

**Election Day Operations  
for TSX Counties**

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

  
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**OVERVIEW OF TOPICS**

- TSX Opening & Closing Official's Duties
- Voter Information Requirements
- Ballot Cancellation Process
- Closing The Precinct
- Counting Votes & Determining Results
- Paper Jam Tips
- Ballot Status Review
- Securing TSX Units

  
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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

  
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### 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



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### 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.



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### 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



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**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



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### 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



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### 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.



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### 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.



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### 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.



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### 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.



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**Securing TSX Units**

2. Seal the Secure Printer Canister Bag

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

  
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**Closing Remarks**

Derrick Cooper  
MS Secretary of State's Office  
Phone: 601-359-1348  
Email: [derrick.cooper@sos.ms.gov](mailto:derrick.cooper@sos.ms.gov)  
Fax: 601-359-1499

  
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