Election Day Operations for TSX Counties

Prepared and Presented by:
Derrick Cooper, Elections Systems Training Specialist

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Secretary of State

OVERVIEW OF TOPICS

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- Voter Information Requirements
- Ballot Cancellation Process
- Closing The Precinct
- Counting Votes & Determining Results
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TSX Opening & Closing Official's Duties

- Opening and closing official is appointed by election officials in charge of the election
- This role can be combined with other Poll Manager roles
- Two people per precinct
- Be sure they know their duties
- Trained in details of opening & closing procedures

Printing Zero Tapes Reminder

- **Print three zero tapes**

- **The first one is posted for public view**

- **The second one goes in the memory card transport bag**

- **A third that goes in the take up canister**

- **All of them should be signed by at least two poll managers**

Applying Seals

- Be sure that seals are on the upper and lower door on the side. Record seal number on the Form 730.3 Precinct Opening and Closing Log.

Voter Information Requirements

- **Direct voters to the sticker on the gray door of the printer instructing them to view their selection**

- Post laminated instructions on the inside of the gray panel of the TSX unit

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Printer Door Sticker

OPEN

DOOR

TO

VIEW

YOUR

SELECTIONS

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Voter Leaving The Booth Without Completing Voting Process

- If the voter can't be located after leaving the booth

- Two Poll Managers enter the booth to cancel the ballot

- OR let the ballot time out and cancel on its own

- The poll managers must log this on the TSX Event Log Form # 740.2

- Miss Code Ann. § 23-15-531.9 (2) allows for this in DRE elections only

Ballot Cancellation

Occasions when a ballot would need to be canceled or is canceled automatically:

1. Voter leaves the booth without casting their ballot

2. Voter received the wrong ballot

   – Opening and Closing Manager along with at least one other Poll Manager cancels ballot

Ballot Status Review

3. If ballot was left unattended during voting process for 2.5 minutes

   – Opening and Closing Manager along with at least one other Poll Manager will insert the voter access card back into the TSX to review status

Closing the Precinct & Printing Totals Tapes Reminder

- ■ Print the first total tape which is the long report and it is rolled up into the printer roll canister

- ■ Print a second one that goes in the memory card bag

- ■ Print a third one that goes on the wall at the precinct

- ■ All the tapes need to be signed by at least two poll managers

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Closing The Precinct

- Be sure the number of ballots used at the precinct is the total number of ballots cast

- This includes TSX, emergency, curbside, affidavit, spoiled, rejected, challenged, & absentee ballots

- If there is a discrepancy, election officials should be notified immediately.

Counting Votes And Determining Results

- After collecting votes off all memory cards & printing total tapes, you will sign the tapes, declare results, and post results.

- Enclose **ALL** memory cards & one of the signed totals tape for each machine in the Memory Card Transport Bag and seal it.

- Voted, spoiled, and unused ballots are to be placed in the appropriate envelope and placed in the ballot box and sealed.

Reminders To Prevent Paper Jams

- Please be sure that your poll managers know to closely monitor the printer

- Be sure that you apply the stickers on the door of the printer to remind the voter to approve their ballot

- These stickers were sent to the Circuit Clerk's Office previous to the 2006 Party Primary Election and **Hunters Orange** stickers were given to the clerks at the 2008 conference in Natchez.

Securing TSX Units

At the closing of the election at the precinct:

1. Put **ALL** TSX memory cards & one results tape per TSX in the memory card bag & seal it. **(Even if the machine was not used)**

    – The number of cards should match the number of TSX units.

    – Write the memory card bag seal number on the Receiving & Returning Manager Receipt Form # 710.2.

Securing TSX Units

2. Seal the Secure Printer Canister Bag

   – Record the seal number on the Precinct Opening & Closing Log Form # 730.3

Closing Remarks

Derrick Cooper

MS Secretary of State's Office

Phone: 601-359-1348

Email: derrick.cooper@sos.ms.gov

Fax: 601-359-1499

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Secretary of State