

**Election Day Operations
for TSX Counties**

**The Mississippi Secretary of State's Office
Elections Division
2012**

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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**

- The opening and closing officials are appointed by the election officials in charge of the election.
- This role can be combined with other Poll Manager roles.
- Limited to two people per precinct.
- Be sure they know their duties.
- Trained in details of opening & closing procedures.



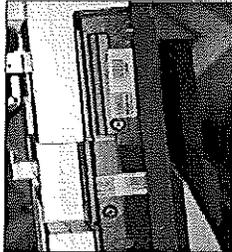
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Printing Zero Tapes Reminder

- Print three zero tapes.
- The first tape is to be posted for public view.
- The second tape will go in the memory card transport bag.
- A third tape will go in the take up canister.
- All tapes 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 Reads:

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, must cancel ballot.



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Ballot Status Review

3. If ballot is left un-attended during voting process for 2.5 minutes:

- The 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.
- Ballots cast should include 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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13

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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14

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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15

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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16

Contact Information

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17
