BUCKS COUNTY

committed to maintaining public trust in honest and fair elections
DELIVERY OF SUPPLIES

Saturday through Sunday

• Verify the white supply box and 2 poll bags are for your district.

• Do not sign the receipt until you verify all supplies are in your possession.

• Check contents of box.
PRIOR TO ELECTION DAY

Visit your polling place to verify Voting Machine Numbers and Check Electrical Outlets
MACHINE INSPECTORS 
and CLERKS

6:30 a.m. – close of polls - $105.00

6:30 a.m. – 2:00 p.m. - $52.50

2:00 p.m. – close of polls - $52.50
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
ELECTION DAY CONSTABLES

- Appointed by municipal Constable and approved by Judge of Common Pleas.
- Arrive at 6:30 a.m. and remain at the poll until the last elector votes.
- Keep peace throughout the day.
- Clear a pathway for voters to enter and exit the poll.
- Must work entire day to get paid.
- Close poll at 8:00 p.m.
Start of the Day

• Set up voting machines
• Lay out all polling materials and hang Referendums in 3 conspicuous places
• Hand out ID Badges
• Judge of Elections Administer Oaths
• Fill out and sign pay sheets
• Judges explain procedures to Officials
• Be prepared to have polls open at 7:00 a.m.
REMEmber, inactiVe voters must be permitted to vote, but only after they confirm their address, or provide a new address, by completing the Affirmation of Elector Form.
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

**Photo I.D.**
- Driver’s License
- Department of Transportation I.D.
- Commonwealth I.D.
- U.S. Government I.D.
- U.S. Passport
- Student/employee I.D.
- Military I.D.

**Non-Photo I.D.**
- Voter Registration card
- Commonwealth or U.S. Government agency
- Firearm permit
- Current utility bill
- Current bank statement
- Paycheck
- Government check

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 may assist a voter.
**RECORD OF ASSISTED VOTERS**

<table>
<thead>
<tr>
<th>Voter ID #</th>
<th>Name of Voter</th>
<th>Reason for Assistance</th>
<th>Name of Person Furnishing Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>00123456789</td>
<td>Mary Smith</td>
<td>Usually Impaired</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

*All voters receiving assistance MUST be recorded on this list*

*Signature of Judge of Elections*

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>Number</th>
<th>Name</th>
<th>Party</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rosie Freitag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bruce Glamb</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cleo Glamb</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Kevin Glamb</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Loki Glamb</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Major Tom Glamb</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>More Glamb</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Phoebe Glamb</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Rince Glamb</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Skuy Glamb</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Milo Grayson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Spors Kingsley</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Able McGraw</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Jesus Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Dina Fazio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Blessing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please be sure to use black or blue ink. Print legibly.

In primary elections only, indicate party initial.

Make sure voters number is written in poll book.
Fail Safe Voters

• If a voter has failed to change their address with Voter Registration, he or she may vote one last time at old polling place, no matter when the voter moved.

• Voter must be registered and name must be in poll book.

Categories of Fail-safe Voters are outlined in the Election Official Manual
Fail Safe Voting Procedures

1. Confirm the voter:
   • is registered in your voting district.
   • falls into one of the Fail-Safe Voter Categories.

If Voter is not in the poll book call Voter Registration.

2. Complete the Affirmation of Elector to update voter record for the future.

3. Record Name on the List of Voters Tablet and Number in the Poll Book.


To be used only for **ACTIVE** registered voters

Voter MUST be moving within the **SAME** (Bucks County) Voting district.

Name Change Affidavit and Change of Address

Must be signed in order to update voter’s record.
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: ____________________________

DECEASED NOTICE

PLEASE REMOVE THE FOLLOWING VOTER:

Name (Please print) ____________________________

Date of Birth ____________________________

Street Address ____________________________

Date of Death ____________________________

Relationship ____________________________

Signature of Spouse or Relative ____________________________

Must be signed by a family member of the deceased.

Must be signed by voter.
Fleeing Voter

• If a voter leaves without casting their ballot Spoil the ballot and indicate FLEEING VOTER, put the ballot in the Spoiled Ballot Envelope.

• Write the names of the fleeing voters on the cover of the poll book.
REMEMBER

• All voters must sign the poll book before voting.

• Voters not registered in your district must return to his or her district to vote.

• Record all voter numbers in the poll book.

CALL US with questions
After Check In

• After check-in, voter will receive a ballot and be directed to the voting area.
  • Ballots will be party specific for primaries and be indicated by color.
  • All voters will get same ballot in November elections.
• Machine Inspector will hand a file folder for a voter for transporting their ballot in private.
• Voter will make their selections and proceed to the ballot scanner.
• Voter will cast their ballot and leave file folder to be collected as needed.
“Passive Electioneering”

• 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.

• 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 FOR WATCHERS

1- Show Watcher Certificate to Judge of Elections.

2- Certificate remains with Watcher.

3- One Watcher for each candidate or political party in poll at a time.

4- Permitted to remain after close of poll outside of enclosed space.

5- No political material while inside of poll.

6- Watchers keep their own list of voters.
End of the Day

• Close polls at 8:00 p.m.
  (All voters in line at 8:00 p.m. MUST vote)

• Close down Voting Machines

• Record votes on the Return Sheets

• Complete the Certificate of Votes Cast

• Discard posters and straighten area used

• Return machines to their cases and put back in cage along with all unused ballots. Lock cage.

• Return ALL scanner USB’s, voted ballot bags and supplies to the Courthouse or the Lower Bucks Government Services Center
ABSENTEE/MAIL-IN BALLOTS

*No longer to be counted at the polls*

• “ABSENTEE” or “MAIL-IN” will appear in poll book for all who have submitted an Application.

• Voted Absentee/Mail-In Ballots will be indicated in the last column on the List by “Ballot Returned”.

• Because ballots are no longer sent to the polls there is no longer any way to void ballots.

• Due to this any voter who submitted an application **CAN NOT** vote on the machine, **ONLY** by Provisional.

• The supplied listing will indicate if the ballot was returned, you can also call the BOE to see if it was returned after printing.

• As before, please call our office prior to issuing a provisional ballot.
<table>
<thead>
<tr>
<th>Voter Name</th>
<th>Address</th>
<th>App Returned</th>
<th>Returned</th>
<th>Ballot Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>V FREITAG, ROSIE</td>
<td>742 EVERGREEN TER LEVITTOWN, PA 19054</td>
<td>10/9/2018</td>
<td>10/9/2018</td>
<td></td>
</tr>
<tr>
<td>V GLAMB, BRUCE</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>10/11/2018</td>
<td>10/12/2018</td>
<td></td>
</tr>
<tr>
<td>V GLAMB, CLEO</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>10/2/2018</td>
<td>10/3/2018</td>
<td></td>
</tr>
<tr>
<td>NV GLAMB, KEVIN</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>10/14/2018</td>
<td>10/14/2018</td>
<td></td>
</tr>
<tr>
<td>V GLAMB, LOKI</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>10/10/2018</td>
<td>10/10/2018</td>
<td></td>
</tr>
<tr>
<td>V GLAMB, MAJOR TOM</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>10/1/2018</td>
<td>10/2/2018</td>
<td></td>
</tr>
<tr>
<td>V GLAMB, MCGEE</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>9/11/2018</td>
<td>9/13/2018</td>
<td></td>
</tr>
<tr>
<td>V GLAMB, PHEOBE</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>9/19/2018</td>
<td>9/19/2018</td>
<td></td>
</tr>
<tr>
<td>V GLAMB, PRINCE</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>10/10/2018</td>
<td>10/10/2018</td>
<td></td>
</tr>
<tr>
<td>V GLAMB, STYX</td>
<td>25 MERCHANT AVE LEVITTOWN, PA 19054</td>
<td>8/30/2018</td>
<td>9/7/2018</td>
<td></td>
</tr>
<tr>
<td>NV KINGSLEY, SOPRIS</td>
<td>1313 MOCKINGBIRD LN PENNSBURG, PA 18073</td>
<td>10/4/2018</td>
<td>10/4/2018</td>
<td></td>
</tr>
<tr>
<td>NA MCGRATH, CABLE</td>
<td>963 CENTRE ST MILLERSVILLE, PA 17551</td>
<td>10/2/2018</td>
<td>10/3/2018</td>
<td></td>
</tr>
<tr>
<td>V MILLER, RUFUS</td>
<td>129 W 81ST ST LEVITTOWN, PA 19054</td>
<td>10/9/2018</td>
<td>10/9/2018</td>
<td></td>
</tr>
<tr>
<td>V PLISZKA, OBIE</td>
<td>1882 GERARD ST LEVITTOWN, PA 19054</td>
<td>10/9/2018</td>
<td>10/9/2018</td>
<td></td>
</tr>
<tr>
<td>V RUSSELL, BLESSINGS</td>
<td>342 GRAVEL PIT TER LEVITTOWN, PA 19054</td>
<td>10/11/2018</td>
<td>10/12/2018</td>
<td></td>
</tr>
</tbody>
</table>

Precinct Totals: 16 16 1

Total Not Verified 2 Verified: 13

Any individuals listed of having applied for an absentee/mail-in may not vote on the machine.
CERTIFICATE OF VOTES

Please do not add anything to the Absentee, Mail-In and Provisional Ballot Totals.

Machine #1

Machine #2

TOTAL

Absentee Ballots

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”
KEEP THESE ITEMS AT THE TOP OF WHITE SUPPLY BOX

ENVELOPE “D”
1 - Orange Bag with Voting Machine USB’s
2 - Poll Books
2 - Envelope “I” (Return Sheet-unsealed)
3 - Envelope “C” (Return Sheet-sealed)
4 - Pay Voucher – One Copy
5 - Spoiled Ballot Envelope
6 - Provisional Ballot Envelope

VOTED BALLOT BAGS MUST ALSO BE RETURNED
The following areas drop off returns at the Government Services Center on New Falls Road in Levittown:

- Bensalem Township
- Bristol Borough
- Bristol Township
- Falls Township
- Hulmeville Borough
- Langhorne Borough
- Langhorne Manor Borough
- Lower Makefield Township
- Lower Southampton Township
- Middletown Township
- Morrisville Borough
- Penndel Borough
- Tullytown Borough
- Langhorne Borough
- Yardley Borough

If you anticipate that you will be later than 10:30 p.m., please call us.

All other polling places drop off their returns at the Bucks County Courthouse in Doylestown.
Individual must be provided opportunity to cast Provisional Ballot if:

1. He/she is listed as requesting an absentee/mail-in ballot regardless of whether or not is has been returned; or

2. Claims to be registered in district but name not in poll book and BOE cannot determine registration

3. Individual appears in district for first time but cannot show I.D.

4. Judge of Election challenges I.D.

5. Election official asserts individual is not eligible in district. (In Primary - individual claims to be registered a particular political party, but poll book indicates otherwise).

6. Voting as a result of Court Order.

7. Voting as a result of Order extending polling place hours.
INSTRUCTIONS FOR PROVISIONAL BALLOT

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

2. **Judge of Election** and **Minority Inspector** must sign Provisional Affidavit BEFORE ballot is completed.

3. **Judge of Election** shall provide individual with:
   a) Provisional Ballot.
   b) Provisional Secrecy Envelope.
   c) Provisional Affidavit Envelope.
   d) Blue/black pen

4. Direct individual to private area.

Continued…
INSTRUCTIONS FOR PROVISIONAL BALLOT

5. Voter places completed Ballot in Secrecy Envelope, then places Secrecy Envelope in Provisional Ballot Affidavit Envelope.

6. AFTER sealing Provisional Ballot Affidavit Envelope, voter reads and signs front of Provisional Ballot Affidavit Envelope.

7. Individual returns everything to Judge of Election.

8. Judge of Election affixes I.D. number to Envelope and gives receipt to voter.

9. Judge of Election = inform individual of toll free number and Internet website (also written on receipt).

12. Provisional voter does not sign poll book.
TO OUR OFFICIALS:

THANK YOU AND
HAVE A GREAT
ELECTION DAY!

BOARD OF ELECTIONS