MISSISSIPPI POLL MANAGER GUIDE
FOR USE WITH THE TSX VOTING SYSTEM

ELECTION DAY OPERATIONS

Published By

DELBERT HOSEMANN
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<u>ABOUT THIS GUIDE</u>
2010 Revision

The Mississippi Poll Manager Guide is published by the Secretary of State's Office as a resource guide for use on Election Day. In an effort to create uniformity and consistency throughout the state, this guide provides a wealth of information to assist in executing the responsibilities and duties of a Poll Manager.

The term "Poll Managers" is used throughout this publication even though they are sometimes referred to as "Poll Workers." General topics in this guide include Poll Manager Duties and Responsibilities, Managing the Polls, and Conducting the Election. A section on TSX Voting Machines is included to provide specific details on operation of the TSX units. This section will help guide you through the Election Day process using the TSX Voting Machines.

The Appendix includes informational documents such as TSX Opening/ Closing Procedures, Top Ten Do's and Don'ts on Election Day, Frequently Asked Questions and Primary Election Guidelines.   Sample forms are included in Appendix B to help facilitate the Election Day process.

Special thanks to the Attorney General's Office, Circuit Clerks, Election Commissioners, and the Process Document Focus Group for their assistance and input.

For Assistance

Mail
Mississippi Secretary of State's Office
Attn: Elections
Post Office Box 136
Jackson, MS 39205-0136

Location
Mississippi Secretary of State's Office
The Heber Ladner Building
401 Mississippi Street
Jackson, MS 39201

Phone
(800) 829-6786   Elections Answerline

Fax
(601) 359-1499 or (601) 359-5019

E-mail
elections@sos.ms.gov

SECTION I - TYPES OF POLL MANAGERS AND DUTIES

The first section of this guide contains information on types of poll managers and their duties and responsibilities. The following topics are covered:

    A. General Poll Managers

    B. Receiving and Returning Manager

    C. Initialing Manager (paper and scanner ballots only)

    D. Alternate Initialing Manager (paper and scanner ballots only)

    E. Bailiff

    F. General Prohibitions at the Polls

    G. Other Poll Manager Responsibilities

    H. Opening the Polls Procedures/Checklist

All Poll Managers shall report to the polling place by 6:00 a.m. on Election Day.

A. GENERAL POLL MANAGERS

The managers shall ensure the election is conducted fairly and agreeably to law; and they shall be judges of the qualifications of electors. (Miss. Code Ann. § 23-15-233)

Poll Managers are primarily responsible for:

1. Safeguarding all election materials;
2. Ensuring that only qualified voters are permitted to vote and that each qualified voter is permitted to vote only once;
3. Distributing ballots and/or Voter Access Cards;
4. Ensuring that all votes are cast in secret.

Poll Managers are also responsible for the following:

1. Verify each voter's name in the Pollbook;
2. Have voter sign Receipt Book;
3. Provide voter Information;
4. Encode Voter Access Cards;
5. Provide voter Assistance;
6. Provide voter Instructions;
7. Collect Voter Access Cards;
8. Ballot Cancellation;
9. Complete reporting requirements at the end of the election.

Additional information on these steps is included throughout this guide.

B. RECEIVING AND RETURNING MANAGER

The Manager designated by the officials in charge of the election as the Receiving and Returning Manager must perform the following tasks:

1. On the day before the election, obtain from the officials in charge of the election, the box(es) for his/her precinct containing the ballots and all other necessary materials – including the Pollbooks, blank tally sheets, blank forms to be used in making returns, cards of instruction, stationery, and supplies. (Miss. Code Ann. § 23-15-251)

2. Receiving and Returning Manager must sign *Form 710.2 - Receiving and Returning Manager Receipt Form* stating the number of ballots, memory cards, and other related supplies distributed to that precinct. Both the election official and Receiving and Returning Manager shall sign duplicate receipts. One receipt is maintained by the Circuit Clerk and the other shall be placed in the ballot box after the polls have been closed. (Miss. Code Ann. §§ 23-15-335; 23-15-591)

3. Ensure the box(es) and the contents are not tampered with prior to the opening of the polls by verifying the original seal shown on *Form 710.2 - Receiving and Returning Manager Receipt Form* is still in place and exhibits no signs of tampering.

4. Open the box(es) and distribute the materials to each table.

5. Distribute the Secure Memory Card Transport Bag to the managers in charge of opening the TSX voting machines.

6. Reseal the box(es).

7. After the polls are closed on Election Day, procedures for closing the machines and processing of paper ballots must be completed. All used and unused ballots, tabulation forms, reports and other materials must be sealed in the boxes and returned to Election Central. (Miss. Code Ann. § 23-15-531.10)

C. INITIALING MANAGER (PAPER AND SCANNER BALLOTS ONLY)

The Initialing Manager is responsible for endorsing his/her initials in the designated area of an official blank ballot. The Initialing Manager and the Receiving/Returning Manager cannot serve in the same capacity.

After a voter has signed his/her name in the receipt book or on the voter list, the Initialing Manager must do the following:

1. Write his/her initials, in red ink, where appropriate on the official blank ballot so that the initials may be seen after the ballot has been marked and folded;

2. Give the initialed blank ballot to the voter; and

3. After the voter has marked the ballot, a Poll Manager shall verify the initials of the Initialing Manager are on the back of the ballot before it is placed in the ballot box or the scanner. (Miss. Code Ann. § 23-15-541)

D. ALTERNATE INITIALING MANAGER (PAPER AND SCANNER BALLOTS)

In the absence of the Initialing Manager, the Alternate Initialing Manager shall perform the duties specified above. (Miss. Code Ann. § 23-15-541)

E. BAILIFF

The Bailiff has a number of specific statutory duties and responsibilities that must be carried out to ensure a lawful, peaceful, and orderly election.

The Bailiff is appointed by:
- The County Party Executive Committee (in Primary Elections) or
- The County Elections Commission (in General and Special Elections).
- If a Bailiff is not designated or fails to serve on Election Day, the Poll Managers must then select a Bailiff to serve at that precinct.

The Bailiff may also act as the Initialing Manager or the Alternate Initialing Manager.

Duties of the Bailiff

1. Open polls promptly at 7:00 a.m.

2. Keep order.

3. Line up voters waiting to vote. If someone is waiting to vote, the voter may occupy the booth for only five (5) minutes. If no one is waiting to vote, the voter may remain in the booth no longer than ten (10) minutes. (Miss. Code Ann. § 23-15-435)

4. Assist in ensuring that voters do not leave the precinct with a Voter Access Card.

5. Prevent campaigning and/or campaign materials from being displayed within one hundred fifty (150) feet of any entrance of the building where a polling place is, except on private property;

6. Close polls at 7:00 p.m.; stand at the end of the line of voters and announce the polls closed.

7. Check written credentials of Poll Watchers (Miss. Code Ann. § 23-15-245) and monitor Poll Watchers by using the following guidelines:

    a) Every candidate (or political party in General or Special Elections) on the ballot has the right to have one (1) Poll Watcher present at the polling place to carefully observe the election and challenge the qualifications of voters.
    b) A candidate representative must have written credentials from the candidate.
    c) A party representative (only in General Elections) must have written credentials from the state/county party chair. Political parties may have two (2) Poll Watchers in General and Special Elections only.
    d) A candidate or his/her Poll Watcher may challenge the qualifications of any person offering to vote or any absentee voter. His/her challenge shall be considered and acted upon by the Poll Managers.
    e) Poll Watchers are not allowed to campaign or attempt to influence or persuade voters.
    f) A candidate or his/her Poll Watcher shall be provided a suitable position from which he/she may be able to carefully inspect the manner in which the election is held.
    g) Poll Watchers may be present at the public counting of the ballots.
    h) Prohibitions of Poll Watchers include but are not limited to:
        - Moving about the polling place greeting voters
        - Influencing voters
        - Interrupting the election process
        - Distributing or displaying campaign material within one hundred fifty (150) feet of any entrance where the election is being held

F. GENERAL PROHIBITIONS AT THE POLLS

Poll Managers should be aware that the following activities may interrupt the voting process and therefore are prohibited:

1. Thirty-Foot Rule
No loitering is allowed within thirty (30) feet of the polling place. The Bailiff is to keep the area clear. After casting his/her vote, a voter should leave, making room for other voters. If he/she does not leave, after being asked to leave by the Bailiff, call a local law enforcement officer.

2. Disturbances
If anyone becomes unruly or abusive, the Bailiff should ask him/her to leave. If he/she will not leave, call a local law enforcement officer. All Poll Managers and persons in the voting place are to aid in keeping the peace. If law enforcement officers must handle the situation, they must leave the premises upon completion. Under federal law, uniformed persons at a polling place are considered a form of intimidation.

3. No Liquor/Alcohol
All intoxicated or disorderly persons disturbing the peace by noise or violence in the polling place shall be arrested, jailed, or kept in custody. Such persons may be permitted, if they are a qualified voter, to vote while in custody.
(Miss. Code Ann. § 23-15-893)

4. Other Prohibitions
It is unlawful for any candidate for elective office, or any representative of a candidate, to post or distribute cards, posters, or other campaign literature within one hundred and fifty (150) feet of any entrance to a building in which an election is being conducted. It is also unlawful for a candidate, or his/her authorized representative, to appear at any polling place armed or uniformed or displaying any badge or credentials except as may be issued by the Managers of the precinct.
(Miss. Code Ann. § 23-15-895)

5. Wearing Campaign Paraphernalia
Wearing T-shirts, buttons, stickers, etc., with a candidate's name or picture on it within one hundred fifty (150) feet of any entrance to a building where an election is being conducted, constitutes the posting of campaign literature and is prohibited. Such paraphernalia must be covered or removed before a voter comes within one hundred fifty (150) feet of any entrance to a building where an election is being conducted. (Miss. Code Ann. § 23-15-895)

6. Use of Sample Ballots
It is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she intends to vote. A voter, however, cannot be permitted to use the sample ballot as

campaign literature in attempting to influence other voters within the polling place.

7. Literature

It is unlawful for any candidate for elective office, or any representative of such candidate, to post or distribute literature within one hundred fifty (150) feet of any entrance of a building where an election is being held.

8. Private Property

If a polling place is within one hundred fifty (150) feet of private property, the owner of the property may display campaign material. Polling places that are held on private property are leased to the county for the day of the election, wherein the one hundred fifty (150) feet rule applies. A candidate may go to the private property and politely ask if the literature could be moved, but the owner is under no obligation to remove anything.

G. OTHER POLL MANAGER RESPONSIBILITIES

TSX Opening and Closing Responsibilities

Specific Poll Managers shall be responsible for the opening and closing of TSX Voting Machines (see Section IV - TSX Precinct Procedures). This position can be combined with one of the other Poll Manager roles. There shall be at least two individuals per precinct assigned to this responsibility. In a Primary Election, this responsibility should be performed by a Poll Manager from each Party represented at the precinct. Opening the voting machines must begin at least one (1) hour before the polls open (6:00 a.m.). (Miss. Code Ann. § 23-15-531.6)

H. OPENING THE POLLS CHECKLIST

_____ 1. Set all watches to the same correct time.

_____ 2. Appoint an Initialing Manager and Alternate Initialing Manager.

_____ 3. Open the box(es) and remove supplies.

_____ 4. Lock sealed absentee envelopes in ballot box and keep box locked until polls close.

_____ 5. Prepare the TSX machines for voting (see TSX Opening Procedures in Appendix A) and organize paper ballots.

_____ 6. Complete voter Register Book and sign oath.

_____ 7. Ensure that the polling place and TSX machines are arranged in a manner that ensures the privacy of voters, minimizes the likelihood voters tripping over power cords, and allows monitoring by Poll Managers.

_____ 8. Post voter information as outlined below:
- A sample ballot;
- The hours during which the polling place will be open;
- Instructions on how to cast an affidavit (provisional) ballot;
- Instructions for mail-in registrants who are first-time voters;
- General information on voting rights under federal and state laws;
- General information on prohibitions on fraud and misrepresentation;
- List of Absentee voters; and
- TSX voting instructions

  A sample of the voter Information Poster is in Appendix G.

_____ 9. Open polls at 7:00 a.m.

SECTION II - MANAGING THE POLLS AND CONDUCTING THE ELECTION

This section will provide guidance on the procedures to follow from 7:00 a.m. to 7:00 p.m. on Election Day. The following topics are addressed in detail:

A. The Voting Process

B. Voter's Rights

C. Voter Requirements for First Time Mail-in Registrants

D. Voter Assistance

E. Creating a Voter Access Card

F. Voter Information

G. Paper Ballots Types
    1. Affidavit Ballots
    2. Emergency Ballots
    3. Spoiled Ballots
    4. Curbside Voting Ballots
    5. Challenged Ballots

A. VOTING PROCESS STEPS

When a voter appears, the following procedure should be followed:

1. Pollbooks. A Poll Manager checks for voter's name in the Pollbooks.
   If you are having difficulty locating a voter's name in the Pollbook, ask if there has been a name or address change:
   a) Check under maiden name or married name(s);
   b) Check for a misspelling or unusual spelling;
   c) Check to see if the person was listed under his/her first name instead of his/her last name;
   d) Find out when and where the person registered to vote.

2. Find Correct Precinct. Poll Managers should make every effort to ensure the voter is in the correct precinct, including calling the office of the Circuit Clerk or the Election Commission to verify the voter's polling place.

3. Receipt Book. If the voter's name is found in the Pollbook (and if required, identification is shown), the voter signs his/her name in a receipt book or on a voter list and is permitted to cast a regular Election Day ballot. (Miss. Code Ann. § 23-15-541)

4. Affidavit Ballot. If the name of the voter is not in the Pollbook, he/she has registered to vote and he/she has lived in the county at least thirty (30) days prior to the election, that person shall be allowed to cast an Affidavit (Provisional) ballot. Refer to the Affidavit Ballot Checklist on page 21 for details.

5. voter Assistance. Any voter who declares to the managers of the election, that he/she requires assistance to vote because of blindness, disability, or inability to read or write may be given assistance by a person of the voter's choice other than the voter's employer, an agent of the employer, or an officer or agent of the voter's union. The person providing assistance must not tell the voter whom or what to vote for or against. (Miss. Code Ann. § 23-15-549)

6. Voter Information. After signing the receipt book and receiving the Voter Access Card, the voter may go to the voting machine. However, before going to the machine, the voter may be shown how to operate and properly cast the ballot on the unit with visual aids and verbal instructions by a Poll Manager.

7. Voter Instruction. If the voter asks for further instructions after he/she enters the booth, two (2) Poll Managers shall enter and give him/her instructions. After giving such instructions, and before the voter casts his/her vote, the Poll Managers assisting the voter must leave. The voter may then cast his/her vote in secret. After casting his/her ballot, the voter will leave the polling place. (Miss. Code Ann. §§ 23-15-551; 23-15-437)

8. Ballot Cancellation. If an elector leaves the voting booth without having pressed the appropriate button on the unit or location on the screen to finally cast his or her ballot and cannot be located to return to the booth to complete the voting process, then a Poll Manager shall allow the ballot to time-out and automatically cancel (2.5 minutes). Notation of this action shall be documented on the TSX Event Log Form 740.2. (Miss. Code Ann. § 23-15-531.9 [2]) **This code section is only applicable to DRE units.** The code section (Miss. Code Ann. § 23-15-435) which states no voter may re-enter the voting compartment after leaving it, is **not applicable to DRE unit usage.**

B. VOTER'S RIGHTS

As qualified electors, all voters have the right to:

- Ask questions;

- Request assistance with voting, prior to voting ONLY if the person is visually impaired, physically disabled, or illiterate;

- Review a sample ballot posted at the polling place prior to voting, and take information into the voting booth (i.e. sample ballot);

- Mark ballot in private, free from intimidation; (NOTE: voter intimidation is a criminal offense under Miss. Code Ann. §§ 97-13-37; 97-13-39);

- Receive and cast a ballot if in line to vote at the time the polls close at 7:00 p.m.;

- Choose NOT to cast a vote in any particular race, while completing the rest of the ballot;

- Have his/her ballot counted, if it is cast legally;

- Request and vote by affidavit ballot if name does not appear on the Pollbook and he or she is in the correct polling place. Election Commissioners or political party committees will verify information at the close of the polls to determine if ballot was legally cast;

- Request and vote by affidavit ballot, if he/she registered by mail since January 1, 2003, and is flagged in the Pollbook to show identification, but does not have a HAVA-approved form of identification to present (Refer to details in Section C);

- Receive written information on how to learn if your affidavit ballot was counted (Sample Instructions on page 22); and

- Be treated with politeness and respect by all election workers.

C. VOTER REQUIREMENTS FOR FIRST TIME MAIL-IN REGISTRANTS

If the voter registered to vote by mail after January 1, 2003, and did not submit a copy of the required identification with the application or did not match with the state's driver's license database and is voting for the first time in the jurisdiction, he/she must present identification to cast a regular Election Day ballot.

Acceptable forms of identification are:

1. A current and valid photo identification (e.g., driver's license);
2. A current utility bill with voter's name and address;
3. A current bank statement with voter's name and address;
4. A current government check with voter's name and address;
5. A current paycheck with voter's name and address; or
6. Any other government document that shows voter's name and address.

If the voter does not have a form of identification, the voter may cast an affidavit ballot. The voter is entitled to receive written information (Refer to Sample Instructions on page 22) to determine whether the affidavit ballot was counted and if not, why not (Miss. Code Ann. § 97-15-573).

D. VOTER ASSISTANCE

Any voter, who declares *blindness, physical disability, or inability to read/write,* may receive assistance in the booth (Miss. Code Ann. § 23-15-549). These are the only valid reasons.

1. How Does a Voter Get Assistance in the Voting Booth?

To receive assistance in the voting booth, the voter must tell the Poll Manager that he/she needs help marking his/her ballot, state one of the reasons listed above and pick someone to help him/her.

2. Who Can Assist a Voter in the Voting Booth?

Anyone may assist a voter in marking his/her ballot except the voter's employer, the employer's representative, or a representative of any union of which the voter is a member. (Miss. Code Ann. § 23-15-549)

E. CREATING A VOTER ACCESS CARD

For the voter to cast their ballot on a voting machine, they will require a Voter Access Card. The Voter Access Card ballot is created using the Encoder and provides access to the correct ballot. This card contains no personal voter information and does not record how the voter has voted.

1. If the Encoder is not already on, press the **ON** button.

2. Insert the Voter Access Card into the slot on the back of the Encoder as is shown in the picture below.

3. Refer to the reference guide to determine which number key on the Encoder corresponds to the ballot style indicated in the Pollbook. An example of this reference guide is shown below.

Encoder Button Number	1 ↓	2 ↓	3 ↓	4 ↓
Pollbook Ballot Style	7	8	11	12

4. Press the number key on the Encoder that corresponds to the appropriate ballot style. The Encoder display will reflect the precinct and ballot style number as indicated in the Pollbook. In a Primary Election, the display will also show the party designation. (Refer to Appendix C for more details)

5. Press **YES** at the **Create?** prompt to create the appropriate Voter Access Card for a voter who has <u>no special needs.</u>

6. If the voter has special needs press the "*" key until the correct option is displayed on the screen. An explanation of the options is listed below:

   a) Press "*" key once to **MCreate?** This option <u>will magnify the ballot</u> 33%. This can also be accomplished by touching the **Large Text** button on the TSX unit.

   b) Press "*" key twice to **VMCreate?**   This option will <u>magnify</u> and the voter will be able to <u>hear </u>the ballot. The voter can still make their selections by touching the screen, or by using the keypad to navigate the ballot. This selection may also be helpful to voters who find it difficult to read the screen or cannot read/write. If this option is selected, the voter shall be directed to use the voting machine equipped with the headset and keypad.

   c) Press "*" key three times to **VHCreate?** This option will hide the screen and the voter will be able to hear the ballot. The keypad must be used to vote the ballot with this option, so the voter shall be directed to use the voting

machine equipped with the headset and keypad. Poll Managers should assist the voter by closing the left panel of the machine when using this option to prevent the voter from accidentally pressing the **Cancel** button on the screen.

d) If the correct option is missed, continue to press the "*****" key until it reappears on the Encoder display.

e) Once the correct option is displayed on the screen, press **Yes**.

f) When the screen changes to **Clear?** remove the Voter Access Card and give it to the voter.

To extend the battery life of the encoder battery, Poll Managers should not leave the encoder on or leave a Voter Access Card inserted in the encoder when not in use.

F. VOTER INFORMATION
Each poll managers shall provide voter information upon request from a voter. The following information should be provided:

1. Inform voters of the following **TSX ballot information**:

    a) Voters may vote using a visual ballot, audio ballot, or combined audio and visual ballot.

    b) Voters shall not physically displace or disturb the voting device.

    c) Under no circumstances should the voter use a pen or pencil to write on or make any physical mark on the touch screen.

    d) The voter's ballot is printed for review and confirmation by the voter and, when cast, is recorded in two additional locations electronically. Remind the voter to review the printed ballot by lifting the gray printer door with the review sticker.

    e) Once cast, the ballot cannot be altered, retrieved, or traced back to the voter.

    f) Although the TSX unit will provide the voter with an on-screen or audio warning that the voter is about to cast a blank ballot, the voter may legally cast a blank ballot if they choose.

    g) The "Ballot Cast" message indicates ballot has been cast, and voting is completed.   The Voter Access Card will be cleared by the TSX unit at this time and ejected so the voter may remove the card and return it to a Poll Manager.

2. Inform voters about using the **Voter Access Card**:

    a) The card must be correctly inserted all the way into the TSX unit so that it clicks into place before the voting instructions or language options will appear.

    b) The smart card reader status indicator will flash green when waiting for a Voter Access Card to be inserted; it will display solid green when the card has been inserted; and will flash orange when waiting for the card to be removed.

    c) A Voter Access Card remains locked into place by the TSX unit for the duration of a voter's voting session (i.e., until the ballot is cast, or cancelled); once the

ballot is cast, the card is ejected from the TSX unit. The voter should not attempt to remove the Voter Access Card before it is ejected from the unit.

d) The Voter Access Card must be returned to a Poll Manager when voting is complete and the card is ejected.

e) After the voter casts his or her ballot and the Voter Access Card has been ejected, it cannot be used again until created by the designated Poll Manager.

f) If the card is cancelled or the voter allows the machine to time out, two Poll Managers should place the card back in any machine to review the status.

   i. If it has been voted, a message will appear on the screen which reads **The Voter Access Card is already voted--Please remove it from reader**. The Poll Manager should remove the card and instruct the voter that their vote was cast on the machine, and they will not be allowed to vote again.

   ii. On a cancelled ballot, a message will appear on the screen which reads **The Voter Access Card has been cancelled--Please remove it from reader**. The Poll Manager should remove the card, re-create it with the designated ballot style for the voter, and allow the voter to vote.

3. Provide voters with the following **ballot presentation information**:

   a) voter's ballot will contain every race the voter is eligible to vote on.

   e) For jurisdictions which are required to provide a second language, voters can change the ballot language at any time by touching the **Back** button and returning to the Language Selection screen, or by touching the **Instructions** button and then the **Back** button.

   f) Voters should read the voting instructions. They can return to the instructions screen at any time by selecting the **Instructions** button located on the bottom of the screen.

   g) The following can be changed on the **Instructions** screen to accommodate the voter's needs:

      i. Text size can be toggled from large to normal using the **Large Text** and **Normal Text** buttons respectively.

      ii. Ballot can be presented in high or normal contrast using the **High Contrast** and **Normal Contrast** buttons. The **high contrast** option will change the screen to black and white rather than color.

   h) If the text of an amendment or referendum is lengthy, it may spread over more than one page of the ballot.

4. Inform voters of the following information with respect to **voting the visual ballot**:

   a) Voters can move forward and backward through the pages of the ballot using the **Next** and **Back** buttons located at the bottom of the touch screen.

   b) To select a candidate, touch the candidate's name. An **X** will appear to mark the selection.

c) To change a candidate selection, touch the selected candidate's name again. The **X** which marked the selection will disappear. Then, touch the name of the preferred candidate.

d) Once a candidate is selected, the other candidate boxes will disappear. This prevents over-voting of the ballot.

e) Voters can vote for fewer candidates in a race than the allowable number or may choose not to vote in any race, but they cannot vote for more than the allowable number in any given race. The system will not allow them to over-vote.

f) In Mississippi, write-in votes are only counted for duly substituted write-in candidates in the case of a death, withdrawal, or disqualification of a certified candidate on the ballot.

g) To vote for write-in candidates:

   i. Touch the check box beside **Write in**.

   ii. A touch keyboard appears on the screen.

   iii. Type in the candidate's name exactly as it should appear.

   iv. Touch the **Record Write-in** button to record this candidate, or touch the **Cancel** button to return to the ballot without recording a candidate's name.

h) Upon review, the voter may reject his or her printed ballot. make changes to their ballot; and then print their modified ballot.

i) A voter can only reject a printed ballot two times before he/she must touch **Cast** to vote or touch **Back** to make additional changes. Printing the ballot a third time will cast the ballot.

5. Inform voters of the following with respect to **viewing the visual ballot**:

a) Review the ballot on Summary Screen prior to printing and subsequently casting the ballot.

b) Races presented on the Summary Screen are color-coded – If a race is blank or undervoted, it will be displayed in red (the red will be black if the voter has chosen the high contrast setting for ballot presentation).

c) It may be necessary to scroll through the race list in the ballot review screen using a vertical scroll bar located on the left side of the Summary Screen display. Scroll bars will only appear if all the race and candidate selection information exceeds the viewable screen area.

d) The summary screen includes all races on the ballot whether fully-voted or not.

e) All candidate selections are presented on the Summary Screen.

f) In order to change candidate selections shown on the Summary Screen, touch the race to make the change and the voter will be taken back to the ballot page that contains that particular race.

g) Once the candidate selection has been changed, touch the **Summary** button at the bottom of the ballot page to quickly return to the Summary Screen.

h) The voter may also review the ballot by touching the **Back** button on the Summary Screen to go back through the ballot pages.

6. Inform the voter of the following with respect to **casting a ballot**:

a) Take care to review all candidate selections before printing the ballot.

b) Voters must touch the **Print Ballot** button to preview their ballot.

c) Carefully review the printed ballot before casting the ballot.

d) A casting confirmation screen will appear before a ballot is actually cast.

e) voter must touch the **Cast Ballot** button to cast their ballot. A barcode will appear at the end of the ballot as it rolls into the printer canister.

f) Once the ballot has been cast, the paper trail will roll completely into the secure canister to ensure that no one can view the voter's selections.

g) The voter will remove the Voter Access Card after casting the ballot and return the card to a Poll Manager. The Voter Access Card is cleared when the voter casts their ballot so the card cannot be used again until encoded by a Poll Manager.

h) If a voter needs help during the process, they should be encouraged to get the attention of the Poll Manager, rather than leaving the machine. This will prevent the machine time-out function from taking place (which will automatically cancel the ballot).

i) If the voter does not complete the full voting process and he or she cannot be located to cast their vote, the ballot will be cancelled.

7. Inform voters of the following **audio ballot presentation** options:

a) Voters may use the audio headphones provided or use personal headphones by connecting them to the standard headphone jack located on the front of the TSX unit.

b) The voter's ballot will contain every race the voter is eligible to vote on.

c) The race and candidate content, as well as number to vote for, are identical to visual ballot.

d) The audio ballot may be supplemented with a visual ballot in magnified presentation or hidden for privacy.

e) If the visual ballot is hidden, a **Cancel Ballot** button will appear on the center of the screen. The Poll Manager should close the left privacy panel to ensure that the voter does not touch the button by mistake.

f) Audio Ballot will present the selection for the ballot language in counties where ballots are required to be presented in more than one language.

g) Voters may change the ballot language at any time in applicable counties.

h) Audio Ballot voting instructions are presented prior to presentation of the ballot.

i) voter may recall the voting instructions at any time.

j) Volume may also be controlled by the headphone volume dial (if applicable).

8. Inform the voters of the following information with respect to **voting an audio ballot:**

a) The numeric keypad has the same layout as a standard telephone keypad with a raised bump on the "5" key. The table below contains a listing of the main action performed by each button. Other actions may be described during the playback of the audio ballot.

Button	Action
0	Play voting instructions
1	Decrease volume
2	Skip to previous race
3	Increase volume
4	Return to previous candidate
5	Selects or Deselects candidates
6	Advance to next candidate or race
7	Decrease volume
8	Skip to next race
9	Cast Balot
*	Decreases playback speed
#	Increases playback speed

b) Voters can vote for fewer candidates in a race than the allowable number and may choose not to vote in any race, but the system will not allow the voter to overvote.

c) Audio voters may cast write-in votes. Write-in voting instructions are presented audibly when the voter selects a write-in candidate – the voter will use the keypad to enter the write-in candidate name.

d) If the voter attempts to undervote a race, he or she will be prompted to confirm the undervote prior to continuing to the next race.

e) The ballot will print automatically when it is cast.

9. Assisting a voter who requests an audio ballot. Visually impaired voters may **require additional instructions to participate** in the voting process.

a) Determine whether the voter would like the ballot to be displayed or hidden before creating the audio ballot Voter Access Card.

b) Escort the voter to the voting unit. If needed, assist the voter by placing his or her hand on the "5" key on the keypad and inform the voter that it is a telephone style keypad and the raised bump on the "5" key is to be used for orientation.

c) Offer the voter the audio headset or assist in connecting a personal headset.

d) Provide the voter with information regarding volume and speed controls.

e) Instruct the voter to expect an introduction and an announcement identifying the election. In the primary election, the speaker will identify the political party of the ballot selected. The instructions tell the voter to notify the Poll Manager if the ballot is not the correct party ballot.

f) If the hidden ballot option is selected, assure the voter that the screen remains blank during the voting process, and instruct them to raise a hand at any time if and when assistance is required. Poll Managers should assist the voter by closing the left panel of the machine when using this option to prevent the voter from accidentally pressing the Cancel button on the screen.

g) Advise the voter to put on the headset before inserting the Voter Access Card. Then, wait for the voter to adjust the volume and begin voting.

h) Be available to assist the voter until he/she has finished voting.

i) Once the voter has finished voting, retrieve the Voter Access Card and offer assistance exiting the polling place.

G. PAPER BALLOTS TYPES

With TSX Voting Machines, there may be times when paper ballots will be used. These Optical Mark Scanner Ballots will be placed in the Precinct Ballot Box and counted on the Central OS Scanner at Election Central. The types of paper ballots are Affidavit (provisional) Ballots, Emergency Ballots, Spoiled Ballots, Curbside Ballots and Challenged Ballots. <u>All paper ballots should be initialed by the Initialing Manager using red ink.</u>

1. Affidavit/Provisional Ballots

Only those electors whose names appear on the Pollbook shall cast Regular Election Day Ballots on the TSX voting machine. However, a person whose name does not appear may cast an affidavit (provisional) ballot. Affidavit (provisional) voters will cast their votes on paper ballots. Each polling place will be issued paper ballots for this purpose. (Miss. Code Ann. § 23-15-573)

The election officials -- the Party Executive Committee for primaries and the Election Commissioners for general and special elections -- must examine the records when canvassing the returns and allow the affidavit (provisional) ballot to be counted or not counted, as shall appear to be legal. (Miss. Code Ann. § 97-13-35)

HAVA states that local election officials shall establish a free access system (such as a toll-free telephone number or an Internet website) that any individual who casts a

affidavit (provisional) ballot may access to discover whether the vote of that individual was counted, and, if the vote was not counted, the reason that the vote was not counted. In compliance with HAVA, affidavit voters should be provided with an information sheet about how to vote by affidavit ballot and how to contact the free access system.

The following pages contain an Affidavit Ballot Checklist and a sample Affidavit voter Information Sheet.

POLL MANAGERS AFFIDAVIT (PROVISIONAL) BALLOT CHECKLIST

1. ____ voter appears at the polling place and Poll Managers determine that voter's name is not on the Pollbooks.

2. ____ The Poll Managers must then determine if the voter should be voting at another polling place. This is done by referring to a master list of all voters, or by contacting the Circuit /Municipal Clerk, Election Commission, or Executive Committee and by simply asking where the voter resides.

3. ____ If the voter resides in another precinct, the Poll Manager must tell the voter he/she must go to that precinct's polling place. Reason: if the voter casts a ballot in a precinct where the voter does not reside, the entire ballot must be rejected by the Election Commission or Executive Committee. **If a voter casts an affidavit ballot in the wrong precinct, it will not be counted.**

4. ____ If the Poll Managers establish that the voter is in the correct precinct but his/her name is not in the Pollbook, they should advise the voter that he/she may vote by affidavit ballot. The voter must then sign a separate sign-in sheet (receipt book). Do not have the voter sign the same receipt book that all non-affidavit ballot voters sign. Instead, provide a separate sign-in sheet for this purpose, labeled "Affidavit Voters."

5. ____ The voter and Poll Manager should complete the appropriate sections of both sides of the affidavit ballot envelope as follows:
   a. ____ The Poll Manager checks the type of election, the name of the county/municipality, the reason for using an affidavit ballot, and prints the name of the precinct and date.
   b. ____ The voter provides as much of the requested identifying information as possible (date of birth, social security number, address, etc.)
   c. ____ The voter checks the appropriate box under Affidavit of voter.
   d. ____ If the voter has moved within the county where he/she is registered to vote, then the physical address of the current residence is provided, along with the name of the county/municipality.
   e. ____ The voter signs the envelope.
   f. ____ The Poll Manager signs the envelope.

6. ____ The Poll Manager provides the blank ballot to the voter.

7. ____ The voter is provided a suitable place where he/she can mark the ballot in secret.

8. ____ The voted ballot is folded by the voter and handed to the Poll Manager who places it in the affidavit ballot envelope and seals the envelope.

9. ____ The sealed affidavit ballot envelope is then placed in the ballot box.

10. ____ After the individual has cast an affidavit ballot, the Poll Manager shall provide information on a toll-free access system and written information on how to use this system for affidavit voters to learn the outcome of their ballot.

INSTRUCTIONS FOR VOTERS WHO CAST AFFIDAVIT BALLOTS

You have had to cast an affidavit ballot because you certified that:

- I am not registered to vote because I have been illegally denied registration; **or,**

- I am eligible to vote in this election; I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, **and:**

- I have moved recently from the old street address written above to the new address written above; **or,**

- I have *not* moved recently, but my name is not on the <u>Pollbook</u>; **or,**

- I do not otherwise qualify under state or federal law to cast a *regular Election Day ballot*.

Under new federal law, the Help America Vote Act of 2002, you are entitled to discover the disposition of your affidavit ballot. Please contact your county party executive committee to determine whether your affidavit ballot counted and if not, why not. The county party executive committee can be reached at:

CONTACT:_____
(Name of Elections Commissioner or Party Chair)

PHONE:_____

2. Emergency Ballots

Optical Scan ballots may be used as Emergency ballots but only in the event of a malfunction in the TSX voting machines that make the units unavailable for voting. If such an emergency occurs, voters should be validated and checked in under the normal process, then issued an Optical Scan ballot. The voted ballot will be deposited in the Ballot Box. **Optical Scan emergency ballots are not to be used as a convenience item such as when the polls are busy and a voter might have to wait for a TSX unit**. (Miss. Code Ann. § 23-15-531.12)

These ballots must be initialed by the Initialing Manager in red ink. All Emergency ballots will be counted at Election Central. **They shall not be entered into the TSX units at the precinct.**

3. Spoiled Ballots
A person who has mistakenly marked a ballot is entitled to receive up to three (3) ballots. If a ballot is spoiled write "Spoiled" across the face of the ballot and place it in the spoiled ballot envelope. During precinct closing, count the total number of ballots in the envelope and write the total on the front of the envelope. All spoiled ballot envelopes should be placed in the ballot box at the end of the day.

4. Curbside Ballots
Where the managers of an election, exercising their sound discretion, determine that a physically disabled person has arrived at the polls in a motor vehicle to vote, two (2) or more managers shall carry the pollbook, the receipt book, and a ballot or voting device to the motor vehicle, and after determining whether the disabled person is a qualified elector as provided by law, shall allow the disabled elector to cast his or her ballot in secret. After the disabled elector casts his or her ballot, the managers shall mark the pollbook "voted" by the elector's name in the pollbook.
- If the ballot that is provided to the disabled elector is a paper ballot, the initialing manager shall initial the ballot as provided by law, and the disabled elector, after marking his or her ballot shall fold the ballot or place it in the ballot sleeve. The initialing manager or alternate initialing manager shall determine whether the initials on the ballot are genuine, and upon a determination that the initials are genuine, mark "voted" by the elector's name. The initialing manager or alternate initialing manager shall without delay place the ballot in the ballot box.
- If, while a voter is voting by curbside, there are less than three (3) managers immediately present within the polling place conducting an election or a political party primary, all voting at the polls shall stop until the managers conducting the curbside voting procedure return so that there are at least three (3) poll managers immediately present within the polling place to conduct the election or party primary at all times, and until a minimum of three (3) managers are present, the remaining poll manager or managers shall ensure the security of the ballot box, the voting devices, and any ballots and election materials. (Miss. Code Ann. § 23-15-541)

5. Challenged Ballots
If a voter is challenged, the Poll Managers must <u>CONSIDER AND ACT</u> on each challenge. Refer to the following checklist for details on this procedure.

POLL MANAGER'S CHALLENGED BALLOT CHECKLIST

CHALLENGES

Who can challenge a voter?
- A candidate;
- A candidate's official Poll Watcher;
- A political party's official Poll Watcher (not applicable for party primaries);
- Any qualified voter from that precinct; or
- Any Poll Manager in the polling place.

What are the bases for a challenge?
- He/she is not a registered voter in the precinct;
- He/she is not the registered voter under whose name he/she has applied to vote;
- He/she has already voted in the election;
- He/she doesn't live in the precinct where he/she is registered;
- He/she has illegally registered to vote;
- He/she has taken his/her ballot from the polling place;
- He/she has cast an absentee ballot but is ineligible to do so; or
- He/she is otherwise disqualified by law.

There are no other reasons for a challenge. (Miss. Code Ann. §§ 23-15-571; 23-15-643; 23-15-731)

The following procedures must be followed when a person's ballot is challenged:

ACTION I: If the Poll Managers believe the challenge is FRIVOLOUS, DISREGARD the challenge and accept the offered vote as though it had not been challenged. Provide the voter with a Voter Access Card and allow them to vote on the TSX Voting System. In an affidavit, emergency, or curbside situation; provide the voter with a paper ballot.

ACTION II: If a voter is challenged and the Poll Managers cannot reach a unanimous decision, a paper ballot shall be supplied to the voter. The ballot is <u>counted separately</u> from the unchallenged ballots as follows:

   a) "Challenged" is marked on the ballot; and

   b) The ballot is placed in a separate envelope labeled "Challenged Ballots;" and finally

   c) At the close of the polls AND after all the unchallenged ballots have been counted, tallied, and totaled, the challenged ballots are separately counted, tallied, and totaled, with a separate return made of the challenged ballots.

ACTION III: If in the UNANIMOUS opinion of the Poll Managers the challenge is valid or well taken, a paper ballot shall be supplied to the voter. The ballot is REJECTED in the following manner:

1. Mark "Rejected" on the back of the ballot;

2. Write the name of the voter on the back, and place it in a strong envelope marked rejected; then

3. Seal the envelope and return it <u>in the ballot box or ballot bag.</u>

(Reference: Miss. Code Ann. § 23-15-579)

SECTION III - CLOSING THE POLLS

This section will guide you through the processes that take place at the precinct after the polls have closed on Election Day. The following topics are included in this section:

A. Closing the Polls Procedures/Checklist

B. Absentee Ballot Procedures/Checklist

C. Closing the TSX voting machines

D. Accounting for the Ballots

E. Security of the Ballots, Ballot Chain of Custody

F. Security of the Ballot Boxes

A. CLOSING THE POLLS CHECKLIST

___1. Close your precinct at 7:00 p.m. or after the last person who was in line *before* 7:00 p.m. has voted. The Bailiff should stand at the end of the line and announce the polls closed. Voters appearing after this time will not be allowed to enter the line.

___2. The door of the polling place **should not be** locked during the precinct closing procedures.

___3. Process the absentee ballots (Refer to *Absentee Ballot Procedure* on page 28 of this document). **Ballots shall not be opened at the precinct.**

___4. Follow the TSX Closing Procedures located in Appendix A to close the voting system.

___5. Print and post total tapes.

___6. Use the Ballot Accounting Report (Form 830.1 in Appendix B) to assist you in accounting for ballots. If there is a discrepancy, it must be reported in writing within twenty-four (24) hours to the officials in charge of the election.

___7. Complete and sign all documents.
- DO NOT COUNT THE AFFIDAVIT (PROVISIONAL) BALLOTS. It is unlawful for Poll Managers to count them. Return them unopened to the Election Officials who will verify them and count them if legally cast.

___8. Place affidavit (provisional) ballots together in ballot envelope (ballot box or precinct officer's canvass envelope). Write how many there are on the envelope.

___9. Keep the following materials outside the ballot box; they will be returned by the Receiving and Returning Manager to the election officials at Election Central.
- Ballot Accounting Form
- Payroll
- R/R Manager Receipt Form

___10. Absentee ballots, TSX total tapes, ballot accounting forms, the affidavit Envelopes, and the voter signature registration books will be returned by the Receiving/Returning Managers in accordance with the procedures provided by your local election officials.

___11. Clean up your work area. Remove materials and signs from the walls and place them in ballot/supply box, neatly folded. Place absentee voters' list, signs and sample ballots into the ballot/supply box. Please remove all tape from these items and from the walls.

___12. Lock and seal all machines, ballot boxes, and supply boxes.

___13. Return ballot and supply box(es) and materials to Election Central as soon as the precinct closing procedures have been completed.

B. ABSENTEE BALLOT PROCEDURES

POLL MANAGER'S ABSENTEE BALLOT CHECKLIST

In elections in which direct recording electronic voting systems are utilized, the **unopened** *absentee ballot envelope of qualified electors that did not appeared in person to vote shall be marked accepted and placed in the ballot box/bag. (*Miss. Code Ann. § 23-15-639*) Counting of the absentee ballots is done at elections central; however, the decision to accept the ballot for counting is still made by the poll workers at the polling precinct.*

___1. After the polls close, remove the envelopes containing absentee ballots from the box.

___2. Announce the name, address, and precinct as shown on each absentee ballot envelope.

___3. Check for the registrar's seal and initials on the application. If the seal or initials are not present, the ballot shall be marked "REJECTED" with the reason for rejection and placed in a "Rejected Absentee Ballot" envelope.

___4. Check to make sure the affidavit or certificate of the officer before whom the affidavit is taken on the envelope and the application is sufficient.
  - ➢ Those voting because they have a temporary or permanent disability must have a witness over the age of 18 complete the certificate.
  - ➢ All others must have a notary complete the certificate with the exception of military and military spouses who may have the signature of non-commissioned or commissioned officers, postmaster, or any official authorized to administer oaths.
  - ➢ Those who appeared in person in the Circuit Clerk's office will have the certificate completed by the clerk or a deputy clerk.

  If the certificate is found to be insufficient, the absentee ballot shall be marked "REJECTED' with the reason for rejection and placed in the "Rejected Absentee Ballot" envelope to be returned in the secure ballot box.

___5. Ensure the signatures on the absentee ballot envelope are across the flap of the envelope. If the signature is not across the flap, the ballot shall be marked "REJECTED" with the reason for rejection and placed in a "Rejected Absentee Ballot" envelope.

___6. Compare the voter's signature on the application with the voter's signature on the back of the ballot envelope. If the signatures are clearly not the same, the ballot shall be marked "REJECTED" with the reason for rejection and placed in a "Rejected Absentee Ballot" envelope.

___7. Check the Pollbook to see if the absentee voter may have voted in person. If the absentee voter did vote in person, the absentee ballot shall be marked "REJECTED" with the reason for rejection and placed in a "Rejected Absentee Ballot" envelope.

___8. Give anyone present the opportunity to challenge any absentee ballot in the same manner and for the same reasons that any other vote may be challenged, and take action on any written challenges to absentee ballots.

___9. If everything is in order the UNOPENED envelope shall be marked "ACCEPTED" and placed in an "Accepted Absentee Ballot" envelope.

___10. Enter the voter's name in the receipt book and mark "VOTED" by the voter's name in the Pollbook as if the voter had been present and voted in person.

___11. The "Accepted" and "Rejected" ballot envelopes shall then be placed in the secure ballot transfer case (ballot box) and delivered to the officials in charge of conducting the election at the central tabulation point of the county.

(References: Miss. Code Ann. §§ 23-15-639; 23-15-641)

C. CLOSING THE TSX MACHINES

When the vote totals from the TSX machines have been printed by the Managers, they shall publicly proclaim the TSX results of the election at their precinct by posting the result report. The Managers shall sign each statement of the results report and shall:
1) Advance the first long report into the secure canister;
2) Enclose the second long report in the Secure Memory Card Transport Bag;
3) Post the third long report in public view at the polling location.

When the reporting of the votes has been completed, the Managers shall place all TSX Memory Cards in the Secure Memory Card Transport Bag and place the bag in the ballot box.

D. ACCOUNTING FOR THE BALLOTS

Ballots shall be accounted for at the close of the polls. (Miss. Code Ann. §§ 23-15-591; 23-15-519)

Voted ballots, all spoiled ballots, and all unused ballots will be placed in an envelope in the ballot box. The voted ballots, the spoiled ballots, and the unused ballots must correspond in total with the number of ballots originally accepted by the Receiving and Returning Manager. *Failure of the two numbers to correspond must be perfectly accounted for by a written statement by the Managers made under oath and enclosed in the ballot box.*   The number of ballots voted must correspond with the number of names signed in the receipt book. *Failure of the two numbers to correspond must be perfectly accounted for by a written statement by the Managers made under oath and enclosed in the ballot box.*

If ballots are lost, the Managers must report the loss to the officials in charge of the election, including all facts connected with the loss and the number of ballots lost. If warranted, the officials in charge of the election shall deliver the report to the grand jury. (Miss. Code Ann. § 23-15-373)

The Ballot Accounting Report (Form 830.1 in Appendix B) should be completed to account for all ballots cast at each polling location. If there are multiple tables at the precinct, the county may want to develop and utilize a table report for each table, to assist with the ballot accounting process.

E. SECURITY OF THE BALLOTS, BALLOT CHAIN OF CUSTODY

Executive Committees (in Primary Elections), and Election Commissioners (in General and Special Elections), as the officials in charge of the election, have the affirmative duty to ensure that all memory cards, reports, and ballots (both voted and blank), are carefully accounted and kept secure. Poll Managers must also be thoroughly trained in their responsibility to fully account for every ballot.

F. SECURITY OF BALLOT BOXES

Ballot boxes must be kept securely locked during the time the polls are open. Ballot boxes cannot be opened until after the close of the polls. After the ballot boxes have been delivered to the courthouse or counting center, the registrar shall keep in place on the lock of each ballot box a consecutively numbered metal seal. The seal shall remain on the ballot box lock except when the officials in charge of the election are engaged in public canvass of the election returns, publicly engaged in counting center activities, or the ballot box is otherwise opened as provided by law. (Miss. Code Ann. §§ 23-15-247; 23-15-595)

The TSX report tapes and the receipt booklet containing the signed names of the voters who voted must also be enclosed in the ballot box.

When all the materials have been placed in the ballot box, it must be locked and sealed by the Poll Managers of the precinct. The Receiving and Returning Manager will bring the ballot and supply box(es) to Election Central as soon as closing the election has been completed.

SECTION IV - TSX PRECINCT PROCEDURES

This section is intended to assist the Poll Managers responsible for opening and closing of the TSX machines. The opening and closing procedures shall be completed by two Poll Managers. Typically, one manager reads the opening/closing steps while the other manager conducts the activities. In Party Primaries Elections, at least one Poll Manager representing each party will conduct the opening and closing procedures. The section can be used along with the Quick Reference Guides for Set-Up, Opening, and Closing of the TSX Units which is included in Appendix A.

The section also includes procedures for machine maintenance during the day such as changing a printer paper roll.

The following topics are covered in detail:

A. TSX Opening Procedures

B. Replacing Printer Paper

C. Clearing a Paper Jam

D. Ballot Cancellation

E. TSX Closing Procedures
    1. Ending the Election
    2. Accumulating the Results
    3. Securing the TSX Units

A. TSX OPENING PROCEDURES

1.) If the seal numbers are not already on the form, record both the Election Data Compartment (Upper) Seal number and the Election Data Transfer Compartment (Lower) Seal number on Form 730.3 - *Precinct Opening and Closing Log.*

2.) Remove the upper seal and apply it on the back of the Form 730.3 - *Precinct Opening and Closing Log.* **Do not remove the lower seal!**

3.) Unlock and open the Election Data Compartment (Upper) using the provided barrel key.

4.) Remove the seal from the Secure Memory Card Transport Bag and remove the matching TSX memory card.

5.) Match the label of the TSX memory card to its corresponding TSX unit. Verify that the machine number (MID) on the bottom of the TSX screen matches the number on the memory card. Insert the TSX memory card into the TSX unit until it clicks into place. (NOTE: the two black arrows on the memory card should be facing you when inserting memory card into the TSX unit)

6.) Open the left privacy panel to confirm AC power to the TSX unit (i.e. units are plugged in). The top green light on the left side of the unit will be on and the bottom light will flash indicating batter power is on and the unit is charging. If the unit is not fully charged the light will flash Yellow. Normal charge is indicated by the Green light flashing. If there is a problem with the AC power, continue with the opening process using battery power and contact your County Help Desk immediately.

7.) Unlock and open the printer housing cover. If the TSX unit has the Visually Impaired Ballot Station (VIBS) keypad installed simply set it aside until the printer housing cover is closed.

8.) Press and release the red button located above the TSX memory card to turn on the TSX unit. NOTE: the "Blue" light in the center of the other two lights will light up at this time.

9.) Open the left privacy panel to as the machine is starting be sure to monitor the start-up process. The voting machine will display **LOADING ELECTION**. If it does not, check the memory card to make sure it is properly inserted. If the machine still does not display **LOADING ELECTION**, contact your County Help Desk.

10.) Verify that the paper is loaded into the printer correctly by making sure the paper is extending through the smoke-colored cover and that the cover is closed. (System will display an error message if cover is not secure.)

11.) Once the election has loaded, touch **Test Printer**.

12.) The test tape will print. When the printer test is complete, touch **OK**. Tear the tape after the test print is complete.

13.) Touch **OK** to automatically print the zero report. Once this report has finished printing have at least two managers sign it, then tear it off and post it on the wall of the polling place.

14.) Touch **YES** when asked if you need another copy.

15.) Touch **OK** on the **AVPM Printer Notification Screen**.

16.) The second report will print. This report needs to be signed by at least two Managers and stored in the sealed canister as part of the official record of the election.

17.) Open the canister in the printer housing and remove the take up spool.

18.) Thread the end of the paper tape through the slot on the side of the spool and roll the paper around the spool two or three times in the direction indicated.

19.) Place the take up spool back into the canister, and close the canister's cover.

20.) The screen will display the message **Need Another Copy?** Touch the **NO** button.

21.) Carefully remove the canister, seal the canister and record the seal number on the Form 730.3 - *Precinct Opening and Closing Log* in the column labeled **Secure Canister Seal Number**. Place the canister back into the machine.

22.) Close and lock the printer housing cover. If the TSX unit has the Visually Impaired Ballot Station (VIBS) keypad installed, replace it on the printer housing.

23.) Touch **OK**.

24.) Close and lock the Election Data (Upper) Compartment and place a new seal over the compartment. Record the seal number on the Form 730.3 - *Precinct Opening and Closing Log* in the column marked **New Election Data Compartment Seal Number**.

25.) Record the specified information off of the bottom of the screen onto the appropriate columns of Form 730.3 - *Precinct Opening and Closing Log*.

26.) Ensure that the placement of the machines provides the voters privacy during the voting process, and there are not tripping hazards from power cords.

B. REPLACING PRINTER PAPER

A new roll of ballot paper is inserted into each TSX before each election so the chances of running out of ballot printer paper during an election are lowered. Should ballot paper get low during an election, a red error message will appear that reads "The Paper is Low and Must be Replaced" across the screen. To begin the process, a Supervisor card must be inserted. The following instructions will assist in replacing the paper:

1. Remove the Supervisor Card and the associated PIN from the sealed envelope in the Secure Memory Card Transport Bag.

2. Insert the Supervisor Card into the card slot on the front of the TSX Touch Screen.

3. When prompted, enter the PIN, touch **OK**, remove the Supervisor Card from the card reader, and return it to its envelope in the Secure Memory Card Transport Bag.

4. Once the AVPM Paper Change Notification window appears, unlock and open the AVPM.

5. Tear the paper just below where it enters the Secure Canister, lift the canister out of the printer housing and manually advance the paper into the canister.

6. Remove the Secure Canister and verify the seal number with the Secure Canister Seal Number for that machine written on Form 730.3 - *Precinct Opening and Closing Log* (do not remove the seal on the Secure Canister).

7. Lift the metal plate and press the gray paper release button.

8. Remove the paper supply spindle from the printer housing and remove the paper roll by pressing the release latch.

9. Load the new roll of paper onto the supply spindle as is illustrated on the spindle.

10. Load the paper into the printer housing.

11. Thread the paper through the slot on the smoke-colored cover and pull out approximately 18 inches of excess paper.

12. Press down on the smoke-colored cover until it clicks.

13. Load the new canister following instructions in Form 730.3 - *TSX Precinct Opening Procedures.*

14. Place a new seal on the new secure canister and record the seal number in the box labeled 2nd Secure Canister on Form 730.3 - *Precinct Opening and Closing Log.*

15. Touch **Start Take-Up**.

16. Once the paper has been drawn tight, close and lock the AVPM.

17. Touch **OK**.

18. Resume voting on the TSX Unit.

NOTE: The canister seal shall be removed only by the officials in charge of the election or county officials for archival of printer tape.

C. CLEARING A PAPER JAM

If a Poll Manager becomes aware of a paper jam, two (2) Poll Managers shall enter the voting booth to correct the problem.

If the ballot has not been cast:

1. Unlock and open the Printer Housing Cover.
2. Use the gray paper release button to release the smoke-colored cover.
3. Carefully, clear the paper jam, lift the canister out of the Printer Housing, and manually advance the paper into the canister.
4. Place the canister back into the Printer Housing.
5. Verify that the smoke-colored cover under the metal plate is latched.
6. Close and lock the Printer Housing Cover.
7. Instruct the voter to touch the **Reject Ballot** button to return to the summary screen.
8. The Poll Managers must leave the voting booth.
9. The voter will touch the **Print Ballot** button, review the printed ballot, and touch **Cast Ballot**.

If the ballot has been cast:

1. Unlock and open the Printer Housing Cover.
2. Use the gray paper release button to release the smoke-colored cover.
3. Carefully, clear the paper jam, lift the canister out of the Printer Housing, and manually advance the paper into the canister.
4. Place the canister back into the Printer Housing.
5. Verify that the smoke-colored cover under the metal plate is latched.
6. Close and lock the Printer Housing Cover.

A notation of all jams must be made on Form 740.2 – *TSX Event Log*.

D. BALLOT CANCELLATION

Instances when a ballot will be cancelled:

It is recommended in a primary that a manager from each party represented at the precinct is present when a ballot is cancelled. In the case of a General or Special Election any two Poll Managers can perform this process.

If a voter leaves the voting booth without casting their ballot and cannot be located to return to the booth to complete the voting process, then two Poll Managers shall take the steps necessary to cancel the ballot that was not completed by the voter and record the cancellation on Form 740.2 - *TSX Event Log*.

1. If a voter receives the wrong ballot, the Opening and Closing Manager, with the assistance of at least one other Poll Manager, should cancel the ballot. The designated Poll Manager will encode the Voter Access Card with the correct ballot style and return it to the voter. A record of the cancellation must be made on Form 740.2 - *TSX Event Log*.

2. A ballot will also be canceled automatically if left unattended for 2 ½ minutes. After 90 seconds the TSX unit will beep. After 120 seconds a warning screen will appear. The voter gets a 30 second countdown to resume voting or the ballot will be canceled. If the card is cancelled or the voter allows the machine to time out, two Poll Managers should place the card back in the machine to review the status.

   o If it has been voted, a message will appear on the screen which reads **The Voter Access Card is already voted-Please remove it from reader**.   The Poll Manager should remove the card and instruct the voter that their vote was cast on the machine.

   o On a cancelled ballot, a message will appear on the screen which reads **The Voter Access Card has been canceled-Please remove it from reader**. The voter should then be given a Voter Access Card with the correct ballot created on the card in order to continue the voting process. The Poll Managers should also provide instructions before the voter re-enters the voting booth.

To Cancel a Ballot:

1. To cancel a ballot press "Page 1 of *XX*" button at the bottom of the screen for 20 seconds.
2. When the screen changes, touch the **Cancel** button.
3. Remove the Voter Access Card to be re-created with another appropriate ballot style.

Ballot Cancellation Tracking Form:

A record of each ballot cancelled must be made on 740.2 – *TSX Event Log*.

E. TSX CLOSING PROCEDURES

Ending the Election and Printing Voting Unit Totals

1.) Record final statistical information from all voting units on Form 730.3 – *Precinct Opening and Closing Log.*

2.) Remove Supervisor Card and PIN number information from sealed envelope in the Secure Memory Card Transport Bag.

3.) Start with TSX unit 0.

4.) Insert Supervisor Card

5.) Enter the PIN and touch **OK.**

6.) Remove the Supervisor Card from the card reader when prompted.

7.) On the Poll Manager Option Screen, touch the **End Voting** button then touch **Yes** to confirm that you are ending the election.

8.) The **Open Printer Housing** screen will be displayed, set aside the VIBS keypad (if attached), unlock and open the printer housing cover and touch **OK**.

9.) Reporting

   a. If there has been an Official Write-in Candidate designated touch **YES** to **Print Write-ins?**, otherwise touch **NO**. *NOTE: Print Write-ins? will only be displayed if write-in votes have been cast on the TSX Unit.*

   b. Touch **Yes** to **Print Long Report?**

   c. The tape will be signed by at least the two Poll Managers.

   d. Remove the canister, tear the tape below the signature lines and manually roll the tape completely inside the canister.

   e. Place the secure canister in the Printer Canister Bag.

   f. Touch **Yes** to **Need Another Copy?**

   g. Touch **OK** on the **AVPM Printer Notification Screen** to print a second report that will be signed by at least two Poll Managers and placed in the Secure Memory Card Transport Bag.

   h. Touch **Yes** to **Need Another Copy?**

   i. At least two Poll Managers will sign this report and post it at the precinct.

   j. Touch **No** to **Need Another Copy?**

   k. On the last unit, stop here and go to Accumulating Results. On all previous units, Touch **Shutdown**.

   l. Touch **Yes** when the confirmation screen appears.

10.) Close the privacy panel on the left side. Verify the TSX unit seal numbers on Form 730.3 - *Precinct Opening and Closing Log* **under the New Compartment Seal # column.**

11.) Remove the Election Data Compartment (Upper) Seal and attach it to the back of Form 730.3 - *Precinct Opening and Closing Log*. **Do not remove the lower seal.**

12.) Unlock and open the Election Data Compartment (Upper).

13.) Press the black button to release the memory card, remove it (except for the last voting unit, and place the card in the Secure Memory Card Transport Bag.

14.) Lock and seal the Election Data Compartment. Record the seal number under Closing Procedures on Form 730.3 - *Precinct Opening and Closing Log*.

15.) Close and lock the Printer Housing Cover.

16.) Go to the next Voting Machine and repeat steps (4) through (15) until you get to the last unit.

17.) On the last Voting Machine, stop at Step 9(j); leave the TSX Memory Card in the voting unit; return the Supervisor Card to its envelope in the Secure Memory Card Transport Bag; and proceed to next step.

Accumulating Totals, Printing Precinct Totals, and Exporting Results

1.) On the last TSX unit – touch the **Accumulator** button.
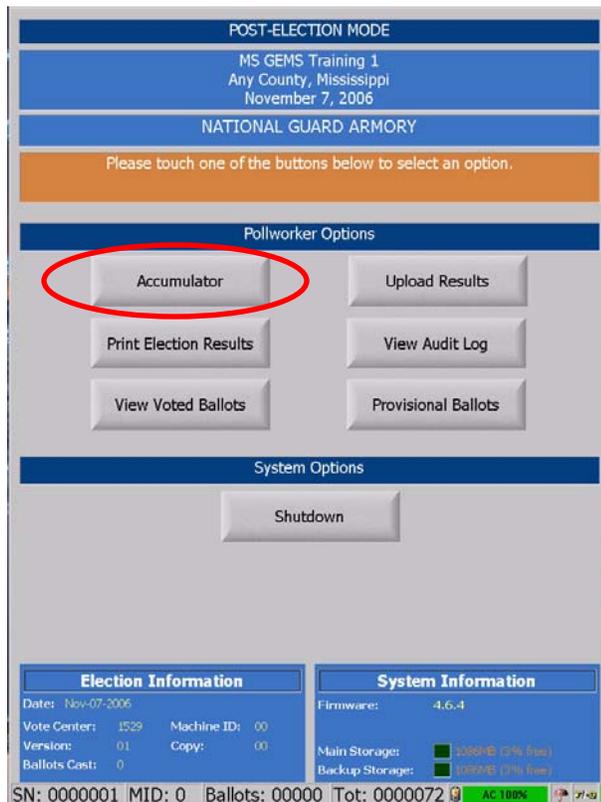
2.) The TSX Memory Card in the voting unit will automatically be loaded into the Accumulator. Do not remove the memory card until the machine displays **Operation complete; please remove the memory card.**

3.) Close the privacy panel on the left side. Verify the TSX unit seal numbers on the Form 730.3 - *Precinct Opening and Closing Log*.

4.) Remove the Election Data Compartment (Upper) Seal and attach it to the back of the Form 730-3 *Precinct Opening and Closing Log*. **Do not remove the lower seal.**

5.) Unlock the Election Data Compartment (Upper), press the black button, and remove the TSX Memory Card.

6.) Remove all cards from the Secure Memory Card Transport Bag and arrange in reverse order.

7.) Place the card from the last unit in the Secure Memory Card Transport Bag.
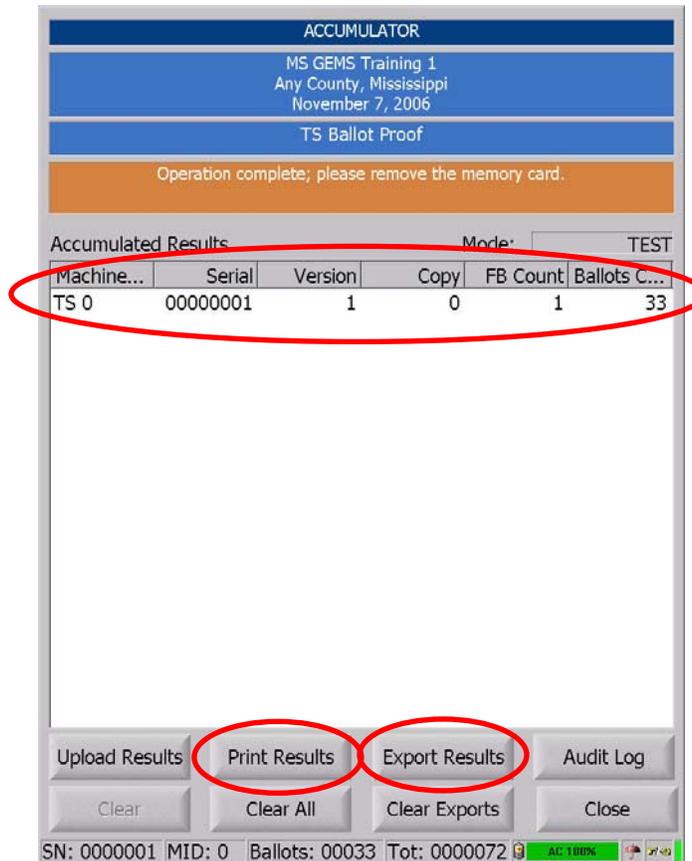
8.) Insert each TSX Memory Card (in reverse order), taking care to save the Unit 0 Memory Card for last. (NOTE: use care to avoid touching the "RED" power button when removing each memory card from the machine.)

9.) As each Memory Card is loaded, the message **Reading Memory Card, Please Wait** will be displayed. The TSX Memory Card will automatically be loaded into the Accumulator.

10.) Once each Card is read, the message **Operation complete; please remove the memory card** will be displayed.

11.) Remove the TSX Memory Card and place it in the Secure Memory Card Transport Bag.

12.) Repeat steps 9 – 12 until you have inserted the last TSX Memory Card – this should be the Unit 0 Memory Card.

13.) Check the list on the Accumulator Screen to make sure each Memory Card is listed.

14.) With the Unit 0 Memory Card in the voting unit:

a.) Touch the **Print Results** button at the bottom of the Accumulator Screen.

b.) Touch **OK** on the Accuview Printer Notification Screen.

c.) Touch **No** to **Print Write-ins?** (you will only see this message if write-in votes have been cast) and **Yes** to **Print Long Report?**

d.) The Long Report will print.

e.) At least two Poll Managers will sign and post the report on the wall of the precinct.

f.) Touch **Yes** to **Need Another Copy?** and touch **OK** on the AVPM Printer Notification Screen to print the next copy.

g.) At least two Poll Managers will sign and place the second report into the Secure Memory Card Transport Bag.

h.) Touch **NO** to **Need Another Copy?**

Leave the Memory Card for Unit 0 in the Voting Machine with the Machine turned on until the Export is complete.

1.) Touch the **Export Results** button at the bottom of the screen.

2.) Touch **OK** on the **Export Results Completed Screen**.

3.) Once completed, a message will display **Operation Completed, Please Remove Memory Card**.

4.) Touch **Close**.

5.) Touch **Shutdown**.

6.) You will receive the message **Are you sure you want to shut down this voting terminal?** Touch **Yes.**

7.) Close and lock the Printer Cover Module.

8.) Remove the memory card and place it in the Secure Memory Card Transport Bag.

9.) Close, lock and seal the Election Data Compartment and record the seal number in the **Upper Compartment Seal Number Column** of the Closing Procedures section on Form 730.3 - *Precinct Opening and Closing Log.*

Securing TSX Units

1.) Verify that all TSX memory cards and results tapes are in the Secure Memory Card Transport Bag (Note: Count your TSX Memory Cards – the total number of cards should equal the number of voting units in your precinct.)

2.) When all memory cards and Results Tapes are verified and in the Secure Memory Card Transport Bag, seal the bag with numbered plastic seal and record the seal on Form 710.2 - *Receiving/Returning Manager Receipt Form.*

3.) Seal the Secure Printer Canister Bag and record the seal number on Form 710.2 - *Receiving/Returning Manager Receipt Form.*

4.) Unplug the voting unit but leave the power cord draped over the unit.

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APPENDIX A - **TSX QUICK REFERENCE GUIDES**
- Delivery/Return Instructions
- Opening Quick Reference Guide
- Closing Quick Reference Guide

APPENDIX B - **FORMS**
- Form 710.2 – R/R Manager Receipt Form
- Form 730.3 – Precinct Opening and Closing Log
- Form 740.2 – TSX Event Log
- Form 830.1 – Ballot Accounting Report

APPENDIX C - **CONDUCTING PRIMARY ELECTIONS**

APPENDIX D - **POLL MANAGER'S TOP TEN DO'S AND DON'TS**

APPENDIX E - **FREQUENTLY ASKED QUESTIONS**

APPENDIX F - **MISSISSIPPI STUDENT POLL WORKER PROGRAM**

APPENDIX G - **VOTER INFORMATION POSTER**

Appendix A: TSX Quick Reference Guides

- Delivery/Return Instructions
- Opening Quick Reference Guide
- Closing Quick Reference Guide

Delivery and Return Procedures for TSX Transporters

DELBERT HOSEMANN
Secretary of State

This document is intended for use by any individual vested with the authority to deliver and return TSX Units to and from their polling location. It is divided into six phases: the first three describe how to set up the TSX Units at their polling locations and the final three describe how to prepare the TSX Units for transport back to their storage facility.

TSX Overview

Black Handle

Inside Leg

Outside Leg

Outside Leg

Middle Support Rod
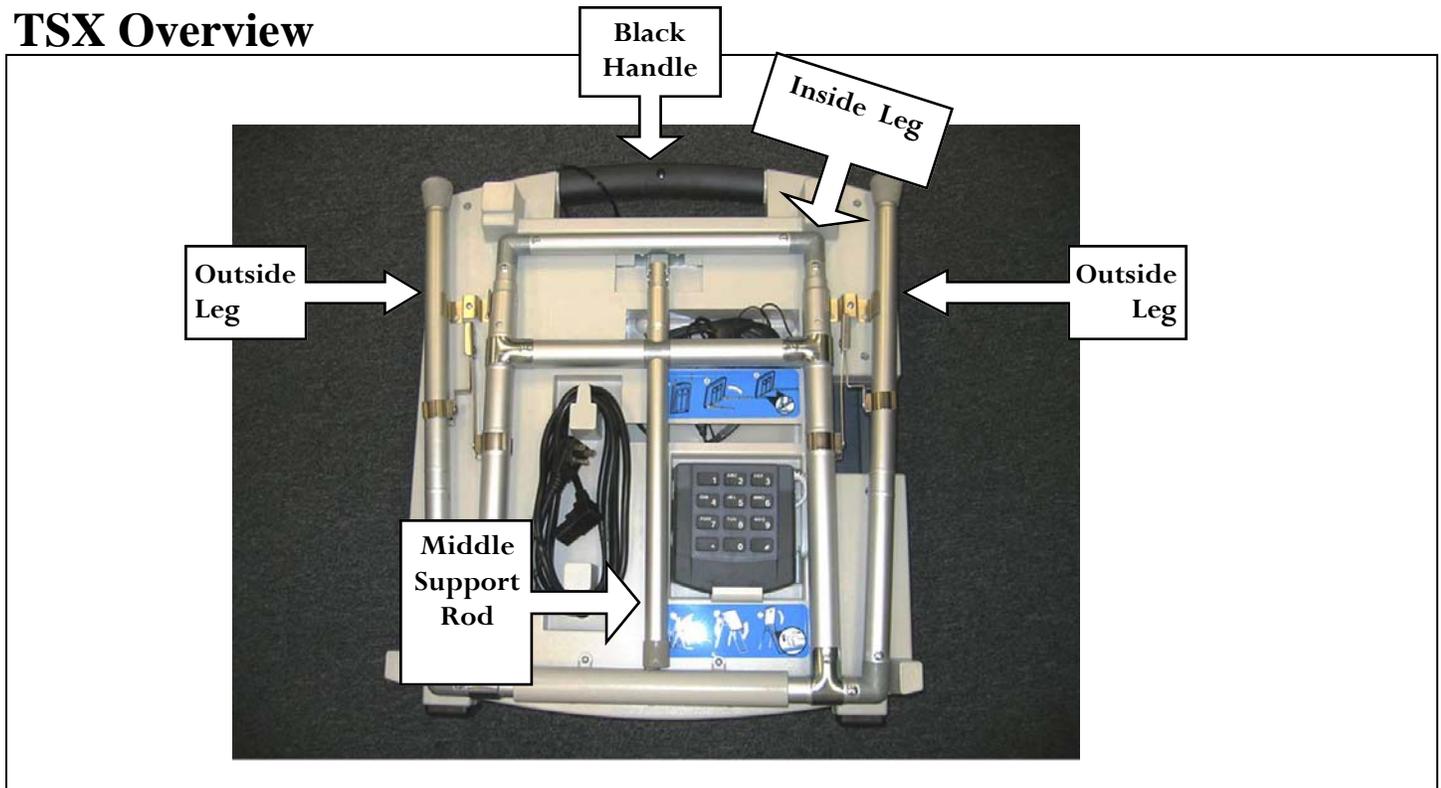
Phase 1: Setting Up the TSX Units

The following steps will guide you through the process of extending the TSX Unit's legs and setting the unit upright.
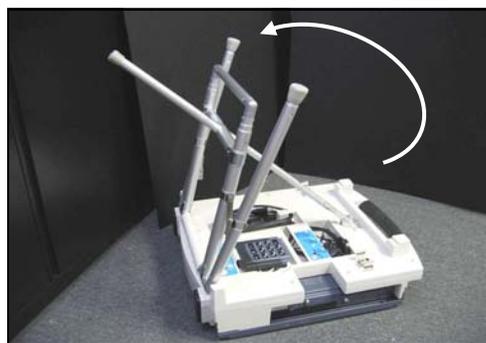
STEP ONE — With the TSX Unit face down on the floor, grip the inside leg and pull it away from the base. You will hear one click as it locks into place.
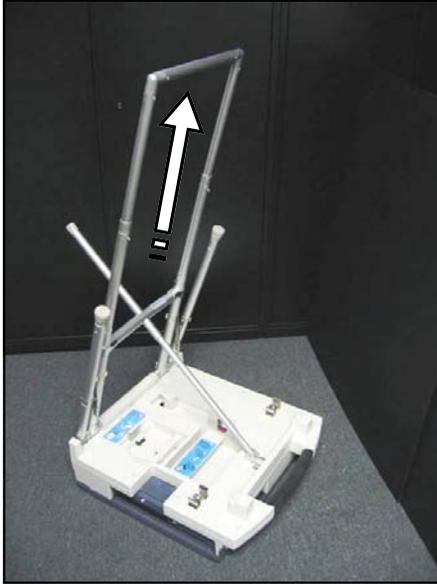
STEP TWO — Pull the inside leg all the way up, until it clicks into place. You will hear two clicks.

STEP THREE — Pull the outside legs all the way up, until they click into place.
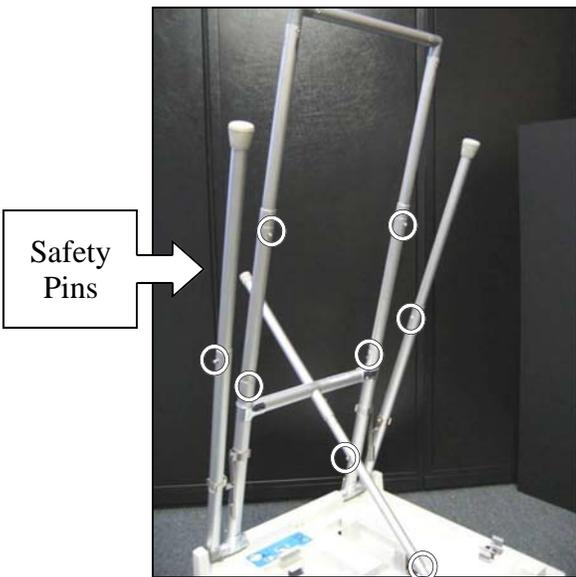
Safety Pins

STEP FOUR — Make sure your machine is secure. Check that all the safety pins have locked into place. There are eight total safety pins: one on each outside leg; four on the inside support bar and legs; and two on the center support rod.

STEP FIVE — Now, pull the outside legs away from the unit. The legs and inside support bar will form a "V" shape. Further secure the machine by making sure the leg brackets are straightened.

Leg Brackets

Safety Pin
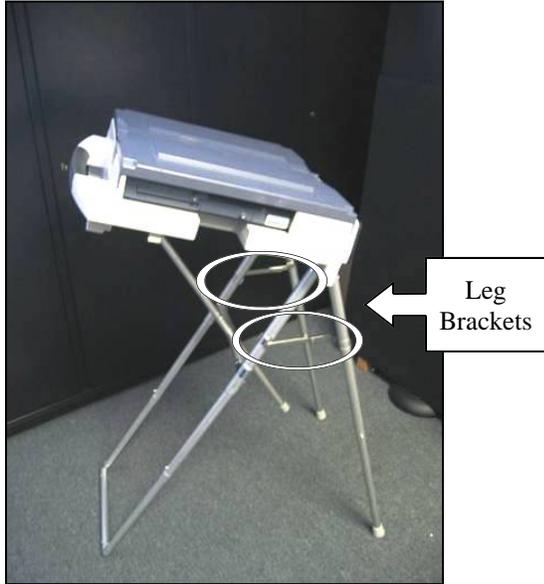
STEP SIX — Two individuals, one at each side, should now carefully pick up the unit and turn it upright. Hold the unit by putting one hand on the black handle and one on the base. The machine will now be standing on its legs. Double check that the leg brackets are secure.
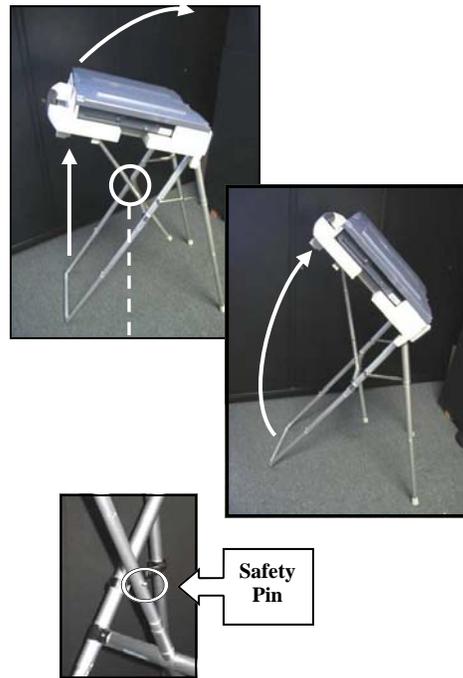
STEP SEVEN — Now, adjust the angle of the unit. Find the upper safety pin on the center support rod. Pull up on the black handle while pressing the middle safety pin. To reduce paper jams, do not set the machine in the full upright position.

Your unit's cord

Second unit "daisy chained"
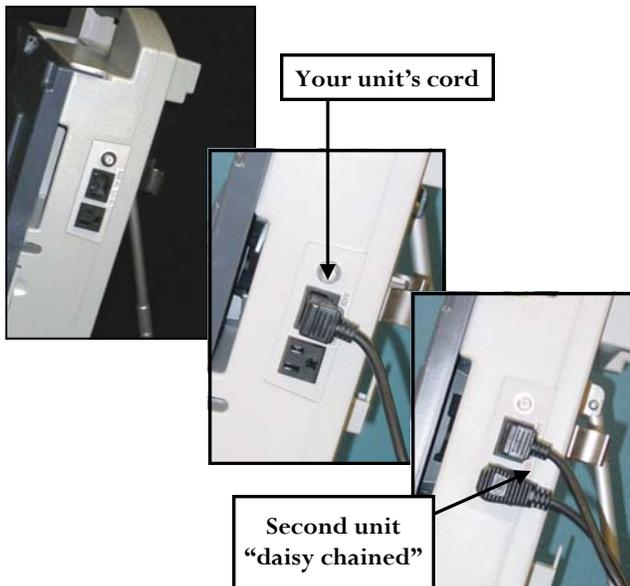
STEP EIGHT — Plug the power cord into a wall outlet. Then, on the right side of the unit insert the power cord. When multiple machines are present, daisy chain the units together. Verify that the units are plugged in using the top green LCD light located on the left hand side of the units.
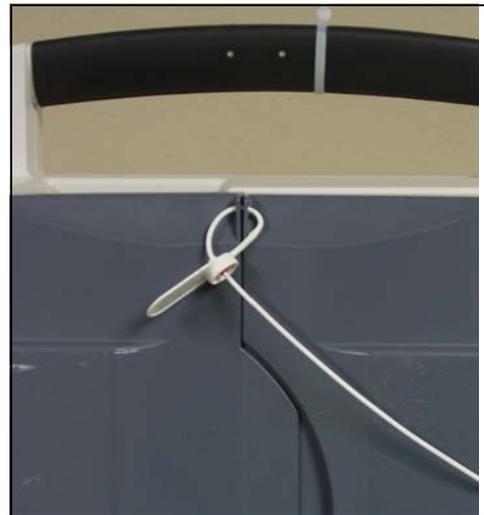
STEP NINE — Now remove the privacy panel seal. Then, open the privacy panels, revealing the unit's tablet.

Repeat this section for every TSX Unit assigned to the precinct, then continue to *Phase 2: Installing the VIBS Kit.*

Phase 2: Setting Up the VIBS Kit

VIBS Keypad

Headphones

The following procedure will be performed on one unit per precinct. This unit shall be placed with the other TSX units in a way that ensures wheelchair accessibility.
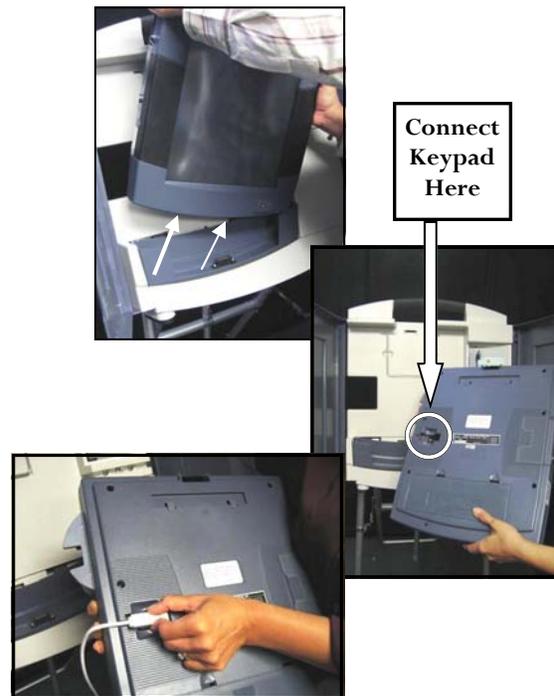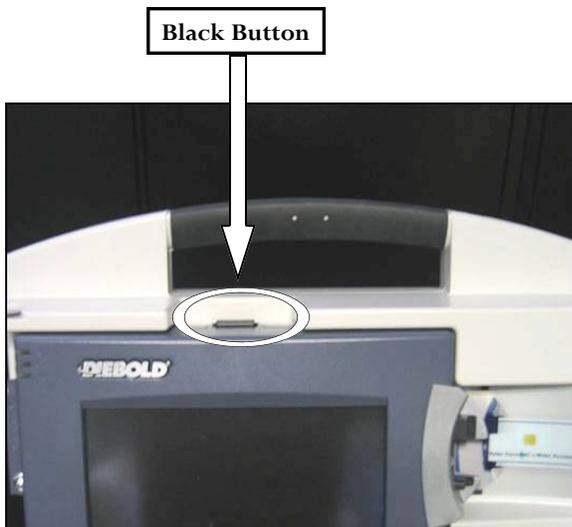
Black Button

Connect Keypad Here

STEP ONE — With the privacy panels opened, find the black button on top of the tablet. Press the button and pull the tablet towards you. You will now be able to see behind the tablet.

STEP TWO — With both hands, carefully lift the tablet out of the base. Turn it over so you can easily install the keypad. The cord will plug into the back of the tablet on the left side.   Notice the indentation where the cord fits.

Slot for keypad cord
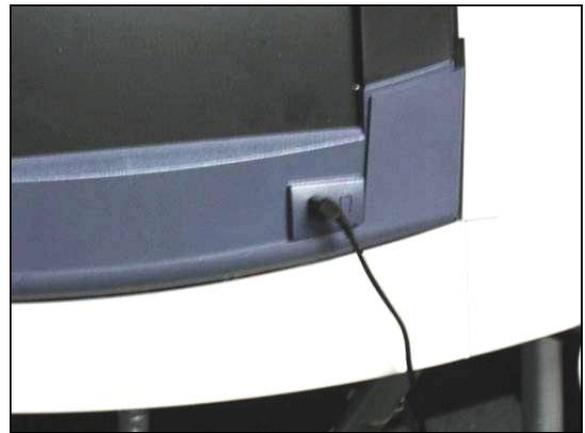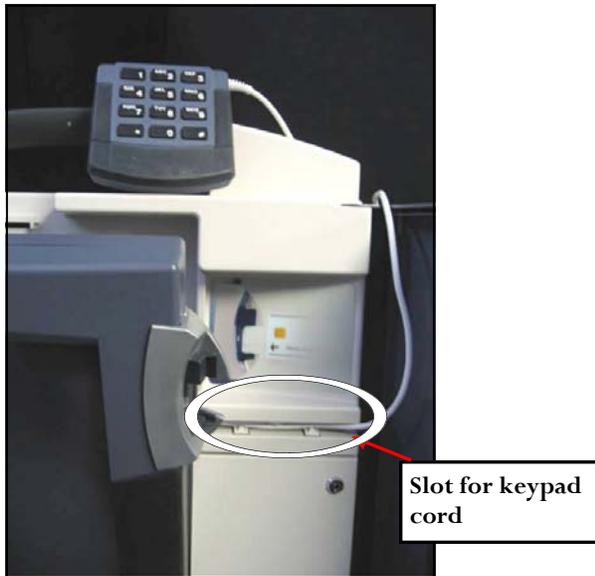
STEP THREE — With the keypad's cord plugged into the back, place the tablet back into the base. Feed the cord through the slot to the right of the tablet and place the keypad aside for now. (Place it on top of the machine as shown above.) The keypad will attach to the printer housing once it is installed.

STEP FOUR — Plug the headphones into the slot at the bottom right corner of the tablet. Also place the headphones aside once you've plugged them in.
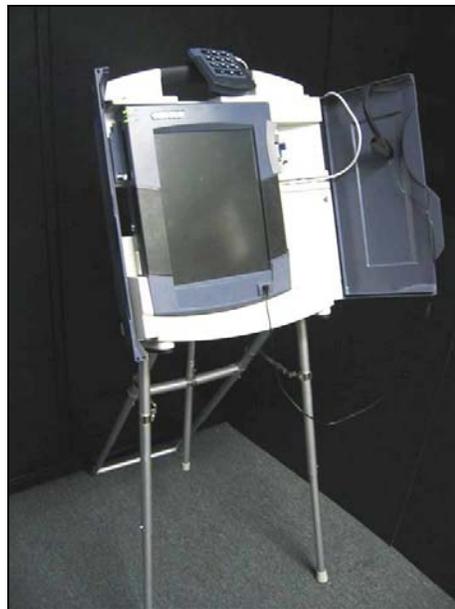
STEP FIVE — Now, continue *to Phase 3: Installing the Printer Housing.*

Before moving on, **be sure that all TSX Units are secure and cords are safely out of the path of travel.**

Phase 3: Setting Up the Printer Housing
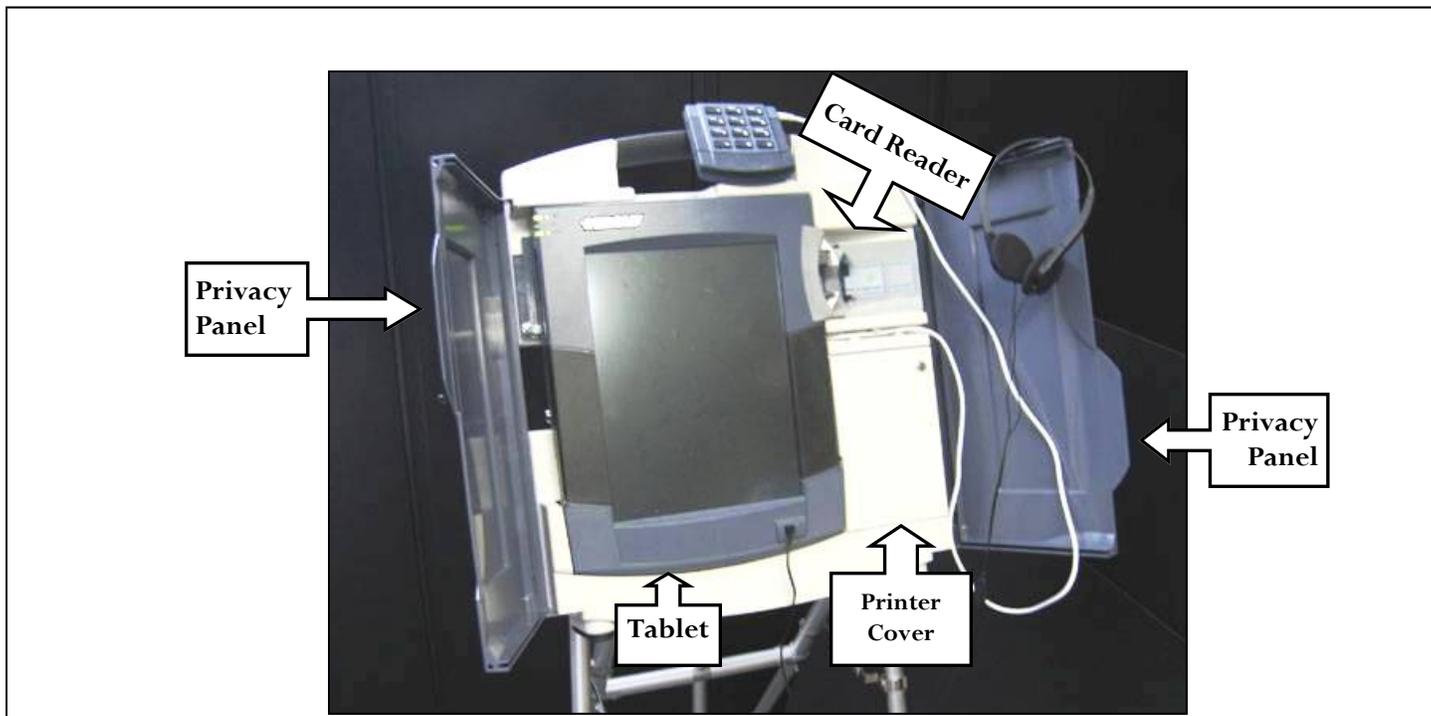
This section will instruct you on the next phase of set-up: installing the printer housing. It is important that the printer housing is installed properly to avoid issues when the polls are opened.

STEP ONE — Unlock and open the printer door. Observe unit's internal printer and its components.
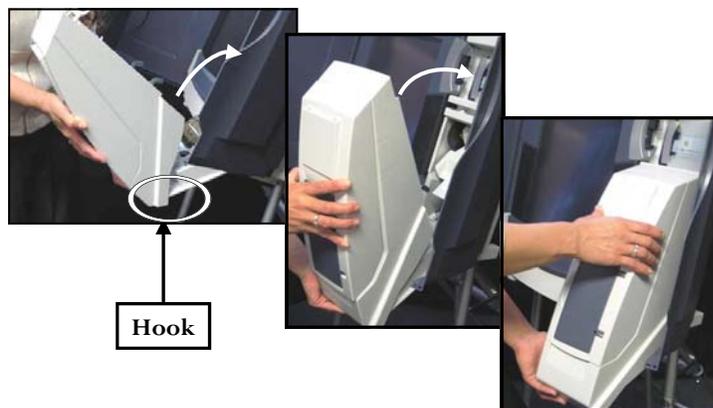
STEP TWO — Retrieve the printer housing. Notice the plastic "lip" at the bottom of the printer housing. Hook the "lip" to the top of the printer door (which is open) and push the top of the printer module to the unit. The printer housing should now fit snugly to the machine.

Press here till you hear a click
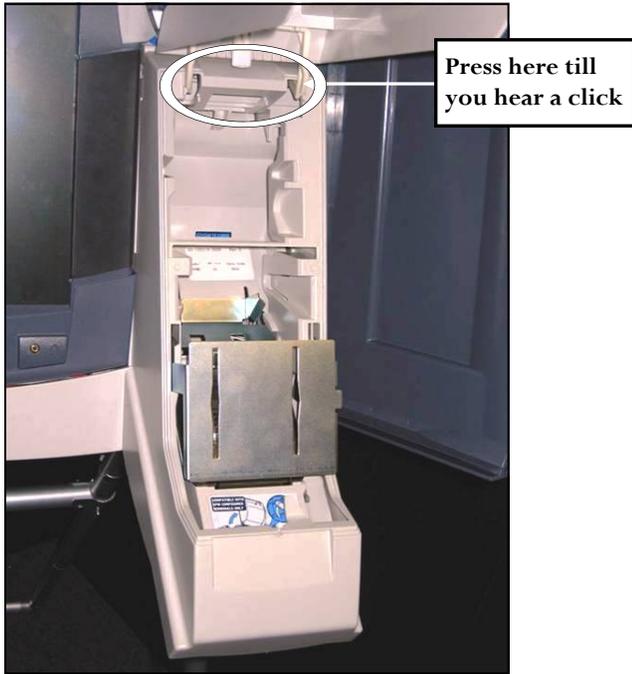
STEP THREE — Now, lift the printer housing cover. Find the plastic piece that says "*PRESS FIRMLY TO LATCH*" and press it in until you hear a click. (Push forward with your thumb.)

Movable Plastic Piece
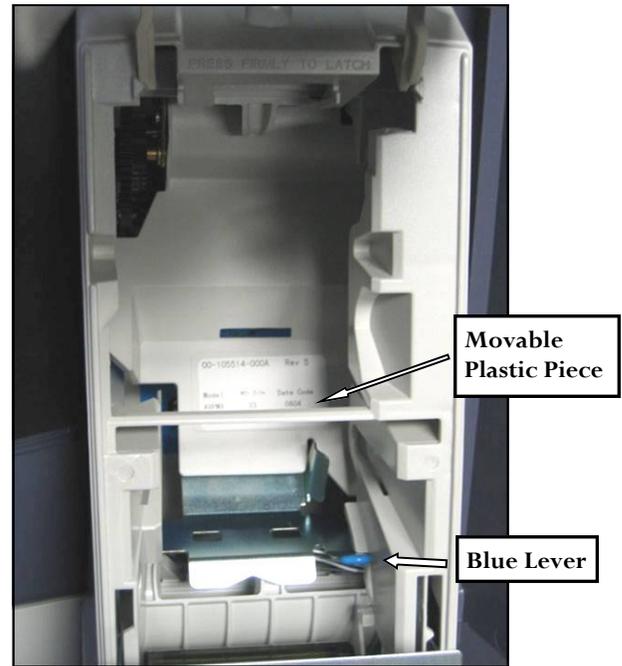
Blue Lever

STEP FOUR — Find the blue lever. Notice the movable plastic piece next to the blue lever. Push the lever towards the back of the machine.
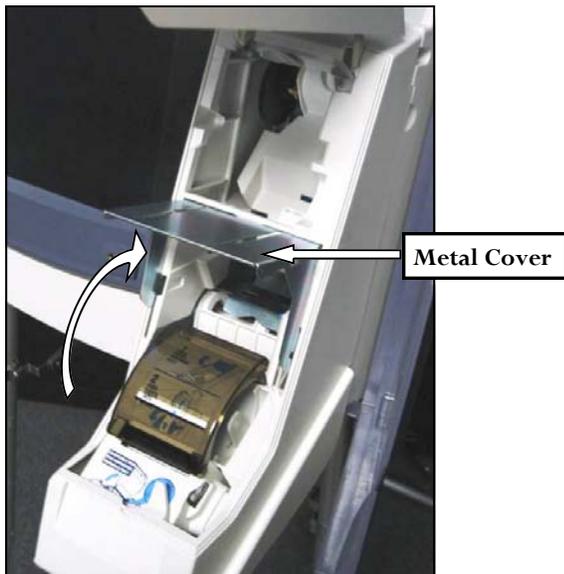
Metal Cover

STEP FIVE — Locate the metal cover at the lower portion of the printer module. Lift up the metal cover. This should expose the smoke-colored cover.

Smoke Colored Cover

Grey Paper Release Button
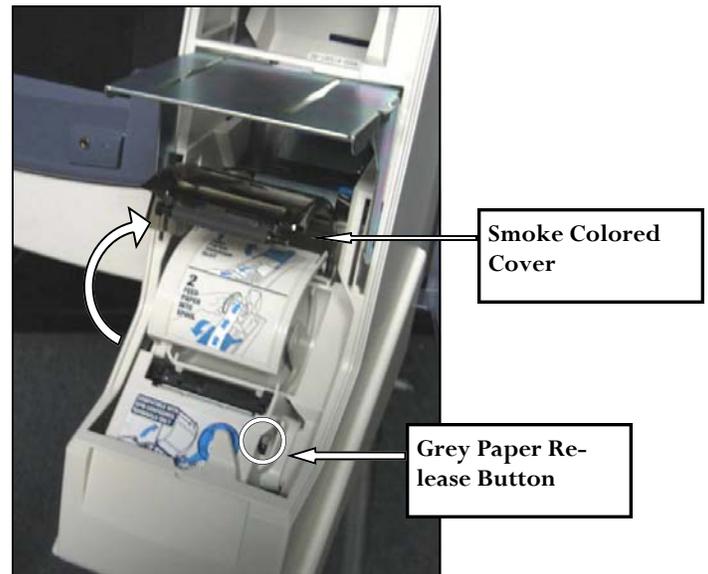
STEP SIX — Pop open the smoke-colored cover by pressing down on the gray paper release button located on the right side of the cover. You should now have both the metal and smoke colored covers raised.
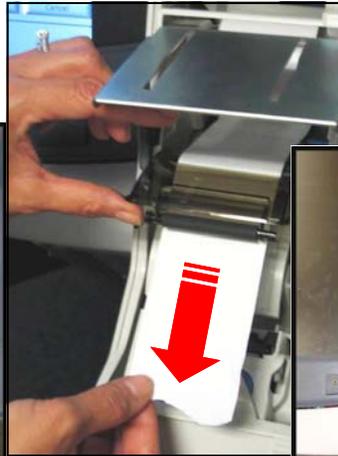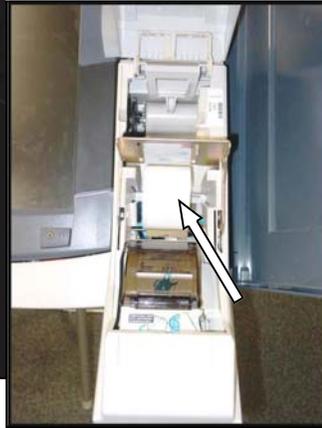
STEP SEVEN — Place a new roll of paper in a plastic spool and slide it into the center of the printer housing. When inserted in the unit, the paper should sit so the end of the paper comes out from the bottom of the roll and the large end of the spool is on the left hand side.

STEP EIGHT — Now, feed the end of paper under the metal cover and through the slot on the smoke colored cover. Allow the paper to extend for a few inches. Then, close the smoke-colored cover. You will hear a click when it is closed properly. Also, lower the metal cover over the smoke-colored cover.

STEP NINE — Repeat this section on all TSX Units assigned to your precinct.

Phase 4: Removing the Printer Housing
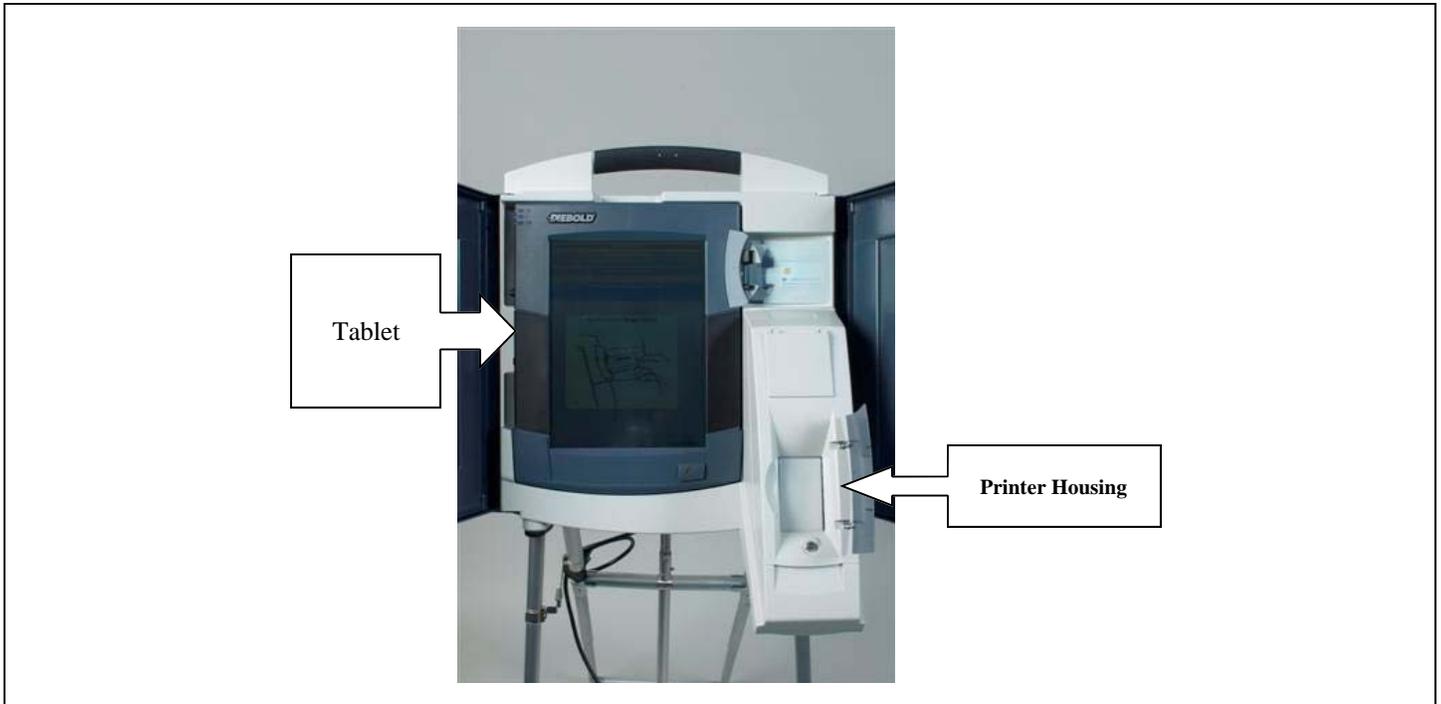
This section will guide you through removing the printer housing when it is time to transport the TSX Units back to their storage location.

STEP ONE — Unlock and raise the printer housing cover.
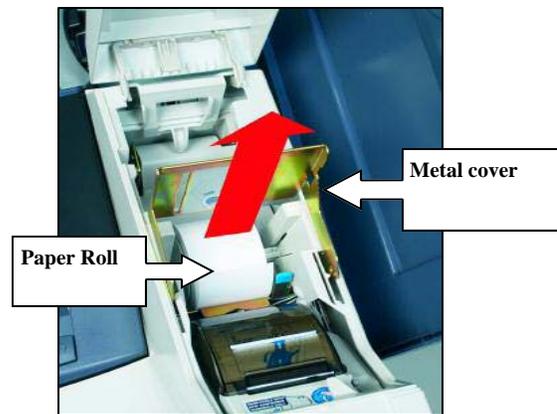
STEP TWO — Press the gray paper release button, lift the metal cover, and remove the paper roll from the printer housing. Press down on the smoke colored housing to lock it into place.

Blue Lever

Smoke Colored Cover
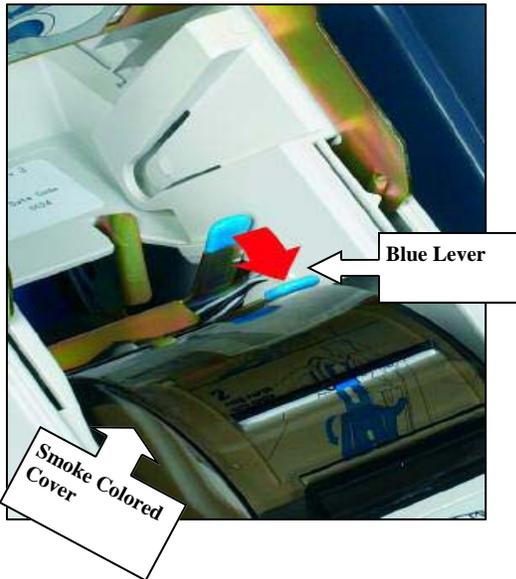
STEP THREE — Locate the blue lever behind the smoke colored cover and move it toward the front of the unit.

STEP FOUR — Locate the white latch at the top of the printer housing. Pull it to release the printer housing from the TSX Unit. Close the printer housing cover and remove it from the TSX Unit.

STEP FIVE — Close and lock the printer compartment and close the privacy panels.

Seal the privacy panels and record the seal number. Now, continue to *Phase 5: Removing the VIBS Kit.*

Phase 5: Removing the VIBS Kit

VIBS Keypad

Headphones
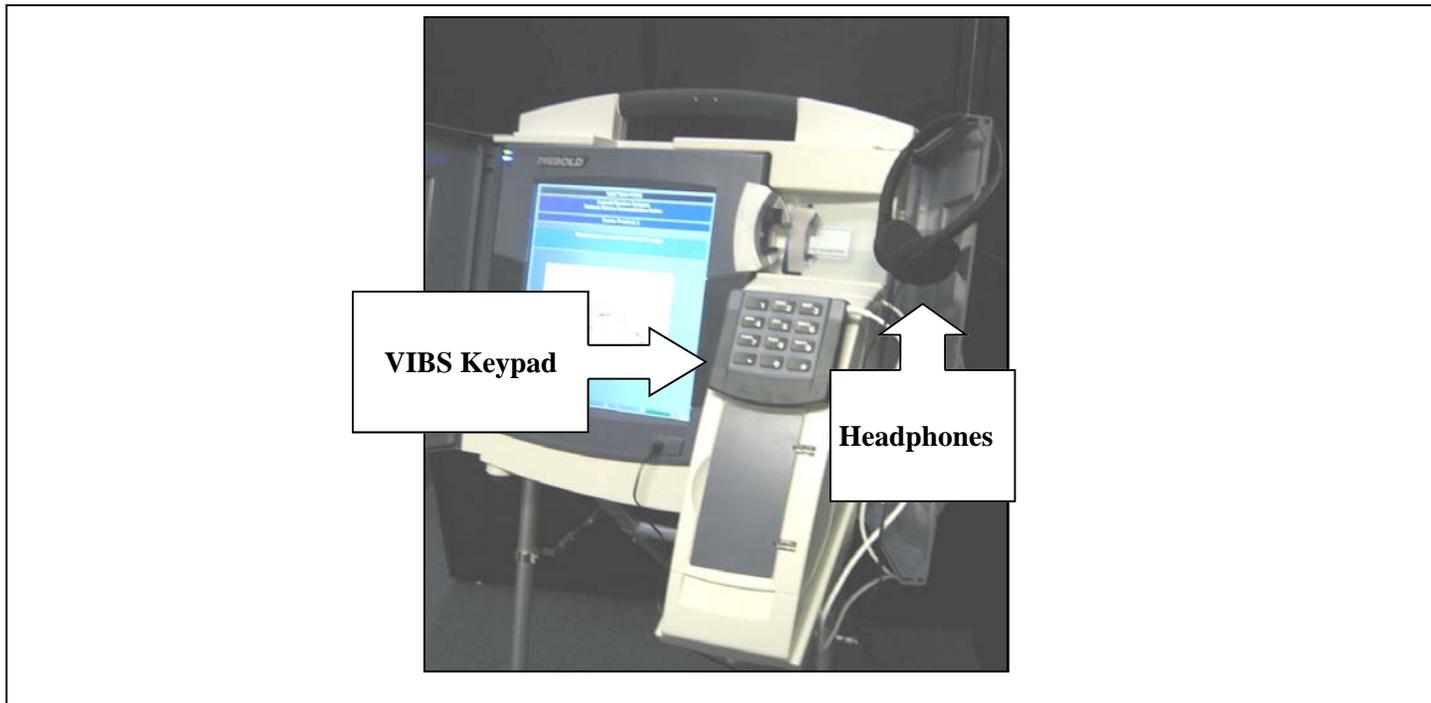
This section will guide you through removing the VIBS keypad and headset from the TSX Units
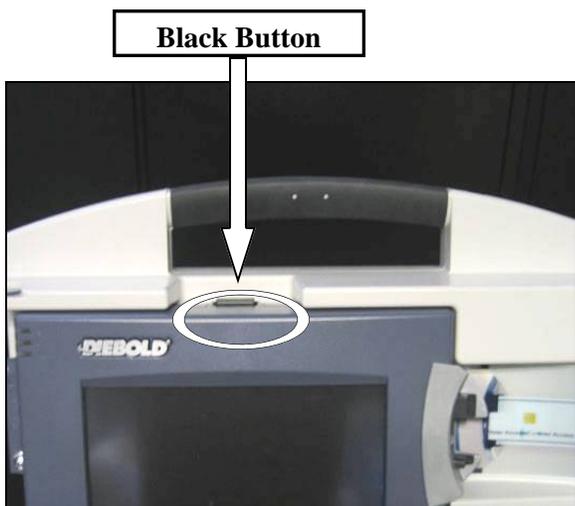
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Black Button

STEP ONE — With the privacy panels opened, find the black button on top of the tablet. Press the button and pull the tablet towards you. You will now be able to see behind the tablet.

STEP TWO — With both hands, carefully lift the tablet out of the base. Turn it over so you can easily see the keypad's cable where it plugs into the tablet. Remove the cable and place the tablet back in its base. Then removed the headphones and place them with the keypad. Now, **continue to** *Phase 5: Collapsing the Legs.*

Phase 6: Collapsing the Legs
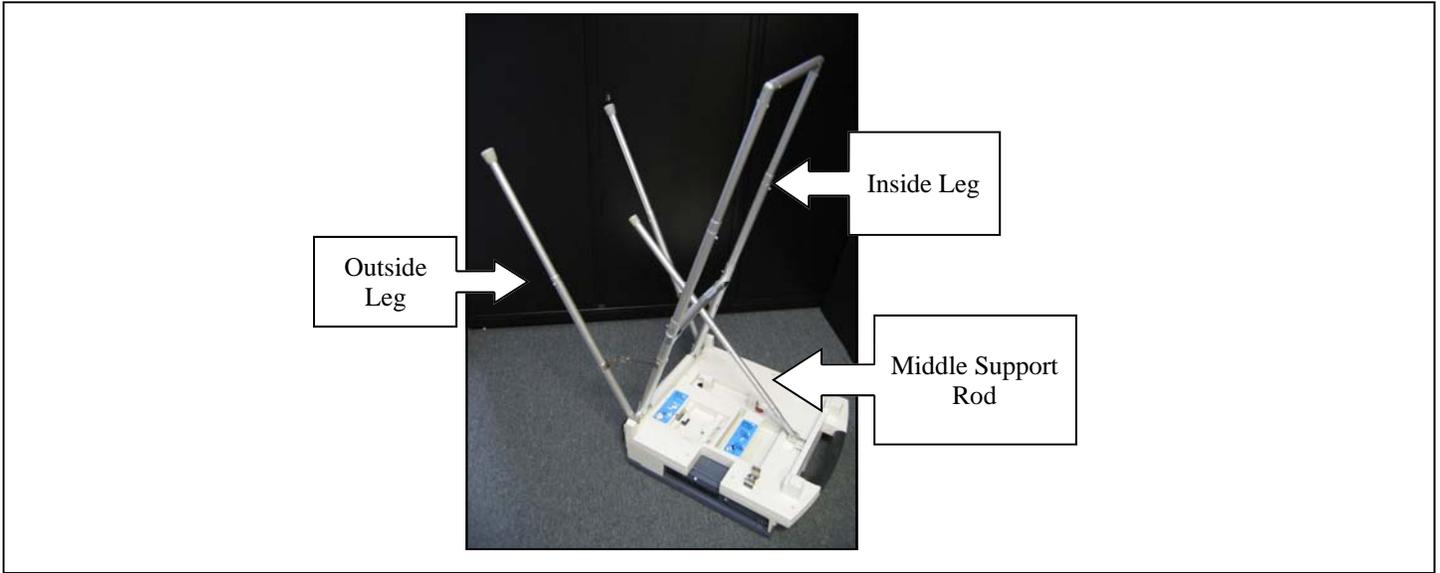
This section will detail how to collapse the TSX Unit's legs to prepare the unit for transportation.
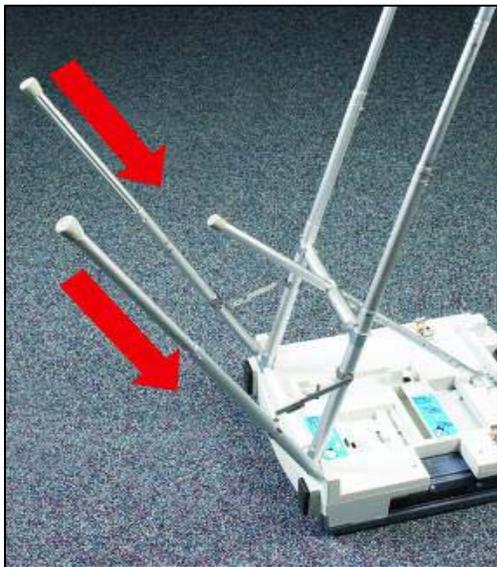
STEP ONE — Lay the TSX Unit face down on the floor and collapse the outer legs by pushing each safety pin in while you push the leg toward the floor.
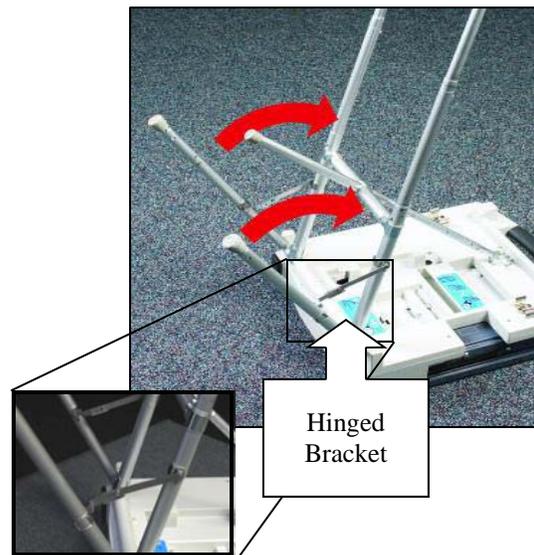
STEP TWO — Carefully collapse the hinged bracket by pushing down in the middle of each bracket. Then gently push the legs toward the rear of the unit stopping near the middle leg.
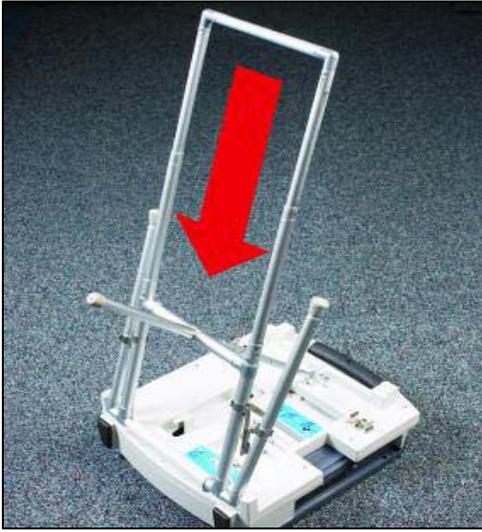
STEP THREE — Collapse the middle leg toward the unit by pushing down on the leg while pressing on the safety pins. Then, fold the assembly toward the tablet while pressing the remaining pins

STEP FOUR — Repeat phases four and five on each TSX Unit in the polling location.

The TSX Units and printer modules are now ready to be transported back to their storage facility.

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TSX OPENING PROCEDURES
For the Precinct Opening and Closing Manger

This guide is designed to direct Poll Managers through their precinct opening responsibilities on the TSX Voting System. The procedures are separated into three phases. The first will guide them through installing the memory cards and turning the TSX Units on. The second will instruct them to print your zero total reports, and the third will show them how to secure the TSX Units for voting.

Phase 1: Installing the Memory Card

The TSX Memory Cards will be transported to the precinct by the Receiving and Returning Manager in the Secure Memory Card Transport Bag. These simple steps will guide you through installing the memory cards in the proper TSX Units and turning the units on.

Election Data Compartment

Election Data Transfer Compartment. THIS WILL NOT BE REMOVED!

Unlock Election Data Compartment
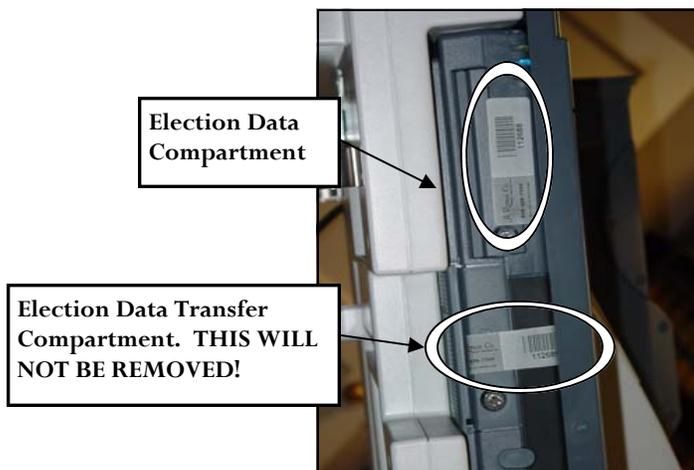
STEP ONE — Inspect the seals on the TSX Unit. If the seal numbers are not already on the form, record both the Election Data Compartment (Upper) Seal number and the Election Data Transfer Compartment (Lower) Seal number on Form 730.3,

the *Precinct Opening and Closing Log*. **Remove the upper seal and apply it to the back of the form. DO NOT REMOVE THE LOWER SEAL!** Then, use the barrel key to unlock and open the Election Data Compartment.

Machine:

Lock

STEP TWO—Remove the seal from the Secure Memory Card Transport bag and match a memory card with its corresponding TSX Unit based on the Machine number. Insert the memory card into the TSX Unit until it clicks into place.

STEP THREE — Open the left privacy panel to confirm AC power. This will be indicated by the top green light on the left hand side of the TSX unit. Then, unlock and open the printer housing cover. The lock is located under the plastic viewing cover on the front of the printer

Red Button

Loading Election
Logging Startup
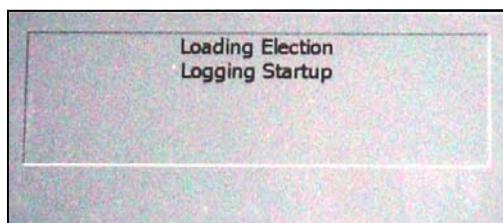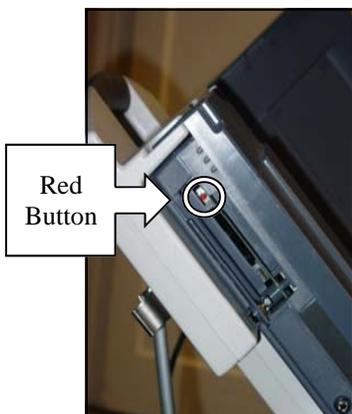
STEP FOUR—Turn the TSX Unit on using the red power button in the upper memory card compartment. Then open the left privacy panel to verify that the unit boots up and displays the message **LOADING ELECTION**.

After completing steps 1-4, continue to the next section, *Phase 2: Printing Zero Reports.*

Phase 2: Printing Zero Reports

The zero report is examined by the Poll Managers to ensure that there are no votes on the TSX Units at the beginning of Election Day. You will print two of these reports: one to post on the precinct wall for public examination and another to roll into the Secure Canister as part of the record of the election.

"Install Printer Hardware"

"Printer Test Passed"
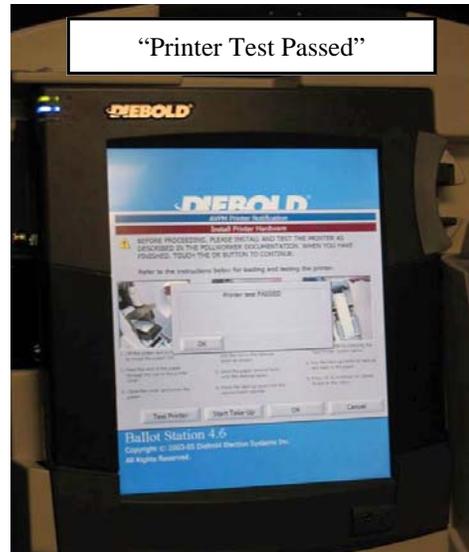
STEP ONE— To print the **Zero Report** follow these easy steps:

1. Verify that the paper is loaded correctly and the smoke-colored cover is closed.
2. A screen will appear that says, **Install Printer Hardware**—press **TEST PRINTER**.
3. The printer will begin working; after a few seconds it will stop and say, **Printer Test Passed**. Touch—**OK**. After the test tape has finished printing, tear it off.
4. Now, press **OK** again to start printing the report; it will take a few seconds.
5. Once the **Zero Report** finishes, the unit will ask, **Need another copy?** - Continue to Step 2**.**

Printing Zero Report

"Need another copy?"
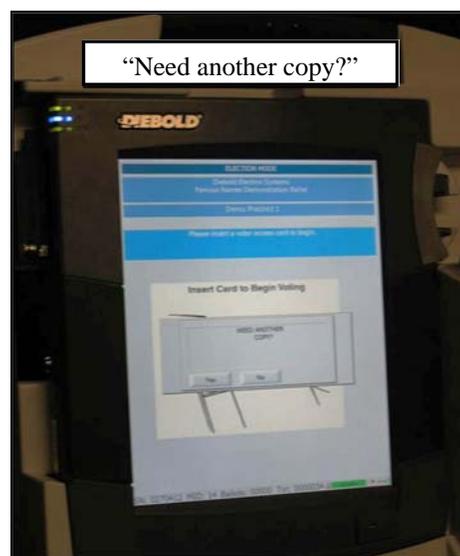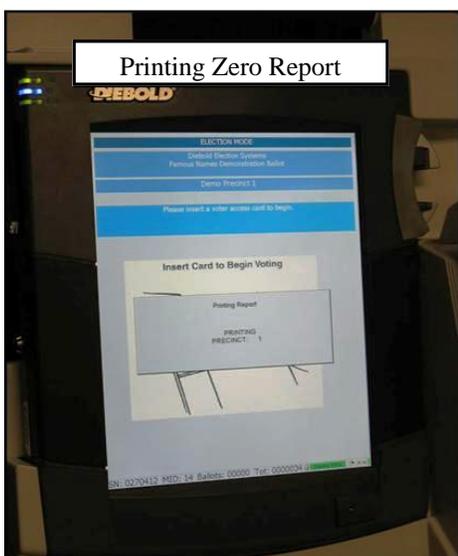
```
WE, THE UNDERSIGNED,
DO HEREBY CERTIFY THE
ELECTION WAS CONDUCTED
IN ACCORDANCE WITH THE
LAWS OF THE STATE


****          SIGNATURES        *

……………………………………...

……………………………………...

……………………………………...

……………………………………...

……………………………………...
```


Need another copy?
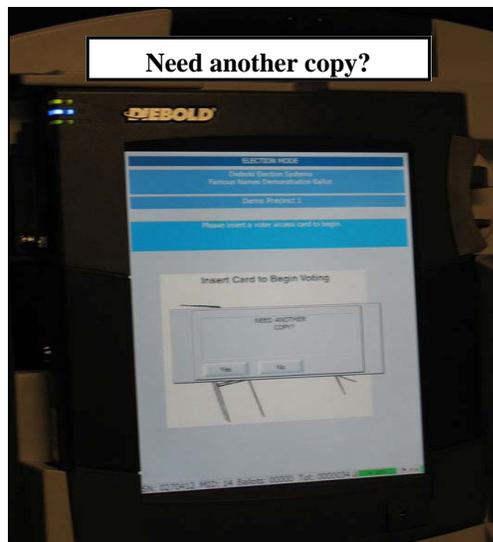
STEP TWO— Carefully tear off the **Zero Report**. Two poll managers must sign the **Zero Report** on the lines provided. Post this copy on the wall of the precinct.

STEP THREE — On the TSX Unit, touch **YES** to print the second copy of the zero report. The **AVPM Printer Notification Screen** will be displayed. Touch **OK**.

Metal Plate

Gray Paper Release Button
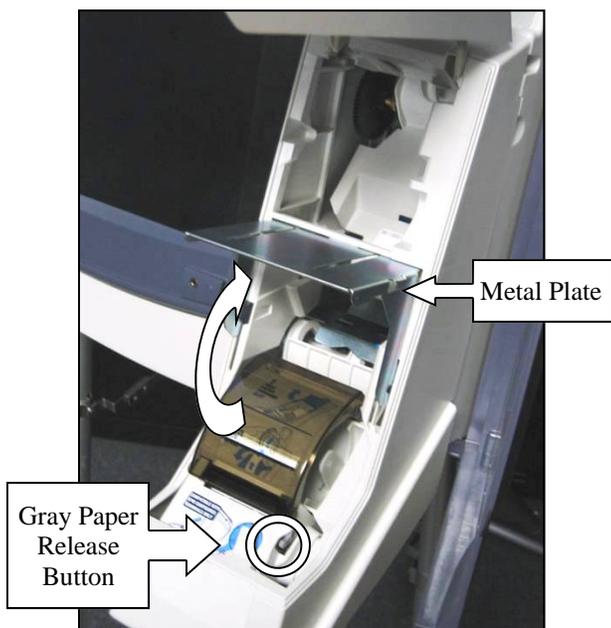
STEP FOUR — If the zero report is long enough to be inserted into the secure canister (about 18 inches) continue to step six**.** Otherwise l**ift the metal plate and press the gray paper release button to release the smoke colored cover.**

STEP FIVE— Pull enough paper out so that the total length is about 18 inches. Then, press down on the smoke colored cover to latch it and lower the metal plate

CONTINUED ON NEXT PAGE
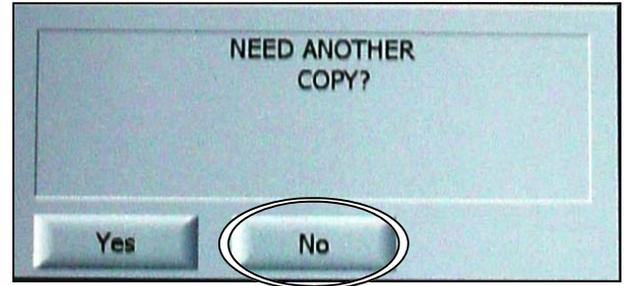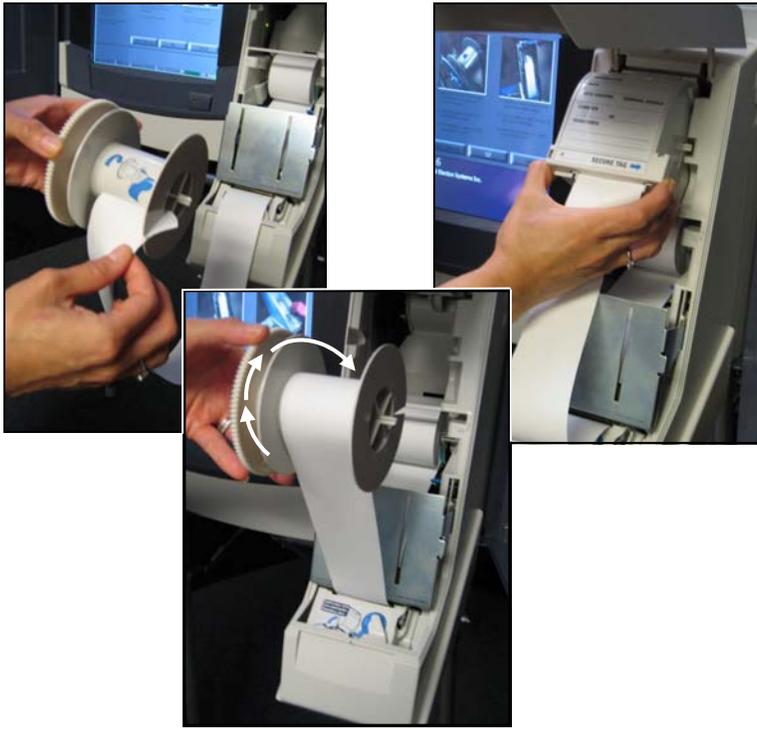
STEP SIX — Open the secure canister and remove the take up spool. Thread the paper into the spool and roll the paper around the spool two or three times in the direction indicated. Reassemble the secure canister and replace it in the TSX unit.

STEP SEVEN— Touch **NO** on the screen to the **NEED ANOTHER COPY?** message.
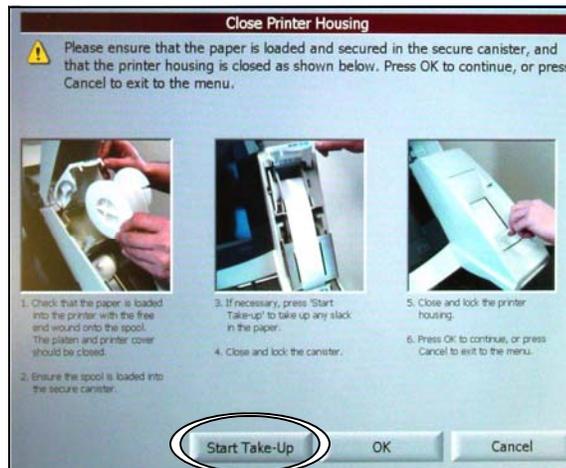
STEP EIGHT— Touch the **Start Take Up** button. The paper will advance until the signature lines are visible. Two poll managers must sign the **Zero Report** on the lines provided. <u>**Do not tear this report off.**</u>

Complete steps 1-8 and continue to the next section, *Phase 3: Securing the TSX Units for Voting.*

Phase 3: Securing the TSX Units for Voting

The security of the TSX Units assigned to your precinct is critical to the integrity of the election. Follow the steps listed below to secure your TSX units for voting.

Lock

STEP ONE —Remove the secure canister from the AVPM and place a tamper tape seal over the seam on the right hand side of the canister. Record the seal number on the *Precinct Opening and Closing Log*. Replace the canister in the printer housing cover.
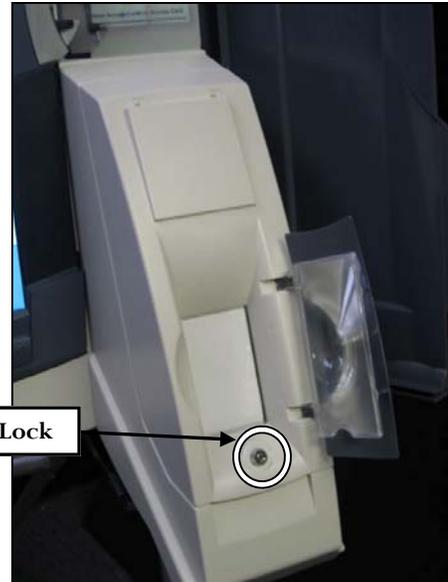
STEP TWO — Close the printer housing cover and lock it. The lock is located under the plastic viewing cover on the front of the printer housing. Press **OK** to ready the unit for voting.

STEP THREE — Close, lock, and seal the Election Data Compartment (Upper). Then record the seal number on the *Precinct Opening and Closing Log*.

STEP FOUR—Congratulations! You finished setting up your TSX unit! If you are using a VIBS kit with this unit, clip the keypad to the outside of the printer module cover and verify that the headphones are plugged in. Also, don't forget to record the statistical information from the bottom of the screen on the *Precinct Opening and Closing Log.*

DELBERT HOSEMANN
Secretary of State

Ballots

SN: 0209578 | MID: 13 | Ballots: 00000 | Tot: 0000226 | Charging 100%
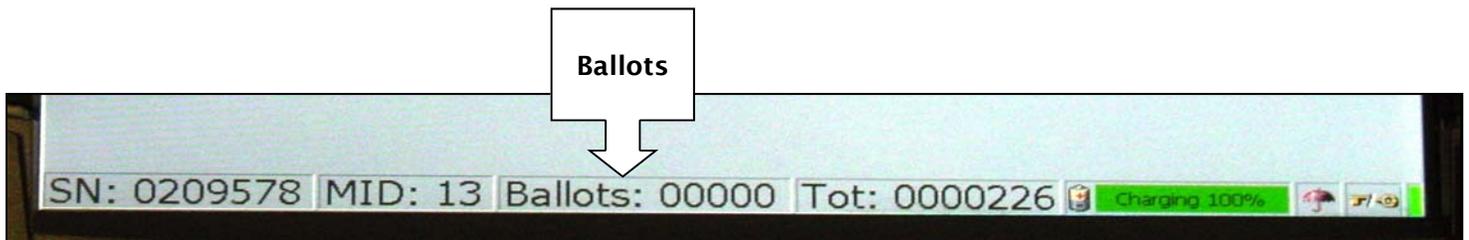
STEP ONE — Record the final ballot reading from the bottom of the screen onto the *Precinct Opening and Closing Log*. **NOTE: The sum of each of the "Ballots" fields from the TSX Units should equal the number of signatures in the Receipt Book.** Remove the Supervisor Card from the Secure Memory Card Bag and then insert it into voting machine Unit 0 (remember to return the Supervisor Card to the Secure Memory Card Transport Bag after you have ended the election on the last voting machine).

STEP TWO — . Enter the PIN and touch **OK**. After the Supervisor Card pops out , remove it from the voting machine. The **Post Election Mode** screen will be displayed.
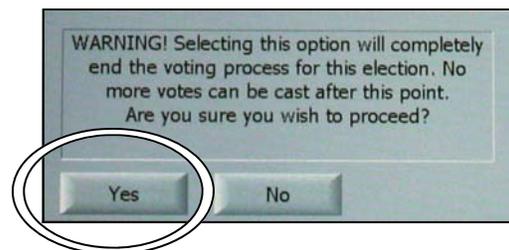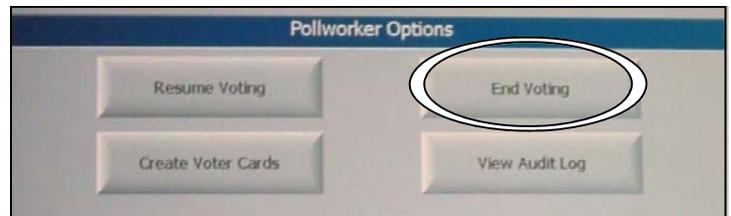
STEP THREE— Touch **End Voting**. A warning message will be displayed. Touch **Yes**.

Complete steps 1-3 for all voting machines assigned to your precinct. Then verify that the Supervisor Card has been returned to the Secure Memory Card Transport Bag and continue to the next section, *Phase 2: Reporting*.

Phase 2: Reporting
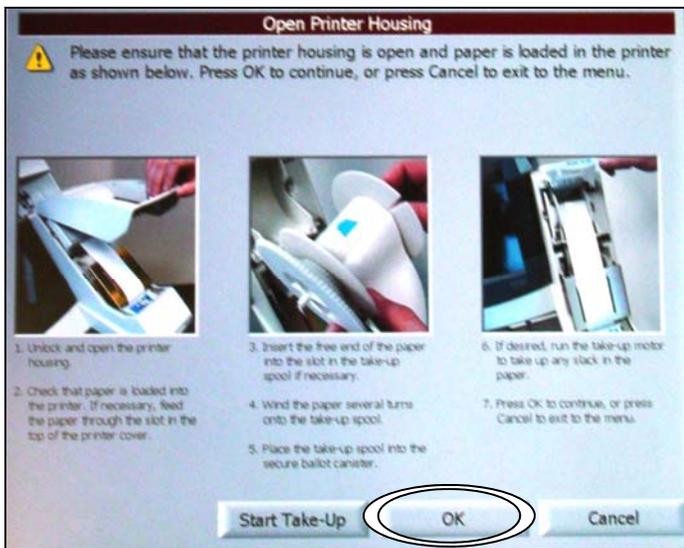
STEP ONE — The **Open Printer Housing** screen will be displayed. Unlock and open the printer housing cover and touch **OK**.
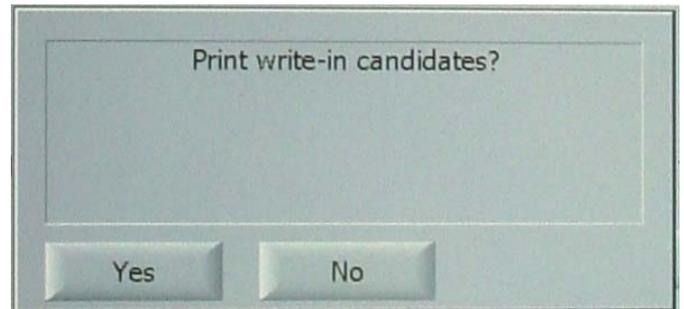
STEP TWO — If a write in candidate has been voted during Election Day the TSX Unit will display **Print write-in candidates?** If an official write in candidate has been designated , touch **Yes** to print write in candidates. Otherwise, touch **No**.
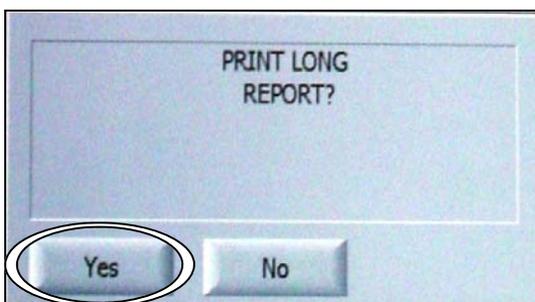
STEP THREE — Print Long Report? will be displayed. Press **Yes**. After the report finishes printing, and has been signed by two poll managers, tear the paper under the last signature line, and feed it into the secure canister so that no paper is visible. Then, place the canister in the Secure Canister Transport Bag.
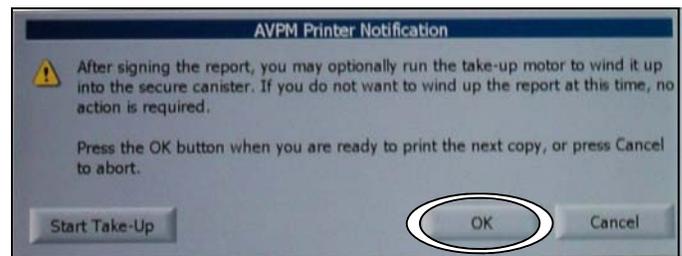
STEP FOUR — The TSX Unit will ask if you need another copy. Touch **Yes**. Then touch **OK** on the **AVPM Printer Notification Screen** to print the report. After the report has been signed by two poll managers it must be torn off of the printer and placed into the Secure Memory Card Transport Bag.
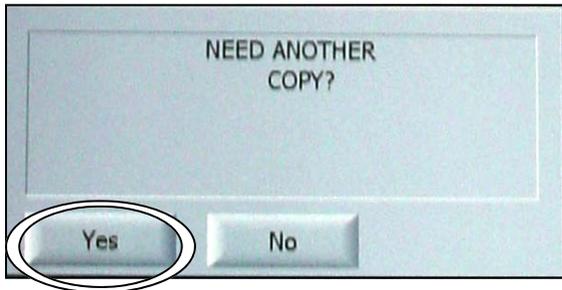
STEP FIVE — Repeat step four to print a third copy of the totals report. This report must be signed and posted at the precinct.
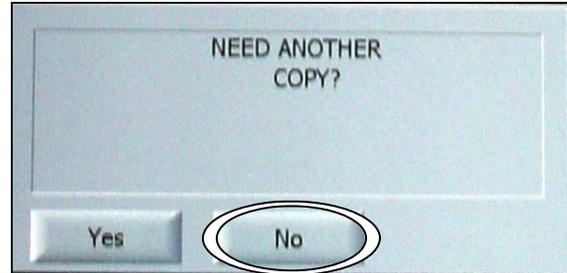
STEP SIX — Touch **NO** to **Need Another Copy?**
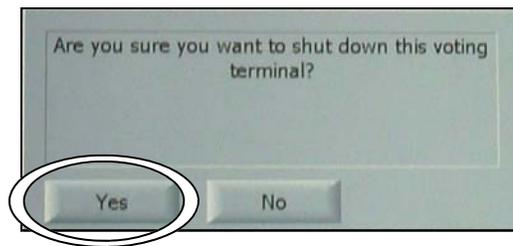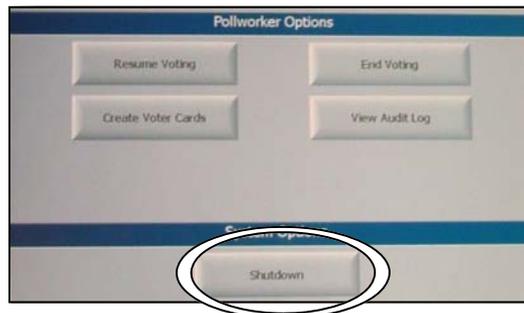
STEP SEVEN — If the voting machine does not have the highest Machine ID Number touch S**hutdown**. When the machine asks if you are sure you want to shut down the terminal, touch **YES**.

Complete steps 1-7 for all voting machines assigned to your precinct. Then continue to the next section, *Phase 3: Accumulating the Results*.

Phase 3: Accumulating the Results

Election Data Compartment (Upper) Seal

Election Data Transfer Compartment (Lower) Seal
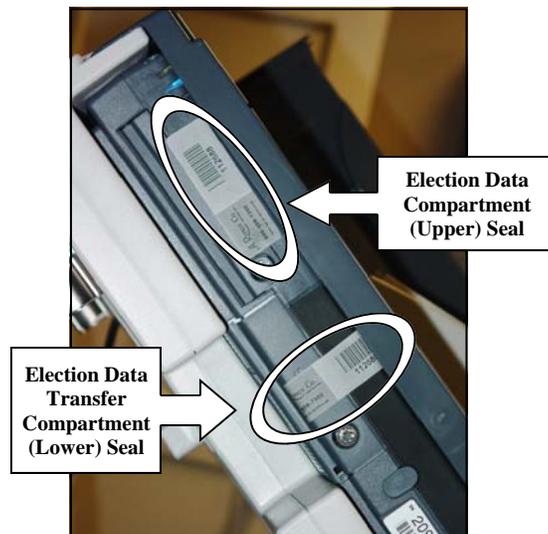
STEP ONE — Record both the Election Data Compartment (Upper) Seal number and the Election Data Transfer Compartment (Lower) Seal number on the *Precinct Opening and Closing Log .*

Election Data Compartment (Upper) Seal

Black Button
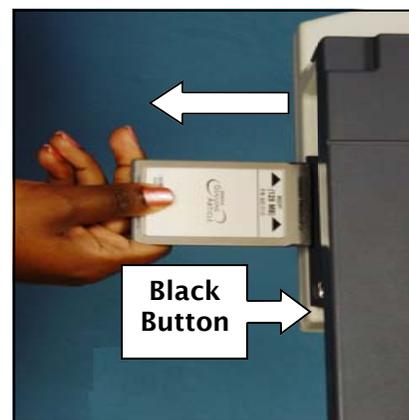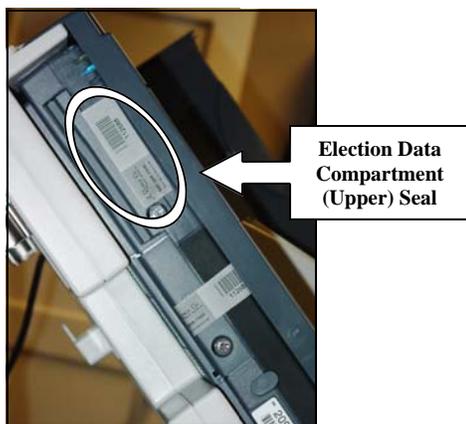
STEP TWO — Remove the upper seal and place it on the back of the *Precinct Opening and Closing* Log. Then, open the Election Data Compartment using the barrel key. **Do not remove the lower seal.**

STEP THREE — Skip this step on the last voting machine.

Remove the memory card by pressing the black button located next to the memory card. Close and lock both the printer housing cover and the Election Data Compartment. Reseal the compartment and record the seal number.

Black
Button

STEP FIVE — On the last voting machine touch **Accumulator**.

The results will load automatically.
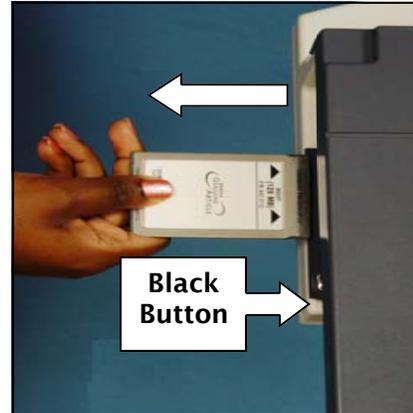
STEP SIX — After the results are loaded, remove the memory card from the voting machine by touching the black button located next to the memory card. Place it in the Secure Memory Card Transfer Bag.
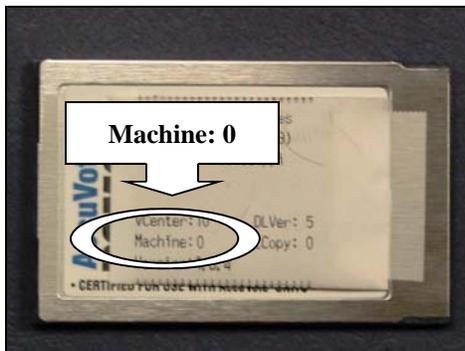
Machine: 0

STEP SEVEN — Organize the remaining memory cards into numerical order. Insert each memory card into the voting machine **making sure that the memory card labeled Machine: 0 is the last one inserted into the TSX Unit.**

On all cards besides Machine: 0:
When the screen displays **Operation Completed, Please remove the Memory Card** remove the memory card and place it in the Secure Memory Card Transport Bag.
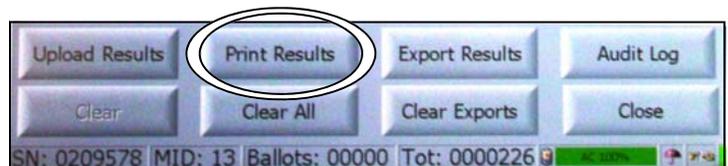
STEP EIGHT — Verify that the Machine: 0 memory card is in the unit. This card will remain in the TSX Unit until the accumulation process is completed. Touch **Print Results**
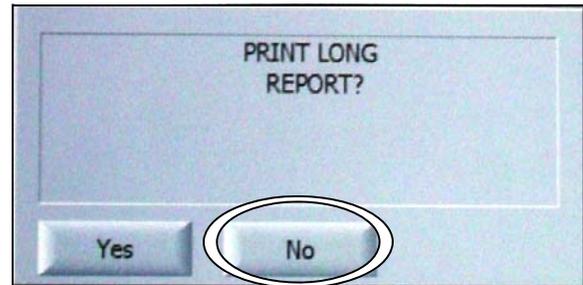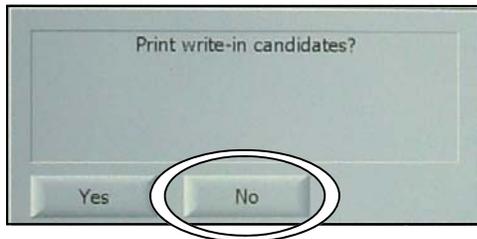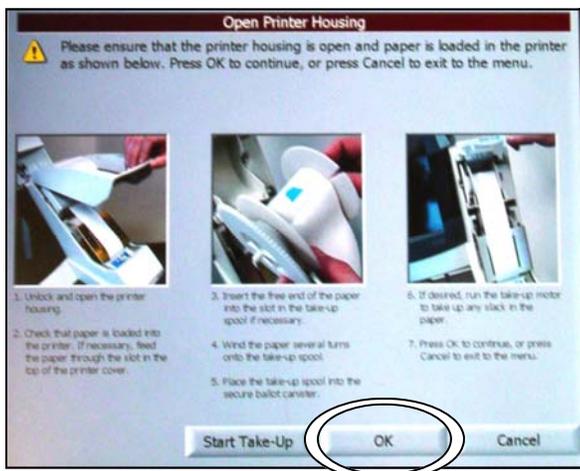
STEP NINE— When the **Open Printer Housing** screen appears, touch **OK**.
If any write in votes have been cast on a TSX Unit in your precinct, the unit will prompt you to print Write ins. Touch **NO**.

STEP TEN — When the voting machine asks to print a long report touch **NO**. After the report finishes printing, tear it off, sign it, and post it on the wall of the precinct.
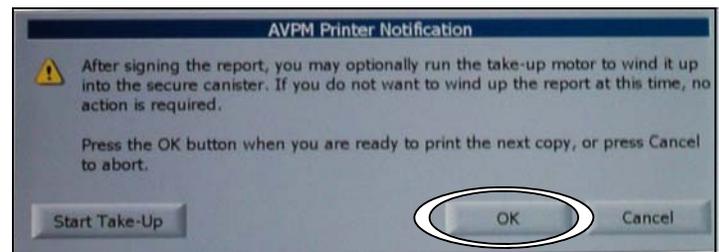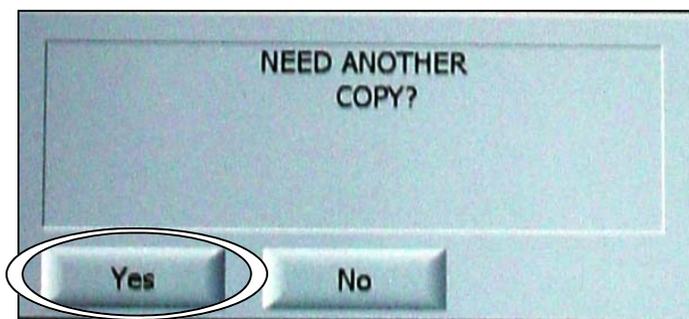
STEP ELEVEN — When the voting machine prompts you to print another copy touch **Yes**.

STEP TWELVE — When the *AVPM Printer Notification* screen **appears**, touch **OK**.
After the report finishes printing, it should be signed by two poll managers and placed in the Secure Memory Card Transport Bag.
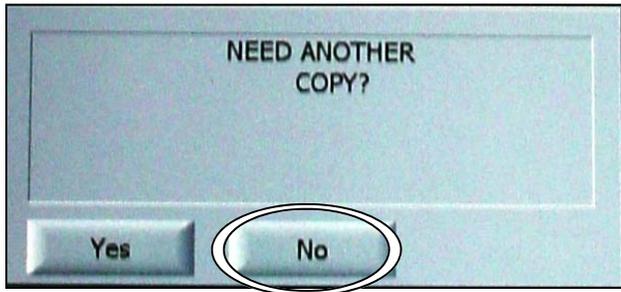
STEP THIRTEEN — The screen will display **Need Another Copy?** Touch **NO**.
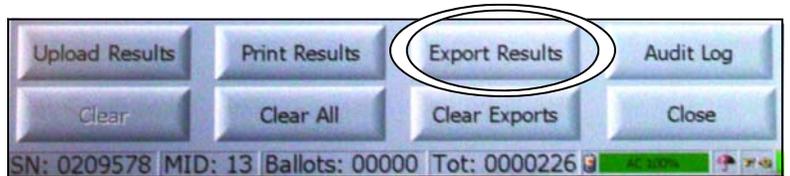
STEP FOURTEEN — On the Accumulator Screen touch **Export Results**.
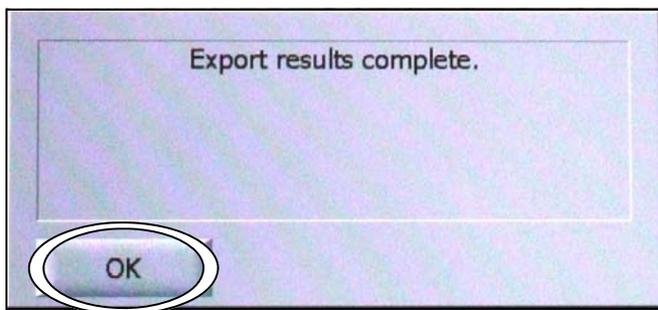
STEP FIFTEEN — The TSX Unit will now export the results for your precinct to the memory card in the machine. When the screen displays **Export results complete**, touch **OK**.
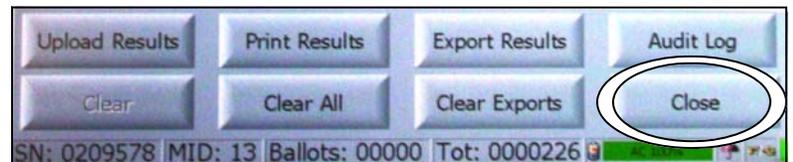
STEP SIXTEEN — The Accumulator screen will appear. Touch **Close**.
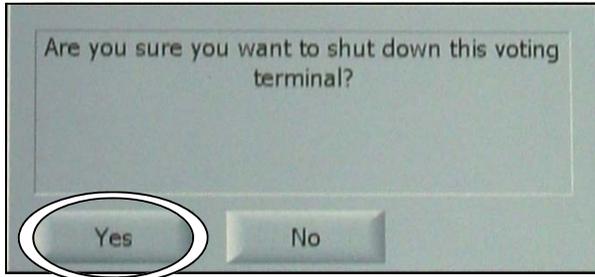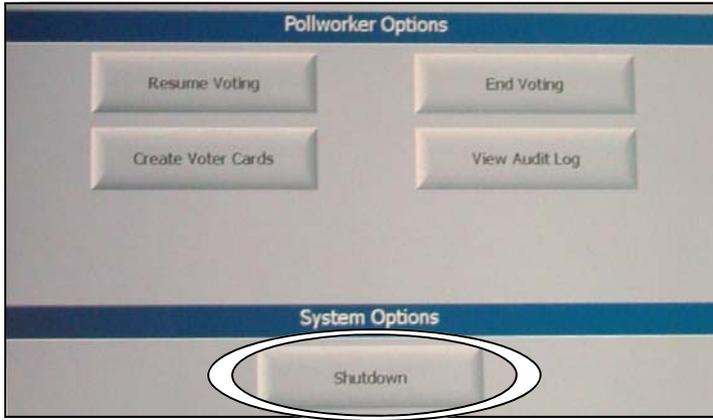
STEP SEVENTEEN — Touch **Shutdown** under **System Options.** When the warning appears touch **YES**.
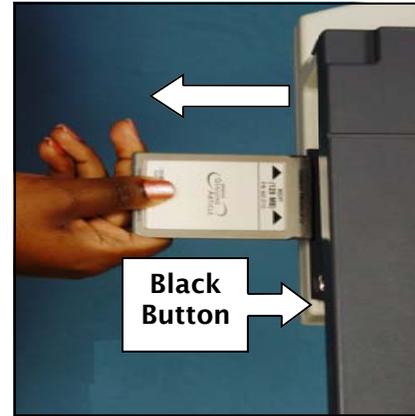
STEP EIGHTTEEN — Remove the memory card by pressing the black button located next to the memory card until the memory card extends enough to be removed. Place it in the Memory Card Secure Transfer Bag.
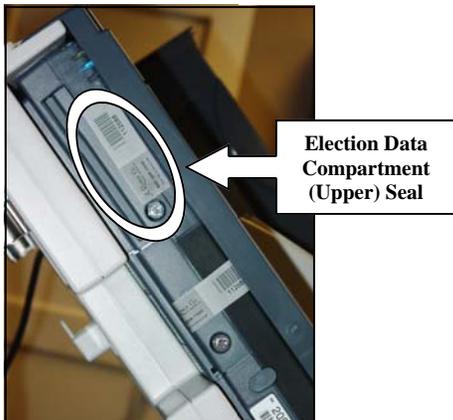
STEP NINETEEN — Place a new seal over the Election Data Compartment (Upper) and record the seal number on the *Precinct Opening and Closing Seal Log* in the column labeled **New Election Data Compartment**
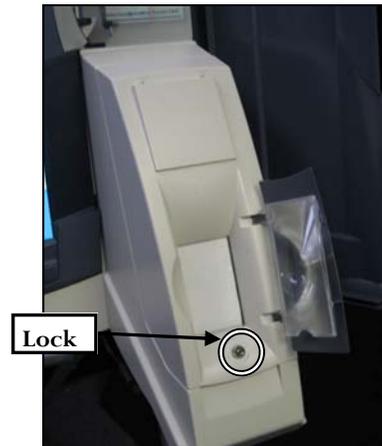
STEP TWENTY— Close and lock the printer module cover using the barrel key.

STEP TWENTY-ONE — Verify that all Memory Cards have been placed in the Secure Memory Card Transport Bag and then seal the bag with the provided seal.

Verify the following:

- Verify that all TSX Units have been turned off.
- Verify that all memory cards have been removed from the TSX Units (even the ones that were not used).
- Verify the contents of the ballot box.
- Verify that the following items are sealed and that the seal number is recorded on the proper form:
  - All Secure Canisters used during Election Day.
  - All Election Data and Election Data Transfer Compartments (located on the TSX Units)
  - The Secure Memory Card Transport Bag
  - The Secure Canister Transport Bag
  - The Ballot Box

APPENDIX B: Forms

- Form 710.2 – R/R Manager Receipt Form
- Form 730.3 – Precinct Opening and Closing Log
- Form 740.2 – TSX Event Log
- Form 830.1 – Ballot Accounting Form

Receiving & Returning Manager Receipt Form

Precinct:_____

Election:_____   Date:_____   County _____

In the Supplies Bag/Box	Number Received	Number Returned
Mississippi Poll Manager Guide for use with the TSX Voting System		
Poll Books		
Register		
General Precinct Supplies		
Required Forms		
Encoder/Cards Bag *(next page)*		
Spoiled Ballots Envelopes		
Challenged Ballots Envelopes		
Rejected Ballots Envelopes		
Affidavit Ballots Envelopes		
4 Tamper Tape Seals per TSX Unit		
1 Memory Card Bag Seal		
1 Printer Canister Bag Seal		
1 Ballot Box Seal		
Seal Number(Received):_____	**Seal Number(Returned):_____**	

In the Sealed Ballot Box:	Number Received	Number Returned
Voted and Sealed Absentee Ballots		
Un-voted Optical Scan Ballots		
Sealed Secure Memory Card Transport Bag *(next page)*		
Seal Number(Received):_____	**Seal Number(Returned):_____**	

Form 710.2
Last Revised: March 2010

Ballot Printer Paper Replacement Kit:	Number Received	Number Returned
Paper Roll (300 ft)		
Spindle (1 per unit)		
Canister (1 per unit)		
1 Tamper Tape Seals		
Printer Canister Bag (1 per precinct)	**Seal Number(Returned):**_____	

Encoder/Cards Bag	Number Received	Number Returned
Encoders		
Voter Access Cards		

In the Sealed Secure Memory Card Transport Bag:	Number Received	Number Returned
TSX Memory Cards		
Supervisor Card and PIN in sealed envelope		
Seal Number(Received):_____	**Seal Number(Returned):**_____	

Receipt

Date and Signature of Election Official:	**Date and Signature of R&R Manager:**
_____	_____

Return

Date and Signature of Election Official:	**Date and Signature of R&R Manager:**
_____	_____

Form 710.2
Last Revised: March 2010

Precinct Opening and Closing Log

Precinct: _____   Election: _____

Date: _____   County: _____

This form is intended to be used by the Precinct Opening and Closing Officials in conjunction with the *Accuvote TSX Precinct Opening Procedures* and the *Accuvote TSX Precinct Closing Procedures* documents. All used seals must be placed on the back of this form. It is also used to record power and ballot readings throughout the day and in case the TSX requires a paper change during the day. Paper change instructions are described in the Poll Worker's Guide.

Opening Procedures					Paper Change	Power / Ballot Readings			Closing Procedures	
TSX Serial Number	Lower Compartment Seal Number	Original Upper Compartment Seal Number	New Upper Compartment Seal Number	Secure Canister Seal Number	2nd. Secure Canister Seal (if needed)	Power Reading @7:00 A.M.	Ballot Reading @7:00 A.M.	Power Reading @1:00 P.M.	Ballot Reading @7:00 P.M.	Upper Compartment Seal Number

TSX Event Log

Precinct: _____   **Date:** _____   **County:** _____

TSX Serial Number	Time	Event	Notes
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
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		☐Paper Jam ☐Ballot Cancellation ☐Other	
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		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	

Ballot Accounting Report

Precinct:_____

Election:_____

Date:_____

County:_____

1. **Number of Paper Ballots received in the Ballot Box**
2. **Total number of unused and other ballots**
   2a. Number of Spoiled Ballots
   2b. Number of Unused Ballots
   2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
3. **Total number of voted paper ballots**
   3a. Number of voted Affidavit Ballots
   3b. Number of voted Emergency and Curbside Ballots
   3c. Number of voted Challenged and Rejected Ballots
   3d. Total voted ballots (Add 3a., 3b. and 3c.)
4. **Total number of Paper Ballots (Add 2c. and 3d.)**
   (Should equal Line 1)
5. **Number of Absentee Ballots received**
6. **Total Absentee Ballots processed**
   6a. Number of <u>accepted</u> Absentee Ballots
   6b. Number of <u>rejected</u> Absentee Ballots
   6c. Total Absentee Ballots processed. (Add 6a. and 6b.) (Should equal Line 5)
7. **Total number of electronic ballots cast**
8. **Enter total voted paper ballots from 3d**
9. **Total number of ballots cast. (Add 6c., 7 and 8)**
10. **Number of names in Receipt Books**
    10a. Number of names written in Receipt Book. (*This should include all absentees*)
    10b. Number of names written in Affidavit Register
    10c. Total number of names in Receipt Books. (Add 10a. and 10b.) (Should equal Line 9)

    Discrepancies/lost/cancelled:
    Details _____
    _____

		1.
2a.		
2b.		
	2c.	
3a.		
3b.		
3c.		
	3d.	
		4.
	5.	
6a.		
6b.		
	6c.	
	7.	
	8.	
		9.
10a.		
10b.		
		10c.

Name (printed): _____

Signature: _____

Date returned: _____

Form 830.1
Last Revised: March 2010

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Appendix C: Conducting Primary Elections

The voting process followed during a Party Primary Election is generally the same as during a General or Special Election. Each party will conduct their election at the county-designated polling location. Upon entering the polling location, each voter will determine which primary election to participate in, the Poll Manager will locate their name in that party's poll book, the voter will sign the register and that voter will be given a Voter Access Card that contains the appropriate ballot style.

There are several slight differences in Election Day processes during a Party Primary Election that will need to be followed when using the statewide TSX Voting System. These items are listed below:

A. Transport of Memory Cards to the Precinct

Transportation of the Secure Memory Card Transport Bag between Election Central and the precinct is part of the Receiving and Returning Manager's responsibilities. In a Primary Election, the officials in charge of the election should choose one Party's R/R Manager to transport and return the TSX memory cards. The Parties shall rotate this responsibility between elections.

B. Opening Procedures

1.   During a Primary Election, one Poll Manager representing each party will participate in the opening procedures. For all elections, it is recommended that the TSX Opening Procedures are performed by two (2) qualified Poll Managers; one reading the instructions as the other performs the steps.

2.   During a Primary Election, at least <u>one Poll Manager from each party must sign and indicate their party affiliation at the bottom of each of the Zero Totals Reports to certify that no votes have been recorded for each of their party's races.</u> As part of the TSX Opening Procedures, two copies of the Zero Totals Report will be printed from each TSX unit assigned to the precinct. One report will be posted on the wall for public inspection while the other will be stored inside the secure canister as part of the permanent record of the election.

     <u>For all elections, it is recommended that</u> at least two Poll Managers must sign the <u>Zero Totals Reports</u> to certify that no votes have been recorded for the election.

C. Encoder Usage

1.   During a Dual Party Primary Election, the Secretary of State's Office recommends that each party retains their own set of encoders that contain only their party's ballot styles. This set should have at least two encoders – one main encoder and one backup. Each encoder can only hold eight (8) ballot styles. So, if the precinct contains more than eight (8) ballot styles, more encoders will be needed.

2. The encoders used in a Primary Election should be designated by Party. The designation should be visually apparent by utilizing colored sticker or color-coded lanyard/wrist- band for the encoder.

3. In a Primary Election, the following information will be displayed on the screen of the encoder:
   - The precinct name;
   - The SEMS ballot style number; and
   - The party designation.

4. Each party will also require a reference sheet in each precinct that will match the ballot style displayed on the Pollbook to the button on the encoder associated with that ballot style. An example of these reference sheets is shown below.

Encoder 1	REPUBLICAN			
Encoder Button Number	1 ↓	2 ↓	3 ↓	4 ↓
Pollbook Ballot Style	7	8	11	12

Encoder 2	DEMOCRATIC			
Encoder Button Number	1 ↓	2 ↓	3 ↓	4 ↓
Pollbook Ballot Style	9	10	15	16

5. If the county chooses to load both party's ballot styles on one encoder then the reference sheet should be combined to include both parties ballot styles as shown below.

	REP				DEM			
Encoder Button Number	1 ↓	2 ↓	3 ↓	4 ↓	5 ↓	6 ↓	7 ↓	8 ↓
Pollbook Ballot Style	7	8	11	12	9	10	15	16

6. <u>The ballot style number and party designation shall be verified by reviewing the Pollbook ballot style prior to encoding the Voter Access Card for the voter.</u> The procedures to encode a Voter Access Card may be found on page 13 in *Section E: Creating a Voter Access Card.*

D. Closing Procedures

1. During a Primary Election, one Poll Manager representing each party will participate in the TSX closing procedures. <u>For all elections,</u> it is recommended that the TSX Closing Procedures are performed by at least two (2) qualified Poll Managers; one reading the instructions as the other performs the steps.

2. As part of these procedures three long reports will be printed from each TSX Unit assigned to the precinct.
   a. One will be posted on the wall of the precinct for public inspection;
   b. One will be stored in the secure canister as part of the permanent record of the election; and
   c. One will be placed in the Secure Memory Card Transport Bag to be transported back to Election Central.

3. Also, two copies of the accumulated totals report will be printed from the accumulator unit.
   a. One will be posted on the wall for public inspection;
   b. One will be placed in the Secure Memory Card Transport Bag to be transported back to Election Central.

4. <u>At least one Poll Manager from each party must sign the bottom of each of these tapes and indicate the Party they are representing.</u>

Runoff Elections:
If a Primary Runoff Election is conducted, then each voter should be asked what their party preference was in the first Primary Election when they enter the precinct. They should then be directed to that party's table to sign in.

APPENDIX D: POLL MANAGERS TOP TEN DO'S AND DON'TS

1.   DO treat all voters with politeness and respect.

2.   DO make sure that the election is conducted fairly and agreeably to law, and be the judge of the qualifications of voters. (Miss. Code Ann. § 23-15-233)

3.   DO provide ample protection against molestation of and injury to the DRE units. (Miss. Code Ann. § 23-15-531.6(3)

4.   DO allow all qualified voters who have not voted, and who desire to vote, to have unobstructed access to the poll for the purpose of voting when others are not waiting. (Miss. Code Ann. § 23-15-241)

5.   DO NOT allow any campaigning or handing out campaign literature within 150 feet of the polling place. (Miss. Code Ann. § 23-15-895)

6.   DO provide written instructions to the voters who cast an affidavit provisional ballot on how to determine if their vote was counted and if not, why it was not counted. (Miss. Code Ann. § 23-15-573)

7.   DO keep the peace and protect the voting place by preventing improper intrusion upon the voting place or interference with the election. (Miss. Code Ann. § 23-15-541).

8.   DO allow any voter who says he is blind, physically disabled or is unable to read or write to be given assistance by anyone other than the voter's employer, or agent of the employer, or officer of agent of the voter's union. (Miss. Code Ann. § 23-15-549)

9.   DO NOT attempt to guide, aid, direct or influence any voter in the exercise of his right to vote, except as expressly allowed by law. (Miss. Code Ann. § 23-15-237)

10.   DO keep a space thirty (30) feet in every direction from the polls or the room in which the election is being held, open and clear of all persons except election officers, two (2) challengers of good conduct and behavior selected by each party, and candidates or a candidate representative. (Miss. Code Ann. §§ 23-15-245; 23-15-577)

APPENDIX E: FREQUENTLY ASKED QUESTIONS

VOTER ASSISTANCE

Who can receive assistance in the voting booth?
Any voter who says he/she is:
- Blind; or
- Physically disabled; or
- Cannot read or write.

How does a voter get assistance?
The voter must:
- Tell the managers he/she needs help to mark ballot;
- State one of the above reasons as to why help is needed; and
- Pick someone to help him/her.

Who can assist a voter in the voting booth?
The voter may have anyone help him/her mark his/her ballot, except:
- His/her employer or the employer's representative, or
- A representative of any union of which the voter is a member.

A request for help should be honored unless it obviously appears to be untrue.

Can a candidate help a voter fill out their ballot?   Yes, they can assist in the voting booth if a person is blind, physically disabled or cannot read or write.

CURBSIDE VOTING

Who may vote by curbside voting?   A physically disabled voter who did not vote by absentee ballot and has arrived at the polls in a motor vehicle, but is unable to enter the structure where the actual voting is taking place.

CHALLENGES

Who can challenge a vote?
- A candidate;
- The candidate's official representative;
- A political party's official Poll Watcher; (not applicable for party primary)
- Any qualified voter from that precinct; or
- Any Poll Manager in the polling place.

What are the bases for a challenge?
- He/she is not a registered voter in the precinct;
- He/she is not the registered voter under whose name he/she has applied to vote;
- He/she has already voted in the election;
- He/she doesn't live in the precinct where he/she is registered;
- He/she has illegally registered to vote;
- He/she has taken his/her ballot from the polling place;
- He/she has cast an absentee ballot but is ineligible to do so; or
- He/she is otherwise disqualified by law.

There are no other reasons for a challenge. (Miss. Code Ann. §§ 23-15-571;23-15-643; 23-15-731)

CAMPAIGNING AT THE POLL

How close can campaign literature be to the polling place? No campaign literature or signs are to be within one hundred and fifty (150) feet of any entrance to the building, except if on private property.

What if a voter has a campaign t-shirt on? The wearing of a T-shirt with a candidate's name and/or picture on it within one hundred fifty (150) feet of any entrance to a building where an election is being conducted constitutes the posting of campaign literature and is prohibited. Such T-shirts must be covered or removed before a voter comes within one hundred fifty (150) feet of any entrance to a building where an election is being conducted. (Miss. Code Ann. § 23-15-895)

Can a sample ballot be taken into the polling place? Yes, it is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she/she intends to vote. A voter, however, cannot be permitted to use the sample ballot as campaign literature in attempting to influence other voters within the polling place.

If private property is less than one hundred fifty (150) feet from the polling place, can campaign literature be displayed? Yes, the owner of the property may display campaign literature. A candidate may go to the private property and politely ask if the literature could be moved.

Note: polling places that are held on private property are leased to the county for the day of the election, wherein the one hundred fifty (150) feet rule applies.

DISORDERLY CONDUCT

Is loitering allowed at the polling place? No loitering is allowed within thirty (30) feet of the polling place. The Bailiff is to keep the area clear.

What if a voter is intoxicated? All intoxicated or disorderly persons, disturbing the peace, by noise or violence, in the polling place shall be arrested, jailed, or kept in custody. Such persons may be permitted, if a qualified voter, to vote while in custody.

Who handles disorderly conduct at polling places? The Bailiff does. (Miss. Code Ann. § 23-25-241)

POLL WATCHERS

Can Poll Watchers or candidate representatives be present during the counting of ballots? Yes, they must be afforded reasonable space to observe.

Do Poll Watchers have to present credentials to the Poll Manager before serving? Yes, they must have written credentials from party or candidate.

Can a candidate serve as a Poll Watcher? Yes, but the candidate cannot have a Poll Watcher and representative present at the same time.

How many Poll Watchers can a candidate have? One (1) per precinct at any given time.

Where do Poll Watchers sit? He/she must be assigned a position from which they can view the election and challenge unqualified voters.

What can a Poll Watcher do to make sure the receipt books are properly filled out? Stand at a distance, but not in front or behind Pollbook or in any way that causes a disturbance.

Can candidates or Poll Watchers greet voters? No. (Miss. Code Ann. § 23-25-595)

IDENTIFICATION REQUIREMENTS

What HAVA approved identification must 1st time mail-in voter have?
1. A current and valid photo identification (e.g., driver's license);
2. A current utility bill with the voter's name and address;
3. A bank statement with the voter's name and address;
4. A government check with the voter's name and address;
5. A paycheck with the voter's name and address; or
6. Any other government document that shows the voter's name and address.

If the voter does not have a HAVA approved form of identification, he/she may cast an affidavit ballot. The voter is entitled to receive written information about how to determine whether their vote counted and if not, why not.

DISPUTES

Who handles disputes in the primary election? The disputes are directed to the local party executive committee.

Who handles disputes in the general election? The disputes during the general election are directed to the local Election Commission.

POLL MANAGERS

Do Poll Managers have to consist of different political parties? Poll Managers should not be of the same political party if suitable persons of different political parties can be found (Miss. Code Ann. § 23-15-231)

BALLOT QUESTIONS

Can people carry printed ballots within thirty (30) feet of the polls? Yes, but campaigning is not permitted within one hundred fifty (150) feet of the polling place.

Is crossover voting allowed? **No,** if you vote republican in the 1st primary, you must vote republican in the 2nd primary. If you vote democrat in the 1st primary, you must vote democrat in the 2nd primary election.

If a voter doesn't vote in all races on the ballot, does the ballot count? Yes, undervoting is permissible.

What is the Write-in Candidate space for on the ballot? There shall be left on each ballot one (1) blank space under the title of each office to be voted for, and in the event of the death, resignation, withdrawal or removal of any candidate whose name shall have been printed on the official ballot, the name of the candidate duly substituted in the place of such candidate may be written in such blank space by the voter.

POLLBOOK QUESTIONS

Can a person whose name does not appear on the Pollbook be allowed to cast a regular ballot? No, they may vote affidavit (provisional) ballot.

Can a voter who moved within the same county and didn't change registration information vote at the old precinct? No, they need to go to the new precinct and vote affidavit (provisional).

If a voter voted affidavit in the wrong precinct or county, can he/she go vote in the right precinct afterwards? No, a voter can only cast one vote during an election.

Where do I call to find out what precinct I vote in? The local circuit clerk's office.

VOTING QUESTIONS

How long can a person stay in the voting booth? The voter may not remain in a voting booth longer than ten (10) minutes if other voters are not waiting; or no longer than five (5) minutes if other voters are waiting.

Can I vote in a runoff election, if I didn't vote in the primary? Yes, if you were properly registered to vote at least thirty (30) days before the primary election.

CLOSING OF POLL

If there is a long line at 7:00 p.m., is the voter allowed to vote? The last voter in line will be allowed. The Bailiff will stand at the end of the line at 7 p.m.

APPENDIX F: MISSISSIPPI STUDENT POLL WORKER INTERN PROGRAM

The Secretary of State's Office seeks your consideration and assistance for the statewide student poll worker intern-training program. It will be offered in all counties and will include basic poll worker skills, communication techniques and the promotion of Mississippi's electoral process and public service.

In 2002, the Mississippi Legislature amended Section 23-15-240 of the Mississippi Code allowing junior and senior high school students to be poll worker interns. This law allows teenagers to become more acquainted with their community and the officials serving them.

§ 23-15-240. Appointment of student interns to serve during elections.

1.   The officials in charge of the election in a county or municipality may, in their discretion, appoint not more than two (2) students for each precinct to serve as student interns during elections. To be appointed, a student must:

   a) Be recommended by a principal, other school official, or the person responsible for the student's legitimate home instruction program;

   b) Be at least sixteen (16) years of age at the time of the election for which the appointment is made;

   c) Be a resident of the county or municipality for which the appointment is made;

   d) Be enrolled in a public high school, an accredited private high school or a legitimate home instruction program and be classified as a junior or senior or its equivalent; or be enrolled in a junior/senior college or a college or university; and

   e) Meet any additional qualifications considered necessary by the officials in charge of the election in the county or municipality.

2.   The duties of the student interns appointed pursuant to this section shall be determined by the officials in charge of the election in the county or municipality; however, such duties shall not include:

   a) Determining the qualifications of a voter in case a voter is challenged;
   b) The discharge of any duties related to affidavit ballots;
   c) The operation and maintenance of any voting equipment;
   d) Any duties normally assigned to a Bailiff; or
   e) The tallying of votes.

3.   Student interns shall at all times be under the supervision of the managers and clerks of the election while performing their duties at precincts.

4.   Before performing any duties, student interns shall attend all required training for managers and clerks of the county or municipality and any additional training considered necessary by the officials in charge of the election in the county or municipality.

Sources: Laws, 2002, ch. 521, § 1; brought forward without change, Laws, 2002, ch. 590, § 1, eff July 22, 2002 (the date the United States Attorney General interposed no objection under Section 5 of the Voting Rights Act of 1965, to the bringing forward of this section.)

APPENDIX G: VOTER INFORMATION POSTER

STATE OF MISSISSIPPI VOTER INFORMATION
(Post a sample ballot in your precinct near the Voter Information Poster.)

INSTRUCTIONS FOR UNVERIFIED VOTERS

If you registered to vote by mail after January 1, 2003, did not submit a copy of the required identification with the application, and are voting in an election for the first time,

YOU MAY BE REQUIRED TO SUBMIT ONE OF THE FOLLOWING FORMS OF IDENTIFICATION:

- Valid photo identification (e.g., driver's license);
- Current utility bill with your name and address;
- Current bank statement with your name and address;
- Current government check with your name and address;
- Current paycheck or stub with your name and address; or
- Other government document with your name and address.

If you do not present a required form of identification, you may cast an affidavit ballot.

VOTER'S RIGHTS: FEDERAL AND STATE LAWS

- Any Mississippi resident who is a qualified elector is entitled to vote in this election regardless of race or physical ability with no literacy tests employed.
- No one may refuse a person to vote who is entitled to cast a ballot.
- No voter shall be threatened, intimidated, or bribed for voting by any person. (Miss. Code Ann. §§ 97-13-37, 39)
- Voters whose names do not appear on the poll list or who do not have proper identification may vote by affidavit ballot.

- Voters who cast an affidavit ballot are entitled to written information at the time of voting on how to determine if the vote was counted and, if not, why.
- Voters who require assistance due to blindness, disability or inability to read may receive assistance from a person of the voter's choice. (Miss. Code Ann. § 23-15-549)
- Voters are entitled to skip races listed on the ballot if they choose not to vote in the contest.
- Voters can submit a formal complaint regarding alleged violations that have occurred, are occurring, or are about to occur through the Secretary of State's Administrative Complaint Procedure. Alleged violations include, but are not limited to, inoperable voting systems, inaccessibility for those persons with disabilities, and false voter registration.
- Voters in line by 7 P.M. will be allowed to cast a ballot.

VOTING PROCESS

- When requesting a ballot the voter states his/her name.
- The election official will mark the voter's name on the list to give them credit for voting, and ask that the voter sign the receipt book. (Miss. Code Ann. §§ 23-15-541, 545)
- If the election being conducted is a primary election, the voter must tell the election official in which party's primary he/she wishes to vote. (Miss. Code Ann. § 23-15-575)
- The election official will then direct the voter to a voting booth where he/she may cast his/her ballot in secrecy. (Miss. Code Ann. § 97-13-11)

- The voter is given a maximum of ten minutes in the voting booth if there is no line and no longer than five minutes if other voters are waiting. (Miss. Code Ann. § 23-15-435)
- Voters may not re-enter voting booth after casting ballot. (Miss. Code Ann. § 23-15-435)
- Voters who are not permitted to vote may cast an affidavit ballot at that polling place as provided by law. (Miss. Code Ann. § 23-15-573)

CASTING AN AFFIDAVIT (PROVISIONAL) BALLOT

- A person claiming to be properly registered in the county and precinct, but whose eligibility to vote at that location cannot be determined, shall be allowed to cast an affidavit ballot as provided by law. (Miss. Code Ann. § 23-15-573)
- Election officers in the polling place shall warn the voter who wishes to cast an affidavit ballot that some or all of their votes may not count if he/she votes at the wrong polling place.
- The voter will then be given a ballot and allowed to vote in secrecy. (Miss. Code Ann. § 97-13-11)
- The completed ballot shall be placed in an affidavit ballot envelope and sealed. The reason for the challenge shall be specified on the envelope and the voter shall sign the envelope.
- An information sheet will be given to the voter on how to determine whether or not his/her ballot was counted, and if not counted, then the reason for elimination.

PROHIBITIONS: FRAUD & MISREPRESENTATION

- No person shall attempt to vote more than once in any election. (Miss. Code Ann. § 97-13-35)
- No person shall attempt to vote in the name of another person. (Miss. Code Ann. § 97-13-25)
- No person shall change or alter another person's ballot. (Miss. Code Ann. § 97-13-9)
- No person shall make nor accept a bribe for voting for or against a candidate or measure. (Miss. Code Ann. §§ 97-13-1, 3)
- No person shall distribute any type of literature within 150 feet of the entrance to the polling place. This includes wearing items that display candidate information. (Miss. Code Ann. § 23-15-895)

CONTACT INFORMATION

- County Circuit Clerk's Office – please ask election workers
- County Election Commission – please ask election workers
- Local District Attorney – please consult local phone book
- Attorney General's Office – (601) 359-4250
- U.S. Justice Department – (800) 253-3931
- Mississippi Protection & Advocacy – (800) 772-4057. *(For Disabled Assistance and information)*
- Secretary of State's Office – (800) 829-6786.

Distributed by the Mississippi Secretary of State's Office for display in all polling places during all elections.

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