# Tabulator Tender Instructions

# General description: Assure that each voter inserts one ballot into the optical scanner. Advise voters who have difficulties with the scanner. Assist moderator with opening the tabulator and resolving ballot jams. Guard the ballot box once the tabulator is open and ready for ballots to ensure no tampering. Distribute “I voted” stickers to voters. Maintain privacy for voter at tabulator at all times.

# An elector’s right to a secret ballot *must* be preserved. Under no circumstances are machine tenders to look at markings on an elector’s ballot.

# Please be alert. Make sure that no elector leaves the polling area with a ballot. All ballots must be placed either in the tabulator, placed in the auxiliary bin of the ballot box, or spoiled and secured by the ballot clerk.

# Specific Instructions: Stand—or sit—no closer than 3 feet from the tabulator. If a ballot is rejected by the scanner, machine tenders should be alert enough to move to the tabulator to read the LCD window within the 12 seconds that the message is displayed, but not too close as to intrude on voter’s privacy. Place a privacy folder over the ballot when reading the display. Please remember to be polite at all times.

# If a ballot is rejected…

* **If a ballot is rejected and you missed the 12 seconds that the message is displayed on the LCD window**, ask the elector to re-insert the ballot. If the ballot is rejected again, the message will re-appear for an additional 12 seconds. Cover the ballot and read the message.

# If the LCD window reads: “ballot not read” or “invalid ballot”, ask elector to insert the ballot again—try upside down. If it still rejects the ballot, instruct elector to see the head ballot clerk for a new ballot. If the elector does not want to get a new ballot, have elector insert the ballot in the auxiliary bin for processing later.

* **If the LCD window reads: “blank ballot”**, either the elector has a completely blank ballot or they have completely mis-marked the ballot. Without looking at the ballot, the tabulator tender should—politely—briefly review with the voter the instructions on marking the ballot and/or offer a new ballot from the head ballot clerk. If voter does not want to get a new ballot, have the elector put the ballot in the auxiliary bin. Tell the elector, “The ballot will be processed at a later time.” If the voter requests assistance, notify the moderator.
* **If the LCD window reads: “Over vote** \_\_\_ (abbreviation of race)”, the elector may have voted for more candidates than is allowed. (However, some stray marks can be read as extra votes.) Cover the ballot, check the display, and ask voter to check for overvotes in the race indicated by the machine. “The voting machine reads some extra votes in Race X. Would you please check your ballot?” Offer the elector a new ballot from the head ballot clerk. If the elector does not want to get a new ballot, have the voter place the ballot in the auxiliary bin. The tabulator tender should tell the elector that “The over- voted office will not be counted, but the rest of the ballot will be counted later.”
* **If a ballot is rejected, AND is left on the tabulator tray, AND the elector has exited the polling place,** the ballot should be put in the auxiliary bin to be processed at the end of the evening.

If the elector brings a privacy folder, a marker, or a magnifying sheet to the tabulator, please arrange for these items to the returned to the voting booths or ballot clerk’s area.

Ballots go into the tabulator quickly—but only one at a time. If the elector has been given two ballots that have stuck together, the machine will not accept the ballots.

**Ballot Jams—rare, but possible.**

* If ballots become jammed in the tabulator, **first** read the display so you’ll know whether the ballot was counted or not.
* Call the Moderator.
* If the next electors do not wish to wait, they may place their ballots into the auxiliary bin. Assure them that the ballots will be processed by the end of the night.

# Clearing a jam:

# The moderator will take the ballot box key and unlock the front panel access door that holds the scanner in place. Slide the tabulator forward approximately 5 inches.

# If the LCD reads:

# “Counted ballot jammed… ” it means the ballot has been read and counted. The moderator will remove the ballot manually by pulling the ballot from the back of the tabulator & depositing the ballot into the ballot entry slot of the ballot box (behind the tabulator).

# “Returned ballot jammed…” means the ballot has NOT been counted. The moderator will remove the ballot exactly as above—from the back of the tabulator—but place it into a privacy folder and return it to the elector to reinsert into the tabulator, after the scanner has been re-locked in place.

# If elector is not present, place the ballot in the auxiliary bin for examination, processing, or possible hand-counting at end of night.

# In both cases, the moderator slides the tabulator back into position and relocks the front panel of the tabulator.

# Reminders:

# Please stay alert for ballots rejected by the machine so you can catch the elector before they exit.

# *Children* should NOT insert ballots into the tabulator, since they are not registered voters, unless voter with disabilities requests assistance from child. If you need assistance in this situation, please call the moderator over to speak with the voter.

# Hand “I voted today” stickers to voters or to their children. *Do Not* stick them on voters’ clothing.

# *Do not* leave your station unless someone has come to relieve you.

# Inform the moderator about any unusual incidents..

# When in doubt, call the moderator!

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