

Date Printed: 06/11/2009

JTS Box Number: IFES_74
Tab Number: 32
Document Title: Judge of Election Handbook
Document Date: 1998
Document Country: United States --
Illinois
Document Language: English
IFES ID: CE02268



Judge of Election HANDBOOK

Chicago, Illinois

PRIMARY
ELECTION

1998



Board of Election Commissioners

Commissioners

Langdon D. Neal, *Chairman*
Richard A. Cowen, *Secretary/Commissioner*
Theresa M. Petrone, *Commissioner*

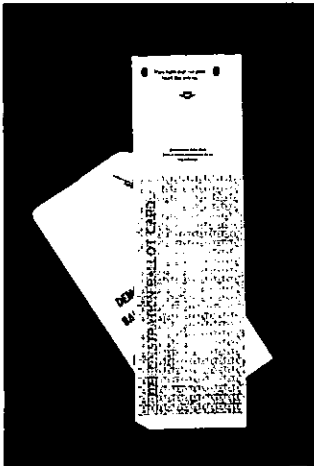
Executive Director Lance Gough

Issued by the
Board of Election Commissioners
Room 308 - City Hall
Chicago, Illinois 60602
Telephone (312) 269-7900

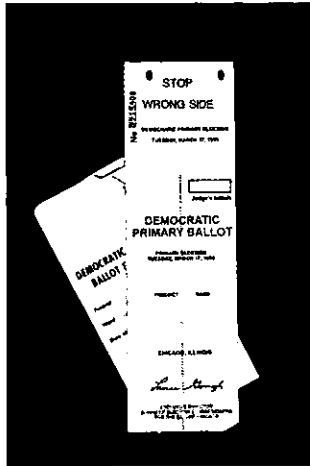
TTY (312) 269-0027 (for the hearing impaired only)

March 17 Ballot Card Colors

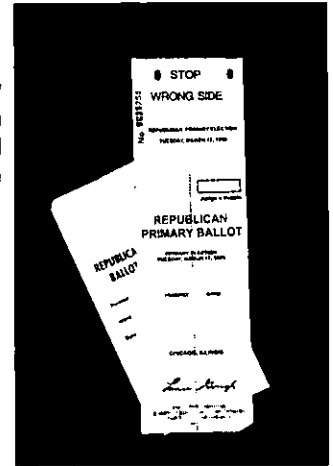
All official ballot cards are located in the ballot box portion of the Election Supply Carrier (ESC).



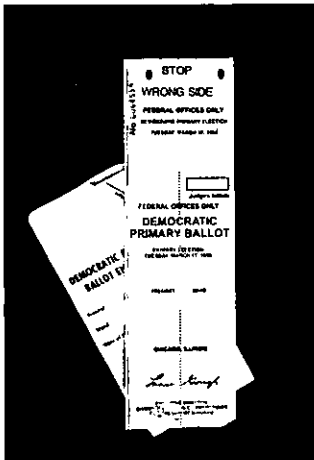
←
Beige
Demonstrator
Card and
Grey
Envelope



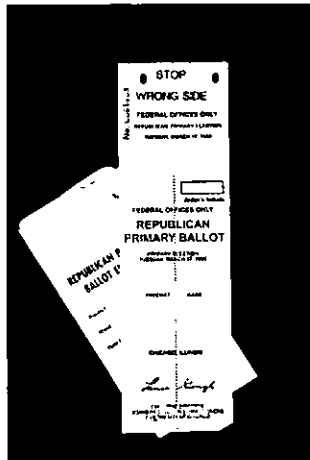
→
Green
Democratic
Ballot Card
and
Envelope



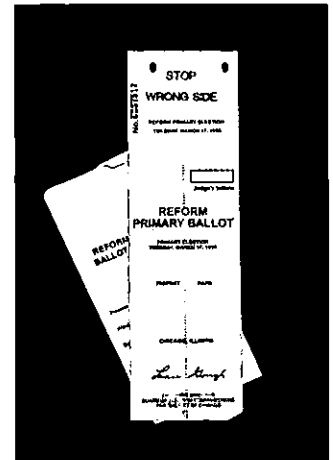
→
Yellow
Republican
Ballot Card
and Envelope



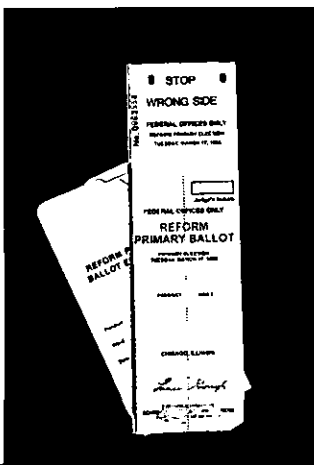
←
White with
Green Stripe
Federal
Offices Only
Democratic
Ballot Card
and Green
Envelope



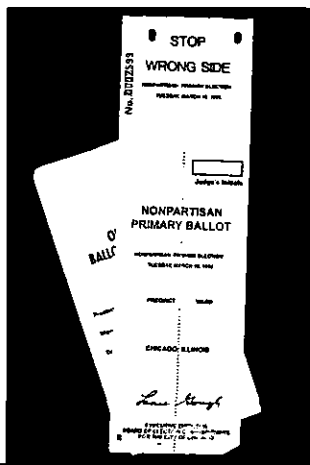
→
Blue Reform
Ballot Card
and Envelope



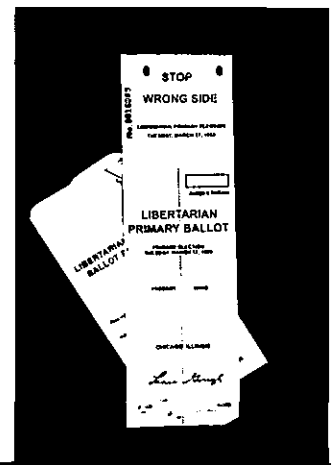
←
White with
Yellow Stripe
Federal Offices
Only Republican
Ballot Card
and Yellow
Envelope



←
White with
Blue Stripe
Federal Offices
Only Reform
Ballot Card and
Blue Envelope



→
White
Non-Partisan
Ballot Card
and Envelope



→
Beige
and Pink
Libertarian
Ballot Card
and Envelope
(2nd & 4th
Congressional
Districts only)

Table of Contents

Ballot Card Colors	Inside Front Cover
Election Words	2
Duties and Responsibilities of Judges of Election	3
I. Before Election Day	4
II. Preparing the Polling Place	5-14
Board of Election Field Investigators	5
Portable Ramps	5
Checking Equipment	5-11
Polling Place Arrangements	8
Pollwatchers in the Polling Place	12-13
Other Law Enforcement Officers	14
How to File a Complaint	14
Election Day Reminders	15
III. During Voting Hours	16-32
Station 1—Issue Voter Application/Compare Voter Signature	16
Pre-printed Application for Ballot	16
Verify Voter Signature	17
Precinct Signature Book	17
Who May Vote	18
Affidavit Voting— Consolidated Voter's Affidavit Form 1	18-23
— Voter's Residence Form 2 – Federal Office Only Voters	23
Challenging a Voter	24
Appeal to the Board	25
Assistance for Voters with Disabilities	26
Station 2—Issue Ballot Card and Envelope	27
Split Precinct Instructions	28
Spoiled Ballot Procedure	29
Station 3—Voter Demonstration	30-31
Station 4—Deposit Voted Ballot in Ballot Box	32
IV. After the Polls Close	33-44
Processing Absentee Ballots	34
Counting Write-in Votes	36
Counting Ballots with the PBC	37-40
Completing All Forms	41-43
Returning Required Items	43-44
Election Night Return List	44
Fail-Safe Voting	45
Index	46-48
City Ward Map/Election Night Receiving Stations	inside back cover

Election Words

Affidavit—A sworn statement presented in support of a person's qualifications to vote.

Application for ballot—The form a voter signs before voting. Judges compare the signature on the application to the voter's signature in the signature book. (Form 14)

Assistance—The act of helping the voter to vote. Only voters with a physical disability or voters who cannot read or write English may be assisted. An affidavit is completed whenever a voter is assisted.

Ballot booklet/pages—The pages located in the voting unit which contain the political parties, offices, names and numbers of all candidates.

Ballot card—A data processing card having 312 small rectangular perforated positions. A stub is attached to the top of the card.

Ballot envelope—The envelope is used for returning the voted ballot to the judges. It is also used to cast a write-in vote.

Ballot viewer—A plastic magnifier which enlarges the print on the ballot pages.

Certificate of Results—The official forms for recording the vote totals for the precinct. A tape from the Precinct Ballot Counter (PBC) is attached to each Certificate of Results. (Form 80)

Challenge—An objection made to the election judges concerning a person's qualifications to vote or identity.

Credential—An official document presented by all pollwatchers in order to remain in the polling place.

Curb-side voting—Procedure which allows judges to bring an economy voting booth and vote recorder to the point along the route of access closest to the door that a voter with a disability can reach, including the street curb.

Data pack—The removable memory unit contained in the Precinct Ballot Counter (PBC) which records the precinct vote totals after all ballots have been counted.

Demonstrator unit—A small table-top unit used by a judge of election to demonstrate the voting system. Demonstrator cards and envelopes are used with this unit.

Economy Voting Booth—A cardboard and plastic voting station for use with the vote recorder.

Electioneering—The display of candidate buttons or badges, handing out sample ballots or other campaign literature, or verbally urging support of or opposition to an issue or candidate on the ballot.

Election Supply Carrier (ESC)—The large metal carrier containing election equipment and supplies. The top portion serves as the ballot box during voting hours.

Handi-hold voting punch—A specially designed voting punch with a round handle for use by voters who have difficulty grasping the regular voting punch.

Instruction/demonstration—The explanation of the rules and procedures for voting, given by an election judge or judges. The demonstration may only be given on the small demonstrator unit.

Party affiliation—A voter must declare or request a ballot for a specific political party in order to vote in a primary election.

Poll list—The printed list of all persons registered to vote in the precinct.

Pollwatcher—A representative of a candidate, political party or civic organization who is legally in the polling place to observe the conduct of the election.

Precinct Ballot Counter (PBC)—A device which reads all ballot cards and electronically computes all vote totals for the precinct. The totals are printed on tapes and also recorded in the data pack.

Signature book—The signature book contains the official record of each registered voter, including the voter's signature. (Form 3)

Split precinct—A precinct that has territory in more than one Congressional, Legislative, Representative, Judicial, County Board or Board of Review district.

Spoiled ballot—A ballot on which the voter has made a mistake. It must be returned to the election judge before a new ballot may be issued to the voter.

Stub—The upper portion of the ballot card which holds the card in place in the voting station. It may be given to the voter.

Transfer case—The small box which is used for returning materials to the receiving station.

Vote recorder—A separate unit containing the official ballot pages, which is placed inside or carried to the economy voting booth.

Voting punch—The tool attached to a voting unit which must be used to cast a vote.

Voting unit—A metal or plastic and styrofoam voting station.

Duties and Responsibilities of Judges of Election

Selection

- All judges are assigned by the Board of Election Commissioners.
- Five (5) judges are appointed to serve in most precincts.
- Large precincts may have more judges assigned.
- Some judges may live outside of the precinct.
- Out of precinct judges should vote by absentee ballot before election day.
- Odd numbered precincts have three (3) Republican and two (2) Democratic judges.
- Even numbered precincts have three (3) Democratic and two (2) Republican judges.

Vacancies

- A judge who cannot serve on election day, must notify the Judges Department, 312-269-7984 before election day.
- A registered voter in the precinct may serve as a swear-in judge, if all judges are not present.
- A swear-in judge must be of the same political party as the missing judge.
- A swear-in judge may not be selected until after 6:15 a.m. election morning.
- An appointed judge who arrives late starts working and the swear-in judge stops working.
- Both the appointed judge and swear-in judge sign the pay voucher recording the time worked and will be paid for the time worked.

Stand-by Judges

- Stand-by judges are non-partisan, trained agents of the Board of Election Commissioners.
- If less than three (3) judges are present, call **ELECTION CENTRAL, (312)269-7870**, to request a stand-by judge.
- Stand-by judges are available until 12 noon on election day.
- Stand-by judges serve with appointed judges in place of any swear-in judges.

Primary Election Voting

- Judges are required by law to vote in the primary election of the party they represent.
- If a judge does not vote in the proper party primary, the judge may be removed by the Board of Election Commissioners after the election.

Duties of Election Judges

1 Conduct the election properly.

- Judges are legally responsible to follow the instructions in this handbook.
- Judges may be removed by the Board of Election Commissioners for misbehavior or neglect of duty.

2 Control the polling place.

- Judges are in complete control of the polling place.
- Judges must report any interference to **ELECTION CENTRAL, (312)269-7870**.

3 Share election duties.

- All judges have equal authority.
- All judges must share all responsibilities.
- Judges must rotate duty stations, when possible.
- Judges must wear a badge indicating the political party they represent, name, precinct and ward.
- All decisions must be made by a majority vote of the judges.

4 Keep the polling place open between 6 a.m. and 7 p.m.

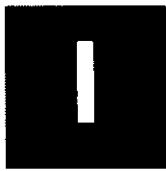
- After 6 a.m. judges may not close the polling place at any time before 7 p.m.
- One judge at a time may leave the polling place for a reasonable time.

5 Stop electioneering inside the polling place.

- Electioneering cannot take place inside the polling place or within 100 feet of the entrance to the room where polling place is located.
- Electioneering includes wearing candidate buttons or badges, hanging campaign posters, distributing sample ballots or campaign literature, and talking about candidates, political parties, and/or issues.
- All candidates and political parties must be treated equally.

6 Prevent smoking and drinking alcohol inside the polling place.

- No one may smoke inside the polling place.
- No one may drink alcohol inside the polling place.



Before Election Day

- Election supplies and materials are delivered to the polling place in the blue Election Supply Carrier (ESC).
- One judge is mailed the key to the ESC.
- Judges should try to check election materials before election day at the polling place.
- Check the box when each step is completed.

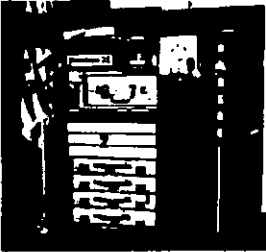
Sample - Form 21

March 17, 1998

SUPPLY LIST FORM 21

Check this list against the supplies contained in the blue metal Election Supply Carrier (ESC). If any materials are missing, call 312-269-7914 as soon as possible.

Election Supply Carrier (ESC)



<ul style="list-style-type: none"> <input type="checkbox"/> Vote recorder(s) w/official pages <input type="checkbox"/> Demonstrator unit w/sample pages <input type="checkbox"/> Beige demonstration cards / grey envelopes <input type="checkbox"/> "USED BALLOT ENVELOPES" bag <input type="checkbox"/> Form 3 and Envelope 3E Signature Book <input type="checkbox"/> Form 14 and Envelope 14E Applications for Ballot/updates <input type="checkbox"/> Form 25B "Voting Instructions" <input type="checkbox"/> Official Ballot cards / envelopes <ul style="list-style-type: none"> <input type="checkbox"/> Green Democratic Party <input type="checkbox"/> Yellow Republican Party <input type="checkbox"/> Blue Reform Party <input type="checkbox"/> Beige/Red Libertarian Party (Where Applicable) <input type="checkbox"/> White Nonpartisan (Where Applicable) <input type="checkbox"/> Federal Offices Only Ballot cards <ul style="list-style-type: none"> <input type="checkbox"/> White w/Green Stripes Democratic <input type="checkbox"/> White w/Yellow Stripes Republican <input type="checkbox"/> White w/Blue Stripes Reform <input type="checkbox"/> Form 20 Notice (Bilingual Forms) <input type="checkbox"/> Shopping bag for Supply Return <input type="checkbox"/> Aids for Voters with Disabilities 	<ul style="list-style-type: none"> <input type="checkbox"/> 1. Voteomatics <input type="checkbox"/> 2. Economy Voting Units <input type="checkbox"/> 3. Envelope 1E containing Federal Offices Only Vote Recorders and Form 2 Affirmation of Registered Voter's Residence Address for "Full Self" Voters <input type="checkbox"/> 4. Transfer Case; padlock seals, fluorescent tape, and "Voted Ballots and Valid Write-in Votes" bag <input type="checkbox"/> 5. Blue Supply Box: pens, pencils, black crayon, voting punch, electric outlet adapter, masking tape, scissors, rubber fingers, and padlock seals <input type="checkbox"/> 6. Precinct Ballot Counter (PBC) and bubble pouch for return of Data Pack <input type="checkbox"/> 7. Lights for Economy Voting Units (habitat PBC) <input type="checkbox"/> 8. Ballot Box (Supplies Listed Below) <input type="checkbox"/> 9. Inside Door: Flag and Multi-Language Pamphlet
--	---

<ul style="list-style-type: none"> <input type="checkbox"/> Envelope 23E containing: <ul style="list-style-type: none"> <input type="checkbox"/> Precinct Poll sheets and supplemental sheets <input type="checkbox"/> Specimen Ballots <input type="checkbox"/> Ward Map <input type="checkbox"/> Receiving Station Location Map <input type="checkbox"/> Polling Place locations <input type="checkbox"/> Form 36J Judge of Election Badges <input type="checkbox"/> Form 194 Judge of Election Pay Voucher <input type="checkbox"/> Absent Voter's List <input type="checkbox"/> Form 69 Certificate of Results - Multiple copies <input type="checkbox"/> City News Bureau Report <input type="checkbox"/> Envelope B <input type="checkbox"/> Envelope C <input type="checkbox"/> Envelope D <input type="checkbox"/> Form 13 "Acceptable ID for Canvass Challenge" <input type="checkbox"/> Form 22 "No Electronic Voting" sign <input type="checkbox"/> Form 25 "Notice to Voters w/Disabilities" sign <input type="checkbox"/> Envelope 48E <input type="checkbox"/> Envelope 43E <input type="checkbox"/> Envelope 45E <input type="checkbox"/> Envelope 46E <input type="checkbox"/> Envelope 47E (Where Applicable) <input type="checkbox"/> Envelope 71E <input type="checkbox"/> Envelope 72E <input type="checkbox"/> Form 177F "Polling Place" sign <input type="checkbox"/> Form 177LCP "Combination Precinct" sign <input type="checkbox"/> Form 177AK "Alternate Entrance" sign (Where Applicable) <input type="checkbox"/> Form 285B "Notice to Spanish Speaking / No Smoking" sign 	<ul style="list-style-type: none"> <input type="checkbox"/> Vote recorder(s) w/official pages <input type="checkbox"/> Demonstrator unit w/sample pages <input type="checkbox"/> Beige demonstration cards / grey envelopes <input type="checkbox"/> "USED BALLOT ENVELOPES" bag <input type="checkbox"/> Form 3 and Envelope 3E Signature Book <input type="checkbox"/> Form 14 and Envelope 14E Applications for Ballot/updates <input type="checkbox"/> Form 25B "Voting Instructions" <input type="checkbox"/> Official Ballot cards / envelopes <ul style="list-style-type: none"> <input type="checkbox"/> Green Democratic Party <input type="checkbox"/> Yellow Republican Party <input type="checkbox"/> Blue Reform Party <input type="checkbox"/> Beige/Red Libertarian Party (Where Applicable) <input type="checkbox"/> White Nonpartisan (Where Applicable) <input type="checkbox"/> Federal Offices Only Ballot cards <ul style="list-style-type: none"> <input type="checkbox"/> White w/Green Stripes Democratic <input type="checkbox"/> White w/Yellow Stripes Republican <input type="checkbox"/> White w/Blue Stripes Reform <input type="checkbox"/> Form 20 Notice (Bilingual Forms) <input type="checkbox"/> Shopping bag for Supply Return <input type="checkbox"/> Aids for Voters with Disabilities
---	--

Missing Supplies?
Call 312-269-7914

1 Open the Election Supply Carrier (ESC).

- Double-check precinct and ward numbers.
- Bend the wire back and forth to break the seal.
- Use the ESC key to unlock the door.

Check when completed properly.

2 Check all supplies using Form 21.

- Form 21 is located on ESC door.
- Open each voting unit to check ballot pages.
- Check precinct and ward numbers on official ballot cards located in ballot box portion of ESC.
- Do not assemble voting units or set up polling place.
- Do not sign or initial any forms.
- Do not open plastic wrap around ballot cards.
- Call **Equipment Repairs and Supplies**, (312)269-7914, if anything is missing

Check when completed properly.

3 Put all materials back in ESC and lock it.

- Put all election materials back in the ESC.
- Take a seal out of the supply box.
- Lock the ESC door with the ESC key.
- Place the seal through the hole in the middle of the door.

Check when completed properly.



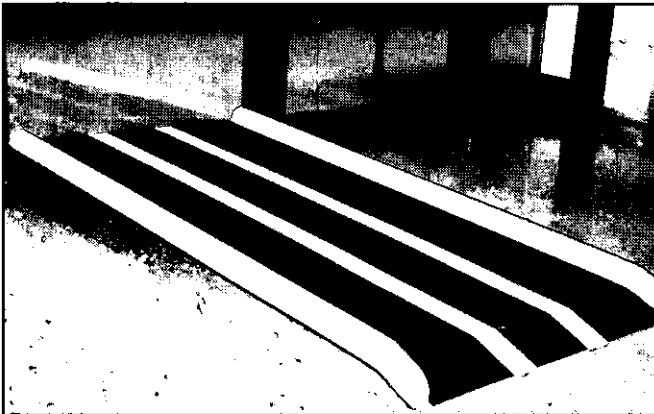
Preparing the Polling Place

5:15 a.m. to 6:00 a.m.

- Arrive at the polling place by 5:15 a.m. on election morning.
- Pollwatchers with proper credentials may enter to watch judges set up polling place.
- No one, including judges, may vote before 6 a.m.
- Check the box when each step is completed.

Board of Election Field Investigators

- A Field Investigator is assigned to visit every precinct before 7:00 a.m.
- Ask to see the Field Investigator's identification.
- The Field Investigator must be allowed in the polling place.
- The Field Investigator must verify that the precinct is open or ready to open for voting.
- Cooperate with the Field Investigator.
- The Field Investigator will check on each precinct at least five (5) times during the day.



1 Check the polling place for a portable ramp.

- Portable ramps make some polling places accessible to voters with disabilities.
- Judges are notified if a ramp is assigned to the polling place.
- The ramp will be in place by 5:45 a.m.
- Do not remove the ramp until voting closes at 7 p.m.

Check when completed properly.

2 Open the ESC.

- Check the precinct and ward numbers on the outside.
- Bend the wire back and forth to break the seal.
- Use the key to open the ESC door.
- If the judge with the key is not there, call ELECTION CENTRAL, (312)269-7870.

Check when completed properly.

3 Check all supplies using Form 21.

- Form 21 is located on ESC door.
- Put forms, signs, and notices on judges' table.
- Call Equipment Repairs and Supplies, (312)269-7914, if anything is missing.

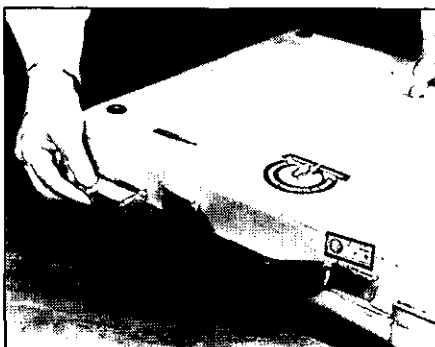
Check when completed properly.

4 Take a judge's oath and wear a judge's badge.

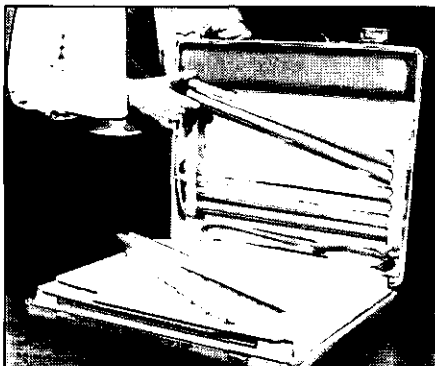
- Read and sign the oath Form 9.
- Swear-in judges must read and sign oath Form 4.
- Wear the badge indicating the political party representing; name, precinct and ward must be completed.

Check when completed properly.

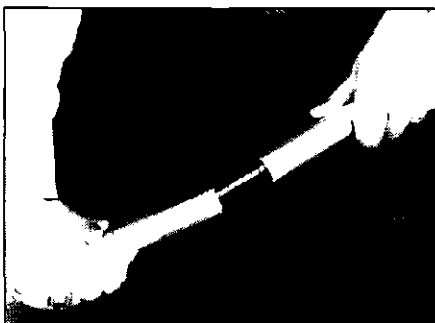
6-1



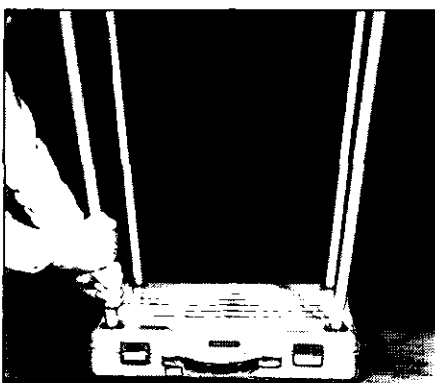
6-2



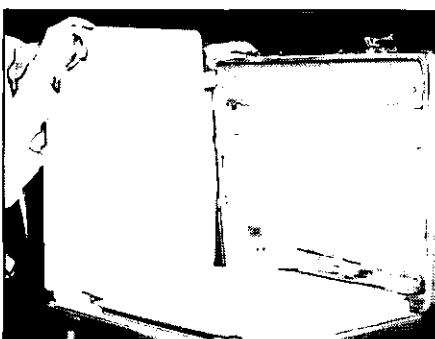
6-3



6-4



6-5



5 Put all signs and notices on the polling place walls. Signs and notices are in Envelope 23E or 47E.

- Form 1– both English and Spanish versions.
- Form 13
- Form 15S
- Form 22
- Form 25
- Form 177P
- Form 285S
- Four (4) copies of Form 255
- Form 177LCP, if more than one precinct uses the polling place.
- Form 177AE, if there is an accessible entrance for people with disabilities.
- Place the American flag at door of polling place.

Check when completed properly.

6 Assemble all metal voting units.

- Remove all metal voting units from the ESC.
- Put the unit on a table with the Board of Election sticker facing up. (See picture 6-1)
- Open the case by pulling the latches out and down.
- Remove legs from the lid. (See picture 6-2)
- Put leg sections together. (See picture 6-3)
- Close lid and lock; turn case over.
- Insert one leg into each hole in bottom of unit. (See picture 6-4)
- Push leg in tightly using twisting motion until snug.
- Pick up unit, turn over, and stand on legs.
- Open and hold lid; unwrap electric cord at bottom of lid.
- Hook side panels to lid using clips at top of each panel. (See picture 6-5)
- Put a pencil in each unit.
- Make sure the sign indicating the political party can be seen by anyone entering the polling place.

Check when completed properly.

7 Assemble all economy voting units.

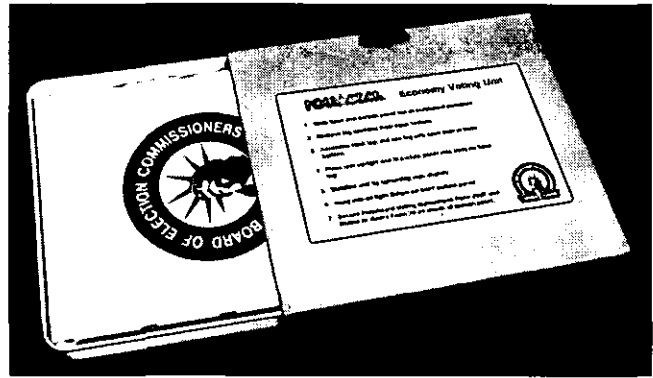
- Slide unit from container with the Board of Election emblem facing up. (See picture 7-1)
- Put each leg together. (See picture 7-2)
- Insert one leg into each hole in unit bottom. (See picture 7-3)
- Turn unit over and put screen into slots on base. (See picture 7-3)
- Steady unit by spreading legs slightly.
- Tape Form 255 and Form 20 to inside of screen.
- Put a pencil in each unit.
- Hang a clip-on light fixture, found behind the PBC in the ESC, on the screen.
- Do not place a vote recorder or party sign in any economy voting units.

Check when completed properly.

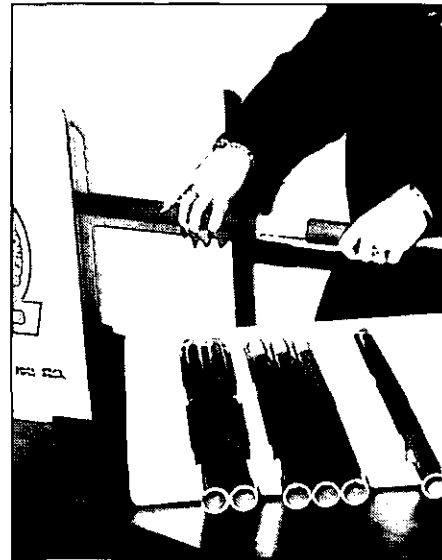
8 Arrange the voting units in the polling place.

- Put the open side of each voting unit towards a wall, if possible. (See diagram page 8)
- Plug in the electric cords; units can plug in to each other. (See picture 7-4)
- Make sure the electric cords cannot trip anyone; tape down cords if necessary.

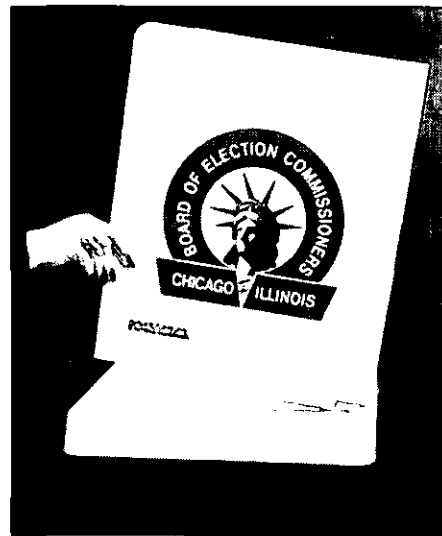
Check when completed properly.



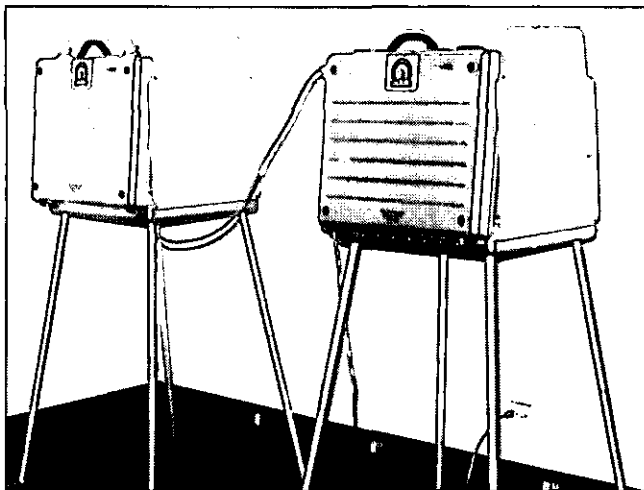
7-1



7-2

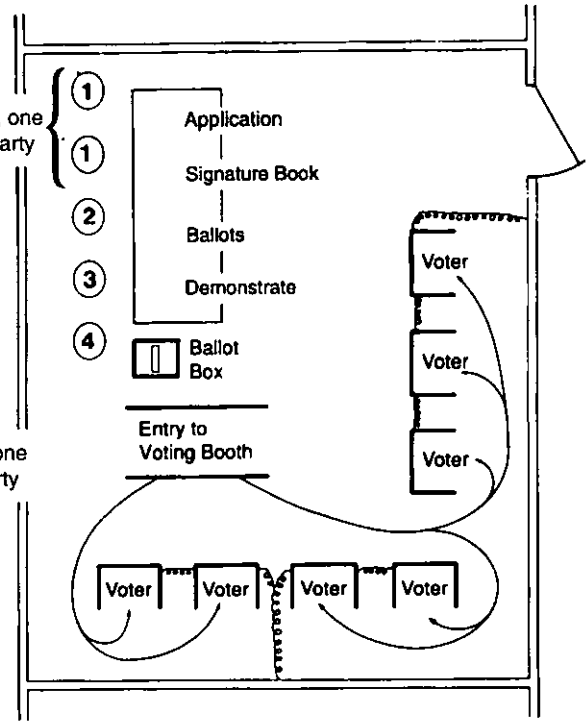
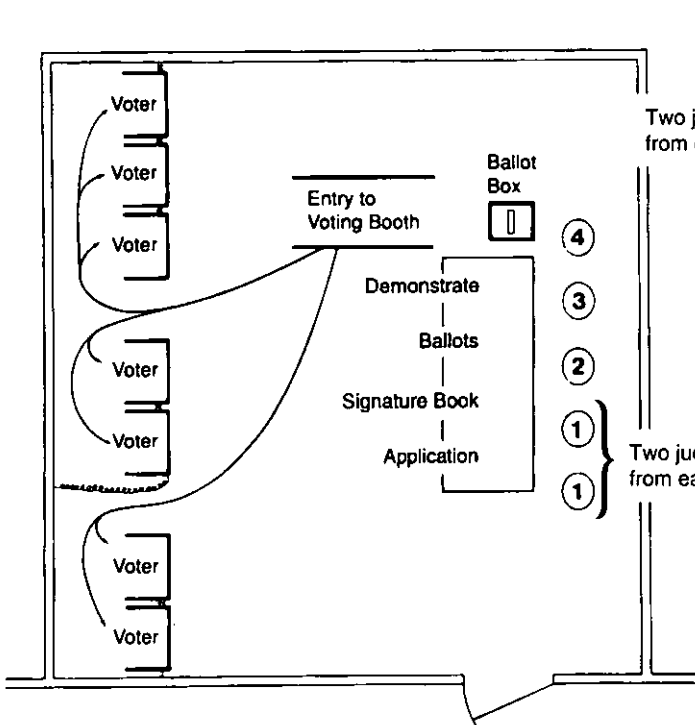
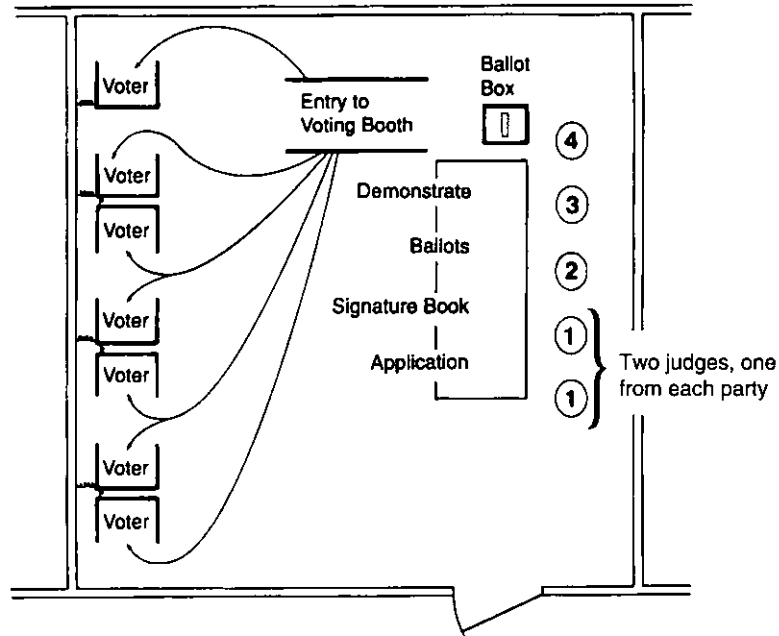


7-3





7-4


Polling Place Arrangements



Notes:

 = Voting Unit

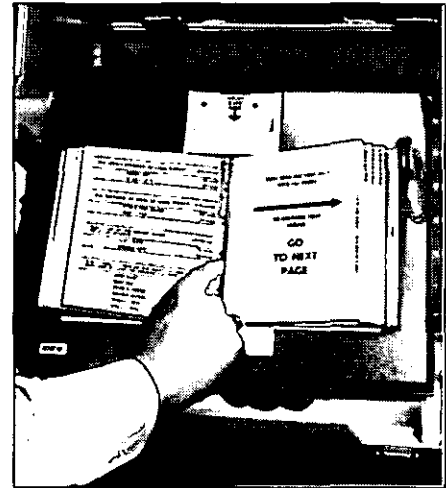
 = Ballot Box

 = Electrical cord taped to floor. To avoid injury from tripping, the cord should not be located in the path of the voters. Where overhead lighting is sufficient, the light need not be used.

9 Check all ballot pages in each voting unit.

- Compare each page with specimen ballot of that political party.
- Make sure arrows line up with the candidate's name and propositions. (See picture 9-1)
- Check the voting punch to make sure it is not broken; extra voting punches are in the supply box.
- Use beige demonstration card to punch hole for each candidate and proposition.
- One judge initials the front page in each voting unit.
- Call **Equipment Repairs and Supply, (312)269-7914**, if the voting units are not set up correctly.

9-1



Check when completed properly.

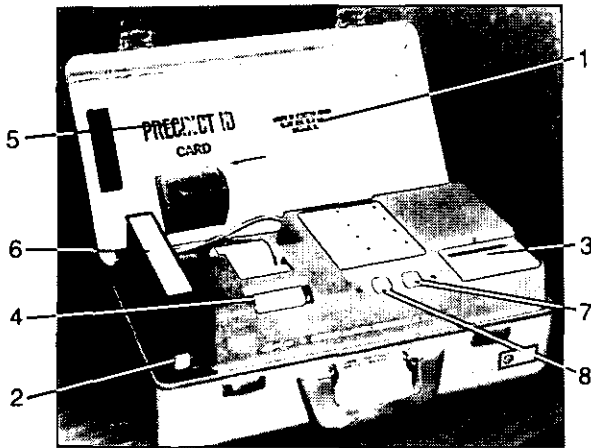
10 Remove ballots from the ballot box (top section of ESC).

- Remove plastic wrapping around ballots.
- Put one (1) pad of each color of official ballot cards on the judges' table at **Station 2**.
 - One pad green Democratic ballot cards and envelopes.
 - One pad yellow Republican ballot cards and envelopes.
 - One pad white with green stripe Federal Offices Only Democratic ballot cards and green envelopes.
 - One pad white with yellow stripe Federal Offices Only Republican ballot cards and yellow envelopes.
 - One pad blue Reform ballot cards and envelopes.
 - One pad white with blue stripe Federal Offices Only Reform ballot cards and blue envelopes.
 - One pad white Non-Partisan ballot cards and envelopes.
 - One pad beige and pink Libertarian ballot cards and envelopes (2nd and 4th Congressional Districts only).
- Keep extra ballot pads safe in the transfer case or the bottom part of the ESC.
- Put the beige demonstration cards at **Station 3**.

Check when completed properly.

Voter is:	Issue voter:
Democratic	Green ballot card and envelope
Federal Offices Only Ballot/ Democratic	White with green stripe ballot card and vote recorder; green envelope
Republican	Yellow ballot card and envelope
Federal Offices Only Ballot/ Republican	White with yellow stripe ballot card and vote recorder; yellow envelope
Reform	Blue ballot card and envelope
Federal Offices Only/Reform	White with blue stripe ballot card and vote recorder; blue envelope
Libertarian (2 nd and 4 th Congressional Districts only)	Beige and pink ballot card and envelope and vote recorder
Voter does not declare/ Non-Partisan	White Non-partisan ballot card and envelope

10-1

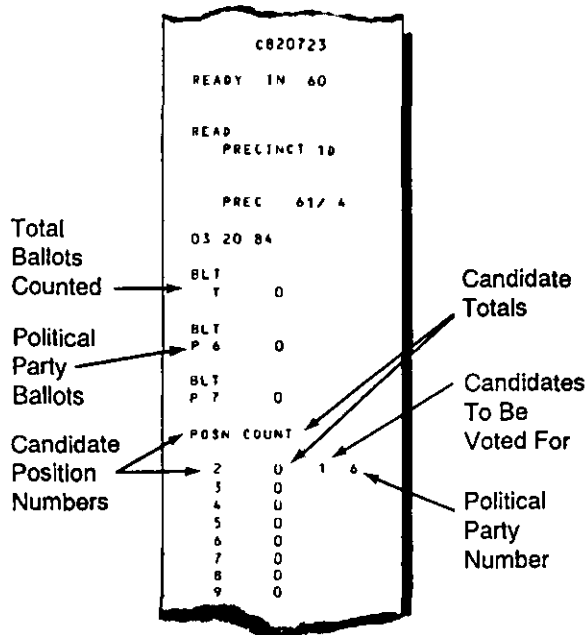


- | | |
|---------------------|------------------------|
| 1. Lid | 5. Precinct I.D. card |
| 2. "ON-OFF" switch | 6. Data pack |
| 3. Card reader slot | 7. "TOTALS" button |
| 4. Paper tape | 8. "PAPER FEED" button |



10-2

Example of PBC "ZERO" tape



11 Check the Precinct Ballot Counter (PBC).

- A. Remove the PBC from ESC, place on table, and unlatch lid to open top cover. Disconnect any coffee pots or electric heaters in room. (See picture 10-1 at left.)
- B. Unwrap electric cord and plug into 3-hole electrical outlet. If the precinct does not have a 3-hole outlet, plug the PBC cord into the special adapter found in the blue supply box and then into a 2-hole electrical wall outlet.
- C. Turn PBC "ON". As soon as the PBC is plugged in, the unit should go on and the words "READY IN 60" are printed on the paper tape. If the PBC does not go on, push down on the Data Pack and wiggle it slightly until the switch can move to the "ON" position.
- D. Insert precinct I.D. card in card reader slot after PBC prints "READ PRECINCT I.D." The I.D. card is located in the plastic envelope inside the cover of the PBC. Make sure the proper precinct and ward numbers are printed on the PBC tape. (See picture 10-2 at left.)
- E. Print "ZERO" tape. The PBC automatically prints a tape indicating the precinct and ward numbers and that all positions are at zero (0). Allow all poll-watchers to review this tape while it is being printed. (See example at left.)
- F. Tear off the "ZERO" tape, indicate that it is the "morning ZERO tape" and have all five judges initial the bottom. Although the message "READY READ BLT" is printed at the end of the tape, do not feed any ballot cards through the card reader slot at this time.
- G. Place the morning "ZERO" tape in the transfer case.
- H. Push switch to "OFF" position, unplug and rewrap electric cord, and close cover. Replace the PBC in the equipment carrier until the polls close.
- I. Do not remove Data Pack from PBC.

Check when step is completed properly.

**Call Equipment Repairs and Supplies,
(312)269-7914,**

immediately if any problems arise:

- no workable electric outlet (see building owner or engineer before calling)
- no printing appears on tape
- PBC will not accept I.D. card
- PBC will not turn on or run tape

12 Open ballot box (top section of the ESC) and seal ballot box door.

- Make sure all materials are removed.
- All judges check that ballot box is empty.
- Allow pollwatchers to see that ballot box is empty.
- Pull slot open on top of ballot box. (See picture 11-1)
- Put seal on latch at far right of door. (See picture 11-2)

Check when completed properly.

13 Put materials at judges table and decide on duty stations.

Station 1 - Issue ballot application and verify voter signature. Two judges, one from each party sit at Station 1.

- Form 1 Consolidated Voter Affidavits.
- Form 1A Notice to Person Providing Assistance.
- Form 2 Affirmation of Voter Address.
- Form 3 Signature Book.
- Form 14 Application for Ballot spindle with blue cover.
- Form 15 Persons not Permitted to Vote.
- List of absentee voters.

Station 2 - Initial and issue official ballot card and envelope.

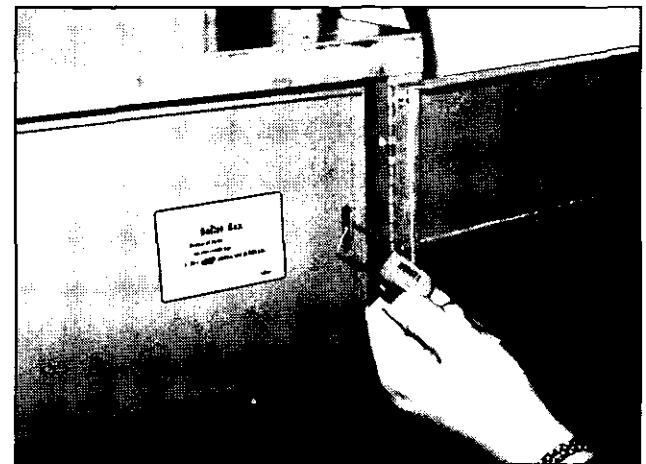
- One pad green Democratic ballot cards and envelopes.
- One pad yellow Republican ballot cards and envelopes.
- One pad white with green stripe Federal Offices Only Democratic ballot cards and green envelopes.
- One pad white with yellow stripe Federal Offices Only Republican ballot cards and yellow envelopes.
- One pad blue Reform ballot cards and envelopes.
- One pad white with blue stripe Federal Offices Only Reform ballot cards and blue envelopes.
- One pad white Non-Partisan ballot cards and envelopes.
- One pad beige and pink Libertarian ballot cards and envelopes (2nd and 4th Congressional Districts only).
- Vote recorders for Federal Offices Only, Non-Partisan, and Libertarian.
- Used application spindle with white cover.

Station 3 - Demonstrate equipment.

- Demonstrator voting unit.
- Beige demonstration cards and grey envelopes.
- Handi-hold voting punch.
- Ballot viewer.



11-1



11-2

Station 4 - Put voted ballot in ballot box.

Check when completed properly.

14 Close and lock ESC.

- Leave extra election forms and ballots in ESC.
- Secure personal items in ESC.
- Lock the ESC door.
- One judge keeps the key, but does not leave polling place with the key!

Check when completed properly.

Qualified Citizens Organizations for the March 17 Primary Election

Citizen Action, John Cameron, Executive Director
 Council for Integrity in Elections
 Lois Friedberg-Dobry, Chairperson
 Illinois Committee for Honest Government
 Tony Joyce, Chairman
 Independent Voters of Illinois-
 Independent Precinct Organization
 Robert Bartell, State Chair
 Project LEAP
 Linda R. Crane, President
 Network 49
 Herbert Ziegeldort, Co-Convenor

Pollwatchers in the Polling Place

A pollwatcher is:

- A person who represents a candidate, political party, citizens organization, or question of public policy including a precinct captain, "checker", candidate, or watcher.
- An observer in the polling place.
- A registered voter in Cook County.
- Required to have a credential in order to stay in the polling place.

Sample - Pollwatcher Credentials

POLLWATCHER CREDENTIAL FOR A CITIZEN'S ORGANIZATION Form 242CD

Fill in name of Citizen's Organization _____

To the Judges of Election _____ Precinct _____ Ward - City of Chicago _____

In accordance with the provisions of law, I hereby appoint _____ who resides at _____ in the County of Cook, _____ Illinois, and who is duly registered to vote from _____ Precinct of the _____ Ward of the City of Chicago, at the Primary Election provided by law pursuant to Section 29-10 of the Election Code, the undersigned pollwatcher certifies that _____ State of Illinois, and is duly registered to vote from that address _____

(Signature of President or Convenor)

POLLWATCHER CREDENTIAL FOR A CANDIDATE Form 242C

To the Judges of Election _____ Precinct _____ Ward - City of Chicago _____

In accordance with the provisions of law, I hereby appoint _____ who resides at _____ in the County of Cook, _____ Illinois, and who is duly registered to vote from _____ Precinct of the _____ Ward of the City of Chicago, at the Primary Election on March 17, 1998. Under penalties provided by law pursuant to Section 29-10 he or she resides at _____

(Signature of Pollwatcher)

Precinct and _____ Ward in which pollwatcher resides _____

Note: If there are two such pollwatchers and 1. Inspect each V 2. Observe all precinct judges of election have disrupted the judges in

POLLWATCHER CREDENTIAL FOR THE REPUBLICAN PARTY Form 242R

To the Judges of Election _____ Precinct _____ Ward - City of Chicago _____

In accordance with the provisions of law, I hereby appoint _____ who resides at _____ in the County of Cook, _____ Illinois, and who is duly registered to vote from _____ Ward of the City of Chicago, at the Primary Election in Code the undersigned pollwatcher certifies that _____ in the County of Cook, municipality of _____ and is duly registered to vote from that address _____

(Signature of Pollwatcher)

_____ Precinct and _____ Ward in which pollwatcher resides _____

Democratic Party Nominee Committee

POLLWATCHER CREDENTIAL FOR THE DEMOCRATIC PARTY Form 242D

To the Judges of Election _____ Precinct _____ Ward - City of Chicago _____

In accordance with the provisions of law, I hereby appoint _____ who resides at _____ in the County of Cook, _____ Illinois, and who is duly registered to vote from _____ Precinct of the _____ Ward of the City of Chicago, at the Primary Election on March 17, 1998. Under penalties provided by law pursuant to Section 29-10 of the Election Code, the undersigned pollwatcher certifies that he or she resides at _____

(Signature of Pollwatcher)

_____ Precinct and _____ Ward in which pollwatcher resides _____

Note: If there are two pollwatchers in the precinct per Political Party, one must be registered to vote from a residence in the ward in which he/she is watching. The foregoing is in accordance with the laws of Illinois. The Judges of Election shall permit the above named person to be within the polling place as such pollwatcher and allow the representative to

1. Inspect each Voteomatic before the polls open and before the polls close
2. Inspect each Voteomatic during the hours of voting when not being used by the voters
3. Observe all procedures of the judges, before and after the polls close

The bearer of this credential is permitted in the Polling Place for the purpose of OBSERVING the conduct of the election. The pollwatcher may protest to the judges of election against any action which he/she regards as a violation of the law, but he/she must abide by the decision of the judges. He/she shall not handle the election materials and shall not interfere under any circumstances with the orderly conduct of the election. After a protest is made, the pollwatcher must not vocally persist in the protest, if the judges take no action. The pollwatcher should call ELECTION CENTRAL at 298-7870 with the information. The pollwatcher must surrender this credential to the judge of election and he/she may leave and re-enter the polling place provided that such continuing action does not disrupt the conduct of the election. After the polls have closed, the pollwatcher shall be allowed to remain until the judges of election have completed their duties but may leave and re-enter only in cases of necessity, provided that such action is not so frequent that it disrupts the judges in concluding their work. (See section of "Pollwatcher Rights" in the Judges of Election handbook for further instructions.)

BOARD OF ELECTION COMMISSIONERS
CITY OF CHICAGO

(This Form Must Be Returned in Envelope #7E
(Translation on opposite or reverse)

(Signature of Pollwatcher)
Executive Director

A credential is

- Issued by the Board of Election Commissioners.
- Stamped or signed by the political party chairman, a candidate whose name appears on the ballot, or the presiding officer of a citizens organization.
- Signed by the pollwatcher.
- Given to the judges when the pollwatcher arrives in the polling place.
- Returned in **Envelope 47 E**.

Pollwatchers allowed in a precinct at a time are

- Two (2) pollwatchers per candidate. If a candidate has two pollwatchers, one must be a registered voter in the ward in which he or she is pollwatching.
- One (1) pollwatcher per political party.
- One (1) pollwatcher per qualified citizens organization. A list of qualified citizens organizations is located on page 12.

If there are too many pollwatchers

- Judges decide whether the polling place is too crowded.
- Judges must be objective and draw lots to determine who must leave.
- One pollwatcher from each candidate must be allowed to stay.
- One pollwatcher from each political party must be allowed to stay.
- Call **ELECTION CENTRAL, (312)269-7870** for assistance.

Pollwatcher Conduct

- Pollwatchers, with proper credentials, may remain in the polling place all day.
- Pollwatchers may station themselves where they can see the actions of the judges.
- Pollwatchers may not interfere with the orderly conduct of the election.
- Pollwatchers may not handle election materials.
- Pollwatchers may bring violations of the law or improper procedures to the judges attention.
- Pollwatchers may call **ELECTION CENTRAL, (312)269-7870** with questions.

To enter a polling place

- The pollwatcher must give the judges a credential.
- The pollwatcher may not stay without giving the judges a credential.
- The pollwatcher must have a separate credential for each precinct visited.
- The pollwatcher may leave and return without an additional credential.

Before the polls open pollwatchers may:

- Observe as the equipment is checked and the polling place set is up.
- Verify that the ballot box is empty.
- Check that the ballot box is sealed properly.
- Inspect the voting equipment.
- See election materials and forms, but may not handle election materials.
- May not interfere with the work of the judges in setting up the polling place.

During voting hours pollwatchers may:

- Stand or sit close enough to observe
 - applications being issued to voters
 - voter's signatures being compared
 - initials being placed on the ballot
 - demonstration being given by judges
 - voted ballot being deposited in ballot box
- Hear the judges call the voter's name, address, and party affiliation out loud.
- Inspect the voting equipment when not in use by voters.
- Challenge the qualifications or identity of a person appearing to vote.
- Bring questions or concerns to the attention of the judges.

After the polls close pollwatchers may:

- Observe the tabulating of the vote including
 - processing absentee ballots
 - screening ballot cards
 - remaking ballot cards
 - canvassing write-in votes
 - testing and using the PBC
 - signing and sealing official forms and envelopes
- May obtain one of four PBC tapes made available for pollwatchers.

Board of Election Field Investigators

- Field Investigators from the Board of Election Commissioners are assigned to each precinct to visit the polling place throughout the day.
- Field Investigators must display their official identification card (it is not surrendered to the election judges).
- Must be allowed in the precinct to observe, advise and assist the election judges.
- May handle election materials, **when it does not interfere with the voting process.**
 - Where the Field Investigator handles election materials, the Field Investigator shall surrender to the judges of election a copy of a letter of authority from the Board of Election Commissioners.
- Election judges must cooperate with any Field Investigator from the Board of Election Commissioners.

Chicago Police Officers

- In some precincts, police beat cars are assigned to periodically visit the polling place.
- In other precincts, a police officer is stationed in the precinct polling place.
- If no police officer is present when needed for an election-related matter, call **ELECTION CENTRAL, (312)269-7870.**
- If there is a problem involving public safety, call **911.**

Other Law Enforcement Officers

After displaying their official credentials, representatives of the United States Attorney's office, the Illinois Attorney General's office, the Cook County State's Attorney's office, the Chicago Corporation Counsel's office, and the State Board of Elections, are entitled to:

- enter the polling place;
- view the polling place and observe election procedures;
- station himself or herself where he or she can see the information in the signature book and on ballot applications; and
- handle and inspect the signature book, applications for ballot, affidavits, pollwatcher credentials, and ballot pages if to do so would not interfere with the orderly conduct of the election.

- In any precinct where the representative handles the election material, the representative shall surrender to the judges of election a copy of a letter of authority from the Board of Election Commissioners containing the name of the representative.
- No representative of any other office is authorized to handle any election material.
- Return this letter in **Envelope 47E** with other credentials.
- Call **ELECTION CENTRAL, (312)269-7870,** for assistance.

Media

- Members of the news media on election day assignment are issued a special media credential that authorizes admission to the polling place to photograph (with the permission of the judges and voters).
- Media personnel may not, however, interview voters in the polling place or in any way interfere with the conduct of the election.

How to File a Complaint with the Board of Election Commissioners

- All persons, including voters, pollwatchers and judges of election, have the right to file a complaint with the Board of Election Commissioners.
- A complaint may be filed at anytime when the Board's office is open to the public.
- The person filing a complaint has the right to discuss the complaint with the Board's counsel and/or Investigation Department and to receive a written response detailing the outcome of the complaint, if a mailing address is provided with the complaint.
- If a complaint is filed by a person who wishes to remain anonymous, the complaint may be dismissed with no further action.
- A complaint may be filed over the telephone, in writing or in person.
- On election day, all complaints are directed to **ELECTION CENTRAL, (312)269-7870.**

Election Day Reminders

- Watch for voters with disabilities who may need “curbside” voting. (See page 26)
- Absentee ballots are delivered during the day by Board of Election messengers. Do not accept absentee ballots from a friend or relative of a voter. (See page 34)
- If the voter must vote by **Form 1**, check the correct box on the front of the form and complete the back of the form if required. (See page 20-21)
- If a voter’s application is pink, the voter may vote after completing **Form 1** and displaying two pieces of identification. (See page 18)
- Certain voters may qualify to vote for Federal Offices Only after completing **Form 2**.
- Offer a demonstration to all voters. (See page 30)
- Initial each ballot card and envelope when issued. Follow the chart below to determine the correct ballot card and envelope to issue. (See page 27)
- Inspect the voting units regularly to check for torn or defaced ballot pages and for broken or missing voting punches. (See page 30)
- A voter can stay at the voting unit no longer than five (5) minutes, if other voters are waiting.

Voter is:	Issue voter:
Democratic	Green ballot card and envelope
Federal Office Only Ballot/ Democratic	White with green stripe ballot card and vote recorder; green envelope
Republican	Yellow ballot card and envelope
Federal Office Only Ballot/ Republican	White with yellow stripe ballot card and vote recorder; yellow envelope
Reform	Blue ballot card and envelope
Federal Office Only/Reform	White with blue stripe ballot card and vote recorder; blue envelope
Libertarian (2 nd and 4 th Congressional Districts only)	Beige and pink ballot card and envelope and vote recorder
Voter does not declare party/ Non-Partisan	White Non-partisan ballot card and envelope

Watch For . . .

- Electioneering within 100 feet of the door to the room wherein the polling place is located.
- Intimidating or preventing a person from lawfully voting.
- Attempting to vote more than once.
- Illegal voter assistance.
- Stuffing the ballot box with forged ballots.
- Willfully destroying, mutilating, defacing, falsifying, forging, or removing official election records.
- Tampering with the voting devices or ballot pages in the polling place.
- Offering money or other compensation for a vote.
- Selling a vote for money or other compensation.

As judges of election, make sure that none of the above activities take place inside the precinct polling place. Report any violations to ELECTION CENTRAL (312)269-7870.



During Voting Hours

6 a.m. to 7 p.m.
At 6 a.m. proclaim the polls open

Station 1—Issue application to voter. —Compare voter’s signature in signature book.

- Each voter must declare his or her party affiliation.
- Each voter must sign his or her Application for Ballot Form 14 at Station 1.
- The two judges at Station 1 (one from each political party) compare the signature on the application with the voter’s signature in the signature book.
- There are two (2) different pre-printed Applications for Ballot.
- Most voter applications will be white.
- Voters challenged during the canvass will have a pink application.
- Blank applications are located in the back of the application pad.

1. Ask the voter his or her name, address and party affiliation. The applications are printed in alphabetical order by the voter's last name. Find the voter's pre-printed Application for Ballot and carefully tear it out of the application pad.
 - If there is more than one pre-printed application for the same voter, remove all applications for that voter and clip them together. Make a note of the duplicate applications on the Correction Sheet.
 - If the pre-printed application is pink, this voter has been challenged in a canvass, and must complete Form 1. (See page 18)
 - If the voter has both a white and a pink pre-printed application, remove both and have the voter complete the white application, provided the voter still resides at the address. Clip both applications together and make a note of the duplicate applications on the Correction Sheet.
- If there is no pre-printed application, remove a blank application from the back of the pad and print the voter's name on it. The voter must sign his or her name and address, where indicated on the blank application.
- If the voter makes an error on the pre-printed application, have the voter complete a blank application as explained above and attach it to the pre-printed application.

Voter Name: MCCOY, DOMINICK

Voter Address: 10 _____

Precinct: 11 _____

Ward: 14 _____

Voter I.D. Number: 123456

This is the "stub" area

Voter Name: MCCOY, DOMINICK

Address: 3020 S AVENUE

Signature of Voter

CITY OF CHICAGO
APPLICATION FOR BALLOT
CERTIFICATE OF REGISTERED VOTER
PRIMARY ELECTION
TUESDAY, MARCH 17, 1998

Ward: 14 Prec: 11

VOTER: Indicate your ballot choice by checking one (1) of the boxes below. Sign this certificate and give it to the judge at the precinct signature book. After your signature has been verified the judge will return this form to you. You must then present this form to the judge receiving the official ballot cards.

Democratic Primary Republican Primary Libertarian Primary

Alliance Primary Independent Primary

Judge: Fill in the stub (if the process)
 Void by Administration
 Void by Voter's Choice
 Void by Challenge
 Signature is illegible
 Incorrectly filled out

Signature Verified by _____

Name: MCCOY, DOMINICK
Address: 3020 S AVENUE

Signature of Voter

Form 14
MCCOY
DOMINICK

Sample – Pre-printed Application for Ballot Form 14

2. Have the voter verify his or her name and address on the pre-printed application.
3. Ask the voter to check one of the boxes on the application to indicate party affiliation and to sign his or her name in the box above the words "Signature of Voter".
4. Call the voter's name, address and party affiliation out loud.
5. Check the list of absentee voters in the precinct. If the voter's name appears on this list, refer to page 21, "Absentee Ballot Not Received - Box 10" and "Cancel Absentee Ballot - Box 11" on Form 1.
6. Find the voter's name in the precinct signature book (see sample below). Follow any instructions recorded on the listing.
7. Both judges must compare the voter's signature in the signature book with the signature on the application.
8. If the signatures compare, one judge approves the application by initialing it where indicated.
9. If there is no signature, request that the voter sign his or her name in red ink (pens are provided in the election supplies) to the right of the voter listing.
10. Indicate the party preference of the voter in the box to the right of the voter's signature in the signature book. Place a "D" for Democratic, "R" for Republican, "NP" for Non-partisan, "RF" for Reform and "L" for Libertarian.
11. If any information is incorrect in the voter's signature book listing, or there are duplicate listings for the same voter, make a note of the error on the Correction Sheet in the front of the signature book.
12. After the application is approved, return the application to the voter and direct him or her to Station 2.
13. If the signatures do not compare, or the voter is otherwise challenged, consult page 24.

Sample - Precinct Signature Book Form 3

<p>Voter Information</p>	<p>123456A 123-45-6789 MICCOR, DOMINICK 1070 S AVENUE CHICAGO, IL 60600 M 04/04/1776</p>	<p><i>Dominick Miccor</i> <input type="checkbox"/></p>
	<p>012345A 012-34-5678 FRANCES, JENNY 121 N LASALLE CHICAGO, IL 60602 F 04/04/1776</p>	<p>CANVASS CHALLENGE <i>Jenny Frances</i> <input type="checkbox"/></p>
	<p>654321A 876-54-3210 JOHN, DOE 122 N LASALLE CHICAGO, IL 60602 M 04/04/1776</p>	<p><input type="checkbox"/></p>
	<p>123456B 234-56-7890 ROSE, IRENE 122 N LASALLE CHICAGO, IL 60602 F 04/04/1776</p>	<p><i>Irene Rose</i> <input type="checkbox"/></p>

Have voter sign in red.

You may not duplicate or copy any of the information located in the signature book, including the voter's signature. It is prohibited by law and you will be prosecuted.

Who May Vote

- Only those persons who fall into one of the categories listed below may vote in the precinct on election day.
- Consult page 34 concerning certain persons who may qualify to cast absentee ballots, although not registered in the precinct.
- Call ELECTION CENTRAL, 312-269-7870, if questions arise on voter eligibility.

1. Name listed in signature book

Any voter whose name is listed in the signature book, and who currently resides at the address indicated in the book, *unless* his or her qualifications are successfully challenged, may vote without signing an affidavit.

A person whose name is in the signature book but whose name is also listed on the "Not Qualified to Vote List" is entitled to vote unless his or her qualifications are successfully challenged, without signing an affidavit.

2. Voting by Affidavit

An affidavit is a sworn statement made in support of a person's qualifications to vote. Some voters can only vote after completing an affidavit as explained below.

Consolidated Voter's Affidavit Form 1.

Depending upon the reason the voter must complete the affidavit, the appropriate box on the front of the form must be completed and supporting affidavits on the back must be signed, if required.

In place of a supporting affidavit, the voter may be allowed to complete Form 1 and vote after presenting two pieces of identification. The type of identification and numbers on the identification must also be recorded.

Spanish facsimiles Form 1 are included in the supplies.

A judge of election can also sign a supporting affidavit as a "Registered Voter" if the judge lives in the precinct.

Remember:

A verification of address card or green tissue receipt is not proof of an active registration.

● Name Not in Signature Book—Box #1

A voter whose name appears on the poll sheet but not in the signature book may vote after checking box #1 on Form 1. Supporting affidavit of two registered voters in box A on the back of the form must also be completed.

If the voter's name appears on the poll sheet and on the "Not Qualified to Vote" sheet, but the name is not listed in the signature book, the voter cannot vote.

● Canvass Challenge—Box #2

A voter whose registration was challenged during the canvass, or who was newly registered but whose verification of registration card was returned to the Board as undeliverable, may vote after completing box #2 on Form 1.

The names of these persons are listed as "Canvass Challenge" in the signature book, and their pre-printed Application for Ballot is pink.

In order to vote for all offices, the person must display two pieces of identification and must also complete box #2 on the Consolidated Voter's Affidavit Form 1. Both pieces of identification must contain the voter's name and one must also contain the voter's residence address. One judge must indicate on the affidavit the types of identification presented, and must also sign the affidavit.

If a voter cannot or will not complete Form 1, he or she may qualify to cast a "Federal Offices Only" ballot as a "Fail-Safe" voter. Consult pages 22, 23 and 45 on "Fail-Safe" voting.

Acceptable identification includes a driver's license; social security card; utility bill; employee or student identification card; credit card; civic, union or professional association membership card; public assistance identification card; or a library card.

● Challenged Voter—Box #3

If a voter's qualifications are challenged and the judges reject the challenge, the voter may vote without completing an affidavit. If the judges uphold the challenge, the voter must check box #3 on Form 1. A supporting affidavit in box B on the back of the form must also be signed by a qualified voter in the precinct or two pieces of identification must be presented by the voter.

If a voter cannot or will not complete Form 1, he or she may qualify to cast a "Federal Offices Only" ballot as a "Fail-Safe" voter. Consult pages 22, 23 and 45 on "Fail-Safe" voting.

- **Change of Address—Box #4 or #5**

Registered voters who have moved WITHIN the precinct WITHIN the 30 day period prior to the date of the election, may vote, if registered at the first address, after completing box #4 on Form 1.

Registered voters who have moved anywhere within the State of Illinois to an address OUTSIDE their former precinct WITHIN the 30 day period prior to the date of the election, may vote in their former precinct after completing box #5 on Form 1.

In either case, a supporting affidavit in box B on the back of the form must be completed by a qualified voter in the precinct or two pieces of identification must be presented by the voter.

If a voter cannot or will not complete Form 1, he or she may qualify to cast a "Federal Offices Only" ballot as a "Fail-Safe" voter. Consult pages 22, 23 and 45 on "Fail-Safe" voting.

- **Assisted Voter —Box #6 or #7**

"Assistance" can only be given upon the voter's request to a voter who qualifies for assistance because he or she has a physical disability and is unable to mark the ballot or the voter is unable to read, write or speak the English language.

Box #6 on Form 1 must be completed by each voter who requests assistance because he or she cannot read, write or speak the English language.

Box #7 on Form 1 must be completed by any voter who requests assistance because he or she has a physical disability and is unable to mark the ballot.

No voter may be assisted by the voter's employer or agent of that employer, an officer or agent of the voter's union, or a candidate whose name appears on the ballot, unless the voter is the spouse or a parent, child, brother, or sister of the candidate.

A voter who cannot read, write or speak the English language or a voter who has a physical disability may be assisted by a person of his or her choice. If the voter has no one to assist him or her, the voter shall be assisted by two judges of election of different political parties.

The person giving the assistance and the election judge administering the oaths on the affidavit must complete Form 1.

The person giving assistance must be given a copy of Form 1A. If the voter is assisted, the person or persons giving assistance must complete the affidavit box C on the back of Form 1. A voter who is intoxicated is not qualified to receive "assistance".

The judge must also record that the voter received assistance by checking the appropriate box on the voter's application, Form 14.

- **Members of the United States Armed Forces or Veterans—Box #8**

Members of the United States Armed Forces on active duty, or veterans separated from active duty within 60 days prior to the date of the election (who have resided in the precinct for 30 days) may vote without being registered upon presentation of evidence of the above and completion of box #8 on Form 1. One qualified voter of the same precinct must sign the supporting affidavit. The spouse or dependent of persons in these categories does not qualify to vote under this provision and must be registered to be eligible to vote.

- **Change of Name—Box #9**

A person who has changed his or her name within the 27 day period prior to the date of the election, but continues to reside in the same precinct and is registered under the former name, may vote after completing box #9 on Form 1. A woman who continues to use her maiden name after marriage may vote without an affidavit if registered under that name.

- **Absentee Ballot Not Received—Box #10**

Anyone listed on the Precinct Absentee Voters List may be permitted to vote in person **provided** the person returns his or her absentee ballot (or a portion of it) or completes box #10 on Form 1. If the voter returns his or her absentee ballot, write "Rejected - Voted in Person" on the ballot and envelope and place in Envelope 48E.

- **Cancel Absentee Ballot—Box #11**

Any person who has been issued an absentee ballot may appear in the polling place to cancel or revoke his or her absentee ballot and to vote in person provided he or she completes box #11 on Form 1.

Remember:

Anyone giving assistance must cast the vote in private, as directed by the voter, and will give no information as to how the vote was cast.

Sample - Consolidated Voter's Affidavits Form 1 (front)

STATE OF ILLINOIS)
) SS.
 COUNTY OF COOK)

CHICAGO BOARD OF ELECTION COMMISSIONERS
 CONSOLIDATED VOTER'S AFFIDAVIT
 PRIMARY ELECTION

FORM 1

Rv. 5/98

Pct.	1
Wd.	51

Voter complete name and address

I, JENNY FRANCES, do solemnly swear (or affirm) that I am a citizen of

the United States, of the age of 18 years or over, that I have resided in this State and in this precinct and ward for 30 days next preceding this election (or I have moved as indicated below), that I have not voted at this election, that I am a duly qualified voter in every respect and that I reside at 121 N. LaSalle

CHECK APPROPRIATE BOXES AND COMPLETE SUPPORTING AFFIDAVITS ON REVERSE SIDE (if necessary)
 (Refer to Judge of Election Handbook for complete instructions)

Voter check appropriate box

<input type="checkbox"/>	1. NAME NOT IN SIGNATURE BOOK	My name appears on the printed precinct register or supplemental list of voters for this precinct and my name has not been erased or withdrawn from the register of voters. Complete Supporting Affidavit A on back.
<input checked="" type="checkbox"/>	2. CANVASS CHALLENGE	I still reside at the above address and was canvassed in error at the last canvass and have provided the judges of election with two pieces of identification, one with my current residence address. No Supporting Affidavit required. Two pieces of identification must be presented, one with current residence address. Specify the type of I.D. and record the number. Identification: 1. <u>DRIVER'S LIC: F12-47-8467</u> 2. <u>SS# 987-65-4321</u>
<input type="checkbox"/>	3. CHALLENGED VOTER	I am a member of and affiliated with the _____ party, I have not signed the petition for nomination of a candidate of a political party with which I am not affiliated and I have not signed the nominating papers of an independent candidate for any office for which office candidates for nomination are voted for at this primary. Complete Supporting Affidavit B on back OR two forms of I.D. required. If Supporting Affidavit B on back is not completed, then two pieces of identification must be presented, both with current residence address. Specify the type of I.D. and record the number. Identification: 1. _____ 2. _____
<input type="checkbox"/>	4. WITHIN THE PRECINCT OR	I have changed my address within the last 30 days from _____ to the address shown above, and I have checked the appropriate precinct box on the left. Complete Supporting Affidavit B on back OR two forms of I.D. required. If Supporting Affidavit B on back is not completed, then two pieces of identification must be presented, both with current residence address, one postmarked within the last 30 days. Specify the type of I.D. and record the number. Identification: 1. _____ 2. _____
<input type="checkbox"/>	5. OUTSIDE THE PRECINCT WITHIN THE STATE	
<input type="checkbox"/>	6. ASSISTED VOTER	I cannot read, write or speak the English language and hereby request assistance. Complete Supporting Affidavit C on back. OR By reason of a <input type="checkbox"/> temporary or <input type="checkbox"/> permanent physical disability of _____ I am unable to mark my ballot and hereby request assistance. Complete Supporting Affidavit C on back.
<input type="checkbox"/>	7. CANNOT READ, WRITE OR SPEAK ENGLISH OR PHYSICAL DISABILITY	
<input type="checkbox"/>	8. ARMED FORCES	I have been engaged in the military or naval service of the United States within the last 60 days and, because of such service, I have been unable to register to vote and I have maintained a legal residence in this precinct for 30 days next preceding this election. Complete Supporting Affidavit D on back.
<input type="checkbox"/>	9. CHANGE OF NAME	I have changed my name within the last 27 days from _____ to the name above, and I am the same person now registered from the above address in this election precinct. No Supporting Affidavit required.
<input type="checkbox"/>	10. ABSENTEE BALLOT NOT RECEIVED	I applied for, but never received, an absentee ballot. No Supporting Affidavit required.
<input type="checkbox"/>	11. CANCELLED ABSENTEE BALLOT	I desire to cancel and revoke any absentee ballot that may have been cast in my name. No Supporting Affidavit required.

Judge sign here

Subscribed and sworn to before me this 17th day of March, 19 98 A.D.
Jane Rose
 Judge of Election

Date of Birth (optional) _____
 Signature of Voter: Jenny Frances

Voter sign here

Sample - Consolidated Voter's Affidavits Form 1 (back)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SUPPORTING AFFIDAVITS
Judge of Election - you must
complete and sign box E at bottom.

A

Complete when box 1 on the front is checked. Two supporting signatures required.

We, _____ and _____, do solemnly swear (or affirm) that we are registered voters in the _____ precinct and _____ ward, Chicago, Cook County, State of Illinois, and that we reside at _____ and _____ respectively, in said precinct, and that we know the aforesaid applicant to vote and that he/she resides at _____, and that he/she is the same person whose name appears upon the printed precinct register or supplemental list of voters of this precinct.

Signature of First Registered Voter

Signature of Second Registered Voter

Voter complete appropriate box

B

Complete when box 3, 4 or 5 on the front is checked if voter does not present two forms of I.D.

I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I have been a resident of the State for 30 days last past and am well acquainted with the person whose vote is now offered.

FOR CHALLENGED PRIMARY VOTER ONLY - I verily believe he/she is a member of and affiliated with the _____ party.

Signature of Registered Voter

C

Complete when box 6 or 7 on the front is checked.

I/we do hereby certify that at this election, I/we are qualified and gave assistance to _____ whose sworn statement appears on the reverse side.

I further state that I did not attempt to influence the voter's choice of candidate(s), party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Signature of Person Selected by Voter for Assistance

OR

Signature of Democratic Judge

Signature of Republican Judge

D

Complete when box 8 on the front is checked.

I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am acquainted with _____; that I verily believe him/her to be or to have been an actual bona fide resident of this precinct and I verily believe that he/she does maintain or has maintained, as the case may be, a legal residence therein, 30 days preceding this election.

Signature of Registered Voter

E

Judge of Election - you must complete and sign where indicated

Signed and sworn to before me this _____ day of _____, 19 _____.

Judge of Election
(Cannot be either judge who signed box C affidavit)

Judge sign here

Affirmation of Registered Voter's Residence Address Form 2 - Federal Offices Only Voters

Provisions of the National Voter Registration Act (NVRA) allow certain registered voters to vote a **Federal Offices Only Ballot** under "fail-safe" provisions, upon completion, either in writing or orally, of **Form 2**. This includes persons who are registered voters who have not moved but who have been challenged and registered voters who have moved within the same precinct or from one precinct to another within the City of Chicago, even though they did not notify the Board of Election Commissioners of their address change.

If the voter refuses to sign **Form 2**, but orally affirms that the information given is true and correct, the voter must be permitted to vote. In this event, a judge of election must print the voter's name on the line provided for the voter's signature and must print "Oral Affirmation" after the voter's name. The judge must also complete the information regarding precinct and ward number and must sign the form where indicated.

- **No Change of Address—Box #1**

A voter who is listed as "challenged" on his or her pink Application for Ballot who has not moved may vote a **Federal Offices Only Ballot** after checking box #1 on **Form 2**, if the voter cannot or will not complete **Form 1**. A voter who is challenged in voting on the grounds that he or she no longer lives at the address in the signature book may vote a **Federal Offices Only Ballot** if the voter has not moved and cannot or will not complete **Form 1**. (See previous section on **Form 1**.)

- **Change of Address within the City of Chicago—Box #2**

A voter who is listed as "challenged" on his or her pink Application for Ballot who has moved to another address within the City of Chicago, may vote a **Federal Offices Only Ballot** after checking box #2 on **Form 2**. A voter who is challenged in voting on the grounds that he or she no longer lives at the address in the signature book may vote a **Federal Offices Only Ballot** if the voter has moved to another address within the City of Chicago after checking box #2 on **Form 2**.

- **Change of Address outside of the City of Chicago within 30 days prior to the date of the election—Box #3**

A voter who is listed as "challenged" on his or her pink Application for Ballot who has moved to another address outside the City of Chicago, within 30 days of the election, may vote a **Federal Offices Only Ballot** after checking box #3 on **Form 2**. A voter who is challenged in voting on the grounds that he or she no longer lives at the address in the signature book may vote a **Federal Offices Only Ballot** if the voter has moved to another address outside the City of Chicago within 30 days of the election, after checking box #3 on **Form 2**.

Note: If the voter moved to an address outside of the City of Chicago more than 30 days prior to the election, the person does not qualify to vote and must be issued Form 15.

Sample - Form 2 (front)

CHICAGO BOARD OF ELECTION COMMISSIONERS

FORM 2

Rv 308

Affirmation of Registered Voter's Residence Address

Pct.	1
Wd.	51

Provisions of the National Voter Registration Act of 1993 (NVRA) allow certain registered voters to vote a **Federal Offices Only Ballot** upon completion, either in writing or orally, of **Form 2**. This includes certain persons who qualify to complete **Form 1**, but who cannot or will not complete **Form 1** and persons who are challenged in voting on the grounds that the voter no longer resides at the address shown in the signature book.

If the voter refuses to sign **Form 2**, but orally affirms that the information given is true and correct, the voter must be permitted to vote. In this event, a judge of election must print the voter's name on the line provided for the voter's signature and must print "Oral Affirmation" after the voter's name. The judge must also complete the information regarding precinct and ward number and must sign the form where indicated.

Consult the **Judge of Election Handbook** for additional information.

1. No change of address

I, Clara Nelson, affirm that I continue to reside at
Print Name

121 W. LaSalle, that I am registered to vote at
Print Address

such address, and that I have not moved or changed my residence address.

Voter registration records will be updated following the election.

2. Change of address within the City of Chicago

I, _____, affirm that I formerly resided at
Print Name

_____, that I am registered to vote
Print Address

at such address, that I have moved and that I now reside at
 _____ within the City of Chicago.
Print Address

Voter registration records will be updated following the election.

3. Change of address outside of City of Chicago within 30 days prior to election

I, _____, affirm that I formerly resided at
Print Name

_____, that I am registered to vote at such
Print Address

address, that I have moved within the last 30 days and that I now reside at
 _____ which is outside the City of Chicago.
Print Address

Voter registration records will be updated following the election.

Date: 2-17-98 Date of Birth: (optional)

Clara Nelson
 Signature of Voter *

Kene Rose
 Signature of Judge of Election

* If the voter refuses to sign, but affirms orally that the information given is true and correct, print the voter's name on the line provided for the voter's signature and print "Oral Affirmation" after the voter's name (e.g., "John Doe - - Oral Affirmation").

RETURN IN ENVELOPE 47E
 TRADUCCION EN ESPAÑOL AL LADO REVERSO

Challenging a Person's Right to Vote

- A voter may be challenged on the basis of qualifications or identity by a judge of election, a pollwatcher, or by another voter.
- The challenger must state a specific reason for objecting to an individual's right to vote.
- **The challenger must direct the objection to the judges and not to the voter being challenged.**

Guidelines in deciding a challenge

- The judges must be fair and impartial in deciding whether to uphold or deny the challenge.
- The voter must have the opportunity to present evidence as to his or her identity or qualifications to vote before the judges vote on the challenge.

Election judges should:

- Ask the voter to display current identification with his or her name, address and photograph, if available.
- Ask the voter to provide specific information contained in the data in the signature book, such as birth date and social security number.
- Ask the challenger to provide proof to substantiate his or her challenge, if the challenge is not based on first-hand knowledge.

After all evidence has been given, all judges must vote on the challenge.

- If a majority of the judges agree that the voter is not qualified to vote in the precinct, the voter must be advised of the reason for the decision and prohibited from voting.
- If the voter's name appears in the signature book, or the voter's name appears on the pollsheets, but the judges have upheld the challenge, the voter must be permitted to vote upon completion of box #3 on **Form 1** (see previous section on Voting by **Consolidated Voter's Affidavit Form 1**, page 18). A supporting affidavit must be completed by a qualified voter in the precinct or the voter must present two pieces of identification.

Acceptable identification includes:

- driver's license
- social security card
- utility bill
- employee or student identification card
- credit card
- civic, union, or professional association membership card
- public assistance card
- library card

Remember:

All persons who appear in the polling place on election day may not be qualified to vote. Anyone denied the right to vote must be given a copy of Form 15 located in Envelope 47E and advised of his/her right to appeal to the Board of Election Commissioners. This includes persons who:

1. are not listed in the signature book and whose name does not appear on the poll sheet or supplemental list;
2. are not listed in the signature book and whose name appears on *both* the poll sheet and the "Not Qualified" supplemental list;

3. have moved more than 30 days prior to election day and failed to transfer their registration or re-register; or
4. have changed names more than 27 days prior to election day and failed to re-register.

Consult the section on "Who May Vote" on page 18 for specific information on voter qualifications. If any difficulties arise in determining whether a person is qualified to vote, call ELECTION CENTRAL, (312)269-7870, for assistance.

Appeal to Board of Election Commissioners

If the judges rule that a person is not entitled to vote in the precinct, but the individual believes that a mistake has been made and that he or she is registered to vote in the precinct, the person may appeal the decision to the office of the Board of Election Commissioners by telephone, 312-269-1604, or in person.

Form 15, located in Envelope 47E explains the circumstances under which a **Certificate to Vote Form 40** may be issued. Form 15 (see sample below) should be given to any person who is not permitted to vote. If the Board's records indicate that the person is qualified to vote, the Board will advise the voter and will issue a **Certificate to Vote Form 40** (see sample below) permitting him or her to return to the polling place to vote.

Sample - Notice Form 15

Form 15

NOTICE TO PERSONS NOT PERMITTED TO VOTE

If your name is not printed in the Board's Signature Book (Form 3) and your name does not appear on the printed precinct list of voters, you will not be permitted to vote unless you are issued a Certificate To Vote.

The Board will issue a Certificate To Vote if the Board's central records show you were validly registered and your name was removed by mistake.

If you believe you qualify for a Certificate to Vote, you may call 269-1604 (voice), TT/TTY #269-0027 (hearing impaired) or visit the Board's office.

If the Board is unable to verify your registration, you will not be permitted to vote and will not be issued a Certificate To Vote. To be eligible to vote in future elections in Chicago, you must register at the Board's office, library branches or through the Deputy Registrar Program.

Board of Election Commissioners, 121 N. LaSalle St., Room 308, Chicago, IL 60602-1285
(Traduccion en espanol al reverso)

Rv. 3/96

Sample - Certificate to Vote Form 40

BOARD OF ELECTION COMMISSIONERS
for the
CITY OF CHICAGO

CERTIFICATE TO VOTE

Form 40

To: JUDGES OF ELECTION
Please be advised that the right of

PRECINCT _____
WARD _____

_____ (Name of Voter)

_____ (Address)

to vote in your precinct has been substantiated by the Board of Election Commissioners. The voter's signature is as follows:

_____ (Signature of Voter)

Employee of the Board of Election Commissioners

When this certificate is presented to you, and if the signature above compares with the signature on the application for ballot, Form 14, please permit this person to vote.

Dated at Chicago, Illinois,
this 19th day of March, 1996

Executive Director

THIS CERTIFICATE TO VOTE MUST BE RETURNED IN ENVELOPE 47E
(Traduccion en espanol al reverso)

Assistance for Voters with Disabilities and the Elderly

The Board of Election Commissioners has developed and instituted special assistance procedures for election day which are:

1. **Assisted Access**—Special assistance for a voter with a disability who has difficulty entering the polling place independently and who requests assistance. The judges of election, with the assistance of a police officer, if present, may assist the voter in entering the room where the voting is taking place, only if such assistance is requested and can be given safely.
2. **Curb-side Voting**—Special assistance for those voters who find the route of access into the polling place inaccessible. If the polling place is not accessible to a voter with a disability, election judges of both political parties must aid the voter by bringing the economy voting unit and vote recorder to the closest point to the door of the polling place that the voter can reach. That point may be in an automobile at the street curb or parking lot nearest to the polling place. In this location, the voter is allowed to vote in secrecy.
3. **Affidavit Voting**—Formal assistance for a voter who is physically unable to actually cast a ballot without assistance. The voter **must request** assistance and is assisted by a person of **his or her choice** or by two judges of election, one from each party. **Form 1A** must be given to anyone assisting a voter. An affidavit must be completed by the voter and the person assisting the voter. The voter may also be assisted in completing the required affidavit. Consult page 19 regarding the completion of **Form 1** for assisted voters.

Voting Procedures

Judges of election must be alert to the needs of voters with disabilities.

If the judges of election, with the assistance of the police officer present, can assist a voter with a disability in entering the room where the voting is taking place, they should do so, provided that such assistance can be given safely.

If the polling place room is inaccessible to a voter with a disability, even with assistance, judges of election **from both political parties** should aid the voter by bringing the economy voting unit and vote recorder to the point along the route of access closest to the door that the voter can reach (even if this point is the curb at the street). These voters should be voted immediately on a priority basis.

A voter who requires special assistance in voting at a polling place which is inaccessible may provide prior notice to the Board. If the voter provides the hour in which he/she expects to vote, the judges of election, with the assistance of the police officer, and/or any pollwatcher present, will periodically watch the polling place door, at 10 minute intervals during the designated hour, for the voter's arrival.

Courtesies

- Be considerate of the extra time it might take for a person with a disability or who is elderly to get things done.
- Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person with a hearing problem.
- Don't shout or speak in the person's ear.
- If full understanding is doubtful, write a note to the person with a hearing problem.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by letting the person know who and where you are.
- Provide a guiding device such as a ruler or card for signing forms.

Voting Aids

The Handi-hold voting punch is specially designed and is provided to each precinct. This voting punch has a round handle and can be easily grasped by those voters who have difficulty holding the small punch located in each voting unit.

A ballot viewer, a specially designed aid to enlarge the print on the ballot pages is also provided to each precinct. This viewer enables visually impaired voters to clearly see the candidate names and offices.

Any voter who desires to use these special aids must return them to the display/holder. Do not allow a voter to leave the polling place with the ballot viewer or Handi-hold voting punch.

Sign Indicating Accessibility Route to Polling Place

If the accessible entrance to the polling place is different from the one used by other voters, make sure the **Alternate Voter Entrance Sign Form 177AE**, which was mailed with the polling place sign, has been posted. If the proprietor has not posted it, remove the sign from **Envelope 23E** and post it immediately in a prominent position near the polling place sign.

An additional informational notice included in **Envelope 23E** is printed in very large type, in order that visually impaired voters can be assisted. Post this sign on the wall of the polling place.

Station 2 —Issue ballot card and envelope to voter. —Number and spindle application for ballot.

- Maintain order while voters are waiting.
- Inspect voting equipment when not being used.

1. Check that the application has been initialed by a judge at Station 1. If the application has not been initialed, the voter must return to Station 1 for signature verification.
2. Number the **Application for Ballot Form 14** when the voter brings it to Station 2. Begin numbering with the first voter by placing a "1" under "Application Number" (see sample below). Continue numbering each application as it is returned by the voter.
3. Spindle the **Application for Ballot Form 14** after it has been numbered. Voided applications need not be numbered, but must be placed on the white spindle labeled "Used Applications for Ballot".
4. Initial one ballot card and ballot envelope in the space provided and issue them to the voter. Do not initial any ballot cards or envelopes in advance. Consult the chart for the correct ballot colors.
Do not issue any beige demonstration cards at this station.

Voter is:	Issue voter:
Democratic	Green ballot card and envelope
Federal Office Only Democratic	White with green stripe ballot card, envelope and vote recorder
Republican	Yellow ballot card and envelope
Federal Office Only Republican	White with yellow stripe ballot card, envelope and vote recorder
Reform	Blue ballot card and envelope
Federal Office Only Reform	White with blue stripe ballot card, envelope and vote recorder
Libertarian (2 nd and 4 th Congressional Districts only)	Natural and pink ballot card and envelope and vote recorder
Voter does not declare party/ Non-Partisan	White ballot card, envelope and vote recorder

5. Direct the voter to a vacant voting unit of the political party the voter declared. If no unit is vacant, maintain order.

Sample – Pre-printed Application for Ballot Form 14

Form 14

Voter Name: MCCOR DOMINICK

Voter Address: 1070 S AVENUE

Precinct: 11

Ward: 10

Voter I.D. Number: 123456A

This is the "stub" area

CITY OF CHICAGO
APPLICATION FOR BALLOT
CERTIFICATE OF REGISTERED VOTER
PRIMARY ELECTION
TUESDAY, MARCH 17, 1998

Pct 11
Ward 10

M
C
C
O
R

VOTER:
Indicate your ballot choice by checking one (1) of the boxes below.
Sign the certificate and give it to the judge at the precinct signature desk.
After your sign name has been verified the judge will return the form to you.
You must then present the form to the judge issuing the official ballot cards.

Democratic Primary
 Republican Primary
 Libertarian Primary
 Reform Primary
 Non-Partisan Primary

Judge: TS in the post of the person:
 Head of All-Political/Nonpartisan
 Non-Partisan in Whole
 Non-Partisan
 Qualified to hold the
 position number?

Registered Number: 43
 Judge's Initials: DR

Name: MCCOR DOMINICK
 Address: 1070 S AVENUE
 Signature: [Signature]
 SIGNATURE OF VOTER

D
O
M
I
N
I
C
K

Split Precinct Instructions

There are many precincts split with territory in more than one district. Therefore, voters in these precincts vote on either a regular ballot or an "A" style ballot. Some precincts may also have additional "B" and "C" style ballots.

Supplies

Split precincts will receive additional supplies including:

- regular, "A", "B" and "C" style ballot cards of each political party;
- regular, "A", "B" and "C" style voting units and vote recorders of each political party;
- regular, "A", "B" and "C" style specimen ballots;
- ward map indicating areas of each ballot style; and
- special list of voters indicating which ballot style must be issued to each voter.

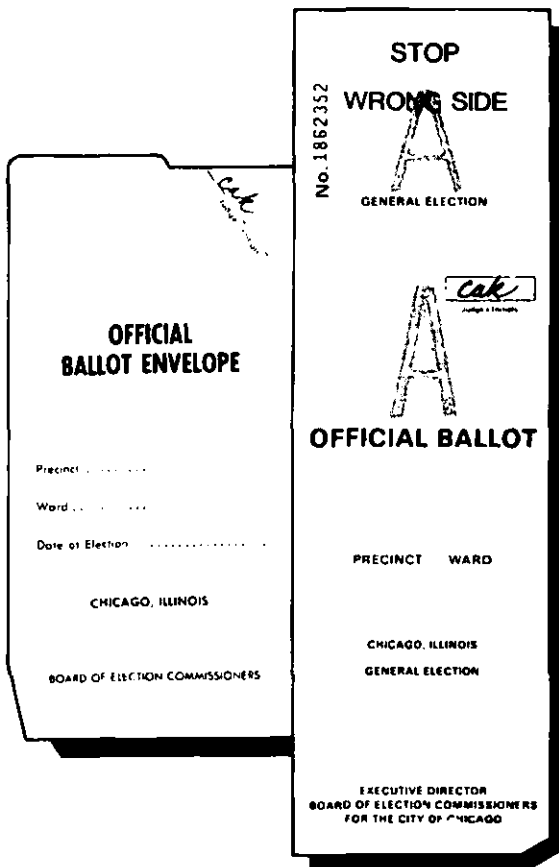
Follow all directions on page 4 of this handbook and check that all supplies have been issued to the precinct.

During Voting Hours - Station 2

- Find the envelope labeled "Split Precinct - Open Immediately" located in **Envelope 23E**.
- Remove the special marked poll list of voters and the special ward map.
- The poll list will show which ballot card style each voter should be issued; the map will identify the geographical splits.
- Do not issue any ballot cards to voters **before** checking the special poll list and the signature book.
- **If there is no letter** (A, B or C) in the signature book next to the voter's name on the list, issue the voter the regular (no letter printed on it) ballot card and envelope of the political party the voter declared.
- **If there is a letter** (A, B or C) next to the voter's name in the signature book and the poll list indicates a letter style ballot, issue the voter a ballot card with the letter on it of the declared political party.
- Issue a ballot envelope of the declared political party (ballot envelopes do not contain letters).
- **If the poll list indicates a different ballot style than is indicated on the signature book, consult the special map and/or call the Maps and Districts Department at (312)269-7895, for assistance.**
- Initial and issue the correct ballot card and envelope and the **proper vote recorder** containing the corresponding ballot pages to each voter.
- Voters who declare "non-partisan" will be issued the white non-partisan ballot. There is no split ballot style for non-partisan voters.
- Direct the voter to an economy voting unit.

After the Polls Close

- All ballot cards, whether regular, "A", "B" or "C" style, are counted and tabulated together by the PBC.
- Follow all procedures for tabulating the vote as instructed in this handbook beginning on page 37.



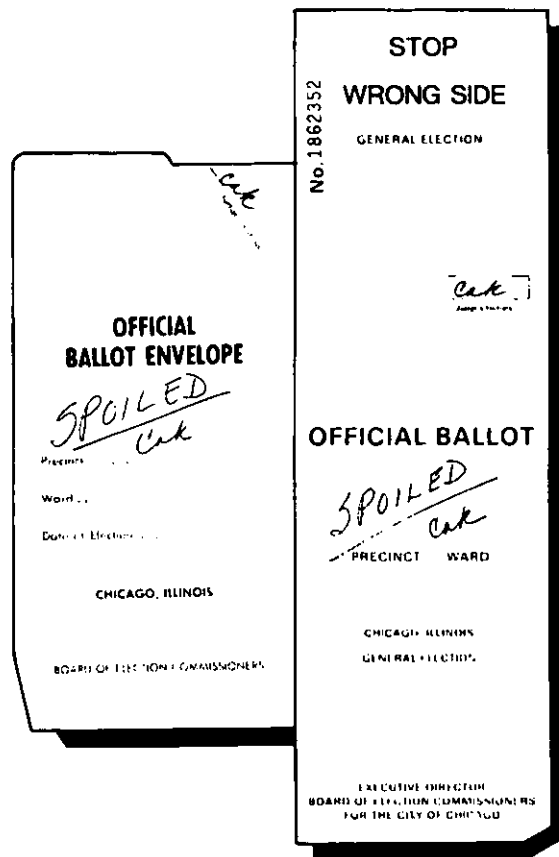
Ballot Card Reminders

- Do not place precinct, ward or election date on ballot envelopes.
- Initial and issue only one ballot card at a time.
- Do not pre-initial any ballot cards or envelopes.
- Remind the voter to return to the table to receive another ballot if he or she makes a mistake when voting.
- Do not remove any ballots from the bottom of the pad.
- Use only one ballot pad of each type at a time.
- Leave additional ballot pads in the transfer case or ESC until needed.
- Initial all ballot cards and envelopes in the same manner.

Spoiled Ballot Procedure

If a voter spoils a ballot, the voter may be issued a new ballot card and envelope by returning to the judge at Station 2.

- Print "SPOILED" across the back of the old ballot card and envelope and initial both. (See sample below.)
- Place the old ballot card and envelope in **Envelope B—Spoiled Ballots**. Do not seal **Envelope B** at this time.
- Fill in the oval on the voter's application indicating "Spoiled ballot—received another."
- Initial a new ballot card and envelope of the same type and issue it to the voter.



Station 3—Offer Voter a Demonstration.

- Use the tabletop demonstrator unit
- Use the beige demonstrator cards and grey envelopes.
- More than one voter may receive this demonstration at a time.
- A demonstration may not be given at any voting unit.
- Give instruction in such a manner that it may be observed by others in the polling place.

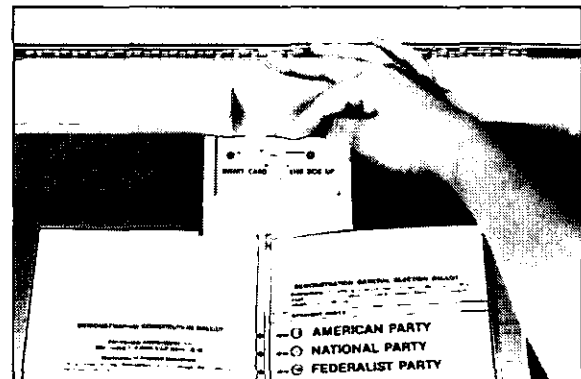
Voter Demonstration

- A voter demonstration is an explanation of the rules and procedures for voting.
 - It may **only** be given by a judge or judges of election on the table top demonstrator unit.
 - **No one is permitted to instruct a voter at any voting unit.**
 - If a voter has already started to vote and needs further instruction, that voter **must** return with the ballot card and envelope to the judges at the demonstrator unit to receive additional information.
 - During a demonstration, no judge shall request, suggest, or seek to persuade any voter to vote for or against any candidate, political party, or proposition.
 - To solicit votes for a candidate, political party or proposition is a **violation of the law** and could result in criminal prosecution or a finding of contempt of court.
 - An affidavit is not required when giving a demonstration.
1. **Insert demonstration card in unit properly.** Face the demonstrator unit toward the voter and have the voter insert the beige ballot card in the unit as far as it will go with the numbered side facing up. (See picture 30-1 below.)
 2. Using both hands, put the two holes in the card over the red pins. If the voter attempts to put the card in the wrong way, it will not fit over the red pins properly. Use only the beige cards for demonstrations. (See picture 30-2 below.)
 3. **Show the voting punch to the voter.** The voter can only use the voting punch to cast a ballot. Have the voter hold the punch and tell the voter that using a pen or pencil to punch out a hole will spoil the ballot.

30-1



30-2



4. **Indicate the ballot page(s) for the various offices.** Turn the demonstrator ballot page(s) and point out the arrows indicating the holes to punch to cast a vote.

5. **Have each voter make a punch.** Have each voter take the voting punch and punch a vote on the demonstrator card. The voter must hold the punch upright and punch completely down through the hole. (See picture 31-1 at right.)

6. **Inform the voter of special voting aids.**

Handi-hold voting punch

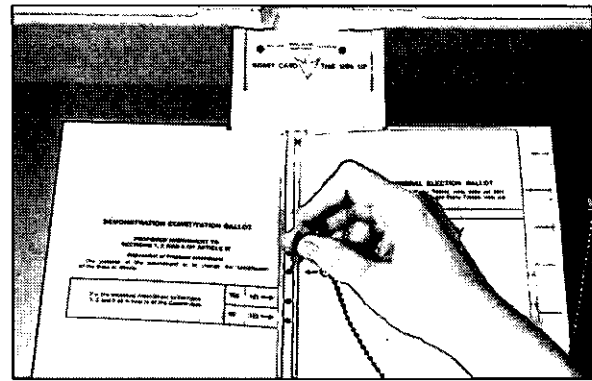
Handi-hold voting punch is available for use by those voters who have difficulty grasping the regular voting punch. (See picture 31-2 at right.)

Ballot viewer

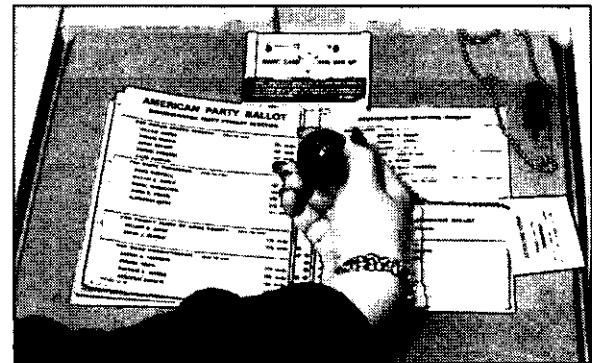
If the voter has difficulty seeing the names and offices on the ballot pages, show the voter how the ballot viewer can enlarge the type size.

7. **Explain how the voter can get a new ballot if an error is made.** Inform each voter that if he or she makes a mistake while voting the voter must return the ballot card and envelope to the election judge. The voter will receive a new ballot card and envelope. Consult page 29 on the complete procedure for judges to follow if the voter spoils a ballot.

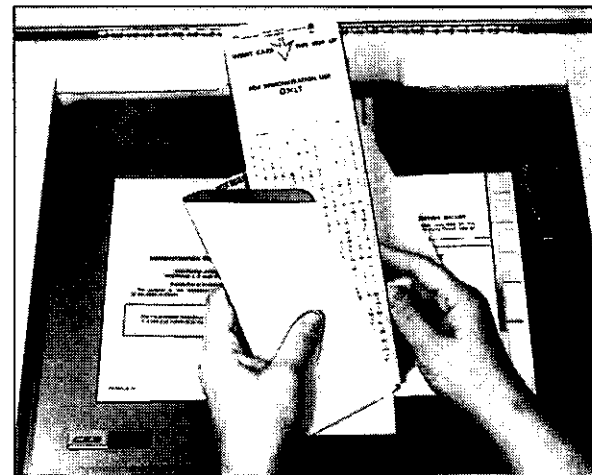
8. **Show the voter how to place the card in the envelope properly.** Show the voter how to remove the ballot card and place it properly under the security flap of the envelope. Tell the voter not to tear off the stub of the ballot card and to return card and envelope to the ballot box judge when finished. (See picture 31-3 at right.)



31-1



31-2



31-3

Judges of election may not attempt to influence any voter in his or her choice of a political party, candidate(s) or public policy questions during a demonstration or at any other time.

9. **Advise each voter of the location of write-in instructions.** The Voting Instructions Form 255, located inside each unit, contains the directions for casting a proper write-in vote. This form is also posted on the wall in the polling place.

10. **Do not allow the voter to keep the beige demonstrator card.**

Station 4—Deposit voted ballot in ballot box.

- After the voter finishes voting, the voter must return the ballot card inside the envelope to the judge.
 - The judge is required by law to deposit the ballot in the ballot box.
-

1. Check both the ballot card and the envelope for the initials of the issuing judge. The initials can be seen without removing the card from the envelope. If no initials appear, review the previous section concerning "Spoiled Ballot Procedures" on page 29 and have the voter return to Station 2 to receive a new ballot card and envelope.
2. **Do not remove the ballot card from the envelope!** If the card is improperly placed in the envelope, ask the voter to remove the card and place it under the envelope flap properly.
3. Check the ballot number located on the stub to make sure it is in the approximate number sequence of those being issued.
4. Bend the stub back and forth twice and tear off the stub. Return the stub to the voter.
5. By law, the election judge, not the voter, must deposit the ballot envelope containing the ballot card in the ballot box. This must be done in view of the voter.

IV

After the Polls Close

- At 6:30 p.m. announce that the polling place closes in 30 minutes.
 - At 7:00 p.m. announce the polls are closed.
 - Bring in the flag.
 - Lock the door or ask the police officer to stop other voters from entering the polling place.
 - Voters already in line before 7:00 p.m. must be allowed to finish voting.
 - Pollwatchers, with proper credentials, may remain in the polling place after the polls close.
 - Pollwatchers may leave and re-enter only in case of necessity, provided it does not interfere with the concluding work of the election judges.
 - Field Investigators and any federal, state, county, or city law enforcement official on election day assignment may enter and remain in the polling place before and after the polls close to observe the tally of the vote.
-

After 7:00 p.m. Checklist

After the polls close at 7:00 p.m. and the last voter has voted, follow the steps below to conclude election day duties. Refer to the pages indicated for detailed instructions on each closing step.

1. Process absentee ballots first (page 34). Do not count any ballots at this time.
 2. Open ballot box after absentee ballots have been deposited (page 35).
 3. Check each ballot card and envelope for:
 - Write-in votes—pages 35 and 36.
 - Judge's initials—page 36.
 - Identifying marks—page 36.
 4. Tabulate ballot cards using PBC (pages 37-40).
 5. Attach one PBC "TOTALS" tape to each Certificate of Results Form 80 (page 40).
 6. Put all voted ballot cards and ballot envelopes with valid write-in votes in the brown paper bag labeled "Voted Ballots and Valid Write-in Votes" (page 40).
 7. Complete and sign all required forms and envelopes (page 41).
 8. Put required items in transfer case and seal (page 42).
 9. Seal transfer case (page 42).
 10. Return unused materials and other equipment in ESC (page 42).
 11. Bring required items to Receiving Station (page 43). Receiving Station locations are listed on the inside back cover of this handbook.
-

1 Process absentee ballots.

- All ballots are delivered in a carrier envelope by Board of Election messenger. Do not accept absentee ballots from a friend or relative of a voter.
- Do not open any carrier envelopes until all voters are finished voting.
- Count the number of absentee ballots and record on **Form 80**.
- Open carrier envelopes and remove application and certification envelope containing ballot.
- "AB" on envelope means the application is inside the envelope.
- Announce the voter's name, address and party affiliation.
- Compare signature on application and envelope with signature book.
- If the signatures match, check to make sure voter did not vote in person.
- Place the proper mark in box to the right of the voter's signature.
- Remove the voter's pre-printed application from application pad.
- Initial the pre-printed application and the application that came with the absentee ballot.
- Put the next number on both applications and put both applications on the white spindle.
- If the signatures do not match, read the section on "Challenging an absentee voter" on this page.

Registration is not required of the following absentee voters if they meet the age and residence requirements, even though their name is not in the signature book.

1. Members of the Armed Forces while in active service and their spouses and dependents.
2. Civilian employees of the United States government serving outside the territorial limits of the United States and their spouses and dependents.
3. Citizens of the United States temporarily residing outside the United States, including spouses and dependents.
4. Non-resident civilian citizens residing outside the United States, including spouses and dependents.

-
- Remove the ballot from the certification envelope.
 - Initial ballot card and ballot envelope and remove the stub.
 - Deposit ballot card and envelope in ballot box.
 - Put all carrier envelopes and certification envelopes in **Envelope 48E**.

Check when completed properly.

Challenging an Absentee Voter

- An absentee ballot may be challenged **before** it is deposited in the ballot box.
- The election judges must determine whether to uphold the challenge or deny the challenge.
- The following are some reasons for challenging an absentee ballot:
 - There is no application enclosed with the ballot.
 - The certification on the envelope or the application is not signed.
 - The signatures on the application, the envelope, or the signature book do not compare.
 - The person is not a qualified voter as explained on page 18 "Who May Vote."
 - The voter already cast a ballot in person.
 - The envelope contains more than one ballot of any kind.
 - The envelope is opened or has been re-sealed.
- If the challenge is upheld by the election judges, and the ballot rejected, a postcard notice **Form 509** must be completed by the judges.
- Return completed **Form 509** to the receiving station attached to the **Pay Voucher Form 194**.
- Do not open the affidavit envelope of any rejected absentee ballot.
- Mark the outside of the envelope "Rejected," and briefly explain the reason.
- Put the rejected ballot in **Envelope C—Defective or Objected to Ballots**.
- If the challenge is denied by the election judges, process the absentee ballot as explained in the previous section.

A challenge to an absentee ballot on that ground that the voter is ineligible to vote absentee because he or she registered by mail and is therefore required to vote in person at this election should be denied by the judges because the Board of Election Commissioners has already screened all absentee ballot applications and has denied absentee ballots to applicants who are ineligible to vote absentee due to this reason.

2 Put the signature book in Envelope 3E.

- The signature book must be returned to the receiving station with the other election materials.
 - **Failure to return the signature book will result in loss of pay for the entire precinct and possible prosecution.**
- Check when step is completed properly.

3 Put the used Application for Ballot spindle in Envelope 14E.

- Secure the application spindle by placing the top over the two pins.
 - Put the spindle in **Envelope 14E** for return to the receiving station.
 - Record final application number on **Form 80**.
- Check when step is completed properly.

4 Open the ballot box.

- Break the seal
 - Remove the ballots
 - Stack ballots neatly on the table
 - All judges check to make sure all ballots were removed.
- Check when step is completed properly.

5 Check all ballot envelopes for write-in votes.

- Do not remove ballot cards from envelopes.
 - Open each envelope to check for any write-in votes.
 - Put all ballot cards and envelopes **without** write-in votes in a pile.
 - Put all ballot cards and envelopes **with** write-in votes in a different pile.
- Check when step is completed properly.

6 Remove ballot cards from envelopes without write-in votes.

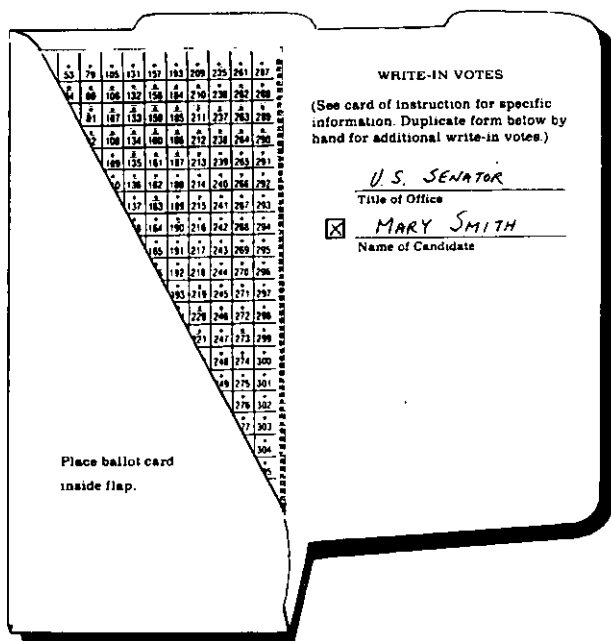
- Check each ballot card for the initials of the issuing judge.
 - Check for any identifying marks on the ballot. An identifying mark is any mark on the ballot made by the voter that could serve to identify the voter.
 - Put ballots with initials and without identifying marks in one pile. These will be counted by the PBC.
 - Put ballots which are not initialed or ballots which have identifying marks in another pile. One judge should:
 - Print "Defective" on the back of any ballot without initials or with identifying marks.
 - All judges initial the ballot.
 - Consecutively number each defective card beginning with the number "1".
 - Initial a blank official ballot card of the same color.
 - Print "replacement defective" on it, initial it and number it with the corresponding number of the defective ballot.
 - Place the blank replacement card in the pile of ballot cards to be counted by the PBC.
 - Place the original defective ballot in **Envelope C—Defective and Objected to Ballots**. It cannot be counted.
 - Do not seal **Envelope C** at this time.
 - **Place all used ballot envelopes without valid write-in votes in the brown shopping bag labeled "Used Ballot Envelopes."**
- Check when step is completed properly.

7 Counting Write-in Votes.

- Write-in votes may be counted only for candidates who have filed a "Declaration of Intent" with the Board of Election Commissioners.
- Write-in candidates are listed on a notice which is delivered to the precinct on election morning.
- Consult this list before counting any write-in votes.
- Call **ELECTION CENTRAL, (312)269-7870** for assistance.
- Determine if the write-in vote is valid (see illustration below). A valid write-in vote must appear on the ballot envelope and must contain:
 - title of the office;
 - name of the write-in candidate;
 - an "x" in the square in front of the candidate's name;
 - a judge's initials on the ballot envelope; and
 - no identifying marks on the envelope.
- Consult the list of write-in candidates to determine whether the valid write-in may be counted.
- If there is not a valid write-in vote, put the ballot card in the stack of ballot cards to be counted by the PBC.
- Place the used ballot envelope in the brown shopping bag labeled "Used Ballot Envelopes" and continue to Step 8 on page 37.
- If a valid write-in vote is present for a candidate whose name appears on the write-in candidate list, continue to next point.

- Identify each ballot card and its envelope by placing the same number on each, starting with number 1.
- Record the number on the ballot card on the line "Write-in No."
- Check each ballot card to assure that no overvote has occurred.
 - An overvote occurs when the combination of write-in votes on the envelope and punched votes on the card exceeds the number of votes permitted for that office.
 - Check the specimen ballot to determine which ballot card numbers are used for the office in which the write-in was cast.
 - Count the number of punched votes for that office on the card.
 - If the number of punched votes and write-in votes are more than the number permitted for that office, an overvote has occurred.
- If there is an overvote:
 - Mark the original ballot card and envelope "Overvoted Ballot."
 - Two judges, one from each party, must then make a "Replacement Overvoted Ballot" at a voting unit by transferring all of the other valid votes to a new official ballot card of the same type.
 - Do not punch any votes in the overvoted office.
 - Mark the new ballot card "Replacement Over-voted Ballot" and give it the same number as the original ballot card.
 - Initial and place the new ballot card in the pile of proper cards to be counted by the PBC.
 - Put the original overvoted ballot and ballot envelope in **Envelope D—Duplicated Ballots**. Do not seal **Envelope D** at this time.
- If there is not an overvote, record the write-in on the **Certificate of Results Form 80** in the area provided.
- Put the ballot card in the pile of ballot cards to be counted by the PBC.
- Put the precinct and ward numbers and the date of the election on the ballot envelope.
- Place all ballot envelopes with write-in votes that were counted in the brown bag labeled "Voted Ballots and Valid Write-in Votes."
- Do not seal this bag until all voted ballots (counted by the PBC) are placed inside.
- Record the total number of valid write-in votes where indicated on the **Certificate of Results Form 80**.

Sample - Valid Write-in Vote



□ Check when step is completed properly.

8 Count ballot cards with the PBC.

- The PBC tabulates all votes cast on the ballot cards as they are fed into it.
 - Once the PBC is switched on, do not turn it off until finished.
- A. **Open the PBC and plug it into an electrical outlet.** Remember to unplug any electrical heating appliances (coffee pots, heaters) in the room.
- B. **Turn the PBC "ON" and wait 60 seconds.**
- C. **Insert the precinct I.D. card in the card reader slot after the PBC prints "READ PRECINCT I.D."**
The I.D. card is located in the plastic envelope inside the cover of the PBC.
- D. **Print "ZERO" tape.**
- The precinct and ward numbers will be printed and the PBC will automatically print a tape indicating all positions are zero.
 - Indicate that this is the evening "ZERO" tape.
 - Have all judges initial it before placing it in the transfer case.

Note: Before feeding ballot cards through the PBC, remove any torn edges remaining near the perforation where the stub was removed. Do not cut any edges off the ballot card, however.

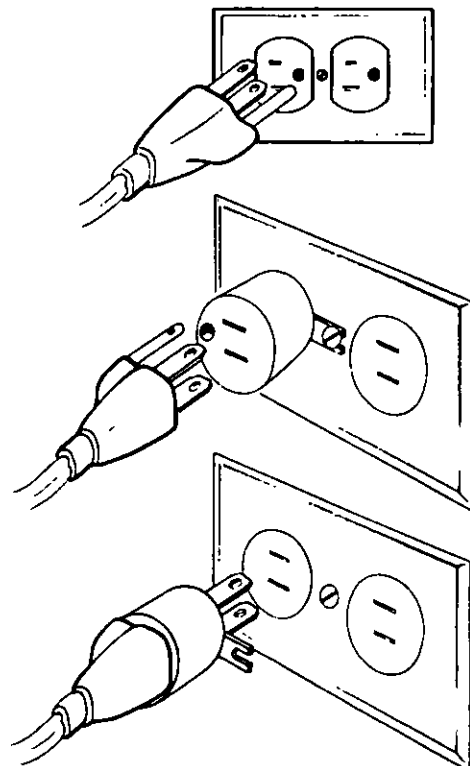
- E. **After the PBC prints "READY READ BLT," begin to feed the PBC stack of ballot cards, including absentee ballots, through the card reader slot, one at a time.**
- The ballot cards may be fed through in any order, since they will be electronically tabulated.
 - The cards may also be fed in any direction or upside down.
- F. **After each card is successfully read by the PBC, the paper tape will show "BLT 1," "BLT 2" and so on.** (See picture on page 38.)

PBC Problems/Grounding

The PBC can build up static electricity which may cause it to stop before all ballots are counted. To avoid problems on election day:

- Do not stand on a rug or carpet while operating the PBC.
- Connect and *ground* the PBC to an electrical outlet as explained below:
 - If the 3-hole plug on the PBC cord fits exactly into an electrical outlet the PBC is connected and *grounded* automatically. (See illustration below.)
 - If the electrical outlet is of the two hole type, the special electrical adaptor located in the supply box must be used. Proceed as follows and:
 - attach adaptor to the 3-prong PBC plug;
 - insert into electrical outlet with *grounding clip* against outlet plate center screw head. If the screw head has been painted, scratch the paint off the screw head with a coin or other metal object; or
 - remove the screw, insert the adaptor, and replace the screw tight against grounding clip;
 - ensure grounding clip touches screw head or the PBC will not be grounded properly.

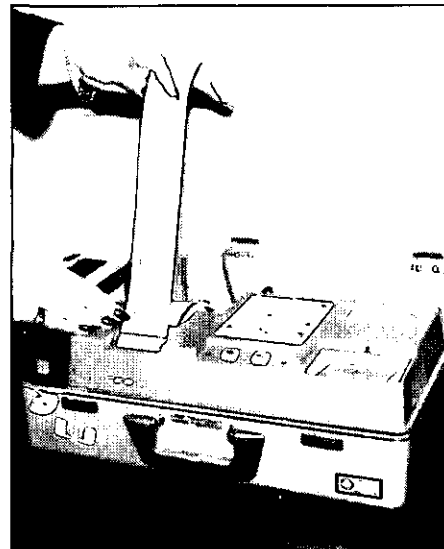
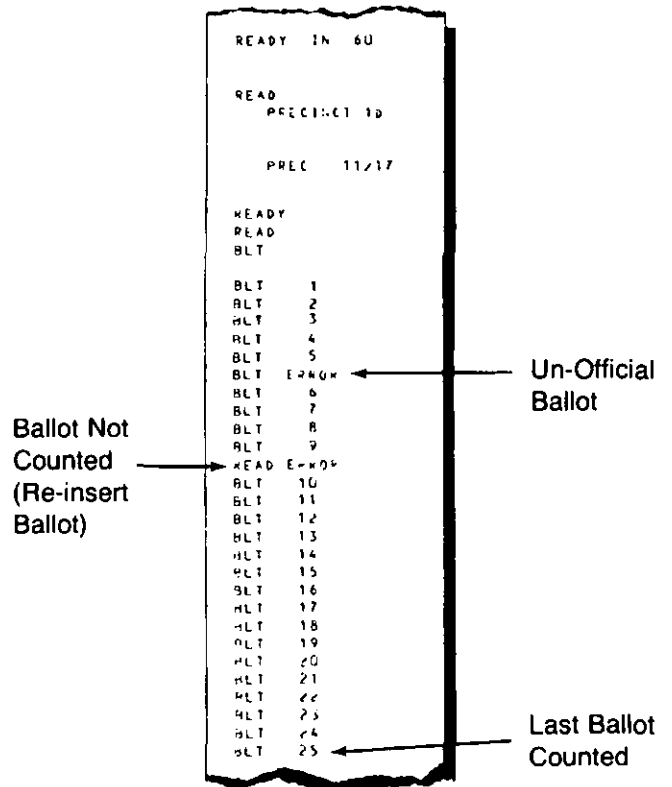
Examples of Grounding



G. If a card is not successfully read by the PBC, the red light will go on, the PBC will beep and the words "BLT ERROR" or "READ ERROR" will be printed on the paper tape. (See sample "BLT" Tape at right.)

- Remove the card (or cards if more than one was inserted) from the lid and reinsert it through the card reader slot.
- If the card is successfully read, the light will go off, the beeping will stop, and a "BLT" number will be printed.
- Make sure a "BLT" line is printed before proceeding with additional cards.
- If the card still shows a "READ ERROR" or "BLT ERROR" set it aside and feed a few more ballots through the PBC.
- If several cards cause the words "READ ERROR" or "BLT ERROR" to appear, call **Equipment Repairs and Supplies, (312)269-7914**, for assistance.
- Feed the "READ ERROR" card through the PBC again. If it still cannot be read, follow the steps below.
 - Smooth out the card, if it is folded or crumpled, and attempt to feed it through the card reader slot.
 - If, after five attempts, the card still is not read correctly, two judges, one from each party, must punch a new card of the same color.
 - Initial the new ballot card and, at the voting station, punch only the holes that were on the original card.
 - Mark the original card "Damaged" and number it beginning with "1". Mark the new card "Replacement/Damaged" and write the same number on it as the original card.
 - Place the original damaged ballot in **Envelope D—Duplicate Ballots**, and feed the new card through the PBC. Do not seal **Envelope D** at this time.

Example of "BLT" Tape



If the PBC is switched off, or the power goes off before all ballots have been read by the PBC, start the procedure over beginning on page 37.

- H. After all cards have been fed through, check the paper tape.
- The last "BLT" number printed should be the same as the number of applications for ballot issued during the day (including absentee ballot applications).
 - Record this number on line A on each Certificate of Results Form 80.
- I. If the "BLT" number and the applications do not agree, check through the applications and make sure all voided or spoiled applications have been subtracted from the total. If the numbers still do not agree, proceed as follows:
- If the PBC count is lower, look for any misplaced ballots and feed them into the PBC.
 - If the PBC count is higher, turn off the PBC and recount all ballots again beginning with Step C on page 37.
 - If there is still a discrepancy which the judges cannot account for, call **ELECTION CENTRAL, (312)269-7870**.
- J. Press the "PAPER FEED" button to advance the paper (do not pull the paper) and carefully tear off the "BLT" tape. All judges must initial this tape and place it in the transfer case.
- K. Press the "TOTALS" button and the total vote for each candidate will automatically be printed on the tape.
- After the totals have been printed for all candidates appearing on the ballot, the PBC will automatically stop.
 - Do not turn the PBC off.
 - Press the "TOTALS" button again to print a second tape.
 - Tear the tape off.
 - Press the "TOTALS" button a third time and so on, until six (6) "TOTALS" tapes have been printed.
 - All "TOTALS" tapes will be alike.
- L. All judges must sign the back of each "TOTALS" tape. Attach one "TOTALS" tape to each Certificate of Results Form 80. See Step 9 on page 40.

Example of "TOTALS" Tape

Candidate Position Number	POSN COUNT		Candidates To Be Elected
3	51	1	1
5	33		2
7	7		3
9	13		4
11	4		5
13	16		6
15	0		7

Political Party Number

Vote Total For Candidate

Error Read Control

The message "ERROR READ CONTROL" will be printed on the paper tape if a ballot card is inserted in the card reader slot after the "TOTALS" button has been pressed.

If all ballot cards (including absentee ballots) have been read by the PBC and all "TOTALS" tapes have been obtained, switch off the PBC and remove the Data Pack as explained on page 40.

If all ballot cards have been read, but additional "TOTALS" tapes are required, press the "TOTALS" button to obtain additional tapes.

If the "TOTALS" button has been pressed, but all ballots have not been read by the PBC, begin with step C on page 37 and retabulate all ballots through card reader slot, including all absentee ballots.

Call (312)269-7914 if further assistance is required.

If the PBC stops while counting ballots or printing a tape, turn it off, wait about two minutes, turn it back on and start to count all ballot cards again starting with the precinct I.D. card. If the PBC stops a second time, call **Equipment Repairs and Supplies, (312)269-7914**, for assistance.

M. Produce additional "TOTALS" tapes to post in the polling place and to give pollwatchers present in the polling place.

- Post the seventh (7) "TOTALS" tape on the wall of the polling place for all interested persons to view.
- Produce at least four (4) additional tapes for pollwatchers, if present.
- If more than four pollwatchers are present, distribute tapes by conducting a lottery.
- The PBC will continue to produce identical tapes each time the "TOTALS" button is pressed.

Check when step is completed properly.

Do not feed the precinct I.D. back through PBC or all vote totals will be erased and the entire procedure, starting on page 37, will have to be repeated.

9 Attach PBC tapes to each Certificate of Results Form 80.

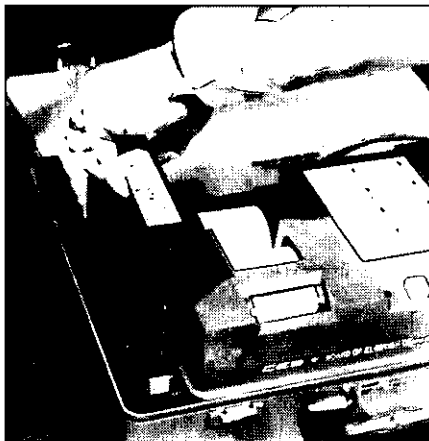
- A PBC tape must be attached to each copy of the Certificate of Results Form 80.
- Do not cut the "TOTALS" tape or try to position it next to the candidates names.
- Complete all other information as requested on each copy of the Certificate of Results Form 80. (See sample on page 41.)

Check when step is completed properly.

10 Turn off PBC and remove Data Pack.

- Turn off the PBC.
- Remove the Data Pack by pulling it straight up and out. (See picture below.)
- Put the Data Pack in the protective bubble pouch located in the cover of the PBC.
- Seal the pouch by pressing the opening closed all along the edge.

Check when step is completed properly.



11 Seal all voted ballot cards and ballot envelopes with valid write-in votes in the brown paper bag labeled "Voted Ballots and Valid Write-in Votes."

- Remove the brown paper bag and tape from the transfer case. Record the precinct and ward numbers on the label.
- Rubber-band all voted ballot cards which were counted by the PBC together.
- Rubber-band all ballot envelopes with valid write-in votes (after they have been counted) together.
- Place both the voted ballot cards and the ballot envelopes with valid write-in votes in the brown paper bag labeled "Voted Ballots and Valid Write-in Votes."
- Make sure all required information has been recorded on the Certificate of Results Form 80 before sealing the voted ballots in the bag.
- Fold the top of the bag to fit the contents inside and seal the container by wrapping the tape around the container lengthwise and crosswise twice.
- All judges must sign across the tape.
- Place the sealed brown paper bag in the transfer case.

Check when step is completed properly.

12 Seal all used ballot envelopes without valid write-in votes in the brown shopping bag labeled "Used Ballot Envelopes."

- Place all initialed and used ballot envelopes without valid write-in votes in the brown shopping bag labeled "Used Ballot Envelopes."
- Record precinct and ward numbers where indicated on the label.
- Fold the top over to fit the contents.
- Wrap the filament tape lengthwise and crosswise twice around the bag.
- All judges must sign across the tape.
- Place this bag in the ballot box portion of the ESC.

Check when step is completed properly.

13 Count all spoiled ballot cards

- Remove and count all "spoiled" ballot cards from Envelope B.
 - Enter the number on line B on the Certificate of Results Form 80.
 - Replace the ballot cards in Envelope B and seal.
 - All judges must sign across the sealed flap.
- Check when step is completed properly.

14 Count all defective ballot cards

- Remove and count all ballot cards from Envelope C.
 - Enter the number on line C on each Certificate of Results.
 - Replace the ballot cards in Envelope C and seal.
 - All judges must sign across the sealed flap.
- Check when step is completed properly.

15 Count all duplicated ballot cards

- Remove and count all duplicated ballot cards from Envelope D.
 - Enter the number on line D on each Certificate of Results.
 - Replace the ballot cards in the envelope and seal.
 - All judges must sign across the sealed flap.
- Check when step is completed properly.

Sample - Certificate of Results Form 80

FORM 80 BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO CERTIFICATE OF RESULTS FOR THE PRIMARY ELECTION. WARD: 17. PRECINCT: 7. JUDGES: 2. JUNE 19, 2006

PLEASE FOLLOW THESE INSTRUCTIONS:

1. FOLD AND ATTACH A "TOTALS" TAPE FROM THE PRECINCT BALLOT BOX TO THE BACK OF EACH OF THE SIX (6) COPIES OF FORM 80. DO NOT CUT THE "TOTALS" TAPE OR ATTEMPT TO POSITION IT ON THIS FORM.
2. RECORD ALL VOTES IN VOTES IN THE SPACE PROVIDED ON THE LAST PAGE OF EACH CERTIFICATE OF RESULTS FORM 80.
3. COMPLETE ALL INFORMATION REQUESTED ON THIS FORM; ALL SIX (6) COPIES OF THE CERTIFICATE OF RESULTS FORM 80 MUST CONTAIN THIS INFORMATION.
4. EACH JUDGE MUST PLACE HIS OR HER SIGNATURE IN THE SPACE PROVIDED ON THE LAST PAGE OF EACH OF THE SIX (6) COPIES OF THE CERTIFICATE OF RESULTS FORM 80; EACH JUDGE MUST ALSO SIGN THE BACK OF EACH "TOTALS" TAPE.
5. PLACE ONE SIGNED, COMPLETE COPY OF THE CERTIFICATE OF RESULTS FORM 80 IN ENVELOPES 65E, 66E, 67E, 68E, 71E, & 72E. MAKE SURE A "TOTALS" TAPE IS ATTACHED TO EACH OF THE FORM 80.

STATE OF ILLINOIS)
COUNTY OF COOK) SS.

WE, THE JUDGES OF THE PRIMARY ELECTION, DO HEREBY CERTIFY THAT: BEFORE COUNTING THE POLLS, WE COMPARED THE BALLOT BOXES TO THE BALLOT BOXES AND FOUND THAT THE APPROXIMATE NUMBER OF BALLOTS AND CANDIDATE APPLICATION NUMBERS APPEARED TO BE THE SAME. WE HAVE THEREFORE COUNTED THE BALLOTS AND FOUND THAT THE POLLS WERE OPEN FROM 6:00 A.M. TO 7:00 P.M. ON THIS EACH DAY OF JUNE, 2006.

WE FURTHER CERTIFY: The number of Applications for Ballot Form 80 issued are as follows:

DEMOCRATIC	REPUBLICAN	NON-PARTISAN
Application Issued <u>150</u>	Application Issued <u>150</u>	Application Issued <u>1</u>
Withdraw (Subtract) <u>-1</u>	Withdraw (Subtract) <u>-4</u>	Withdraw (Subtract) <u>0</u>
Total <u>149</u>	Total <u>146</u>	Total <u>1</u>
WARD 17/WASHINGTON	WARD 17/WASHINGTON/DEMOCRATIC	WARD 17/WASHINGTON/REPUBLICAN
Application Issued <u>15</u>	Application Issued <u>15</u>	Application Issued <u>15</u>
Withdraw (Subtract) <u>0</u>	Withdraw (Subtract) <u>0</u>	Withdraw (Subtract) <u>0</u>
Total <u>15</u>	Total <u>15</u>	Total <u>15</u>
LIBERTARIAN PARTY	FEDERAL OFFICE ONLY/DEM	FEDERAL OFFICE ONLY/REP
Application Issued <u>15</u>	Application Issued <u>2</u>	Application Issued <u>2</u>
Withdraw (Subtract) <u>0</u>	Withdraw (Subtract) <u>0</u>	Withdraw (Subtract) <u>0</u>
Total <u>15</u>	Total <u>2</u>	Total <u>2</u>

The number of official ballots cards received from the Board of Election Commissioners are (Specify this information from Form 80P):

1) Total Ballot Cards:

DEMOCRATIC	<u>500</u>
REPUBLICAN	<u>200</u>
NON-PARTISAN	<u>50</u>
WARD 17/WASHINGTON	<u>50</u>
WARD 17/WASHINGTON/DEMOCRATIC	<u>100</u>
WARD 17/WASHINGTON/REPUBLICAN	<u>50</u>
LIBERTARIAN PARTY	<u>25</u>
FEDERAL OFFICE ONLY/DEM	<u>50</u>
FEDERAL OFFICE ONLY/REP	<u>50</u>
2) Total Absent Voters' Ballot Cards	<u>5</u>
Grand Total Received	<u>1080</u>

The number of used ballots cards returned:

A) Total used ballot cards from Ballot Form 80	<u>365</u>
B) Total spoiled ballot cards - Envelope B	<u>0</u>
C) Total defective ballot cards - Envelope C	<u>0</u>
D) Total duplicated ballot cards - Envelope D	<u>0</u>
E) Total unused ballot cards:	
DEMOCRATIC	<u>251</u>
REPUBLICAN	<u>54</u>
NON-PARTISAN	<u>49</u>
WARD 17/WASHINGTON	<u>55</u>
WARD 17/WASHINGTON/DEMOCRATIC	<u>85</u>
WARD 17/WASHINGTON/REPUBLICAN	<u>35</u>
LIBERTARIAN PARTY	<u>10</u>
FEDERAL OFFICE ONLY/DEM	<u>48</u>
FEDERAL OFFICE ONLY/REP	<u>48</u>
Grand total returned ballot cards (Form 80, 80, 80, 80, 80 together)	<u>1080</u>

LANCE BRADY - EXECUTIVE DIRECTOR, CHICAGO BOARD OF ELECTION COMMISSIONERS

16 Count all unused ballot cards.

- Count all unused official ballot cards.
 - Enter the number on line E of each Certificate of Results. There are 50 ballot cards in each unused pad.
 - Place all unused ballot cards in the ballot box section of the ESC.
- Check when step is completed properly.

17 Sign the Certificate of Results and place in proper envelope.

- All judges must sign the Certificate of Results where indicated.
 - Put the Certificate of Results in Envelope 63E, 65E, 66E, 67E (if provided), 68E, 71E, and 72E.
 - Seal the flap of each envelope.
 - All judges must sign across the flaps.
- Check when step is completed properly.

18 Put items in transfer case and lock with padlock seal.

- Empty the transfer case and put the following items inside for return to the receiving station election night:
 - The sealed brown paper bag containing voted ballots and valid write-in votes
 - Envelope B—Spoiled Ballots
 - Envelope C—Defective and Objected to Ballots
 - Envelope D—Duplicated Ballots
 - Morning and evening PBC “ZERO” tapes
 - Evening “BLT” tape.
 - Lock the case with one of the padlock seals.
 - Do not seal the case until the required materials are inside.
 - Record the seal number on the back of the **Pay Voucher Form 194**.
- Check when step is completed properly.**

19 Put equipment and supplies back in ESC.

- All unused election supplies and equipment must be returned inside the ESC.
 - Take all voting units apart and return to the lower compartment of the ESC.
 - Put the PBC in the middle right compartment.
Make sure the data pack is removed!
 - Attach the flag to the door.
 - **Put the following items in the ballot box portion of the ESC:**
 - **All unused supplies in Envelope 23E**
 - **All extra (unused) ballot cards and envelopes**
 - **Handi-hold voting punch and ballot viewer**
 - **Demonstrator unit**
 - **“Used Ballot Envelopes” sealed in brown shopping bag**
 - **Blue “Application for Ballot” spindle containing unused pre-printed applications**
 - Close the slot on the top of the ballot box and close the ballot box door.
 - Place a padlock seal on the ballot box door.
 - Close and lock the outside door and place a padlock seal through the latch on the outside door.
 - The Board of Election will pick up the ESC from the polling place.
- Check when step is completed properly.**

20 Complete Pay Voucher Form 194.

- Payment to all judges in the precinct will be delayed if the Pay Voucher Form 194 is not completed properly.
- All forms and envelopes must be properly completed and signed.
- The transfer case, ballot box and ESC must be properly filled and sealed.
- Do not complete the front of the Pay Voucher until all required information has been recorded on the back.
- The Pay Voucher Form 194 also contains the receipt for materials returned to the Receiving Station. It must be signed by an authorized Board employee in order for all judges to receive full payment for election day service.

Check when step is completed properly.

Report Totals to City News Bureau

The judge designated to call City News Bureau should follow all directions on the report form and report the vote totals as requested.

21 Bring election results to the receiving station.

- One judge from each political party must take the items listed below to the Receiving Station election night. The judges returning the supplies will receive additional compensation for doing so.
- Sealed transfer case
- PBC data pack in the protective bubble pouch
- Envelope 3E containing signature book Form 3
- Envelopes 63E, 65E, 66E, 67E (if provided), 68E, 71E and 72E, each containing a completed Certificate of Results Form 80
- Envelope 47E containing completed oaths, affidavits and pollwatcher credentials
- Envelope 14E containing completed applications for ballot
- Envelope 48E containing absentee ballot carrier envelopes and certificate envelopes
- Pay Voucher Form 194
- ESC key

Check when step is completed properly.

Attention Judges!

You must return the PBC Data Pack and the signature book with your election materials after the polls close or your pay will be withheld. Do not leave the Data Pack in the PBC!

If you do not have transportation to the Receiving Station, call ELECTION CENTRAL, (312)269-7870, for assistance.

Election Night Return List

All judges are responsible for the return of required election materials to the Receiving Station by one judge from each political party. Judges who fail to return the materials will have their pay withheld. Call ELECTION CENTRAL, (312)269-7870, if problems arise regarding the return of these materials.

**Lock in ESC at polling place -
check each box when item returned
properly**

- Place in ballot box portion:**
 - Unused ballot cards
 - Unused pre-printed Applications for Ballot on blue spindle
 - "Used Ballot Envelopes" sealed in brown shopping bag
 - Demonstrator unit
 - Supply box
 - Handi-hold voting punch and display/holder
 - Economy vote recorders
 - Supply Envelope 23E**
- Place in bottom compartment:**
 - Votomatics
 - Economy voting units
 - PBC
 - Flag (attach to door)
- Seal ESC; record seal number on the back of Pay Voucher Form 194**

**Return to Receiving Station -
check each box when item ready to be
returned to Receiving Station**

- Place in transfer case first:**
 - Voted ballots
 - Ballot envelopes with valid write-in votes
 - Spoiled ballots—**Envelope B**
 - Defective and objected to ballots—**Envelope C**
 - Duplicated ballots—**Envelope D**
 - Morning and evening PBC "ZERO" tapes
 - Evening "BLT" tape
- Seal transfer case; record seal number on back of Pay Voucher Form 194**
- Bring to Receiving Station:**
 - Sealed transfer case**
 - PBC data pack** in bubble pouch
 - Envelope 3E containing Signature Book Form 3**
 - Precinct binder**
 - Envelopes 63E, 65E, 66E, 67E (if provided), 68E, 71E, and 72E, each containing a completed Certificate of Results Form 80**
 - Envelope 47E** containing completed oaths, affidavits and pollwatcher credentials
 - Envelope 14E** containing completed applications for ballot
 - Envelope 48E** containing absentee ballot carrier envelopes and certificate envelopes
 - ESC key**
 - Pay Voucher Form 194**

**Please leave the polling place
neat and clean.
Thank you for your public service.**

"Fail-Safe" Voting

Under the National Voter Registration Act of 1993 (NVRA) certain persons may qualify for "Fail-Safe" voting and may vote the **Federal Offices Only** ballot. This includes:

- Registered voters who have *not* moved but whose registration records incorrectly show that they have; or
- Certain registered voters who have moved within the same precinct or from one precinct to another within the City of Chicago, even though they did not previously notify the Board of Election Commissioners of such change of address.

State law requires that these voters sign an affidavit and provide corroborating identification (see Consolidated Voter's Affidavit **Form 1**) as a prerequisite to voting for State and local offices. However, NVRA prohibits this practice as a prerequisite to voting for Federal offices. Therefore, voters who are entitled to vote under these "fail safe" provisions will be permitted to vote only for Federal offices after providing *either oral or written affirmation* of their address to the judge of election on the "Affirmation of Registered Voter's Residence Address **Form 2**" (see sample, page 23). **This includes "fail safe" voters who cannot or will not complete the Consolidated Voter's Affidavit Form 1.** If a voter refuses to sign the **Form 2**, but agrees to *orally* affirm his or her address, such voter must be permitted to vote. In this event, the judge of election should complete the appropriate box and blanks on the **Form 2**, print the name of the voter on the line provided for the voter's signature and print "ORAL AFFIRMATION" after the voter's name.

The Affirmation of Registered Voter's Residence **Form 2** should be completed as follows:

- **No Change of Address—Box #1**

If the registration records indicate that the voter's registration has been challenged due to a canvass verification, *or* if a challenge is made on election day to the voter's eligibility to vote on the ground that he or she no longer resides at the address shown on the voter's registration records *and such voter has not moved his or her residence*, such voter shall, upon *oral or written affirmation* by the voter before a judge of election, be permitted to cast a **Federal Offices Only** ballot at the polling place from which he or she is registered. If a correction is needed to the voter's registration, the Board of Election Commissioners shall make such correction following the election. **Note: If the voter completes Form 1, he or she may vote a full ballot.**

- **Change of Address within the City of Chicago—Box #2**

If the registration records indicate that the voter's registration has been challenged due to a canvass verification, *or* if a challenge is made on election day to the voter's eligibility to vote on the ground that he or she no longer resides at the address shown on the voter's registration records, *and such voter has moved to another address within the City of Chicago*, such voter shall, upon *oral or written affirmation* of the change of address by the voter before a judge of election, be permitted to vote at the voter's *former polling place for Federal offices only*. The Board of Election Commissioners shall correct the voter's registration records following the election, and the voter will be entitled to vote in future elections at the polling place designated for the voter's new address.

- **Change of Address outside the City of Chicago within 30 Days Prior to Election—Box #3**

If the registration records indicate that the voter's registration has been challenged due to a canvass verification, *or* if a challenge is made on election day to the voter's eligibility to vote on the ground that he or she no longer resides at the address shown on the voter's registration records, *and the voter has moved to an address outside the City of Chicago WITHIN 30 DAYS PRIOR TO THE ELECTION*, such voter shall, upon *oral or written affirmation* of the change of address by the voter before a judge of election, be permitted to vote at the voter's *former polling place for Federal offices only*. The Board shall remove that voter's name from the registration records and such voter must register with the County Clerk or Board of Election Commissioners having jurisdiction over his or her new residence address in order to be entitled to vote in the next election. **NOTE: If the voter moves to an address outside the City of Chicago MORE THAN 30 DAYS PRIOR TO THE ELECTION, such voter SHALL NOT BE PERMITTED TO VOTE IN THIS ELECTION.**

Index

- A**
- Absentee Ballots**
 - certification envelope 34
 - application for ballot 34
 - carrier envelope 34
 - challenge 34
 - comparison of signatures 34
 - initialing 34
 - list of absentee voters 17, 19
 - rejecting of ballot 34
 - voting requirements 34
 - Affidavits—See Consolidated Voter's Affidavit Form 1**
 - Affirmation of Registered Voter's Residence Address Form 2** ... 22, 45
 - Appeal to Board of Election** 25
 - Application for Ballot**
 - absentee 34
 - assistance given indicated 19
 - comparison of signatures 16, 17
 - completion 16, 27
 - illustration 16, 27
 - initialed by judge 17
 - pre-printed 16, 27
 - spindled 27
 - spoiled ballot indicated 29
 - Arrangement of Polling Place** 7, 8, 11
 - Assistance**
 - affidavit for 18, 19
 - ballot viewer 30, 31
 - Handi-hold punch 30, 31
 - illiterate voter 19
 - recorded on application 19
 - voter with disability 19, 26
 - who may assist 19
 - Authority of Judges** 3
- B**
- Badges, Election Judges** 3, 5
 - Ballot Box**
 - after polls close 33, 42, 44
 - before polls open 9, 11
 - deposit absentee ballots 34
 - deposit ballots 32
 - sealing 11, 42
 - Ballot Cards**
 - colors inside front cover
 - counting unused 41
 - damaged 38
 - defective 34, 35, 41
 - demonstrator 9, 30, 31
 - duplicated 36, 41
 - duty station 11, 27
 - identifying marks 35, 36
 - initialed by judge 27
 - location 9
 - overvoted 36
 - placed in envelope 31, 32
 - remaking damaged 38
 - split precincts 28
 - spoiled 29, 41, 42
 - stub 32
 - uninitialed 35
 - unused 41
 - valid write-in 35, 36
 - Ballot Envelope**
 - card inserted 31
 - initialed by judge 27
 - precinct number and date 29, 36
 - unused 38, 42
 - used 35, 40, 42, 44
 - valid write-in 36
 - Ballot Pages** 9
- C**
- Certificate of Results**
 - completing 40, 41
 - recording write-in votes 35, 36
 - signing 41
 - Certificate to Vote** 25
 - Challenge**
 - absentee voter's ballot 34
 - affidavit 18, 24
 - decided by judges 24, 25
 - identification 24
 - reasons for 24
 - voter's right to appeal 25
 - Challengers—See Pollwatchers**
 - Checking Ballot Pages** 9
 - Checking Initials**
 - application 27
 - ballots 27, 32, 34, 35
 - Checklist of Supplies** 4, 5
 - Complaints** 14
 - Comparing Voter's Signature**
 - absentee ballot affidavits 34
 - application for ballot 16, 17
 - signature book 16, 17
 - Consolidated Voter's Affidavit Form 1** 18-21
 - Counting Ballot Cards**
 - absentee ballots 34
 - defective 35, 41
 - duplicated 36, 41
 - Precinct Ballot Counter 37-40
 - spoiled 32, 41
 - unused 41
 - Credentials**
 - definition 12
 - illustration 12
 - pollwatchers' 12
 - retained by judges 12
 - signing 12

D

Data Pack	10, 40, 43, 44
Defective Ballot Cards	34, 38
Defective Ballot Envelope	34, 38
Demonstrator Unit	30, 31
Demonstration to Voters	30, 31
Duplicating Ballots	
damaged	36, 38
overvoted	36
Duties of Judges	
after polls close	33-44
before polls open	3-14
during voting hours	15-32
stations	8, 11

E

Election Judges

arrival at polling place	5
authority	3
badges	3, 5
control of polling place	3
deposit ballot in box	32
duty stations during day	8, 11, 16, 27, 30, 32
equality	3
initials	9, 27, 34
majority decisions	3, 24
oath	5
officers of Circuit Court	3
out-of-precinct	3
pay voucher	42, 43
responsibilities	3
rotate positions	3
signatures required	3, 41
substitute	3
vacancy	3

Election Words	2
----------------------	---

Election Supply Carrier (ESC)	4, 5, 42, 44
-------------------------------------	-----------------

Electioneering	3
----------------------	---

Envelopes

absentee carrier	34
ballot card	27, 31, 32, 34, 40
certificate of results	41
defective ballots	35, 41
duplicated ballots	38
envelope:	
B	29, 41
C	35, 36, 41
D	38, 41
14E	35, 43, 44
23E	4, 5, 42
47E	12, 14, 25, 43, 44
48E	19, 34, 43, 44
63E	41, 43, 44
65E	41, 43, 44
66E	41, 43, 44
67E	41, 43, 44
71E	41, 43, 44
72E	41, 43, 44
sealing and signing	41
spoiled ballots	29, 32, 41, 42
unused ballots	41

F

“Fail-Safe” Voting	22, 23, 45
--------------------------	------------

Federal Office Only Ballot ...	22, 23, 45
--------------------------------	------------

Field Investigators	5, 14
---------------------------	-------

Forms

1	15, 18-21, 24
1A	19
2	22, 23, 45
13	6
14	16, 27
15	24, 25
21	4, 5
80	40, 41, 43, 44
177AE	6, 26
177LCP	6
194	43, 44
242	12
255	6, 31
509	34

I

Identifying Marks	35-36
-------------------------	-------

Illiterate Voter	19
------------------------	----

Initialing of

absentee ballot	34
application for ballot	17, 27
ballot cards	27
ballot envelopes	27

Initials, Checking for	27
------------------------------	----

Instruction of voter	30, 31
----------------------------	--------

Invalid Marks	36
---------------------	----

J

Judges, Election—See Election Judges	
--------------------------------------	--

L

Law Enforcement Officials	14
---------------------------------	----

List of Absentee Voters	17, 19
-------------------------------	--------

M

Majority Rule of Judges	3, 24
-------------------------------	-------

Military Voters	19, 34
-----------------------	--------

Moved Voter

outside precinct	19, 22, 45
within precinct	19, 22, 45

N

Name

announce voter's	17
not in signature book	17, 18
on list of absentee voters	17, 19

O

Observers	12, 13, 14
-----------------	------------

Objected to Ballots—See Defective Ballots

Opening Ballot Box

after polls close	35
before polls open	11

Opening Polls	16
---------------------	----

Overvoted Ballots	36
-------------------------	----

P

Pay Voucher Form 194	43, 44
----------------------------	--------

Persons

allowed to vote	18-22, 45
allowed to vote absentee	34
authorized in polling place	12, 13, 14
not allowed to vote	24, 25

Police Officer	14
----------------------	----

Poll Sheet 18

Polling Place

arranging 8, 11
closing 33
control of 3
illustrations 8
opening 16
signs 6

Pollwatchers

arrive and/or leave 13, 33
challenging voters 13, 24
complaint procedure 14
conduct of 13
credentials 12
in polling place 13
number allowed 13
qualifications 12, 13
"TOTALS" tape 40

Portable Ramps 5

Posting Items in Polling Place 6

Precinct Ballot Counter (PBC)

ballot tape 10, 37-40
certificate of results 40
counting ballot cards 37-40
electrical grounding 37
morning check 10
number of tapes printed 40
precinct I.D. card 10, 37
storage during day 10
tabulating votes cast 37-40

Precinct Captain 12

Procedures

absentee ballots 34
after polls close 33-44
assistance 19
before polls open 5-14
Consolidated Voter's
Affidavit 18-22
during voting hours 15-32
instruction of voter 30, 31
overvoted office 36
remaking ballot cards 36
split precincts 28
spoiled ballot 29
write-in votes 36

R

Receiving Stations ... inside back cover

Rejecting Absentee Ballot 34

Right to Vote, Challenge of 24

Rights of Pollwatchers 12, 13

S

Sealing and Signing Envelopes 40, 41

Sealing Ballot Box 11, 42

Signature Book

absentee voters 34
comparing signatures 16, 17
correcting information 16, 17
return of 43, 44
voting notation 17

Signatures, Comparing Voter's

absentee envelope 34
on applications 16
in signature book 16

Signatures of Judges

on certificates of results 40
on envelopes 41
on "TOTALS" tapes 39

Special Assistance for Voters

with Disabilities 26

Specimen Ballot 9

Spindle 27, 35

Spoiled Ballots 29

Stub, Ballot 32

Supplies

missing 4, 5
return to receiving station 43, 44

T

Time Allowed for voting 15

Transfer Case 10, 42, 43, 44

U

Uninitialed Ballots 35

Unused Ballots 42

Unused Ballot Envelopes 42

Used Ballot Envelopes 40

V

Vacancy, Election Judge 3

Valid Write-in 36

Vote

application to 16
challenge of right to 24
demonstrating how to 30, 31
qualifications 18-22

Voter

absentee 19, 34
application for ballot 16, 17
assistance to 19, 26
challenge of 24
challenge of absentee 34
illiterate 19
instruction 30, 31
military 19
right to appeal challenge 25
with disability 26, 31

Voter's Name

changed 19
not in signature book 17, 18, 19
on application for ballot 16, 17
on list of absentee voters 17, 19

Voters with Disabilities

assistance 19, 26, 31
ballot viewer 26, 31
Handi-hold punch 26, 31

Voting Hours 16

Voting Punch 30, 31

Voting Stations 6, 7

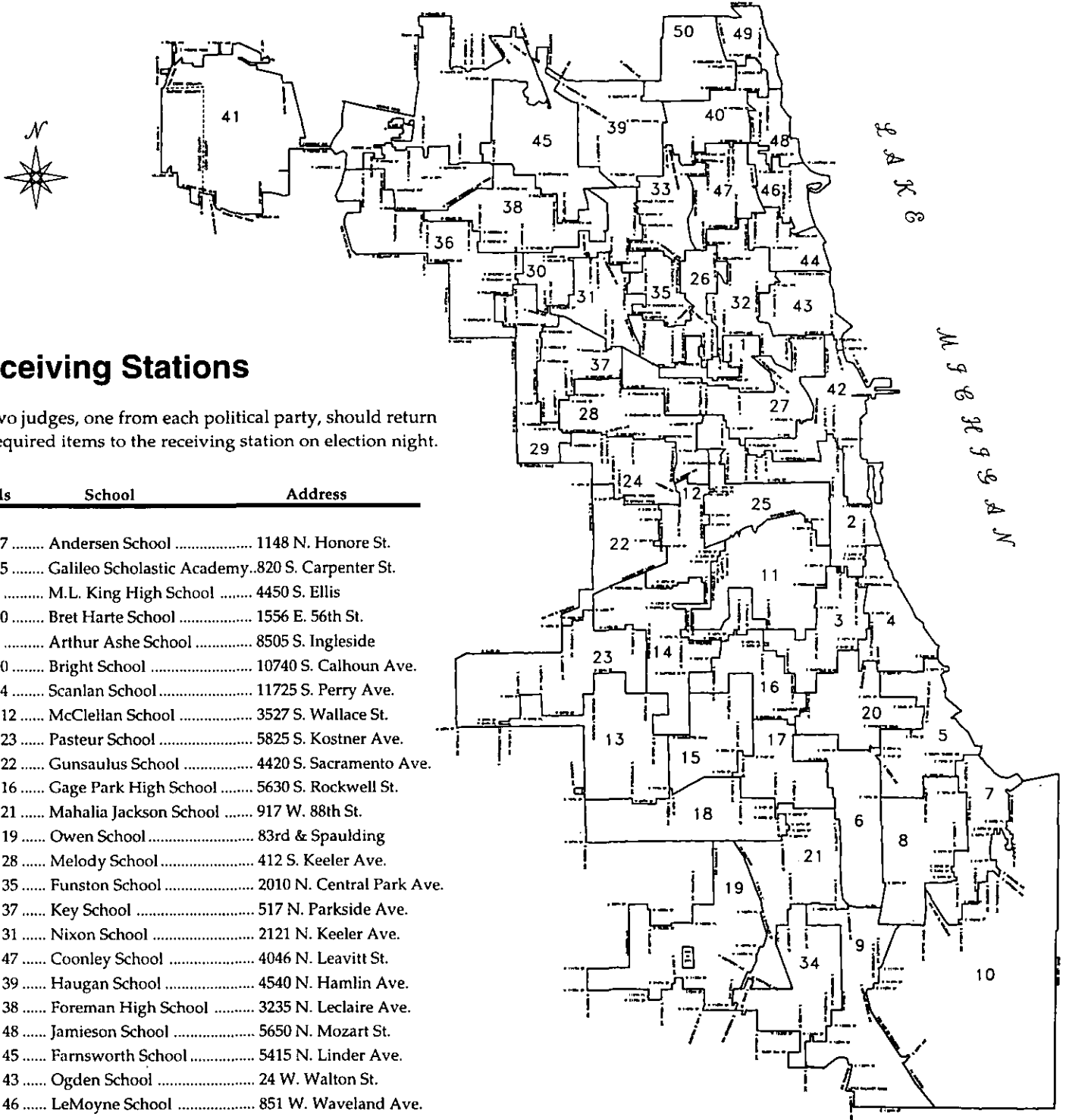
W

Watcher—See Pollwatchers

Write-in Votes

how to cast 31
valid 36

Map of the Wards of the City of Chicago



Receiving Stations

Two judges, one from each political party, should return all required items to the receiving station on election night.

Wards	School	Address
1 & 27	Andersen School	1148 N. Honore St.
2 & 25	Galileo Scholastic Academy	820 S. Carpenter St.
3 & 4	M.L. King High School	4450 S. Ellis
5 & 20	Bret Harte School	1556 E. 56th St.
6 & 8	Arthur Ashe School	8505 S. Ingleside
7 & 10	Bright School	10740 S. Calhoun Ave.
9 & 34	Scanlan School	11725 S. Perry Ave.
11 & 12	McClellan School	3527 S. Wallace St.
13 & 23	Pasteur School	5825 S. Kostner Ave.
14 & 22	Gunsaulus School	4420 S. Sacramento Ave.
15 & 16	Gage Park High School	5630 S. Rockwell St.
17 & 21	Mahalia Jackson School	917 W. 88th St.
18 & 19	Owen School	83rd & Spaulding
24 & 28	Melody School	412 S. Keeler Ave.
26 & 35	Funston School	2010 N. Central Park Ave.
29 & 37	Key School	517 N. Parkside Ave.
30 & 31	Nixon School	2121 N. Keeler Ave.
32 & 47	Coonley School	4046 N. Leavitt St.
33 & 39	Haugan School	4540 N. Hamlin Ave.
36 & 38	Foreman High School	3235 N. Leclair Ave.
40 & 48	Jamieson School	5650 N. Mozart St.
41 & 45	Farnsworth School	5415 N. Linder Ave.
42 & 43	Ogden School	24 W. Walton St.
44 & 46	LeMoyné School	851 W. Waveland Ave.
49 & 50	Sullivan High School	6631 N. Bosworth



Important Phone Numbers

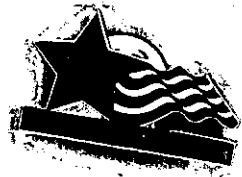
Absentee Ballot Department 312-269-7967
Judges of Election Department 312-269-7984
Polling Places Department 312-269-7976
Registration Department 312-269-7960
Missing Election Supplies and
Equipment Repair 312-269-7914

For any individual whose signature does not appear
in the signature book and is seeking a Certificate to
Vote 312-269-1604
TTY (*for the hard of hearing and deaf*) ... 312-269-0027

ELECTION CENTRAL

Legal and investigative assistance from
5 a.m. to 10 p.m. Election Day only 312-269-7870





CONSTANCE A. KAPLAN

*Director of Community Services,
Training and Special Programs*

69 West Washington
Suite 600
Chicago, Illinois 60602

(312)269-7919
FAX (312)269-0664



WWW.CHICAGOELECTIONS.COM.
E-MAIL: ckaplan@earthlink.net