**Wilton CT**

**Ballot Clerk /Head Ballot Clerk Instructions**

**Ballot Clerk—may be stationed with official checker, 1 per checker line, or at own table.**

**Responsible for distributing ballots to voters—one at a time.**

* **Arrive, sign in, and receive Oath of Office.**
* **Receive ballots from the Head Ballot Clerk**
* **Inspect ballots for any problems:**
  + - **Printing errors. Stray markings**
    - **Incorrect ballot for your district**
    - **Extremely light print**
    - **Misaligned text**
    - **Bent or torn ballots**
    - **Missing or messy coding marks on the edges of the ballots.**

**If any of these problems are found: do not use the ballot. Alert the Head Ballot Clerk.**

* **After the elector has been checked off by the checker, give the elector one ballot.**
* **Offer a privacy folder! Voter not required to take it…**
* **Do not load ballots into privacy folder, until voter requests a folder.**
* **Remind electors**
  + **markers and magnifiers are in every privacy booth.**
  + **fill in the oval for all candidates of their choice.**
  + **check the reverse of ballot, if applicable.**
  + **keep ballots dry, if applicable.**
* **The last shift of Ballot Clerks will help the checkers count the names checked in the official checker books as voting at polls.**

# **Head Ballot Clerk Instructions—Responsible for the accounting & reporting of all ballots before, during, and after the election.**

* **Before the opening of the polls--**Upon receiving the ballot packages from the Moderator, the ballot clerk shall note the number of ballot packages and loose ballots on the BALLOT LOG WORKSHEET.
* D**istribute a supply of ballots to each ballot clerk sitting at each checker table or at the ballot clerk table. Retain one package of ballots to issue to voters who have made errors.**
* **Throughout the day watch for ballot clerks’ supply. Request new packages from the moderator. Open one package at a time. Keep a tally of packages received and opened.**
* **An elector may ask for a new ballot at any time before placing a ballot into the tabulator. No reason need be given.**
* **Before a new ballot is issued, the elector must give the old ballot to the Head Ballot Clerk to be “spoiled”.**
* **How to handle a spoiled ballot. Without looking at the markings on the ballot. (Use a privacy folder to cover them.)** 
  + - **Write “Spoiled” on reverse side of the ballot. With the black marking pen, mark through the timing marks (bar coding) on one of the corners of that ballot**
    - **Place the spoiled ballot into your Spoiled Ballot Envelope.**
* **If a ballot is left “abandoned” in a voting booth, on floor, etc.:**
  + - **An abandoned ballot must be returned to the Head Ballot Clerk & cannot be processed in the tabulator**
    - **Write “Found in \_\_\_\_\_\_\_\_\_\_\_\_” on one side of the ballot**
    - **With the black marking pen, mark through the timing marks (bar coding) on one of the corners of that ballot**
    - **Place the ballot in the Spoiled/Abandoned Ballot Envelopes. Keep a tally of abandoned ballots.**
    - **Notify the Moderator so that a memo of the abandoned ballot incident can be made in the Moderator’s Diary**

**Closing Procedures:**

* + - **Count all spoiled & abandoned ballots and put those numbers on the front of the envelope. Sign & seal the envelope with non-reusable tape.**
    - **Give the envelope to the Moderator to be placed with the used ballots. Keep all unused ballots separate from used ballots.**
    - **Count all unopened ballot packages. Count all loose unused ballots**
    - **Answer all questions on the Ballot Clerk Log Worksheet section of the Moderator’s Return and SIGN it. .**
    - **Do not leave the polling place until dismissed by the Moderator.**

**2017**