Bucks County ... committed to maintaining public trust in honest and fair elections

ELECTION OFFICIAL MANUAL
DIRECT TELEPHONE NUMBERS FOR ELECTION DAY

VOTING MACHINE TECHNICIANS: 267-880-5300
Opening/Closing Procedures, Machine Questions

BOARD OF ELECTIONS:
Election Day Procedures, Absentee Ballots
267-880-5060  215-348-6887
215-348-6153

VOTER REGISTRATION:
Poll Books, Provisional Ballots, General Assistance
215-348-6163  215-348-6169
215-348-6165  215-348-6170
215-348-6167  215-348-6172

TOLL FREE CALLS:
To the Courthouse  1-888-942-8257
TO: Bucks County Election Officials

On behalf of the Bucks County Board of Elections, we welcome you to serve as an Election Official for the County of Bucks. As you well know, conducting honest and fair elections is a cornerstone in Bucks County voting and we always look forward to working with our officials.

If you are a first-time official, we welcome you. If you are one of our faithful officers from past elections, we want you to know that your dedicated service is appreciated.

It is the election officials’ responsibility to see that every voter has the opportunity to cast a ballot for his or her candidate. Election Day is a long day and demands considerable effort on your part to conduct a successful election with 100% accuracy.

Please keep in mind that you have the Board of Elections’ full cooperation so that Bucks County is assured of an accurate and successful election.
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ELECTION BOARD OFFICIALS

- Judge of Elections, Majority Inspector, Minority Inspector - 4 Year Term - Elected by Voters

The Judge of Elections has authority to assign duties to the election officials, instruct workers on procedures, maintain order with assistance of the Deputy Constable and review all pay sheets. The duties assigned by the Judge of Elections for the Majority and Minority Inspectors may include the following: checking in voters using the poll books and alpha listing or writing names of voters on the numbered list of voters tablet. Duties will vary at the discretion of each Judge of Elections.

- Clerks and Machine Inspectors - appointed every election.

- Deputy Constable - Submitted to the Judge of the Court of Common Pleas upon Petition filed by Constable of Municipality.

No campaign material is to be worn by election officials.

No political activity in the polling room. All political activities are to be conducted at least ten (10) feet from the entrance of the polling room.
## MACHINE INSPECTORS

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>When machine becomes available, invite the next voter to enter the voting booth area.</td>
</tr>
<tr>
<td>2</td>
<td>Hand the voter a manila privacy folder</td>
</tr>
<tr>
<td>3</td>
<td>Remind voter of any questions at the top of the ballot.</td>
</tr>
<tr>
<td>4</td>
<td>Remind voter to be sure to INSERT BALLOT IN SCANNER when finished.</td>
</tr>
<tr>
<td>5</td>
<td>Let voter mark ballot then direct them to Scanner</td>
</tr>
<tr>
<td>6</td>
<td>When voter exits, verify that they have not left their ballot.**</td>
</tr>
<tr>
<td>7</td>
<td>Retrieve manilla privacy folder to recirculate after ballot is cast</td>
</tr>
</tbody>
</table>

**Assistance** - If a voter has been pre-authorized to receive assistance in the booth (excluding the JUDGE, voter's employer, or agent of employer or union), the designated helper may enter the booth with the voter.

If the voter requests assistance but has not been pre-authorized, notify the JUDGE.

You can provide information about the voting machine operation before the voter enters the voting booth.

**If a voter has left the polling site without voting or completing their vote, notify the JUDGE and follow the Fleeing Voter Procedure**
HIGH SCHOOL STUDENTS
Permitted to work as Clerks or Machine Inspectors

• 17 years of age
• U. S. Citizen and Resident of Bucks County
• Enrolled in a secondary educational institution
• Written approval of school representative
• Written consent of parent or guardian
• Two students per precinct
• Please call our office to inquire about possibility of student working in your district
ELECTION DAY DUTIES OF A CONSTABLE

The office of Constable is assigned to a particular voting place for the day. The Constable must remain independent or neutral on Election Day. He or she is to cooperate with the Judge of Elections and be polite and respectful at all times to voters, election workers, and any other individuals. The Constable is not to wear a uniform, carry a firearm (unless certified under Act 49 of 2009), or wear any political logo.

Duties include:
1. Arrive at the poll by 6:30 a.m. and remain there until the last elector votes.
2. Keep peace at the poll.
3. Make sure there is a clear pathway for voters to enter and exit the poll.
4. Make sure all people are 10 feet from the entrance to the polling room unless they are in the process of voting or are legally authorized.
5. Close the poll at 8:00 p.m.
6. The Constable must remain on duty until the last person votes and after the Judge of Elections has finished.
7. He or she must work a full day in order for the Board of Elections to issue a paycheck.

How to close the poll:
8. At 8:00 p.m., the Constable is required to stand at the end of the line, watch the line, and turn away any voter who arrives after 8:00 p.m.
9. Everyone in line by 8:00 p.m. must vote.
10. After 8:00 p.m., the only authorized individuals in the poll are the Election Officials, voters waiting to vote, and anyone with a Watcher’s Certificate. No reporters, representatives from a candidate’s campaign, or candidates are to be there (unless he or she has a Watcher’s Certificate).

If there are any questions on who is “authorized” to be at a polling place, please call the Board of Elections at 215-348-6887.
START OF THE DAY

1. Set up voting machines
2. Arrange tables
3. Hang posters
4. Lay out documents
   - Poll Books
   - Voter List tablets
   - Machine Operation brochures
   - American flag and pens
5. Meet with officers
6. Hand out ID badges
7. Administer Oaths and sign (Envelopes G & H)
8. Fill out pay sheets (Envelopes B & D). Make sure pay sheets are correct at the end of the day.
9. Explain new procedures – voter check in and voting machine operation
10. Answer any questions the officials may have

Please Note:
No campaign material may be worn by the Election Officials.

All political literature must be at least ten (10) feet from the entrance to the polling room.
**OPENING THE POLLS**

**STEP ONE:**
Three black cases will be delivered to your polling location that are zip tied shut. The smaller two cases contains the ClearCast Ballot Scanners. Remove these two cases from your cart.

Cut the zip tie of the smaller ClearCast Ballot Scanner case, lift the scanner and place it on a table.

**STEP TWO:**
Lift the lid/screen on the top of the scanner.

PLUG THE POWER CORD INTO THE POWER OUTLET OR EXTENSION CORD. LISTEN FOR A SINGLE “BEEP”.
ClearCast will automatically print a “POWER ON REPORT” within a minute of powering on.

**STEP THREE:**
Unzip and open the top of the ballot bag. Pull upward from the sides and push the metal bars inside outward.

Install the divider at the marked line. This will allow ballots to stack neatly in the bag.
Confirm that the ballot path zipper is OPEN.
Zip, close and seal the top of the ballot bag with a white OPEN POLLS seal.

**STEP FOUR:**
Attach the ballot bag by sliding its two metal plates down into the two channels on the back of the voting machine. This is done easiest from the front of the machine. Secure the top metal clip onto the corresponding bracket.

Secure the ballot bag by attaching provided zip ties. There should be one on each side.

**STEP FIVE:**
Tap “LOGIN” on the ClearCast screen. Select Poll worker role.

Enter your password on the screen and tap “SUBMIT.” Password is in orange pouch.

**STEP SIX:**
Tap “OPEN POLLS” on the screen.
<table>
<thead>
<tr>
<th>STEP SEVEN:</th>
<th>STEP EIGHT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The “Zero Totals Tape” will automatically print from the side compartment of the ClearCast scanner when the polls are open. Confirm the name of your precinct and that zero votes are displayed for each candidate. Remove and sign the Open/Zero report. Store the signed tape in your C Envelope.</td>
<td>Tap the “START VOTING” button to begin voting. Confirm the election and date at top of screen is correct. Voting can begin at the scheduled poll opening time. The battery charge and the public counter (number of ballots tabulated) are always displayed on the ClearCast screen.</td>
</tr>
<tr>
<td>A voted ballot can be inserted into ClearCast in any direction. Repeat these steps to open the polls on your second scanner.</td>
<td></td>
</tr>
<tr>
<td>When a voted ballot is tabulated, a confirmation to the voter is displayed.</td>
<td>BOTH SCANNERS MUST BE OPENED AND REMAIN OPEN UNTIL THE CLOSE OF POLLS</td>
</tr>
</tbody>
</table>
**OPENING THE POLLS**

<table>
<thead>
<tr>
<th>STEP ONE:</th>
<th>Cut Zip ties to open case. Remove the touchscreen and printer to set up on table.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP TWO:</td>
<td>The keypad, headphone cord, printer cable and power cord are attached to the touchscreen.</td>
</tr>
<tr>
<td></td>
<td><strong>PLUG THE TOUCHSCREEN POWER CORD INTO THE POWER OUTLET OR EXTENSION CORD.</strong></td>
</tr>
<tr>
<td>STEP THREE:</td>
<td>Completely remove the printer paper tray to load provided ballot paper. If necessary, extend the blue extender on the end of tray to fit the longer ballot paper. Press and pull blue tab to extend.</td>
</tr>
<tr>
<td></td>
<td><strong>Return the paper tray to the printer.</strong> <strong>PLUG THE PRINTER POWER CORD INTO THE POWER OUTLET OR EXTENSION CORD.</strong></td>
</tr>
<tr>
<td>STEP FOUR:</td>
<td>Close the printer tray door.</td>
</tr>
<tr>
<td></td>
<td><strong>CHECK THAT THE PRINTER CABLE FROM THE TOUCHSCREEN IS CONNECTED THE BACK OF THE PRINTER.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>USE THE BUTTON ON THE FRONT OF THE PRINTER TO TURN THE PRINTER ON.</strong></td>
</tr>
<tr>
<td>STEP FIVE:</td>
<td>Turn on the touchscreen pressing the power button on upper right side.</td>
</tr>
<tr>
<td></td>
<td><strong>Swipe your finger from the bottom to the top of the screen and enter the PASSWORD provided in orange pouch.</strong></td>
</tr>
<tr>
<td>STEP SIX:</td>
<td>Enter the password provided in orange pouch and tap “OK” in the upper right corner.</td>
</tr>
<tr>
<td><strong>STEP SEVEN:</strong></td>
<td><strong>To begin the voting session, accompany the voter to the ClearAccess unit and use the provided password in orange pouch to unlock voting machine and tap “VOTE” BE SURE SELECT ROLE IS “VOTER”</strong></td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tap “OPEN POLLS”. Tap “PRINT” to print polling place report. Confirm 0 sessions and place in C envelope. Tap “OK” complete the poll opening process.</td>
<td><strong>Assist the voter with set up using the headphones and accessible keypad if necessary.</strong></td>
</tr>
<tr>
<td><strong>Machine is now ready for voting</strong></td>
<td><strong>The voter can use the touchscreen or the keypad and headphones to vote.</strong></td>
</tr>
<tr>
<td><strong>THE VOTED BALLOT MUST BE SCANNED BY THE CLEARCAST SCANNER TO COMPLETE THE VOTING PROCESS!</strong></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Voter’s Number</th>
<th>Election Officials Initials</th>
<th>Voter Assistance Recorded</th>
<th>Voter returned mail-in ballot, No longer eligible to vote in person</th>
<th>Voter failed to return absentee, can only vote provisional</th>
<th>First Time Voters</th>
<th>Voter MUST Complete Affirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>J. D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, John</td>
<td>J. D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Albert</td>
<td>A. D.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Donnelly, Michael</td>
<td>M. D.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Donnelly, Nancy</td>
<td>N. D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dover, Richard</td>
<td>R. D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Affirmation of Elector

• If a registered elector has moved, the voter should inform polling place officials of the address change by completing Sections A and C of an Affirmation of Elector form.

• If voter has moved out of Bucks County, their voting record will be cancelled here and transferred to their new county in Pennsylvania. Complete Sections A and C of AOE form.

• If voter has not moved, they should check Sections B and C of AOE form.

• Form must be signed by Voter and Judge of Election (section C).
# First Time Voters

<table>
<thead>
<tr>
<th>Photo I.D.</th>
<th>Non-Photo I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s License</td>
<td>Voter Registration card</td>
</tr>
<tr>
<td>Department of Transportation I.D.</td>
<td>Commonwealth or U.S. Government</td>
</tr>
<tr>
<td>Commonwealth I.D.</td>
<td>agency</td>
</tr>
<tr>
<td>U.S. Government I.D.</td>
<td>Firearm permit</td>
</tr>
<tr>
<td>U.S. Passport</td>
<td>Current utility bill</td>
</tr>
<tr>
<td>Student/employee I.D.</td>
<td>Current bank statement</td>
</tr>
<tr>
<td>Military I.D.</td>
<td>Paycheck</td>
</tr>
<tr>
<td></td>
<td>Government check</td>
</tr>
</tbody>
</table>

If the box says “**ID Required**” this voter is voting in that precinct for the first time. Federal and State laws require that first time voters provide identification before voting.
Assistance: If voter requires assistance operating the voting machine

This form is for any voter being assisted to vote for the first time

Voting Assistance Procedures

- Check poll book to determine if voter is eligible for assistance.
- If OT appears in poll book then the voter is entitled to voting assistance.
- If OT does not appear in poll book, voter must complete an Assist Declaration form.
- No person shall be entitled to voting assistance unless it is indicated in the poll book. (OT would be showing)

A voter shall be permitted to select a person of their choice to enter the voting machine to assist him/her in voting except Judge of Elections, Employer, or Union Representative.
All voters receiving Assistance MUST be Recorded on this list

The Record of Assisted Voters form must be completed by an Election Board Official. It must include the name of the voter receiving assistance, the name of the person providing assistance, and the reason for assistance.

<table>
<thead>
<tr>
<th>Serial #</th>
<th>Name of Voter</th>
<th>Reason for Assistance</th>
<th>Name of Person Providing Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>001386527-09</td>
<td>Mary Smith</td>
<td>Visually Impaired</td>
<td>John Smith</td>
</tr>
</tbody>
</table>
NUMBERED LIST OF VOTERS

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scott Brown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sophie Kingsley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mason Reed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sam Naylor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Galen Fox</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Kathleen Riley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Katie Pliszka</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Rebecca Hernandez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Jared Xingsteyn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Linda Lovett</td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Lee Alburger</td>
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<tr>
<td>12</td>
<td>Sam Bolstein</td>
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<tr>
<td>13</td>
<td>Anthony Telesis</td>
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</tr>
<tr>
<td>14</td>
<td>Anne McDowell</td>
<td></td>
<td></td>
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<tr>
<td>15</td>
<td>Robin Xiulin</td>
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<td></td>
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<tr>
<td>16</td>
<td>Desiree Rossen</td>
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<td>17</td>
<td>Joyce Cogdill</td>
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<td>18</td>
<td>Sandra Meyers</td>
<td></td>
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<td>19</td>
<td>Leo Syjianski</td>
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</tr>
<tr>
<td>20</td>
<td>Beverly Syjianski</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MAKE SURE VOTERS NUMBER IS WRITTEN IN POLL BOOK

IN PRIMARY ELECTIONS ONLY, INDICATE PARTY INITIAL

PLEASE BE SURE TO USE BLACK OR BLUE INK.

PRINT LEGIBLY
<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>CODE</th>
<th>DESCRIPTION</th>
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<td>FACIST</td>
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<td>GRAND METACOSMOS</td>
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<td>GN</td>
<td>GOOD NEIGHBOR</td>
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<td>AP</td>
<td>AMERICAN PATRIOT</td>
<td>GO</td>
<td>GOOD ONE</td>
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<td>ARP</td>
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<td>I DON'T KNOW</td>
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<td>JUBILEEIAN</td>
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</table>
Fail Safe Voters

Pennsylvania election law permits a voter (elector) to return to their old polling place one time **only if they have failed to notify our office of their change of address.** However, the voter must be registered to vote! Their name must be in the poll book.

If you have a voter that falls into one of the following categories of “Fail Safe Voters,” you must allow them to vote. (The Fail Safe Voting Procedure is outlined on the following page).

Categories of Voters

Electors registered in Bucks County may vote on Election Day in the precinct of their prior residence if:

- The elector has **moved within the same precinct but has failed to notify Voter Registration** of their change of address.

- The elector has **moved from one address in Bucks County to another address in Bucks County** covered by a different polling place and they failed to notify Voter Registration of their change of address.

- The elector has **moved from Bucks County to another county** and has failed to notify Voter Registration of their change of address.

The elector’s **registration record incorrectly indicates that he/she has moved from an address** in your voting precinct. (*Call the Voter Registration Office at 215-348-6169 to verify information before allowing elector to vote.*)

The elector’s **registration is flagged **Inactive: Affirmation Required**. (This category consists of voters whose mail was undeliverable.)
FAIL-SAFE VOTING PROCEDURES

1. Confirm the Voter:
   - is registered in your voting district
   - falls into one of the “Fail-Safe Voter” categories
     (See preceding page)

   If the voter is not registered in your district, call the Voter Registration Office at 215-348-6169.

2. Have the voter complete the “Affirmation of Elector”.
   Place the completed form in the Affirmation of Electors envelope.

3. Record:
   - The name of the voter on the “List of Voters’ tablets
     and
   - The number of the voter in the poll book.

4. Ask the voter to sign the poll book.

5. Allow the voter to vote on the machine.
**This form is to be used ONLY for ACTIVE-REGISTERED VOTERS in Bucks County**

Inactive Voters are to use the AFFIRMATION OF ELECTOR

Voter MUST be moving within The same voting district in order to use this form

<table>
<thead>
<tr>
<th>WPP Form 112-K</th>
<th>MARRIAGE AFFIDAVIT &amp; CHANGE OF ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bucks County</td>
<td>(Not to be used for voters flagged ‘INACTIVE’ in Poll Book)</td>
</tr>
</tbody>
</table>

This is a:  

- [ ] NAME CHANGE
- [ ] CHANGE OF ADDRESS

<table>
<thead>
<tr>
<th>DISTRICT</th>
<th>VOTER ID #</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
</table>

NAME

OLD

NEW

OLD ADDRESS

NEW ADDRESS

DATE MOVED

PHONE# |

SIGNATURE OF VOTER

Voter MUST sign
Cancellation and Deceased Notices

**DECEASED NOTICE**

PLEASE REMOVE THE FOLLOWING VOTER:

Name (Please print)

Date of Birth

Street Address

Date of Death

Signature of Spouse or Relative

Relationship

MUST BE SIGNED BY A FAMILY MEMBER OF THE DECEASED

**CANCELLATION NOTICE**

I NO LONGER RESIDE IN BUCKS COUNTY, THEREFORE I HEREBY REQUEST THE CANCELLATION OF MY VOTING REGISTRATION:

Name (Please print)

Date of Birth

Street Address

Post Office

Signature of Voter:

MUST BE SIGNED BY VOTER.
Fleeing Voter

If a voter leaves without casting their ballot write the names of the fleeing voters on the cover of the poll book.

Spoil the ballot and indicate FLEEING VOTER, put the ballot in the Spoiled Ballot Envelope.
VOTER CHECK-IN PROCEDURE
ONLY REGISTERED DEMOCRATS AND REPUBLICANS CAN VOTE IN A PRIMARY UNLESS A REFERENDUM APPEARS ON THE BALLOT.

ALL REGISTERED VOTERS WILL BE LISTED IN THE ALPHABETICAL LISTING ALONG WITH HIS/HER PARTY AFFILIATION.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Voter states his/her name.</td>
</tr>
<tr>
<td>2</td>
<td>Verify voter is listed in the poll book. If not, check alphabetical listing to see if voter is listed. If not in the alphabetical book, notify the JUDGE.</td>
</tr>
</tbody>
</table>
| 3    | If the voter is in the poll book with a notation of:  
|      | INACTIVE: AFFIRMATION REQUIRED, notify JUDGE.  
|      | ABSENTEE/MAIL-IN designations: notify the JUDGE –  
|      | -If ballot was not timely returned the individual may only vote by provisional ballot. Call our office before issuing provisional ballot.  
|      | -If ballot was returned the poll book will indicate ballot cast/not eligible.  
|      | This voter may not vote as their ballot was already cast.  
|      | FIRST TIME VOTER: get ID. If voter cannot produce ID, notify JUDGE.  
|      | OT: voter is recorded as needing assistance, notify the JUDGE. |
| 4    | Record voter's name in List of Voter's tablet. |
| 5    | Announce voter's name. |
| 6    | Have voter sign the Poll Book. |
| 7    | Record voter number in Poll Book and enter your initials. |
| 8    | Give voter their paper ballot. (In primary be sure it is correct party) |
| 9    | Machine Inspector will give privacy folder and direct voter to voting area. |
| 10   | Once finished Machine Inspector will direct voter to ballot scanner. |
PLEASE NOTE that the designations for Absentees and Mail-In ballots have changed. Act 77 of 2019 made changes to the Election Code. Absentees are no longer sent to the polls so there is no way to void their voted ballot as before. Likewise, since the deadline for voters to return their voted Absentee/Mail-In ballot to the courthouse has been extended to 8:00 pm Election Day, voters who are listed as not yet returning their ballot must also vote ONLY by Provisional Ballot. Voters who have returned their ballots may not cast an additional ballot. Poll workers are NOT permitted to accept a voters absentee/mail-in ballot at the polls.

For more information on Provisional Ballots refer to the green pages of this manual.

Challenges to voted absentee/mail-in ballots can no longer be made at the polling place but must be done prior to 5:00pm the Friday before a primary/election
Any voter listed on the Absentee/Mail-In Listing MAY NOT vote on the machine.

Voters whose ballots have been marked as “Ballot Returned” have already cast their ballots and are NOT PERMITTED to cast an additional ballot at the polls.

If the there is no date indicated in the “Ballot Returned” column the voter may vote by PROVISIONAL BALLOT ONLY! This is to ensure that their ballot was not returned in the time between the printing of the listing and Election Day. Please call our office prior to issuing a provisional ballot. We can check to see whether or not the ballot was returned.
“Passive Electioneering”

The County’s policy on passive electioneering is intended to allow all voters to exercise their right to vote, free from intimidation or influence at the polling place. The County’s existing policy remains in effect. Election officials will strongly urge voters to remove or cover up any partisan clothing or paraphernalia before entering the polling place. In the event that the situation comes to a point where a voter refuses to remove the partisan clothing or paraphernalia, that individual’s right to vote will be preserved.

This policy intends to greatly minimize the occurrences of passive electioneering. However, in ALL cases, the right to vote will prevail.

Under no circumstances will any poll watcher or election official be permitted to wear apparel, pins or any other display favoring a candidate, political party or position on a referendum.
RULES AND REGULATIONS FOR WATCHERS

All Watchers must be qualified registered voters of Bucks County.

Watchers shall be required to show their Certificate to the Judge of Elections.

No Watcher shall be permitted to disrupt the poll or the voting process.

Only one Watcher for each candidate or party shall be allowed to remain in the polling place at any one time prior to the close of the polls.

A Watcher is permitted to take his Watcher Certificate to another polling location and watch in another poll. The Judge of Elections shall make sure that a Watcher Certificate belongs to the Watcher who presents it.

All Watchers shall remain outside the enclosed space.

Watchers are not permitted to wear or exhibit any political material while inside the polls serving in the capacity of Watcher.

No Watcher, when within the polling place, shall electioneer or solicit votes for any political party, political body or candidate, nor shall any written or printed matter be posted up within the said room, except as required by law.

Authorized Watchers shall be permitted to keep a list of voters and shall be entitled to challenge any person making application to vote and to require proof of qualification. If time permits, the Watcher may look at the “List of Voters” tablet provided they do not impede or delay the election process or otherwise interfere with the election workers or the voters.

After the close of the polls and while the voting machines are being canvassed, all Watchers shall be permitted to be in the polling place outside the enclosed space.

Note to Judges: The Watcher Certificate is to remain in the possession of the Watcher.
END OF THE DAY

1. Close down Voting Machines
   (see page 29 through 32 for instructions)
2. Cut and sign Machine Tapes
   (see page 33 for placement of tapes)
3. Sign Affidavit of Voter Identification
4. Record Vote Counts on Return Sheets and sign sheets
5. Transfer totals to Certificate of Votes Cast
6. Gather documents, USB’s and supplies for return
7. Return machines and unvoted ballots to cage and lock
8. Give Envelope B to Minority Inspector
9. Remove and discard posters
10. Post Return Sheet on exterior wall
11. Deliver materials to the Courthouse or the Lower Bucks Government Services Center
# ClearCast

## Closing the Polls

### Step One:
After 8 PM and the last voter has cast their ballot, you can close the polls.

**Make sure that all ballots have been scanned before closing the polls.**

### Step Two:
Tap the ClearCast logo in the upper left corner of the screen. The “VOTING SUSPENDED” report tape will print automatically. Enter the **Password** provided to you in your orange pouch and tap **“Submit”**.

### Step Three:
Tap the **“CLOSE POLLS”** button. Tap the **“OKAY”** to confirm that you want to close the polls.

### Step Four:
The “POST ELECTION” screen will appear, and the required number (4) of results tapes will print automatically.

1. Remove and separate the copies.
2. Sign the results tapes.
3. Place a copy in Envelopes: B, C, and I.
4. Hang the final copy with your canvass sheet.

### Step Five:
On the “POST ELECTION” screen, tap the **“PRINT WRITE-INS”** button. This report will print images of each write-in vote cast. Place a copy in Envelopes C.

### Step Six:
After you have finished printing the reports, tap the **“LOGOUT”** button in the lower right corner of the screen. Tap the **“SHUTDOWN”** button in the lower right corner of the following screen. The ClearCast machine will turn off automatically. Tap **“OKAY”** to confirm. **Make sure machine is off before proceeding!**
<table>
<thead>
<tr>
<th><strong>STEP SEVEN:</strong></th>
<th><strong>STEP EIGHT:</strong></th>
<th><strong>STEP NINE:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut zip ties to remove the ballot bag. Detach the bag from the scanner.</td>
<td>The Judge will use the ClearCast key, provided in the orange pouch, to unlock and open the side door on the right side of the scanner. Remove and secure both USB drives, located in the printer compartment on the right side of the printer. <strong>DO NOT REMOVE USB WHILE MACHINE IS ON</strong> Place both USB drives in small orange pouch to be returned to the office by the Judge of Election.</td>
<td>Close and re-lock the printer cover door. Store the key and the USBs in the small orange bag to be returned to the office by the Judge of Elections. Lower the touch screen on the ClearCast scanner.</td>
</tr>
<tr>
<td>Zip, close and seal the ballot path opening with a new red CLOSE POLLS seal.</td>
<td></td>
<td>Unplug the scanner from the power outlet or extension cord.</td>
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<tr>
<th><strong>STEP TEN:</strong></th>
<th><strong>STEP TEN:</strong></th>
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<tbody>
<tr>
<td>Return the ClearCast scanner to the carrying case, zip and return to cage.</td>
<td>Return the machine tapes and USB’s to the Election Office with other required supplies.</td>
</tr>
</tbody>
</table>
**Step One:**
After the close of polls, begin the poll closing process.

**Make sure that all ballots have been scanned before closing the polls.**

**Step Two:**
Tap the “Select Roll” pulldown to select Poll Worker and enter the password provided to you in the orange pouch.

Tap “OK” to continue the poll closing process.

**Step Three:**
Tap the “CLOSE POLLS” button.

Tap the “OK” to confirm that you want to close the polls.

**Step Four:**
Tap “BALLOT REPORTS” and tap “PRINT” to print the ballot reconciliation report & place in the C envelope.

Tap “CLOSE”.

**Step Five:**
Tap “SHUTDOWN” on the ClearAccess touchscreen.

Tap “OK” to complete the poll closing process.

**Step Six:**
Unplug the touchscreen and printer power cords from the power source.

Disconnect the printer cable from the printer.
<table>
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<tr>
<th><strong>STEP SEVEN:</strong></th>
<th><strong>STEP EIGHT:</strong></th>
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<tbody>
<tr>
<td>Remove the paper from the printer tray.</td>
<td>The ClearAccess hardware will be packed and locked in the cage to be picked up by County personnel.</td>
</tr>
<tr>
<td>If necessary close the tray extender by pressing and pushing the blue tab on the tray.</td>
<td>Remember to return printer to the bottom of the carry case first before returning the touchscreen.</td>
</tr>
<tr>
<td>Return the tray to the printer. Power off the printer.</td>
<td></td>
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</tbody>
</table>
PAPER TAPES FROM VOTING MACHINE

Tape with zero count, election officials’ signatures from opening of polls and write-in tapes should be placed in Envelope “C” with a Return Sheet. Please do not use staples or scotch tape.

Copy of Tape – To be placed in Envelope “I” and returned to the Board of Elections with a Return Sheet. Please do not use staples or scotch tape.

Copy of Tape – To be attached to a Return Sheet and posted at the polling location.

Copy of Tape – To be placed in Minority Inspector Envelope “B” with a Return Sheet.
RETURN SHEET INSTRUCTIONS

COMMON MISTAKES on RETURN SHEETS with SEALS and COUNTER NUMBERS

RETURN SHEETS - USE INK ONLY
You must use an ink pen on the Return Sheets. Pencil is not permitted. This ensures that the vote totals, counter numbers, seal numbers and endorsements have not been tampered with.

PROTECTIVE COUNTER NUMBER
This number will not be the same on the Opening of Polls (Certificate No. 1) and the Closing of Polls (Certificate No. 2). If you subtract the number located on the Opening of Polls from the number on the Closing of the Polls, it should match the number of Total Votes Cast. This number acts as an odometer.

PUBLIC COUNTER NUMBER
This number is located on the Closing of Polls only (Certificate No. 2). This number would indicate the total number of votes cast. This number must be set at “0” on opening.
CERTIFICATE OF VOTES CAST  BIN: 001

Machine #1 ______________
Machine #2 ______________

TOTAL ______________
Absentee/Mail-In Ballots ________  Provisional Ballots ________

We, the undersigned local Election Officers of BUCKS COUNTY for
BEDMINSTER TOWNSHIP EAST  01010

certify that the above total ____________ is the correct number of votes cast in our election district for the General Primary held on May 18, 2010.

______________  _______________  _______________
Judge of Election  Majority Inspector  Minority Inspector

______________  _______________  _______________
Clerk  Machine Inspector  Machine Inspector

PLEASE PLACE IN ENVELOPE “A”

Please do not add the Absentee, Mail-Ins or Provisional Ballots to the Total.
**TO EXPEDITE YOUR RETURN OF ELECTION SUPPLIES, PLEASE USE THE FOLLOWING CHECK-OFF LIST:**

__ All USB’s from ALL ballot scanners (2 USB's per scanner)
__ Envelope “D” containing:
   Envelope “I”
   Envelope “C”
   Pay Sheet - one copy
__ Poll Books
__ Spoiled Ballot Envelope
__ Provisional Voting Return Envelope
__ Ballot Bags with Voted Ballots

*Thank you for your continued support.*

**Phone Numbers**

- Registered Voters, Assistance at the Polls ............215-348-6169
- Provisional Ballots..............................................215-348-6169
- Election Day Procedures, Absentee Ballots ..........267-880-5060
- Voting Machine Questions...................................267-880-5300
ELECTION NIGHT RETURNS

Please park your car and bring the Election Supply Box, USB’s, black voted ballot bags and blue security bags (one containing the Poll Books and one containing Provisional Ballot material) to your respective location. The following pages indicate your specific drop-off location and show a map of the Courthouse and a map of the Government Services Building.

- **Courthouse Drop-offs:** Court Street will be blocked off. Please place your “Election Returns” sign on your dashboard so that it is visible to security when they are directing you to park.

  Enter the Courthouse through the Broad Street Loading Dock. This is the only entrance that will be open. Identify yourself to security personnel by exhibiting your Election Official security badge.

- **Lower Bucks Government Service Center Drop-offs:** Please be reminded that the truck will leave Levittown for Doylestown at 10:30 p.m. If you anticipate that you will be later than 10:30 p.m., please call us at 215-348-6155 and we will alert the driver to delay his departure for a reasonable period of time.

If you have any questions, please do not hesitate to call.
BOARD OF ELECTIONS
55 EAST COURT STREET
DOYLESTOWN PA 18901

BEDMINSTER TOWNSHIP
BRIDGETON TOWNSHIP
BUCKINGHAM TOWNSHIP
CHALFONT BOROUGH
DOYLESTOWN BOROUGH
DOYLESTOWN TOWNSHIP
DUBLIN BOROUGH
DURHAM TOWNSHIP
EAST ROCKHILL TOWNSHIP
HAYCOCK TOWNSHIP
HILLTOWN TOWNSHIP
IVYLAND BOROUGH
MILFORD TOWNSHIP
NEW BRITAIN BOROUGH
NEW BRITAIN TOWNSHIP
NEW HOPE BOROUGH
NEWTOWN BOROUGH
NEWTOWN TOWNSHIP
NOCKAMIXON TOWNSHIP
NORTHAMPTON TOWNSHIP

VOTER REGISTRATION
55 EAST COURT STREET
DOYLESTOWN PA 18901

PERKASIE BOROUGH
PLUMSTEAD TOWNSHIP
QUAKERTOWN BOROUGH
RICHLAND TOWNSHIP
RICHLANDTOWN BOROUGH
RIEGELSVILLE BOROUGH
SELLERSVILLE BOROUGH
SILVERDALE BOROUGH
SOLEBURY TOWNSHIP
SPRINGFIELD TOWNSHIP
TELFORD BOROUGH
TINICUM TOWNSHIP
TRUMBAUERSVILLE BOROUGH
UPPER MAKEFIELD TOWNSHIP
UPPER SOUTHAMPTON TOWNSHIP
WARMINSTER TOWNSHIP
WARRINGTON TOWNSHIP
WARWICK TOWNSHIP
WEST ROCKHILL TOWNSHIP
WRIGHTSTOWN TOWNSHIP

GOVERNMENT SERVICES CENTER
7321 NEW FALLS ROAD
LEVITOWN PA 19055

BENSELEM TOWNSHIP
BRISTOL BOROUGH
BRISTOL TOWNSHIP
FALLS TOWNSHIP
HULMEVILLE BOROUGH
LANGHORNE BOROUGH
LANGHORNE MANOR BOROUGH
LOWER MAKEFIELD TOWNSHIP
LOWER SOUTHAMPTON TOWNSHIP
MIDDLETOWN TOWNSHIP
MORRISVILLE BOROUGH
PENDEL BOROUGH
TULLYTOWN BOROUGH
YARDLEY BOROUGH
Bucks County Administrative Building
55 East Court Street
Doylestown, PA 18901
Lower Bucks Government Services Center
7321 New Falls Road
Levittown, PA  19055
Provisional Ballot Bag - Contents

- Materials Envelope
- Return Envelope
- Reconciliation Form
- Provisional vs. Fail Safe Flyer
- Provisional Packet
- Secrecy Envelopes
- Provisional Ballot Receipts
- Outer Envelopes
- Provisional Ballots
- Paper “slips” to facilitate the flow of voters
- “I Voted” Stickers
- Extra Pens
PROVISIONAL BALLOT

WHO MUST VOTE BY PROVISIONAL BALLOT?

Anyone who appears to vote in an election district must be provided the opportunity to cast a Provisional Ballot if:

1. He/she is listed as requesting an absentee/mail-in ballot and is listed as having not returned it; or
2. He/she claims to be properly registered and eligible to vote at the election district, but the name does not appear in the poll book and neither the election officials nor the county election board can determine the registration; or
3. The individual appears to vote in the election district for the first time but is unable to show identification required by section 1210 of the Election Code, or the Judge of Election challenges the elector’s identification; or
4. An election official asserts that the individual is not eligible to vote in the election district. (In a Primary, this includes someone who claims to be registered for a particular political party, but the poll book indicates he is registered in another political party or no political party).

Individuals are required to cast a Provisional Ballot if they are voting:

1. As a result of a Federal or State court order; or
2. As a result of an order extending the time established for closing the polls by State law that is in effect 10 days before an election.
INSTRUCTIONS FOR VOTING A PROVISIONAL BALLOT

After the Judge of Election determines someone may vote by provisional ballot:

1. Judge of Election and Minority Inspector must witness the individual completing the Provisional Voter Affidavit on the Provisional Ballot Affidavit Envelope BEFORE the ballot is completed.

2. Judge of Election and Minority Inspector must sign the Provisional Voter Affidavit portion of the envelope BEFORE the ballot is completed.

3. Judge of Election shall provide the following:
   a) One Provisional Ballot.
   b) One Provisional Ballot Secrecy Envelope.
   c) One Provisional Ballot Affidavit Envelope.
   d) One blue or black pen.

4. Direct individual to an area in the poll where he may complete his ballot in private.

5. Individual must place the completed Provisional Ballot in the Secrecy Envelope and place the Secrecy Envelope in the Provisional Ballot Affidavit Envelope.

6. AFTER sealing the Secrecy Envelope in the Affidavit Envelope, the individual must sign the Affidavit Envelope on the line provided whereby the individual claims to be properly registered and eligible to vote at said election district.

7. Individual must return all materials to the Judge of Election.

8. Judge of Election will affix the Ballot Identification Number to the Ballot Envelope and give the receipt to the individual.

9. Judge of Election will inform the individual of the toll free number and Internet website where the individual can learn whether his Provisional Ballot was counted or not counted. (This information will also be on the receipt.)

10. Anyone voting a Provisional Ballot does not sign the district register.
RETURN OF VOTED PROVISIONAL BALLOTS AND BALLOT MATERIALS

All Provisional Ballot Materials MUST be returned to the County Board of Elections using the following process:

1. The Provisional Voting Return Envelope and Provisional Voting Materials Envelope should be completed by the Judge of Election and Minority Inspector.
2. Sealed Provisional Ballot Affidavit Envelopes MUST be separated into two groups and placed into the Provisional Voting Return Envelope as follows:
   a. Provisional Ballot Affidavit Envelopes completed as a result of a Federal or State court order or those completed as a result of any order extending the time established for closing the polls by State law in effect ten (10) days before an election.
   b. All other completed Provisional Ballot Affidavit Envelopes.
3. The Provisional Voting Return Envelope should be sealed.
4. Enter the total number of completed Provisional Ballots on the Return Sheets.
5. The remaining Provisional Balloting materials should be placed in the Provisional Voting Materials Envelope and sealed.
6. The Provisional Voting Return Envelope and the Provisional Voting Materials Envelope shall be returned to the county board of elections separately from the other election return materials.

COUNTING PROVISIONAL BALLOTS

Voted Provisional Ballot Affidavit Envelopes are not to be opened or counted at the polling place. All Provisional Ballot Affidavit Envelopes are to remain sealed until opened by officials or employees at the County Board of Elections who will determine the validity of each Provisional Ballot.
Provisional Ballots versus Fail Safe Voters

Please do not confuse Provisional Ballots with Fail Safe Voters. Please call 215-348-6169 if you have questions.

Fail Safe Voters have moved but have not changed their address with our office or they have **Inactive: Affirmation Required** printed in the signature block of the Poll Book. Fail Safe Voters must Complete an Affirmation of Elector prior to voting on the machine.

Provisional Ballot Voters fall into the following categories:

1. The individual is listed as requesting an absentee/mail-in ballot that has not been returned; or

2. The individual claims to be properly registered and eligible to vote in the election district, but his or her name does not appear in the Poll Book and neither the Inspectors of Election nor the Board of Election can determine the registration (Please call 215-348-6169 to confirm the status of the voter before providing the Provisional Ballot).

   ** Those individuals that do not appear in the poll book must have the opportunity to cast a Provisional Ballot on Election Day**

3. The individual appears to vote in the election district for the first time but is unable or unwilling to show a required form of identification, or the Judge of Election challenges the elector’s identification.

In an effort to minimize the number of provisional ballots and to assist the County Board of Elections to verify a provisional voter’s eligibility to vote, please encourage voters to consider the following options:

- Rather than cast a ballot immediately when the person cannot present identification, the voter might choose to leave the polling place, obtain appropriate identification and return to vote on the machine.

- The voter might choose to cast a Provisional Ballot immediately but later in the day return with proper identification. In the event that a voter would choose to return, the district election board must void the Provisional Ballot and allow the voter to vote on the machine.

3. An election official asserts that the individual is not eligible to vote in the election district.

Provisional Ballots are not counted at the polling place
INSTRUCTIONS FOR EMERGENCY PAPER BALLOTS

In the event that both Clear Cast Scanners lose power and battery back-up, the county Board of Elections is required, as promptly as possible, to make necessary repairs or to use substitute machines. If the county Board of Elections is not able to promptly make repairs or to use a suitable substitute machine, the RED Emergency Ballot Bag will be utilized. This must be authorized by the Board of Elections after confirming it with the Voting Machine Technician.

Below are the instructions:

1. Registered voter signs the poll book
2. The Inspector prints “EMG” next to the voter’s signature
3. Voter’s name is recorded on the Numbered List of Voters
4. Judge of Elections provides the voter with paper ballot
5. Voter is directed to a private area
6. Voter places completed ballot in red emergency ballot bag.
7. Emergency Ballot bag is returned with supplies and ballots are canvassed by the Board of Elections with the Absentee Ballots
1. Q. Will there be pamphlets at the polling places to give to voters that show how to vote on the ClearBallot Voting Machine?
A. There will be a how to vote guides given in each posting envelope.

2. Q. What is a Destination Label?
A. This label is located on the back of the ballot marking device, front of the printer and top left side of the scanner when the machine is facing you. It indicates the assigned location for each machine. This label should be checked prior to opening for Election Day to ensure the correct machines are at the polling location.

3. Q. What are the colors of the seals and where do they belong?
A. *Case Seal – machines will be sealed with a BLUE seal.
   *Open Polls – WHITE – place on zippers on top of ballot bag when opening polls
   *Close Polls – RED – On back of ballot bag zippers after closing polls
   *At the end of the night – Return all machines to cage, seal bags with YELLOW case seal and LOCK cage.

4. Q. What if there is only one electrical outlet at the polling place?
A. Two three prong extension cords will be provided with machines

5. Q. When should the election board open the machines and start the Open Polls procedure?
A. The Election Board should arrive at the polling location between 6:00 am and 6:15 am. Machines may be prepared for voting following the “Open Polls” procedure as outlined in the “Operating Instructions for Election Officers”, but the first voter should not vote until 7:00 am.
6. Q. Is each election board member required to sign his/her name during the Open Polls procedure?
A. Yes, once he/she has witnessed the Zero tape has been printed.

7. Q. What if there is a power failure at the polling locations?
A. The machine will automatically switch over to battery power. There will be a battery symbol on the face of the scanner indicating how much battery is left. If the power is restored at any time during the day, the machine will automatically revert back to its electrical supply.

8. Q. How long will the machine operate on battery power?
A. 4 hours of continuous use. The red “emergency ballot bag” can be used if power is out for an extended period of time.

9. Q. How does a voter select a candidate or answer a question?
A. Fill in the oval next to the candidate or response of choice.

10. Q. If the voter submits their ballot before he or she completes all his/her selections, can he/she go back and finish?
A. No. Once the ballot has been scanned, the ballot is cast and the voter may not make any additional selections or changes.

11. Q. Do voters have to vote for every candidate or answer every question on the ballot?
A. No. A voter may vote for only those candidates and/or questions he desires. However, if no candidates are selected at all the machine will ask the voter if they mean to cast a blank ballot.

12. Q. How does a voter cast a write-in?
A. A place for casting a write-in vote is provided in each office. To cast a write-in vote, follow these instructions:
   a) Fill in the oval next to the blank write-in line.
   b) Write or stamp the desired candidate on the blank line.

13. Q. How does a voter cast his ballot?
A. Insert the voted ballot, in any direction, into the ballot scanner. The scanner will grab the ballot and a visual will let you know the ballot has been recorded.
14. **Q.** What is in the orange bag in the supplies?  
A. The key to open the USB compartments of the scanner along with the passwords for the machine. The USB’s from each machine, along with its keys, should be returned in the orange bag at the end of the night.

15. **Q.** How does a visually-impaired person vote on the machine?  
A. He/she may use the ADA keypad and headphones attached to the Clear Access Ballot Marking Device.

16. **Q.** How many paper tapes with machine totals will print at the end of the night?  
A. Four (4)

17. **Q.** How are the four (4) paper tapes allocated?  
A. Follow these instructions:  
   a) ORIGINAL TAPE along with zero count, elections officials’ signatures from opening of polls and write-ins should be placed in Envelope “C” with a Return Sheet. Please do not use staples or scotch tape.  
   b) Extra Copy 1 – To be attached to a Return Sheet and posted at the polling location.  
   c) Extra Copy 2 – To be placed in Minority Inspector Envelope “B” with a Return Sheet.  
   d) Extra Copy 3 – To be placed in Envelope “I” and returned to the Board of Elections with a Return Sheet. Please do not use staples or scotch tape.

18. **Q.** Is each election board member required to sign his/her name during the Close Polls procedure on all copies of the machine paper tapes?  
A. At the end of the night, after all four (4) paper tapes are printed and removed from the machine, all election board members should sign in the designated area at the bottom of each tape.

19. **Q.** What is to be done with the USB’s removed from the scanner?  
A. Both USB’s should be removed from each scanner as a part of the Close Polls procedure and be placed in the orange bag where the machine key was located. The orange bag must be returned to the Board of Elections on Election night.

20. **Q.** Is it necessary to open all machines and return all USB’s?  
A. All machines must be opened and set-up. All USB’s must be returned.
1. **Q.** How is the position of Majority Inspector and Minority Inspector determined?  
   **A.** The positions are elected for a term of four years. The person receiving the highest number of votes shall be the Majority Inspector and the person receiving the second highest number of votes shall be the Minority Inspector. The individual’s party affiliation does not determine the position.

2. **Q.** How do I know if our machines have been delivered to the polling location so that I can check to see if the correct machines have been delivered?  
   **A.** Call the polling place, if possible. If you cannot reach the polling place, call the Voting Machine Supervisor at 215-345-3970. He will check the delivery schedule.

3. **Q.** May I open the machines the day before the election?  
   **A.** No. The Pennsylvania Election Code prohibits preparing the machines early.

4. **Q.** May we use one machine for Republican voters and one machine for Democrat voters?  
   **A.** No. Voters become very upset when they are inconvenienced if they have to wait in line when it is obvious that another machine is not being used.

5. **Q.** Who assigns the duties of the Election Board?  
   **A.** The Judge of Elections designates who will be assigned to the various duties.

6. **Q.** If the Constable does not show, may we select someone to work as Constable?  
   **A.** No. The Election Day Constable must be selected by the duly elected Constable and then appointed by the Court of Common Pleas.

7. **Q.** How far away must campaign workers stand from the polling room and where may they place posters and other election-related material?  
   **A.** Campaign workers must stand at least 10 feet away from the entrance to the polling room. Posters and other election-related material must also be 10 feet away from the entrance to the polling room. In addition, certain polling places may ask workers not to place posters where they could result in damage to property.

8. **Q.** Must I allow a child to accompany an adult into the voting machine?  
   **A.** Yes, an elector may permit a minor child (less than 18 years of age) to accompany him/her into the voting booth.

9. **Q.** Must we announce the voter’s name?  
   **A.** Yes, so that it may be heard by all members of the Election Board and by all watchers present in the polling place.
10. **Q.** If a watcher requests to look at the “List of Voters” tablet, are we required to show it to him/her?
   **A.** Yes, a watcher is permitted to look at the tablet when you are not busy. However, a watcher may not hinder the election process.

11. **Q.** Who may assist a voter who is entitled to receive assistance?
    **A.** The voter may select a person of their choice. The people who may not render assistance are the Judge of Elections, the voter’s employer or an agent of the employer or an officer or agent of the voter’s union.

12. **Q.** Since the “Motor Voter” law allows a voter to return to their old polling place one last time, “What is the “timeframe/cutoff” for allowing the voter to return?”
    **A.** There are no restrictions. It does not matter if it was 6 months or 6 years ago. However, they must sign an Affirmation of Elector before they are permitted to vote.
VOTERS’ REGISTRATION

POLLING PLACE SITUATIONS

The following are some typical situations that occur at the polling location which make it necessary for the Judge of Elections to contact the Voters’ Registration Office (215-348-6169).

1. The person’s name is not in the pollbook, but it does appear on the alphabetical listing. **Call Voters’ Registration to check the correct district of the voter.**

2. “***Inactive: Affirmation Required***” appears in the signature area. This message usually indicates there is something wrong with the address of record. It will be necessary to have the voter fill out an ‘Affirmation of Elector’. Please make sure the apartment number is listed, if applicable. Also, besides the physical address of the voter, ask if there is a post office box to be used as a mailing address.

3. A voter insists they are registered, but their name is not in the pollbook, alphabetical listing or the supplemental listing. Ask if they changed their name. If Voters’ Registration states that their former name appears on the computer, have them fill out a ‘Marriage Affidavit & Change of Address’ form and allow them to vote. Have the voter sign their new name in the voter signature area of the pollbook.

4. A voter has moved from his/her election district and did not notify the Voters’ Registration Office. The voter may go back to the former election district to vote. Have the voter complete an ‘Affirmation of Elector’ with the new address. This will allow the Voters’ Registration Office to update the address for the next election.

5. A voter presents a voters’ registration card and insists he/she is registered to vote, but the name does not appear on any paperwork for the polling location. A voter’s registration card does not indicate the person is currently registered to vote. The office may have received notification that the voter is no longer eligible to vote (due to cancellation for inactivity or to a move to another county). Check for a possible name change. **Call Voters’ Registration to check.**

Continued on following page
6. A voter presents a receipt from PennDot showing that they registered to vote when they updated or applied for their driver’s license. However, their name does not appear on any paperwork for the polling location. Call Voter Registration at 215-348-6169.

Generally, this occurs when the date on the PennDot receipt is after the cut-off date and the registration could not legally be processed for the current election. The registration form (if it has been received from PennDot) is being held until the opening of the next registration. This person should not be allowed to vote.

7. A voter is listed in the pollbook as an Absentee/Mail-In Voter but comes to the polling location to vote.

The voter may NOT vote on the machine. The pollbook watermark will indicate if the voter if the ballot was returned or not. You may also refer to the Absentee/Mail-In Listing to see if the ballot was received by the Board of Elections. If the ballot was received than no additional vote may be cast. If the ballot was not yet received the voter may vote but only by PROVISIONAL BALLOT.
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County of Bucks
Board of Elections