EARLY VOTING DAILY

OPENING
CHECKLIST

The Site Coordinator and Assistant Site Coordinators must complete the following tasks prior to opening the site each morning **AFTER the first day**.

Reminder: The tabulator keys and site cell phone stay with the Site Coordinator at all times.

COMPLETE IMMEDIATELY

☐ Site Coordinator: Before entering the site, ensure an Assistant Site Coordinator of a different affiliation is present and can enter with you.

☐ If an Assistant Site Coordinator of a different affiliation is late, then contact the BOE so a site worker can be assigned to this role.

☐ Site Coordinator: Call the "Opening Alert" contact programmed in the site cell phone to confirm with the BOE you are inside the site and all site workers are present.

☐ Site Coordinator: Check-in and log any appointed Observers, not members of the public, who are present to view opening procedures. They may not disrupt the opening process in any way.

☐ If Observers request to see the Configuration Report from the tabulator, ensure that it remains in poll worker custody at all times and is folded so that everything above the "Public Count" cannot be seen. Observers are not in any way permitted to handle the Configuration Report tape. (For additional information on opening procedures observation, see page 25 of the Early Voting Manual.)

☐ Log into the Site Coordinator laptop using the credentials found on the interior label of the computer.

☐ Ensure the Site Coordinator laptop desktop has the Early Voting Assistant application, Approved Observers List, and Electronic Incident Reporting Form, all open and ready for use.

☐ Record the appointed Assistant Site Coordinators under the Site Coordinator Assignments tab in the Site Coordinator Management Guide.

☐ Check for text message updates from the BOE in the Site Coordinator cell phone.

ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

- ☐ Distribute the following checklists for daily opening. (Found in the Early Voting Admin Binder):
  - ☐ Check-In Station Checklist
  - ☐ Help Desk Station Checklist
  - ☐ Ballot Station Checklist
  - ☐ General Setup Checklist

TABULATOR AND EXPRESSVOTE

- ☐ Retrieve the DS200 from the locked closet (if your site is required to place the DS200 in a locked closet overnight). Ensure the DS200 is plugged in and functional.

- ☐ <u>Site Coordinator and Assistant Site Coordinators:</u> Using the blue ballot box key, verify that there are no ballots in the following bins:
  - ☐ Ballot Bin (Bottom of Ballot Box).
  - ☐ Emergency Bin (Top of Ballot Box).

  If there are ballots in either of the bins, contact the Board of Elections immediately for guidance.

- ☐ Open the lid of the tabulator using the blue ballot box key.

- ☐ Using the black tabulator key, open the tabulator screen. The machine will power on automatically if it is connected to power. (If the tabulator is turned off, the Site Coordinator will open the side panel door and press the 'Power' button to turn on the machine).

- ☐ Follow the instructions in steps 3 through 5 of the 'Daily Opening of the DS200 Tabulator After Day One' section of the Early Voting Manual, located on page 33.

- ☐ Remove the Configuration Report tape. Place the tape in the labeled ziplock bag in the black accordion folder each morning.

- ☐ Verify the totals on the tabulator per the instructions on step 6 of page 33 of the Early Voting Manual. **If the number does not match the daily ending count from the previous day, contact the Board of Elections immediately.**

- ☐ Verify the IDs of each site worker against the assigned worker list to confirm they are scheduled to work. Complete this task at shift change as well.

☐ Place the tabulator total in the 'Daily Beginning Count' field of the 'Early Voting Daily Reconciliation Form' after confirming the previous step.

☐ Place the privacy screen panels on the sides of the DS200 tabulator.

☐ Open the side panel of the ExpressVote using the black tabulator key. Turn the machine on and verify that the ExpressVote properly loads and is ready to accept the first voter per the instructions in the Opening Section of the Early Voting Manual located on pages 31-32.

CHECKLIST COMPLETION VERIFICATION

This section is to be completed by the Site Coordinator.

☐ Verify the accurate completion of the Help Desk Station Checklist for opening.

☐ Verify the accurate completion of the Check-In Station Checklist for opening.

☐ Verify the accurate completion of the Ballot Station Checklist for opening.

☐ Verify the accurate completion of the General Setup Checklist for opening.

☐ Place all checklists in the Early Voting Admin Binder.

FINAL OPENING TASKS

<u>Site Coordinator:</u> Complete the following:

☐ Provide each site worker with a name tag to be used for all shifts. **Do NOT write on the plastic sleeve**.

☐ Review the 'Site Management Checklist' found in the Site Coordinator Management Guide to prepare for the day.

☐ Reiterate position assignments with each site worker prior to opening the site.

☐ **<u>Remind site workers to use the station resource materials to ensure they are in compliance with NC election law.</u>**

☐ Reiterate that site workers must NOT use BOE computers to access the internet unless authorized (ex. Electronic Incident Reporting Form).

☐ Reiterate that site workers may only take breaks outside or in designated areas.

☐ Ensure site workers are aware that they must use the SOSA User Log prior to and following the processing of voters.

☐ Call the "Opening Alert" contact programmed in the site cell phone to confirm with the BOE you are ready to promptly open the polls.

VERIFICATION OF DAILY OPENING CHECKLIST

The Site Coordinator must check the box and initial each day to confirm that the Daily Opening Checklist tasks were completed.

☐ 10/18/2024 SC Initials:	☐ 10/26/2024 SC Initials:
☐ 10/19/2024 SC Initials:	☐ 10/27/2024 SC Initials:
☐ 10/20/2024 SC Initials:	☐ 10/28/2024 SC Initials:
☐ 10/21/2024 SC Initials:	☐ 10/29/2024 SC Initials:
☐ 10/22/2024 SC Initials:	☐ 10/30/2024 SC Initials:
☐ 10/23/2024 SC Initials:	☐ 10/31/2024 SC Initials:
☐ 10/24/2024 SC Initials:	☐ 11/01/2024 SC Initials:
☐ 10/25/2024 SC Initials:	☐ 11/02/2024 SC Initials: