

**Poll Managers**  
Closing the Polls  
2016 ECAM Convention

Presented by:  
Mississippi Secretary of State's Office  
Elections Division



DELBERT HOSEMANN  
*Secretary of State*

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**Closing Procedures**

- 7:00 PM: Anyone in line **AT** 7:00 PM is entitled to vote. The bailiff should stand at the end of the line and announce the poll is closed.
- Do **NOT** lock the door. Closing procedures are open to the public.



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**Closing the Polls**  
7:00 P.M. - UNTIL



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### Processing Absentee Ballots

- After all voting has stopped, remove the absentee envelopes and applications from the sealed ballot box.
- Announce the name, address, and precinct as shown on each envelope.
  - Remember the rules for CHALLENGED ballots. Absentee voters may be challenged just like in-person voters.
- Evaluate each application and ballot envelope.
- Mark each envelope either "ACCEPTED" or "REJECTED" as determined by the poll managers.



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### Processing Absentee Ballots (cont.)

- Absentee Application:
  - Check for the clerk's original seal and initials (in the lower right hand corner).
  - Ensure it was signed by the voter.
  - Ensure it was acknowledged or witnessed as required by statute.
- If the application is not present, or is missing one (or more) of these items, mark the envelope "REJECTED," with the reason written across the envelope.



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### Processing Absentee Ballots (cont.)

- A COPY of an absentee ballot application will be attached to the absentee ballot envelope of a voter who is permanently disabled and automatically receives a ballot by mail each election.
- A COPY of a Federal Post Card Application may be attached to the absentee ballot envelope of a UOCAVA voter. The FPCA may be electronically signed (typewritten) by the UOCAVA voter.



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**Processing Absentee Ballots (cont.)**

**Absentee Ballot Envelopes (cont.):**

- If the voter is not a registered voter of the precinct, or the voter voted in person on Election Day, or if any one (or more) of the items listed above are missing, mark the envelope "REJECTED" with the reason written across the envelope.
- If all requirements of the voter, application and envelope are met, mark the envelope "ACCEPTED."



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**Processing Absentee Ballots (cont.)**

**If the absentee ballot envelope is marked "ACCEPTED,"**

- "VOTED" is marked in the pollbook beside the voter's name, with an "AB" notation, and
- The voter's name is written in the receipt book as if he/she had voted in person.



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**Processing Absentee Ballots (cont.)**

**An absentee ballot must be marked "REJECTED" if:**

- No application is provided with or attached to an envelope;
- Circuit Clerk's initials or original seal are missing from the application;
- Voter and/or witness did not sign the application;
- Affidavit or certificate is found to be insufficient;
- Voter and/or witness did not sign the envelope across the flap;
- The voter's signatures on the application and envelope clearly do not match;
- Voter is not a qualified elector of the precinct;
- Envelope is open or appears to have been opened and resealed;
- Voter is not eligible to vote by absentee ballot;
- Voter voted in the precinct on Election Day; or,
- The envelope contains more than one ballot.



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### Processing Absentee Ballots (cont.)

In counties in which DRE voting devices are used:

- Ballot envelopes are marked "ACCEPTED" or "REJECTED" in the precinct by the poll managers and placed in a sealed ballot box/bag. Ballots are delivered to Election Central to be scanned.
- Election Officials open the "ACCEPTED" ballot envelopes, scan the ballots and add the scanned totals to the DRE totals.



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### Processing Absentee Ballots (cont.)

In counties in which non-DRE voting devices are used:

- Ballot envelopes are marked "ACCEPTED" or "REJECTED" in the precinct by the poll managers.
- The "ACCEPTED" ballots are opened and the ballots removed, without unfolding or examining the ballots, at the precinct by the poll managers.
- The "ACCEPTED" absentee ballots are deposited into the ballot box before counting/scanning any ballots.
- Poll managers for each precinct count the absentee ballots and add them to the votes cast in the voting machine or device.



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### Processing Absentee Ballots

Rejected Ballots:

- Write the reason for rejection on the ballot envelope.
- Do NOT open the ballot envelope.
- Rejected absentee ballot envelopes are placed in a separate strong envelope, which is then placed into the sealed ballot box and delivered to Election Central.



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### Printing Results Tapes

- Follow the closing procedures for your respective voting machines.
- Read totals aloud.
- Sign total tapes: post one to the wall and place a second in the secure transport bag.
- Complete and sign all documents.



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### Accounting for Ballots

- All ballots must be accounted for.
- All voted, spoiled, and unused ballots are placed in an envelope in the ballot box.
  - The total number of these ballots must equal the number originally accepted by the Receiving and Returning Manager.
  - If the numbers do not match, the Poll Managers must write and sign a written statement under oath accounting for the discrepancy.



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### Forms

- Form 710.2 – R/R Manager Receipt Form
- Form 730.3 – Precinct Opening and Closing Log
- Form 740.2 – TSX Event Log
- Form 830.5 – General/Special Election Ballot Accounting Form
- Form 830.6 – Dual Primary Election Ballot Accounting Form
- Form 835.5 – Electronic Vote Tally Worksheet – General and Special Elections
- Form 835.6 – Dual Primary Vote Tally Sheet



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**Returning Election Materials**

Materials returned in the sealed ballot box include:

- All ballots (voted, affidavit, absentee, spoiled, challenged, rejected, and unused);
- R/R Manager Receipt Form;
- Ballot Accounting Forms;
- Receipt Book;
- Zero and results tapes; and
- Secure Memory Card Transport Bag.



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**Returning Election Materials**

Materials NOT placed in the sealed ballot box/bag:

- Pollbook(s);
- Payroll;
- Absentee voters' list; and
- Precinct signs.



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**Other Duties**

- Clean up your work area.
- Remove all precinct signs and tape from walls.
  - Do not throw away precinct signs. Signs are returned to Election Central in the supply box to be reused.
- Lock and seal all machines, ballot boxes, and supply boxes.
- Receiving and Returning Manager returns ballot and supply boxes to Election Central.



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**Helpful Tips**



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**Absentee Ballots**

If the poll managers fail to mark each absentee ballot envelope as "REJECTED" or "ACCEPTED" on election night, they will have to return to Election Central the next day to process properly.

- Election commissioners and resolution boards do not process absentee ballots!



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**Absentee Ballots**

Give your poll managers sample absentee ballot envelopes and applications.

- Mark what to look for: such as clerk's initials and seal on application, voter's signature, witness signature, etc.
- If your county uses different absentee ballot envelopes, make sure your poll managers are familiar with each type.



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### **Receiving & Returning Manager**

- The person who picks up the ballot box and supply box should be the same person who returns it.
  - The R&R Manager cannot reassign this duty to another manager.
- Make sure the R&R Manager knows where to go to pick up and drop off.



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### **Contact Information**

**Mississippi Secretary of State's Office**  
**Elections Division**

*P.O. Box 136*  
*Jackson, MS 39205*  
*(601)576-2550*  
*Elections Hotline (800)829-6786*  
*www.sos.ms.gov*



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