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# Election Day Operations for TSX Counties

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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

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