# Election Day Operations for TSX Counties

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# OVERVIEW OF TOPICS

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

# TSX Opening & Closing Official's Duties

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

# Printing Zero Tapes Reminder

- Print two zero tapes
- One that goes in the memory card transport bag
- A second that goes on the wall of the precinct
- Both should be signed by at least two poll managers

# Applying Seals

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

# Voter Information Requirements

- **Direct voters to the sticker on the gray door of the printer instructing them to view their selection**
- Post laminated instructions on the inside of the grey panel of the TSX unit

# Printer Door Sticker

**OPEN**

**DOOR**

**TO**

**VIEW**

**YOUR**

**SELECTIONS**

# Voter Leaving The Booth Without Completing Voting Process

- If the voter can't be located after leaving the booth
- Two Poll Managers enter the booth to cancel the ballot
- OR let the ballot time out and cancel on its own
- The poll managers must log this on the TSX Event Log Form # 740.2
- Miss Code Ann. § 23-15-531.9 (2) allows for this in DRE elections only

# Ballot Cancellation

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

1. Voter leaves the booth without casting their ballot
2. Voter received the wrong ballot
   - Opening and Closing Manager along with at least one other Poll Manager cancels ballot

# Ballot Status Review

3. If ballot was left unattended during voting process for 2.5 minutes
   - Opening and Closing Manager along with at least one other Poll Manager will insert the voter access card back into the TSX to review status

# Closing the Precinct & Printing Totals Tapes Reminder

- Print the first total tape which is the long report and it is taken into the printer roll canister
- Print a second one that goes in the memory card bag
- Print a third one that goes on the wall at the precinct
- All the tapes need to be signed by the at least two poll managers

# Closing The Precinct

- Be sure the number of ballots used at the precinct is the total number of ballots cast
- This includes TSX, emergency, curbside, affidavit, spoiled, rejected, challenged, & absentee ballots
- If there is a discrepancy, election officials should be notified immediately.

# Counting Votes And Determining Results

- After collecting votes off all memory cards & printing total tapes, you will sign the tapes, declare results, and post results
- Enclose **ALL** memory cards & one of the signed totals tape for each machine in the Memory Card Transport Bag and seal it
- Voted, spoiled, and unused ballots are to be placed in the appropriate envelope and placed in the ballot box and sealed

# Reminders To Prevent Paper Jams

- Please be sure that your poll managers know to closely monitor the printer
- Be sure that you apply the stickers on the door of the printer to remind the voter to approve their ballot
- These stickers were sent to the Circuit Clerks Office previous to the 2006 Party Primary Election and **Hunters Orange** stickers were given to the clerks at the 2008 conference in Natchez.

# Securing TSX Units

At the closing of the election at the precinct:

1. Put **ALL** TSX memory cards & one results tape per TSX in the memory card bag & seal it. **(Even if the machine was not used)**
   - The number of cards should match the number of TSX units
   - Write the memory card bag seal number on the Receiving & Returning Manager Receipt Form # 710.2

# Securing TSX Units

2. Seal the Secure Printer Canister Bag
   - Record the seal number on the Precinct Opening & Closing Log Form # 730.3

# Closing Remarks

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