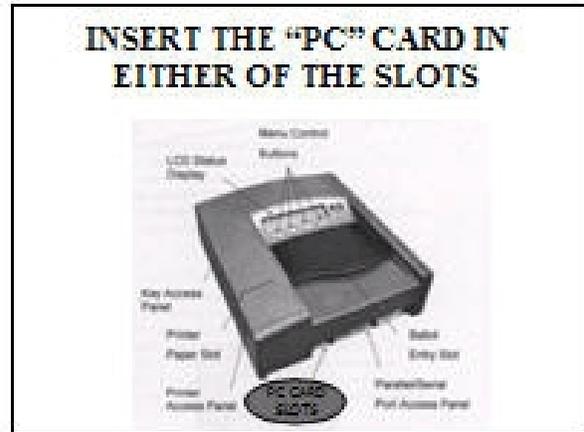
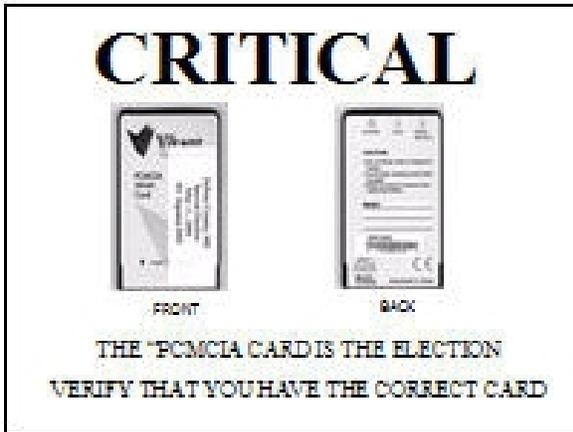


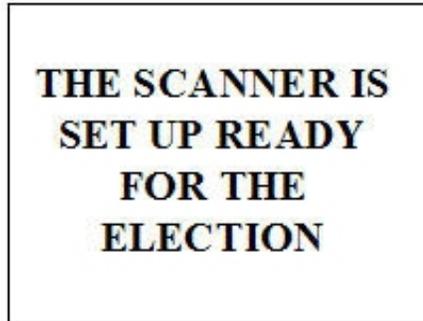
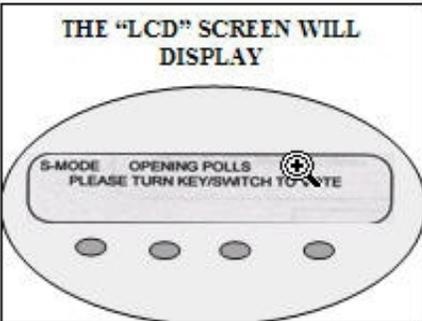
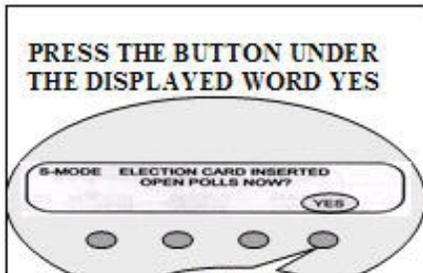
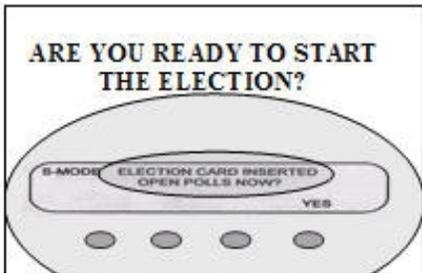
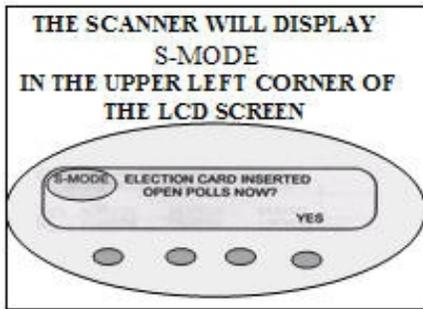
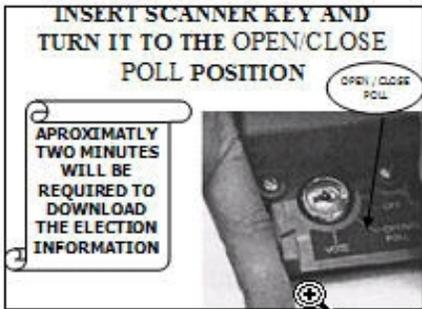
INSTALL SCANNER ONTO BALLOT BOX IF IT HAS NOT ALREADY BEEN DONE



GENTLY INSERT THE PCMCIA CARD IN EITHER OF THE SLOTS. WHEN THE CARD IS PROPERLY INSERTED THE BLACK TAB BESIDE THE CARD WILL POP OUT.

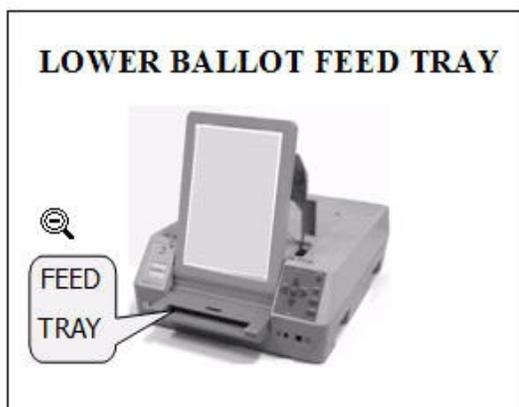
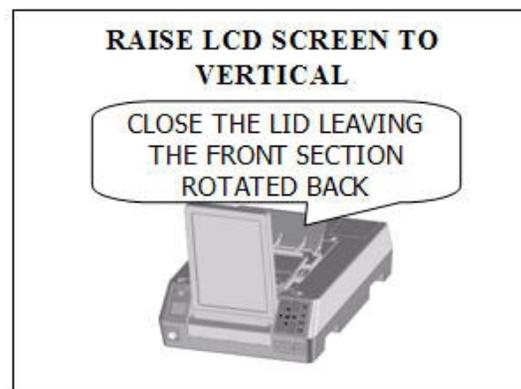
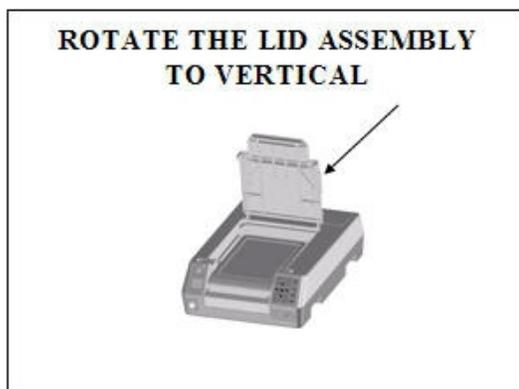
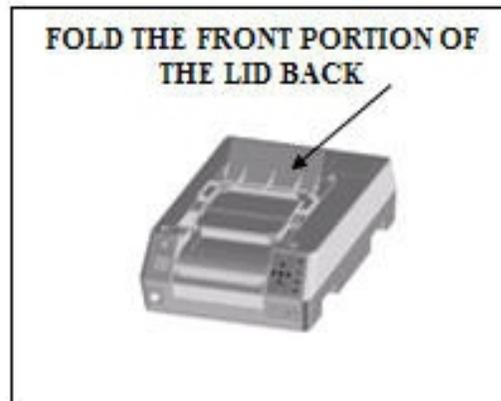
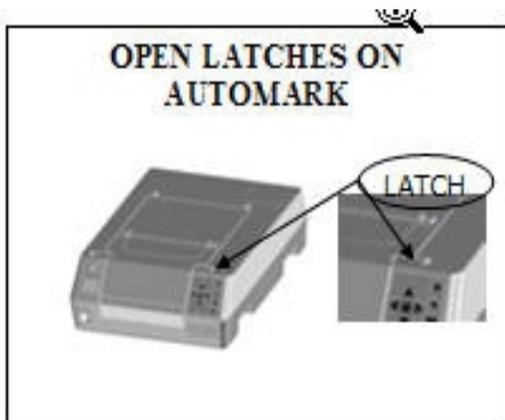
THIS CARD HAS ALL THE INFORMATION FOR THE ELECTION AND WILL STORE ALL THE RESULTS OF THE ELECTION

THIS CARD IS THE PRIMARY RECORD OF THE ELECTION.



BE PATIENT AND FOLLOW THE ON-SCREEN INSTRUCTIONS
IF YOU ENCOUNTER ANY PROBLEMS ** STOP ** AND CALL FOR HELP
WE CAN GENERALLY SOLVE THE PROBLEMS ON THE PHONE

THE “*AMERICANS WITH DISABILITIES ACT*” REQUIRES THAT THE AUTOMARK BE SETUP READY TO VOTE, SO THAT IF A PERSON NEEDING TO VOTE ON THE AUTOMARK ENTERS THEY WILL NOT HAVE TO WAIT FOR IT TO BE SETUP



INSERT POWER CORD INTO CONNECTION ON THE BACK OF THE AUTOMARK

**TURN THE KEY SWITCH TO
THE ON POSITION**



PLEASE BE PATIENT . IT TAKES A WHILE
FOR THE AUTOMARK TO READ ALL IT'S
INFORMATION AND SETUP BUT YOU CAN
GO ON AND DO WHATEVER ELSE YOU
NEED TO DO WHILE IT IS PREPARING TO
MARK BALLOTS

WHEN IT FINISHES THE AUTOMARK IS
READY TO MARK BALLOTS



CHECK BOTH BALLOT COMPARTMENT
SIDE DOORS. VERIFY THAT THE
BALLOT COMPARTMENT IS EMPTY
§ 23-15-517

PLACE ABSENTEE BALLOTS IN THE
BALLOT BOX. LOCK BOTH DOORS. DO
NOT UNLOCK UNTIL TIME TO PROCESS
ABSENTEE BALLOTS AFTER THE POLLS
HAVE CLOSED.

PUT UP REQUIRED SIGNS

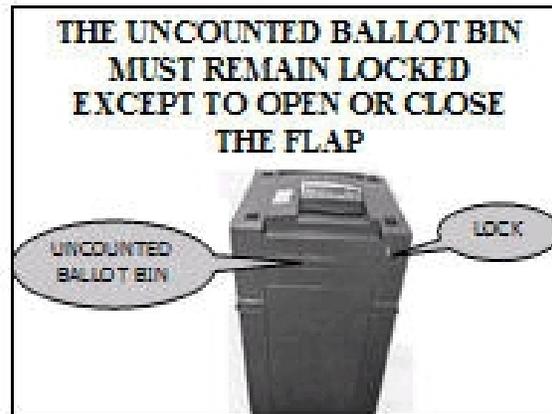
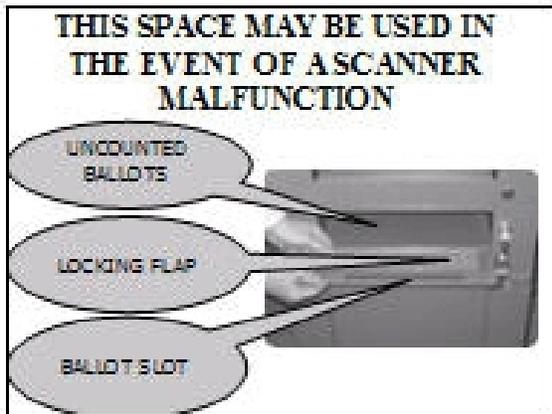
POST ABSENTEE MANIFEST

REVIEW POLLING PLACE TO BE
SURE NOTHING IS OVERLOOKED

YOU ARE READY TO START THE ELECTION

THE POLLS MUST OPEN AT EXACTLY 7:00 AM
BY THE BAILIFF'S WATCH

THE BAILIFF SHALL DECLARE THE POLLS OPEN
AND ALLOW THE PEOPLE TO START VOTING
§ 23-15-541



THE EMERGENCY BIN MUST BE CHECKED TO VERIFY THAT IT IS EMPTY AND THEN LOCKED

VOTING PROCESS:

LOCATE VOTER IN POLL BOOK

IF THE NAME IS HIGHLIGHTED AND/OR SAYS SHOW IDENTIFICATION THE POLL MANAGER MUST BE SHOWN IDENTIFICATION, DRIVERS LICENSE, WORK ID, UTILITY BILL, IE SOMETHING THAT VERIFIES THE VOTERS ADDRESS. IF THE VOTER DOES NOT OR WILL NOT SHOW ID THEY MUST VOTE PROVISIONAL BALLOT

MISSISSIPPI LAW DOES NOT ALLOW VOTER IDENTIFICATION TO BE REQUIRED UNDER ANY OTHER CIRCUMSTANCE

IF THE VOTERS NAME IS NOT IN THE POLL BOOK MAKE EVERY EFFORT TO VERIFY THE VOTER IS IN THE CORRECT PRECINCT. IF THE VOTER INSIST THAT THEY ARE IN THE CORRECT PLACE LET THEM VOTE PROVISIONAL BALLOT.

DO NOT REFUSE TO LET ANYONE VOTE. IF THEY ARE NOT ENTITLED TO VOTE THEIR VOTE WILL NOT COUNT.

SE PROVISIONAL INSTRUCTIONS ON NEXT PAGE

PROVISIONAL & RESOLUTION BOARD BALLOT INSTRUCTIONS

PROVISIONAL BALLOTS

Provisional ballots previously known as Affidavit ballots allow a person whose name has been removed from or not included in the poll book due to an error to vote. Anyone who wishes to vote by this means may do so after swearing under oath, before a manager of the election, that the information on the provisional ballot envelope is true. A person voting in this manner should be given a document explaining how they may determine if their vote was counted and if not, the reason it was not counted

A person voting a provisional ballot because:

1. An error occurred in the printing of the poll book.
2. The voter moved to this precinct within the last thirty (30) days and could not have changed their registration.

Their ballot will count.

REASONS THEIR BALLOT MIGHT NOT BE COUNTED:

1. The voter is not registered in this precinct or has not moved into this precinct within the last Thirty (30) days.
Try to help the voter find the precinct in which they should vote.
2. The voter is inactive.
 - A. A jury summons was returned as undeliverable, and a follow up confirmation card was also returned undeliverable.
 - B. A confirmation card was sent for some other reason and was returned as undeliverable.
 - C. A new voter registration card was returned as undeliverable the registered address could be wrong, it will be corrected by the provisional ballot application.
 - D. The voter registered to vote elsewhere.
3. The voter is using the wrong name. I.e. married but has not changed registration. Registered using correct first name but commonly uses middle name etc..
4. The voter is not registered to vote.

PROVISIONAL BALLOT PROCEDURE:

1. The voter signs the provisional ballot receipt book.
2. The voter is given a provisional ballot envelope and ask to legibly fill the area marked voter information.

3. Have the voter read and check the appropriate block, the term moved recently means within the last thirty (30) days
4. Then, and only then give them a ballot, with specific instructions to return the ballot to you when they have voted. They are not to place the ballot into the scanner.
5. Fill out the poll manager information on the envelope
6. The envelope is handed to the voter when they return with the ballot. The voter may then fold and place the ballot into the envelope, seal the envelope, thus protecting the secrecy of the ballot
7. The voter must sign and date the envelope in the presence of the manager of the election, ***anyone who took the oath on the back of the voter receipt book and signed , so stating.***
8. The manager of the election must then witness the signature of the voter.
9. The provisional ballot, in its sealed envelope is then placed into the secure provisional ballot bag.

RESOLUTION BOARD BALLOTS:

A ballot that has been marked and is rejected by the scanner may be returned to the voter to try reinserting or the ballot may be spoiled and a new ballot administered. Only if the voter cannot or will not return to correct the problem should the manager of the election touch the voters ballot. A rejected ballot not corrected by the voter may then, without looking at the ballot be removed from the scanner, folded and placed in a resolution board envelope. The resolution board envelope must then be placed in the provisional ballot bag.

Nothing is to be written or any marks made on the envelope or ballot which could be later used to identify the ballot.

VOTING PROCESS IF THE VOTERS NAME IS IN THE POLL BOOK:

Voter signs ballot receipt register.

Manager initials rear of ballot. Not an official valid ballot unless initialed.

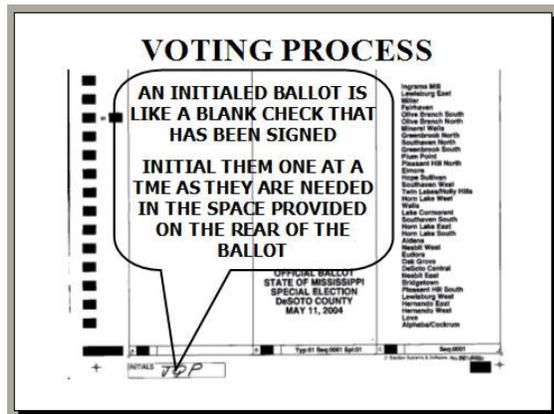
Voter instruction given.

Voter may mark ballot wherever they choose. Voting booth are provided for privacy.

A secrecy folder may be used to carry the ballot to the scanner in complete privacy if the voter desires

A ballot that has not been initialed
is **NOT A VALID BALLOT**.

Although it is tempting to initial
several ballots ahead this is
not legal and is also a dangerous practice



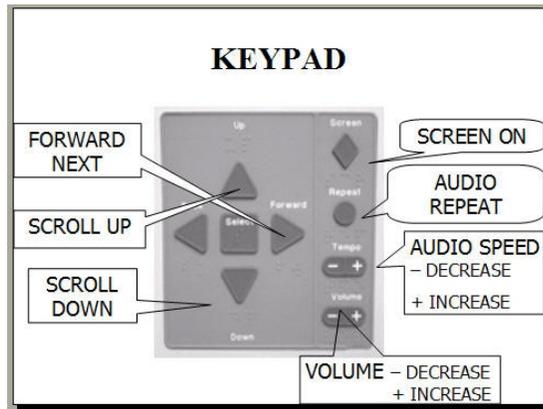
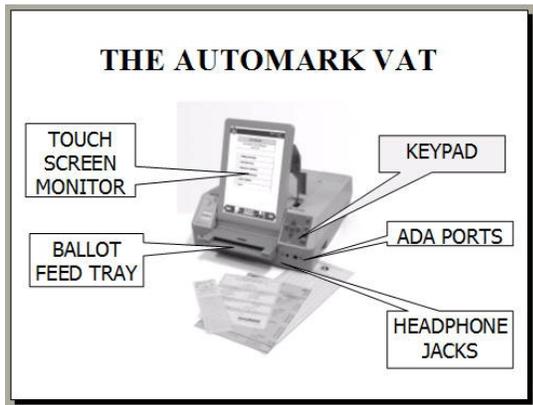
CRITICAL: No ballot may be removed from the polling place!

Any ballot that leaves the polling place shall be marked spoiled and in no case shall that ballot be entered into the scanner.

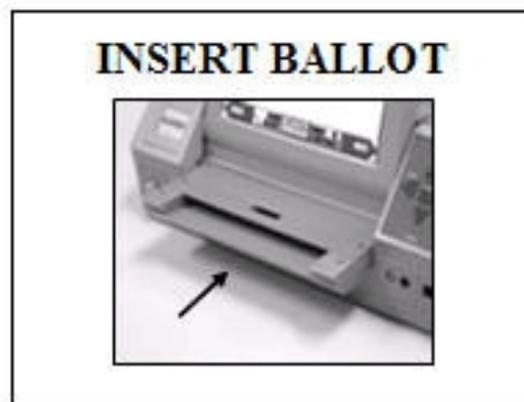
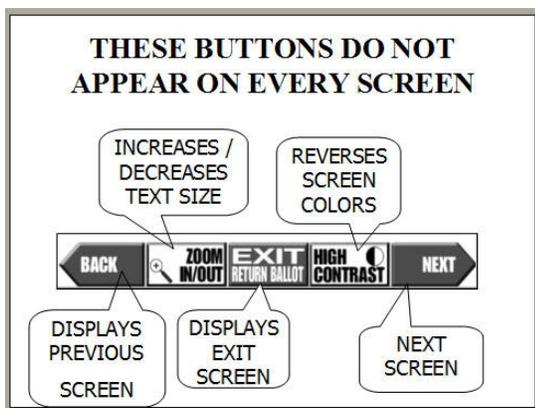
That being said based on the law. The Attorney Generals Office has unofficially ruled that since we have allowed curbside voting, a precedent has been established. This has always been a courtesy, and not a requirement. Since requires two poll workers to take the poll book, voter receipt book and a ballot out of the polling place. Allow the voter to mark their ballot place it in a secrecy sleeve and bring it back into the polling place and in the presence of each other insert it into the scanner.

If this does not interrupt the voting process it is still an acceptable process.

AUTOMARK OPERATION

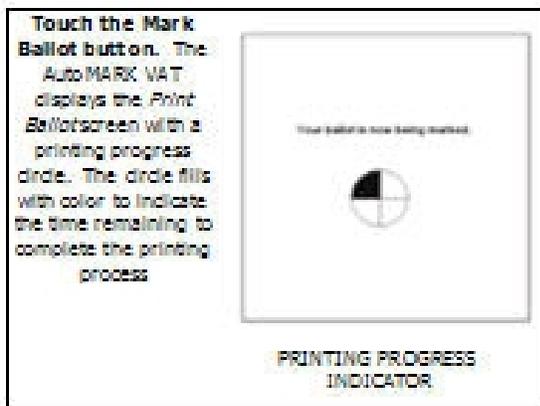
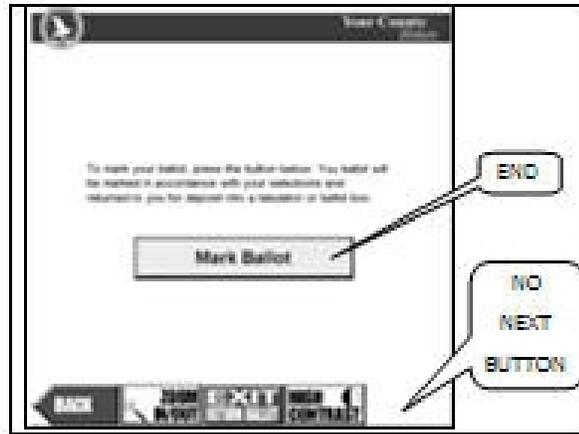
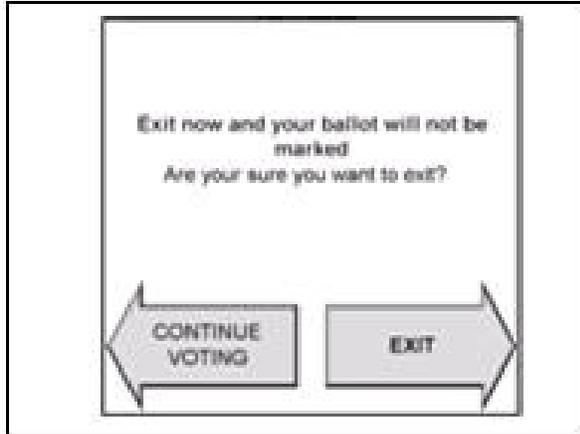


WHEN THE INSERT BALLOT SCREEN IS DISPLAYED



The automark may issue a **PAPER MISFEED** Error message and try to eject the voters ballot. If successful the **EXIT - THANK YOU** screen is displayed otherwise the **PAPER MISFEED MESSAGE** remains on the screen. If the voters ballot is ejected they may try inserting their ballot again. If their ballot is not ejected they should contact you, the election official, for assistance in retrieving their ballot. When the ballot is properly inserted the on-screen **VOTING INSTRUCTIONS** will appear. The voter then follows the on screen instructions. Poll workers may choose to vote on this machine so that they may become familiar with it, and so they can answer questions that might arise. When a screen displays arrows allowing you to move backward or forward that screen may be bypassed, otherwise it is a required screen. This is done so that a voter will not miss something that they need to see i.e. additional candidates where everything would not fit on one page. If there is no **NEXT** button on a screen, then action is required before progressing.

If for some reason a voter wishes to exit without marking the ballot they can push the **BACK** key repeatedly or press the **SCREEN** key four times in a row. The following screen will appear giving you a chance to change your mind. Or if you choose to mark your ballot you are also given a choice to return and vote if you were not through.



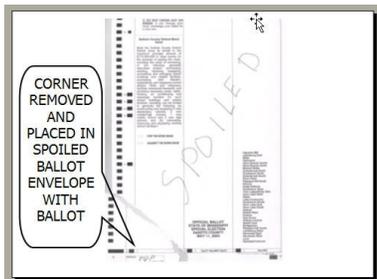
If you choose to mark your ballot this screen will remain until your ballot is printed. This takes some time, be patient. When the ballot has printed it may be removed from the Automark. This will require a deliberate action. The Automark holds the ballot so that it cannot be accidentally ejected.

If the message **BALLOT NOT READABLE APPEARS** the ballot is damaged and must be spoiled and another ballot given to the voter. This is not counted as one of the three ballots the voter may receive since this was a malfunction.

VOTING PROCESS:

1. Voter marks ballot
2. The ballot may be placed in a secrecy folder.
3. Voter takes ballot to scanner
4. **VOTER** inserts ballot into scanner.
5. The election manager **DOES NOT HANDLE THE BALLOT!**
6. The election manager may request to see the **INITIALS** on the rear of the ballot. These are visible if the ballot is in a secrecy sleeve without removing the ballot. § 23-15-541
7. A ballot that is damaged or a ballot that is improperly filled out may be considered a **SPOILED BALLOT** an **IMPROPER** or **SPOILED BALLOT** shall not be entered into the scanner.
8. A **SPOILED BALLOT** shall be marked by writing the word **SPOILED** across the face of the ballot. § 23-15-517
9. An election official shall tear the lower left corner off the ballot including at least two timing marks (the black blocks down the side of the ballot.) The ballot and the torn corner shall be placed in the **SPOILED BALLOT ENVELOPE**.

0. The voter may then be issued a new ballot, up to three, one at a time.



11. After the third ballot the voter will not be allowed to vote § 23-15-517
12. When a ballot is rejected by the scanner the voter may try to reinsert the ballot upside down or swap ends when inserting the ballot into the scanner or both.
13. The ballot may be marked spoiled and placed into the **SPOILED BALLOT ENVELOPE** and allow the voter to vote a new ballot
14. If the voter cannot, or will not return to correct the situation, the election officials must place the ballot in a **RESOLUTION BOARD ENVELOPE** and insert it into the **PROVISIONAL BALLOT BAG**.
15. A blank ballot will be rejected by the **SCANNER** to protect the voter from losing their vote by accident.
16. An intentional blank ballot is allowed by pressing the button indicated on the screen.
17. A blank ballot that has been rejected by the scanner and abandoned by the voter may be accepted by the election official by pressing the indicated button on the scanner
18. If a **BAILIFF** is not appointed or if the **BAILIFF** fails to show up, the election officials shall elect one from their members.

GENERAL ELECTION RULES

1. No campaign material or active campaigning shall be allowed within 150 feet of any entrance to the building wherein an election is being held

§ 23-15-895

2. The **BAILIFF** shall keep the polls open and clear. A space 30 feet in all directions shall be kept clear of unauthorized persons. § 23-15-245

3. Liquors and intoxicated are not allowed in polling places.

THIS IS A MISDEMEANOR.

IF THE INTOXICATED PERSON IS A CANDIDATE FOR OFFICE THE CANDIDATE CAN BE DISQUALIFIED FROM HOLDING OFFICE. § 23-15-893

4. It shall be unlawful to interfere with, or to influence the vote of an elector.

§ 23-17-59.

5. A voter may not remain in the voting booth more than ten minutes if no one is waiting to vote or five minutes if others are waiting to vote.

6. Those who may receive assistance in the booth are **BLIND, PHYSICALLY DISABLED or UNABLE TO READ or WRITE.**

7. The voter must request assistance and select the person to assist them.

8 Assistance may be provided by anyone except the voters employer or the employer's representative. A union representative of a union of which the voter is a member. § 23-15-459

CHALLENGE BALLOT:

1. A ballot may be challenged by:

A. Any candidate whose name is on the ballot or their official poll watcher.

B. Any official poll watcher of any political party for the precinct in which the challenge is made.

C. Any qualified elector from the precinct in which the challenge is made.

D. Any manager, clerk, poll worker in the precinct in which the challenge is issued.

2. A ballot may be challenged because:

A. The elector is not registered to vote in the precinct.

B. The elector is not a resident in the precinct where registered to vote.

C. The elector is not the person who has applied to vote.

D. The elector has already voted in the election.

E. The elector has removed their ballot from the polling place.

F. The elector is otherwise disqualified by law.

§ 23-15-571

3. The challenge of any authorized challenger shall be considered and acted on by the managers of the precinct.

4. ALL VOTES CHALLENGED AT THE POLLS ARE TO BE RECEIVED

5. YOU, THE POLL WORKERS are the jury that decides the validity of a challenge.

CHALLENGE BALLOT RULINGS:

THERE ARE THREE POSSIBLE RULINGS ON A CHALLENGE

1. Charge is determined to be frivolous or not made in good faith by a majority of the managers. The ballot shall be accepted as if the challenge had not been made.
- 2.. Challenge determined to be well taken by a majority, but unanimously by the managers. The ballot shall be marked challenged by one of the managers and placed in the challenged ballot envelope.
3. Challenge determined to be well taken unanimously by the managers. The ballot shall be marked rejected by one of the managers and placed in the rejected ballot envelope.

CLOSING THE POLLS:

1. At exactly 7:00 PM by the **BAILIFF'S WATCH the bailiff shall announce that the polls are closed, then stand in line so that those who were in line at the time the polls closed will be allowed to vote.**
2. when the last elector in line has voted; draw a line under the last voter denoting that the polls were closed after this elector.
3. Remove the absentee ballots from the ballot box.
4. One manager shall read the name on the absentee ballot envelope out loud so that all can hear.

5. The electors name is checked in the poll book to see if that person has voted in person.
6. If they have voted in person. Do not open the envelope. Write voted in person on the envelope.
7. An absentee voter may be challenged, and must be processed in the same way as any other voter.
8. If they have not voted in person.
 - A. Check signature on application and envelope.
 - B. Check for signature crossing flap.
 - C. Print name in ballot receipt book.
 - D. Print AB beside the name in the poll book.
 - E. Open the envelope and insert the ballot into the scanner.
9. IT IS THE POLL WORKERS RESPONSIBILITY TO INSURE THAT ABSENTEE BALLOTS ARE PROPERLY HANDLED. IF YOU DO NOT PROPERLY HANDLE THEM THEIR VOTES WILL NOT COUNT!
- 10 Check the emergency ballot bin an insert any ballots there into the scanner at this time.

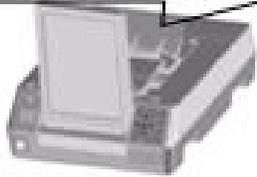
RAISE BALLOT FEED TRAY



**DISCONNECT
POWER CORD ON
THE AUTOMARK**

**CLOSE AND STORE
AUTOMARK**

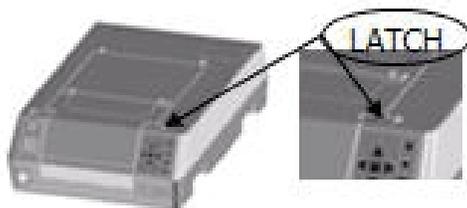
OPEN THE LID AND LOWER
THE SCREEN BACK INTO
THE AUTOMARK



CLOSE LID OVER SCREEN



**CLOSE LATCHES LATCHES ON
AUTOMARK**



**ALL BALLOTS USED AND
UNUSED MUST BE RETURNED
TO THE COURTHOUSE IN
THE GREEN BAG(S)**

**ALL UNUSED SUPPLIES SHOULD ALSO
REMAIN IN THE BALLOT BOX**

