materials, then they must give a letter of authority from the Board to the Judges. The Judges must return the letter of authority to the Board in Envelope 47E.

The Field Investigator will regularly check the polling place during the day. Other agents from the Board may appear at your polling place. All Board agents must show proper credentials to the Judges. This may include a Board ID.

The Field Investigator must sign in and out each time he or she visits the polling place. The Investigator Sign-In Sheet (Form 202) is located in Envelope 1. Please make sure the investigator completes this form. It is reviewed after the election.

### Equip for Equality

Representatives from Equip for Equality will conduct inspections to ensure the polling place is accessible to voters with disabilities. They have an official credential to show Judges. They do not give it to the Judges.

### Other Government Officials

Representatives from the following offices are allowed at the polling place after they show their official identification badges:

- Department of Justice
- United States Attorney's Office
- Cook County State's Attorney's Office
- The Illinois Attorney General's Office
- The Chicago Corporation Counsel's Office
- The Illinois State Board of Elections

They are allowed to do the following activities:

- Enter the polling place
- View the polling place and election procedures
- Sit or stand where they can see the information on the e-poll book screen and applications for ballot

- Handle and inspect the applications for ballot, affidavits, poll watcher credentials, and voting equipment

**Do government officials want to handle election materials at your precinct?** Before a government official may handle materials, the government official must give the Election Judges a copy of a letter of authority from the Board with the government official's name on it. **No representative from any other offices other than those mentioned in this chapter are allowed to handle election materials.** The Judges must return the letter of authority to the Board in Envelope 47E.



Call ELECTION CENTRAL at 312-269-7870 if you have any questions about who is allowed at the polling place or what activities they may carry out.

### Chicago Police Officers and Other Emergency Personnel

**If there is an issue with public safety, call 911 immediately.** Once emergency services have been called, you must also call ELECTION CENTRAL at 312-269-7870. You must let them know about any time a Chicago Police officer or any other emergency personnel are called to the polling place.

## Media and Exit Pollsters

Members of the news media such as journalists have special media credentials from the Board that allow them to be in the polling place. People with these credentials may do any the following activities:

- Film activities in the polling place, as long as they do not interfere with any election processes
- Film any and all Election Judges, Election Coordinators or poll watchers
- Ask the Judges to tell them how many ballot applications have been completed
- Film voters, but the filming can not interfere with the secret ballot or voter's wishes



**IMPORTANT: The media should respect any voters who ask not to be filmed.**

Members of the news media and those who show exit polling credentials to the Election Judges may interview voters outside the polling place even if they are in the Campaign-Free Zone. They may also interview people inside the building as long as they are outside of the room where voting happens.

## POLL WATCHERS

### Who are poll watchers?

A poll watcher is a person who represents a candidate, political party, or citizens' organization or advocates for or against a question of public policy. Some examples of poll watchers include the following:

- Candidate
- Precinct Captain
- Alderperson/Committeeperson
- Checker/Watcher
- Members of a campaign team

They may use these other titles for their roles, but they are all poll watchers.

### What does the poll watcher need to enter the polling place?

A poll watcher must have a credential to stay in the polling place and watch. The credential is a special form from either the Chicago Board of Elections or the Illinois State Board of Elections. The credential must include all of the following information:

- Precinct and ward where the poll watcher is present
- Name and address of the poll watcher
- Signature of the poll watcher
- Signature or stamp of the Candidate, Party Chairman, or Organization Representative
- Office which the candidate is seeking or the name of the organization the person represents



**Poll watchers may call ELECTION CENTRAL at 312-269-7870 with questions.**

All poll watchers must be registered voters in the State of Illinois. **The poll watcher must give the credential to the Judges when they enter the polling place.** The Judge will return all credentials in Envelope 47E to the Board. If poll watchers leave and return throughout the day, they do not need to bring the Judges a new credential. Poll watchers must have a separate credential for each precinct they visit though.

### The following number of poll watchers are allowed in the precinct at the same time:

- Two (2) poll watchers per candidate\*  
\*The candidate's name must appear on the ballot in the precinct where the poll watcher is present.
- One (1) poll watcher per qualified citizens' organization (There is a list of the qualified citizen organizations in the Key Judge envelope.)
- One (1) poll watcher per side (for or against) a policy question on the ballot
- One (1) poll watcher per political party

See the instructions on page 13 if you believe the polling place has become overcrowded with poll watchers.

### What may poll watchers do at the polling place?

Poll watchers who have the correct credentials may stay in the polling place all day. They may sit or stand where they can see what the Judges are doing. Poll watchers are not allowed to touch any supplies or materials. They should never be so close to the Judges that they interfere with the election. Poll watchers may inform Judges about violations of the law or improper procedures they witness.

## What May Poll Watchers Do?

<p><b>Before</b> the polls open, poll watchers may do the following:</p>	<ul style="list-style-type: none"> <li>• Watch you set up the equipment and polling place</li> <li>• Look over the voting equipment</li> <li>• View the election materials and forms, <b>but they may not handle the election materials or voting equipment</b></li> </ul>
<p><b>During</b> voting hours, poll watchers may do the following:</p>	<ul style="list-style-type: none"> <li>• Be close enough to you and the other Judges to watch all your actions</li> <li>• View all reasonably requested records relating to the election, but they also must always maintain the secrecy of the ballot and make sure voter privacy is not affected</li> <li>• Hear Judges call a voter’s name, address and party (for Primary Election only)</li> <li>• Challenge if a person is eligible to vote</li> <li>• Bring questions or concerns to poll workers</li> </ul> <p> <b>NOTE: Poll watchers may not be within 5 feet of the ballot scanner or touchscreen unit while voters are voting. They should not be able to see voter’s choices.</b></p>
<p><b>After</b> the polls close, poll watchers may do the following:</p>	<ul style="list-style-type: none"> <li>• Watch as Judges transmit the election results</li> <li>• Get an Official Results Tape from you only after you have printed the results tapes that you need to complete closing duties</li> </ul>

### Final Notes on Poll Watchers:

Poll watchers may substitute for each other during the day. The number of poll watchers in a precinct at the same time can’t be more than the number allowed for each category. Each poll watcher must still give their own credential to the Election Judges.

A majority of the Election Judges may decide that the polling place has too many poll watchers, and it interferes with managing the election. The Judges may vote to limit poll watchers to a reasonable number. However, you must allow at least one poll watcher for each candidate, political party, citizen’s organization or advocate representing both sides of a question of public policy to stay in the polling place.



**Do you have questions about poll watchers on Election Day? Call ELECTION CENTRAL at 312-269-7870 for help.**

Sample Credentials

1 **POLLWATCHER CREDENTIAL FOR THE REPUBLICAN PARTY** FORM 242R  
 To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_  
 In accordance with the provisions of law, I hereby appoint \_\_\_\_\_ (Name of Pollwatcher) who resides at \_\_\_\_\_ (Address) \_\_\_\_\_ in the County of \_\_\_\_\_ (Municipality) Illinois, and who is duly registered

2 **POLLWATCHER CREDENTIAL FOR THE DEMOCRATIC PARTY** FORM 242D  
 To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_  
 In accordance with the provisions of law, I hereby appoint \_\_\_\_\_ (Name of Pollwatcher) who resides at \_\_\_\_\_ (Address) \_\_\_\_\_ in the County of \_\_\_\_\_ (Municipality) Illinois, and who is duly registered

3 **POLLWATCHER CREDENTIAL FOR THE GREEN PARTY** FORM 240G  
 To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_  
 In accordance with the provisions of law, I hereby appoint \_\_\_\_\_ (Name of Pollwatcher) who resides at \_\_\_\_\_ (Address) \_\_\_\_\_ in the County of \_\_\_\_\_ (Municipality) Illinois, and who is duly registered to vote in

4 **POLLWATCHER CREDENTIAL FOR A CITIZEN'S ORGANIZATION** FORM 242CO  
 Name of Organization \_\_\_\_\_  
 To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_  
 In accordance with the provisions of law, I hereby appoint \_\_\_\_\_ (Name of Pollwatcher) who resides at \_\_\_\_\_ in the County of \_\_\_\_\_ Illinois, and who is duly registered

5 **POLLWATCHER CREDENTIAL FOR A CANDIDATE** FORM 242C  
 To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_  
 In accordance with the provisions of law, I hereby appoint \_\_\_\_\_ (Name of Pollwatcher) who resides at \_\_\_\_\_ (Address) \_\_\_\_\_ in the County of \_\_\_\_\_ (Municipality) Illinois, and who is duly registered to vote in Illinois, to act as a Pollwatcher in the \_\_\_\_\_ Precinct of the \_\_\_\_\_ Ward, of the City of Chicago, at the **Primary Election on March 19, 2024**. Under penalties provided by law pursuant to Section 29-10 of the Election Code, the undersigned pollwatcher certifies that he or she resides at \_\_\_\_\_ (Address) \_\_\_\_\_ in the County of \_\_\_\_\_ municipality of \_\_\_\_\_ (City, Town or Village) State of Illinois, and is duly registered to vote in Illinois.  
 \_\_\_\_\_ Signature of Candidate Issuing Credential  
 \_\_\_\_\_ Signature of Pollwatcher \_\_\_\_\_ Office that the candidate is seeking

The foregoing is in accordance with the laws of Illinois. The Judges of Election shall permit the above named person to be within the polling place as such pollwatcher and allow the representative to:  
 1. Inspect the Touchscreen Voting Unit, the Ballot Scanner and each Voting Booth before the polls open and before the polls close.  
 2. Inspect the Touchscreen Voting Unit, the Ballot Scanner and each Voting Booth during the hours of voting when not being used by the voters.  
 3. Observe all procedures and records of the judges, before and after the polls close.  
 The bearer of this credential is permitted in the Polling Place for the purpose of observing the conduct of the election. The pollwatcher may not stand or sit closer than 5 ft. from any voting booth or device at any time a ballot is being marked or cast. The pollwatcher may protest to the judges of election against any action which he/she regards as a violation of the law, but he/she must abide by the decision of the judges. He/she shall not handle the election materials and shall not interfere under any circumstances with the orderly conduct of the election. After a protest is made, the pollwatcher must not vocally persist in the protest, if the judges take no action. The pollwatcher should call ELECTION CENTRAL at (312) 269-7870 with the information. The pollwatcher must surrender this credential to the judges of election and he/she may leave and re-enter the polling place provided that such continuing action does not disrupt the conduct of the election. After the polls have closed, the pollwatcher shall be allowed to remain until the judges of election have completed their duties but may leave and re-enter only in cases of necessity; provided that such action is not so frequent that it disrupts the judges in concluding their work. (See section of "Pollwatcher Rights" in the Judges of Election handbook for further instructions.)  
**BOARD OF ELECTION COMMISSIONERS**  
**CITY OF CHICAGO**  
 Charise Holaday, Jr.  
 Executive Director  
 Rv. 7/23 This Form Must Be Returned in Envelope 47E

6 **STATE BOARD OF ELECTIONS**  
**STATE OF ILLINOIS**  
 2329 S. MacArthur Blvd  
 Springfield, Illinois 62704-4503  
 217/782-4141 TTY: 217/782-1518  
 Fax: 217/782-5959  
 James R. Thompson Center  
 100 W. Randolph St. Ste 14-100  
 Chicago, Illinois 60601-3232  
 312/814-6440 TTY: 312/814-6431  
 Fax: 312/814-6485  
  
**BOARD MEMBERS**  
 Jesse R. Smart, Chairman  
 Charles W. Scholz, Vice Chairman  
 Harold D. Byers  
 Betty J. Coffrin  
 Ernest L. Gowen  
 William M. McGuffage  
 Bryan A. Schneider  
 Casandra B. Watson  
**EXECUTIVE DIRECTOR**  
 Rupert T. Borgsmiller  
**POLLWATCHER CREDENTIALS**  
 TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to act as a pollwatcher in:	
Name		Name of Precinct	
Street Address		Ward (if applicable)	
County of Residence		Township or Municipality	
Township or Municipality of Residence		Election	<b>Primary Election</b>
		Date of Election	<b>March 19, 2024</b>

In accordance with the provisions of the Election Code, the undersigned hereby appoints the individual listed above to act as a pollwatcher in the precinct and at the election also listed above.  
 Appointing Party or Candidate Name \_\_\_\_\_  
 Date \_\_\_\_\_

7   
**FIELD INVESTIGATOR CREDENTIAL**  
 Form 362 Rev. 3/20  
 Name \_\_\_\_\_  
 The bearer of this credential is an appointed agent of the Board of Election Commissioners for the City of Chicago, duly charged by law with the proper conduct of the Election process. Judges of Election shall recognize the bearer as a duly authorized representative of the Board of Election Commissioners.  
 Signature of holder \_\_\_\_\_ Expires: \_\_\_\_\_  
 Marisel A. Hernandez, Chair  
 Board of Election Commissioners

8   
**Equip for Equality Credential**  
 Form 362 EFE Rev. 3/20  
 Name \_\_\_\_\_  
 The bearer of this credential is a representative of Equip For Equality ("EFE"), an accessibility-advocacy group that is working on behalf of the Chicago Board of Election Commissioners ("Board") to survey the accessibility of Chicago polling places under the Americans with Disabilities Act. This EFE field investigator and polling place surveyor shall be permitted as a duly authorized representative of the Board to enter, survey, measure and photograph all areas inside and outside of polling places during Early Voting and on Election Day.  
 Signature of holder \_\_\_\_\_ Expires: \_\_\_\_\_  
 Marisel A. Hernandez, Chair  
 BOARD OF ELECTION COMMISSIONERS

These are examples of poll watcher credentials you may see on Election Day. #1-5 are examples issued by the Chicago Board of Elections. #6 is an example issued by the State Board of Elections. #7 is the Field Investigator Credential. #8 is the Equip for Equality Credential.

# 3 UNDERSTANDING THE VOTING EQUIPMENT

As an Election Judge or Election Coordinator, you must read this handbook so that you are familiar with the equipment and procedures that will be used in the election. This chapter focuses on important equipment that you need to know how to use on Election Day.

## VOTER CHECK-IN AND REGISTRATION

### Electronic Poll Books (E-Poll Books)

The two e-poll books provide you with voter information for the precinct and the whole city of Chicago. They allow you to check in, register voters and activate voter cards for people who choose to vote electronically using the touch-screen voting unit. The e-poll books also include other important information you need. **They must be set up by 5:15 am on Election Day.**



2 Electronic Poll Books (e-poll books)

## VOTING EQUIPMENT

### Ballot Scanner

The ballot scanner reads people's votes and stores them electronically for tallying later. It lets you catch ballot issues in the moment so that voters can submit a correct and admissible paper ballot on Election Day. After the polls close, you'll connect a modem to the ballot scanner to transmit results to the Board.

The ballot scanner will notify the voter if there is a problem with the ballot:

- Overvoting (too many votes for an office or question)
- A misread ballot caused by a defect such as an extra mark, rip, tear, or other damage to the ballot
- Undervoting for the following statewide offices: Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller, and Treasurer

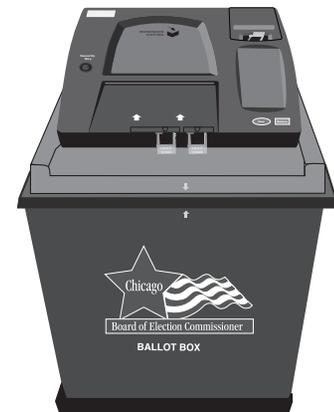
See page 69 on how to proceed if you see any of these ballot issues during voting hours.



Ballot Scanner

### Ballot Box

The ballot box ensures a secret ballot. It gives you a secure place to keep the paper ballots so they can be compared to electronic records after the election if there is a recount or other issue. **It must always be secured with seals.**



Ballot Box

## TOUCHSCREEN VOTING



### Touchscreen Voting

The touchscreen voting unit gives people with disabilities an accessible way to vote. It also provides a convenient option for any voter who prefers marking their ballot electronically in every available language (English, Spanish, Chinese, Hindi, Urdu, Gujarati, Polish, Korean, Tagalog, Arabic, Ukrainian and Russian). Any voter who chooses to may use the touchscreen voting unit but, like the priority seating on a public bus, voters with disabilities shall be given priority use of the accessible touchscreen unit.

The touchscreen voting unit can be used in audio mode for voters who have visual disabilities.

The touchscreen voting unit will print the voter's voted ballot. The voter must insert this ballot into the ballot scanner to finish casting their ballot.



**IMPORTANT:** The voter's ballot is not cast until they have inserted it into the ballot scanner.



Touchscreen Voting Unit

# 4 CHECKING THE ELECTION SUPPLIES BEFORE ELECTION DAY

This chapter includes an overview of the tasks you need to do leading up to Election Day:

- Contacting the rest of your Election Day team
- Reviewing the supplies and equipment on the Monday before Election Day
- Understanding the Election Supply Carrier (ESC)
- Following important security procedures

## BEFORE ELECTION DAY

### The Week Before Election Day

The week before Election Day, one Judge, also known as the Key Judge, and the Election Coordinator will each get an envelope from the Board with the ESC key and other supplies. That Key Judge should contact the Election Coordinator and other Judges to arrange to **visit the polling place on the Monday before Election Day** and check the election equipment, materials, and supplies.

If you aren't contacted by the Key Judge in a reasonable time, you have the phone numbers for the other Judges on your assignment letter to set up a meeting time. You can also contact the Board at 312-269-0876 to get the phone number for the Coordinator. If you cannot reach the Coordinator or Key Judge, you can still visit the polling place to make sure the ESC has been delivered.

 **NOTE:** Verify with the proprietor which door will be open at 5:00 am to enter the polling place. Also verify which door(s) will be open at 6:00 am for voters and which entrance is the designated accessible entrance.

### The Monday Before Election Day

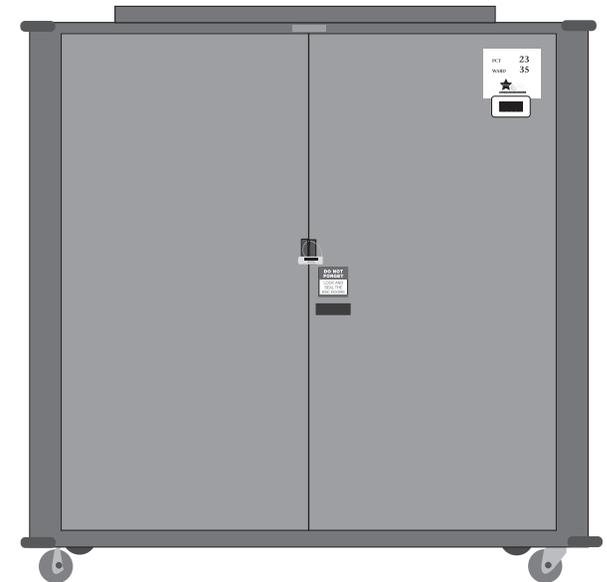
Election Day always falls on a Tuesday. The day before the Election (Monday), all the Election Judges and Coordinator will meet at the polling place.

First, the Judges and Coordinator must report to the office of the person in charge of the building or speak to a person who works at the location. You must get permission before entering the polling place room to access the ESC. Once you have permission, your team will open, check, and then secure the ESC for Election Day.

You will find all the supplies and equipment for Election Day at the polling place in the blue Election Supply Carrier (ESC). The ESC is on wheels. The wheels can be locked to stay in place. You will use the Supply List (Form 21) and the Accessibility Checklist (Form 21-ADA) to check that all the supplies are in the ESC.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



Election Supply Carrier (ESC)

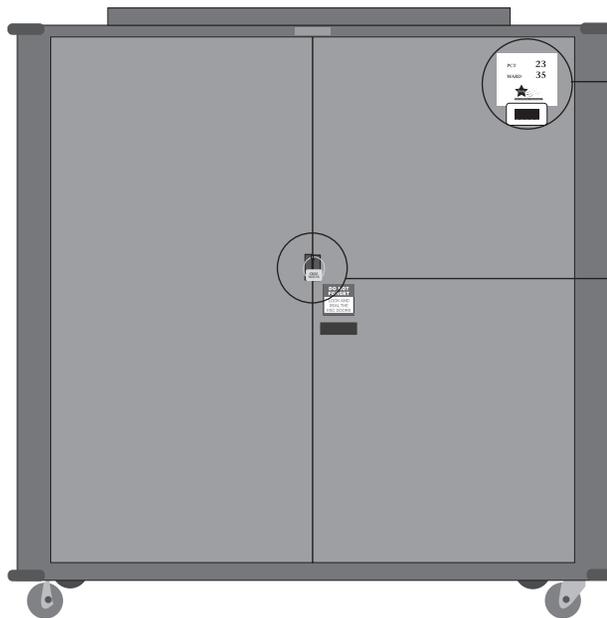
**REMINDER:** Ask the proprietor about what entrance to use on election morning

## OPENING, CHECKING, AND SECURING THE ESC

### Opening the ESC

- 1 Make sure that the ESC at the polling place is for your assigned precinct and ward. Check the label on the ESC in the upper right hand corner. The label shows the precinct and ward.
- 2 The Key Judge and Coordinator will each have seal cutters. Use the seal cutters to break the green seal on the ESC doors. **You must save the seal.**
- 3 To open the door, push on the area where the key is inserted. Pushing this area will release the latch and open the doors. **Do not break the lock on the ESC.**
- 4 When you open the ESC, remove the Seal Accountability Form (Form 3), which is located in the plastic sleeve inside the ESC door. Check that the number on the green seal you just removed from the ESC door is the same seal number that appears on the Seal Accountability Form. **If the seal number is not the same as the number recorded on the form or if the ESC seal is missing, you must call EQUIPMENT/SUPPLIES at 773-247-4065 immediately.**
- 5 You will see that the Broken/Used Seal Bag is located inside the sleeve on the right ESC door. Place the broken, used seal inside the Broken/Used Seal Bag. The Broken/Used Seal Bag holds all the broken and used seals. It is returned to the Board at the end of the day on Election Day in the Black Return Bag.
- 6 You will replace the seal on the ESC with a new green seal after you complete your check today. **Make sure to write down the new ESC seal number on the Seal Accountability Form.**

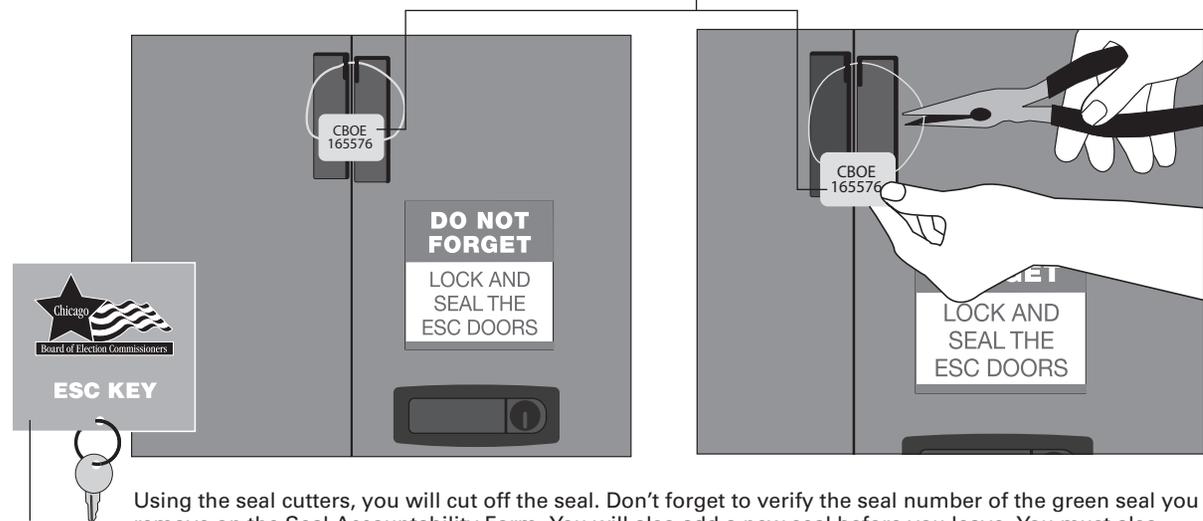
### Closed Election Supply Carrier (ESC)



The precinct and ward information is located here in the upper right hand corner of the ESC.

SEAL ACCOUNTABILITY FORM		Pct _____	Wrd _____
ELECTION SUPPLY CARRIER (Seal is GREEN)		Form 3 Rev 11/23	
<b>1. PRIOR TO ELECTION DAY</b>			
SEAL # _____	VERIFIED BY _____	(BOARD AGENT)	
SEAL # _____	VERIFIED BY _____	(EJ SIGNATURE)	
<b>2. ELECTION DAY</b>			
SEAL # _____	VERIFIED BY _____	(EJ SIGNATURE)	
After 7 pm	SEAL # _____	ATTACHED BY _____ (EJ SIGNATURE)	
<b>AUXILIARY BALLOT BOX - INSIDE ESC (Seal is ORANGE)</b>			
<b>3. ELECTION DAY (if needed because ballot scanner stopped operating)</b>			
SEAL # _____	ATTACHED BY _____	(EJ SIGNATURE)	
<b>TOUCHSCREEN (Seals are RED and YELLOW)</b>			
<b>4. ACCESSORIES DOOR Election Day (Seal is RED)</b>			
RED SEAL # _____	VERIFIED BY _____	(EJ SIGNATURE)	
<b>5. ELECTION DATA DOOR Election Day (Seal is RED)</b>			
SEAL # _____	VERIFIED BY _____	(EJ SIGNATURE)	
<b>6. BATTERY DOOR Election Day (Seal is RED)</b>			
SEAL # _____	VERIFIED BY _____	(EJ SIGNATURE)	
<b>7. POWER/PRINTER DOOR Election Day</b>			
YELLOW SEAL # _____	VERIFIED BY _____	(EJ SIGNATURE)	
RED SEAL # _____	ATTACHED BY _____	(EJ SIGNATURE)	

You will find the Seal Accountability Form (Form 3) in the door of the ESC. The seal number (#) on the form should match the seal number (#) you find on the green seal on the door.



Using the seal cutters, you will cut off the seal. Don't forget to verify the seal number of the green seal you remove on the Seal Accountability Form. You will also add a new seal before you leave. You must also record the number of the new green seal on the Seal Accountability Form.

The Key Judge and the Coordinator will each have an ESC key.

## Supply List Form 21

## Checking the Supplies and Equipment in the ESC

- 1 Make sure that the supplies and equipment inside the ESC are for your assigned precinct and ward.
- 2 Don't open any equipment. Don't unwrap, sign, or initial any forms (except the Seal Accountability Form). Don't try to test any of the voting equipment. All items have been tested by Board staff.
- 3 Use the Supply List (Form 21) and the Accessibility Checklist (Form 21-ADA) to check that all correct supplies are in the ESC.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



**IMPORTANT! Are there items missing from the ESC? Call EQUIPMENT/SUPPLIES at 773-247-4065 immediately.**

- 4 You are allowed to set up voting booths and hang signs the night before the election between 5:00 pm and 7:00 pm. You are NOT allowed to unpack ballots, set up the electronic equipment, or set up/unpack any other equipment or supply that is not a voting booth or a sign.

# SUPPLY LIST FORM 21

PRIMARY ELECTION  
MARCH 19, 2024



## SUPPLY LIST FORM 21

PRIMARY ELECTION MARCH 19, 2024

**CHECK THIS LIST AGAINST THE SUPPLIES CONTAINED IN THE BLUE METAL ELECTION SUPPLY CARRIER (ESC).**

- Official Ballots
  - Democratic - Green
  - Republican - Yellow
  - Non-Partisan - White
  - Libertarian - Blue (where applicable)
- Ballot Privacy Sleeves (10)
- Touchscreen Ballot Privacy Sleeve (2)
- Provisional Ballot Privacy Sleeve (1)
- E-Poll Book case containing Electronic Poll Books (2) charging cable (white) (2), power adapter (white) (2), card activator (2), splitter (2), printers (2), printer power cord (black) (2), jetpack (1), jetpack power cord (1), stylus (2), extra paper roll (2) & pink bubble bag (1) in gray plastic case
- White Blank Form 14 Applications for Ballot and Correction Report Form 15 in back of the pad
- Sprocket for used Applications for Ballot Form 14
- Election Judge/Coordinator Handbook
- Extension Cords (5)
- Power Strips (2)
- Demonstrator Ballots (Orange)
- Ballot Box (3 parts)
- Touchscreen Voting Unit, Quick Reference Guide and Ballot Code Sheet
- Touchscreen Voting Booth
- Touchscreen Printer
- Extra Ballot Paper for Touchscreen Printer
- ADA Accessibility Supply bag: Election Coordinator Checklist (Form 21 ADA), 60-inch paper Accessibility Circle, paper measuring tape, Form 177A "Accessible Entrance" sign (if applicable), Form 177AE "Accessible Entrance w/arrow" sign (if applicable)
- Ballot Scanner Bag containing Ballot Scanner and power cord, security key, plastic pointer, modem, modem power cord, modem antenna, scanner and touchscreen password, Quick Reference Guide and touchscreen poll worker card
- Blue Transfer Case with Form 84 Voted Ballot plastic bag and Black Return Bag with White Return Box, Form 83 and orange sticker to note ballots not counted by the ballot scanner
- No Electioneering Cones (2) (if applicable)
- 100 foot measuring tape (if applicable)
- Metal Voting Booths
- Plastic Voting Booths
- Lowered Voting Booth with chair
- Folding Registration Table
- American Flag
- Bag of Unused Seals green (3), red (6), black (2), gray (2), orange (2), Red tie (14), and yellow (2)
- Form 3 Seal Accountability Form (1)
- Broken/Used Seal Bag (1)
- Clipboards (5)
- Touchscreen languages in plastic stand
- Gray Supply Box with: pens (5), outlet adapters (2), masking tape (1), scissors (1), rubber fingers (2), economy lights (2), large ballot viewers (2), signature guides (3), "Voted" Stickers (500), paper rolls (2) and stylus (2)
- Blue Supply Box with: Voter Cards (5), headphone covers and ballot marker boxes (2)
- PPE Bag with Bottles of Hand Sanitizer, packets of Disinfectant Wipes, Box of Polyethylene Gloves, Box of Surgical Masks, and Container of Screen Cleaning Wipes

### ENVELOPE 1 CONTAINING INFORMATION FOR THE PRECINCT

- Form 4 Oath of Office and Application for Substitute Judges
- Form 9 Oath of Office for Assigned Judges
- Form 36J Judge of Election Badges
- Judge of Election Language Support Badges (if applicable)
- Form 194/EC Judge of Election and Election Coordinator Pay Voucher
- Form 202 Investigator Sign-In Sheet
- Envelope 47E
- Form 118 Election Judge Signup
- Specimen Ballots
- Precinct Address Outline
- Ward Map/Receiving Station Location Map
- Precinct Poll Sheet
- Ballot Packing List

### ENVELOPE 2 CONTAINING SIGNS

- Form 25 "Need Help Voting?" sign
- Form 177 "Polling Place" sign
- Form 251 "When Voters Do (And Don't) Need ID" sign
- Form 253 "Voter's Bill of Rights" sign
- Form 255 "Voting Instructions" sign
- Form 256 "Are you registered to vote at your current address?" sign
- Form 177Reg "Election Day Registration & Voting" sign
- Bilingual Poll Worker sign

### ENVELOPE 3 CONTAINING VOTING FORMS

- Form 1 Consolidated Voter's Affidavits
- Form 1S Consolidated Voter's Affidavit (Spanish)
- Form 1C Consolidated Voter's Affidavit (Chinese, if applicable)
- Form 1H Consolidated Voter's Affidavit (Hindi, if applicable)
- Form 1A "Notice to Person Providing Assistance"
- Form 14 S/C/H Appl. For Ballot (Spanish/Chinese/Hindi)
- Envelope S "Spoiled Ballots"
- Touchscreen Instructions (English/Spanish)
- Touchscreen Instructions (Chinese/Hindi) (if applicable)

### ENVELOPE 3P CONTAINING PROVISIONAL VOTING MATERIALS

- Form 276P Provisional Voter Affidavits
- Form 276PS Provisional Voter Affidavits (Spanish)
- Form 276PC Provisional Voter Affidavits (Chinese, if appl.)
- Form 276PH Provisional Voter Affidavits (Hindi, if appl.)
- Envelope P Provisional Voter Affidavit Carrier Env.
- Spanish/Chinese/Hindi Provisional Affidavit Receipt

### ENVELOPE 4 CONTAINING CLOSING ITEMS

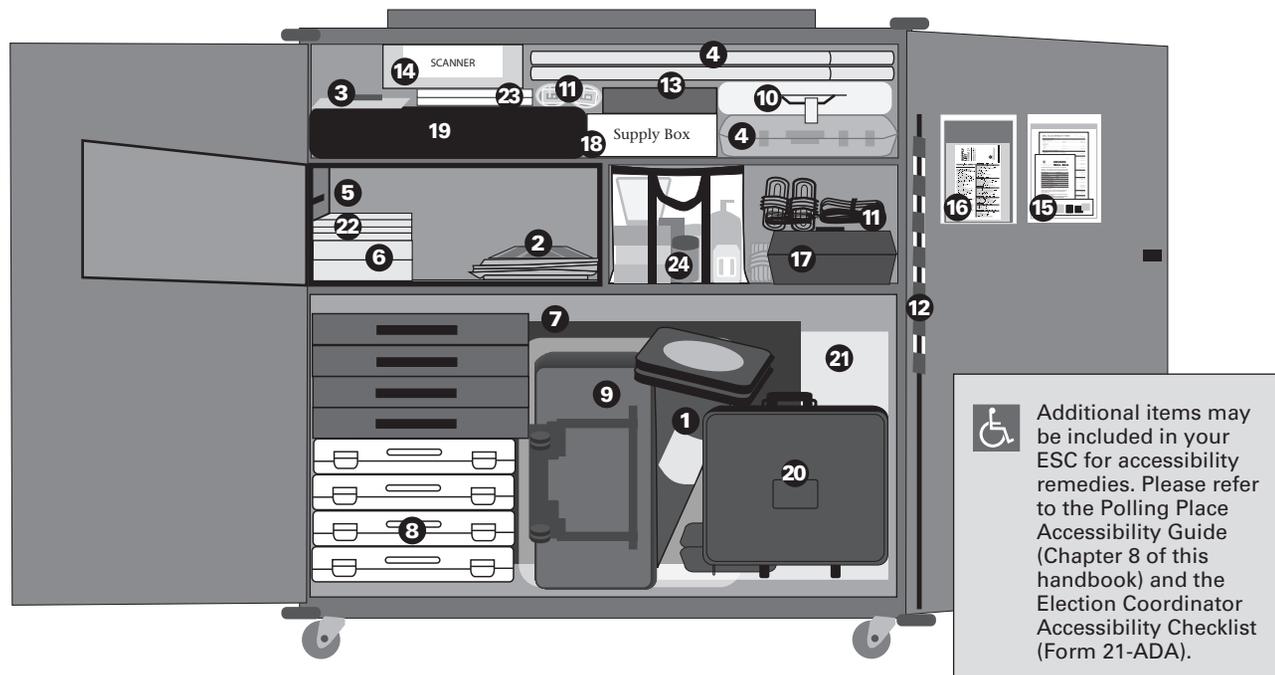
- Envelope W "Write-In Votes"
- Envelope D "Damaged Ballots"
- Envelope 14E
- Envelopes 71E & 72E
- Form 80 Certificate of Results (3)

### ENVELOPE 5 CONTAINING REGISTRATION MATERIALS

- List of acceptable identification
- Form 14Reg, Applications for Ballot - Registered Voter (150)
- Form 14Reg S/C (Spanish/Chinese)
- Form 14Reg Hindi (where applicable)
- Registration Table Sign and holder
- Registration Table Instructions
- Envelope 48E for Return of Registration Forms

### Inside the Election Supply Carrier (ESC)

- 1 Campaign Free Zone Cones and 100 Foot Measuring Tape (if applicable)
- 2 Envelopes 1, 2, 3, 3P, 4 & 5 Forms, Demonstration Ballots and Privacy Sleeves
- 3 Clipboards
- 4 Lowered Voting Booth and Chair
- 5 Ballot Box Portion of ESC
- 6 Official Ballots and Extra Ballot Paper for Touchscreen Printer
- 7 3 Part Collapsible Ballot Box (rear lower portion of ESC)
- 8 Plastic and Metal Voting Booths
- 9 Transfer Case/Black Return Bag and White Return Box
- 10 Registration (Folding) Table
- 11 Extension Cords and Power Strips
- 12 Flag
- 13 Blue Supply Box
- 14 Ballot Scanner Bag containing Ballot Scanner and power cord, security key, plastic pointer, modem, modem power cord, modem antenna, scanner and touchscreen password, Quick Reference Guide and touchscreen poll worker card
- 15 Seal Accountability Forms, Bag of Unused Seals and Broken/Used Seal Bag
- 16 Supply List and Handbook
- 17 Electronic Poll Books (2) with printers (2), and jetpack (1)
- 18 Gray Supply Box
- 19 Touchscreen Voting Unit, Quick Reference Guide and Ballot Code Sheet
- 20 Touchscreen Printer
- 21 Touchscreen Voting Booth
- 22 **FOR USE WITH ELECTRONIC POLL BOOK**
  - White Blank Form 14 Applications for Ballot and Correction Report Form 15
  - Spindle for Used Applications
- 23 ADA Accessibility Supplies plastic bag: Election Coordinator Checklist (**Form 21-ADA**), 60-inch paper Accessibility Circle, and paper measuring tape
- 24 PPE Bag



### Securing and Sealing the ESC

- 1 Remove a new seal from the Unused Seal Bag. Record the seal number on the Seal Accountability Form.
- 2 Return the Seal Accountability Form to the plastic sleeve on the inside door of the ESC.
- 3 Return all supplies to the ESC.
- 4 Close both doors and lock the ESC using the key. Make sure the latch is secured.
- 5 The Key Judge or Coordinator must take the seal cutter home and bring it back on Election Day. **Do not leave the seal cutter inside the ESC.** You will need it to open the ESC on Election Day morning.
- 6 Place the new seal through both holes in the middle of the doors and secure the seal. **Make sure the seal is secured.** The door should be locked and sealed so that no one can open the ESC.

**REMINDER: Call EQUIPMENT/SUPPLIES at 773-247-4065 immediately to report any of the following problems:**

- A missing ESC seal
- Incorrect numbers on the Seal Accountability Form
- Any missing items from the ESC
- Equipment labeled for a different precinct and ward

**Don't forget to save the green ESC seal in the Broken/Used Seal Bag!**

# 5 SETTING UP THE POLLING PLACE ON ELECTION DAY

## ELECTION DAY - 5:00 AM TO 6:00 AM

Chapter 5 includes step-by-step instructions on all the procedures you need to know to set up the polling place on Election Day. Please review this chapter very carefully. You only have one hour on Election Day to set up and organize all the equipment and materials.

 **IMPORTANT!** Before you open the doors to the polling place, you **MUST** do the following:

- Set up the e-poll books (see step 8).
- Begin the update of the e-poll books by 5:15 am.
- Check the equipment is labeled for your precinct and ward.

### Rules for Election Coordinators & All Judges

- You **MUST** report to the polling place by 5:00 am and no later.
- Let poll watchers with proper credentials enter at 5:00 am and watch as you set up the polling place.
- The Coordinator will lead the Judges in setting up the polling place. All poll workers should work together to make sure that all the tasks on the list are completed in a cooperative way.
- Don't let anyone vote before 6:00 am. No one, including Judges, may vote before you open the doors to the polling place.

 **IMPORTANT:** What if you can't get into the polling place? If you have tried all the entrances at the polling place, then **immediately call ELECTION CENTRAL at 312-269-7870** to let the Board know.

**What if the Coordinator or Key Judge has not arrived to unlock the ESC?** Call ELECTION CENTRAL at 312-269-7870 to let the Board know.

## SETTING UP THE POLLING PLACE - STEP BY STEP

### Do you have all the materials and equipment?

Review the diagram of the ESC in Chapter 4 on page 20 to see where materials and equipment are located. For a listing of Election Day materials and equipment, see the Supply List (Form 21) in the sleeve of the door of the ESC.

### Do you know what you need to do?

First, read the quick overview of all the procedures, steps #1-18. Then, go on to the detailed instructions for each of the steps starting on the next page.

### Quick Overview: Setting Up the Polling Place

1. Check the polling place for a portable ramp.
2. Open the Election Supply Carrier (ESC), and check the contents.
3. Place the American flag.
4. Find and arrange the furniture.
5. For Judges: Sign the Oath and put on the badge.
6. For the Coordinator: Put on the Coordinator badge.
7. Set up the Campaign-Free Zone materials.
8. Set up the e-poll books.
9. Assemble the metal voting booths.
10. Assemble the plastic voting booths.
11. Assemble the lowered voting booth in compliance with the instructions in the Polling Place Accessibility Guide (Chapter 8 of this handbook).
12. Arrange and connect the voting booths in the polling place, ensuring accessibility.
13. Assemble the ballot box for the ballot scanner.
14. Set up the ballot scanner.
15. Set up the touchscreen voting unit in compliance with the instructions in the Polling Place Accessibility Guide (Chapter 8 of this handbook).
16. Set up Judges' Stations #1-3 and the Registration Table.
17. Post all signs found in Envelope 2.
18. Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) for additional set-up requirements.

## Detailed Instructions: Setting Up the Polling Place

To set up the polling place, carefully follow these detailed instructions. Each step is numbered (#1-18) and is printed in **bold type**.

### 1 Check the polling place for a portable ramp.

In some instances, the Board will deliver a ramp to a polling place to make it accessible to voters who can't use stairs or a step. If the Board is able to deliver a ramp, you will receive it by 5:45 am. Be sure the ramp is set up in the proper place before the polling place opens. Don't remove the ramp until you close the polling place and all voters in line have voted.



**NOTE:** A few polling places may not be accessible to voters with disabilities. If your polling place has stairs, but the Board cannot deliver a ramp, follow the instructions on pages 70-71 to make sure that voters with disabilities are still able to vote using curbside voting.

### 2 Open the Election Supply Carrier (ESC), and check the contents.

Before Election Day, the Coordinator and the Key Judge will have picked up envelopes containing the ESC key and seal cutters, which are needed to open the ESC.

**A.** First, check that you have the correct ESC. Look at the ESC doors. There is a label in the upper right hand corner. Make sure it is marked with the polling place precinct and ward.

**B.** Use the seal cutters to break the seal on the ESC doors. **Keep the broken seal – don't throw it away.** You'll need it in a moment.

**If the seal is missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**

**C.** Use the ESC key to unlock the door. To open the lock, insert the key and push on the area where the key was inserted. This will release the latch and open the doors. After you open the doors, remove the key. Be careful not to break the lock. If you don't have a key to the ESC – don't break the lock! Call ELECTION CENTRAL at 312-269-7870.

**D.** Verify the ESC seal number. Remove the Seal Accountability Form (Form 3) from the plastic sleeve on the inside of the ESC door. Look at the number on the broken seal, and make sure it matches the number on the form.

**If the seal number isn't the same, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**

**E.** Place the broken seal inside the Broken/Used Seal Bag. The bag is on the inside of the ESC door.

**F.** Check that the ESC contains the required equipment and supplies. Use the Supply List (Form 21) to check off each item that you find in the ESC. **If any item is missing from the ESC, call EQUIPMENT/SUPPLIES at 773-247-4065.**



**Immediately call EQUIPMENT/SUPPLIES at 773-247-4065:**

- If any supplies are missing
- If you don't have the correct equipment

**REMINDER:** Find the Supply List (Form 21) attached to the inside of the ESC door. You'll also see Form 21 on page 19 of this handbook. Look in the Key Judge Envelope or Envelope 1 to find instructions about any materials special to your precinct.

### 3 Place the American flag.

Remove the American flag from the ESC, and tape it up at the door of the polling place. Tape is in the Gray Supply Box in the ESC.

### 4 Find and arrange the furniture.

- If there are no tables and chairs, immediately call the Polling Place Department at 312-269-7976.
- Arrange the tables and chairs. Choose an arrangement that helps you manage the flow of voters and protect voters' privacy. Review the suggested arrangements on the next page.
- As you set up the tables and chairs, consider the needs of voters who use a wheelchair, walkers, or other assistive devices. Make sure voters with disabilities have "a 36" path" (use the 36" measuring tape provided in the ESC) and can move easily through the polling place and reach the voting equipment.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

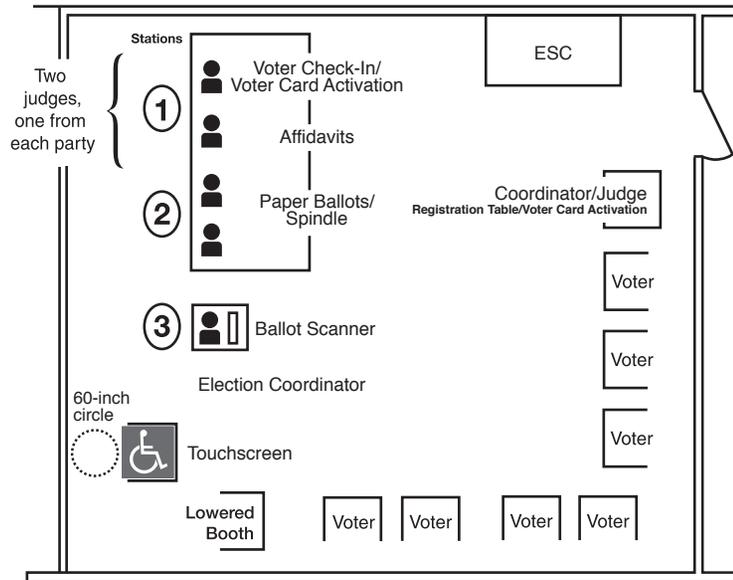
## Suggested Polling Place Arrangements

Position the equipment to make sure voters with disabilities have “a 36” path” (use the 36” measuring tape provided in the ESC) to move through the polling place and to vote.



Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.

Single Precinct Polling Place



### ELECTION CENTRAL

For questions about voting laws and regulations, procedures, or language problems:  
**312-269-7870**  
 Election Day only 5:00 am – 10:00 pm

### EQUIPMENT/SUPPLIES

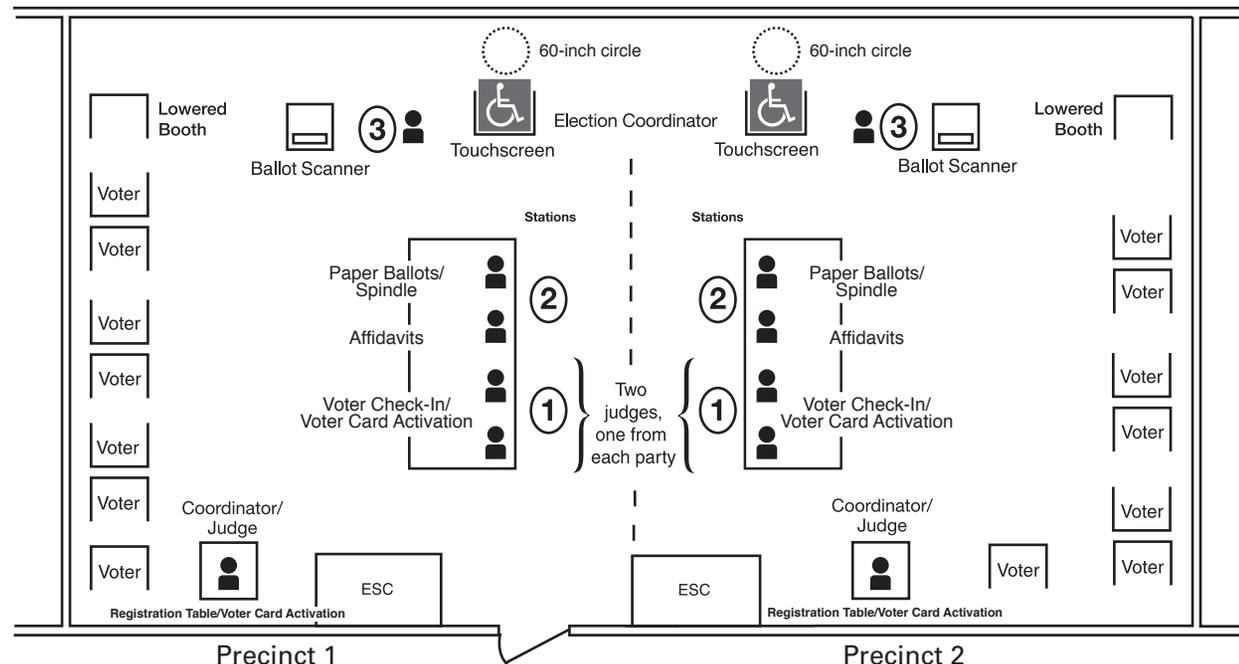
For problems with equipment or missing supplies:  
**773-247-4065**  
 Election Eve (Monday) 5:00 pm – 7:00 pm  
 Election Day 5:00 am – 10:00 pm

### POLLING PLACE DEPARTMENT (TABLES/CHAIRS)

For missing tables and chairs:  
**312-269-7976**



Combination Polling Place



**REMINDER:** The Coordinator will lead the Judges in determining the best layout of the polling place. Arrange the booths to give people **privacy** when they’re voting. Position the equipment to make it easy for voters with disabilities to move through the polling place and to vote.

## 5 For Judges: Sign the Oath and put on the badge.

If you're a Judge, you must do the following:

- Read and sign the Oath of Office for Assigned Judges (Form 9).
- Find a badge of the political party you're representing. Fill in your name and the precinct and ward where you're working. Put on the badge and wear it until you leave the polling place at the end of the day.

**REMINDER:** If your precinct swears-in a Substitute Judge, the Substitute Judge must complete the checklist and sign the Application For Substitute Election Judge and Oath of Office (Form 4). If you're the appointed Judge who administers the Oath to the Substitute Judge, you must follow the procedures on Form 4. As noted on Form 4, you must call the Board of Elections (Board) and verify the eligibility of the Substitute Judge. See Chapter 1, page 4 for more information on swearing in a Substitute Judge.

## 6 For the Coordinator: Put on the Coordinator badge.

If you're the Coordinator, you must do the following:

- Take the badge and fill in your name.
- Put on the badge and wear it until you leave the polling place at the end of the day.

## 7 Set up the Campaign-Free Zone materials.

**If your polling place has only one precinct:**

In the ESC, find the Campaign-Free Zone materials:

- 2 blue cones (No Electioneering cones)
- 100-foot measuring tape

Set up the blue cones to mark off the Campaign-Free Zone. You'll use the 100-foot measuring tape to help you measure the space. See detailed instructions in Chapter 1, page 6.



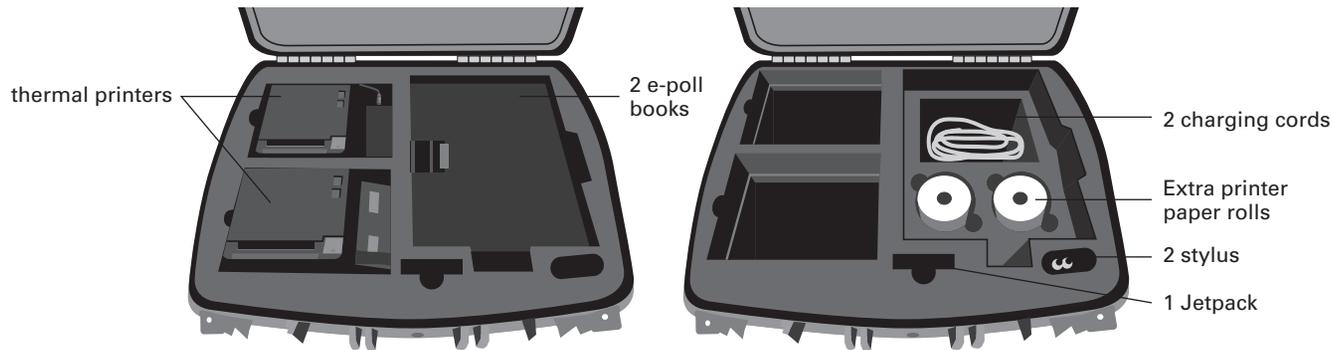
100-foot measuring tape

### If your polling place has more than one precinct:

For each polling place, there is only one set of Campaign-Free Zone materials—even if there's more than one precinct.

- If you find the Campaign-Free Zone Materials in your ESC, set up the blue cones according to instructions in Chapter 1, page 6.
- If your ESC doesn't have the Campaign-Free Zone materials, check with the other precinct(s) in your polling place to be sure the Judges have these materials to set up.

### The Electronic Poll Books & Accessories



### The Electronic Poll Books Case



## 8 Set up the electronic poll books (e-poll books) by 5:15 am.

You'll use one e-poll book to search registered voters in the precinct and check them in electronically. The person working at the Registration Table will register voters on the other e-poll book. Both e-poll books will also be used to activate voter cards for people who choose to vote using the touchscreen voting unit.

Follow these steps to set up and launch the two e-poll books:

### A. Start to set up the e-poll books and accessories.

1. Find two e-poll books and the accessories in the gray plastic case inside the ESC.
2. To confirm that you received the correct e-poll books, make sure the tag on the handle of the gray plastic case shows your precinct and ward.

3. Now verify the seal number on the latch of the case. Compare the number on the seal with the Seal Accountability Form (Form 3). If the seal number matches, break the seal and place it in the Broken/Used Seal Bag. If the seal number doesn't match or the tag on the e-poll book is for a different precinct and ward, immediately call **EQUIPMENT & SUPPLIES at 773-247-4065**.
4. Remove the e-poll books, printers and jetpack from the case and place them on the table along with the additional accessories.

### B. Turn on the Verizon Jetpack and find the strongest signal.

The Jetpack is a portable hotspot device that provides the internet connection for each e-poll book.

1. Find the Jetpack in the same case that holds the e-poll books.
2. Turn on the Jetpack by holding down the power button on the top of the device. The screen will light up. Wait a few moments while the Jetpack connects. It's connected when you see **4G** at the top of the screen, with bars indicating the strength of the connection.



-  **NOTE:** Once the Jetpack is connected, the screen will go into power save mode and turn black. But the Jetpack is still powered on. To light up the screen again, tap the power button.

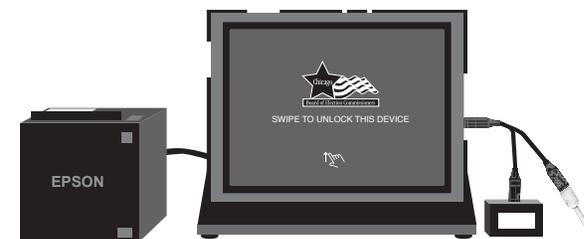
3. Carry the Jetpack around the room to see where signal strength is best. The Jetpack must stay within 30 feet of the e-poll books. You may find the strongest signal closer to a window.
4. Once you find the part of the room with the best signal, plug in the Jetpack with the yellow power cord into an outlet.

 **NOTE:** If there's more than one precinct in your polling place, make sure the Jetpacks are at least 3 feet apart.

### C. Launch the e-poll books.

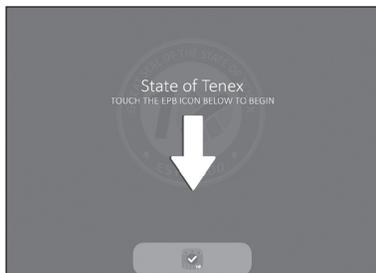
1. Make sure the Jetpack is ON and has a strong connection. **The Jetpack MUST have a strong connection BEFORE you plug in the e-poll books.**
2. Take one e-poll book and one printer to Station 1 and the other e-poll book and printer to the Registration Table.
3. Connect the thermal printer charging block to the power cord. Plug the power cord into the power outlet. Once the thermal printers are connected, power them on. Press the power button down until the front panel displays a blue light.

4. To open your e-poll book, insert your finger under the tab opposite of the hinge. Open the case as if opening a book. Set the e-poll book on the table.
5. Plug the single end of the splitter into the charging port on the e-poll book. Insert the charging cord and the card activator into the splitter.
6. Plug the USB charging brick into the power outlet. The e-poll book will turn on automatically.
7. Your hardware is now set up, and you are ready to log into the e-poll book.



**D. Logging into the e-poll book**

1. Select the **e-poll book app icon** located at the bottom of the screen. This will launch the application.



2. After you launch the e-poll book application, your screen should look like the image below. Touch the WIFI/broken heart symbol to connect with the network. Touch **START** to log into your e-poll book software



3. Enter your full First and Last Name, then touch **CONTINUE**.

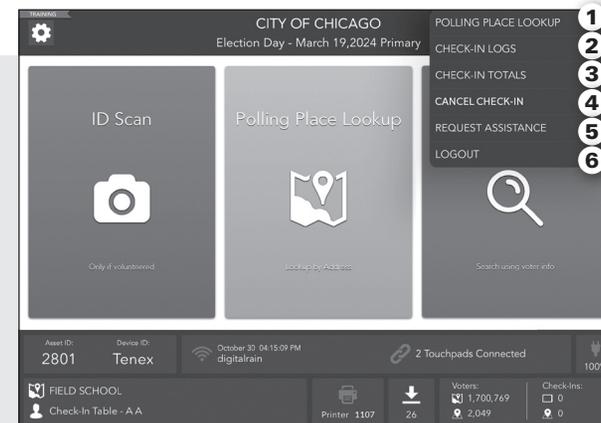
4. Enter the password (found in the e-poll book case) and touch **CONTINUE**, then follow the instructions for printers.
5. The e-poll book will automatically search for the Epson printer and re-establish its pairing.
6. **Congratulations!** You have successfully logged into the e-poll book and it is now ready for voter check-in.



**Launchpad**



**Launchpad Menu options**



- |  |   |
|--|---|
| <b>1</b> Troubleshooting Menu                                  | <b>7</b> Battery Status   |
| <b>2</b> Jurisdiction Name (Election Mode)                     | <b>8</b> Location You Are Logged Into, Job Title, and Name                            |
| <b>3</b> Launchpad Menu  | <b>9</b> Printer Connectivity   |
| <b>4</b> Asset ID and Device ID                                | <b>10</b> Delta Files   |
| <b>5</b> WIFI connectivity and date/time of last data transfer | <b>11</b> Numbers of Voters and Check-ins (Sorted by Location Total and Device Total) |
| <b>6</b> Sideways e-poll book connectivity                     |   |

- |                               |  |
|-------------------------------|--|
| <b>1</b> POLLING PLACE LOOKUP | Opens tool to search polling place locations by address.             |
| <b>2</b> CHECK-IN LOGS        | Displays the "Check-In's" history. Include voters' names & data.     |
| <b>3</b> CHECK-IN TOTALS      | Shows a numeric log of all the check-ins.                            |
| <b>4</b> SPOIL BALLOT         | Gives the option to spoil a ballot and reverse a check-in.           |
| <b>5</b> REQUEST ASSISTANCE   | Allows a voter who has checked in to request assistance with voting. |
| <b>6</b> LOGOUT               | Provides the Temporary Log Out or Close Election page.               |

## 9 Assemble the lowered voting booth.

The lowered voting booth is designed for voters who are sitting down — whether in a wheelchair or on the voting chair. Any voter may use it. The lowered voting booth is made of gray plastic.

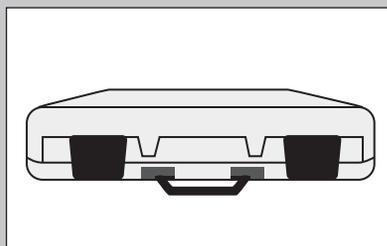
- A. Remove the gray plastic case from the ESC, and place the booth on a table with the Board of Elections sticker facing up. Now open the case.
- B. Remove the legs and plastic extenders from the lid; then close and lock the lid.
- C. Put together each leg section.
- D. Turn the case over on the table. Insert the extenders in the holes at the front of the booth (the side with the handle). Insert the legs, one at a time, into the two holes on the bottom of the booth and the two holes in the extenders. Using a twisting motion, push the legs in tightly until snug.
- E. Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- F. Make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2, and tape it to the privacy screen.
- G. The lowered booth must provide a 60-inch diameter circle in front of the booth that will provide an accessible turning space

for people in wheelchairs or with other mobility disabilities. Please use the 60-inch diameter circle provided in the plastic bag inside the ESC and follow the instructions printed on the 60-inch diameter circle for measuring the proper accessible turning area.

- H. Unwrap the electrical cord, and plug it into the receptacle to the right of the light unit. But don't plug the cord into an outlet until you find the best spot for the booth (wait until you get to Step 12).
- I. To assemble the chair for the lowered booth, pull out on the arms and press down on the seat.



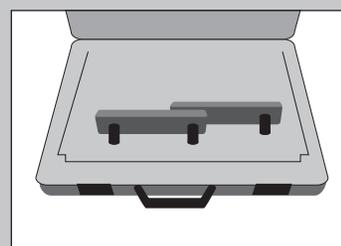
**NOTE:** Don't allow voters to apply weight or lean on the voting booth.



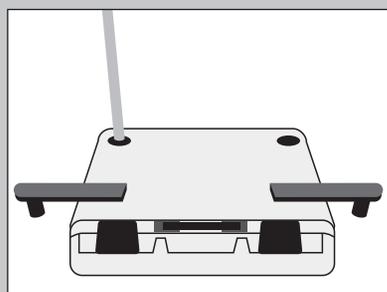
9-A



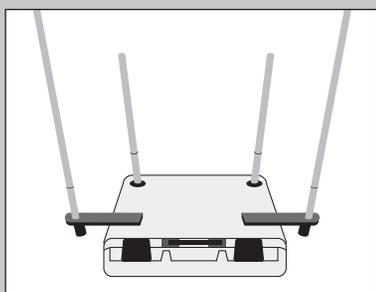
9-B (1)



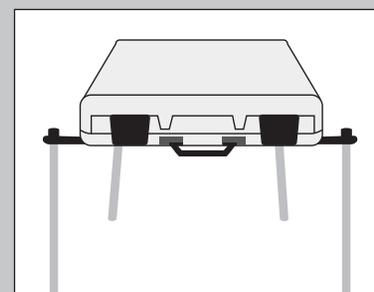
9-B (2)



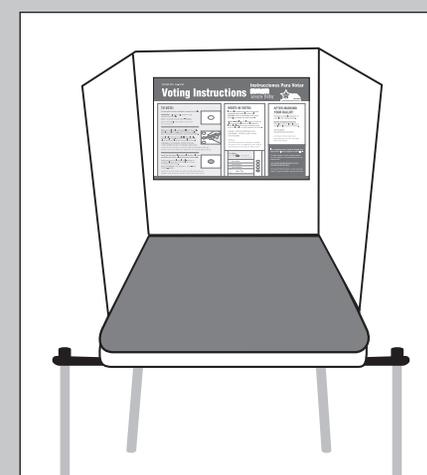
9-D (1)



9-D (2)



9-E (1)



9-E/F

Not pictured: Step 9-C  
Step 9-G  
Step 9-H  
Step 9-I

## 10 Assemble the plastic voting booths.

- A. Remove all plastic voting booths from the ESC.
- B. Place a booth on a table with the Board of Elections sticker facing up; open the case.
- C. Remove the legs from the lid, and then close and lock the lid.
- D. Put together each leg section.
- E. Turn the case over on the table. One by one, insert each leg into a hole in the bottom of the booth. Using a twisting motion, push the legs in tightly until snug.
- F. Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- G. For each unit, make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2, and tape it to the privacy screen.
- H. Unwrap the electrical cord, and plug it into the receptacle to the right of the light unit.



**NOTE:** As mentioned in the metal booth instructions, you'll plug each unit into the next unit and so on. You'll end up with a chain of metal and plastic booths, all connected to one another with electrical cords. You'll plug the last cord into a wall outlet or extension cord.



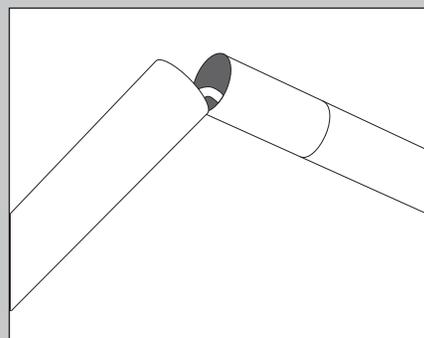
**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



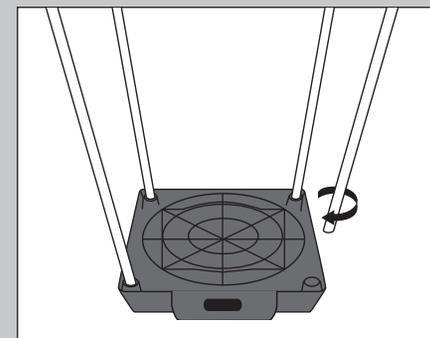
10-A/B



10-C



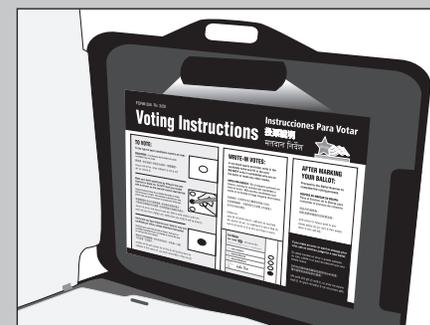
10-D



10-E



10-F



10-G

Not pictured: Step 10-H

## 11 Assemble the metal voting booths.

Every ESC will contain metal and plastic voting booths, as well as a lowered booth. Set up every booth, unless your polling place is too small. Even if the polling place is too small to set up all voting booths, it *must* include both the Lowered Booth and the Electronic Touchscreen Accessible Booth.

Here are instructions for the metal booths:

- A. Remove all metal voting booths from the ESC.
- B. Place each booth on a table, with the Board of Elections sticker facing up. Now open the case.
- C. Remove the legs from the lid. Close and lock the lid.
- D. Put together each leg section.
- E. Turn the case over on the table. One by one, insert each leg into a hole in the bottom of the booth. Using a twisting motion, push the legs in tightly until snug.
- F. Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- G. For each booth, make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2 and tape it to the privacy screen.
- H. Unwrap the electrical cord, and plug it into a receptacle on the side of the voting unit. There are receptacles on both sides of the unit.



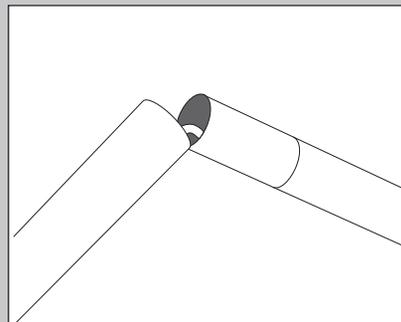
**NOTE:** Later, you'll plug this unit into the next unit and so on. You'll end up with a chain of metal and plastic booths, all connected to one another with electrical cords. You'll plug the last cord into a wall outlet or extension cord.



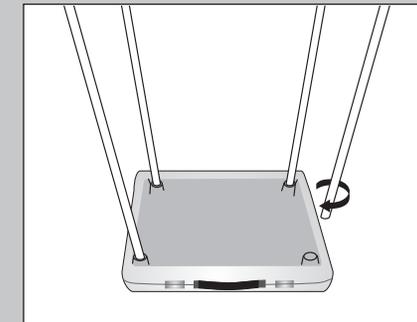
11-A/B



11-C



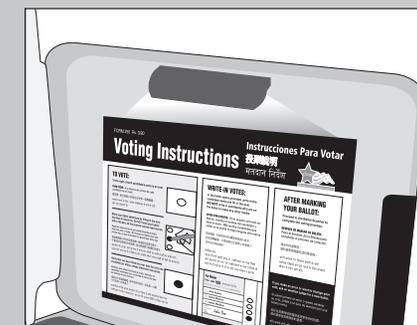
11-D



11-E



11-F



11-G

Not pictured: Step 11-H

## 12 Arrange and connect the voting booths in the polling place, ensuring accessibility.

- A.** As you arrange the booths, consider the voters' privacy. If possible, put the open side of each voting booth towards a wall. (See diagram on page 23.)
- B.** For metal and plastic booths:
- Plug in the electrical cords and plug booths into one another. As noted earlier, you'll end up with a chain of booths connected to one another with electric cords.
  - Plug the last cord into a wall outlet or extension cord.
- C.** For the lowered booth:
- Find a place for the lowered booth and chair where a voter with disabilities or limited mobility may easily use it. As needed, you'll move aside the chair to allow a voter with a wheelchair to use the booth.
  - Plug the electrical cord from the lowered booth directly into an outlet or an extension cord.
- D.** Check for tripping hazards or obstacles. You may need to tape down electrical cords so wheelchairs can move over them and people don't trip.



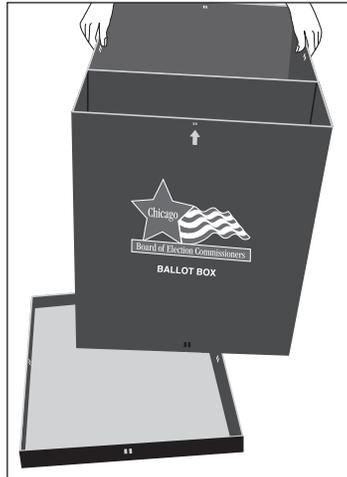
**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

### 13 Assemble the ballot box for the ballot scanner.

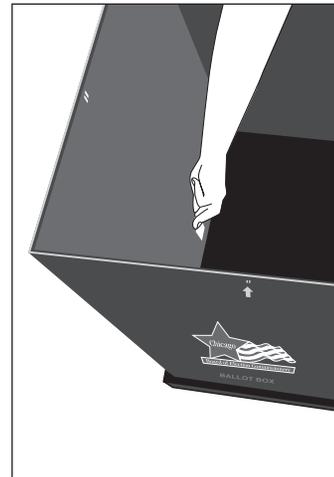
To set up the ballot box and ballot scanner correctly, carefully follow the instructions and diagrams. You'll find the ballot scanner and the parts for the ballot box in the ESC.

When we talk about the *ballot scanner*, we sometimes use the term *scanner* for short.

- A. Start with the ballot box. Remove the three parts of the ballot box (top, bottom, and collapsible body) from the ESC.
- B. Place the box-bottom on the floor.
- C. Unfold the collapsible body into a box, and place it on the box-bottom. The white arrow and the Board logo are on the front of the box. Make sure the front of the box bottom with the white arrow and the front of the box body are facing the same direction. Secure the box-bottom to the body of the box with red tie seals on all four sides. **You must record the seal numbers on the Seal Accountability Form (Form 3).**
- D. Place the box-top on the body. The white arrow on the top must line up with the white arrow on the body.
- E. Locate the ballot scanner inside the Ballot Scanner Bag. Place the ballot scanner on top of



13-C(1)

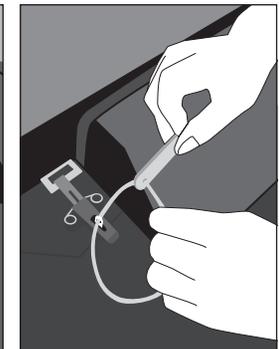
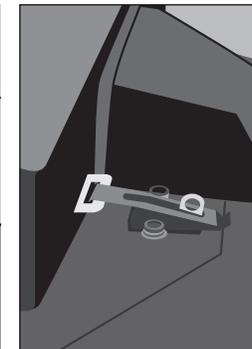
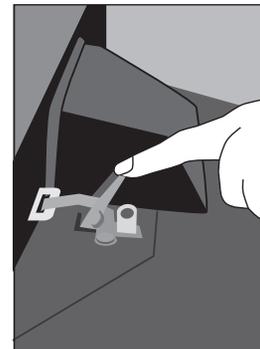
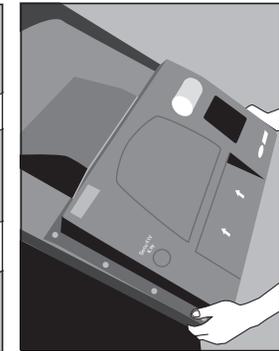
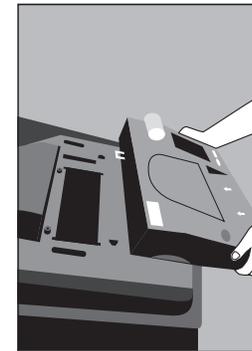


13-C(2)



13-D

the ballot box and lock it into place. Make sure that the front of both of the ballot box and the scanner are on the same side, facing the same direction. Use the latch on the top of the ballot box to securely lock the ballot scanner into place. **Secure the latch with a red tie seal.** Secure the box-top to the body of the box with red tie seals on all four sides. **You must record the seal numbers on the Seal Accountability Form (Form 3).**



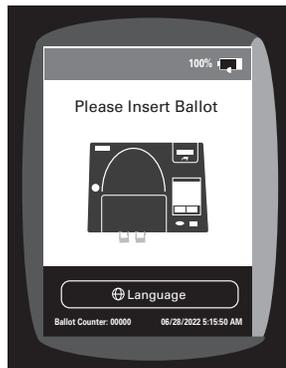
On the top and body of the ballot box, the arrows must point toward each other. The front of the scanner and the front of the ballot box must be on the same side, facing the same direction.

## 14 Set up the ballot scanner.

**IMPORTANT:** The ballot scanner must remain plugged in ALL DAY. If there's a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

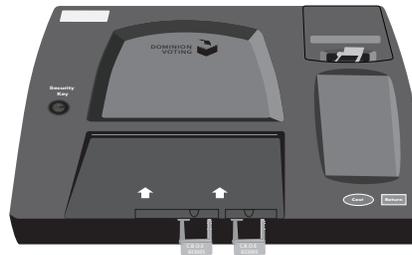
Before you set up the scanner, take a look at the diagrams on this page. In the scanner diagram, look for the public counter on the display screen, paper tape, security key and memory card doors.

- The **public counter** will show you the number of ballots accepted by the scanner.
- The **paper tape** will display the zero report at the beginning of the day, the scanner results and transmission report at the end of the day.
- The **security key** will be used to log in to the ballot scanner in the morning and to connect the modem in the morning, to send a signal to the Board and in the evening when polls close, to send a transmission report.
- The **memory card doors** are on the front of the scanner, sealed inside the administrator and poll worker doors. They will store vote totals and will be returned to the Receiving Station at the end of the night.

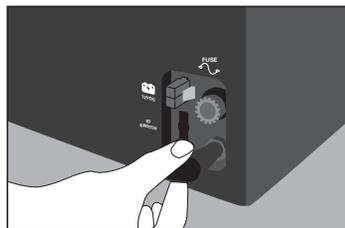


**Now you're ready to set up the ballot scanner. Follow these steps:**

- A. Prepare the ballot scanner.**
1. Verify that the seal numbers on the administrator, poll worker, printer and modem port door are the same as on the Seal Accountability Form (Form 3). **If the seal numbers are not the same or if the seals are missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**



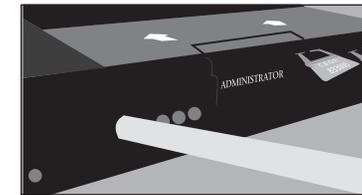
2. Plug the power cord into the rear of the scanner. Run the power cord through the grooves of the ballot box. Ensure that the power cord does not present a tripping hazard by taping it to the ballot box and floor, if necessary. Then plug it into a power outlet. An amber light will turn on the front of the scanner when it is plugged into a working outlet.



**NOTE:** You'll find an extension cord and the adapter in the Gray Supply Box in the ESC.

**REMEMBER:** Don't break the seals on the administrator and poll worker doors at any point in the day. You'll break these at the end of Election Day when it's time to go to the Receiving Station.

- B. Powering on the ballot scanner.**
1. With a plastic pointer press and hold the power button, located on the front left side, and release once you hear a beep. Look for a solid green light on the front left of the scanner. Wait for the scanner to turn on.



2. Find the security key inside the plastic bag located inside the Ballot Scanner Bag. Place the security key on the security key port found on the left side of the scanner and hold for at least two seconds. Once the password screen appears, remove the security key from the security key port.



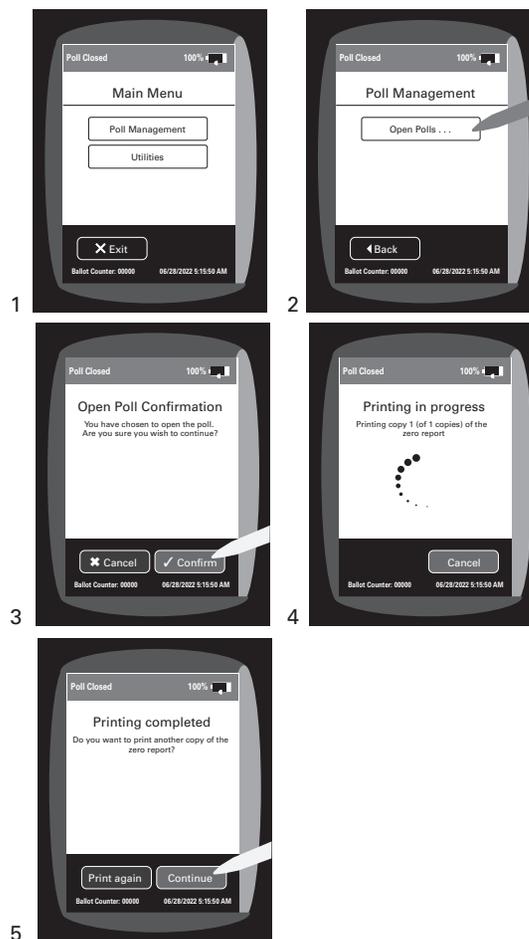
- Using the plastic pointer, enter the password located inside the Ballot Scanner Bag and press enter.



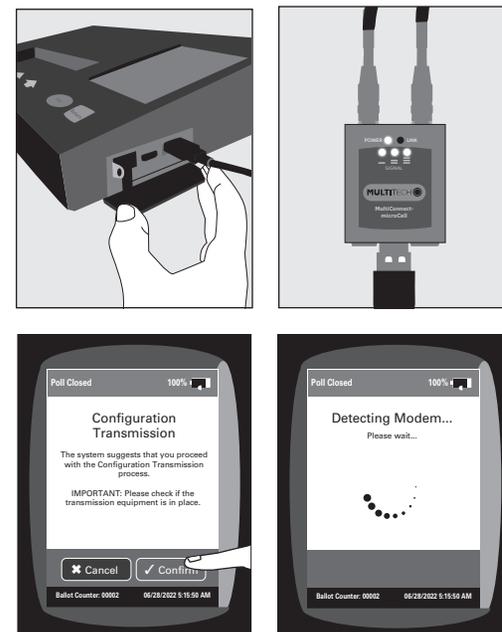
- On the ballot scanner screen confirm that the date of the election and the time of day are correct. **If any of the information is incorrect, immediately call ELECTION CENTRAL at 312-269-7870.** Press confirm if correct.



- From the main menu screen select poll management. Tap open polls and select confirm. The ballot scanner will automatically print a Morning Zero Tape. Don't remove the Morning Zero Tape, it must remain attached to the scanner until after the polls close. All Judges must sign the Morning Zero Tape after it is done printing. Press continue once the Morning Zero Tape is finished printing.



- Break the yellow seal on the right side of the scanner and open the modem port door. Place the broken seal in the Broken/Used Seal Bag. Connect the modem found in the Ballot Scanner Bag to the USB port. Once the modem is connected select confirm on the screen.



7. If Configuration Transmission was successful, press continue. Seal modem port door with a red seal. Place modem back into the Ballot Scanner Bag. **You must record the seal number on the Seal Accountability Form (Form 3).**

If Configuration Transmission failed, press cancel, select standard voting from the main menu screen and press confirm. Seal modem port door with a red seal. Place modem back into the Ballot Scanner Bag. **You must record the seal number on the Seal Accountability Form (Form 3).**

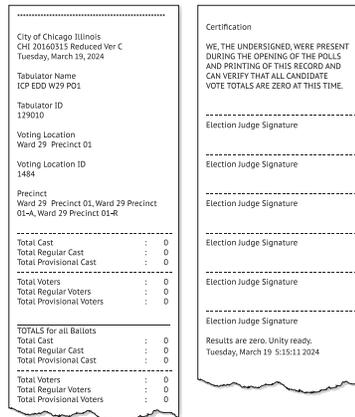


- C. Look at the ballot scanner screen. You'll see the following information on the screen:
- Ballot counter: 00000 (lower left hand corner of the screen)
  - Date of the election and time of day (lower right hand corner of the screen)



- D. Review the Morning Zero Tape. **DON'T REMOVE THE MORNING ZERO TAPE.** All Judges must sign the Morning Zero Tape after it is done printing. You'll see the following information on the tape:

- Date of election and the time of day
- Precinct and Ward
- Total Cast: 0
- Total Voters: 0



If any of the above information on the tape is missing or different, call **EQUIPMENT SUPPLIES** at 773-247-4065.

- E. Make sure you know where the cast and return buttons are. You'll use these buttons if a voter has over voted or inserted a blank ballot.

**IMPORTANT:** If the ballot scanner detects an error, the message on the screen will tell you how to proceed. Make every effort not to look at the voter's ballot.

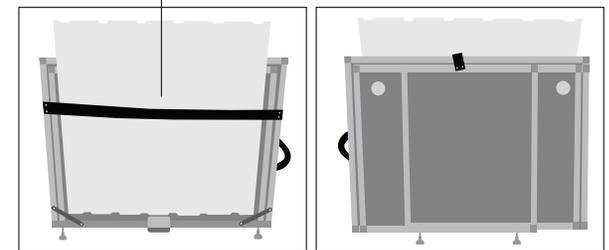
 **15 Set up the touchscreen voting unit.**

 **NOTE:** Only use finger on touchscreen.

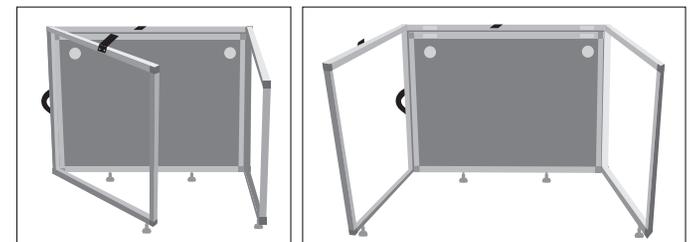
**Together, the Coordinator and one Judge (two poll workers) must set up the touchscreen voting booth.**

- A. Remove the touchscreen voting booth, touchscreen and printer from the ESC.
1. Remove the privacy screen from behind the touchscreen voting booth.
  2. Set the touchscreen voting booth down and unlock the latches to the left and right of the unit.

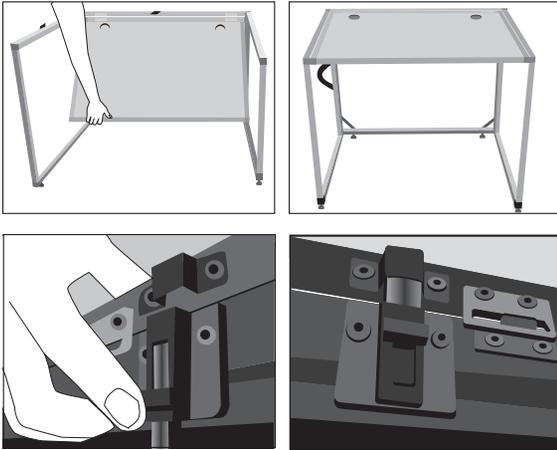
Privacy Screen



3. Unfold the legs by opening them outward.



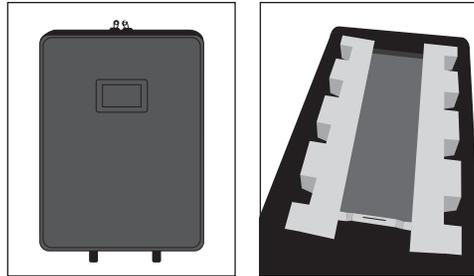
4. Raise the table top up and secure the latches underneath the table to the left and right.



5. Position the booth so the voter will have privacy while voting. Make sure the front of the booth faces a wall. There should be a 60-inch turning diameter between the wall and the booth. Use the circle in the ADA supplies.

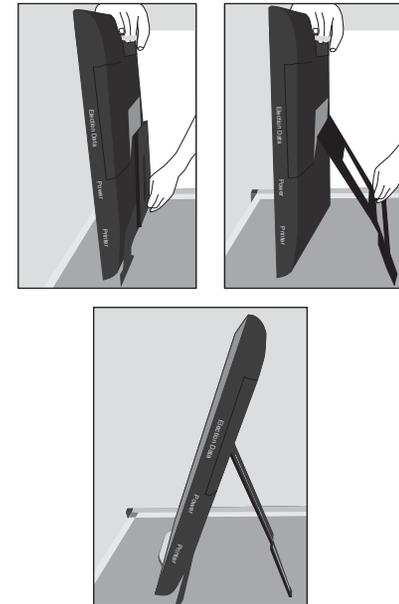
**B. Open the touchscreen voting unit.**

1. Remove the touchscreen voting unit from the black case. Place on top of touchscreen voting booth. Store foam and black case in ESC.



The card of instructions and the VCA Menu will be inside the touchscreen case.

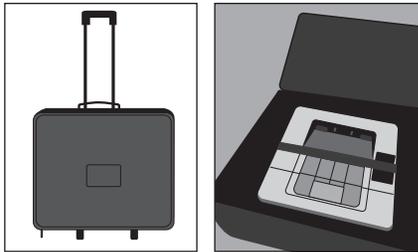
2. Gently raise the screen and place the bar in an upright position.



3. Verify that all four seal numbers are the same as on the Seal Accountability Form (Form 3). If the seal numbers are not the same or the seals are missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

**C. Set up printer.**

1. Remove the touchscreen printer and power cord from the black case. Place next to touchscreen voting unit inside of touchscreen voting booth.

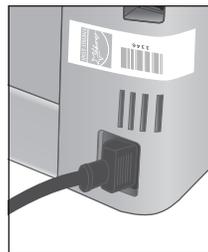
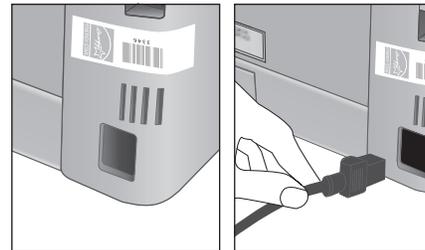
**D. Connecting touchscreen voting unit and printer.**

 **NOTE: Cords and connections are color coded.**

1. Connect the printer cord (purple) into the back of the printer.



2. Plug power cord for printer (orange) into back of the printer and into a power outlet.



3. Plug the touchscreen power cord into a power outlet.
4. Run touchscreen and printer power cords through the openings on the back of the touchscreen voting booth.

 **NOTE: Check for tripping hazards or obstacles. You may need to tape down electrical cords so wheelchairs can move over them and people don't trip.**

### E. Connecting audio controller to touchscreen voting unit

1. Verify that the accessories cord is plugged into the back of the audio controller.

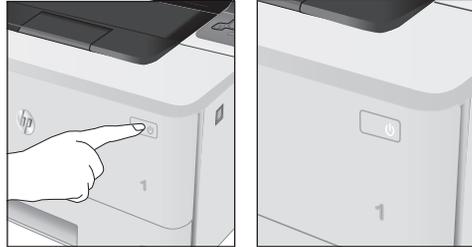


2. Verify the green headphone cord is plugged into the front right side of the audio controller.

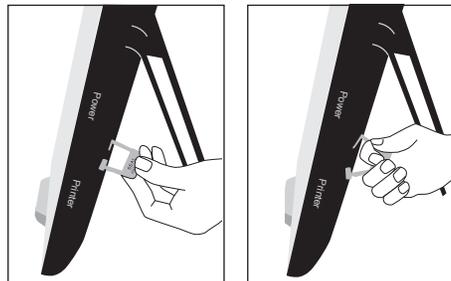


### F. Powering on the touchscreen voting unit and touchscreen printer.

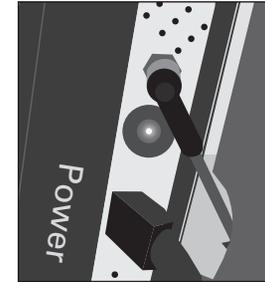
1. Turn the printer on (power button is located on the front of the printer). Press and release.



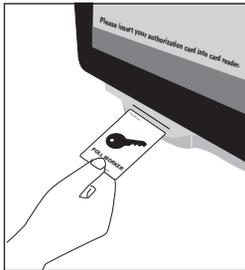
2. Break yellow seal on Power/Printer door located on bottom right side. Place the broken seal in the Broken/Used Seal Bag.



3. Press the on switch inside the Power/Printer doors located on the bottom right side.



4. Wait for touchscreen to initialize.
5. Re-seal door with a red seal and record seal number on the Seal Accountability Form (Form 3).
6. Insert poll worker card found inside the Ballot Scanner Bag into card slot with chip facing down.



7. Enter password located in the Ballot Scanner Bag and press login.

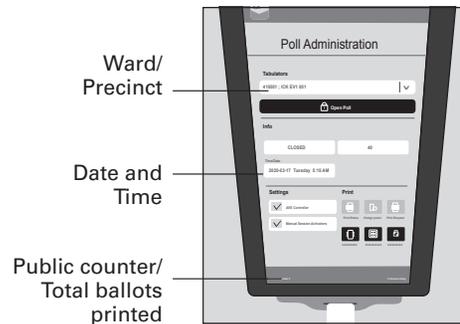


9. Select open poll and press yes.

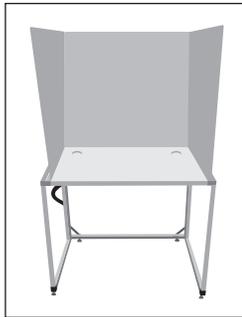
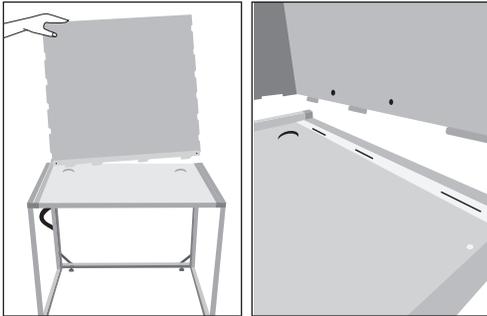


8. On Poll Administration Screen verify:
  - Ward and precinct
  - Date of the election and current time
  - Public counter/Total ballots printed in the lower left corner is at 0

**If any of the information is incorrect, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**



10. Remove poll worker card. Ensure that your poll worker card is in your possession at all times.
11. Unfold the privacy screen and latch it to the metal slots on top of the touchscreen voting booth by sliding it into place.



12. Touchscreen is ready for voters.



**NOTE:** Do not open the Batteries or Election Data doors at any time. Those are to remain closed and sealed with a red seal throughout the entire Election Day.



**IMPORTANT:** The voter's ballot is not cast until they have inserted it into the ballot scanner.

## 16 Set up Judges' Stations #1–3 and the Registration Table.

Make sure all the needed forms and materials are at Judges' Stations #1-3 and the Registration Table.

Use the checklist on page 44 to place the correct forms and materials at each station as well as at the Registration Table.

Once you have completed all of the steps in this chapter, you will be ready to open the polls at 6:00 am.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

## 17 Post all signs found in Envelope 2.

**Using the tape from the Gray Supply Box, post the following signs where voters can easily see them as they check in:**

- Form 25 **Need Help Voting?** sign
- Form 177 double-sided **Polling Place** sign (Use the **Accessible** side only if a polling place is accessible by wheelchair.)
- Form 177A **Accessible Entrance** sign (Use only if applicable. Before you post this sign, ensure the entrance is accessible by wheelchair. Post at the height someone using a wheelchair will see.)
- Form 177AE **Accessible Entrance w/ arrow** sign (if applicable)
- Form 177Reg **Election Day Registration & Voting** sign
- Form 251 **When Voters Do (And Don't) Need ID** sign
- Form 253 **Voter's Bill of Rights** sign
- Form 255 **Voting Instructions** sign
- Form 256 **Are you registered to vote at your current address?** sign
- Bilingual Poll Worker Sign**



See images of these signs on the next two pages (pages 42 and 43).





## Judges' Stations and Registration Table Checklist

Here is a list of items that should be at Stations #1–3 and the Registration Table.

### Station #1 - Processing Voters and Activating Cards for Touchscreen

- Clipboards and Pens
- Electronic Poll Book with Card Activator and Printer (1)
- Voter Cards
- Large Ballot Viewer
- Signature Guide
- Headphone Covers for Audio
- Form 1 Consolidated Voter Affidavits (1S – Spanish; 1C – Chinese, if needed; 1H – Hindi, if needed; and other languages if needed)
- Form 1A Notice of Person Providing Assistance Form
- Form 14 Applications for Ballot (a pad of blank, white forms located inside the auxiliary ballot box portion of the ESC)
- Form 14 S/C/H
- Form 15 Correction Report (located inside the Form 14 Application for Ballot pad)
- Envelope 47E Return of Cancelled Vote-by-Mail Ballots, Completed Oaths, Affidavits and Pollwatcher Credentials
- Form 118 Election Judge Sign-up for voters to sign up to receive information on serving as an Election Judge (to be returned in Envelope 47E)
- Form 276P Provisional Voter Affidavit/Ballot Envelope
- Touchscreen Language List
  - English
  - Spanish
  - Chinese
  - Hindi
  - Polish
  - Korean
  - Tagalog
  - Arabic
  - Gujarati
  - Russian
  - Ukrainian
  - Urdu

**NEW**

### Registration Table - Registering Voters

- Clipboards and Pens
- Electronic Poll Book with Card Activator and Printer (1)
- Voter Cards
- List of Acceptable IDs
- Voter Registration Table Signage
- Form 14Reg Combined Registration Application/Application for Ballot
- Envelope 48E for returning registration forms
- Form 276P Provisional Voter Affidavit/ Ballot Envelope
- Headphone Covers for Audio

### Station #2 - Voting with Paper Ballots

- Ballot Markers
- Large Ballot Viewer
- Orange Demonstration Ballots
- Official Ballots with Ballot Styles
- Privacy Sleeves
- Spindle for completed Applications for Ballot (Form 14 or top portion of Form 14Reg)
- Envelope P – Provisional Ballot Carrier Envelope
- Envelope S – Spoiled Ballots

### Station #3 - Using the Ballot Scanner

- Ballot Markers
- "I Voted" Stickers

# 6 MANAGING THE POLLING PLACE DURING VOTING HOURS

Election Day runs from 6:00 am to 7:00 pm. There are three stations at the precinct as well as the Registration Table. This chapter has information about who should be at each station, what materials the Judges need at each station, and what the responsibilities are at each station. There are also instructions for the Registration Table. Additionally, you will find information for helping voters.

Before the polls open at 6:00 am, the polling place must be set up. This includes setting up Judges' Stations #1-3 and the Registration Table. Judges should decide who will work at which station. Coordinators should go where they will be most helpful. See Chapter 1 for more information about Coordinator tasks. All poll workers should oversee the polling place to make sure it is a safe and welcoming environment.



**IMPORTANT:** Make sure the stations are set up thoroughly but quickly. You must open the polls at 6:00 am exactly.

## OPENING THE POLLS

At 6:00 am, announce that the polls are open. The Judges' Stations and Registration Table should be set up and ready for voters.

### Greeting Voters and Overseeing the Polling Place

Make sure that a poll worker is welcoming voters as they enter the polling site on Election Day. If lines form, make sure that voters know where to stand while they are waiting. Is there a Judge or Coordinator who isn't currently helping a voter or working with equipment? That Judge or Coordinator can check in with the voters in line. The following are helpful suggestions:

- Make sure voters are in the correct precinct.
- Check if voters are registered.
- Thank voters for their patience if there are long waits.

Throughout the day as voters move through the stations, you may give gentle reminders such as the following:

- "Take your ballot from the touchscreen printer to the ballot scanner."
- "Make sure the Judge initialed your paper ballot."
- "Please ask for help if needed."

It is important the voters have a pleasant voting experience. Pay attention to the flow of voters and anything that might need your attention throughout the day outside of Stations #1-3 and the Registration Table.

## JUDGES' STATION #1

Two Judges (one Democrat and one Republican) must sit at Station #1. Their duties include the following activities:

- Searching for voters in the e-poll book
- Issuing Applications for Ballot (Form 14)
- Processing affidavits (sworn statements showing voters have the qualifications to vote)
- Verifying voters' signatures
- Activating voter cards for touchscreen

### Station #1 - Processing Voters and Activating Cards for Touchscreen Make sure that you have all items you need at Station #1.

- Clipboards and Pens
- Electronic Poll Book with Card Activator and Printer (1)
- Voter Cards
- Large Ballot Viewer
- Signature Guide
- Headphone Covers for Audio
- Touchscreen Languages
- Form 1 Consolidated Voter Affidavits (1S – Spanish; 1C – Chinese, if needed; 1H – Hindi, if needed; and other languages if needed)
- Form 1A Notice of Person Providing Assistance Form
- Form 14 Applications for Ballot (a pad of blank, white forms located inside the auxiliary ballot box portion of the ESC)
- Form 14 S/C/H
- Form 15 Correction Report (located inside the Form 14 Application for Ballot pad)
- Envelope 47E Return of Cancelled Vote-by-Mail Ballots, Completed Oaths, Affidavits and Pollwatcher Credentials
- Form 118 Election Judge Sign-up for voters to sign up to receive information on serving as an Election Judge (to be returned in Envelope 47E)
- Form 276P Provisional Voter Affidavit/Ballot Envelope

## CHECKING IN VOTERS AND ACTIVATING VOTER CARDS FOR TOUCHSCREEN

### Filling out the Application for Ballot (Form 14)

Station #1 is the first station that voters will approach. You should greet voters in a friendly and professional manner. When voters approach Station #1, it is very important to communicate clearly. Remember, some voters may need additional help. Complete steps #1-4 to check in voters.

1. First, give the voter a blank Application for Ballot (Form 14) and a clipboard and pen. Voters will fill out the following information about themselves:
  - Name
  - Address
  - Year of birth
  - Party preference (in Primary Elections only)

Then, voters should also sign their name after filling out the other information.

2. **Take the Application for Ballot (Form 14) from the voter.** Make sure it is complete. Call out the voter's name, address and party affiliation (for Primary Elections only).
3. Then look up the voter in the e-poll book using the **2-1 method**: Enter the **first two (2) letters of the voter's last name** and the **first (1) letter of the voter's first name**.



**NOTE:** You can include apostrophes, spaces and hyphens in your manual voter name search but it's not necessary. The e-poll book will give you names with the closest match.

### Assisting Voters with the Application for Ballot (Form 14)

WHAT IF . . .	THEN . . .
The voter needs assistance signing their name on the form?	The voter can use the signature guide to assist with signing in the box. Find the signature guide in the Gray Supply Box.
A voter cannot sign their name?	The voter can make a mark on the Application for Ballot (Form 14). This mark should match the image of the voter's mark in the e-poll book.
A voter cannot complete a form or has a visual disability?	Ask the voter for the information on the form and complete the entire form for the voter, except for the signature.

**REMEMBER:** Do not ask for identification from voters unless the e-poll book instructs you to do so or the voter has been challenged.

4. Look for the voter's name in the e-poll book. Tap the **MANUAL VOTER SEARCH** button on the Launchpad screen.

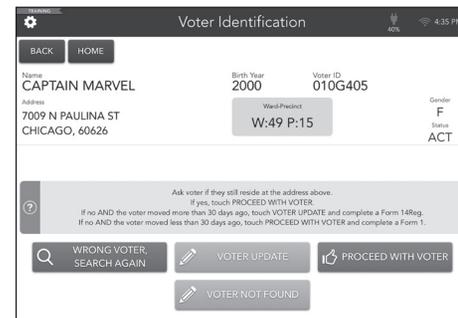
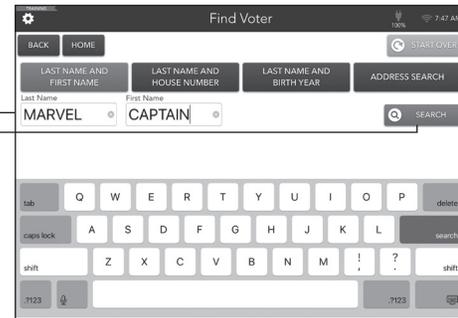
Using the information provided by the voter on the Form 14, Application for Ballot, you will look up voters using the **2-1 method**: Enter the **first two (2) letters of the voter's last name** in the **LAST NAME** field and the **first (1) letter of the voter's first name** in the **FIRST NAME** field.

Tap **SEARCH** to continue.

 **NOTE:** You may also use one of the following search methods to search for a voter:

- Last Name & House Number
- Last Name & Birth Year
- Address Search

Enter the voter's information into the search fields chosen by using the on-screen keyboard, then tap **SEARCH** to continue.



**Sample - Application for Ballot (Form 14)**

FORM 14 Rev. 07/23

**JUDGES USE ONLY**

PCT:	Application Number
WARD:	
BALLOT STYLE:	
VRN:	

**CITY OF CHICAGO  
APPLICATION FOR BALLOT  
CERTIFICATE OF REGISTERED VOTER**

**PRIMARY ELECTION  
TUESDAY, MARCH 19, 2024**

---

**SECTION I - TO BE COMPLETED BY VOTER - PLEASE PRINT**

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Year of Birth \_\_\_\_\_

**Primary Use – Only Where Available**

Democratic  
  Republican  
  Green  
  Libertarian  
  Non-Partisan

Sign this certificate and return it to the judge. After your signature has been verified the judge will return the form to you. You must then present the form to the judge issuing the official ballot. I hereby certify that I reside at and am registered from the address above and am qualified to vote.

\_\_\_\_\_  
 Signature of Voter

---

**SECTION II - ELECTION JUDGE COMPLETE THIS SECTION:**

<p><b>Check box if the person:</b></p> <p><input type="checkbox"/> Voted by Affidavit/Affirmation</p> <p><input type="checkbox"/> Was Assisted in Voting</p> <p><input type="checkbox"/> Was Challenged</p> <p><input type="checkbox"/> Spoiled a ballot and received another</p> <p><input type="checkbox"/> Voted a Provisional Ballot</p>	<p><b>Registration &amp; Signature verified by:</b></p> <p style="text-align: center;">                 _____                  Election Judge Initials             </p>
--	---

Board of Election Commissioners
Charles Holiday, Jr., Executive Director

Judge **MUST** complete this section

Voter signs here

Judge initials here

5. **Get the information you need for the Application for Ballot (Form 14).** Once you've selected the correct voter, you will see the following voter information:

- Voter's precinct and ward
- Voter's ballot style
- Voter's Voter Registration Number (VRN)

**Write this information in the upper right hand corner of the Application for Ballot (Form 14).**



**NOTE:** You can find Applications for Ballot (Form 14) in Spanish, Chinese (if needed in your precinct), Hindi (if needed in your precinct) and other languages if needed in Envelope 3.

### Issuing the Voter Application for Ballot (Form 14)

Is the voter's information correct and the voter is eligible to vote? Then, complete steps #1-4 below. Voter eligibility starts on page 50.

1. Tap the **Proceed with voter** button and follow the instructions on the screen.
2. Select the party the voter chose (in Primary Elections only) on the Application for Ballot (Form 14). The e-poll book will display the ballots available in your precinct. The Application for Ballot (Form 14) may list more parties than are available.

3. Compare the signature on the Application for Ballot (Form 14) with the signature provided in the e-poll book. Do the signatures match? If the two signatures match, continue to check in the voter. Initial the Application for Ballot (Form 14) in the bottom right hand corner.

4. Ask the voter if they would like to vote with a paper ballot or on the touchscreen ("ICX") and select the choice on the screen. If the voter chooses paper ballot, a paper ballot slip will print with the voter's ballot style. They are to give the slip to the Judge at Station #2. If the voter chooses touchscreen ("ICX") you will activate a voter card on the e-poll book.

5. **Make sure you complete the check-in on the e-poll book by following the instructions on the screens.** The message "Voter successfully checked in" will appear in green when you have finished processing a voter.

6. Tell the voter to go to Station #2 to get a paper ballot or activate a voter card if voter chooses to use the touchscreen voting unit. It's the voter's choice. Don't forget to ask voters if they need additional help. Please provide additional help to voters as needed.

**Congratulations! You have checked in the voter.**

### What if the signatures don't match?

If the signatures don't match, you may ask the voter for their birth year.

If you chose the wrong voter, tap **HOME** to go back to the search screen.

### What if the signatures don't match and you cannot verify the voter's birth year?

Then, please see page 53 to handle this situation as a challenge. What is a challenge? A challenge happens when you, another Judge, another voter, or a poll watcher questions if someone is eligible to vote.

### Making Corrections to the Registration Record with Correction Report (Form 15)

Do you need to make certain types of corrections to a voter’s registration record in the e-poll book? Then use the Correction Report (Form 15) found in the back of the Applications for Ballot (Form 14) book.

#### Documenting Minor Corrections

Have you or the voter found a mistake in the voter’s registration record? Then use the Correction Report (Form 15) to note minor corrections for the Board to review.

Minor corrections may include:

- Misspelled name
- Typo in the address
- Incorrect year of birth
- Incorrect last 2 digits of SSN

On the Correction Report (Form 15), the Judge should fill out:

- The name and address exactly as it appears in the e-poll book
- The type of correction needed on the correction line and any related information such as the correct spelling, etc.

#### Making Corrections Because A Voter’s Registration Status Has Changed

Do you know that a voter’s registration status has changed? Has the voter moved or died? Then you will also use the Correction Report (Form 15) to note that information.

Do the following steps:

1. Write the name and address that appears in the e-poll book.
2. Provide any other information you or another poll worker have, if it is available. Here are some examples:
  - Do you know the new address of a voter? Write the new address so that the Board can send a notice to the voter.
  - Do you know that a voter has died? You should make a note on Form 15. The Board will contact the Illinois Vital Records System or send a notice to the deceased voter’s family to check if this is true. If the Board can’t confirm that the voter has died, the voter’s registration status will be challenged in future elections.



**NOTE: What if the voter has a name or address change, but the voter still lives in the precinct?** Don’t use the Correction Report (Form 15) in those situations. Tell the voter to go to the Registration Table to update the information.

#### After the Polling Place Closes

After the polling place closes, all Judges must sign the bottom of the Correction Report (Form 15). Take the report from the back of the Application for Ballot (Form 14) pad. Place it on the Used Application for Ballot spindle at the end of the night.

### Sample Correction Report (Form 15)

○ ○

**CORRECTION REPORT**  
**MARCH 19, 2024 PRIMARY ELECTION**

Pct: \_\_\_\_\_ Ward: \_\_\_\_\_

Use this form to report any errors found in the electronic poll book. Enter deceased, duplicate, misspelled name, etc below. This report should be removed and must be placed on top of the Application Spindle.

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

**Each Judge of Election must sign their names below.**

Signature Judge of Election	Signature Judge of Election	Signature Judge of Election
Signature Judge of Election	Signature Judge of Election	Signature Judge of Election

(Use reverse side if necessary)

Rx 11/23 FORM 15

## STATION #1: UNDERSTANDING WHO MAY VOTE



**NOTE:** The voters in these categories may vote without registering on Election Day. Anyone else who needs to register should go to the Registration Table.

### 17-Year-Old Voters

In Primary elections, 17-year-olds may register and vote as long as they will be 18 years old by the General Election and meet all other voter eligibility requirements.

### Voters Registered in the Correct Precinct

Any voter listed in the e-poll book as a registered voter in the precinct and who currently lives at the address listed in the e-poll book **may vote**. These voters don't need to sign an affidavit, or sworn statement, about why they are allowed to vote.

Other people who fall into one of the categories listed in this section may also vote without registering in the precinct on Election Day. These voters will need to complete an affidavit, or sworn statement. The statement explains the voters qualifications to vote. See the sample Consolidated Voter's Affidavit (Form 1) on pages 51-52.

**REMINDER:** Do not ask for identification from voters unless the e-poll book instructs you to do so or the voter has been challenged. The e-poll book also allows you to search for voters using the barcode on the back of driver's licenses or state IDs. This is an optional feature and not required.

### Voters Who Must Use the Consolidated Voter's Affidavit (Form 1)

You, as the Judge, must fill out the affidavit. The voter must sign to verify the information is correct. Mark the appropriate box (#1-5) with a check mark on the front of the form. Also, make sure the supporting sections on the back are signed as needed. Do you live within the precinct and are you acquainted with the voter? Then, you, as Judge, can sign the matching affidavit on the back of Form 1 as the **Registered Voter**.

You can find Spanish, Chinese (if needed), Hindi (if needed) and other languages if needed of Form 1 in Envelope 3.

### Use the Consolidated Voter's Affidavit (Form 1) for any of the situations below:

#### The Voter Has Moved in the Last 30 Days – See Box # 1

Has the voter moved within 30 days before the election but still lives in the State of Illinois? Then, the voter must complete Form 1, and write a check mark in Box #1. Complete the Supporting Affidavit A on the back of Form 1 or have the voter show you two pieces of acceptable identification.

#### The E-Poll Book Shows VBM Issued or VBM Rejected – See Box #2

Does the e-poll book show the voter requested a vote by mail ballot? Then, the voter must complete Form 1 and write a check mark in Box #2. The voter must also write a check mark on the form next to the reason that applies:

- I have submitted my Vote By Mail ballot, or a portion of my torn or mutilated Vote By Mail ballot, to the Election Judges for cancellation.
- I have applied for, but never received my Vote By Mail ballot.
- I received a notice that the Board rejected my Vote By Mail ballot.
- I returned my Vote By Mail ballot, but the Board did not receive it.



**NOTE:** Place cancelled Vote by Mail ballots in Envelope 47E along with the voter's completed Form 1, Consolidated Voter's Affidavit.

#### A Voter Needs Assistance in Voting – See Box #3 or #4

Does the voter qualify for assistance in voting? Then the voter may ask the Judges for help. The voter can also bring someone to help with the process.

A voter who is unable to speak, read, or write the English language must complete Form 1 and write a check mark in Box #3. Make sure Supporting Affidavit B on the back of the form is completed. See pages 51-52 about language assistance and who may help these voters.

A voter who is unable to mark a ballot because of a physical disability must complete Form 1 and write a check mark in Box #4. Make sure Supporting Affidavit B on the back of the form is completed. See pages 70-72 for information on assisting elderly voters and voters with disabilities and who may help these voters.

Sample – Consolidated Voter’s Affidavits Form 1 (front)

Intoxication is not a valid reason for a voter to get help voting.

**Reminder:** A voter who uses the audio ballot, audio-visual ballot, or sip-and-puff ballot is not required to complete Form 1. Do you have questions about these types of ballots? Call the Board’s Disability number at 312-578-8816.

**Assisting Speakers of Languages Other Than English**

Does a voter not speak English? The voter may bring someone to help with voting. These people aren’t allowed to assist voters:

- A voter’s employers
- Representatives of the voter’s employer
- Officers or agents of the voter’s union

What if the voter needs help but didn’t bring anyone to help? Then, two Judges total, one (1) Democrat and one (1) Republican, should help the voter.

You or the person who the voter brought with them to help must complete the Supporting Affidavit B on the back of the Affidavit (Form 1). Give a copy of Form 1A to the person who will help. You must also note that the voter received help. Write a check mark in the **Was Assisted in Voting** box on the Application for Ballot (Form 14) in Section II.

Complete Form 1 before you help a voter (or allow someone else to help a voter) on the ballot scanner or touchscreen unit.

Judge Checks Appropriate Box

Judge Signs Here

STATE OF ILLINOIS ) ) SS. COUNTY OF COOK )	<b>CHICAGO BOARD OF ELECTION COMMISSIONERS</b> <b>CONSOLIDATED VOTER’S AFFIDAVIT</b>	<b>FORM 1</b> Rv. 12/2023 Pct. _____ Wd. _____
I, _____, do solemnly swear (or affirm) that I am a citizen of the United States, of legal voting age, that I have resided in this State and in this precinct and ward for 30 days next preceding this election (or I have moved as indicated below), that I have not voted at this election, that I am a duly qualified voter in every respect and that I reside at _____		
CHECK APPROPRIATE BOXES AND COMPLETE SUPPORTING AFFIDAVITS ON REVERSE SIDE (if necessary) (Refer to Judge of Election Handbook for complete instructions)		
<input type="checkbox"/> 1. <b>CHANGE OF ADDRESS less than 30 days</b>	I have changed my address within the last 30 days from _____ to the address shown above. <b>Complete Supporting Affidavit A on back OR two forms of I.D. required.</b> If Supporting Affidavit A on back is not completed, then two pieces of identification must be presented, both with current residence address, one postmarked within the last 30 days. Specify the type of I.D. and record the number. Identification: 1. _____ 2. _____	
<input type="checkbox"/> 2. <b>VOTE BY MAIL BALLOT</b>	I am listed on the Vote By Mail Voter List but <input type="checkbox"/> I have submitted my Vote By Mail Ballot, or a portion of my torn or mutilated Vote By Mail Ballot, to the judges of election for cancellation. <input type="checkbox"/> I applied for, but never received, my Vote By Mail Ballot. <input type="checkbox"/> I received a notice that the Board rejected my Vote By Mail Ballot. (Judges: Confirm using the e-poll book. Ballot status is rejected.) <input type="checkbox"/> I returned my Vote By Mail Ballot, but the Board did not receive it. (Judges: Confirm using the e-poll book. Ballot status is requested.)	
<input type="checkbox"/> 3. <b>CANNOT READ, WRITE OR SPEAK ENGLISH</b>	I cannot read, write or speak the English language and hereby request assistance. <b>Complete Supporting Affidavit B on back.</b>	
<input type="checkbox"/> 4. <b>PHYSICAL DISABILITY</b>	By reason of a physical disability of _____ I am unable to mark my ballot and hereby request assistance. <b>Complete Supporting Affidavit B on back.</b>	
Subscribed and sworn to before me this _____ day of _____, 20__ A.D. _____ Judge of Election		Date of Birth (optional) _____ Signature of Voter _____
RETURN THIS AFFIDAVIT IN ENVELOPE 47E		

Judge Completes Name and Address

Voter Signs Here

Sample – Consolidated Voter’s Affidavits Form 1 (back)

**SUPPORTING AFFIDAVITS**  
**Judge of Election - you must complete and sign box B at bottom.**

STATE OF ILLINOIS )  
 ) SS.  
 COUNTY OF COOK )

**A** **Complete when box 1 on the front is checked if voter does not present two forms of I.D.**

I, \_\_\_\_\_, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am well acquainted with the person whose vote is now offered; that I verily believe such person to have been an actual bona fide resident and registered voter of this precinct and that he/she maintained a legal residence therein at some time within the 30 days next preceding this election.

\_\_\_\_\_  
Signature of Registered Voter

**B** **Complete when box 3 or 4 on the front is checked.**

I/we do hereby certify that at this election, I/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 candidate(s), 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 Person Selected by Voter for Assistance

OR

\_\_\_\_\_  
Signature of Democratic Judge

\_\_\_\_\_  
Signature of Republican Judge

**C** **Judge of Election - you must complete and sign where indicated.**

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge of Election  
(Cannot be either judge who signed box B affidavit)

Judge Signs Here

What if your precinct doesn’t have paper ballots in a language requested by the voter? The touchscreen can also provide the voter with Chinese, Hindi, Urdu, Gujarati, Polish, Korean, Tagalog, Arabic, Ukrainian and Russian versions of the ballot. Do voters need to speak with someone who speaks the same language? There are speakers of various languages available in Election Central. Call ELECTION CENTRAL at 312-269-7870.

**Voters Who Are Experiencing Homelessness**

Are you checking in a voter who may be experiencing homelessness? Under Illinois law, individuals who are homeless may vote. A voter who is experiencing homelessness may have a non-traditional residence.

What is a non-traditional residence? This could be a:

- Day shelter
- Park bench
- Private residence
- Shelter
- Space under a bridge
- Street corner
- Tent

A person who is homeless uses their mailing address to vote. This mailing address is recognized as the residence for voting purposes. This residence could include a shelter or private residence, for example. The mailing address must match the address of the voter’s registration.

Do you or another Judge know that a building like a shelter or a church is not usually used as a residence? The building may still be used as a residence for voting purposes.

## CHALLENGING A PERSON'S RIGHT TO VOTE

Judges, poll watchers, or other voters (called *challengers* here) may challenge a voter's right to vote based on the voter's qualifications or identity.



**NOTE:** The fact that a voter has a disability or is perceived to have a disability or has a guardian does not affect a voter's right to vote and is not a legal basis to challenge a voter's qualifications.

What happens in a challenge situation? The challenger must give a reason for objecting. The challenger must tell the objection to the Judges. The challenger shouldn't talk to the person being challenged. Then, the Judges vote on the challenge.

### How to Decide a Challenge

The Judges must be fair and impartial when they decide to uphold or deny a challenge. A voter must have the chance to show proof of their identity or qualifications to vote before the Judges decide on the challenge.

Judges should do the following in the case of a challenge:

- Ask the voter to show current identification with the voter's name, address, and photograph, if available.
- Ask the voter to verify information in the voter's file in the e-poll book (year of birth or last two digits of their social security number).
- Ask the challenger to give proof for the challenge, if the challenge is not based on information that you, the Judge, have.

After the Judges have reviewed all the information they have, all Judges must vote on the challenge.

- **Do the majority of judges agree that the voter is qualified to vote?** Then, the voter may vote. The voter doesn't need to complete an affidavit. The challenge is rejected.
- **Do the majority of the Judges agree that the voter is not qualified to vote in the precinct?** Then, the Judges must tell the voter the reason for their decision. You must still allow the voter to vote with a provisional ballot.



**NOTE:** Election Coordinators do not have the right to vote on these challenges.

### What if someone challenges a voter who may be homeless?

Judges, poll watchers, or other voters (called *challengers* here) may challenge a voter's right to vote based on the voter's qualifications or identity. What happens in a challenge situation? The challenger must give a reason for objecting. The challenger must tell the objection to the Judges. The challenger shouldn't talk to the person being challenged. Then, the Judges vote on the challenge. **Read more about this process in the next column. You will decide if the voter is eligible to vote like you would with any other voter. But the type of identification might be different.**

Do you need to check the identification items of a person who may be homeless? One of the identification items must prove the voter's mailing address matches the voter's registration address.

To prove the mailing address and registration address are the same, a voter who is homeless may show you:

- A piece of mail addressed to the voter and mailed to the address on the registration card
- A statement or a letter from a person like a case manager, homeowner, or religious leader that states the voter is allowed to use the mailing address
- An ID card issued by a homeless shelter showing the name and mailing address of the voter

You can accept a post office box as a mailing address. But it must include a specific street address.



**IMPORTANT:** Do you have questions about helping voters who may be experiencing homelessness? Call ELECTION CENTRAL at 312-269-7870.