

GLOSSARY OF TERMS

AutoMARK - a ballot marking device that works in conjunction with an optical scan voting system; allows voters, with special needs, to mark a ballot privately and independently. Clerk uses yellow key when performing the opening/closing procedure.

Auxiliary Bin - the section of the ballot box which is used to store unscanned, marked ballots in the event of a tabulator malfunction or power failure; located on the front of the ballot box, it may be accessed in two ways: by the voter through the top door on the front of the ballot box (lock "E") and by the clerk through the front door of the ballot box (lock "G"). (See Unscanned Ballot information below.)

Backup Battery - battery that powers the tabulator during an interruption in the regular flow of electricity to the unit.

Ballot Bags

Blue supplemental ballot bags are used to transport unused ballots to and from the precinct; designed to be sealed so that any attempt to tamper with the ballots can be detected. The number of bags supplied depends on the number of voters in the precinct.

Green ballot bags are used to transport voted ballots from the precinct; designed to be sealed so that any attempt to tamper with the ballots can be detected. The number of bags supplied depends on the number of voters in the precinct.

Purple ballot bag is used to transport voted provisional ballots, provisional ballot envelopes/secretary envelopes, spoiled ballots and Spoiled/Provisional Ballot Log from the precinct; designed to be sealed so that any attempt to tamper with the ballots can be detected. One bag will be supplied to each precinct.

Ballot Box - the large, black plastic box on which the tabulator sits and is locked onto during voting hours; ballots are temporarily stored here after being scanned. Clerk uses red key when performing the opening/closing procedure.

Black Case (Tabulator) - contains the tabulator, power cord, telephone cable and ENDER Card; is sealed for distribution and returned to SOE on election night.

Blue Supply Cart - (precinct supply cart) delivered, locked and sealed, to the precinct prior to the election; contains tabulator, Inspector Supply Box, laptop, deputy and clerk's file box, sign board and tripod, privacy screen, flag, extension cords and surge

protectors, posts, bases and signs for deputy, and accessibility items. Clerk uses blue key for access on election morning.

Blue Transfer Bag - the large bag used as a transfer case containing unused ballots; designed to be sealed so that any attempt to tamper with the ballots can be detected. See Ballot Bag Contents List located in SOE forms section for complete list.

“The Book” - found in the Blue Transfer Bag on election morning; contains: Precinct Report Form and Morning and Night Oath.

Clerk’s Bag - contains the precinct registers, clipboard, the “Envelope”, cell phone and other items. Must be returned sealed to SOE on election night. Return seal (white) is located inside bag. See Ballot Bag Contents List located in SOE forms section for complete list. Cell phone is to remain out of sealed Clerk’s bag at the end of the evening.

Closed Primary Contest - voter may only vote for candidates of the party in which he/she is registered; ballot is issued based on party affiliation.

Election Results Tape (Totals Tape) - tape that summarizes the election results for a precinct; printed by the tabulator after the polls are closed and the clerk has inserted the precinct “ENDER” card into the tabulator. A second copy of the Elections Results tape is printed to post on the precinct door.

ENDER Card - card used to end an election and begin printing the Election Results tape; looks similar to a ballot and is found inside the black tabulator case. *Very important.* this card must not be inserted until after the last marked ballot has been scanned through the tabulator, including ballots from the auxiliary bin. Return to the black tabulator case after scanned through the tabulator.

“The Envelope” - found in the Clerk’s Bag; will collect miscellaneous paperwork throughout the day; return to SOE on election night in the clerk’s bag.

Error Messages - messages displayed on the small LCD screen located on the tabulator identifying the need for poll worker involvement.

Keys - issued to clerk and used to access or operate the tabulator, ballot box, AutoMark and Blue Supply Cart during Early Voting and on Election Day.

Main Ballot Compartment - primary storage compartment for voted ballots; accessed by the tabulator through the ballot entry slot; clerk has access by opening the front door of the ballot box (lock “G”) with the red key.

Memory Card - card that is programmed with election specifications. Located on the front face of the tabulator and is sealed into place. Poll worker never removes seal.

Modem - standard device computers use to communicate over phone lines; built into the tabulator, enables the precinct to transmit election results to SOE.

Oaths (Morning and Night) - administered to and signed by members of the Election Board before the poll opens and after the poll closes; found inside “The Book.”

Over Vote - A voter marks more names than are allowed for a particular contest or designates more than one answer to a ballot question. A replacement ballot must be offered to the voter to correctly mark; however, if voter does not choose to correct his/her ballot, the tabulator will only record the contest(s) properly marked.

Override - The action taken by a poll worker (usually the clerk) clearing the rejection mechanism to allow a rejected ballot to be scanned by the tabulator. Overriding is required when a voter has over voted or completely undervoted (no marks detected) a ballot and wishes not to correct their ballot. NEVER override the rejection mechanism without the voter specifically indicating that he or she wishes to cast the rejected ballot as is. The red key is required to override a ballot.

Phone Bank – phone support on election day to assist in the resolution of any and all voter or election issues. Phone number is pre-programmed in the cell phone provided to clerk for election day.

Precinct Register - The register in which all eligible voters assigned to a specific precinct, and their identifying information, are listed. All voters whose eligibility has been determined must sign the Precinct Register and fill in the oval next to their signature before a ballot may be issued. Voters whose eligibility cannot be determined or who do not present identification acceptable by law may vote a Provisional Ballot and will not sign the Precinct Register.

Precinct Report Form - document for logging certain election day events, security and reconciliation information; found in “The Book.”

Printer Compartment - located beneath the printer cover on the Tabulator (lock “C”). Location where the Zero Report tape is printed and stored during election day.

Printer Cover - cover located on the left side of the top surface of the Tabulator (lock “C”); protects the printer compartment and remains closed and locked during voting hours; lock is operated with the red key.

Provisional Ballot - A ballot issued to a voter by the clerk at the precinct on election day when a voter’s eligibility is in question or the voter does not have proper identification. Clerk processes, issues, and uses the Spoiled/Provisional Ballot Log for tracking. Voter drops voted provisional ballot into the provisional ballot box (inspector’s supply box which is sealed).

Reconciliation - process completed by Election Board to assure accountability. Number of ballots received prior to election must equal number of ballots returned to SOE on election night.

Seals - have identifying numbers and are used to secure voting equipment and supplies during the election process. Seals are different colors and red seals should never be broken or removed by a poll worker.

Secrecy Sleeve - folder in which a voter may carry his/her ballot to the tabulator; aids in protecting the voter's right to a secret ballot; distributed at the registration table along with the ballot and collected at the tabulator after the voter's ballot has been scanned. Use is optional by the voter, reused throughout the day.

Selector Buttons - located on the front left side of the tabulator; used to respond to messages when opening and closing; allows ballots with an Over Vote or Blank Voted Ballot condition to be accepted if the voter chooses to do so; *and* used to reset tabulator in the event of a ballot jam.

SOE - Supervisor of Elections

Spoiled Ballot - a ballot that was incorrectly marked, torn or otherwise spoiled during the election; clerk issues replacement ballots. A voter who spoils his/her ballot may receive up to 2 replacement ballots according to election law.

Spoiled/Provisional Ballot Log - log used by the Clerk to record issuance of replacement ballots and Provisional ballots; used at the end of the election for reconciliation.

Tabulator - the unit that reads and records the votes cast by each voter; at the end of the day, it generates a totals tape called an Election Results Tape that summarizes an individual precinct's election results. The tabulator also generates a Zero Report Tape on election morning indicating the unit is clear for voting. Clerk uses red key when performing the opening/closing procedure and responding to messages. The tabulator is also referred to as the OSX and Accuvote Unit.

Under Vote –a contest on the ballot where the voter doesn't mark or make a selection. *Very important* – the tabulator will not reject a ballot with a single or multiple under vote(s) unless every contest listed on the ballot is under voted.

Universal Primary Contest – a primary election where only one party has candidates qualified for an office and there will be no general election opposition. All voters may vote in that primary contest.

Unscanned Ballot – an uncounted, voted ballot from the auxiliary bin which was rejected by the tabulator. After the polls have closed, the ballot is placed in the Unscanned Ballot Envelope and returned to SOE inside the Blue Transfer Bag. Unscanned ballots are recorded during the Closing Poll Reconciliation and should be noted in Section 3 on Precinct Report Form.

Voter Communiqué - document used by the registration inspector when referring voter to the clerk; also used by clerk to direct voter to his/her correct voting precinct.

Write-In Ballot Compartment - write-in ballots are deflected into this separate compartment area; accessed by the tabulator through the ballot entry slot; clerk has access by opening the front door of the ballot box (lock “G”) with the red key. These ballots are returned to SOE inside the Write-In Ballot Envelope.

Write-In Contest - occurs only in General Elections; voter writes in the name of a Write-In Candidate on the line provided and fills in the proper oval.

Zero Report Tape - printed automatically by the tabulator when it is powered “ON” for the first time; lists the precinct number and the starting vote total for each candidate and issue appearing on the ballot; each total should be zero. Time, date and firmware version are also printed. Members of the election board verify and sign tape.

Zone Tech - election day field support person.