Mississippi Poll Manager Guide

For Use with the TSX Voting System

Election Day Operations

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ABOUT THIS GUIDE
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   The Mississippi Poll Manager Guide is published by the Secretary of State's Office as a resource guide for use on Election Day. In an effort to create uniformity and consistency throughout the state, this guide provides a wealth of information to assist in executing the responsibilities and duties of a Poll Manager.

   The term "Poll Managers" is used throughout this publication even though they are sometimes referred to as "Poll Workers." General topics in this guide include Poll Manager Duties and Responsibilities, Managing the Polls, and Conducting the Election. A section on TSX Voting Machines is included to provide specific details on operation of the TSX units. This section will help guide you through the Election Day process using the TSX Voting Machines.

   The Appendix includes informational documents such as TSX Opening/Closing Procedures, Top Ten Do's and Don'ts on Election Day, Frequently Asked Questions and Primary Election Guidelines.   Sample forms are included in Appendix B to help facilitate the Election Day process.

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SECTION I - TYPES OF POLL MANAGERS AND DUTIES

The first section of this guide contains information on types of poll managers and their duties and responsibilities. The officials in charge of the election will select the poll managers and train them concerning their duties and responsibilities. For Primary Elections, the officials will be the Executive Committee or their designees. For General and Special Elections, the officials will be the Election Commission. After selecting poll managers, the officials will designate certain managers with specific additional duties, including the Receiving and Returning Manager, Initialing Manager, Alternate Initiating Manager and the Bailiff. These positions are covered in the following section:

    A. General Poll Managers

    B. Receiving and Returning Manager

    C. Initialing Manager (for paper ballots)

    D. Alternate Initialing Manager (for paper ballots)

    E. Bailiff

    F. General Prohibitions at the Polls

    G. Other Poll Manager Responsibilities

    H. Opening the Polls Procedures/Checklist

A. GENERAL POLL MANAGERS

All Poll Managers shall report to the polling place by 6:00 a.m. on Election Day.

Poll managers shall ensure the election is conducted fairly and agreeably to law; and they shall be judges of the qualifications of electors. They resolve any challenges to voters and are responsible for processing absentee ballots along with the additional duties listed below. (Miss. Code Ann. § 23-15-233)

Poll Managers are primarily responsible for:

1. Safeguarding all election materials;
2. Ensuring only qualified voters are permitted to vote and each qualified voter is permitted to vote only once;
3. Verifying acceptable photo identification is presented by each voter;
4. Verifying the picture on the presented photo identification fairly depicts the voter;
5. Verifying the name on the presented photo identification is substantially similar to the voter's name as it appears on the pollbook;
6. Distributing ballots and/or Voter Access Cards; and
7. Ensuring all votes are cast in secret.

Poll Managers are also responsible for the following:

1. Verifying each voter's name in the pollbook and writing "VOTED" in the appropriate space;
2. Having the voter sign the receipt book;
3. Providing voter information;
4. Deciding challenges to voters;
5. Encoding Voter Access Cards;;
6. Providing voter instructions;
7. Collecting Voter Access Cards;
8. Ballot cancellation;
9. Completing reporting requirements at the end of the election; and
10. Processing absentee ballots and ruling on absentee voter challenges, if any.

B. RECEIVING AND RETURNING MANAGER

The Manager designated by the officials in charge of the election as the Receiving and Returning Manager must perform the following tasks:

1. On the day before the election, obtain from the officials in charge of the election the box(es) for his/her polling place containing the ballots and all other necessary materials, including the pollbooks, blank tally sheets, blank forms to be used in making returns, cards of instruction, stationery, and supplies. (Miss. Code Ann. § 23-15-251)

2. Sign two copies of *Form 710.2 - Receiving and Returning Manager Receipt Form* (or the locally designated form) stating the number of ballots, memory cards, and other related supplies distributed to the precinct. An election official signs the forms. One

receipt is maintained by the Circuit Clerk and the other is placed in the ballot box after the polls have been closed. (Miss. Code Ann. §§ 23-15-335, 23-15-591)

3. Ensure the box(es) and the contents are not tampered with prior to the opening of the polls by verifying the original seal shown by its number on Form 710.2 - Receiving and Returning Manager Receipt Form is still in place and exhibits no signs of tampering.

4. Open the box(es) and distribute the materials to each table.

5. Distribute the Secure Memory Card Transport Bag to the managers in charge of opening the TSX voting machines.

6. Reseal the box(es).

7. After the polls are closed on Election Day, close the machines and process the paper ballots. All used and unused ballots, tabulation forms, reports and other materials must be sealed in the boxes and returned to Election Central. (Miss. Code Ann. § 23-15-531.10)

C. INITIALING MANAGER (PAPER BALLOTS ONLY)

The Initialing Manager is responsible for placing his/her initials in the appropriate area of each official blank ballot at the polling place. The Initialing Manager and the Receiving/Returning Manager cannot be the same person.

After a voter has signed his/her name in the receipt book, the Initialing Manager must write his/her initials, in red ink, where appropriate on the official blank ballot so the initials may be seen after the ballot has been marked by the voter; and give the initialed blank ballot to the voter.

After the voter has marked the ballot, a poll manager shall verify the initials of the Initialing Manager on the ballot before it is placed in the ballot box or the precinct scanner. (Miss. Code Ann. § 23-15-541)

D. ALTERNATE INITIALING MANAGER (PAPER BALLOTS ONLY)

In the absence of an Initialing Manager, the Alternate Initialing Manager shall perform the duties of the Initialing Manager as specified above. (Miss. Code Ann. § 23-15-541)

E. BAILIFF

The Bailiff must carry out a number of specific statutory duties and responsibilities to ensure a lawful, peaceful and orderly election.

The Bailiff is appointed by:
o The Party Executive Committee in primary elections,
o The Election Commission in general and special elections, or.
o If a Bailiff is not designated or fails to serve on Election Day, the poll managers must select a Bailiff to serve at the precinct.

The Bailiff may also act as the Initialing Manager or the Alternate Initialing Manager.

Duties of the Bailiff

1. Open polls promptly at 7:00 a.m.

2. Keep order.

3. Verify photo identification fairly depicts the voter, but only if a poll manager already has determined the photo on the presented identification does not fairly depict the voter,

4. Verify the voter's name on the presented photo identification is substantially similar to the voter's name as it appears on the pollbook, but only if a poll manager already has determined the name on the presented identification is not substantially similar to the pollbook,

5. Line up voters waiting to vote. If someone is waiting to vote, the voter may occupy a voting booth for only five (5) minutes. If no one is waiting to vote, the voter may remain in the voting booth no longer than ten (10) minutes. (Miss. Code Ann. § 23-15-435)

6. Assist in ensuring voters do not leave the precinct with a Voter Access Card.

7. Prevent campaigning and/or the distribution of campaign materials within one hundred fifty (150) feet of any entrance to the polling place, except, however, when campaigning and/or the distribution of campaign materials are taking place on private property which may be located within 150 feet of the entrance to the polling place;

8. Stand at the end of the line of voters at 7:00 p.m. and announce the close of polls, allowing those voters already in line at 7:00 p.m. to vote;

9. Check written credentials of poll watchers (Miss. Code Ann. § 23-15-245) and monitor poll watchers by using the following guidelines:

    a) Each candidate on the ballot has the right to have one (1) poll watcher present at the polling place to carefully observe the election and challenge the qualifications of voters.
    b) A candidate representative must have written credentials from the candidate and identification documentation.
    c) Each political party, in general and special elections, has the right to have two (2) poll watchers present at the polling place, if the political party has a candidate on the ballot.
    d) A political party representative, in general or special elections only, must have written credentials from the state/county party chairperson.
    e) A candidate or his/her poll watcher may challenge the qualifications of any person offering to vote, including absentee voters. His/her challenge must be considered and acted upon by the poll managers at the time the challenge is made.
    f) Poll watchers are not allowed to campaign or attempt to influence or persuade voters.
    g) A candidate or his/her poll watcher shall be provided a suitable location from which he/she may be able to see and hear the conduct of the election.

h) Poll watchers may be present at the public counting of the ballots, including the processing of absentee ballots and affidavit ballots.

i) Poll watchers may not:
- Move about the polling place greeting voters,
- Influence voters,
- Interrupt the election process, or
- Distribute or display campaign material within one hundred fifty (150) feet of any entrance to the polling place.

F. GENERAL PROHIBITIONS AT THE POLLS

1. **150-Foot Rule**
   It is unlawful for any candidate for elective office, or any representative of a candidate, to post or distribute cards, posters, or other campaign literature within one hundred fifty (150) feet of any entrance to a building in which an election is being conducted.

2. **Private Property**
   If a polling place is within one hundred fifty (150) feet of private property, the owner of the private property may post or distribute or permit the posting and distribution of campaign literature on his/her property. Polling places that are held on private property are leased to the county for the day of the election, wherein the one hundred fifty (150) feet rule applies.

3. **Thirty-Foot Rule**
   No loitering is allowed within thirty (30) feet of the polling place. The Bailiff is to keep the area clear. After casting his/her vote, a voter should leave, making room for other voters. If he/she does not leave, after being asked to leave by the Bailiff, call a local law enforcement officer.

4. **Disturbances**
   If anyone becomes unruly or abusive, the Bailiff should ask him/her to leave. If he/she will not leave, call a local law enforcement officer. All poll managers and persons in the voting place are to aid in keeping the peace. If law enforcement officers must handle the situation, they must leave the premises upon completion.

5. **No Liquor/Alcohol**
   All intoxicated or disorderly persons disturbing the peace by noise or violence in the polling place shall be arrested, jailed, or kept in custody. Such persons may be permitted, if they are a qualified voter, to vote while in custody.

6. **Wearing Campaign Paraphernalia**
   Wearing T-shirts, buttons, stickers, etc., with a candidate's name or picture on it within one hundred fifty (150) feet of any entrance to a polling place constitutes the posting of campaign literature and is prohibited. Such paraphernalia must be covered or removed before a voter comes within one hundred fifty (150) feet of any entrance to a polling place. (Miss. Code Ann. § 23-15-895)

7. **Use of Sample Ballots**
   It is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she intends to vote.

A voter, however, cannot be permitted to use the sample ballot as campaign literature in attempting to influence other voters within the polling place.

8. **Other Prohibitions**

    It is also unlawful for a candidate, or his/her authorized representative, to appear at any polling place armed or uniformed or displaying any badge or credentials except as may be issued by the managers of the precinct. (Miss. Code Ann. § 23-15-895)

G. OTHER POLL MANAGER RESPONSIBILITIES

TSX Opening and Closing Responsibilities

Specific poll managers shall be responsible for the opening and closing of the TSX Voting Machines (see Section IV - TSX Precinct Procedures). This position can be combined with one of the other poll manager roles. There shall be at least two individuals per precinct assigned to these responsibilities. In a Primary Election, these responsibilities shall be performed by a poll manager from each party represented at the precinct. Opening the voting machines must begin at least one (1) hour before the polls open (6:00 a.m.). (Miss. Code Ann. § 23-15-531.6)

H.   OPENING THE POLLS CHECKLIST

1.   Arrive and begin opening voting machines at 6:00 a.m.

2.   Set all watches to the same correct time.

3.   Appoint an Initialing Manager and Alternate Initialing Manager and any other responsibilities not already determined by the election officials.

4.   Open the box(es) and remove supplies.

5.   Lock sealed absentee envelopes in ballot box and keep box locked until polls close.

6.   Prepare the TSX machines for voting (see TSX Opening Procedures in Appendix A) and organize paper ballots.

7.   Complete voter Receipt Book and sign oath.

8.   Ensure the polling place and TSX machines are arranged in a manner that ensures the privacy of voters, minimizes the likelihood of voters tripping over power cords, and allows monitoring by poll managers.

9.   Post voter information as outlined below:
     o   A sample ballot;
     o   The hours during which the polling place will be open;
     o   Instructions for affidavit (provisional) voters;
     o   Instructions for unverified mail-in registrants who are first-time voters;
     o   General information on voting rights under federal and state laws;
     o   General information on prohibitions of fraud and misrepresentation;
     o   List of absentee voters;
     o   TSX voting instructions; and
     o   List of acceptable forms of photo identification.

A sample of a Voters' Rights Poster/Information Poster is set forth in Appendix G.

10. Open polls promptly at 7:00 a.m.

SECTION II – MANAGING THE POLLS AND CONDUCTING THE ELECTION

This section will provide guidance on the procedures to follow from 7:00 a.m. to 7:00 p.m. on Election Day. The following topics are addressed in detail:

A. The Voting Process;

B. Voters' Rights;

C. Voter Photo Identification Requirements;

D. HAVA Requirements for Unverified Mail-in Registrants;

E. Voter Assistance;

F. Creating a Voter Access Card;

G. Voter Information;

H. Voter Instruction; and

I. Paper Ballots Types
   o Affidavit Ballots
   o Absentee Ballots
   o Emergency Ballots
   o Spoiled Ballots
   o Curbside Ballots
   o Challenged Ballots

A. VOTING PROCESS STEPS

When a voter appears, the following procedure is followed:

1. Check for the voter's name in the pollbooks. If you are unable to locate the voter's name in the pollbook, ask if the voter has had a name change or address change:
    a) Check under maiden name or married name(s);
    b) Check for hyphenated names;
    c) Check for a misspelling or unusual spelling of the voter's name;
    d) Check to see if the voter was listed under his/her first name instead of his/her last name; or
    e) Find out when and where the voter registered to vote.

2. Verify the voter is in the correct precinct. Poll managers should make every effort to ensure the voter is in the correct precinct, including calling the office of the Circuit Clerk or the Election Commission to verify the voter's polling place.

3. Ask voter to present an acceptable form of photo identification. (See Section C).

4. Verify the picture on the presented photo identification fairly depicts the voter.

5. Verify the name on the presented photo identification is substantially similar to the voter's name as it appears on the pollbook.

6. Write "VOTED" in the pollbook beside the voter's name and in the column with the election date in the header. (Miss. Code Ann. § 23-15-545)

7. The voter signs his/her name in the receipt book and casts his/her ballot on the TSX voting machine. (Miss. Code Ann. § 23-15-541)

8. <u>Affidavit Ballot</u>. A voter must vote by an affidavit ballot if:
    a) the voter's name is not in the pollbook,
    b) the voter is unable to present acceptable photo identification,
    c) the picture on the presented photo identification does not fairly depict the voter, or
    d) the name on the presented photo identification is not substantially similar to the voter's name as it appears on the pollbook,
    (See Affidavit Ballot Checklist on page 23)

9. <u>Voter Assistance</u>. A voter who affirmatively states to the poll managers that he/she requires assistance to vote because of
    o blindness
    o disability, or
    o an inability to read or write
    may be given assistance by a person of the voter's choice other than the voter's employer, an agent of the employer, or an officer or agent of the voter's union. The person providing assistance must not persuade or influence the voter. (Miss. Code Ann. § 23-15-549)

10. Voter Information. After signing the receipt book and receiving the Voter Access Card, a voter may be shown how to operate and cast the ballot on the machine with visual aids and verbal instructions by a poll manager.

11. Voter Instruction. If a voter asks for further instruction after he/she begins voting on the machine, two (2) poll managers shall give him/her further instruction on the use of the voting machine. After giving such instruction, the poll managers assisting the voter must leave before the voter casts his/her vote. The voter must be able to cast his/her vote in secret. After casting his/her ballot, the voter leaves the polling place. (Miss. Code Ann. §§ 23-15-551; 23-15-437)

12. Ballot Cancellation. If a voter leaves the voting booth without having pressed the appropriate button on the unit or location on the screen to cast his/ her ballot and cannot be located to return to the booth to complete the voting process, a poll manager shall allow the ballot to time-out and automatically cancel (2.5 minutes). Notation of this action shall be documented on the TSX Event Log Form 740.2.   (Miss. Code Ann. § 23-15-531.9) **This code section is only applicable to DRE units**. Section 23-15-435, Miss. Code Ann., which states no voter may re-enter the voting compartment after leaving, is **not applicable to the DRE units**.

B. VOTER'S RIGHTS

As qualified electors, all voters have the right to:

- Ask questions;

- Request assistance with marking his/her ballot, prior to voting but ONLY if the person has stated he/she is visually impaired, disabled, or unable to read or write (See Section E);

- Review a sample ballot **posted at the polling place prior to voting** and take information into the voting booth (i.e. a sample ballot);

- Mark a ballot in private, free from intimidation; (NOTE: **voter intimidation is a criminal offense** under Miss. Code Ann. §§ 97-13-37, 97-13-39);

- Cast a ballot if in line to vote at 7:00 p.m.;

- Choose NOT to cast a vote in any particular race, while completing the rest of the ballot;

- Have his/her ballot counted if it is cast legally;

- Vote by affidavit ballot if:
    o   The voter's name does not appear on the pollbook and he/she is **in the correct polling place,**
    o   The voter is unable to present acceptable photo identification,
    o   The picture on the presented photo identification does not fairly depict the voter,
    o   The name on the presented photo identification is not substantially similar to the voter's name as it appears on the pollbook, or

o The voter is a unverified, mail-in registrant who is a first-time voter and who is flagged in the pollbook to show a HAVA approved form of identification, but is unable to do so. (See Section D).
Election Commissioners or Executive Committee members process affidavit ballots after the close of the polls to determine if ballot was legally cast.

- Receive written information on how to learn if an affidavit ballot was counted and if not, why it was not counted. (See Sample Instructions on page 26); and

- Be treated with politeness and respect by all election workers.

C. VOTER PHOTO IDENTIFICATION REQUIREMENTS

Beginning with the primary election on June 3, 2014, all voters must present an acceptable form of photo identification before casting his/ her ballot in person in the polls on an election day or in the Circuit Clerk's Office during absentee voting.

Acceptable Photo Identification means a current and valid:
- Driver's license;
- Photo ID card issued by any branch, department, agency, or entity of the State of Mississippi;
- United States passport,
- Employee photo identification card issued by any branch, department, agency, or entity of the United States government;
- License to carry a pistol or revolver, containing a photo of the voter;
- Tribal photo identification card;
- United States military photo identification card;
- Student photo identification card, issued by any accredited college, university or community or junior college in the State of Mississippi;
- Mississippi Voter Identification Card; and
- Any photo ID issued by any branch, department, agency, or entity of the United States government or any state government, such as a driver's license issued by a state other than Mississippi.

Current means the document has no expiration date or was issued no more than ten years prior to the date the ID is presented at the polling place.

Valid means the document does not appear to be a forgery or fake.

Voters who cannot present Acceptable Photo ID at the precinct are entitled to vote by an affidavit ballot. No voter is ever denied the right to vote.

Exemptions to the Photo ID Requirement:

1. A voter who casts an absentee ballot by mail, e-mail or fax is not required to provide or enclose a copy of an acceptable photo ID,

2. A voter who resides in a state-licensed care facility and who votes in person in a precinct located in that same state-licensed care facility is not required to present acceptable photo ID, and

3. A voter who has a religious objection to being photographed is not required to present acceptable photo ID.

   a) A voter with a religious objection may only vote by an affidavit ballot.

   b) An affidavit ballot cast by a voter with a religious objection cannot be rejected for this reason IF, within five (5) business days after an election day, the voter signs an Affidavit of Religious Objection in the Circuit Clerk's Office in the voter's county of residence.

   c) An affidavit ballot cast by a voter with a religious objection cannot be counted IF, within five (5) business days after an election day, the voter DOES NOT sign an Affidavit of Religious Objection in the Circuit Clerk's Office in the voter's county of residence.

PROCESSING VOTERS ON ELECTION DAY WITH PHOTO ID

Every voter who is not exempt from the photo ID requirement and who appears to vote in person by absentee ballot in the Circuit Clerk's Office or in person in the polling place on any election day must present acceptable photo identification before he/she may cast his/her ballot.

In the polling place on election day, the poll manager(s) must verify:

1. The presented identification is an acceptable photo ID as defined above.

   a) If the identification presented by the voter is NOT an acceptable photo ID, the voter is entitled to vote by an affidavit ballot.

   b) The affidavit ballot of a voter who was unable to present acceptable photo ID cannot be rejected for this reason IF, within five (5) business days after election day, the voter presents acceptable photo ID, in person, in the Circuit Clerk's Office in the voter's county of residence.

2. The photograph on the presented identification fairly depicts the voter.

   a) If the poll manager determines the photo on the presented ID does NOT fairly depict the voter, the poll manager must confer with the Bailiff.

   b) If the Bailiff determines the photo on the presented ID fairly depicts the voter, the voter shall cast his/her ballot on the voting machine.

   c) If the Bailiff determines the photo on the presented ID does NOT fairly depict the voter, the voter is entitled to vote by an affidavit ballot.

d) The affidavit ballot of a voter who presented photo ID which did not fairly depict the voter cannot be rejected for this reason IF, within five (5) business days after election day, the voter presents an acceptable photo ID which fairly depicts the voter in the Circuit Clerk's Office in the voter's county of residence.

3. The name on the presented photo identification is substantially similar to the voter's name as it appears on the pollbook.

    a) If the poll manager determines the name on the presented photo ID is NOT substantially similar to the voter's name as it appears on the pollbook, the poll manager must confer with the Bailiff.

    b) If the Bailiff determines the name on the presented photo ID is substantially similar to the voter's name as it appears on the pollbook, the voter shall cast his/her ballot on the voting machine.

    c) If the Bailiff determines the voter's name on the presented photo ID is NOT substantially similar, the voter is entitled to vote by an affidavit ballot.

    d) The affidavit ballot of a voter who presented photo ID with a name which was NOT substantially similar to the voter's name as it appeared on the pollbook cannot be rejected for this reason IF, within five (5) business days after election day, the voter presents acceptable photo ID with a name substantially similar to the voter's name as it appears in the pollbook in the Circuit Clerk's Office in the voter's county of residence.

A voter's name is ***substantially similar*** if one or more of the following are present:

1. The voter's name on the presented photo ID is slightly different from the voter's name as it appears on the pollbook.

2. The voter's name on the presented photo ID (or on the pollbook) is a customary variation or abbreviation of the formal name, such as Bill, Will or Billy for William, Rick, Rich or Dick for Richard, or Meg for Margaret.

3. The voter's name on the presented photo ID includes an initial or middle name which does not appear on the pollbook, or vice versa.

4. A first name, middle name, maiden name or initial of the voter appears in a different order on the presented photo ID than on the pollbook, or vice versa.

5. If the voter's middle or last name on the presented photo ID is different than his/her middle or last name on the pollbook because of marriage or divorce, the name is substantially similar if:
    a) A part of the name, address OR date of birth on the presented photo ID matches a part of the voter's name, address OR date of birth on the pollbook, and
    b) The photograph on the presented photo ID fairly depicts the voter.

If the poll manager(s) verify the voter presented an acceptable photo ID which fairly depicts the voter and with a name which is substantially similar to the voter's name as it appears on the pollbook, then the voter casts his/her ballot on the voting machine.

If the poll manager(s) determine the voter did not present an acceptable photo ID, or the picture on the presented photo ID did not fairly depict the voter, or the name on the presented photo ID was not substantially similar to the voter's name as it appears on the pollbook, then the voter must cast an affidavit ballot. These affidavit voters have five (5) business days after election day to present an acceptable photo ID which fairly depicts the voter and with a name which is substantially similar to the voter's name as it appears on the pollbook.

D. HAVA REQUIREMENTS FOR UNVERIFIED MAIL-IN REGISTRANTS WHO ARE FIRST-TIME VOTERS

If a voter registered to vote by mail but did not provide a driver's license number or the last four (4) digits of his/her social security number, the voter may be required to present HAVA identification to cast a ballot on the voting machine. If a voter is required to present HAVA identification a "Y" will appear in the "HAVA ID" column in the pollbook.

For all practical purposes, Mississippi's Voter Photo Identification requirement will eliminate the need for a voter to present separate identification to satisfy the HAVA ID requirement.

HAVA Identification includes:
- A current and valid photo identification (e.g., driver's license);
- A current utility bill with the voter's name and address;
- A current bank statement with the voter's name and address;
- A current government check with the voter's name and address;
- A current paycheck with the voter's name and address; or
- Any other government document with the voter's name and address.

If a voter does not have a HAVA form of identification, the voter is entitled to cast an affidavit ballot. The voter is entitled to receive written information (See Sample Instructions on page 26) to determine whether the affidavit ballot was counted and if not, why (Miss. Code Ann. § 97-15-573).

E. VOTER ASSISTANCE

Any voter, who *affirmatively states* to the poll manager(s) he/she is blind, disabled or unable to read or write, may receive assistance in marking his/her ballot in the voting booth from any person of the voter's own choosing (Miss. Code Ann. § 23-15-549). These are the only reasons.

1. How Does a Voter Get Assistance in the Voting Booth?
   To receive assistance, the voter must tell the poll manager he/she needs help marking his/her ballot and state one of the reasons listed above. The voter chooses who provides assistance to him/her.

2. <u>Who Can Assist a Voter in the Voting Booth?</u>
   The voter chooses who will assist him/her in marking the ballot. The voter's employer, a representative of the employer, or a representative of any union in which the voter is a member may not provide assistance to the voter. (Miss. Code Ann. § 23-15-549)

F. CREATING A VOTER ACCESS CARD

For the voter to cast a ballot on the voting machine, he/she must be provided a Voter Access Card. The Voter Access Card ballot is created using the Encoder and provides access to the correct ballot style. This card contains no personal voter information and does not record how the voter has voted.

1. If the Encoder is not already on, press the **ON** button.

2. Insert the Voter Access Card into the slot on the back of the Encoder as is shown in the picture below.

3. Refer to the Ballot Index Guide which is provided by the election officials for each election, to determine which number key on the Encoder corresponds to the ballot style indicated in the pollbook. An example of this reference guide is shown below.

Encoder Button Number	1 ↓	2 ↓	3 ↓	4 ↓
Pollbook Ballot Style	7	8	11	12

4. Press the number key on the Encoder corresponding to the appropriate ballot style. The Encoder display will reflect the precinct and ballot style number as indicated in the pollbook. In a Primary Election, the display will also show the party designation. *(See Appendix C, Conducting a Primary Election for more details.)*

5. Press **YES** at the **Create?** prompt to create the appropriate Voter Access Card for a voter who has *no special needs.*

TO CREATE A SPECIAL NEEDS BALLOT:

6. If the voter has special needs press the "*" key until the correct option is displayed on the screen. An explanation of the options is listed below:
   a) Press "*" key once to **MCreate?** This option *will magnify the ballot 33%*. This can also be accomplished by touching the **Large Text** button on the TSX unit.

   b) Press "*" key twice to **VMCreate?** This option *will magnify the ballot* and enable the voter to *hear the ballot*. The voter may still make his/her selections by touching the screen or by using the keypad to navigate the ballot. This selection may also be helpful to voters who find it difficult to read the screen or cannot read/write. If this

option is selected, the voter shall be directed to use the voting machine equipped with the headset and keypad.

    c) Press "*" key three times to **VHCreate?** This option will hide the screen and enable the voter to *__hear the ballot__*. The keypad must be used to vote the ballot with this option, so the voter shall be directed to use the voting machine equipped with the headset and keypad. Poll managers assist the voter by closing the left panel of the machine when using this option to prevent the voter from accidentally pressing the **Cancel** button on the screen.

    d) If the correct option is missed, continue to press the "*" key until it reappears on the Encoder display.

    e) Once the correct option is displayed on the screen, press **Yes**.

    f) When the screen changes to **Clear?** remove the Voter Access Card and hand it to the voter.

7. To extend the battery life of the encoder, poll managers should not leave the encoder on or leave a Voter Access Card inserted in the encoder when not in use.

G. VOTER INFORMATION

Each poll manager shall provide voting information upon request from a voter. The following information shall be provided:

1. Inform voters of the following **TSX ballot information**:

    a) Voters may vote using a visual ballot, audio ballot, or combined audio and visual ballot.

    b) Voters shall not physically displace or disturb the voting device.

    c) Under no circumstances should the voter use a pen or pencil to write on or make any physical mark on the touch screen.

    d) The voter's ballot may be printed for review if using the AccuVote Printer Module ("AVPM") and confirmed by the voter. When cast, the voter's ballot is recorded in two additional locations electronically. If the AVPM is attached, remind the voter to review the printed ballot by lifting the gray printer door with the review sticker.

    e) Once cast, the ballot cannot be altered, retrieved, or traced back to the voter.

    f) Although the TSX unit will provide the voter with an on-screen or audio warning that the voter is about to cast a blank ballot, the voter may legally cast a blank ballot if he/she chooses to do so.

    g) The "Ballot Cast" message indicates a ballot has been cast, and voting is complete. The Voter Access Card is cleared by the TSX unit at this time and ejected so the voter may remove the card and return it to a poll manager.

2. Inform voters about using the **Voter Access Card**:

a) The card must be correctly inserted all the way into the TSX unit until it clicks into place before the voting instructions or language options will appear.

b) The smart card reader status indicator will flash green when waiting for a Voter Access Card to be inserted, display solid green when the card has been inserted and flash orange when waiting for the card to be removed.

c) A Voter Access Card remains locked into place by the TSX unit for the duration of a voter's voting session (i.e., until the ballot is cast or cancelled). Once the ballot is cast, the card is ejected from the TSX unit. The voter should not attempt to remove the Voter Access Card before it is ejected from the unit.

d) The Voter Access Card must be returned to a poll manager when voting is complete and the card is ejected.

e) After the voter casts his/her ballot and the Voter Access Card is ejected, it cannot be used again until placed in the encoder and created with a new ballot by the designated poll manager.

f) If the card is cancelled or the voter allows the machine to time out, two poll managers place the card back in any machine to review the status.

   i. If a ballot was cast, a message appears on the screen which reads **"The Voter Access Card is already voted -- Please remove it from reader."** The poll manager removes the card and instructs the voter his/her vote was cast on the machine and he/she is not allowed to vote again.
   ii. If a ballot was cancelled, a message appears on the screen which reads **"The Voter Access Card has been cancelled -- Please remove it from reader."** The poll manager removes the card, re-creates it with the designated ballot style for the voter, and allows the voter to vote.

3. Provide voters with the following **ballot presentation information**:

   a) Voter's ballot will contain every race the voter is eligible to vote.

   b) For jurisdictions which are required to provide a second language, voters may change the ballot language at any time by touching the **Back** button and returning to the Language Selection screen, or by touching the **Instructions** button and then the **Back** button.

   c) Voters should read the voting instructions on the TSX machine. They may return to the instructions screen at any time by selecting the **Instructions** button located on the bottom of the screen.

   d) The following may be changed on the **Instructions** screen to accommodate the voter's needs:

      i. Text size may be toggled from large to normal using the **Large Text** and **Normal Text** buttons respectively.
      ii. The ballot may be presented in high or normal contrast using the **High Contrast** and **Normal Contrast** buttons. The **high contrast** option will change the screen to black and white rather than color.

   e) If the text of an amendment or referendum is lengthy, it may spread over more than one page of the ballot.

4. Inform voters of the following information with respect to **voting the visual ballot**:
    a) Voters may move forward and backward through the pages of the ballot using the **Next** and **Back** buttons located at the bottom of the touch screen.

    b) To select a candidate, touch the candidate's name. An **X** will appear to mark the selection.

    c) To change a candidate selection, touch the selected candidate's name again. The **X** which marked the selection will disappear. Then, touch the name of the preferred candidate.

    d) Once a candidate is selected, the other candidate boxes will disappear. This prevents over-voting of the ballot.

    e) Voters may vote for fewer candidates in a race than the allowable number or may choose not to vote in any race, but they may not vote for more than the allowable number in any given race. The system will not allow them to over-vote.

    f) In Mississippi, write-in votes are only counted for duly substituted write-in candidates in the case of a death, withdrawal, or disqualification of a certified candidate on the ballot.

    g) To vote for write-in candidates:
        i.   Touch the check box beside **Write in**.
        ii.   A touch keyboard appears on the screen.
        iii. Type in the candidate's name exactly as it should appear.
        iv.   Touch the **Record Write-in** button to record this candidate, or touch the **Cancel** button to return to the ballot without recording a candidate's name.

    h) Upon review, the voter may reject his/her printed ballot, make changes to his/ her ballot, and then print the modified ballot.

    i) A voter may only reject a printed ballot two times before he/she must touch **Cast** to vote or touch **Back** to make additional changes. Printing the ballot a third time will cast the ballot.

5. Inform voters of the following with respect to **viewing the visual ballot**:
    a) Review the ballot on Summary Screen prior to printing and subsequent to casting the ballot.

    b) Races presented on the Summary Screen are color-coded. If a race is blank or under-voted, the race will be displayed in red (the red will be black if the voter has chosen the high contrast setting for ballot presentation).

    c) It may be necessary to scroll through the race list in the ballot review screen using a vertical scroll bar located on the left side of the Summary Screen display. Scroll bars will only appear if all the race and candidate selection information exceeds the viewable screen area.

    d) The summary screen includes all races on the ballot whether fully-voted or not.

    e) All candidate selections are presented on the Summary Screen.

    f) In order to change candidate selections shown on the Summary Screen, touch the race to make the change and the voter will be taken back to the ballot page that contains that particular race.

g) Once the candidate selection has been changed, touch the **Summary** button at the bottom of the ballot page to quickly return to the Summary Screen.

h) The voter may also review the ballot by touching the **Back** button on the Summary Screen to go back through the ballot pages.

6. Inform the voter of the following with respect to **casting a ballot with an AVPM attached**:
   a) Take care to review all candidate selections before printing the ballot.

   b) Voters must touch the **Print Ballot** button to preview their ballot.

   c) Carefully review the printed ballot before casting the ballot.

   d) A casting confirmation screen will appear before a ballot is actually cast.

   e) Voters must touch the **Cast Ballot** button to cast their ballot. A barcode will appear at the end of the ballot as it rolls into the printer canister.

   f) Once the ballot has been cast, the paper trail will roll completely into the secure canister to ensure that no one can view the voter's selections.

   g) The voter will remove the Voter Access Card after casting the ballot and return the card to a poll manager. The Voter Access Card is cleared when the voter casts his/her ballot so the card cannot be used again until encoded by a poll manager.

   h) If a voter needs help during the process, he/she should be encouraged to get the attention of a poll manager, rather than leave the machine. This will prevent the machine time-out function from taking place (which will automatically cancel the ballot).

   i) If the voter does not complete the full voting process and he/she cannot be located to cast his/her vote, the ballot will be cancelled.

7. Inform voters of the following **audio ballot presentation** options:
   a) Voters may use the audio headphones provided or use personal headphones by connecting them to the standard headphone jack located on the front of the TSX unit.

   b) The voter's ballot will contain every race the voter is eligible to vote.

   c) The race and candidate content, as well as number of selections the voter may vote, are identical to a visual ballot.

   d) The audio ballot may be supplemented with a visual ballot in magnified presentation or hidden for privacy.

   e) If the visual ballot is hidden, a **Cancel Ballot** button will appear on the center of the screen. The poll manager shall close the left privacy panel to ensure the voter does not touch the button by mistake.

   f) Audio Ballot will present the selection in the ballot language in counties where ballots are required to be presented in more than one language.

   g) Voters may change the ballot language at any time in counties that require second language ballots.

   h) Audio Ballot voting instructions are presented prior to presentation of the ballot.

i) Voter may recall the voting instructions at any time.

j) Volume may also be controlled by the headphone volume dial (if applicable).

8. Inform the voters of the following information with respect to **voting an audio ballot:**
   a) The numeric keypad has the same layout as a standard telephone keypad with a raised bump on the "5" key. The table below contains a listing of the main action performed by each button. Other actions may be described during the playback of the audio ballot.

Button	Action
0	Play voting instructions
1	Decrease volume
2	Skip to previous race
3	Increase volume
4	Return to previous candidate
5	Selects or Deselects candidates
6	Advance to next candidate or race
7	Decrease volume
8	Skip to next race
9	Cast Ballot
*	Decreases playback speed
#	Increases playback speed

   b) Voters may vote for fewer candidates in a race than the allowable number and may choose not to vote in any race, but the system will not allow the voter to over-vote.

   c) Audio voters may cast write-in votes. Write-in voting instructions are presented audibly when the voter selects a write-in candidate. The voter will use the keypad to enter the write-in candidate's name.

   d) If the voter attempts to under-vote a race, he/she will be prompted to confirm the under-vote prior to continuing to the next race.

   e) The ballot will print automatically when it is cast.

9. Assisting a voter who requests an audio ballot. Visually impaired voters may **require additional instructions to participate** in the voting process.
   a) Determine whether the voter would like the ballot to be displayed or hidden before creating the audio ballot Voter Access Card.

   b) Escort the voter to the voting unit. If needed, assist the voter by placing his or her hand on the "5" key on the keypad and inform the voter that it is a telephone style keypad and the raised bump on the "5" key is to be used for orientation.

   c) Offer the voter the audio headset or assist in connecting a personal headset.

   d) Provide the voter with information regarding volume and speed controls.

   e) Instruct the voter to expect an introduction and an announcement identifying the election. In the primary election, the speaker will identify the political party of the ballot selected. The instructions tell the voter to notify the poll manager if the ballot is not the correct party ballot.

f) If the hidden ballot option is selected, assure the voter the screen remains blank during the voting process and instruct him/her to raise a hand at any time if and when assistance is required. Poll managers shall assist the voter by closing the left panel of the machine when using this option to prevent the voter from accidentally pressing the **Cancel** button on the screen.

g) Advise the voter to put on the headset before inserting the Voter Access Card. Then, wait for the voter to adjust the volume and begin voting.

h) Be available to assist the voter until he/she has finished voting.

i) Once the voter has finished voting retrieve the Voter Access Card and offer assistance to the voter in exiting the polling place.

H. PAPER BALLOTS TYPES

With TSX Voting Machines, there may be times when paper ballots will be used in the polling place. Optical Scan ballots are placed in the precinct ballot box and counted on the Central OS Scanner at Election Central. The types of paper ballots are affidavit (provisional) ballots, emergency ballots, spoiled ballots, curbside ballots and challenged ballots. **All paper ballots are initialed by the Initialing Manager (or Alternate Initialing Manager) using red ink.**

1. Affidavit/Provisional Ballots

Only voters whose names appear on the pollbook and who present acceptable photo ID may cast regular Election Day ballots on the TSX voting machine. A voter
- whose name does not appear on the pollbook, or
- who does not present an acceptable photo ID, or
- who presents an acceptable photo ID but the picture does not fairly depict the voter, or
- who presents an acceptable photo ID but the name is not substantially similar to the voter's name as it appears on the pollbook,

must cast an affidavit ballot. Affidavit voters cast their votes on paper ballots. Each polling place is issued paper ballots for this purpose. (Miss. Code Ann. § 23-15-573)

The election officials, the Party Executive Committee for primary elections and the Election Commission for general and special elections, examine the records when canvassing the returns and allow affidavit (provisional) ballots to be counted or not counted, as each appears to be legal. (Miss. Code Ann. § 97-13-35)

HAVA requires local election officials to establish a free access system (such as a toll-free telephone number or an Internet website) so a voter who casts an affidavit ballot may discover whether his/her vote was counted, and, if the vote was not counted, the reason why the vote was not counted.

In compliance with HAVA, affidavit voters must be provided with information about how to vote by affidavit ballot and the free access system.

The following pages contain two (2) *Affidavit Ballot Checklists* and a sample affidavit voter Information Sheet.

Poll Manager's Affidavit Checklist: Voter's Name not in the Pollbook

___1. Voter appears at the polling place and his/her name is not on the pollbook,

___2. Determine if the voter should be voting at another polling place. This is done by referring to a master list of all voters, by contacting the Circuit /Municipal Clerk, Election Commission, or Executive Committee, or by asking the voter for his/her home address. ***Remember, a voter must vote in the polling place of his/her residence.***

___3. If the voter's home address places him/her in another polling place, tell the voter he/she must go to that polling place to cast his/her ballot. ***If a voter casts an affidavit ballot in the wrong polling place, the entire ballot will be rejected and will not be counted.***

___4. If you verify the voter is in the correct polling place yet his/her name is not in the pollbook, advise the voter he/she must vote by an affidavit ballot.

___5. The voter signs a separate sign-in sheet (receipt book). Remember, affidavit voters do not sign the same receipt book as other non-affidavit ballot voters. Instead, provide a separate sign-in sheet (receipt book) for this purpose, labeled "Affidavit Voters."

___6. The voter and poll manager complete the appropriate sections of both sides of the ___*white*___ affidavit ballot envelope as follows:

   a) ____The poll manager checks the type of election, the name of the county/municipality, the reason for using an affidavit ballot, and prints the name of the precinct and date.

   b) ____The voter provides as much of the requested identifying information as possible (i.e., date of birth, social security number, old and new residence and mailing addresses.).

   c) ____The voter checks the appropriate box under "Affidavit of Voter."

   d) ____The voter signs the envelope.

   e) ____The poll manager signs the envelope. ***Do Not Forget to Sign!***

___7. The poll manager provides a blank paper ballot to the voter.

___8. The voter is provided a suitable place where he/she can mark the ballot in secret.

___9. The voted ballot is folded by the voter and handed to the poll manager who places it in the affidavit ballot envelope and seals the envelope.

___10. The sealed affidavit ballot envelope is placed in the sealed ballot box.

___11. Provide all affidavit voters with written information on how to ascertain whether their affidavit ballots were counted and, if not counted, why.

Poll Manager's Affidavit Checklist: No Photo ID

___1. Voter appears at the polling place and you locate the voter's name in the pollbook.

___2. Ask the voter to present an acceptable form of photo identification.
If the voter is unable to present an acceptable photo ID, advise the voter he/she must vote by an affidavit ballot.

___3. If the voter presents an acceptable photo ID, verify the picture on the presented ID fairly depicts (i.e., looks like) the voter.
    a) _____If the poll manager determines the picture on the presented ID does not fairly depict the voter, the poll manager must confer with the Bailiff.

    b) _____If the Bailiff determines the picture on the presented ID does fairly depict the voter, the voter casts his/her ballot on the voting machine.

    c) _____If the Bailiff also determines the picture on the presented ID does not fairly depict the voter, advise the voter he/she must vote by an affidavit ballot.

___4. If the voter presents an acceptable photo ID, with a picture which fairly depicts the voter, verify the name on the presented ID is substantially similar to the voter's name on the pollbook.
    a) _____If the poll manager determines the name on the presented ID is not substantially similar to the voter's name on the pollbook, the poll manager must confer with the Bailiff.

    b) _____If the Bailiff determines the name on the presented ID is substantially similar to the voter's name on the pollbook, the voter casts his/her ballot on the voting machine.

    c) _____If the Bailiff also determines the name on the presented ID is not substantially similar to the voter's name on the pollbook, advise the voter he/she must vote by an affidavit ballot.

___5. The voter signs a separate sign-in sheet (receipt book). Remember, affidavit voters do not sign the same receipt book as other non-affidavit ballot voters. Instead, provide a separate sign-in sheet (receipt book) for this purpose, labeled "Affidavit Voters."

___6. The voter and poll manager complete the appropriate sections of both sides of the *yellow* affidavit ballot envelope as follows:
    a) _____The poll manager checks the type of election, the name of the county/municipality, the reason for using an affidavit ballot, and prints the name of the precinct and date.

    b) _____The voter provides as much of the requested identifying information as possible (i.e., date of birth, social security number, old and new residence and mailing addresses.).

    c) _____The voter checks the appropriate box under "Affidavit of Voter."

    d) _____The voter signs the envelope.

    e) _____The poll manager signs the envelope. ***Do Not Forget to Sign!***

___7. The poll manager provides a blank paper ballot to the voter.

___8. The voter is provided a suitable place where he/she can mark the ballot in secret.

___9. The voted ballot is folded by the voter and handed to the poll manager who places it in the affidavit ballot envelope and seals the envelope.

___10. The sealed affidavit ballot envelope is placed in the sealed ballot box.

___11. Provide all affidavit voters with written information on how to ascertain whether their affidavit ballots were counted and, if not counted, why.

Instructions for Voters who Cast Affidavit Ballots

You have cast an affidavit ballot because:

- You are not registered to vote because you may have been illegally denied registration; or

- You are eligible to vote in this election; you are a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:

- You have moved recently from an old street address, as provided on your affidavit ballot envelope, to a new address, also provided on your affidavit ballot envelope; or

- You have not moved recently, but your name is not on the pollbook; or

- You did not present photo ID; or

- You have a religious objection to being photographed; or

- You do not otherwise qualify under state or federal law to cast a regular Election Day ballot.

If you cast an affidavit ballot because you did not present photo ID, your affidavit ballot will be counted if you present acceptable photo ID in the Circuit Clerk's Office within the next five (5) business days. If you do not present acceptable photo ID in the Circuit Clerk's Office within the next five (5) business days, your affidavit ballot will not be counted.

If you cast an affidavit ballot because you did not present photo ID based upon a religious objection to being photographed, your affidavit ballot will be counted if you complete an 'Affidavit of Religious Objection' in the Circuit Clerk's Office within the next five (5) business days. If you do not complete an 'Affidavit of Religious Objection' in the Circuit Clerk's Office within the next five (5) business days, your affidavit ballot will not be counted.

Under federal and state law, you are entitled to discover the disposition of your affidavit ballot. Please contact your party executive committee (in primary elections), your election commission (in general and special elections) or your Circuit Clerk to determine whether your affidavit ballot was counted and, if not, then why. Please do not telephone the contact until ten (10) days from today.

CONTACT:
_____
(Circuit Clerk/Election Commissioners/Committee Member)

TELEPHONE NUMBER: _____

2. Emergency Ballots

Optical Scan (paper) ballots may be used as emergency ballots but only in the event of a malfunction in the TSX voting machine (or a power outage) that renders the machines inoperable and unavailable for voting. If this happens, contact Election Central immediately. In an emergency situation, voters are checked-in by the normal process. Rather than proceeding to the TSX voting machine after check-in, the voter is issued an Optical Scan ballot. The voted ballot is deposited in the sealed ballot box. **Optical Scan emergency ballots are never to be used as a convenience such as when the polls are busy.** (Miss. Code Ann. § 23-15-531.12)

These ballots must be initialed by the Initialing Manager in red ink. All emergency ballots are counted at Election Central. *These ballots shall not be entered into the TSX units at the precinct.*

3. Spoiled Ballots

A voter who mistakenly marks a paper ballot is entitled to receive up to three (3) total ballots. If a ballot is spoiled, write "Spoiled" across the face of the ballot and place it in the spoiled ballot envelope. During precinct closing, count the total number of spoiled ballots in the spoiled ballot envelope and write the total number on the front of the envelope. The spoiled ballot envelope is placed in the ballot box at the end of the day.

4. Curbside Ballots

A physically disabled voter who drives, or is driven, to the polling place but is unable to enter the polling place where actual voting is taking place may vote curbside on Election Day.

If the poll managers, in exercising their sound discretion, determine a physically disabled voter has arrived at the polling place in a motor vehicle to vote, two (2) or more managers take the pollbook, the receipt book, and a paper ballot or voting device to the motor vehicle. After determining the disabled person is a qualified voter as provided by law, the poll managers shall ask the voter to present his/her acceptable photo ID. After determining the photo ID presented is acceptable, contains a picture which fairly depicts the voters and a name which is substantially similar to the voter's name on the pollbook, the poll managers shall allow the disabled voter to cast his/her ballot in secret.

If the disabled voter is provided a paper ballot, the initialing manager (or alternate initialing manager) initials the ballot as provided by law, and after marking the ballot, the voter either folds the ballot or places the same in a privacy sleeve. The initialing manager (or alternate initialing manager) verifies the initials on the marked ballot are genuine and, if the initials are genuine, the poll managers write "VOTED" by the voter's name in the pollbook. The voter signs his/her name in receipt book for non-affidavit voters. The initialing manager (or alternate initialing) managers immediately returns to the polling place and deposits the voted ballot in the sealed ballot box. *Remember, a curbside voter is not an affidavit voter. Do not place the marked ballot of a curbside voter in an affidavit ballot envelope.*

If, while a voter is voting by curbside, there are less than three (3) managers inside the polling place conducting the election, all voting inside the polling place stops until the poll managers conducting the curbside voting return to inside the polling place. At least three (3) poll managers must be present inside the polling place to conduct the election or party primary at all

times, and until a minimum of three (3) managers are present, the remaining poll manager(s) ensure the security of the ballot box, the voting devices, any ballots and election materials. (Miss. Code Ann. § 23-15-541)

5. Challenged Ballots

If a voter is challenged, the poll managers must immediately CONSIDER AND ACT upon the challenge. In making a decision upon a challenge, the poll managers must consider the statements of the person making the challenge AND of the person challenged as well as official documentary evidence, if any. Refer to the following checklist for details on this procedure.

Poll Manager's Challenged Ballot Checklist

CHALLENGES

Who can challenge a voter?
- A candidate;
- A candidate's representative/official poll watcher;
- A political party's official poll watcher (not applicable for party primaries);
- Any qualified voter from that precinct; or
- Any poll manager in the polling place.

What are the reasons for a challenge?
- He/she is not a registered voter in the precinct;
- He/she is not the registered voter under whose name he/she has applied to vote;
- He/she has already voted in the election;
- He/she doesn't live in the precinct where he/she is registered;
- He/she has illegally registered to vote;
- He/she has taken his/her ballot from the polling place;
- He/she has cast an absentee ballot but is ineligible to do so; or
- He/she is otherwise disqualified by law.

There are no other reasons for a challenge. (Miss. Code Ann. §§ 23-15-571, 23-15-643, 23-15-731)

The following procedures must be followed when a person's ballot is challenged:

ACTION I: If the poll managers unanimously determine the challenge is FRIVOLOUS, DISREGARD the challenge and accept the offered vote as though it had not been challenged. Provide the voter with a Voter Access Card and allow him/her to vote on the TSX voting machine. In an affidavit, emergency, or curbside situation; provide the voter with a paper ballot.

ACTION II: If the poll managers unanimously determine the challenge is VALID or WELL TAKEN, a paper ballot is issued to and marked by the voter. The ballot is immediately REJECTED in the following manner:

1. Write "Rejected" on the back of the ballot;

2. Write the name of the voter on the back of the ballot,

3. Place the ballot in a strong envelope marked for rejected ballots; and

4. When all rejected votes have been placed in the strong envelope marked for rejected ballots, the envelope is sealed and returned in the sealed ballot box.

ACTION III: If the poll managers cannot make a unanimous decision, a paper ballot is issued to and marked by the voter.

___1.   Write "Challenged" on the back of the ballot;

___2.   Place the ballot in a separate envelope marked for challenged ballots; and

___3.   When all the unchallenged votes have been counted, tallied and totaled at the close of the polls, the challenged votes are separately counted, tallied, and totaled, with a separate return made of the challenged ballots.

(Reference: Miss. Code Ann. § 23-15-579)

SECTION III - CLOSING THE POLLS

This section will guide you through the processes that take place at the polling place after the polls close on Election Day. The following topics are included in this section:

A. Closing the Polls Procedures/Checklist

B. Absentee Ballot Procedures/Checklist

C. Closing the TSX voting machines

D. Accounting for the Ballots

E. Security of the Ballots, Ballot Chain of Custody

F. Security of the Ballot Boxes

A. CLOSING THE POLLS PROCEDURE/CHECKLIST

___1. Close your precinct at 7:00 p.m. Any voter in line at 7:00 p.m. is entitled to vote.   The Bailiff stands at the end of the line at 7:00 p.m. and announces the poll is closed. Voters appearing after this time will not be allowed to enter the line or vote.

___2. Do not lock the door of the polling place; closing procedures are open to the public.

___3. Process the absentee ballots. (*See the Absentee Ballot Procedures* on page 32).   **Ballots are not to be opened at the precinct.**

___4. Follow the TSX Closing Procedures located in Appendix A to close the voting machines.

___5. Print and post results/total tapes at the polling place.

___6. Use the Ballot Accounting Report (*Form 830.1 in Appendix B*) to assist you in accounting for ballots. If there is a discrepancy, it must be reported in writing within twenty-four (24) hours to the officials in charge of the election.

___7. Complete and sign all documents.

___8. Bundle the unopened affidavit ballots envelopes together and place in a separately marked envelope (or precinct officer's canvass envelope), writing the number of affidavit ballot envelopes on the face of the separate strong envelope.

   DO NOT PROCESS THE AFFIDAVIT BALLOTS. All affidavit ballots are to remain sealed in their envelopes and returned in the sealed ballot box to Election Central. It is the responsibility of the Election Commission (in general and special elections) or the Executive Committee (in primary elections) to verify each affidavit ballot envelope and count the ballot if legally cast.

___9. Keep the following materials outside the ballot box; they will be returned by the Receiving and Returning Manager to the election officials at Election Central.
   - Ballot Accounting Form
   - Payroll
   - R/R Manager Receipt Form

___10.Absentee ballots, TSX results/total tapes, ballot accounting forms, unopened affidavit ballot envelopes, pollbooks and receipt books are returned by the Receiving/Returning Manager in accordance with the procedures provided by your local election officials.

___11.Clean up your work area. Remove materials and precinct signs from the walls of the polling place. Place absentee voters' list, precinct signs and sample ballots into the supply box. Remove all tape from these items and from the walls.

___12. Lock and seal all machines, ballot boxes, and supply boxes.

___13. Return ballot and supply box(es) and materials to Election Central as soon as the precinct closing procedures are completed.

B. ABSENTEE BALLOT PROCEDURES/CHECKLIST

POLL MANAGER'S ABSENTEE BALLOT CHECKLIST

___1. After the polls close, remove the envelopes containing the absentee ballots from the ballot box/bag. (Miss. Code Ann. § 23-15-639(1)(a)).

___2. Announce the name, address, and precinct as shown on each absentee ballot envelope. (Miss. Code Ann. § 23-15-639(1)(a)).

___3. Check for the clerk's seal and initials on the application.

 ➢ If the seal or initials are not present, mark the envelope "REJECTED," write the reason for the rejection on the envelope and place in a "Rejected Absentee Ballot" envelope.

___4. Ensure the application is signed by the voter.

 ➢ If the application is not signed by the voter, mark the envelope "REJECTED," write the reason for the rejection on the envelope and place in a "Rejected Absentee Ballot" envelope.
 ➢ *EXCEPTION: Military and overseas voters ("UOCAVA") may use the Federal Post Card Application to request an absentee ballot. This application may contain a copy of the voter's signature or only the typewritten name of the voter on the signature line (i.e., an electronic signature). A military or overseas absentee ballot must not be rejected for this reason.*

___5. Ensure the application is acknowledged or witnessed as required by statute.

 a) For voters who vote by absentee ballot in the Circuit Clerk's Office, the clerk or deputy clerk will complete the acknowledgement on the application. The acknowledgement is located near the bottom of the application and begins with the words "SWORN TO AND SUBSCRIBED BEFORE ME."

 b) For voters who are temporarily or permanently disabled, a witness signs the certificate at the bottom of the application. The witness certificate is located below the acknowledgement and begins with the words "I HEREBY CERTIFY." An acknowledgement does not need to be completed on the application of a voter who is voting by absentee ballot because of a temporary or permanent disability.

 c) The Federal Post Card Application, used by military and overseas voters (UOCAVA) to request an absentee ballot, does not require an acknowledgement or a witness signature.

 d) Excluding military and overseas voters (no acknowledgement or witness signature required) and voters who are voting by absentee ballot because of a temporary or permanent disability (witness signature only required), all applications must be acknowledged by "one authorized to administer oaths," such as the clerk or a notary.

 ➢ If the application is not acknowledged or signed by a witness (for absent voters who are temporarily or permanently disabled only), mark the envelope

"REJECTED," write the reason for the rejection on the envelope and place in a "Rejected Absentee Ballot" envelope.

___6. Ensure the ballot envelope is signed by the voter across the flap of the envelope.

> If the ballot envelope is not signed by the voter across the flap of the envelope, mark the envelope "REJECTED," write the reason for the rejection on the envelope and place in a "Rejected Absentee Ballot" envelope.

> *EXCEPTION: The envelope of an absentee ballot returned by a military or overseas voter by e-mail or fax will not be signed by the voter. These ballots are received by the Circuit Clerk's Office, placed in an envelope by the Circuit Clerk or deputy clerk and marked to indicate the ballot is that of a military or overseas voter. A military or overseas absentee ballot must not be rejected for this reason.*

___7. Ensure the ballot envelope is acknowledged or witnessed as required by statute.

a) For voters who vote by absentee ballot in the Circuit Clerk's Office, the clerk or deputy clerk will complete the acknowledgement on the envelope.
b) For voters who are temporarily or permanently disabled, a witness signs the certificate. An acknowledgement does not need to be completed on the envelope of a voter who is voting by absentee ballot because of a temporary or permanent disability.
c) Military and overseas voters who return their absentee ballots by e-mail or fax to the Circuit Clerk's Office are placed in an absentee ballot envelope by the Circuit Clerk or deputy clerk and marked to indicate the ballot is that of a military or overseas voter.
d) Excluding military and overseas voters and voters who are voting by absentee ballot because of a temporary or permanent disability, all absentee ballot envelopes must be acknowledged by "one authorized to administer oaths," such as the clerk or a notary.

> If the envelope is not acknowledged or signed by a witness (for absent voters who are temporarily or permanently disabled only), mark the envelope "REJECTED," write the reason for the rejection on the envelope and place in a "Rejected Absentee Ballot" envelope.

___8. Compare the voter's signature on the application to the voter's signature across the flap of the ballot envelope.

> If the signatures are clearly not the same, mark the envelope "REJECTED," write the reason for the rejection on the envelope and place in a "Rejected Absentee Ballot" envelope.

___9. Check the pollbook to see if the absentee voter voted in person in the precinct on Election Day.

> If the absentee voter voted in person in the precinct and "VOTED" is written next to the voter's name in the pollbook, mark the envelope "REJECTED," write

the reason for the rejection on the envelope and place in a "Rejected Absentee Ballot" envelope.

___10. Provide the poll watchers the opportunity to challenge every absentee ballot in the same manner and for the same reasons that any other voter may be challenged, and take action.

___11. If everything is in order, mark the UNOPENED absentee ballot envelope "ACCEPTED" and place in an "Accepted Absentee Ballot" envelope.

___12. Enter the voter's name in the receipt book and mark "VOTED" with an "AB" by the voter's name in the pollbook. (Miss. Code Ann. § 23-15-639(1)(c)).

___13. Place the "Accepted" and "Rejected" ballot envelopes in the ballot box/bag, seal and deliver to Election Central. (Miss. Code Ann. § 23-15-639(1)(c)).

C. CLOSING THE TSX MACHINES

When the vote totals from the TSX machines are printed by the poll managers, they publicly announce the TSX results of the election at the precinct by posting the results report. The poll managers shall:
1. Sign each copy of the results report;
2. Advance the first long report into the secure canister if using the AVPM;
3. Enclose the second long report in the Secure Memory Card Transport Bag; and
4. Post the third long report in public view at the polling place.

When the reporting of the votes is completed, the managers **place all TSX Memory Cards in the Secure Memory Card Transport Bag** and place the bag in the ballot box or follow instructions provided by the election officials. *Make sure to return all cards for all machines.*

D. ACCOUNTING FOR THE BALLOTS

Ballots shall be accounted for at the close of the polls. (Miss. Code Ann. §§ 23-15-591, 23-15-519)

All voted ballots, spoiled ballots, and unused ballots are placed in an envelope in the ballot box. The total number of all voted ballots, spoiled ballots, and unused ballots must equal the number of total ballots originally accepted by the Receiving and Returning Manager. *Failure of the two numbers to correspond must be perfectly accounted for by a written statement of the poll managers made under oath and enclosed in the ballot box.* The number of votes cast on the machine along with the paper ballots must correspond with the number of names signed in the receipt book. *Failure of the two numbers to correspond must be perfectly accounted for by a written statement by the Managers made under oath and enclosed in the ballot box.*

If ballots are lost, the poll managers must report the loss to the officials in charge of the election, including all facts connected with the loss and the number of ballots lost. If warranted, the officials in charge of the election shall deliver the report to the grand jury. (Miss. Code Ann. § 23-15-373)

The Sample Ballot Accounting Report (*Form 830.1 in Appendix B*) is completed to account for all ballots cast at each polling place and may be modified, if necessary. If there are multiple tables at the polling place, the county may develop and utilize a table report for each table to assist with the ballot accounting process.

E. SECURITY OF THE BALLOTS, BALLOT CHAIN OF CUSTODY

Executive Committees (in Primary Elections), and Election Commissioners (in General and Special Elections), as the officials in charge of the election, have the affirmative duty to ensure that all memory cards, reports, and ballots (both voted and blank) are carefully accounted and kept secure. Poll managers must be thoroughly trained in their responsibility to fully account for every ballot.

F. SECURITY OF BALLOT BOXES/BAGS

Ballot boxes/bags are kept securely locked during the time the polls are open. Blank ballots are kept securely in the supplies box. All voted ballots are placed in the sealed ballot boxes/bags

during Election Day. Those boxes/bags cannot be opened until after the close of the polls. After the ballot boxes/bags are delivered to the courthouse or central counting center, the registrar keeps in place on the lock of each ballot box a consecutively numbered metal seal. The seal remains on the ballot box lock at all times except when the election officials are engaged in the public canvass and count of the election returns, or the ballot box is otherwise opened as provided by law. (Miss. Code Ann. §§ 23-15-247, 23-15-595)

While the TSX report/results tapes and the receipt book(s)/sign-in sheet(s) containing the signed names of the voters who voted are kept in the sealed ballot box, the pollbook(s) need not be kept in the sealed ballot box.

When all the materials have been placed in the ballot box, it is locked and sealed by the poll managers of the precinct. The Receiving and Returning Manager brings the ballot and supply box(es) to Election Central as soon as closing the election is completed.

SECTION IV - TSX Precinct Procedures

This section is intended to assist the poll managers responsible for opening and closing of the TSX machines. The opening and closing procedures are completed by two (2) poll managers. Typically, one manager reads the opening/closing steps while the other manager conducts the activities. In Party Primary Elections, at least one poll manager representing each party will conduct the opening and closing procedures. This section can be used with the Quick Reference Guides for Set-Up, Opening, and Closing of the TSX Units which is included in Appendix A.

The section also includes procedures for machine maintenance during the day for counties using the AVPM, such as changing a printer paper roll and clearing a paper jam.

The following topics are covered in detail:

A. TSX Opening Procedures

B. Replacing Printer Paper

C. Clearing a Paper Jam

D. Ballot Cancellation

E. TSX Closing Procedures
- Ending the Election
- Accumulating the Results
- Securing the TSX Units

A. TSX OPENING PROCEDURES

1. If the seal numbers are not already on the form, record both the Election Data Compartment (Upper) Seal number and the Election Data Transfer Compartment (Lower) Seal number on *Form 730.3 - Precinct Opening and Closing Log*.

2. Remove the upper seal and apply it on the back of the Form 730.3 - Precinct Opening and Closing Log. ***Do not remove the lower seal!***

3. Unlock and open the Election Data Compartment (Upper) using the provided barrel key.

4. Remove the seal from the Secure Memory Card Transport Bag and remove the memory card assigned to the TSX machine being opened.

5. Match the label of the TSX memory card to its corresponding TSX unit. Verify the machine number (MID) on the bottom of the TSX screen matches the number on the memory card. Insert the TSX memory card into the TSX unit until it clicks into place. (NOTE: the two black arrows on the memory card should be facing you when inserting memory card into the TSX unit)

6. Open the left privacy panel to confirm AC power to the TSX unit (i.e. units are plugged in). The top green light on the left side of the unit will be on, the bottom light will flash indicating batter power is on and the unit is charging. If the unit is not fully charged the light will flash *yellow*. Normal charge is indicated by the green flashing light. If there is a problem with the AC power, continue with the opening process using battery power and contact your County Help Desk.

7. Unlock and open the printer housing cover. If the TSX unit has the Visually Impaired Ballot Station ("VIBS") keypad installed simply set it aside until the printer housing cover is closed.

8. Press and release the red button located above the TSX memory card to turn on the TSX unit. NOTE: the "***blue***" light in the center of the other two lights will light up at this time.

9. Open the left privacy panel as the machine is starting and be sure to monitor the start-up process. The voting machine will display **LOADING ELECTION**. If it does not, check the memory card to make sure it is properly inserted. If the machine still does not display **LOADING ELECTION**, contact your County Help Desk.

10. Verify the paper is loaded into the printer correctly by making sure the paper is extending through the smoke-colored cover and the cover is closed. (System will display an error message if cover is not secure.)

11. Once the election has loaded, touch **Test Printer**.

12. The test tape will print. When the printer test is complete, touch **OK**. Tear the   tape after the test print is complete.

13. Touch **OK** to automatically print the zero report. Once this report has finished printing have at least two managers sign it, then tear it off and post it on the wall of the polling place.

14. Touch **YES** when asked if you need another copy.

IF YOU ARE NOT USING THE AVPM, SKIP TO # 29 BELOW

15. Touch **OK** on the **AVPM Printer Notification Screen**.

16. The second report will print. This report is signed by at least two managers and placed in the Memory Card Transport bag as part of the official record of the election.

17. Touch **YES** when asked if you need another copy

18. The third report will print. This report is signed by at least two managers and stored in the sealed canister as part of the official record of the election.

19. Open the canister in the printer housing and remove the take up spool.

20. Thread the end of the paper tape through the slot on the side of the spool and roll the paper around the spool two or three times in the direction indicated.

21. Place the take up spool back into the canister and close the canister's cover.

22. The screen will display the message **Need Another Copy?** Touch the **NO** button.

23. Carefully remove the canister, seal the canister and record the seal number on *Form 730.3 - Precinct Opening and Closing Log* in the column labeled **Secure Canister Seal Number**. Place the canister back into the machine.

24. Close and lock the printer housing cover. If the TSX unit has the Visually Impaired Ballot Station (VIBS) keypad installed, replace it on the printer housing.

25. Touch **OK**.

26. Close and lock the Election Data (Upper) Compartment and place a new seal over the compartment. Record the seal number on *Form 730.3 - Precinct Opening and Closing Log* in the column marked **New Election Data Compartment Seal Number**.

27. Record the specified information off of the bottom of the screen onto the appropriate columns of *Form 730.3 - Precinct Opening and Closing Log*.

28. Ensure the placement of the machines provides the voters privacy during the voting process and there are no tripping hazards from power cords.

TSX WITH NO AVPM

29. Touch **YES** for a second report. This report is signed by at least two managers and placed in the Memory Card Transport bag as part of the official record of the election. If desired, touch **YES** for a third report, sign and fold up in the printer compartment.

30. Close and lock the printer housing cover. If the TSX unit has the Visually Impaired Ballot Station (VIBS) keypad installed, replace it on the printer housing.

31. Touch **OK**.

32. Close and lock the Election Data (Upper) Compartment and place a new seal over the compartment. Record the seal number on *Form 730.3 - Precinct Opening and Closing Log* in the column marked **New Election Data Compartment Seal Number**.

33. Record the specified information off of the bottom of the screen onto the appropriate columns of *Form 730.3 - Precinct Opening and Closing Log*.

34. Ensure the placement of the machines provides the voters privacy during the voting process and there are no tripping hazards from power cords.

B. REPLACING PRINTER PAPER WHILE USING THE AVPM

A new roll of ballot paper is inserted into each TSX before each election so the chances of running out of ballot printer paper during an election are lowered. Should ballot paper get low during an election, a red error message will appear that reads "**The Paper is Low and Must be Replaced**" across the screen. To begin the process, a Supervisor card must be inserted. The following instructions will assist in replacing the paper:

1. Remove the Supervisor Card and the associated PIN from the sealed envelope in the Secure Memory Card Transport Bag.

2. Insert the Supervisor Card into the card slot on the front of the TSX Touch Screen.

3. When prompted, enter the PIN, touch **OK**, remove the Supervisor Card from the card reader, and return it to its envelope in the Secure Memory Card Transport Bag.

4. Once the AVPM Paper Change Notification window appears, unlock and open the AVPM.

5. Tear the paper just below where it enters the Secure Canister, lift the canister out of the printer housing and manually advance the paper into the canister.

6. Remove the Secure Canister and verify the seal number with the Secure Canister Seal Number for that machine written on *Form 730.3 - Precinct Opening and Closing Log*. (**Do not remove the seal on the Secure Canister**.)

7. Lift the metal plate and press the gray paper release button.

8. Remove the paper supply spindle from the printer housing and remove the paper roll by pressing the release latch.

9. Load the new roll of paper onto the supply spindle as is illustrated on the spindle.

10. Load the paper into the printer housing.

11. Thread the paper through the slot on the smoke-colored cover and pull out approximately 18 inches of excess paper.

12. Press down on the smoke-colored cover until it clicks.

13. Load the new canister following instructions on Fo*rm 730.3 - TSX Precinct Opening Procedures*.

14. Place a new seal on the new secure canister and record the seal number in the box labeled 2nd Secure Canister on *Form 730.3 - Precinct Opening and Closing Log*.

15. Touch **Start Take-Up**.

16. Once the paper has been drawn tight, close and lock the AVPM.

17. Touch **OK**.

18. Resume voting on the TSX voting machine.

NOTE: The canister seal is removed only by the officials in charge of the election or county officials for archival of printer tape.

C. CLEARING A PAPER JAM WHILE USING THE AVPM

If a poll manager becomes aware of a paper jam, two (2) poll managers go to the machine to correct the problem.

If the ballot has not been cast:

1. Unlock and open the Printer Housing Cover.

2. Use the gray paper release button to release the smoke-colored cover.

3. Carefully, clear the paper jam, lift the canister out of the Printer Housing, and manually advance the paper into the canister.

4. Place the canister back into the Printer Housing.

5. Verify the smoke-colored cover under the metal plate is latched.

6. Close and lock the Printer Housing Cover.

7. Instruct the voter to touch the **Reject Ballot** button to return to the summary screen.

8. The poll managers leave the voting machine to afford the voter privacy.

9. The voter touches the **Print Ballot** button, reviews the printed ballot, and touches **Cast Ballot**.

If the ballot has been cast:

1. Unlock and open the Printer Housing Cover.

2. Use the gray paper release button to release the smoke-colored cover.

3. Carefully, clear the paper jam, lift the canister out of the Printer Housing, and manually advance the paper into the canister.

4. Place the canister back into the Printer Housing.

5. Verify the smoke-colored cover under the metal plate is latched.

6. Close and lock the Printer Housing Cover.

A notation of all jams must be made on *Form 740.2 – TSX Event Log*.

D. BALLOT CANCELLATION

Instances when a ballot may be cancelled:
It is recommended in a Primary Election, a manager from each party represented at the precinct is present when a ballot is cancelled. In the case of a General or Special Election any two poll managers may perform this process.

If a voter leaves the voting booth without casting his/her ballot and cannot be located to return to the booth to complete the voting process, two poll managers take the steps necessary to cancel the ballot that was not completed by the voter and record the cancellation on *Form 740.2 - TSX Event Log*.

1. If a voter receives the wrong ballot, the Opening and Closing Manager, with the assistance of at least one other poll manager, cancels the ballot. The designated poll manager encodes the Voter Access Card with the correct ballot style and returns it to the voter. A record of the cancellation is made on *Form 740.2 - TSX Event Log*.

2. A ballot is also canceled automatically if left unattended for 2 ½ minutes. After 90 seconds the TSX unit will beep. After 120 seconds a warning screen will appear. The voter gets a 30 second countdown to resume voting or the ballot will be canceled. If the card is cancelled or the voter allows the machine to time out, two poll managers place the card back in the machine to review the status.

- If the ballot was voted, a message will appear on the screen which reads **The Voter Access Card is already voted-Please remove it from reader**.   The poll manager removes the card and instructs the voter his/her vote was cast on the machine.

- If the ballot was cancelled, a message will appear on the screen which reads **The Voter Access Card has been canceled-Please remove it from reader**.   The voter is given a Voter Access Card with the correct ballot created on the card in order to continue the voting process. The poll managers also provide instructions before the voter re-enters the voting booth.

To Cancel a Ballot:
1. To cancel a ballot press "**Page 1 of *XX***" button at the bottom of the screen for 20 seconds.

2. When the screen changes, touch the **Cancel** button.

3. Remove the Voter Access Card to be re-created with another appropriate ballot style.

Ballot Cancellation Tracking Form:
A record of each ballot cancelled is made on *Form 740.2 – TSX Event Log*.

**E. TSX CLOSING PROCEDURES WITHOUT ACCUMULATION**

<u>**Ending the Election and Printing Voting Unit Totals**</u>
1. Record final statistical information from all voting units on *Form 730.3 – Precinct Opening and Closing Log*.

2. Remove Supervisor Card and PIN number information from sealed envelope in the Secure Memory Card Transport Bag.

3. Insert Supervisor Card

4. Enter the PIN and touch **OK**.

5. Remove the Supervisor Card from the card reader when prompted.

6. On the poll manager Option Screen, touch the **End Voting** button and then touch **Yes** to confirm you are ending the election.

7. The **Open Printer Housing** screen will be displayed. Set aside the VIBS keypad (if attached), unlock and open the printer housing cover and touch **OK**.

IF YOU ARE NOT USING THE AVPM, SKIP TO # 16 BELOW

8. Reporting

   a) If a write-in candidate was permitted by Mississippi law, touch YES to **Print Write-ins?**, otherwise touch **NO**. **NOTE: Print Write-ins? will only be displayed if write-in votes have been cast on the TSX Unit.**

   b) Touch **Yes** to **Print Long Report?**

   c) The tape is signed by at least two poll managers.

   d) Remove the canister, tear the tape below the signature lines and manually roll the tape completely inside the canister.

   e) Place the secure canister in the Printer Canister Bag.

   f) Touch **Yes** to **Need Another Copy?**

   g) Touch **OK** on the **AVPM Printer Notification Screen** to print a second report that is signed by at least two poll managers and placed in the Secure Memory Card Transport Bag.

   h) Touch **Yes** to **Need Another Copy?**

   i) At least two poll managers sign this report and post it on the wall at the precinct.

   j) Touch **No** to **Need Another Copy?**

9. Close the privacy panel on the left side. Verify the TSX unit seal numbers on *Form 730.3 - Precinct Opening and Closing Log* **under the New Compartment Seal # column**.

10. Remove the Election Data Compartment (Upper) Seal and attach it to the back of *Form 730.3 - Precinct Opening and Closing Log*. **Do not remove the lower seal**.

11. Unlock and open the Election Data Compartment (Upper).

12. Press the black button to release the memory card, remove it and place the card in the Secure Memory Card Transport Bag.

13. Touch **Shutdown** on the TSX screen.

14. Lock and seal the Election Data Compartment. Record the seal number under Closing Procedures on *Form 730.3 - Precinct Opening and Closing Log*.

15. Close and lock the Printer Housing Cover.

TSX WITH NO AVPM

16. Reporting

    a) If a write-in candidate was permitted by Mississippi law, touch **YES** to **Print Write-ins?**, otherwise touch **NO**. **NOTE: Print Write-ins?** *will only be displayed if write-in votes have been cast on the TSX Voting Machine.*

    b) Touch **Yes** to **Print Long Report?**

    c) The tape is signed by at least two poll managers and placed in the Clear Memory Card Transport bag.

    d) Touch **Yes** to **Need Another Copy?** Sign and post on the wall of the precinct.

    e) Touch **No** to **Need Another Copy?**

17. Close the privacy panel on the left side. Verify the TSX unit seal number on *Form 730.0 – Precinct Opening and Closing Log* **under the New Compartment Seal # column**.

18. Remove the Election Data Compartment (Upper) Seal and attach it to the back of *Form 730.3 - Precinct Opening and Closing Log*. **Do not remove the lower seal.**

19. Unlock and open the Election Data Compartment (Upper).

20. Press the black button to release the memory card, remove it and place the card in the Secure Memory Card Transport Bag.

21. Touch **Shutdown** on the TSX Screen.

22. Lock and seal the Election Data Compartment. Record the seal number under Closing Procedures on *Form 730.3 - Precinct Opening and Closing Log*.

23. Close and lock the Printer Housing Cover.

F. TSX CLOSING PROCEDURES WITH ACCUMULATION

Ending the Election and Printing Voting Unit Totals

1. Record final statistical information from all voting units on *Form 730.3 – Precinct Opening and Closing Log*.

2. Remove Supervisor Card and PIN number information from sealed envelope in the Secure Memory Card Transport Bag.

3. Start with TSX unit 0.

4. Insert Supervisor Card

5. Enter the PIN and touch **OK**.

6. Remove the Supervisor Card from the card reader when prompted.

7. On the Poll Manager Option Screen, touch the **End Voting** button and then touch **Yes** to confirm you are ending the election.

8. The **Open Printer Housing** screen will be displayed. Set aside the VIBS keypad (if attached), unlock and open the printer housing cover and touch **OK**.

9. Reporting

    a) If a write-in candidate was permitted by Mississippi law, touch **YES** to **Print Write-ins?**, otherwise touch **NO**. **NOTE: Print Write-ins? will only be displayed if write-in votes have been cast on the TSX Unit.**

    b) Touch **Yes** to **Print Long Report?**

    c) The tape is signed by at least two poll managers.

    d) Remove the canister, tear the tape below the signature lines and manually roll the tape completely inside the canister.

    e) Place the secure canister in the Printer Canister Bag.

    f) Touch **Yes** to **Need Another Copy?**

    g) Touch **OK** on the **AVPM Printer Notification Screen** to print a second report that is signed by at least two poll managers and placed in the Secure Memory Card Transport Bag.

    h) Touch **Yes** to **Need Another Copy?**

    i) At least two poll managers sign this report and post it on the wall at the precinct.

    j) Touch **No** to **Need Another Copy?**

    k) On the last unit, stop here and go to Accumulating Results. On all previous units, touch Shutdown.

    l) Touch **Yes** when the confirmation screen appears.

10. Close the privacy panel on the left side. Verify the TSX unit seal numbers on *Form 730.3 - Precinct Opening and Closing Log* **under the New Compartment Seal # column**.

11. Remove the Election Data Compartment (Upper) Seal and attach it to the back of *Form 730.3 - Precinct Opening and Closing Log*. **Do not remove the lower seal.**

12. Unlock and open the Election Data Compartment (Upper).

13. Press the black button to release the memory card, remove it (except for the last voting unit, and place the card in the Secure Memory Card Transport Bag.

14. Lock and seal the Election Data Compartment. Record the seal number under Closing Procedures on *Form 730.3 - Precinct Opening and Closing Log*.

15. Close and lock the Printer Housing Cover.

16. Go to the next Voting Machine and repeat steps (4) through (15) until you get to the last unit.

17. On the last Voting Machine, stop at Step 9(j); leave the TSX Memory Card in the voting unit; return the Supervisor Card to its envelope in the Secure Memory Card Transport Bag; and proceed to next step.

Accumulating Totals, Printing Precinct Totals, and Exporting Results

1. On the last TSX unit – touch the **Accumulator** button.
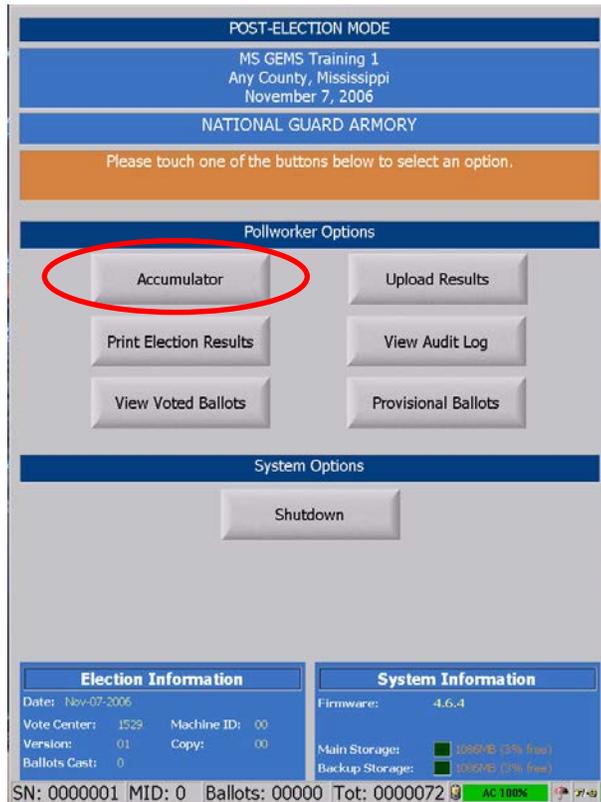
2. The TSX Memory Card in the voting unit automatically loads into the Accumulator. Do not remove the memory card until the machine displays **Operation complete; please remove the memory card.**

3. Close the privacy panel on the left side. Verify the TSX unit seal numbers on *Form 730.3 Precinct Opening and Closing Log*.

4. Remove the Election Data Compartment (Upper) Seal and attach it to the back of *Form 730-3 Precinct Opening and Closing Log*. **Do not remove the lower seal.**

5. Unlock the Election Data Compartment (Upper), press the black button, and remove the TSX Memory Card.

6. Remove all cards from the Secure Memory Card Transport Bag and arrange in reverse order.

7. Place the card from the last unit in the Secure Memory Card Transport Bag.
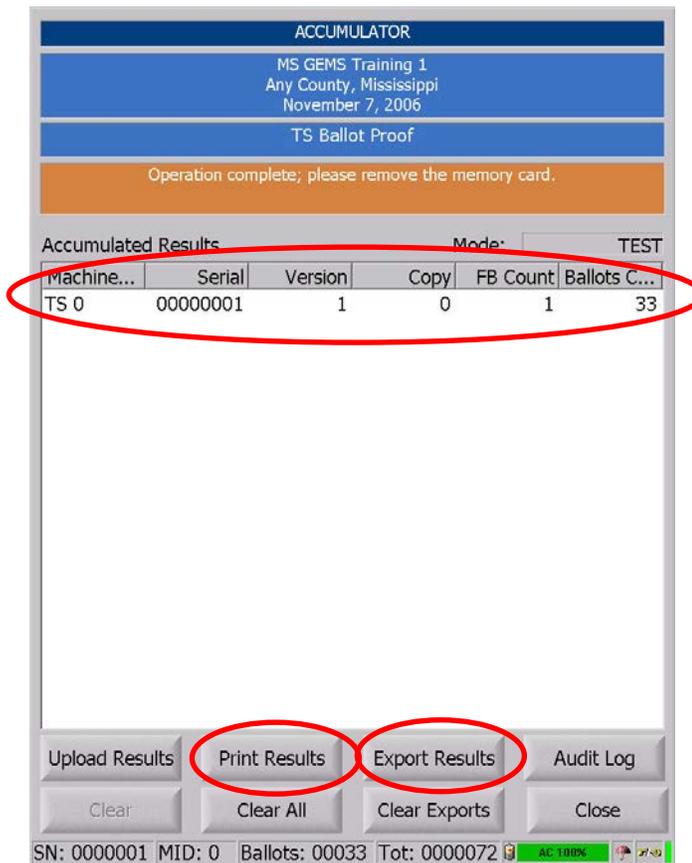
8. Insert each TSX Memory Card (in reverse order), taking care to save the Unit 0 Memory Card for last. **(NOTE: use care to avoid touching the "RED" power button when removing each memory card from the machine.)**

9. As each Memory Card is loaded, the message **Reading Memory Card, Please Wait** is displayed. The TSX Memory Card automatically loads into the Accumulator.

10. Once each Card is read, the message Ope**ration complete; please remove the memory card** is displayed.

11. Remove the TSX Memory Card and place it in the Secure Memory Card Transport Bag.

12. Repeat steps 9 – 12 until you have inserted the last TSX Memory Card – this should be the Unit 0 Memory Card.

13. Check the list on the Accumulator Screen to make sure each Memory Card is listed.

14. With the Unit 0 Memory Card in the voting unit:

   a) Touch the **Print Results** button at the bottom of the Accumulator Screen.

   b) Touch **OK** on the Accuview Printer Notification Screen.

   c) Touch **No** to **Print Write-ins?** (you will only see this message if write-in votes were cast) and **Yes** to **Print Long Report?**

   d) The Long Report prints.

   e) At least two poll managers sign and post the report on the wall of the precinct.

   f) Touch **Yes** to **Need Another Copy?** and touch **OK** on the AVPM Printer Notification Screen to print the next copy.

g) At least two poll managers sign and place the second report into the Secure Memory Card Transport Bag.

h) Touch **NO** to **Need Another Copy?**

Leave the memory card for Unit 0 in the Voting Machine with the machine turned on until the export is complete.

1. Touch the **Export Results** button at the bottom of the screen.

2. Touch **OK** on the **Export Results Completed Screen**.

3. Once completed, a message displays O**peration Completed, Please Remove Memory Card**.

4. Touch **Close**.

5. Touch **Shutdown**.

6. You will receive the message **Are you sure you want to shut down this voting terminal?** Touch **Yes**.

7. Close and lock the Printer Cover Module.

8. Remove the memory card and place it in the Secure Memory Card Transport Bag.

9. Close, lock and seal the Election Data Compartment and record the seal number in the **Upper Compartment Seal Number Column** of the Closing Procedures section on *Form 730.3 - Precinct Opening and Closing Log*.

G. SECURING TSX UNITS

1. Verify all TSX memory cards and results tapes are in the Secure Memory Card Transport Bag. **(Note: Count your TSX Memory Cards – the total number of cards should equal the number of voting units in your precinct.)**

2. When all memory cards and results tapes are verified and in the Secure Memory Card Transport Bag, seal the bag with numbered plastic seal and record the seal on *Form 710.2 - Receiving/Returning Manager Receipt Form.*

3. Seal the Secure Printer Canister Bag and record the seal number on *Form 710.2 - Receiving/Returning Manager Receipt Form.*

4. Unplug the voting unit but leave the power cord draped over the unit.

APPENDIX INDEX

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Appendix A: TSX Quick Reference Guide

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Delivery and Return Procedures
for TSX Transporters
April 2014

This document is intended for use by any individual vested with the authority to deliver and return TSX Units to and from their polling location. It is divided into six phases: the first three describe how to set up the TSX Units at their polling locations and the final three describe how to prepare the TSX Units for transport back to their storage facility.

TSX Overview

Black Handle

Inside Leg

Outside Leg

Outside Leg

Middle Support Rod
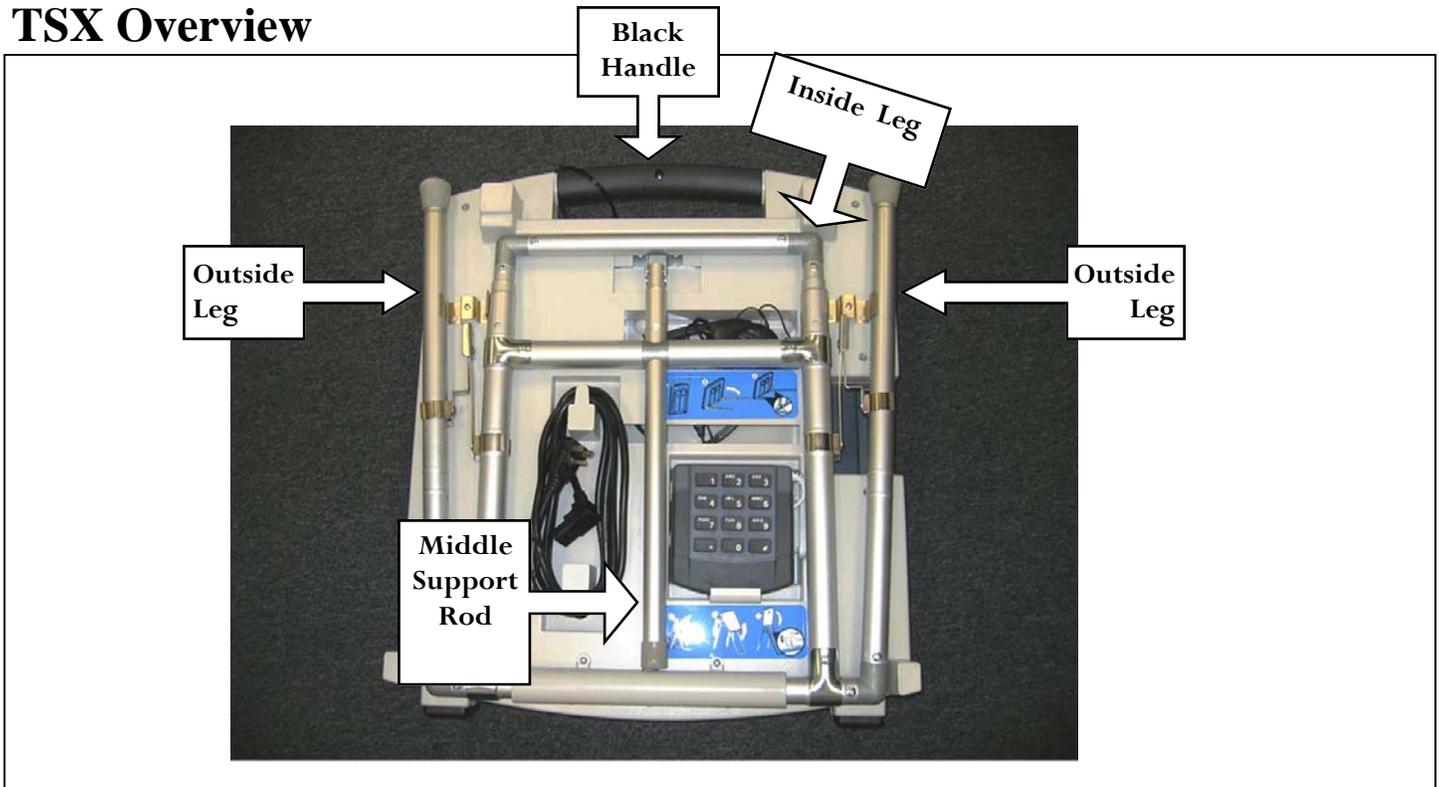
Phase 1: Setting Up the TSX Units

The following steps will guide you through the process of extending the TSX Unit's legs and setting the unit upright.
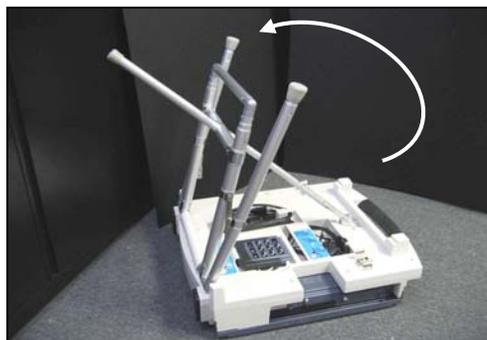
STEP ONE — With the TSX Unit face down on the floor, grip the inside leg and pull it away from the base. You will hear one click as it locks into place.
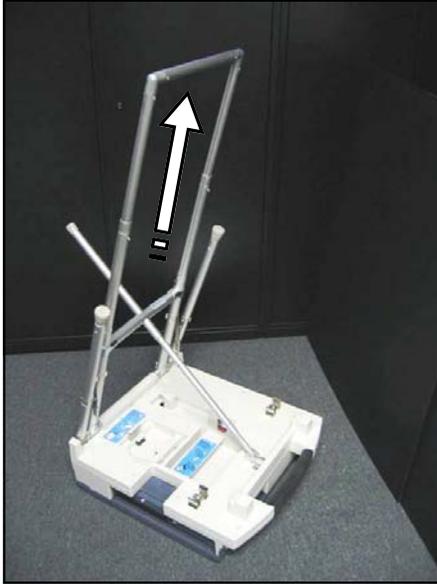
STEP TWO — Pull the inside leg all the way up, until it clicks into place. You will hear two clicks.

STEP THREE — Pull the outside legs all the way up, until they click into place.
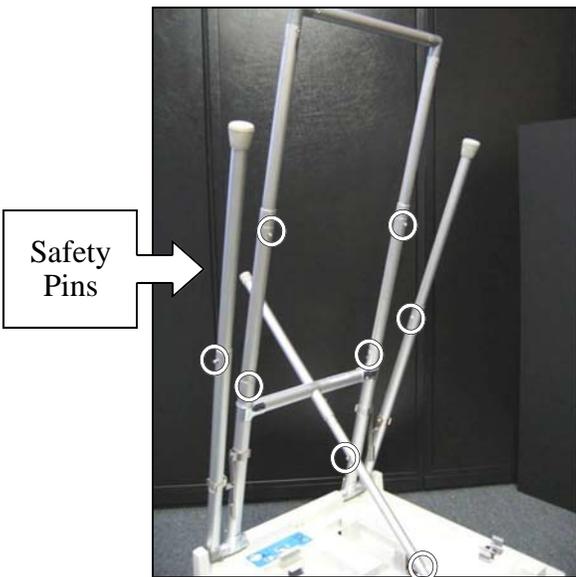
Safety Pins

STEP FOUR — Make sure your machine is secure. Check that all the safety pins have locked into place. There are eight total safety pins: one on each outside leg; four on the inside support bar and legs; and two on the center support rod.

STEP FIVE — Now, pull the outside legs away from the unit. The legs and inside support bar will form a "V" shape. Further secure the machine by making sure the leg brackets are straightened.
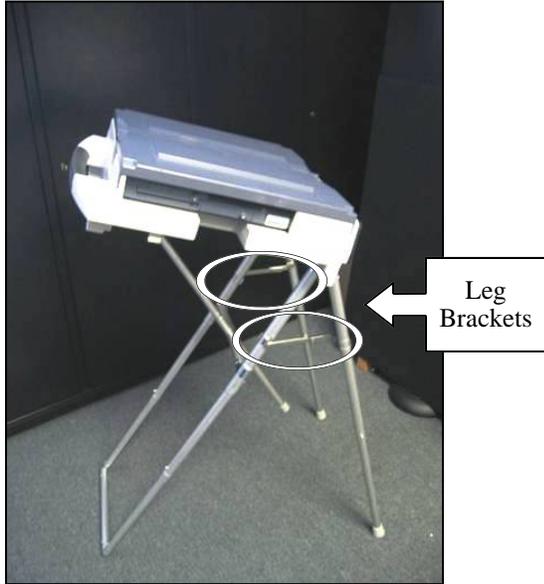
STEP SIX — Two individuals, one at each side, should now carefully pick up the unit and turn it upright. Hold the unit by putting one hand on the black handle and one on the base. The machine will now be standing on its legs. Double check that the leg brackets are secure.
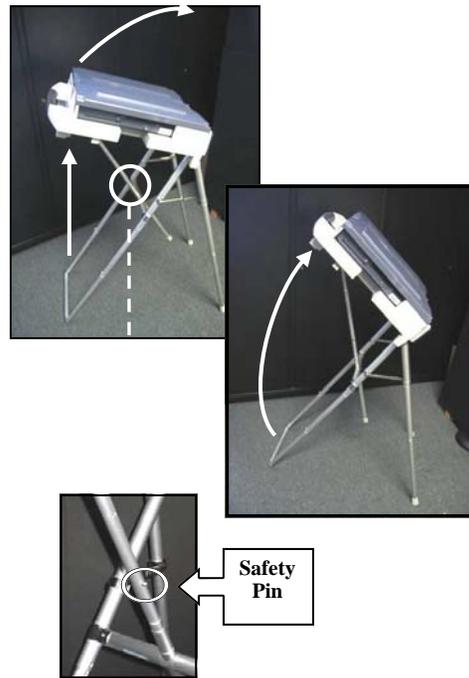
STEP SEVEN — Now, adjust the angle of the unit. Find the upper safety pin on the center support rod. Pull up on the black handle while pressing the middle safety pin. To reduce paper jams, do not set the machine in the full upright position.
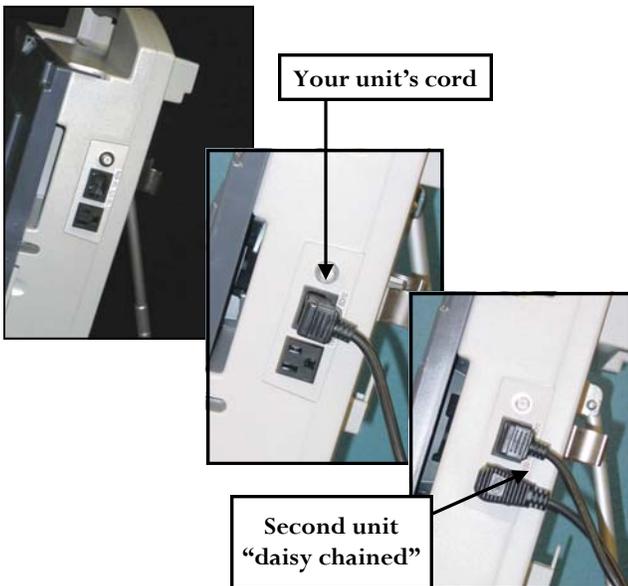
STEP EIGHT — Plug the power cord into a wall outlet. Then, on the right side of the unit insert the power cord. When multiple machines are present, daisy chain the units together. Verify that the units are plugged in using the top green LCD light located on the left hand side of the units.
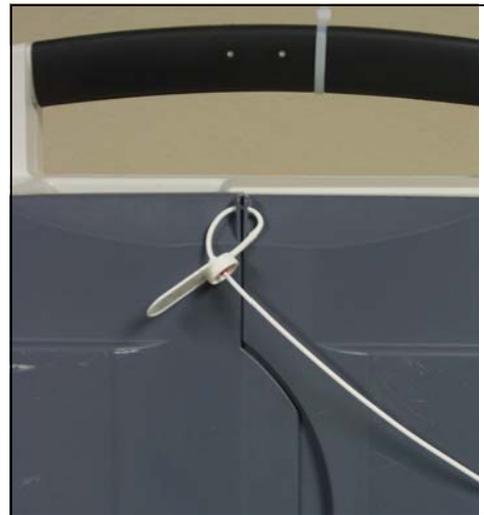
STEP NINE — Now remove the privacy panel seal. Then, open the privacy panels, revealing the unit's tablet.

Repeat this section for every TSX Unit assigned to the precinct, then continue to *Phase 2: Installing the VIBS Kit.*

Phase 2: Setting Up the VIBS Kit

VIBS Keypad

Headphones

The following procedure will be performed on one unit per precinct. This unit shall be placed with the other TSX units in a way that ensures wheelchair accessibility.
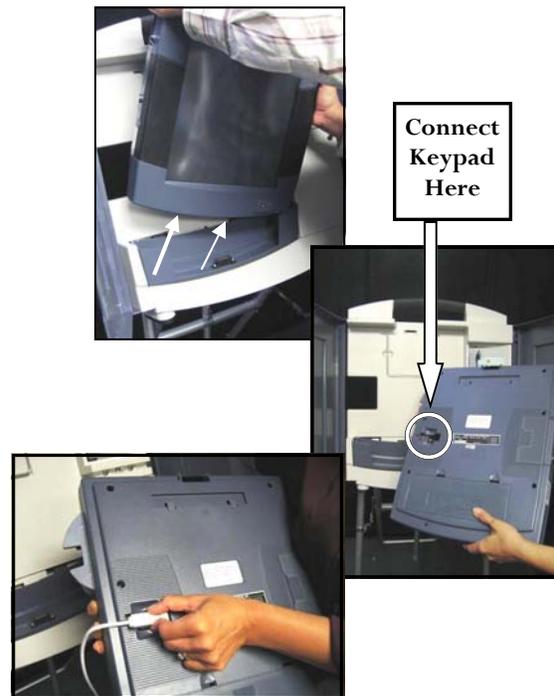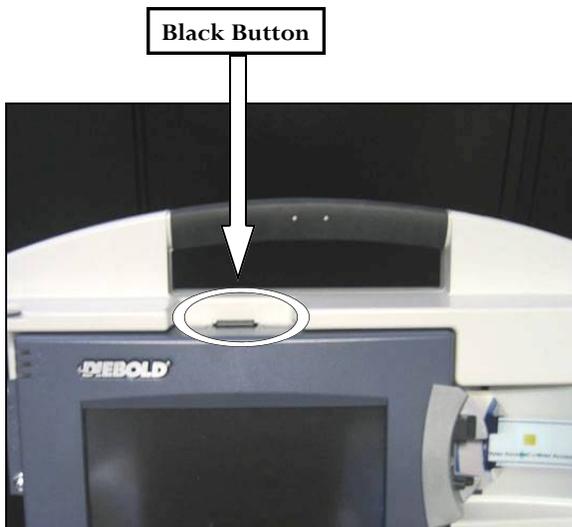
Black Button

Connect Keypad Here

STEP ONE — With the privacy panels opened, find the black button on top of the tablet. Press the button and pull the tablet towards you. You will now be able to see behind the tablet.

STEP TWO — With both hands, carefully lift the tablet out of the base. Turn it over so you can easily install the keypad. The cord will plug into the back of the tablet on the left side. Notice the indentation where the cord fits.

Slot for keypad cord
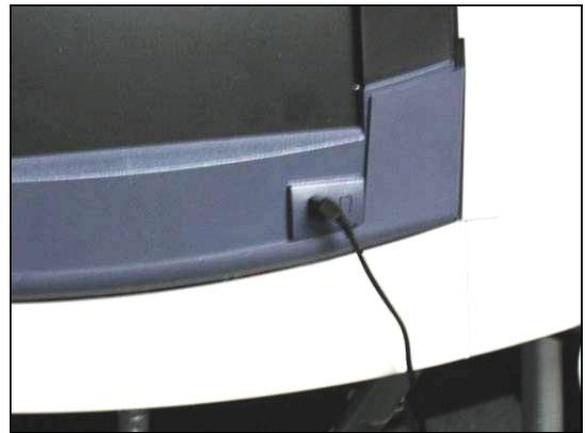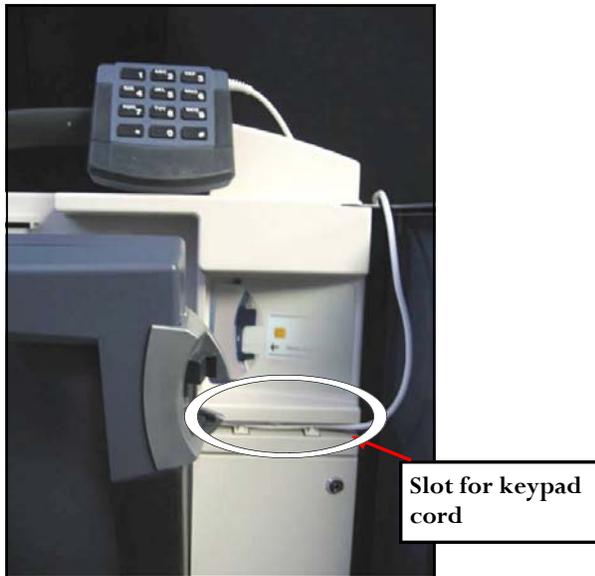
STEP THREE — With the keypad's cord plugged into the back, place the tablet back into the base. Feed the cord through the slot to the right of the tablet and place the keypad aside for now. (Place it on top of the machine as shown above.) The keypad will attach to the printer housing once it is installed.

STEP FOUR — Plug the headphones into the slot at the bottom right corner of the tablet. Also place the headphones aside once you've plugged them in.
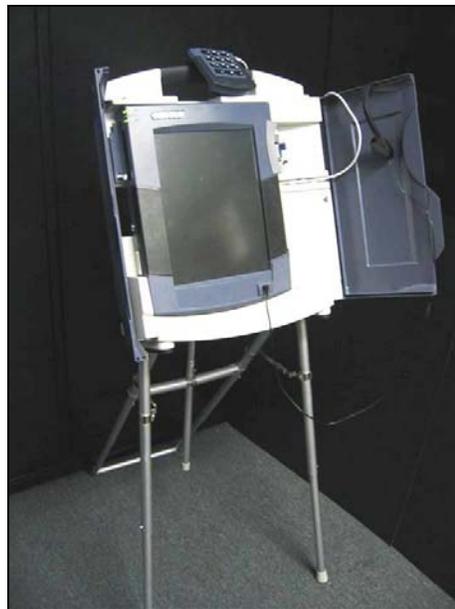
Installing the Printer Housing.
Before moving on, **be sure that all TSX Units are secure and cords are safely out of the path of travel.**

STEP FIVE — Now, continue *to Phase 3:*

Phase 3: Setting Up the Printer Housing if using the AVPM

Privacy Panel

Card Reader

Privacy Panel

Tablet

Printer Cover
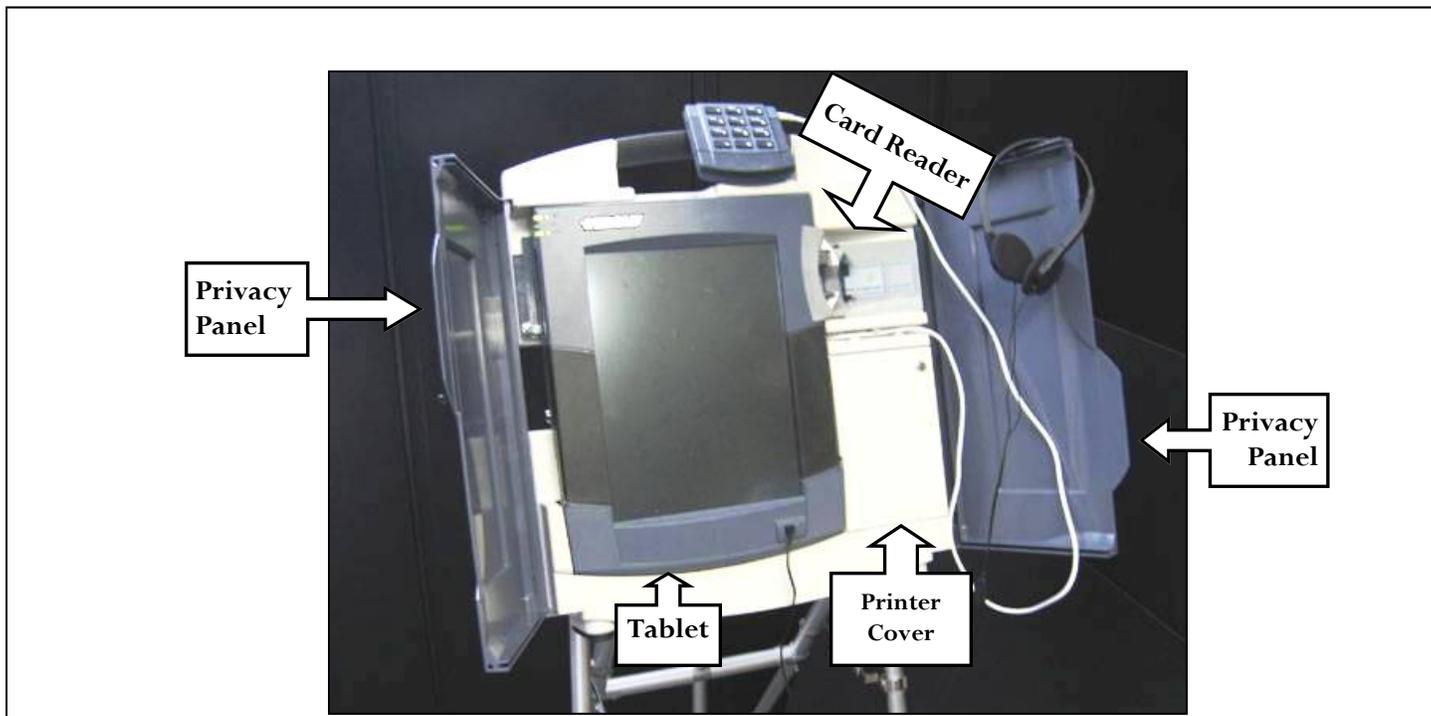
This section will instruct you on the next phase of set-up: installing the printer housing. It is important that the printer housing is installed properly to avoid issues when the polls are opened.

Lock

STEP ONE — Unlock and open the printer door. Observe unit's internal printer and its components. If not using the AVPM, leave this door locked. The set up is complete.
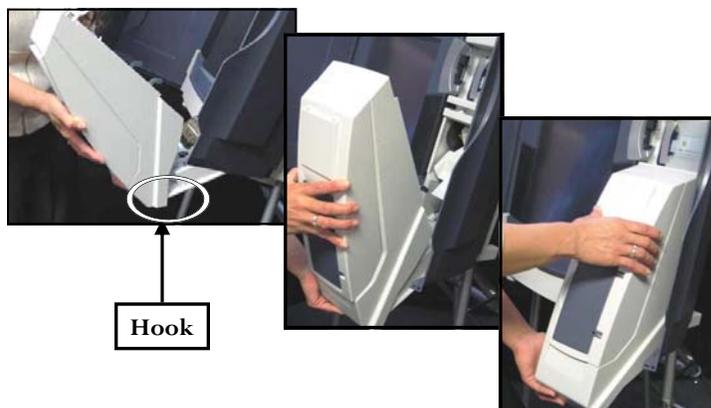
Hook

STEP TWO — Retrieve the printer housing. Notice the plastic "lip" at the bottom of the printer housing. Hook the "lip" to the top of the printer door (which is open) and push the top of the printer module to the unit. The printer housing should now fit snugly to the

Press here till you hear a click

Movable Plastic Piece
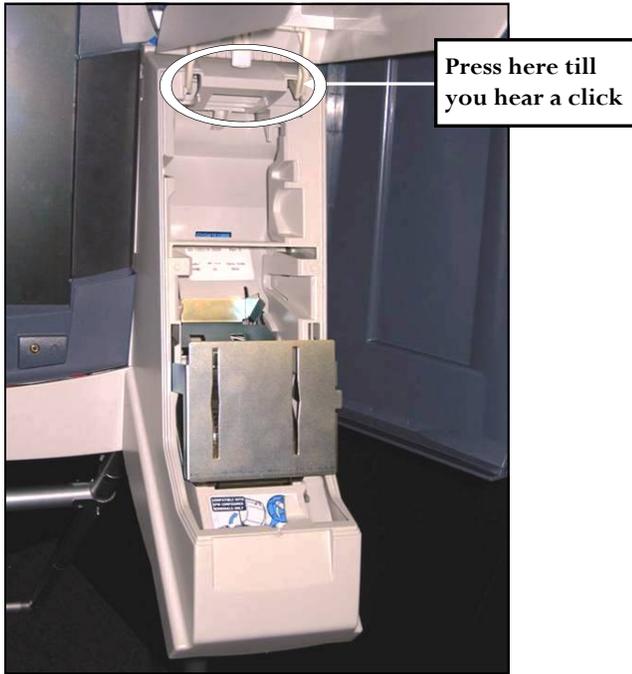
Blue Lever

STEP THREE — Now, lift the printer housing cover. Find the plastic piece that says "*PRESS FIRMLY TO LATCH*" and press it in until you hear a click. (Push forward with your thumb.)
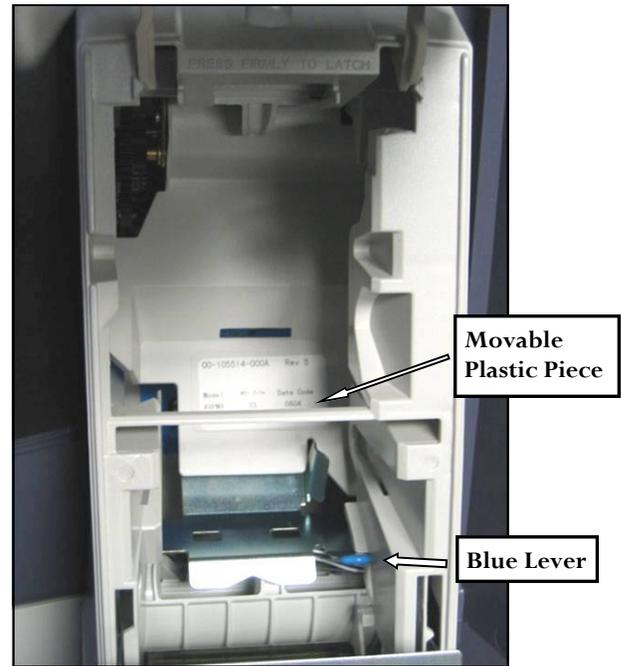
STEP FOUR — Find the blue lever. Notice the movable plastic piece next to the blue lever. Push the lever towards the back of the machine.

Metal Cover

Smoke Colored Cover

Grey Paper Release Button
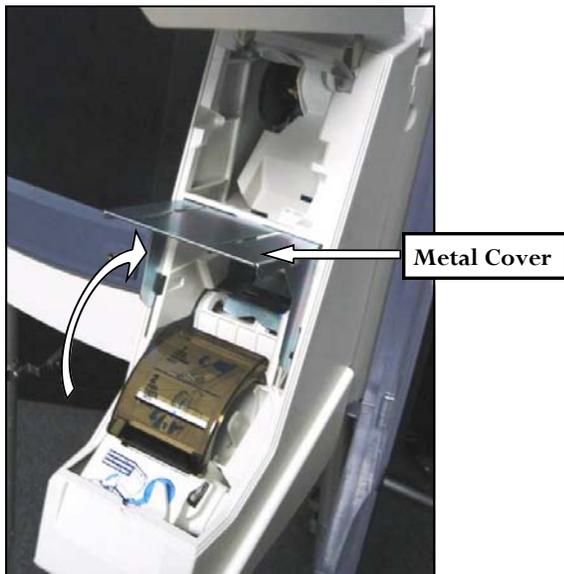
STEP FIVE — Locate the metal cover at the lower portion of the printer module. Lift up the metal cover. This should expose the smoke-colored cover.
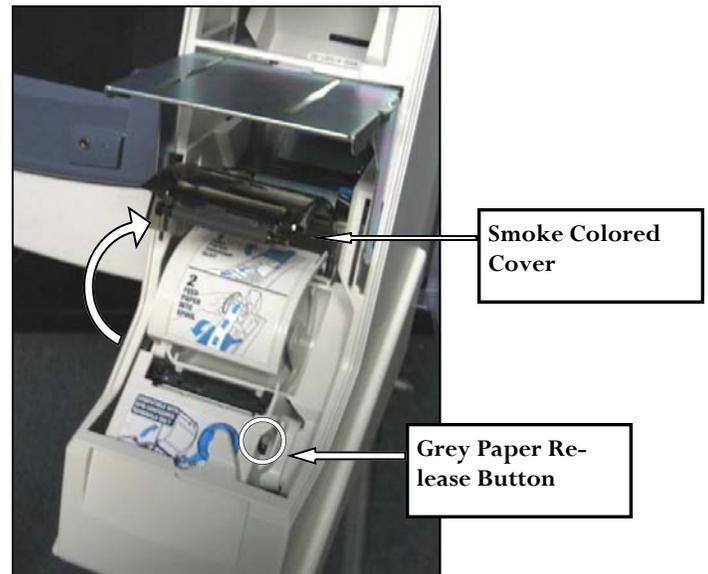
STEP SIX — Pop open the smoke-colored cover by pressing down on the gray paper release button located on the right side of the cover. You should now have both the metal and smoke colored covers raised.
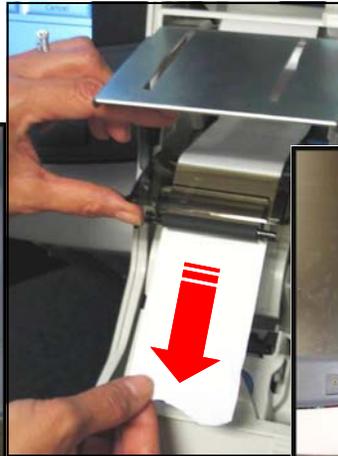
STEP SEVEN — Place a new roll of paper in a plastic spool and slide it into the center of the printer housing. When inserted in the unit, the paper should sit so the end of the paper comes out from the bottom of the roll and the large end of the spool is on the left hand side.

STEP EIGHT — Now, feed the end of paper under the metal cover and through the slot on the smoke colored cover. Allow the paper to extend for a few inches. Then, close the smoke-colored cover. You will hear a click when it is closed properly. Also, lower the metal cover over the smoke-colored cover.

STEP NINE — Repeat this section on all TSX Units assigned to your precinct.

Phase 4: Removing the Printer Housing if using the AVPM.

If not using the AVPM, skip to the next section.
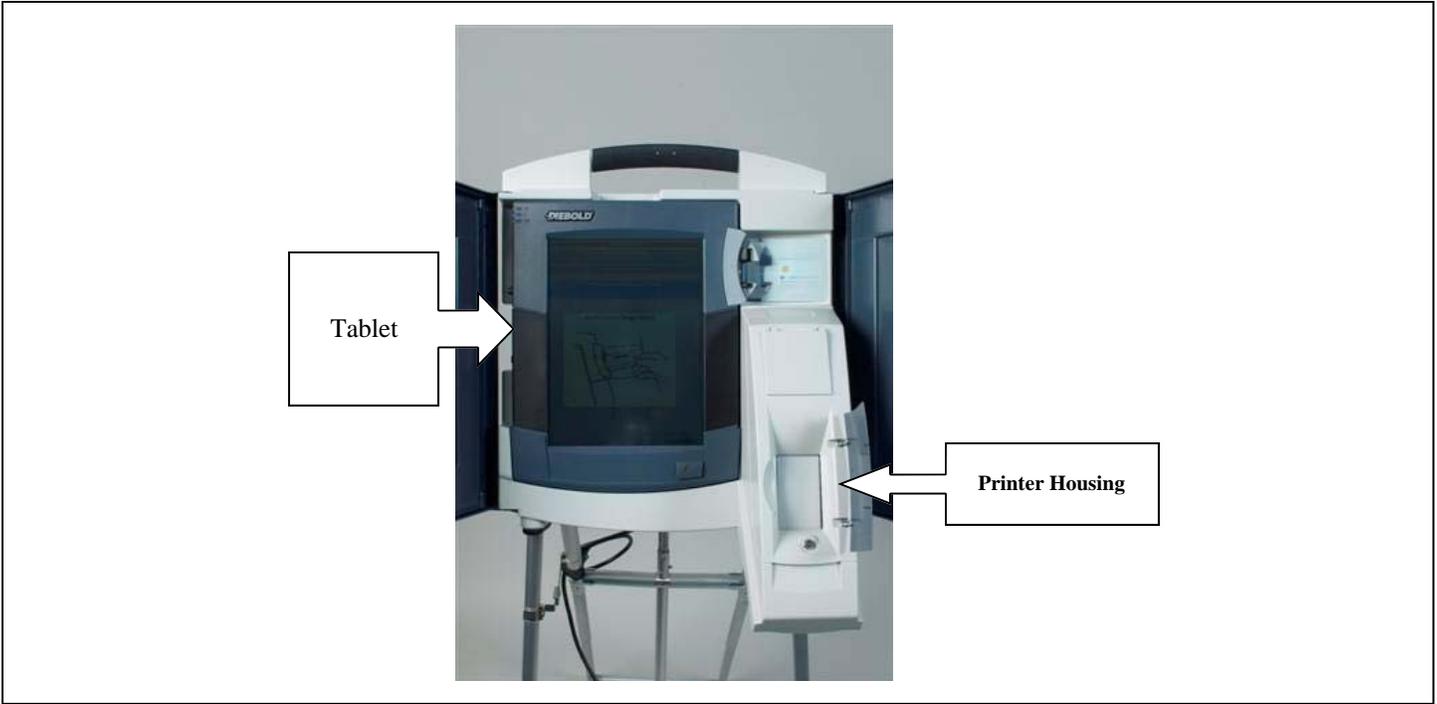
This section will guide you through removing the printer housing when it is time to transport the TSX Units back to their storage location.

STEP ONE — Unlock and raise the printer housing cover.
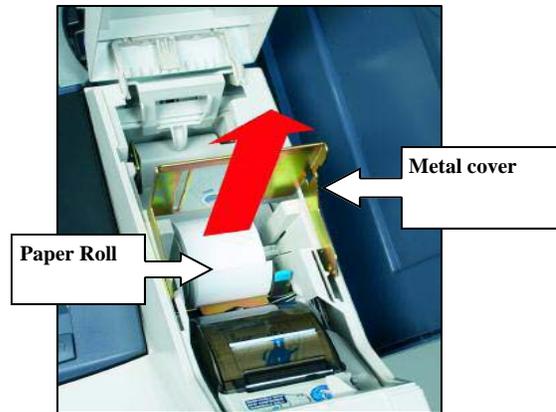
STEP TWO — Press the gray paper release button, lift the metal cover, and remove the paper roll from the printer housing. Press down on the smoke colored housing to lock it into place.

Blue Lever

Smoke Colored Cover
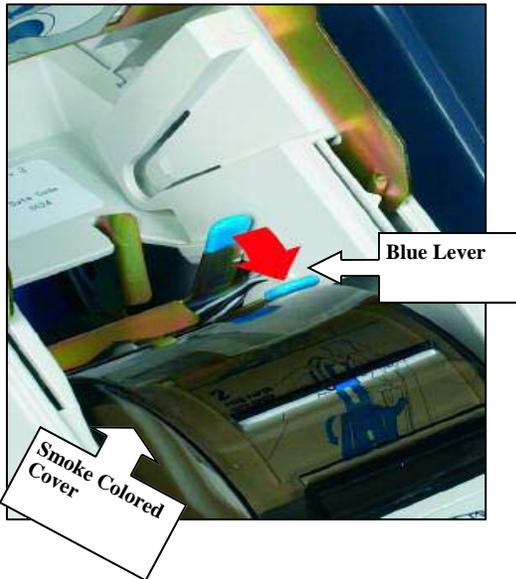
STEP THREE — Locate the blue lever behind the smoke colored cover and move it toward the front of the unit.

STEP FOUR — Locate the white latch at the top of the printer housing. Pull it to release the printer housing from the TSX Unit. Close the printer housing cover and remove it from the TSX Unit.

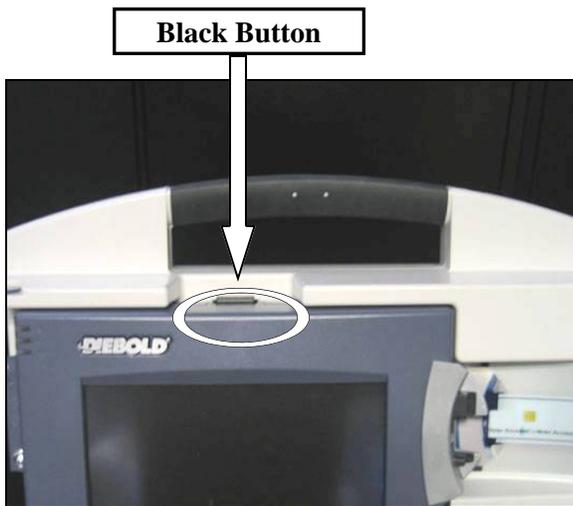**STEP FIVE** — Close and lock the printer compartment and close the privacy panels.

Seal the privacy panels and record the seal number. Now, continue to *Phase 5: Removing the VIBS Kit.*

Phase 5: Removing the VIBS Kit

VIBS Keypad

Headphones
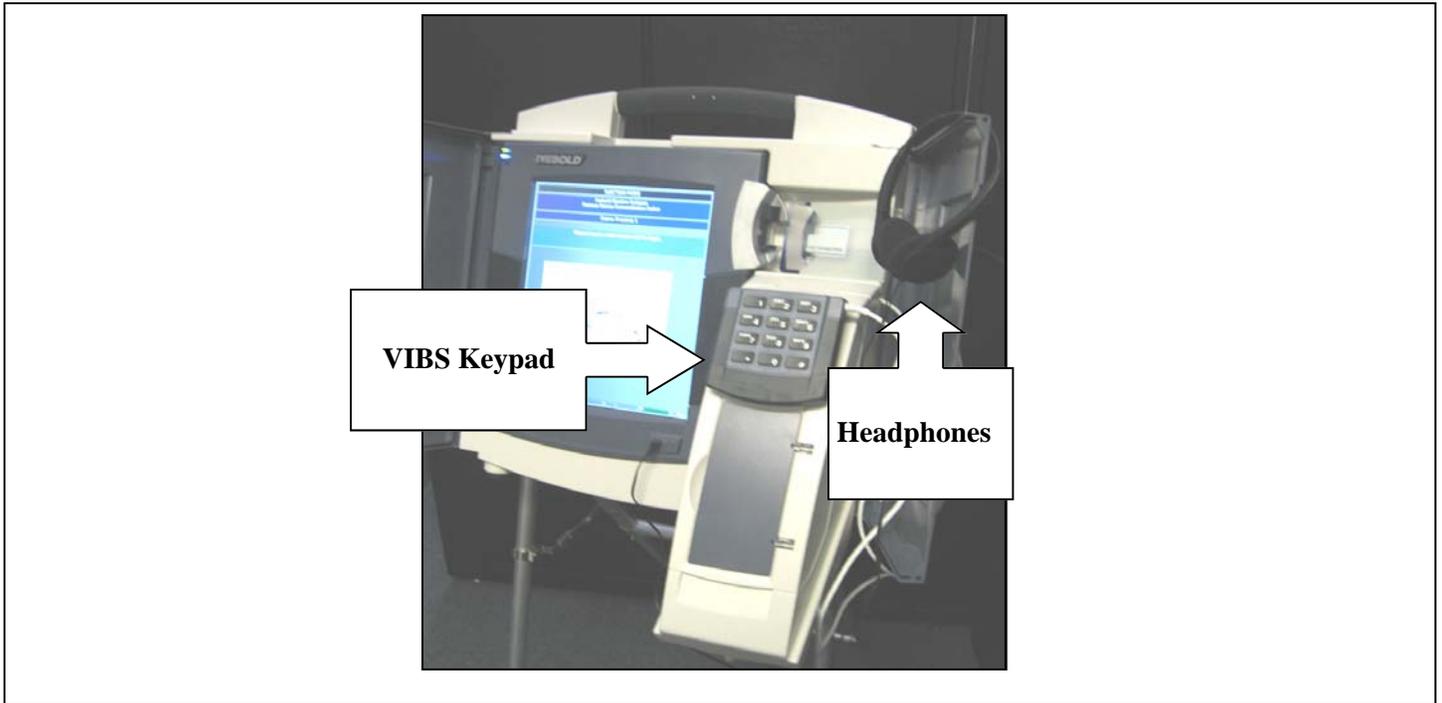
This section will guide you through removing the VIBS keypad and headset from the TSX Units


Black Button

STEP ONE — With the privacy panels opened, find the black button on top of the tablet. Press the button and pull the tablet towards you. You will now be able to see behind the tablet.

STEP TWO — With both hands, carefully lift the

tablet out of the base. Turn it over so you can easily see the keypad's cable where it plugs into the tablet. Remove the cable and place the tablet back in its base. Then removed the headphones and place them with the keypad. Now continue to *Phase 6, Collapsing the Legs*

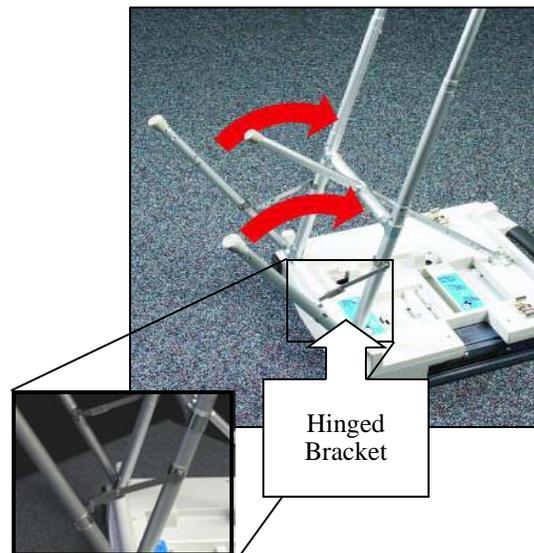# Phase 6: Collapsing the Legs
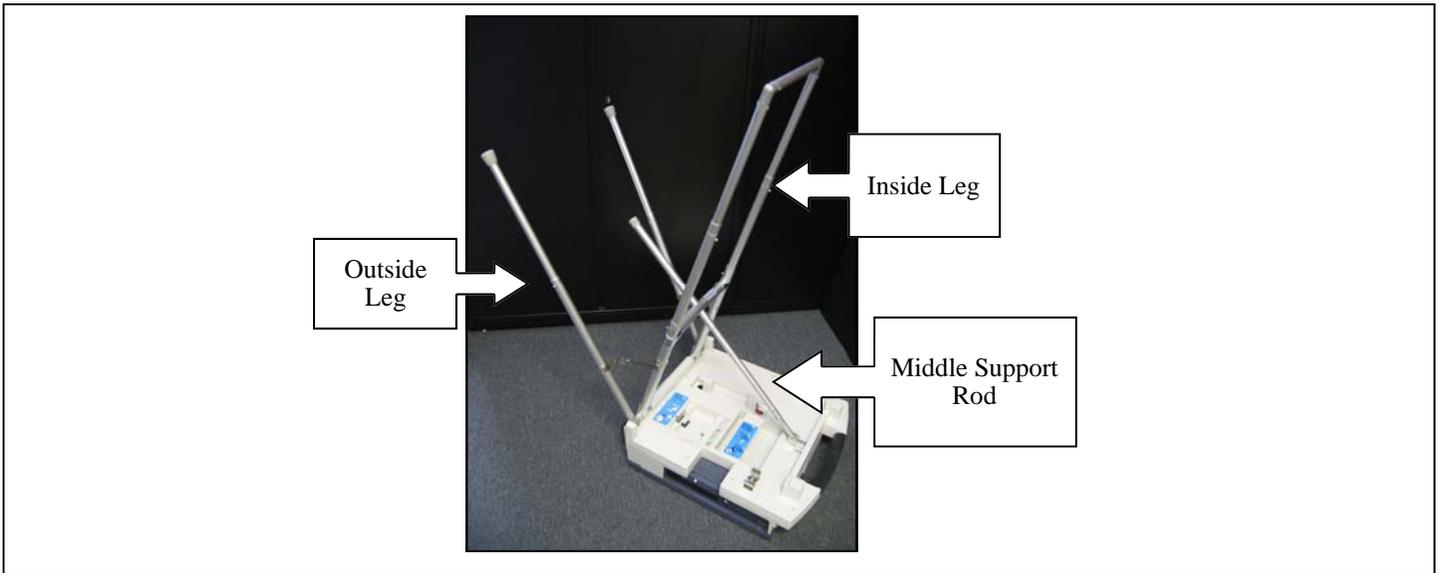
This section will detail how to collapse the TSX Unit's legs to prepare the unit for transportation.
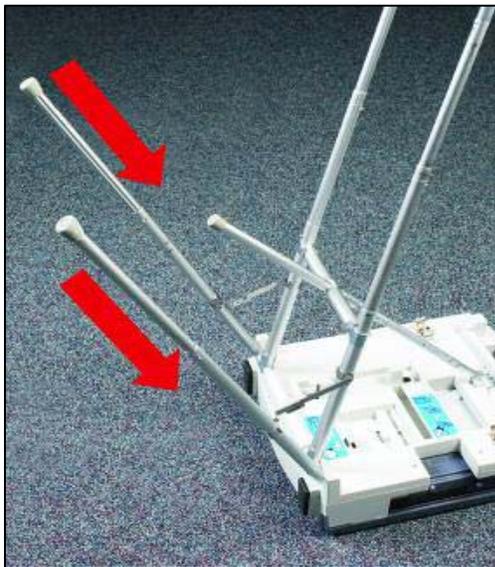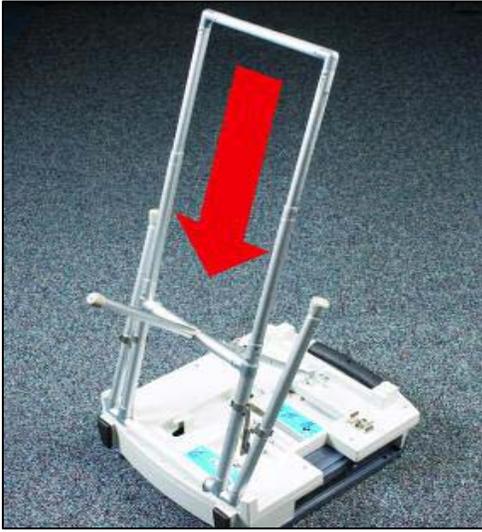

STEP ONE — Lay the TSX Unit face down on the floor and collapse the outer legs by pushing each safety pin in while you push the leg toward the floor.

STEP TWO — Carefully collapse the hinged bracket by pushing down in the middle of each bracket. Then gently push the legs toward the rear of the unit stopping near the middle leg.

STEP THREE — Collapse the middle leg toward the unit by pushing down on the leg while pressing on the safety pins. Then, fold the assembly toward the tablet while pressing the remaining pins

STEP FOUR — Repeat phases four and five on each TSX Unit in the polling location.

The TSX Units and printer modules are now ready to be transported back to their storage facility.

TSX OPENING PROCEDURES
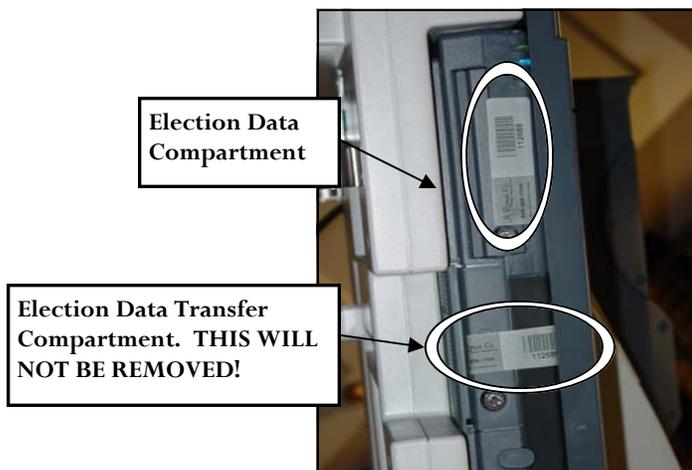## For the Precinct Opening and Closing Manager
April 2014

This guide is designed to direct Poll Managers through their precinct opening responsibilities on the TSX Voting System. The procedures are separated into three phases. The first will guide them through installing the memory cards and turning the TSX Units on. The second will instruct them to print your zero total reports, and the third will show them how to secure the TSX Units for voting.

Phase 1: Installing the Memory Card

The TSX Memory Cards will be transported to the precinct by the Receiving and Returning Manager in the Secure Memory Card Transport Bag. These simple steps will guide you through installing the memory cards in the proper TSX Units and turning the units on.

Election Data Compartment

Election Data Transfer Compartment. THIS WILL NOT BE REMOVED!

Unlock Election Data Compartment

STEP ONE — Inspect the seals on the TSX Unit. If the seal numbers are not already on the form, record both the Election Data Compartment (Upper) Seal number and the Election Data Transfer Compartment (Lower) Seal number on Form 730.1, the *Precinct Opening and Closing Seal Log*.

Remove the upper seal and apply it to the back of the form. DO NOT REMOVE THE LOWER SEAL! Then, use the barrel key to unlock and open the Election Data Compartment.
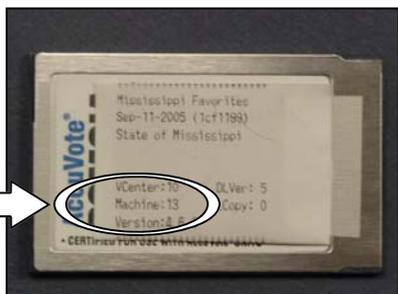
Machine:

Lock

STEP TWO—Remove the seal from the Secure Memory Card Transport bag and match a memory card with its corresponding TSX Unit based on the Machine number. Insert the memory card into the TSX Unit until it clicks into place.

STEP THREE — Open the left privacy panel to confirm AC power. This will be indicated by the top green light on the left hand side of the TSX unit. Then, unlock and open the printer housing cover on the AVPM or the printer door if not using the AVPM.


Red Button

Loading Election
Logging Startup
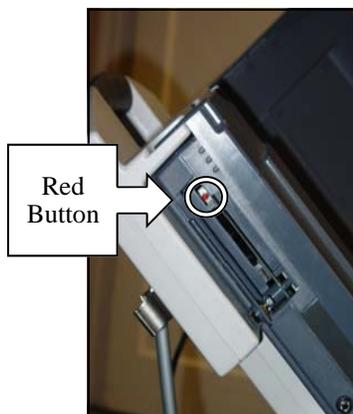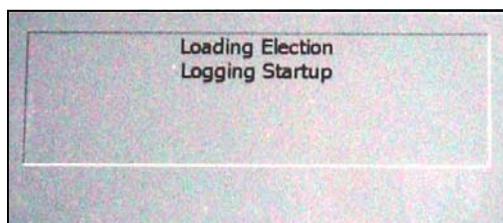
STEP FOUR—Turn the TSX Unit on using the red power button in the upper memory card compartment. Then open the left privacy panel to verify that the unit boots up and displays the message **LOADING ELECTION**.

**After completing steps 1-4, continue to the next section,** *Phase 2: Printing Zero Reports.*

Phase 2: Printing Zero Reports

The zero report is examined by the Poll Managers to ensure that there are no votes on the TSX Units at the beginning of Election Day. You will print two of these reports: one to post on the precinct wall for public examination and another to place in the Clear Memory Card bag as part of the record of the election. If using the AVPM, the last report should be rolled into the Secure Canister.

"Install Printer Hardware"

"Printer Test Passed"
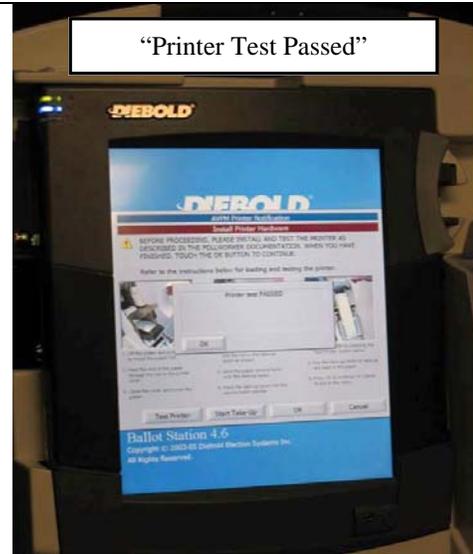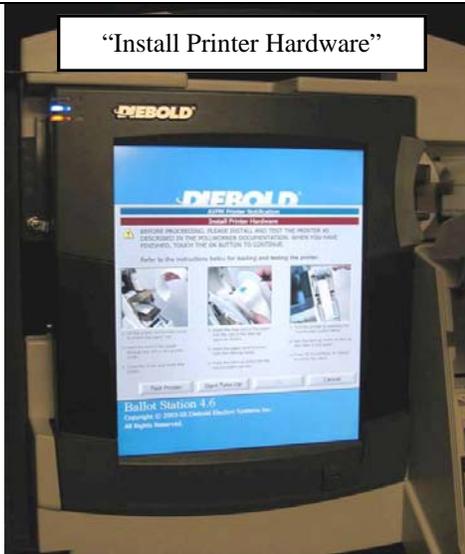
STEP ONE— To print the **Zero Report** follow these easy steps:
1. Verify that the paper is loaded correctly and the smoke-colored cover is closed.
2. A screen will appear that says, **Install Printer Hardware**—press **TEST PRINTER**.
3. The printer will begin working; after a few seconds it will stop and say, **Printer Test Passed**. Touch—**OK**. After the test tape has finished printing, tear it off.
4. Now, press **OK** again to start printing the report; it will take a few seconds.
5. Once the **Zero Report** finishes, the unit will ask, **Need another copy?** - Continue to Step 2**.**

Printing Zero Report

"Need another copy?"
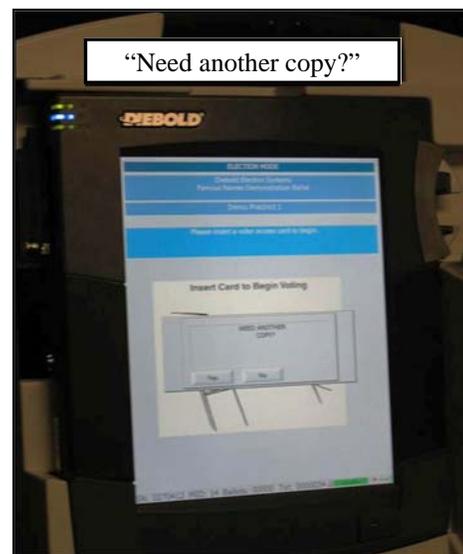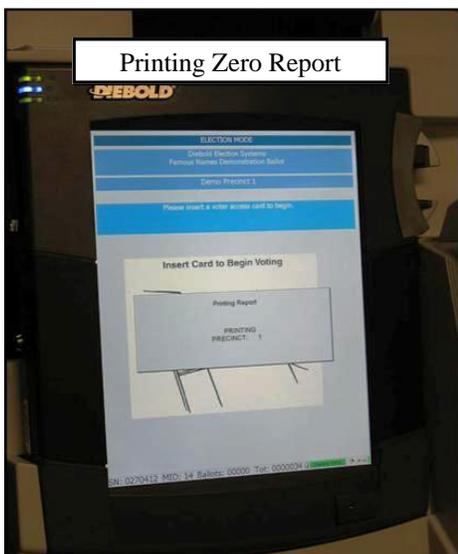
```
WE, THE UNDERSIGNED,
DO HEREBY CERTIFY THE
ELECTION WAS CONDUCTED
IN ACCORDANCE WITH THE
LAWS OF THE STATE


****        SIGNATURES        *

……………………………………..

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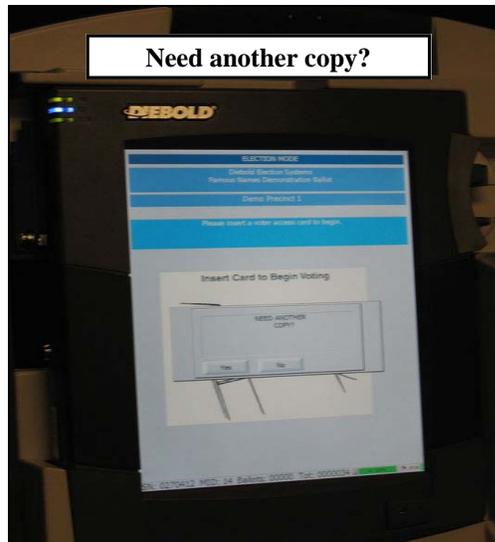

Need another copy?

STEP TWO— Carefully tear off the end of the **Zero Report**. Two poll managers must sign the **Zero Report** on the lines provided. Post this copy on the wall of the precinct.

STEP THREE — On the TSX Unit, touch **YES**

to print the second copy of the zero report for the Clear Memory Card bag. The **AVPM Printer Notification Screen** will be displayed only if using the AVPM. Touch **OK**. **If not using the AVPM, skip to STEP SEVEN.**

Metal Plate

Gray Paper Release Button
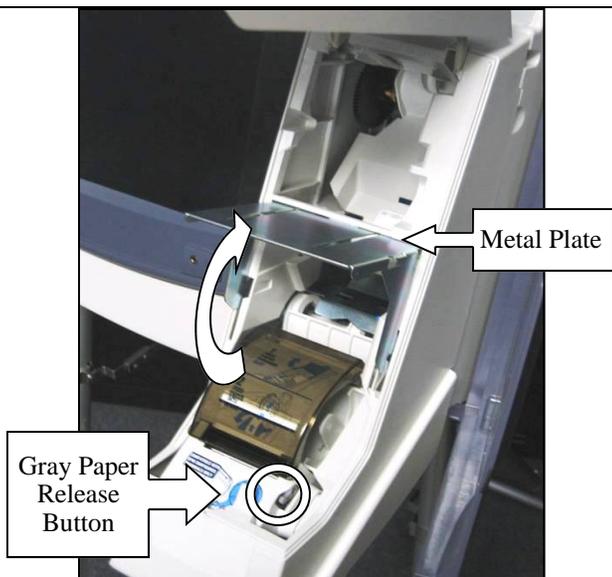
STEP FOUR — If using the AVPM, print a third copy to store in the canister. If the zero report is long enough to be inserted into the secure canister (about 18 inches) continue to step six. Otherwise lift the metal plate and press the gray paper release button to release the smoke colored cover.

STEP FIVE— Pull enough paper out so that

the total length is about 18 inches. Then, press down on the smoke colored cover to latch it and lower the metal plate
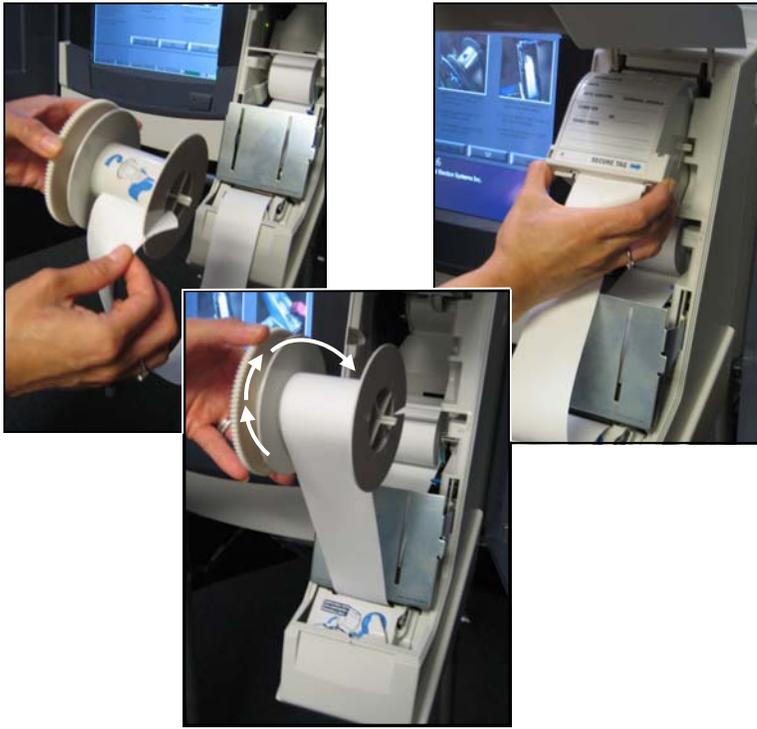
STEP SIX — Open the secure canister and remove the take up spool. Thread the paper into the spool and roll the paper around the spool two or three times in the direction indicated. Reassemble the secure canister and replace it in the TSX unit.
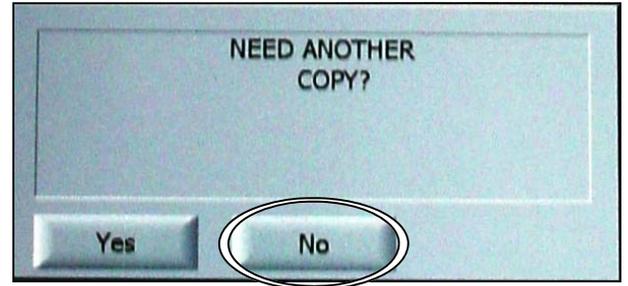
STEP SEVEN— Touch **NO** on the screen to the **NEED ANOTHER COPY?** message. If not using the AVPM, skip to PHASE 3, STEP TWO on the next page.
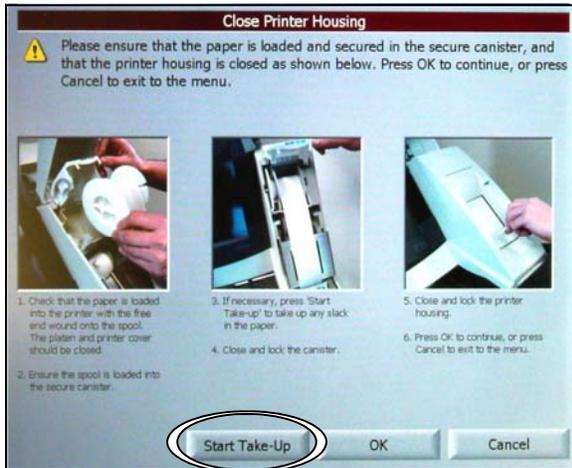
STEP EIGHT— Touch the **Start Take Up** button. The paper will advance until the signature lines are visible. Two poll managers must sign the **Zero Report** on the lines provided. **Do not tear this report off.**

STEP NINE —Remove the secure canister from the AVPM and place a tamper tape seal over the seam on the right hand side of the canister. Record the seal number on the *Precinct Opening and Closing Seal Log*. Replace the canister in the printer housing cover.

Complete steps 1-4 and continue to the next section, *Phase 3: Securing the TSX Units for Voting.*

Phase 3: Securing the TSX Units for Voting

The security of the TSX Units assigned to your precinct is critical to the integrity of the election. Follow the steps listed below to secure your TSX units for voting.

Lock

STEP ONE —Remove the secure canister from the AVPM and place a tamper tape seal over the seam on the right hand side of the canister. Record the seal number on the *Precinct Opening and Closing Seal Log*. Replace the canister in the printer housing cover.
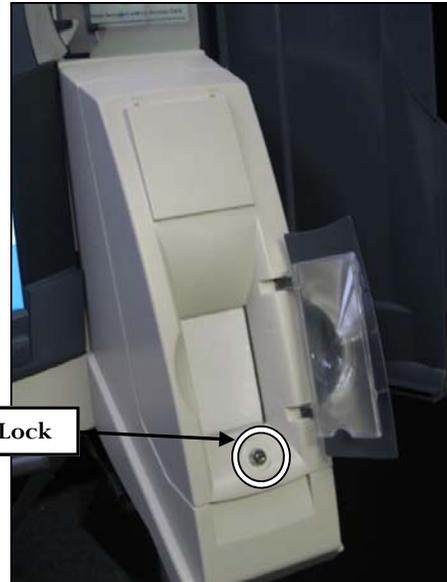
STEP TWO — Close the printer housing cover if using the AVPM, or the printer door and lock it. Press **OK** to ready the unit for voting.

STEP THREE — Close, lock, and seal the Election Data Compartment (Upper). Then record the seal number on the *Precinct Opening and Closing Seal Log*.

STEP FOUR—Congratulations! You finished setting up your TSX unit! If you are using a VIBS kit with this unit, clip the keypad to the outside of the printer module cover and verify that the headphones are plugged in. Also, don't forget to record the statistical information from the bottom of the screen on the *TSX Periodic Check Sheet for Election Day.*

TSX CLOSING PROCEDURES
For the Precinct Opening and Closing Manger
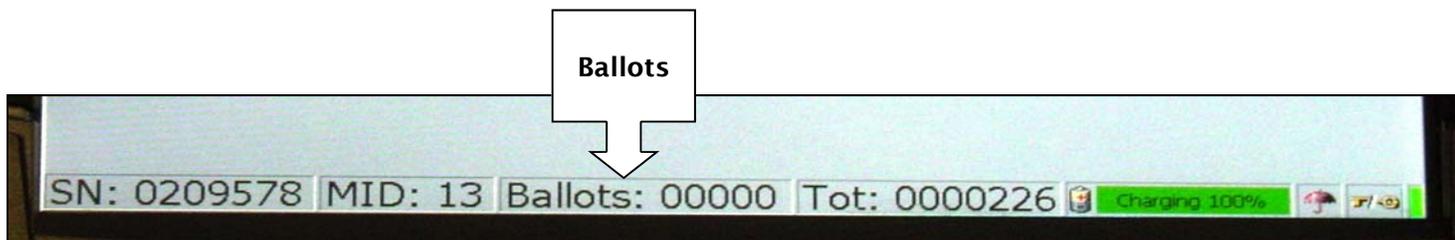## April 2014
Phase 1: Ending the Election

Ballots

SN: 0209578 | MID: 13 | Ballots: 00000 | Tot: 0000226 | Charging 100%

STEP ONE — Record the final ballot reading from the bottom of the screen onto the *Precinct Opening and Closing Log*. **NOTE: The sum of each of the "Ballots" fields from the TSX Units should equal the number of signatures in the Receipt Book before Absentee voter names are added. Use the Ballot Accounting Form to document these numbers.** Remove the Supervisor Card from the Secure Memory Card Bag and then insert it into voting machine Unit 0 (remember to return the Supervisor Card to the Secure Memory Card Transport Bag after you have ended the election on the last voting machine).
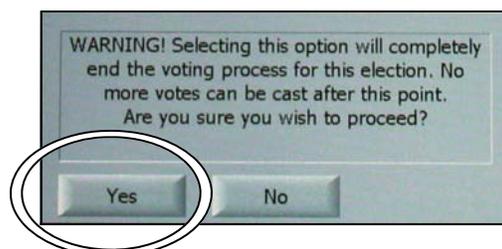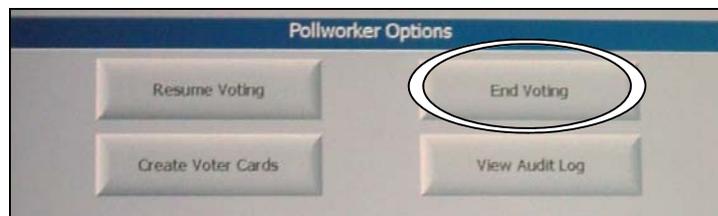
STEP TWO — Enter the PIN and touch **OK**. After the Supervisor Card pops out, remove it from the voting machine. The **Post Election Mode** screen will be displayed.

A warning message will be displayed. Touch **Yes**.

STEP THREE— Touch **End Voting**.

Complete steps 1-3 for all voting machines assigned to your precinct. Then verify that the Supervisor Card has been returned to the Secure Memory Card Transport Bag and continue to the next section, *Phase 2: Reporting and Close Out*.

Phase 2: Reporting and Close Out
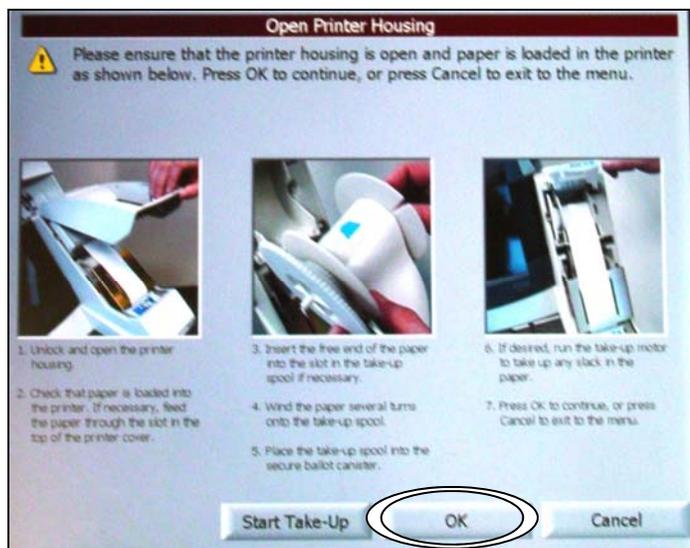
STEP ONE — The **Open Printer Housing** screen will be displayed if using the AVPM. Unlock and open the printer housing cover or TSX printer door and touch **OK**.

STEP TWO — If a write in candidate has
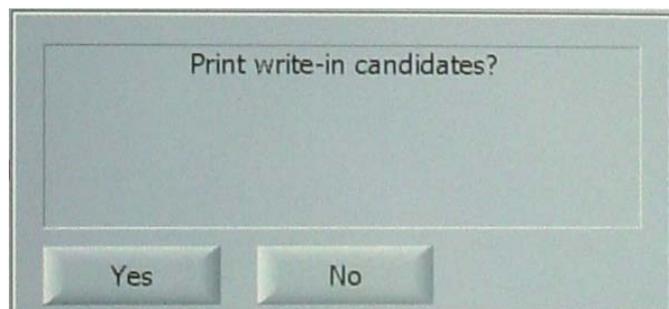
been voted during Election Day the TSX Unit will display **Print write-in candidates?** If an official write in candidate has been designated , touch **Yes** to print write in candidates. Otherwise, touch **No**.
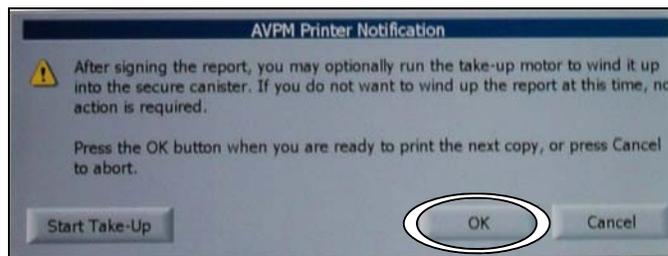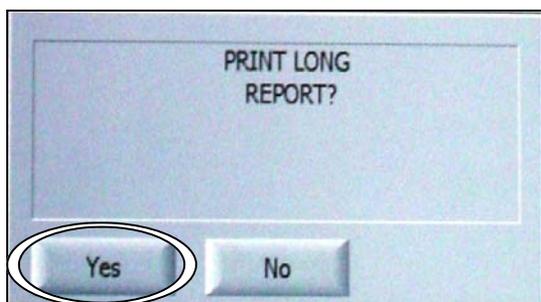
STEP THREE — Print Long Report? will be displayed. Press **Yes**. After the report finishes printing, and has been signed by two poll managers, tear the paper under the last signature line. If using the AVPM, feed it into the secure canister so that no paper is visible. If not using the AVPM, place this report in the Secure Memory Card Transport Bag.

STEP FOUR — If using the AVPM, the TSX

Unit will ask if you need another copy. Touch **Yes**. Then touch **OK** on the **AVPM Printer Notification Screen** to print the report. After the report has been signed by two poll managers it must be torn off of the printer and placed into the Secure Memory Card Transport Bag.
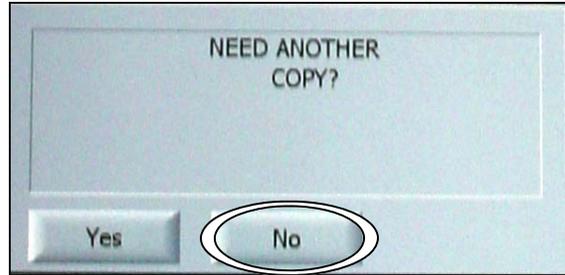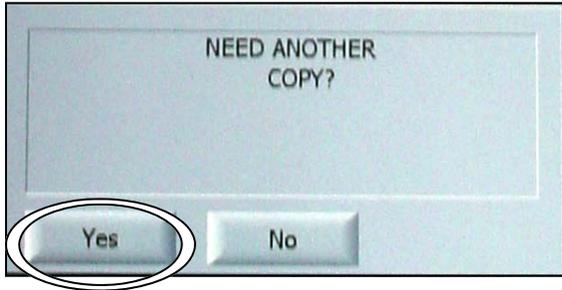
STEP FIVE — Repeat step four to print another copy of the totals report. This report must be signed and posted at the precinct.

STEP SIX — Touch **NO** to **Need Another**

Copy? NOTE: If not using the AVPM, you will only need two copies of this report.
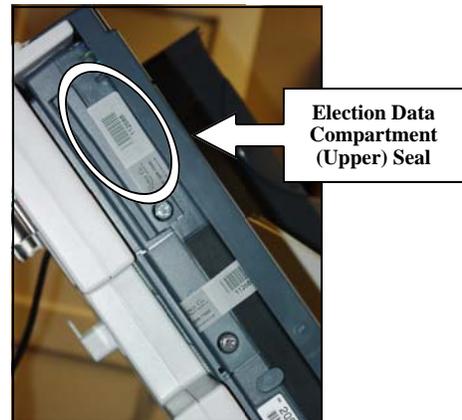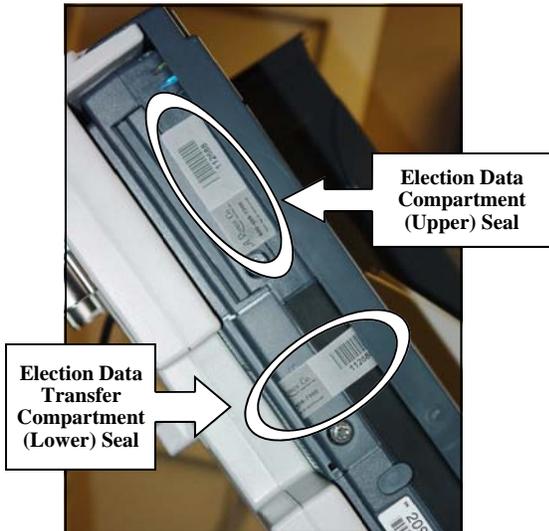
STEP SEVEN — Record both the Election Data Compartment (Upper) Seal number and the Election Data Transfer Compartment (Lower) Seal number on the *Precinct Opening and Closing Log* .

STEP EIGHT — Remove the upper seal and place it on the back of the *Precinct Opening and Closing* Log. Then, open the Election Data Compartment using the barrel key. **Do not remove the lower seal.**
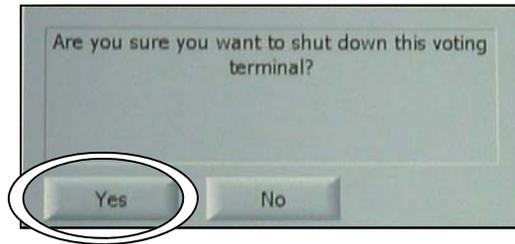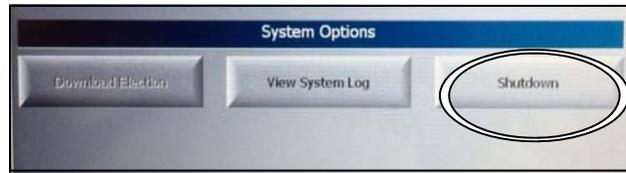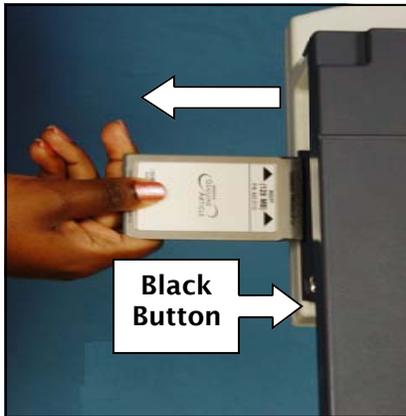
STEP NINE— Remove the memory card by pressing the black button located next to the memory card. Close and lock both the printer housing cover and the Election Data Compartment. Reseal the compartment and record the seal number.

STEP TEN — On the screen, touch **Shutdown**. When the machine asks if you are sure you want to shut down the terminal, touch **YES**.
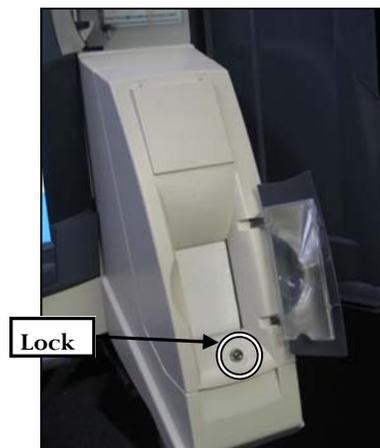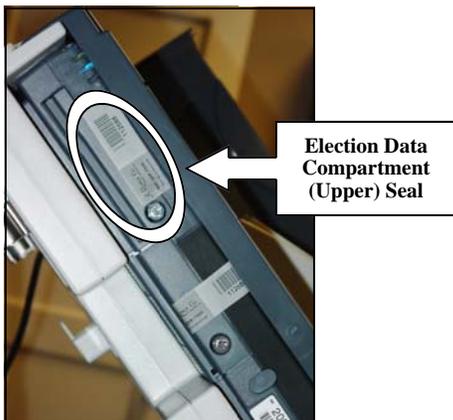
STEP ELEVEN — Place a new seal over the Election Data Compartment (Upper) and record the seal number on the *Precinct Opening and Closing Seal Log* in the column labeled **New Election Data Compartment.**

STEP TWELVE — Close and lock the printer module cover if using the AVPM, or TSX printer door using the barrel key.
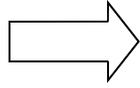
STEP THIRTEEN — Place the Memory Card in the Secure Memory Card Transport Bag. Complete this process for each TSX unit in the precinct. When finished closing out all machines, verify all Memory Cards are in the bag and seal it with the provided seal. **(If Accumulating at the precinct, do not seal the bag. Follow the steps beginning on the next page.)**

To complete the poll closing process, verify the following:

- Verify that all TSX Units have been turned off.
- Verify that all memory cards have been removed from the TSX Units (even the ones that were not used).
- Verify the contents of the ballot box.
- Verify that the following items are sealed and that the seal number is recorded on the proper form:
  - All Secure Canisters used during Election Day.
  - All Election Data and Election Data Transfer Compartments (located on the TSX Units)
  - The Secure Memory Card Transport Bag
  - The Secure Canister Transport Bag
  - The Ballot Box

If Accumulating the Results at the Precincts

**Use the previous steps to shutdown each unit until
the last voting machine.
Then follow the steps below:**
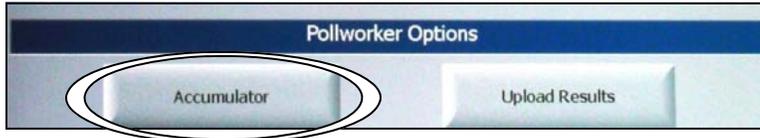
STEP ONE — Organize the remaining
memory cards in numerical order.

On the last voting machine (the machine with
the highest MID #), touch **Accumulator.**

The results will load automatically.
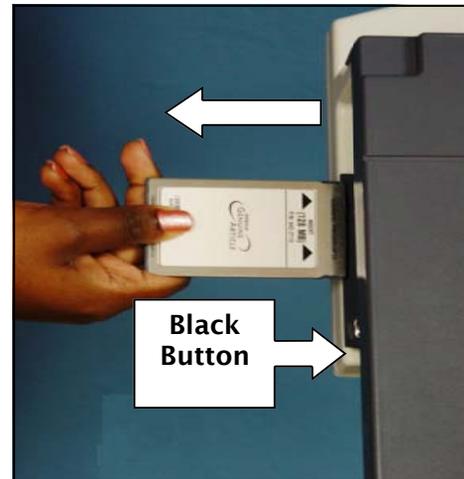
STEP TWO — After the results are loaded,
remove the memory card from the voting
machine by touching the black button located
next to the memory card. Place it in the
Secure Memory Card Transfer Bag.
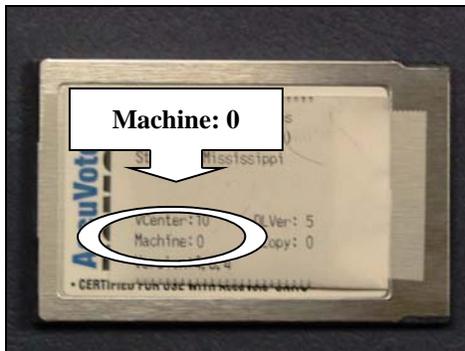
STEP THREE—Insert each memory card
into the voting machine **making sure that the
memory card labeled Machine: 0 is the last
one inserted into the TSX Unit.**

On all cards besides Machine: 0:
When the screen displays **Operation
Completed, remove the Memory Card** and
place it in the Secure Memory Card Transport
Bag.
STEP FOUR — Verify that the Machine: 0
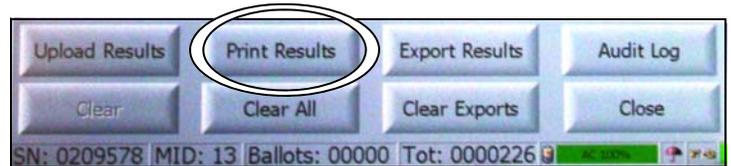
**memory card is in the unit. This card will
remain in the TSX Unit until the
accumulation process is completed.** Touch
Print Results.
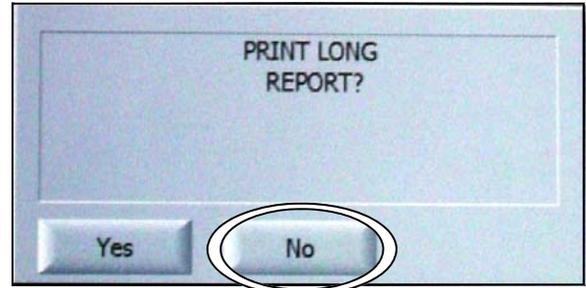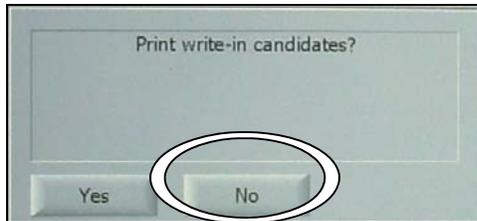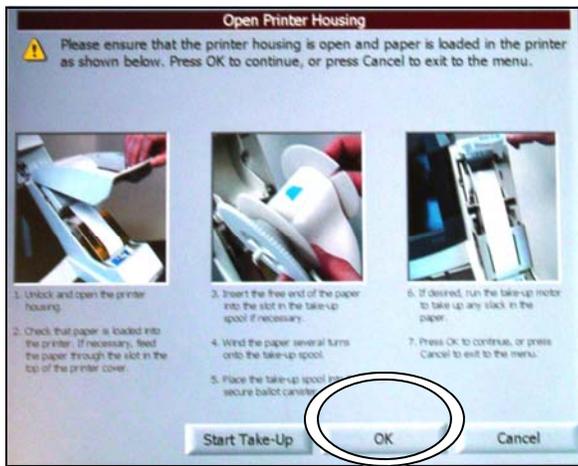
STEP FIVE— When the **Open Printer Housing** screen appears, touch **OK**. If any write in votes have been cast on a TSX Unit in your precinct, the unit will prompt you to print Write ins. Touch **NO**.

STEP SIX — When the voting machine asks

to print a long report touch **NO**. After the report finishes printing, tear it off, sign it, and post it on the wall of the precinct.
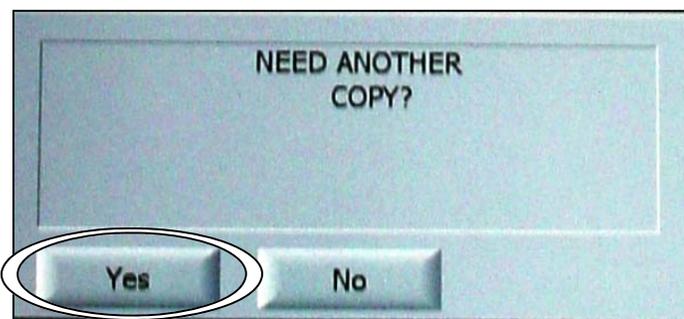
STEP SEVEN— When the voting machine prompts you to print another copy touch **Yes**.
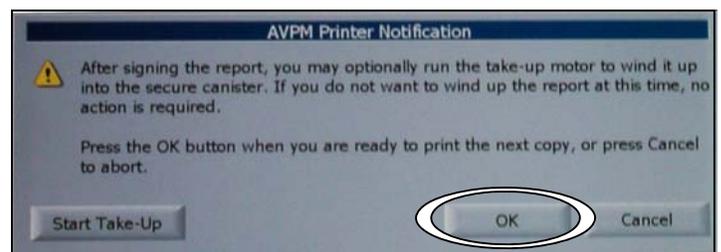
Notification screen appears, touch **OK**. After the report finishes printing, it should be signed by two poll managers and placed in the Secure Memory Card Transport Bag.

STEP EIGHT — When the *AVPM Printer*
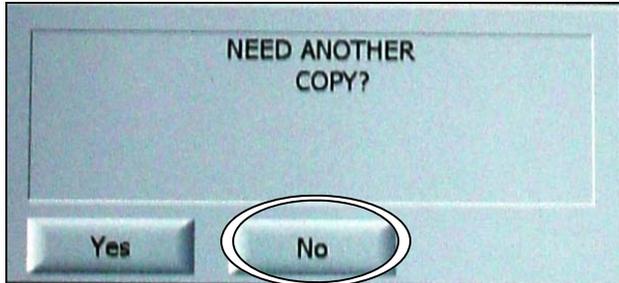
STEP NINE — The screen will display **Need Another Copy?** Touch **NO**.
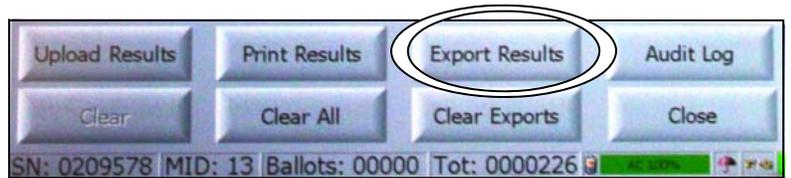
STEP TEN — On the Accumulator Screen touch **Export Results**.
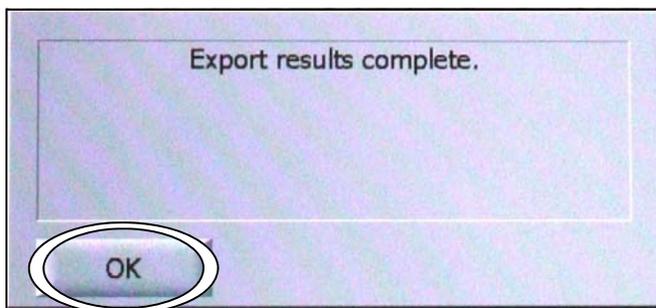
STEP ELEVEN — The TSX Unit will now export the results for your precinct to the memory card in the machine. When the screen displays **Export results complete**, touch **OK**.
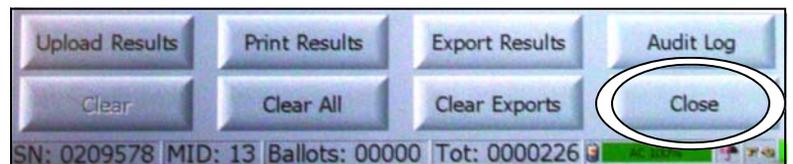
STEP TWELVE — The Accumulator screen

will appear. Touch **Close**.

Black Button

System Options

Download Election   View System Log   Shutdown

Are you sure you want to shut down this voting terminal?

Yes   No
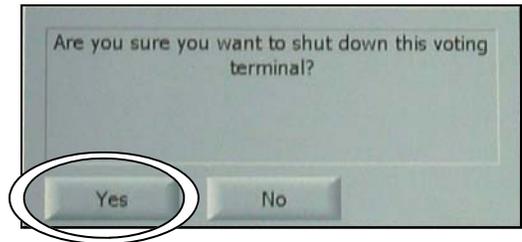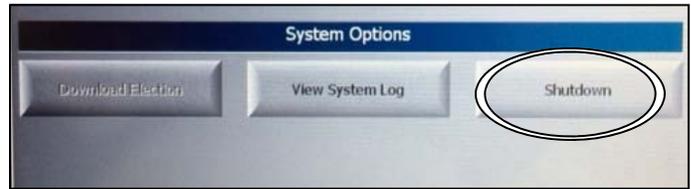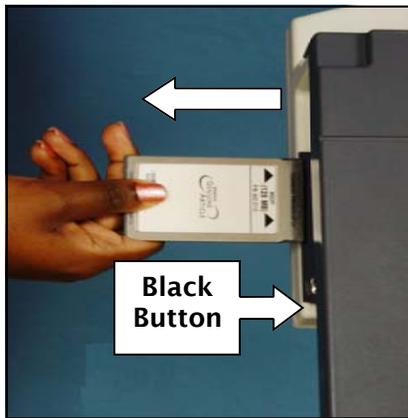
STEP THIRTEEN — Remove the memory card by pressing the black button located next to the memory card until the memory card extends enough to be removed. Place it in the Memory Card Secure Transfer Bag.

STEP FOURTEEN — On the screen, touch S**hutdown**. When the machine asks if you are sure you want to shut down the terminal, touch **YES**.

Election Data Compartment (Upper) Seal
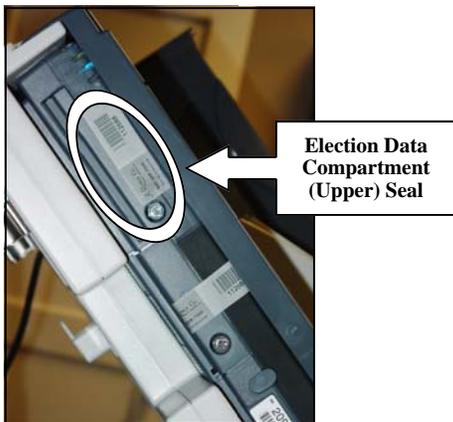
Lock

STEP FIFTEEN — Place a new seal over the Election Data Compartment (Upper) and record the seal number on the *Precinct Opening and Closing Seal Log* in the column labeled **New Election Data Compartment**
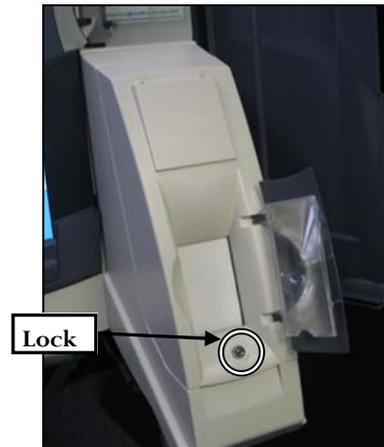
STEP SIXTEEN — Close and lock the printer module cover if using the AVPM, or printer door using the barrel key.

Appendix B: Forms

- Form 710.2 – R/R Manager Receipt Form
- Form 730.3 – Precinct Opening and Closing Log
- Form 740.2 – TSX Event Log
- Form 830.5 – General/Special Election Ballot Accounting Form
- Form 830.6 – Dual Primary Election Ballot Accounting Form
- Form 835.5 – Electronic Vote Tally Worksheet –General and Special Elections
- Form 835.6 – Dual Primary Vote Tally Sheet

Receiving & Returning Manager Receipt Form

Precinct:_____

Election:_____ Date:_____ County _____

In the Supplies Bag/Box	Number Received	Number Returned
Mississippi Poll Manager Guide for use with the TSX Voting System		
Poll Books		
Register		
General Precinct Supplies		
Required Forms		
Encoder/Cards Bag *(next page)*		
Spoiled Ballots Envelopes		
Challenged Ballots Envelopes		
Rejected Ballots Envelopes		
Affidavit Ballots Envelopes		
4 Tamper Tape Seals per TSX Unit		
1 Memory Card Bag Seal		
1 Printer Canister Bag Seal		
1 Ballot Box Seal		
Seal Number(Received):_____	**Seal Number(Returned):_____**	

In the Sealed Ballot Box:	Number Received	Number Returned
Voted and Sealed Absentee Ballots		
Un-voted Optical Scan Ballots		
Sealed Secure Memory Card Transport Bag *(next page)*		
Seal Number(Received):_____	**Seal Number(Returned):_____**	

Form 710.2
Last Revised: April 20, 2007

Ballot Printer Paper Replacement Kit:	Number Received	Number Returned
Paper Roll (300 ft)		
Spindle (1 per unit)		
Canister (1 per unit)		
1 Tamper Tape Seals		
Printer Canister Bag (1 per precinct)	**Seal Number(Returned):_____**	

Encoder/Cards Bag	Number Received	Number Returned
Encoders		
Voter Access Cards		

In the Sealed Secure Memory Card Transport Bag:	Number Received	Number Returned
TSX Memory Cards		
Supervisor Card and PIN in sealed envelope		
Seal Number(Received):_____	**Seal Number(Returned):_____**	

Receipt

Date and Signature of Election Official: _____	Date and Signature of R&R Manager: _____

Return

Date and Signature of Election Official: _____	Date and Signature of R&R Manager: _____

Form 710.2
Last Revised: April 20, 2007

Precinct Opening and Closing Log

Precinct:_____   Election:_____

Date:_____   County:_____

This form is intended to be used by the Precinct Opening and Closing Officials in conjunction with the *Accuvote TSX Precinct Opening Procedures* and the *Accuvote TSX Precinct Closing Procedures* documents. All used seals must be placed on the back of this form. It is also used to record power and ballot readings throughout the day and in case the TSX requires a paper change during the day. Paper change instructions are described in the Poll Worker's Guide.

Opening Procedures					Paper Change	Power / Ballot Readings			Closing Procedures	
TSX Serial Number	Lower Compartment Seal Number	Original Upper Compartment Seal Number	New Upper Compartment Seal Number	Secure Canister Seal Number	2nd. Secure Canister Seal (if needed)	Power Reading @7:00 A.M.	Ballot Reading @7:00 A.M.	Power Reading @1:00 P.M.	Ballot Reading @7:00 P.M.	Upper Compartment Seal Number

TSX Event Log

Precinct: _____   **Date:** _____   **County:** _____

TSX Serial Number	Time	Event	Notes
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	
		☐Paper Jam ☐Ballot Cancellation ☐Other	

General/Special Election
Ballot Accounting Report

Precinct:_____   **Election:**_____

Date:_____   **County:**_____

		1.
1. **Number of Paper Ballots received in the Ballot Box**		
2. **Total number of unused and other ballots**		
2a. Number of Spoiled Ballots		
2b. Number of Unused Ballots		
2c. Total spoiled and unused ballots. (Add 2a. and 2b.)	2c.	
3. **Paper ballots voted on Election Day**		
3a. Number of voted Affidavit Ballots		
3b. Number of voted Emergency and Curbside Ballots		
3c. Number of voted Challenged and Rejected Ballots		
3d. Total voted paper ballots (Add 3a., 3b. and 3c.)	3d.	
4. **Total number of Paper Ballots (Add 2c. and 3d.)**		4.
5. **Number of Absentee Ballots received**	5.	
6. **Absentee Ballots processed**		
6a. Number of Absentee Ballots processed		
6b. Number of Rejected Absentee Ballots		
6c. Number of Accepted Absentee Ballots	6c.	
7. Total number of electronic ballots cast	7.	
8. Enter total voted paper ballots from 3d	8.	
9. Total number of ballots cast.		9.
10. Names in Receipt Books		
10a. Number of names written in Receipt Book.		
10b. Number of names written in Affidavit Register		
10c. Total number of names in Receipt Books.		10c.

1. **Number of Paper Ballots received in the Ballot Box**
2. **Total number of unused and other ballots**
    2a. Number of Spoiled Ballots
    2b. Number of Unused Ballots
    2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
3. **Paper ballots voted on Election Day**
    3a. Number of voted Affidavit Ballots
    3b. Number of voted Emergency and Curbside Ballots
    3c. Number of voted Challenged and Rejected Ballots
    3d. Total voted paper ballots (Add 3a., 3b. and 3c.)
4. **Total number of Paper Ballots (Add 2c. and 3d.)**
    (Should equal Line 1)
5. **Number of Absentee Ballots received**
6. **Absentee Ballots processed**
    6a. Number of Absentee Ballots processed
    6b. Number of Rejected Absentee Ballots
    6c. Number of Accepted Absentee Ballots (**Subtract 6b. from 6a.**)
7. **Total number of electronic ballots cast**
    (use form 835.5 to calculate from TSX tapes)
8. **Enter total voted paper ballots from 3d**
9. **Total number of ballots cast.**
    (Add 6c., 7 and 8)
10. **Names in Receipt Books**
    10a. Number of names written in Receipt Book. (***This should include only accepted absentees***)
    10b. Number of names written in Affidavit Register
    10c. Total number of names in Receipt Books. (Add 10a. and 10b.) (Should equal Line 9)
    Discrepancies/lost/cancelled:
    Details _____
    _____

Name (printed): _____

Signature:_____

Date returned: _____

Form 830.5 - Revised: April 2014

Dual Primary Ballot Accounting Report

Precinct: _____   **Election:** _____

Date: _____   **County:** _____

Party: _____

		1.
2a.		
2b.		
	2c.	
3a.		
3b.		
3c.		
	3d.	
		4.
	5.	
6a.		
6b.		
	6c.	
	7.	
	8.	
		9.
10a.		
10b.		
		10c.
		11.

1. **Number of Paper Ballots received in the Ballot Box**
2. **Total number of unused and other ballots**
    2a. Number of Spoiled Ballots
    2b. Number of Unused Ballots
    2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
3. **Total number of voted paper ballots**
    3a. Number of voted Affidavit Ballots
    3b. Number of voted Emergency and Curbside Ballots
    3c. Number of voted Challenged and Rejected Ballots
    3d. Total voted ballots (Add 3a., 3b. and 3c.)
4. **Total number of Paper Ballots (Add 2c. and 3d.)**
    (Should equal Line 1)
5. **Number of Absentee Ballots received**
6. **Total Absentee Ballots processed**
    6a. Number of accepted Absentee Ballots
    6b. Number of rejected Absentee Ballots
    6c. Total Absentee Ballots processed. (Add 6a. and 6b.) (Should equal Line 5)
7. **Total number of electronic ballots cast for party**
    (use Form 835.6 to calculate by party from TSX tapes)
8. **Enter total voted paper ballots from 3d**
9. **Total number of ballots cast. (Add 6c.,7 & 8)**
10. **Number of names in Receipt Books**
    10a. Number of names written in Receipt Book. *This should include all absentees.*
    10b. Number of names written in Affidavit Register
    10c. Total number of names in Receipt Books. (Add 10a. and 10b.)
11. Discrepancies/lost/cancelled: (Subtract 9 from 10c)
    Details _____
    _____

Name (printed): _____

Signature: _____

Date completed: _____

Form 830.6
Last Revised: 2014

Electronic Vote Tally Worksheet –General and Special Elections

To determine the total number of electronic ballots cast at your precinct, complete the table below using the Totals Report generated during the TSX Closing Procedures. Then, record the sum of each machine's totals at the bottom of the page to determine the number of electronic votes cast in your precinct.

Example Totals Report

```
MACHINE ID:         0
VERSION: 14     COPY: 1
COUNT:   0   SIZE: 32M
ACCU-VOTE RELEASE: 4.6.4
REPORT:         US 1.15


TIME: 11:52  05/23/2007
MACHINE SERIAL:  212121
PUBLIC COUNTER:      74
SYSTEM COUNTER:      75


***********************
** PRECINCT:      10 **
Demo Precinct 1


***********************
BALLOTS CAST
BALLOT       QUANTITY
1           29
2           16
3           29
TOTAL           74
```

Machine ID	Total

Total number of electronic ballots cast:_____
Use this number to complete line 7 on the Dual Primary Ballot Accounting Form.

Electronic Vote Tally Worksheet – Party Primary Elections

PRECINCT NAME _____ **PARTY** _____

BALLOT STYLE NUMBER(S)_____

To determine the total number of electronic ballots cast for your party, complete one of the tables below for each unit assigned to your precinct for the **ballot styles listed above**. Then, write the sum of all of the machine's totals at the bottom of the page to determine the number of electronic ballots cast in your precinct for your party. The TSX Totals Report which is generated during the TSX Closing Procedures will provide totals by ballot style.

Machine ID: _____

Ballot	Quantity	
		Total

Machine ID: _____

Ballot	Quantity	
		Total

Machine ID: _____

Ballot	Quantity	
		Total

Example Totals Report

```
DATE: 03/13/2012
POLL CTR:              1105401
        NORTH CARROLTON
MACHINE ID:            0
VERSION: 14          COPY: 1
COUNT:  0           SIZE: 32M
ACCU-VOTE RELEASE:    4.6.4
REPORT:             US 1.15


TIME: 19:15       08/02/2011
MACHINE SERIAL:      212121
PUBLIC COUNTER:          95
SYSTEM COUNTER:        1805


*************************
** PRECINCT:        1881 **
        North Carrollton

*************************
BALLOTS CAST
BALLOT        QUANTITY
  1  D             29
  2  R             16

TOTAL            45
```

Machine ID: _____

Ballot	Quantity	
		Total

Machine ID: _____

Ballot	Quantity	
		Total

Machine ID: _____

Ballot	Quantity	
		Total

Machine ID: _____

Ballot	Quantity	
		Total

Machine ID: _____

Ballot	Quantity	
		Total

Total electronic ballots cast:_____.
Use this number to complete line 7 on the Dual Primary Ballot Accounting Form.

Appendix C: Conducting Primary Elections

The voting process followed during a Party Primary Election is generally the same as during a General or Special Election. Each party conducts its election at the county-designated polling location(s). Upon entering the polling location, each voter chooses the primary election in which he/she will vote. The poll manager will locate the voter's name in the pollbook, the voter signs the receipt book and the voter is given a Voter Access Card that contains the appropriate ballot style.

There are several slight differences in Election Day processes during a Party Primary Election that will need to be followed when using the TSX Voting Machines. These items are listed below:

A. Transport of Memory Cards to the Precinct

Transportation of the Secure Memory Card Transport Bag between Election Central and the precinct is part of the Receiving and Returning Manager's responsibilities. In a Primary Election, the officials in charge of the election choose one Party's Receiving and Returning Manager to pick-up and return the TSX memory cards. The Parties should rotate this responsibility between elections.

B. Opening Procedures

1. During a Primary Election, one poll manager representing each party participates in the opening procedures. For all elections, the TSX Opening Procedures are performed by two (2) qualified poll managers; one reading the instructions as the other performs the steps.

2. During a Primary Election, at least <u>one poll manager from each party signs and indicates his/her party affiliation at the bottom of each zero tape/zero totals report to certify no votes were recorded on any machine prior to the opening of the polls.</u> As part of the TSX Opening Procedures, two copies of the zero tapes/zero totals report are printed from each TSX unit assigned to the precinct. One report is posted on the wall for public inspection while the other is stored inside the secure canister as part of the permanent record of the election.

For all elections, at least two poll managers sign the <u>zero tapes/zero totals reports</u> to certify no votes were recorded for the election prior to the opening of the polls.

C. Encoder Usage

1. During a Party Primary Election, each party retains its own set of encoders containing only its own party's ballot styles. This set has at least two encoders – one main encoder and one backup. Each encoder only holds eight (8) ballot styles. So, if the precinct contains more than eight (8) ballot styles, more encoders are needed.

2. The encoders used in a Primary Election are designated by the Party. The designation should be visually apparent by utilizing colored sticker or a color-coded lanyard/wrist-band for the encoder.

3. In a Primary Election, the following information will be displayed on the screen of the encoder:
   - The precinct name;
   - The SEMS ballot style number; and
   - The party designation.
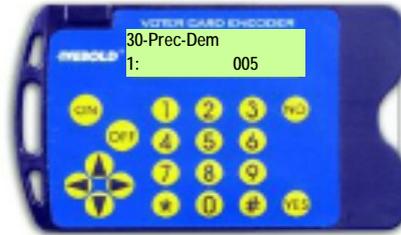
4. Each party also requires a reference sheet in each precinct that will match the ballot style displayed on the pollbook to the button on the encoder associated with that ballot style. Examples of these reference sheets are shown below.

Encoder 1	REPUBLICAN			
Encoder Button Number	1 ↓	2 ↓	3 ↓	4 ↓
Pollbook Ballot Style	7	8	11	12

Encoder 2	DEMOCRATIC			
Encoder Button Number	1 ↓	2 ↓	3 ↓	4 ↓
Pollbook Ballot Style	9	10	15	16

5. If the county chooses to load both parties' ballot styles on one encoder then the reference sheet should be combined to include both parties' ballot styles as shown below.

	REP				DEM			
Encoder Button Number	1 ↓	2 ↓	3 ↓	4 ↓	5 ↓	6 ↓	7 ↓	8 ↓
Pollbook Ballot Style	7	8	11	12	9	10	15	16

6. <u>The ballot style number and party designation is verified by reviewing the pollbook ballot style prior to encoding the Voter Access Card for the voter.</u> The procedures

to encode a Voter Access Card may be found on page 16 in *Section F: Creating a Voter Access Card.*

D. Closing Procedures

1. During a Primary Election, one poll manager representing each party participates in the TSX closing procedures. <u>For all elections,</u> the TSX Closing Procedures are performed by at least two (2) qualified poll managers; one reading the instructions as the other performs the steps.

2. As part of these procedures, three long reports print from each TSX Unit assigned to the precinct.
   a. One is stored in the secure canister as part of the permanent record of the election for those using the AVPM;
   b. One is placed in the Secure Memory Card Transport Bag to be transported back to Election Central; and
   c. One is posted on the wall of the precinct for public inspection.

3. Also, if accumulating at the precincts, two copies of the accumulated totals report are printed from the accumulator unit.
   a. One is posted on the wall for public inspection;
   b. One is placed in the Secure Memory Card Transport Bag to be transported back to Election Central.

4. <u>At least one poll manager from each party signs the bottom of each of these tapes and indicates his/her party affiliation.</u>

Runoff Elections:

If a Primary Runoff Election is conducted, each voter is asked in which party primary election he/she previously voted upon entering the polling place. The voter is then directed to that party's check-in table.

Appendix D: Poll Managers Top Ten Do's and Don'ts

1. DO treat all voters with politeness and respect.

2. DO make sure the election is conducted fairly and agreeably to law. (Miss. Code Ann. § 23-15-233)

3. DO provide ample protection against molestation of, and injury to, the DRE units. (Miss. Code Ann. § 23-15-531.6(3)

4. DO allow all qualified voters who have not voted, and who desire to vote, to have unobstructed access to the poll for the purpose of voting. (Miss. Code Ann. § 23-15-241)

5. DO NOT allow any campaigning or handing out of campaign literature within 150 feet of any entrance to the polling place. (Miss. Code Ann. § 23-15-895)

6. DO provide written instructions to the voters who cast an affidavit provisional ballot on how to determine if their vote was counted and if not, why it was not counted. (Miss. Code Ann. § 23-15-573)

7. DO keep the peace and protect the voting place by preventing improper intrusion upon the voting place or interference with the election. (Miss. Code Ann. § 23-15-541).

8. DO allow any voter who says he is blind, disabled or unable to read or write to be provided assistance by anyone other than the voter's employer, or agent of the employer, or officer or agent of the voter's union. (Miss. Code Ann. § 23-15-549)

9. DO NOT attempt to guide, aid, direct or influence any voter in the exercise of his right to vote. (Miss. Code Ann. § 23-15-237)

10. DO keep a space thirty (30) feet in every direction from the polls or the room in which the election is being held, open and clear of all persons except election officers and official poll watchers. (Miss. Code Ann. §§ 23-15-245; 23-15-577)

Appendix E: Frequently Asked Questions

PHOTO IDENTIFICATION

What forms of photo ID are required on Election Day? Any of the following photo IDs may be used:
1. A driver's license;
2. A government issued photo ID card;
3. A United States passport;
4. An employee identification card;
5. A firearms license;
6. A student photo ID issued by an accredited, Mississippi university, college or community/junior college;
7. A United States military ID;
8. A tribal photo ID;
9. Any other photo ID issued by any branch, department, agency or entity of the United States government or any State government; or
10. A Mississippi Voter Identification card.

May a voter use an expired photo ID on Election Day?   Yes, as long as it is an acceptable form of photo ID as defined above and was not issued more than ten (10) years from the date it is presented in the polling place.

Who is exempt from the photo ID requirements?

• Voters who vote by absentee ballot by mail, fax or e-mail;
• Voter who live in a state licensed-care facility and vote in the same state licensed-care facility, and
• Voters with religious objections to being photographed.

   Remember, voters with religious objections to being photographed must vote by an affidavit ballot. These voters have five (5) business days after Election Day to complete and Affidavit of Religious Objection in the Circuit Clerk's Office in the county of the voter's residence.

What happens if a voter does not have a photo ID on Election Day? A voter who does not have photo ID may vote by an affidavit ballot at the polling place. The voter has five (5) business days after Election Day to show an acceptable form of photo ID, or apply for a Mississippi Voter ID card, in the Circuit Clerk's Office in the county of the voter's residence.

VOTER ASSISTANCE

Who can receive assistance in marking his/her ballot? Any voter who says he/she is:
   ▪ Blind; or
   ▪ Disabled; or
   ▪ Unable to read or write.

How does a voter request assistance? The voter must:
- Tell the managers he/she needs help to mark the ballot;
- State one of the above reasons why help is needed; and
- Pick someone to help him/her.

Who can assist a voter in marking his/her ballot? The voter may have anyone help him/her mark his/her ballot, except:
- His/her employer or the employer's representative, or
- A representative of any union in which the voter is a member.

A request for help should be honored unless it obviously appears to be untrue.

May a candidate help a voter mark his/her ballot? Yes, a candidate may assist a voter mark his/her ballot in the voting booth if the voter has stated he/she is blind, disabled or unable to read or write and the voter has chosen the candidate to provide him/her assistance.

CURBSIDE VOTING

Who may vote curbside?   A physically disabled voter who has arrived at the polling place in a motor vehicle, but is unable to enter the structure where actual voting is taking place.

CHALLENGES

Who may challenge a voter?
- A candidate;
- A candidate's official representative/poll watcher;
- A political party's official poll watcher (not applicable for party primary);
- Any qualified voter in the polling place; or
- Any poll manager in the polling place.

What are the bases for a challenge?

- He/she is not a registered voter in the precinct;
- He/she is not the registered voter under whose name he/she has applied to vote;
- He/she has already voted in the election;
- He/she doesn't live in the precinct where he/she is registered;
- He/she has illegally registered to vote;
- He/she has taken his/her ballot from the polling place;
- He/she has cast an absentee ballot but is ineligible to do so; or
- He/she is otherwise disqualified by law.

There are no other reasons for a challenge. *(Miss. Code Ann. §§ 23-15-571,23-15-643,23-15-731)*

150 FOOT RULE: CAMPAIGNING

How close to the polling place may campaign literature be distributed or posted? No campaign literature or signs may be posted or distributed within one hundred and fifty (150) feet of any entrance to the polling place.

What if a voter is wearing a campaign T-shirt? The wearing of a T-shirt with a candidate's name and/or picture within one hundred fifty (150) feet of any entrance to a polling place is prohibited. Such T-shirts must be covered, turned inside-out or removed before a voter comes within one hundred fifty (150) feet of any entrance to a polling place. (Miss. Code Ann. § 23-15-895)

Can a sample ballot be taken into the polling place? Yes, it is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she intends to vote. A voter, however, cannot use the sample ballot as campaign literature in attempting to influence other voters within the polling place.

If private property is less than one hundred fifty (150) feet from the polling place may campaign literature be displayed? Yes**,** the owner of the property may display campaign literature on his/her own property.

NOTE: Polling places held on private property are leased to the county for the day of the election, wherein the one hundred fifty (150) feet rule applies.

DISORDERLY CONDUCT

Is loitering allowed at the polling place? No loitering is allowed within thirty (30) feet of any entrance to the polling place. The bailiff keeps the area clear and enforces this rule.

What if a voter is intoxicated? All intoxicated or disorderly persons, disturbing the peace, by noise or violence, in the polling place shall be arrested, jailed, or kept in custody. Such persons may be permitted, if a qualified voter, to vote while in custody.

Who handles disorderly conduct at polling places? The Bailiff. (Miss. Code Ann. § 23-25-241)

POLL WATCHERS

May poll watchers or candidate representatives be present during the counting of ballots? Yes, they must be afforded reasonable space to observe.

Should poll watchers present credentials? Yes, poll watchers must have written credentials from the party or candidate.

May a candidate serve as a poll watcher? Yes, but the candidate cannot have a poll watcher and representative present at the same time.

How many poll watchers may a candidate have? One (1) per precinct at any given time.

Where do poll watchers sit? Poll watchers must be provided a location from which they may see and hear the election process and challenge unqualified voters.

May candidates or poll watchers greet voters? No. (Miss. Code Ann. § 23-25-595)

DISPUTES

Who handles disputes in the primary election? The disputes are directed to the local party executive committee or election officials charged with the conduct of the primary election.

Who handles disputes in the general election? The disputes during the general election are directed to the county Election Commission.

POLL MANAGERS

Do poll managers have to consist of different political parties? Poll managers should not be of the same political party if suitable persons of different political parties can be found. (Miss. Code Ann. § 23-15-231)

BALLOT QUESTIONS

Can people carry printed ballots within thirty (30) feet of the polls? Yes, but campaigning is not permitted within one hundred fifty (150) feet of any entrance to the polling place.

Is crossover voting allowed? No, if a voter votes Republican in the 1st primary, the voter must vote Republican in the 2nd primary. If the voter votes Democrat in the 1st primary, the voter must vote Democrat in the 2nd primary election.

If a voter doesn't vote in all races on the ballot, does the ballot count? Yes, under-voting is permissible.

What is the Write-in Candidate space for on the ballot? There shall be left on each ballot one (1) blank space under the title of each office to be voted for, and in the event of the death, resignation, withdrawal or removal of any candidate whose name shall have been printed on the official ballot, the name of the candidate duly substituted in the place of such candidate may be written in such blank space by the voter.

POLLBOOK QUESTIONS

May a person whose name does not appear on the pollbook be allowed to cast a regular ballot? No, a voter whose name does not appear in the pollbook only may vote by affidavit (provisional) ballot.

May a voter who moved within the same county and didn't change registration information vote at the old precinct? No, a voter must go to his/her new precinct and vote by affidavit (provisional) ballot. If a voter casts an affidavit (provisional) ballot in a precinct which is not the proper precinct for the voter's residence address, the ballot must be rejected and not counted.

If a voter voted affidavit in the wrong precinct or county, may he/she go vote in the right precinct afterwards? No, a voter may only cast one vote in an election.

Where do I call to find out what precinct I vote in? The Circuit Clerk's Office.

VOTING QUESTIONS

How long may a person stay in the voting booth? The voter may remain in a voting booth no longer than ten (10) minutes if no other voters are waiting; or no longer than five (5) minutes if other voters are waiting.

May I vote in a runoff election, if I didn't vote in the first election? Yes, if you were properly registered to vote at least thirty (30) days before the first election.

CLOSING OF POLL

If there is a long line at 7:00 p.m., is the voter last in line allowed to vote? Yes, the last voter in line at 7:00 p.m. is allowed to vote. The Bailiff stands at the end of the line at 7:00 p.m.

Appendix F: MS Student Poll Worker Program

In 2002, the Mississippi Legislature amended Section 23-15-240, Miss. Code Ann., allowing junior and senior high school students to act as poll worker interns. This law allows teenagers to become more acquainted with their community and the officials serving them.

§ 23-15-240. Appointment of student interns to serve during elections.

The officials in charge of the election in a county or municipality may, in their discretion, appoint not more than two (2) students for each precinct to serve as student interns during elections. To be appointed, a student must:

a) Be recommended by a principal other school official, or the person responsible for the student's legitimate home instruction program;

b) Be at least sixteen (16) years of age at the time of the election for which the appointment is made;

c) Be a resident of the county or municipality for which the appointment is made;

d) Be enrolled in a public high school, an accredited private high school or a legitimate home instruction program and be classified as a junior or senior or its equivalent; or be enrolled in a junior/senior college or a college or university; and

e) Meet any additional qualifications considered necessary by the officials in charge of the election in the county or municipality.

The duties of the student interns appointed pursuant to this section shall be determined by the officials in charge of the election in the county or municipality; however, such duties shall not include:

a) Determining the qualifications of a voter in case a voter is challenged;
b) The discharge of any duties related to affidavit ballots;
c) The operation and maintenance of any voting equipment;
d) Any duties normally assigned to a bailiff; or
e) The tallying of votes.

Student interns shall at all times be under the supervision of the managers and clerks of the election while performing their duties at precincts.

Before performing any duties, student interns shall attend all required training for managers and clerks of the county or municipality and any additional training considered necessary by the officials in charge of the election in the county or municipality.

STATE OF MISSISSIPPI VOTER INFORMATION
(Post a sample ballot in your precinct near the Voter Information Poster.)

FOR UNVERIFIED VOTERS

If you registered to vote by mail after January 1, 2003 did not submit a copy of the required identification with the application, and are voting in an election for the first time.

YOU MAY BE REQUIRED TO SUBMIT ONE OF THE FOLLOWING FORMS OF IDENTIFICATION:

- Valid photo identification (e.g., driver's license);
- Current utility bill with your name and address;
- Current bank statement with your name and address;
- Current government check with your name and address;
- Current paycheck or stub with your name and address; or
- Other government document with your name and address.

If you do not present a required form of identification, you may cast an affidavit ballot.

VOTER'S RIGHTS: FEDERAL AND STATE LAWS

- Any Mississippi resident who is a qualified elector is entitled to vote in this election regardless of race or physical ability with no literacy tests employed.
- No one may refuse a person to vote who is entitled to cast a ballot.
- No voter shall be threatened, intimidated, or bribed for voting by any person. (Miss. Code Ann. §§ 97-13-37,39)
- Voters whose names do not appear on the poll list or who do not have proper identification may vote by affidavit ballot.
- Voters who cast an affidavit ballot are entitled to written information at the time of voting on how to determine if the vote was counted and, if not, why.
- Voters who require assistance due to blindness, disability or inability to read may receive assistance from a person of the voter's choice, (Miss. Code Ann. § 23-15-549)
- Voters are entitled to skip races listed on the ballot if they choose not to vote in the contest.
- Voters can submit a formal complaint regarding alleged violations that have occurred, are occurring, or are about to occur through the Secretary of State's Administrative Complaint Procedure. Alleged violations include, but are not limited to , inoperable voting systems, inaccessibility for those persons with disabilities, and false voter registration.
- Voters in line by 7 P.M. will be allowed to cast a ballot.

VOTING PROCESS

- When requesting a ballot the voter states his/her name.
- The election official will mark the voter's name on the list to give them credit for voting, and ask that the voter sign the receipt book. (Miss Code Ann. §§ 23-15-575)
- The election official will then direct the voter to a voting booth where he/she may cast his/her ballot in secrecy. (Miss. Code Ann. §97-13-11)
- The voter is given a maximum of ten minutes in the voting booth if there is no line and no longer than five minutes if other voters are waiting. (Miss. Code Ann. § 23-15-435)

- Voters may not re-enter voting booth after casting ballot. (Miss Code Ann. § 23-15-435)
- Voters who are not permitted to vote may cast an affidavit ballot at that polling place as provided by law. (Miss Code Ann. § 23-15-573)

CASTING AN AFFIDAVIT (PROVISIONAL) BALLOT

- A person claiming to be properly registered in the county and precinct, but whose eligibility to vote at that location cannot be determined, shall be allowed to cast an affidavit ballot as provided by law. (Miss. Code Ann. § 23-15-573)
- Election officers in the polling place shall warn the voter who wishes to cast an affidavit ballot that some or all of their votes may not count if he/she votes at the wrong polling place.
- The voter will then be given a ballot and allowed to vote in secrecy. (Miss. Code Ann. § 97-13-11)
- The completed ballot shall be placed in an affidavit ballot envelope and sealed. The reason for the challenge shall be specified on the envelope and the voter shall sign the envelope.
- An information sheet will be given to the voter on how to determine whether or not his/her ballot was counted, and if not counted, then the reason for elimination.

PROHIBITIONS: FRAUD & MISREPRESENTATION

- No person shall attempt to vote more than once in any election. (Miss. Code Ann. § 97-13-35)

- No person shall attempt to vote in the name of another person. (Miss. Code Ann. § 97-13-25)
- No person shall change or alter another person's ballot. (Miss. Code Ann. § 97-13-9)
- No person shall make or accept a bribe for voting for or against a candidate or measure. (Miss. Code Ann. §§ 97-13-1,3)
- No person shall distribute any type of literature within 150 feet of the entrance to the polling place. This includes wearing items that display candidate information. (Miss. Code Ann. § 23-15-895)

CONTACT INFORMATION

- County Circuit Clerk's Office- please ask election workers
- County Election Commission- please ask election worker
- Local District Attorney- please consult local phone book
- Attorney General's Office- (601) 359-3167
- U.S. Justice Department- (800) 253-3931
- Disability Rights Mississippi – (800) 772-4057 (For Disabled Assistance and Information)
- Secretary of State's Office- (800) 829-6786.

Distributed by the Mississippi Secretary of State's Office for display in all polling places during all elections.

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