

**EARLY VOTING / BALLOT ACCOUNTING**



**Please complete one questionnaire for each day you observe!**

Early voting **location**: \_\_\_\_\_

**Day and Date** of observation: \_\_\_\_\_

**Time** you arrived: \_\_\_\_\_ Time you departed: \_\_\_\_\_

Your **name** (will not be shared with others except with your express permission, such as for media interview): \_\_\_\_\_

Organization, if any, you are affiliated with: \_\_\_\_\_

Your **contact** information (will not be shared with others except with your express permission, such as for media interview): Phone: \_\_\_\_\_

Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Y  N  ? Are election workers at the early voting site dedicated exclusively to polling operations?

Y  N  ? If no, do they have other unrelated responsibilities? Describe: \_\_\_\_\_

Y  N  ? Are all personnel involved in polling operations regular employees of the elections office? If no, are there:

Y  N  ? - technical support persons hired on a temporary basis?

Y  N  ? - vendor staff or representatives?

Comments: \_\_\_\_\_

Method used to check voters in (select one):

(a) electronic pollbook, voters given certificate or voter slip;

(b) hard copy pollbook roster, voters sign in on pollbook roster;

(c) other (please describe briefly): \_\_\_\_\_

If machines were used to check voters in, how many were in use? \_\_\_\_\_

Method used to activate voting system so voter can cast ballot:

(a) electronic pollbook generates voter-card to be inserted in machine

(b) election worker uses another device (not an electronic pollbook) to program a voter-card to be inserted in machine

(c) election worker activates machine for voter at the voting machine itself

(d) other (please describe briefly): \_\_\_\_\_

**Voting System**

Type of voting machines (list all - brand/model): \_\_\_\_\_

Total number of each type of machine: \_\_\_\_\_

Number of voting machines equipped with accessibility features such as audio headset: \_\_\_\_\_

Number of demo machines, if any: \_\_\_\_\_

Number of machines set aside for any reason (broken, unused?): \_\_\_\_\_

Additional notes or comments about voting machines: \_\_\_\_\_

\_\_\_\_\_

## EARLY VOTING / BALLOT ACCOUNTING

  Y   N   ? Provisional voting method: Are provisional ballots cast using an electronic voting machine?

### Daily Tally

**Total number of votes recorded on voting system(s) for the day (public count)** (use worksheet on last page of questionnaire if needed): \_\_\_\_\_

**Total number of voters checked in for the day** (voter certificates total, if used, or number of signatures on roster if certificates are not used): \_\_\_\_\_

Number of voted absentee ballots dropped off: \_\_\_\_\_

Number of voted substitute (emergency) paper ballots: \_\_\_\_\_

Number of voted provisional ballots: \_\_\_\_\_

### Observability:

  Y /   N /   ? Are citizen observers allowed in to witness the poll-closing process as soon as the polls close (or just prior)? *Comments:* \_\_\_\_\_

  Y /   N /   ? Are you permitted to witness the counts freely?

  Y /   N /   ? ...Verification?

  Y /   N /   ? ...Reconciliation?

  Y /   N /   ? ...Reporting processes?

  Y /   N /   ? Are vote totals made known audibly? (Y / N / ?)

  Y /   N /   ? Were credentials required to observe the early voting poll closing procedures? *If yes, describe (ex: party observer, candidate observer, other):* \_\_\_\_\_

  Y /   N /   ? Were credentials checked?

*Comments:* \_\_\_\_\_

### Poll Closing Checklist:

  Y /   N /   ? Did the election workers wait to initiate poll-closing process after the last voter has voted? *If no, at what point did they initiate the process?* \_\_\_\_\_

  Y /   N /   ? Did the election workers complete the process of counting, verification, reconciliation and reporting—including reporting of any discrepancies found—before putting away materials and closing equipment? *If no, describe:* \_\_\_\_\_

# EARLY VOTING / BALLOT ACCOUNTING

**Procedures observed:**

- Y / N / ? 1. Clerk checks each machine, writes down public count of each machine on security form or tally sheet.
- Y / N / ? 2. Each machine's serial number is noted or pre-printed on the form or tally sheet where the public count is marked.
- Y / N / ? 3. For each machine, the election worker carries out a poll-closing process which includes locking out the machine from further voting.
- Y / N / ? 4. Election workers close down the machine case/flaps or carries out other method to lock machine.
- Y / N / ? 5. Once locked down, each machine is sealed.
- Y / N / ? 5a. Are seals numbered?
- Y / N / ? 5b. If seals are numbered, are those numbers noted on the security form or other seal log?
- Y / N / ? 6. Activator cards (both voter cards and supervisor cards) are put away and locked.
- Y / N / ? 6a. Are the cards secured in a sealed container?
- Y / N / ? 6b. If cards are in sealed container, are seals logged?
- Y / N / ? 7. Individual machine public counts are totaled.
- Y / N / ? 8. Election worker calls in the individual machine public count totals.  
[Answer #9 if voter slips are used. If not, skip to #10.]
- Y / N / ? 9. Voter certificates are totaled.
- Y / N / ? 9a. If total number of voter certificates is different from public count total, election workers investigate the cause.  
[Answer 10 if roster tally is used instead of voter certificates.]
- Y / N / ? 10. Total number of voter signatures is tallied.
- Y / N / ? 10a. If total number of voter signatures differs from the public count total, election workers investigate the cause.

Your notes or additional observations on poll closing procedures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WORKSHEET:**

Machine number:	Public Count:
Public Count Total: _____	
Signatures in Register: _____	

The Verified Voting Foundation thanks you for your participation in this Early Voting Observation project, part of the Election Transparency Project.

**POLL CLOSING / BALLOT ACCOUNTING**  
**Election Day 2006**



Polling place **location**: \_\_\_\_\_  
Polling place **county/state**: \_\_\_\_\_ / \_\_\_\_\_  
**Time** you arrived: \_\_\_\_\_ Time you departed: \_\_\_\_\_  
Your **name** (*will not be shared with others except with your express permission, such as for media interview*): \_\_\_\_\_  
Organization you are affiliated with, if any: \_\_\_\_\_  
Your **contact** information (*will not be shared with others except with your express permission, such as for media interview*): Phone: \_\_\_\_\_  
Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Persons present at the polling place (check all that apply):  
 Pollworkers/election judges (*How many?* \_\_\_\_\_)  
 Technical support/rovers (*How many?* \_\_\_\_\_)  
 Observers/monitors/challengers, in addition to you (*How many?* \_\_\_\_\_)  
 Other? *Specify*: \_\_\_\_\_ (*How many?* \_\_\_\_\_)

\_\_\_Y \_\_\_N \_\_\_? Were all personnel regular employees of the elections office? *If no,*  
\_\_\_Y \_\_\_N \_\_\_? - technical support persons hired on a temporary basis?  
\_\_\_Y \_\_\_N \_\_\_? - vendor staff or representatives?  
*Comments*: \_\_\_\_\_

Voters are checked in by (*select one*):  
\_\_\_\_ (a) electronic pollbook (*How many pollbook machines in polling plc.?* \_\_\_\_\_)  
\_\_\_\_ (b) hard copy pollbook roster, voters sign in on pollbook roster  
\_\_\_\_ (c) other (*describe*): \_\_\_\_\_  
\_\_\_Y \_\_\_N \_\_\_? When voters are checked in, do they get a certificate or voter slip?

Method used to activate voting system so voter can cast ballot (if applicable):  
\_\_\_\_ (a) electronic pollbook generates voter-card to be inserted in machine  
\_\_\_\_ (b) election worker uses another device (not an electronic pollbook) to program a voter-card to be inserted in machine  
\_\_\_\_ (c) election worker activates machine for voter at the voting machine itself  
\_\_\_\_ (d) other (*please describe briefly*): \_\_\_\_\_

**Voting System**

Type of voting machines (*list all - brand/model*): \_\_\_\_\_  
\_\_\_\_\_  
Number of each type of machine: \_\_\_\_\_  
Number of voting machines equipped with accessibility features such as audio headset: \_\_\_\_\_  
Number of demo machines, if any: \_\_\_\_\_  
Number of machines set aside for any reason (*broken, unused?*): \_\_\_\_\_  
Additional notes or comments about voting machines: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_Y \_\_\_N \_\_\_? Provisional voting method: Are provisional ballots cast on voting machine (*instead of paper provisional ballots*)?

**POLL CLOSING / BALLOT ACCOUNTING**  
**Election Day 2006**

**Vote Tally**

**Total number of votes recorded on voting system(s) Election Day (public count)** (use worksheet on last page of questionnaire if needed): \_\_\_\_\_

**Total number of voters checked in for the day** (voter certificates total, if used, or number of signatures on roster if certificates are not used): \_\_\_\_\_

Number of voted absentee ballots dropped off (if any): \_\_\_\_\_

Number of voted substitute (emergency) paper ballots (if any): \_\_\_\_\_

Number of voted provisional ballots (if any): \_\_\_\_\_

**Observability:**

Y  N  ? Are citizen observers allowed in to witness the poll-closing process as soon as the polls close (or just prior)? *Comments:* \_\_\_\_\_

Y  N  ? Were you permitted to witness the vote count freely?

Y  N  ? ...Verification?

Y  N  ? ...Reconciliation?

Y  N  ? ...Reporting processes?

Y  N  ? Were vote totals made known audibly? (Y / N / ?)

Y  N  ? Were credentials required to observe the poll closing/tally procedures? *If yes, describe (e.g. party observer, candidate observer, other):* \_\_\_\_\_

Y  N  ? Were credentials checked?

*Comments:* \_\_\_\_\_

**Poll Closing Checklist:**

Y  N  ? Did election workers wait to initiate poll-closing process after the last voter has voted? *If no, at what point did they initiate the process?* \_\_\_\_\_

Y  N  ? Did election workers complete counting, verifying, reconciling and reporting—including reporting of any discrepancies found—before putting away materials and closing equipment? *If no, describe:* \_\_\_\_\_

**POLL CLOSING / BALLOT ACCOUNTING**  
**Election Day 2006**

**Closing Procedures:**

- Y N ? 1. Clerk checks each machine, writes down public count of each machine on security form or tally sheet.
- Y N ? 2. Each machine's serial number is noted or pre-printed on the form or tally sheet where the public count is marked.
- Y N ? 3. For each machine, the election worker carries out a poll-closing process which includes locking out the machine from further voting.
- Y N ? 4. Election workers close down the machine case/flaps or carries out other method to lock machine.
- Y N ? 5. Once locked down, each machine is sealed.
- Y N ? 5a. Are seals numbered?
- Y N ? 5b. If seals are numbered, are those numbers noted on the security form or other seal log?
- Y N ? 6. Activator cards (both voter cards and supervisor cards) are put away and locked.
- Y N ? 6a. Are the cards secured in a sealed container?
- Y N ? 6b. If cards are in sealed container, are seals logged?
- Y N ? 7. Individual machine public counts are totaled.
- Y N ? 8. Election worker calls in the individual machine public count totals. *If no*, are totals sent via modem?  
*[Answer #9 if voter slips are used. If not, skip to #10.]*
- Y N ? 9. Voter certificates are totaled.
- Y N ? 9a. If total number of voter certificates is different from public count total, election workers investigate the cause.  
*[Answer 10 if tally of signatures on roster is performed.]*
- Y N ? 10. Total number of voter signatures is tallied.
- Y N ? 10a. If total number of voter signatures differs from the public count total, election workers investigate the cause.

Did you notice any machine problems or other difficulties with poll-closing? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WORKSHEET:**

Machine number:	Public Count:
<b>Public Count Total:</b> _____	
<b>Signatures in Register:</b> _____	

*The Verified Voting Foundation thanks you for your participation in this Poll Closing Observation project, part of the Election Transparency Project.*