

ELECTION ROLES & RESPONSIBILITIES

Station #4: Tabulator

Purpose:

The Station #4 Inspector is responsible for assisting the Voter in actually casting their vote by inserting their completed ballot into the Tabulator

Process:

PRE-ELECTION

- Take Oath of Office and print name on Attendance Sheet
- Set up voting stations according to the precinct field sheet
- Post all notices at Polling Location
- Sign Tabulator Zero Tape confirming no votes registered at start of election
- Assist as requested by Precinct Chair
- Get election station assignment from Precinct Chair

ELECTION

- Remove the tab from the top of the Voter's completed ballot and dispose of it
- Instruct the Voter on how to insert their ballot into the tabulator, and to wait until they get confirmation that the tabulator successfully accepted their ballot
- Ensure that both you and other Voters waiting to cast their ballots are at least 10' away from the Tabulator while the Voter is inserting their ballot to ensure privacy
- Retrieve the Voter's Secrecy Sleeve, thank them for voting and offer them an "I Voted" sticker
- Periodically return Secrecy Sleeves to the Station #3 Inspector

POST-ELECTION

- Take down voting stations
- Take down posted information at Polling Location
- Sign Tabulator Tapes, other required forms and Paper Poll Book
- Assist as otherwise requested by Precinct Chair

Best Practices to Minimize Issues:

- Do not take the Secrecy Sleeve or dispense an "I Voted Sticker" until the ballot is successfully counted by the tabulator
- If voter decides to leave and abandon ballot, ask for voter's name before they exit the building