



SITE

2022

SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

TABLE OF CONTENTS

Section/Form	Summary
Contact Information	Used to contact the Board of Elections beginning with the Pre-Opening Meeting and throughout One-Stop.
Site Coordinator Assignments	Used to track the Site Coordinator and Assistant Site Coordinators assigned to each shift. This must be completed by the Site Coordinator.
Master Pre-Opening Checklist	Used to verify completion of pre-opening setup. The Site Coordinators assigned to the site <u>must sign</u> this checklist upon completion.
Master Day One Opening Checklist	Used to verify completion of opening tasks on the FIRST DAY of One-Stop. The Site Coordinators and Assistant Site Coordinators <u>must sign</u> this checklist upon completion.
Master Daily Opening Checklist	Used to verify completion of opening tasks each morning, AFTER THE FIRST DAY of One-Stop. The Site Coordinator will initial to verify completion each day.
Master Site Management Checklist	Used to verify completion of general management tasks throughout each day of One-Stop. The Site Coordinator will initial to verify completion each day.
Tabulator Match Sheet	Used to reconcile site totals on an hourly basis throughout each day of One-Stop.
Observer Check-In Instructions and Verification Log	Used to properly check in and log appointed party observers.
Emergency Bin Activation Instructions and Log	Used to properly activate and log the use of the emergency bin at the site.
Master Nightly Closing Checklist	Used to verify completion of closing tasks EACH DAY (except the final night) of One-Stop. The Site Coordinator will initial to verify completion each day.
Master Final Night Closing Checklist	Used to verify completion of closing tasks on the FINAL NIGHT of One-Stop. The Site Coordinators and Assistant Site Coordinators <u>must sign</u> this checklist upon completion.
Feedback	Used to provide the Board of Elections with constructive feedback on your One-Stop experience.

CONTACT INFORMATION



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DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

SITE CONTACT INFORMATION

BOE CONTACT INFORMATION

Contact	Purpose	Phone Number
Office of the Director	Call for media inquiries, conflict resolution, and other critical matters requiring executive intervention.	Derek Bowens – [REDACTED] Brenda Baker – [REDACTED]
Training and Recruitment	Call regarding training, electronic poll book procedures, and One-Stop official assignments.	Nikita Reese – [REDACTED] Benjamin Helfen – [REDACTED]
Voter Services	Call with daily opening counts and inquiries on all matters related to voter registration.	Daniel Lassiter – [REDACTED] Deborah Hart – [REDACTED]
Logistics and Systems	Call regarding supply needs, equipment related matters, and to provide daily closing counts.	David Beuttel – [REDACTED] Rebecca Troedsson – [REDACTED] Julius Richards – [REDACTED]
Compliance	Call regarding all payroll inquiries.	Shavanda Rountree – [REDACTED]

SITE CONTACT INFORMATION

Site	Site Cell Phone	Site Coordinator Personal	Site Coordinator Personal
Duke University	[REDACTED]	Jon Luis – [REDACTED]	Beverly Goodrich – [REDACTED]
East Regional Library	[REDACTED]	Annie Kizzie – [REDACTED]	Phillis Scott – [REDACTED]
Eno River Unitarian Universalist	[REDACTED]	Patricia Carstensen – [REDACTED]	Mindy Flow – [REDACTED]
Main Library	[REDACTED]	Charlene Burns – 9 [REDACTED]	Tamar Carroll – [REDACTED]
North Carolina Central	[REDACTED]	Lennace Murchison – [REDACTED]	Barry Burch – [REDACTED]
North Regional Library	[REDACTED]	Philip Azar – [REDACTED]	Lisa Hassler – [REDACTED]
South Regional Library	[REDACTED]	Cynthia Williams – [REDACTED]	Beverly Tucker – [REDACTED]
The River Church	[REDACTED]	Kerry Crocker – [REDACTED]	Brahman Mulugu – [REDACTED]

SITE COORDINATOR ASSIGNMENTS



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

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SITE COORDINATOR AND ASSISTANT SITE COORDINATORS

Complete the form below each day of early voting to record the Site Coordinator and appointed Assistant Site Coordinators for each shift.

Position	Name	Date	Shift (Circle Below)
Site Coordinator			AM or PM
Assistant Site Coordinator			AM or PM
Assistant Site Coordinator			AM or PM

Position	Name	Date	Shift (Circle Below)
Site Coordinator			AM or PM
Assistant Site Coordinator			AM or PM
Assistant Site Coordinator			AM or PM

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MASTER PRE-OPENING CHECKLIST



SITE COORDINATOR MANAGEMENT GUIDE
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2022 GENERAL ELECTION

ONE-STOP

PRE-OPENING CHECKLIST



Place a check mark next to each item as it is completed. The Site Coordinator and designated Assistant Site Coordinators **must sign** the bottom of this checklist upon completion.

COMPLETE IMMEDIATELY

- Site Coordinator:** Complete the following COVID-19 mitigation protocols:
 - Ensure all workers are wearing a mask and have sanitized their hands prior to entry into the One-Stop Site.
 - Perform temperature checks of all workers to confirm their temperature is at or below the CDC-recommended 100.4 F. If an employee has a fever, contact the Board of Elections immediately. The temperature reader can be found in the Cleanliness Kit.
 - Confirm that no employee exhibits symptoms found on the daily COVID-19 mitigation questionnaire (Found in the One-Stop Admin Binder). If an employee exhibits any of the listed symptoms, contact the Board of Elections immediately.

SITE DELIVERY AND VERIFICATION

- Site Coordinator:** Complete the Joint Equipment Verification process with the BOE.
- Site Coordinator:** Verify that the site has been setup with all laptops, printers, voting booths, COVID-19 supplies, along with tables for Check-In, Ballots, and Help Desk unless otherwise noted. **Do not move anything that has been setup.**
- Site Coordinator:** Designate two officials as Assistant Site Coordinators for the day. At least one official must be of the opposite political party (Unaffiliated is acceptable).
- Site Coordinator:** Confirm the number of ballots and ballot styles received matches the number on your Ballot Reconciliation Form in your Admin Binder. You can confirm this by reviewing the ballot box seals completed during ballot verification.

If the numbers do not match, call the BOE immediately.



ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

- Distribute the following checklists for the Pre-Opening Meeting (Found in the One-Stop Admin Binder):
 - Check-In Station Checklist
 - Help Desk Station Checklist
 - Ballot Station Checklist
 - General Setup Checklist

CHECKLIST COMPLETION VERIFICATION

This section is to be completed by the Site Coordinator.

- Verify the accurate completion of the Help Desk Station Checklist for pre-opening.
- Verify the accurate completion of the Check-In Station Checklist for pre-opening.
- Verify the accurate completion of the Ballot Station Checklist for pre-opening.
- Verify the accurate completion of the General Setup Checklist for pre-opening.
- Place all checklists in the One-Stop Admin Binder.

ADDITIONAL SITE SETUP

Site Coordinator and/or Assistant Site Coordinators: Complete site setup by ensuring the following:

- Verify that all voting booths, including the ADA voting booth, are set up and have a tethered pen.
- Ensure all electrical cords are taped down with gaffer tape to prevent hazards.
- Designate 1 booth as the 'Provisional' booth and ensure it is positioned close to the Help Desk.
- Place the Black Rolling Tote near the Ballot Station.
- Place the Red Rolling Tote near the Help Desk Station.
- Complete other organization tasks in preparation for opening.
- Site Coordinator:** Verify all the above supplies have been placed correctly in the site.



BEFORE EXITING THE SITE:

Site Coordinator: Complete the following:

- Review the Day One Opening Checklist found in the Site Coordinator Management Guide prior to opening.
- Establish position assignments with each site worker prior to opening, including two Assistant Site Coordinators and one Cleanliness Coordinator for Day 1.
- Remind workers to dress in business casual attire, including comfortable shoes (comfortable but professional).
- Remind workers of COVID-19 mitigation protocols, including policies around attire, breaks, and cleaning (See COVID-19 section of the One-Stop manual for details).
- Be prepared with all food, medication, and reading materials.
- Do not bring any materials that implicitly or expressly advocate for a candidate or ballot item or are political in nature.
- Place your completed copy of the Joint Equipment Verification Form (JEEVF) in the Black Accordion Folder (Black Tote) behind the “Joint Elect. Equip Verification Form” tab.
- Secure ballots in the designated closet and lock the facility prior to leaving.
- Secure the DS200 in the secured closet if your site is required to lock up the DS200 prior to leaving the facility.
- Be sure that the Day 1 Site Coordinator has the machine keys, cell phone, and Admin Binder in their possession.
- LIBRARIES ONLY:** Use the “Library Opening and Closing Procedures” to properly lock the site.

Site Coordinator Signature

Site Coordinator Signature

Date and Time

MASTER DAY ONE OPENING CHECKLIST



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2022 GENERAL ELECTION

ONE-STOP DAY ONE

OPENING CHECKLIST



Place a check mark next to each item as it is completed. All coordinators must sign the bottom of the master checklist document upon completion.

COMPLETE IMMEDIATELY

- Site Coordinator:** Call the programmed cell phone number for the BOE to confirm you are inside the site and all site workers are present.
- Site Coordinator:** Complete the following COVID-19 mitigation protocols:
 - Ensure all workers are wearing a mask and have sanitized their hands prior to entry into the One-Stop Site.
 - Perform temperature checks of all workers to confirm their temperature is at or below the CDC recommended 100.4 F. If an employee has a fever, contact the Board of Elections immediately. The temperature reader can be found in Cleanliness Kit.
 - Confirm that no employee is exhibiting symptoms found on the daily COVID-19 mitigation questionnaire (Found in the Admin Binder). If an employee is exhibiting any of the listed symptoms, contact the Board of Elections immediately.
- Log into the Site Coordinator laptop using the credentials found on the interior label of the computer.
- Ensure the Site Coordinator laptop has the Wait-Time Application and Electronic Incident Reporting Form open and ready for use (In the Election Admin Folder).
- Attempt to print a SOSA Transaction Statistics Report to confirm that the screen appears stating 'No records have been entered for the current election.' Click on the "Tools" tab and select "SOSA Transaction Statistics Report" in the "Reports" pane in SOSA. If a report appears, notify the Board of Elections immediately.
- Appoint two officials to act as Assistant Site Coordinators for both shifts (One appointee must be of the opposite party for each shift) and record this under the Site Coordinator Assignments tab in the Site Coordinator Management Guide.



ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

- Distribute the following checklist for daily opening (Found in the Admin Binder):
 - Check-In Station Checklist
 - Help Desk Station Checklist
 - Ballot Station Checklist
 - General Setup Checklist
 - Cleanliness Coordinator Checklist

TABULATOR AND AUTOMARK

- 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.
- Site Coordinator and Assistant Site Coordinators:** 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 ballot box using the blue ballot box key to obtain access to the tabulator.
- Using the black tabulator key, open the tabulator and remove the blue seal from the panel door, and place it in the 'Blue Equipment Security Seal' section of the 'One-Stop Ballot Reconciliation Form.'
- Confirm that the seal was not tampered with and that the seal number matches the number recorded in the 'Blue Equipment Security Seal' section of the 'One-Stop Ballot Reconciliation Form.'

Call the BOE immediately if the seal has been tampered and/or the seal number does not match.

- Open the polls on the tabulator per the instructions in the 'Opening the DS200 Tabulator on Day One of One-Stop' Section of the One-Stop Manual and sign the zero tape. Place the zero tape in the red anti-static bag in the Admin Binder. Keep the red anti-static bag in the plastic folder of the Admin Binder.
- Place a "0" in the 'Daily Beginning Count' field of the 'One-Stop Daily Reconciliation Form' after confirming the zero tape.



- Turn on the Automark using the red machine key and verify that the Automark properly loads and is ready to accept the first voter per the instructions in the Opening Section of the One-Stop Manual.

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 Admin Binder.

FINAL OPENING TASKS

Site Coordinator: 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.
- 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 the designated Cleanliness Coordinator is provided with an protective gown prior to the start of the shift.
- Contact the BOE on the site cellphone to confirm that you are ready to promptly open the polls.

Site Coordinator Signature

Asst. Site Coordinator Signature

Asst. Site Coordinator Signature

Date and Time

MASTER DAILY OPENING CHECKLIST



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DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

ONE-STOP 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:** Call the programmed cell phone number for the BOE to confirm that you are inside of the site and all site workers are present.
- Site Coordinator:** Complete the following COVID-19 mitigation protocols:
 - Ensure all workers are wearing a mask and have sanitized their hands prior to entry into the One-Stop Site.
 - Perform temperature checks of all workers to confirm their temperature is at or below the CDC recommended 100.4 F. If an employee has a fever, contact the Board of Elections immediately.
 - Confirm that no employee is exhibiting symptoms found on the daily COVID-19 mitigation questionnaire (Found in the One-Stop Admin Binder). If an employee is exhibiting any of the listed symptoms, contact the Board of Elections immediately.
- Log into the Site Coordinator laptop using the credentials found on the interior label of the computer.
- Ensure the Site Coordinator laptop has the the Wait-Time Application and Electronic Incident Reporting Form open and ready for use (In the Election Admin Folder).
- Appoint two officials to act as Assistant Site Coordinators for both shifts (One appointee must be of the opposite party for each shift) and record this under the Site Coordinator Assignments tab in the Site Coordinator Management Guide.



ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

- Distribute the following checklist for daily opening (Found in the Admin Binder):
 - Check-In Station Checklist
 - Help Desk Station Checklist
 - Ballot Station Checklist
 - General Setup Checklist
 - Cleanliness Coordinator Checklist
-

TABULATOR AND AUTOMARK

- 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.
- Site Coordinator and Assistant Site Coordinators:** 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 ballot box using the blue ballot box key to obtain access to the tabulator.
- Open the tabulator using the black tabulator key and the machine will power on if it is still 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 the 'Daily Opening of the DS200 Tabulator After Day One' section of the One-Stop Manual.
- Remove the paper tape that contains a confirmation of the 'powering off' and 'powering on' of the tabulator. Place the tape in the Red Anti-Static Bag each morning (In the plastic folder of the Admin Binder).
- Verify the totals on the tabulator per the instructions in the One-Stop Manual. **If the number does not match the daily ending count from the previous day, contact the Board of Elections immediately.**



- Place the tabulator total in the 'Daily Beginning Count' field of the 'One-Stop Daily Reconciliation Form' after confirming the previous step.
- Turn on the Automark using the red machine key and verify that the Automark properly loads and is ready to accept the first voter per the instructions in the Opening Section of the One-Stop Manual.

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 Admin Binder.

FINAL OPENING TASKS

Site Coordinator: 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.
- 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 the designated Cleanliness Coordinator is provided with an protective gown prior to the start of the shift.
- Contact the BOE on the site cellphone to confirm that 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.

<input type="checkbox"/> 10/21/2022 SC Initials:	<input type="checkbox"/> 10/30/2022 SC Initials:
<input type="checkbox"/> 10/22/2022 SC Initials:	<input type="checkbox"/> 10/31/2022 SC Initials:
<input type="checkbox"/> 10/23/2022 SC Initials:	<input type="checkbox"/> 11/01/2022 SC Initials:
<input type="checkbox"/> 10/24/2022 SC Initials:	<input type="checkbox"/> 11/02/2022 SC Initials:
<input type="checkbox"/> 10/25/2022 SC Initials:	<input type="checkbox"/> 11/03/2022 SC Initials:
<input type="checkbox"/> 10/26/2022 SC Initials:	<input type="checkbox"/> 11/04/2022 SC Initials:
<input type="checkbox"/> 10/27/2022 SC Initials:	<input type="checkbox"/> 11/05/2022 SC Initials:
<input type="checkbox"/> 10/28/2022 SC Initials:	
<input type="checkbox"/> 10/29/2022 SC Initials:	

MASTER SITE MANAGEMENT CHECKLIST



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

SITE MANAGEMENT CHECKLIST



The Site Coordinators must ensure the following tasks are completed throughout the day to ensure ballot reconciliation and compliance.

HOURLY GENERAL MANAGEMENT TASKS

(Unless Noted Otherwise)

- ✓ Ensure each voting booth has a pen tethered to it. If not, notify the Board of Elections.
- ✓ Ensure officials follow proper check-in procedures as referenced in the SOSA Electronic Pollbook Guide.
- ✓ Ensure that the Ballot Station properly marks ballots as referenced in the Ballot Station Quick Guide.
- ✓ Ensure that the ballot station **does NOT stamp ballots with the blue 'Curbside' stamp.**
- ✓ Ensure that voters are not speaking on cellular phones while inside the voting enclosure.
- ✓ Ensure that Incident Reports are completed as needed throughout the day (found on the Site Coordinator's laptop).
- ✓ Ensure that all stations have appropriate reference materials readily available.
- ✓ Ensure that all site workers are utilizing their reference materials.
- ✓ Ensure maintenance of peace and good order in and about the place of voting.
- ✓ Ensure site workers follow COVID-19 mitigation protocols and wear required PPE while working.



- ✓ Ensure Cleanliness Coordinators are following COVID-19 cleaning protocols.
- ✓ Place Same-Day Registration Forms in the Red Same-Day Registration Folders.
- ✓ Place Address Change Forms in the Blue Change Forms Folders.
- ✓ Place Cancellations/Miscellaneous forms in the Manilla Cancelled/Misc folder.
- ✓ Place spoiled ballots in the Red Polybag(s).
- ✓ Place vote-by-mail absentee ballots in the Blue Polybag(s) with the specific ballot return log attached to it.
- ✓ Ensure absentee return logs are being completed.
- ✓ Place machine-rejected ballots in the Yellow Polybag(s).
- ✓ Scan the voting enclosure to ensure that no electioneering literature has been left inside.
- ✓ Check the exterior of the voting enclosure to monitor the 50 Foot Buffer Zone and the 6 Foot Curbside Buffer Zone.
- ✓ Ensure that the curbside area is always monitored by a site worker for incoming voters.
- ✓ Ensure absentee ballots are returned at the Help Desk Station, and no returns are taken at Curbside Voting.
- ✓ Complete the Tabulator Match Sheet to reconcile totals (One-Stop Applications plus ballots cast and the number of voters with a live ballot in a voting booth).
- ✓ Complete Supply Requests to ensure proper supplies are maintained (Early Voting Assistant Application on Site Coordinator's Laptop or site cell phone).
- ✓ Reduce staff if volume does not merit levels (as instructed by the BOE).
- ✓ Ensure that the One-Stop Wait Time Reporter is completed every 30 minutes. (This is located on the Site Coordinator laptop and will automatically provide wait times on the BOE's website).
- ✓ Ensure incident reports are being submitted as needed using the electronic form found on the Site Coordinator's Laptop.
- ✓ Ensure that site workers are NOT using BOE computers to access the internet.
- ✓ Appoint two officials to act as Assistant Site Coordinators for both shifts (One appointee must be of the opposite party for each shift) and record this under the Site Coordinator Assignments tab in the Site Coordinator Management Guide.



VERIFICATION OF SITE MANAGEMENT TASKS

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

<input type="checkbox"/> 10/20/2022 SC Initials:	<input type="checkbox"/> 10/29/2022 SC Initials:
<input type="checkbox"/> 10/21/2022 SC Initials:	<input type="checkbox"/> 10/30/2022 SC Initials:
<input type="checkbox"/> 10/22/2022 SC Initials:	<input type="checkbox"/> 10/31/2022 SC Initials:
<input type="checkbox"/> 10/23/2022 SC Initials:	<input type="checkbox"/> 11/01/2022 SC Initials:
<input type="checkbox"/> 10/24/2022 SC Initials:	<input type="checkbox"/> 11/02/2022 SC Initials:
<input type="checkbox"/> 10/25/2022 SC Initials:	<input type="checkbox"/> 11/03/2022 SC Initials:
<input type="checkbox"/> 10/26/2022 SC Initials:	<input type="checkbox"/> 11/04/2022 SC Initials:
<input type="checkbox"/> 10/27/2022 SC Initials:	<input type="checkbox"/> 11/05/2022 SC Initials:
<input type="checkbox"/> 10/28/2022 SC Initials:	

TABULATOR MATCH SHEET



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

OBSERVER CHECK-IN INSTRUCTIONS AND VERIFICATION LOG



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

OBSERVER CHECK-IN INSTRUCTIONS

Use the instructions below to check-in observers found on the Approved Observer list in the One-Stop Admin Binder.

1	<p>The Site Coordinator will receive the observer near the entrance of the polling place.</p> <p>Note: Only the Site Coordinator can check-in an approved observer.</p>
2	<p>Retrieve the approved observer list using the link titled "Approved Observer List" on the desktop of the Site Coordinator laptop. Ask the observer the following questions and confirm the information against the Approved Observer List.</p> <ol style="list-style-type: none">1. Please provide your name2. Please provide the political party you are observing for3. Verify whether observer is designated as 'Regular' or 'At-Large'. <p>Note: If the observer is not on the approved list, contact the Board of Elections immediately to ensure there is not an entry error on the approved observer list.</p>
3	<p>Ask the voter to provide you with a form of ID to confirm the information obtained in question three.</p> <p>Note: If the observer does not have a form of ID, the observer may exit to obtain the ID and return to complete the verification process.</p>
4	<p>Complete the Observer Verification Log found in the Site Coordinator Management Guide.</p>
5	<p>Take the observer to the designated observation area. Provide the observer with a copy of the Observer Rules Guide located at the One-Stop Admin Binder.</p> <p>Note: Provide the observer with a brief overview of the Observer Rules Guide.</p>
6	<p>Provide the observer with a name tag.</p> <p>Note: The observer will be required to wear the name tag at all times when in the voting enclosure or designated buffer zone area.</p>
7	<p>Complete the Observer Verification Log found in the Site Coordinator Management Guide when the observer exits the polling place.</p>

SITE OBSERVER VERIFICATION LOG

Use the log below to check-in all appointed observers in the Approved Observer list found on the Site Coordinator Laptop.

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EMERGENCY BIN ACTIVATION INSTRUCTIONS AND LOG



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

EMERGENCY BIN ACTIVATION INSTRUCTIONS

Use the instructions below to activate the emergency bin during One-Stop.

1	<p>Announce the following to the entire polling place (Site Coordinator):</p> <p>“The emergency bin is being activated due to tabulator issues. All ballots will be inserted into the emergency bin until the Board of Elections resolves the issues. Upon resolution, all ballots inserted into the emergency bin will be removed from the emergency bin and inserted into the tabulator by myself and the Assistant Site Coordinators.”</p> <p>Note: Only the Site Coordinator can make this announcement.</p>
2	<p>To activate the emergency bin, the Site Coordinator, in the presence of all Assistant Site Coordinators, will complete the following:</p> <ol style="list-style-type: none">1. Use the blue ballot box key to unlock the emergency bin.2. Open the bin and fold the silver flap down to reveal an open slot.3. Close and lock the emergency bin with the blue ballot box key.
3	<p>Ensure that the Tabulator Monitor only permits voters to insert ballots into the emergency bin until authorized to resume tabulator use.</p>
4	<p>Complete the following in Section 1 of the Emergency Bin Activation Log:</p> <ol style="list-style-type: none">1. Time of Emergency Bin Activation2. Reason For Emergency Bin Activation3. Site Coordinator and Assistant Site Coordinators’ Signatures
5	<p>Once the tabulator issues have been resolved by the Board of Elections, the Site Coordinator will make the following announcement:</p> <p>“The tabulator has been restored by the Board of Elections, and we will insert the emergency bin ballots into the tabulator.”</p> <p>Note: Only the Site Coordinator can make this announcement.</p>
6	<p>In the presence of all Assistant Site Coordinators, the Site Coordinator will open the emergency bin with the blue ballot box key and remove the voted ballots. The Site Coordinator will feed each ballot into the tabulator one by one. Please ensure the following:</p> <ol style="list-style-type: none">1. Have one of the Assistant Site Coordinators tally the number of voted emergency bin ballots as they are being scanned into the tabulator. This will be done in Section 2 of the Emergency Bin Activation Log.2. Ensure the public count increases by one after inserting each voted emergency bin ballot.3. If you receive an overvote or blank ballot message when inserting the ballot, you must select “Cast Your Ballot as Marked.”4. If you receive any other messages related to the tabulator’s inability to accept the inserted ballot, please place the ballot in the white machine rejected polybag.

7	Upon completion of inserting the voted emergency bin ballots into the tabulator, the Site Coordinator, in the presence of all Assistant Site Coordinators, will fold the silver flap up to restrict access to the emergency bin and close and lock the emergency bin door with the blue ballot box key.
8	Complete the following in Section 3 of the Emergency Bin Activation Log : <ol style="list-style-type: none"><li data-bbox="293 279 769 310">1. Time of Emergency Bin Deactivation<li data-bbox="293 312 927 344">2. Resolution (ex. Board of Elections fixed tabulator)<li data-bbox="293 346 1045 378">3. Site Coordinator and Assistant Site Coordinators' Signatures

SITE EMERGENCY BIN ACTIVATION LOG

Use the Emergency Bin Activation Log Instructions to complete the log below upon activating the emergency bin.

1. Time of Emergency Bin Activation:	2. Emergency Bin Tally Sheet (Ballots Scanned)	3. Time of Emergency Bin Deactivation:
	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____		Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____
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	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____		Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____

1. Time of Emergency Bin Activation:	2. Emergency Bin Tally Sheet (Ballots Scanned)	3. Time of Emergency Bin Deactivation:
	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____		Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____

SITE EMERGENCY BIN ACTIVATION LOG

Use the Emergency Bin Activation Log Instructions to complete the log below upon activating the emergency bin.

1. Time of Emergency Bin Activation:	2. Emergency Bin Tally Sheet (Ballots Scanned)	3. Time of Emergency Bin Deactivation:
	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____		Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____

1. Time of Emergency Bin Activation:	2. Emergency Bin Tally Sheet (Ballots Scanned)	3. Time of Emergency Bin Deactivation:
	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____		Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____

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	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____		Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____

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	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____		Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____
Asst. Site Coordinator Signature: _____		Asst. Site Coordinator Signature: _____

SITE EMERGENCY BIN ACTIVATION LOG

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1. Time of Emergency Bin Activation:	2. Emergency Bin Tally Sheet (Ballots Scanned)	3. Time of Emergency Bin Deactivation:
	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____		Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____

1. Time of Emergency Bin Activation:	2. Emergency Bin Tally Sheet (Ballots Scanned)	3. Time of Emergency Bin Deactivation:
	<i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	
Reason for Emergency Bin Activation:		Resolution (Explain Below):
<input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		
Signatures of Coordinators:		Signatures of Coordinators:
Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____		Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____

MASTER NIGHTLY CLOSING CHECKLIST



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

ONE-STOP NIGHTLY CLOSING CHECKLIST



The Site Coordinator and designated Assistant Site Coordinators must complete the following tasks each evening of One-Stop after the polls close (except the final day of One-Stop). **DO NOT CLOSE THE POLLS ON THE DS200 TABULATOR.**

COMPLETE IMMEDIATELY

- Site Coordinator Promptly at the Time the Polls Close:** Announce that the polls are closed using the Site Coordinator's timepiece.
- Site Coordinator:** Provide a designated Site Worker with the red tickets from the Black Rolling Tote to monitor the outside line. Any voters in line by closing must be issued a red ticket and will be permitted to vote. **Distribute red tickets (black tote) from the back of the line to the front of the line to ensure anyone in line by closing receives a red ticket.** Have a designated Site Worker stand at the end of the line to inform prospective voters that the polls are closed should they appear after the polls have closed. Instructions for closing line management are in the Admin Binder.
- Site Coordinator:** After the last voter has cast their ballot, members of the public are permitted inside of the site to observe. They may not disrupt the closing process in any way.
- Site Coordinator:** After the last voter has cast their ballot, contact the Board of Elections using the site cell phone to provide your daily tabulator count.



ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

- Distribute the following checklist for daily closing (Found in the One-Stop Admin Binder):
 - Check-In Station Checklist
 - Help Desk Station Checklist
 - Ballot Station Checklist
 - General Setup Checklist

DS200 TABULATOR AND AUTOMARK

DO NOT CLOSE THE POLLS ON THE DS200 TABULATOR!

- Site Coordinator and Assistant Site Coordinators:** Check the Emergency Bin of the DS200 in the presence of the Assistant Site Coordinators and verify that no ballots are present. If ballots are present, remove them and insert them into the DS200 tabulator.
- Site Coordinator:** Record the daily ending count on the DS200 tabulator monitor screen for reconciliation activities.
- Site Coordinator:** Once all ballots have been inserted into the tabulator, use the black tabulator key to open the side panel door and press the 'Power" button. Hold the power button down for up to 5 seconds. Do NOT press the 'Close Poll' button during One-Stop.
- Site Coordinator:** Select the "Continue Power Down" button to shut down the tabulator. Leave the printed power-down confirmation message attached to the tabulator until the next morning.
- Site Coordinator:** Fold down and lock the tabulator's main screen and the tabulator's outer shell using the machine keys. Leave the tabulator plugged in overnight. **Some sites will be required to lock their DS200s in a secure closet as instructed by the Board of Elections.**
- Site Coordinator:** Use the red key to turn off the Automark by turning the key to the left in the 'Off' position.
- Site Coordinator:** Use the blue ballot box key to open the DS200 tabulator ballot box door and then follow the instructions below for handling voted ballots.



VOTED AND UNVOTED BALLOTS

- Site Coordinator and Assistant Site Coordinators:** Remove all ballots from the interior of the DS200 using the blue ballot box key.
- Site Coordinator and Assistant Site Coordinators:** Place the voted ballots in the White Polybags and complete the seal on the outside of each bag.
- Site Coordinator:** Ensure that all materials are placed in the appropriate polybags if applicable:
 - Spoiled Ballots in Red Polybag(s)
 - Provisional Ballots in the Orange Provisional Bag
 - Absentee Ballots in the Blue Polybag(s) with Return Log wrapped around each envelope
 - Machine-Rejected Ballots in the Yellow Polybag(s) - Ensure that all machine rejected ballots have been tallied per the instructions on the tally sheet found in the Yellow Polybag.
- Site Coordinator:** Place all unused polybags in the Black Rolling Tote. Do not write on unused polybags.

Site Coordinator: Ensure that all unvoted ballots are secure in the designated locked closet until needed.

CHECKLIST COMPLETION VERIFICATION

This section is to be completed by the Site Coordinator.

- Verify the accurate completion of the Help Desk Station Checklist for closing.
- Verify the accurate completion of the Check-In Station Checklist for closing.
- Verify the accurate completion of the Ballot Station Checklist for closing.
- Verify the accurate completion of the General Setup Checklist for closing.
- Place all checklists in the Admin Binder.



ONE-STOP DAILY RECONCILIATION FORM FOR THE NIGHTLY AUDIT PROCEDURES

- Site Coordinator:** Retrieve the following counts to place on the Nightly Audit Form. Additional information about these totals can be found in your One-Stop Manual. Make two copies of the nightly audit form. One copy will be returned to the Board of Elections Warehouse (2445 S Alston Ave, Durham, NC 27713) for the Nightly Audit, and one copy will stay in the Admin Binder:

- Beginning Unused Ballot Count
- Daily Ending Count
- Daily Ballots Cast
- Daily One-Stop Applications
- SOSA Laptop Number
- SOSA Laptop Count
- Spoiled Ballots
- Absentee-By-Mail Ballots
- Provisional Ballots
- Machine-Rejected Ballots
- Registration Updates
- Same-Day Registrations
- Ending Unused Ballot Count

Site Coordinator: Complete the Nightly Audit Form and ensure all voted ballots and listed materials on the nightly audit form are returned to the Board of Elections Warehouse (2445 S Alston Ave, Durham, NC 27713). Use the red rolling tote for transportation.



NIGHTLY AUDIT/RETURN TO THE BOE

All Site Workers: Ensure that the following items are packed in the red rolling tote for return to the Board of Elections Warehouse (2445 S Alston Ave, Durham, NC 27713) for the Nightly Audit:

- Voted Ballots in the White Polybag(s)
- Completed Provisional Ballots in the Orange Provisional Bag
- Spoiled Ballots in the Red Polybag(s)
- Absentee Ballots in the Blue Polybag(s) with Return Log wrapped around each envelope
- Machine-Rejected Ballots in Yellow Polybag(s)
- One-Stop Applications grouped together by machine with a SOSA Transaction Statistics Report on top that is specific to each machine. These must be rubber banded together by machine.
- Same-Day Registrations bound together in the Accordion Folder
- Change forms bound together in the Accordion Folder
- Completed Curbside Voter Logs bound together in the Accordion Folder
- Daily Audit Form (1 of 2 copies) in the Accordion Folder
- Cancellations/Miscellaneous Forms bound together in the Accordion Folder
- Completed Timesheets (Sundays only) in the Accordion Folder
- Miscellaneous Registration Forms in the Accordion Folder
- Spoiled Ballot Logs in the Accordion Folder (If fully used)
- Challenge Forms (If any) in the Accordion Folder
- Deceased Voter Forms (if any) in the Accordion Folder
- Accordion Folder with required forms



FINAL CLOSING TASKS

Site Coordinator: Ensure the following prior to leaving the site:

- Complete supply requests on the Site Coordinator Laptop for any supplies needed using the Early Voting Assistant Application.
- Unused ballots are locked in the designated area.
- All required supplies are loaded in your vehicle for the Nightly Audit at the Board of Elections Warehouse.
- Reset the Wait-Time Collector application to zero.
- Leave the site cell phone plugged in at the site. Do NOT plug the site cell phone into the laptops.
- The Machine/Facility Keys are in your possession.
- The facility is organized and locked for the following morning (DO NOT LEAVE THE SITE UNLOCKED!)
- THE RIVER CHURCH ONLY:** Ensure site workers place the trash in the dumpster behind the building every night.
- ENO RIVER ONLY:** Ensure site workers take the recycling out of the voting enclosure every night.
- ALL LIBRARIES:** Ensure site workers take the recycling out of the voting enclosures and clean the kitchen, if used, every night.



VERIFICATION OF CLOSING TASKS TASKS

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

<input type="checkbox"/> 10/20/2022 SC Initials:	<input type="checkbox"/> 10/29/2022 SC Initials:
<input type="checkbox"/> 10/21/2022 SC Initials:	<input type="checkbox"/> 10/30/2022 SC Initials:
<input type="checkbox"/> 10/22/2022 SC Initials:	<input type="checkbox"/> 10/31/2022 SC Initials:
<input type="checkbox"/> 10/23/2022 SC Initials:	<input type="checkbox"/> 11/01/2022 SC Initials:
<input type="checkbox"/> 10/24/2022 SC Initials:	<input type="checkbox"/> 11/02/2022 SC Initials:
<input type="checkbox"/> 10/25/2022 SC Initials:	<input type="checkbox"/> 11/03/2022 SC Initials:
<input type="checkbox"/> 10/26/2022 SC Initials:	<input type="checkbox"/> 11/04/2022 SC Initials:
<input type="checkbox"/> 10/27/2022 SC Initials:	
<input type="checkbox"/> 10/28/2022 SC Initials:	

MASTER FINAL NIGHT CLOSING CHECKLIST



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION

ONE-STOP FINAL NIGHT

ONE-STOP
VOTING

CLOSING CHECKLIST



The Site Coordinator and designated Assistant Site Coordinators must complete the following tasks on the FINAL evening of One-Stop after the polls close.
DO NOT CLOSE THE POLLS ON THE DS200 TABULATOR.

COMPLETE IMMEDIATELY

- Site Coordinator Promptly at the Time the Polls Close:** Announce that the polls are closed using the Site Coordinator's timepiece.
- Site Coordinator:** Provide a designated Site Worker with the red tickets from the black rolling tote to monitor the outside line. Any voters in line by closing must be issued a red ticket and will be permitted to vote. **Distribute red tickets (black tote) from the back of the line to the front of the line to ensure anyone in line by closing receives a red ticket.** Have a designated site worker stand at the end of the line to inform people the polls are closed. Instructions for closing line management are in the Admin Binder.
- Site Coordinator:** After the last voter has cast their ballot, members of the public are permitted inside of the site to observe. They may not disrupt the closing process in any way.
- Site Coordinator:** After the last voter has cast their ballot, contact the Board of Elections using the site cellphone to provide the daily tabulator count.
- Site Coordinator:** Designate a BOE Pick-up area for staff to place required items per the station checklists.



ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

- Distribute the following checklist for daily and final night closing (Found in the Admin Binder):
 - Check-In Station Checklist
 - Help Desk Station Checklist
 - Ballot Station Checklist
 - General Setup Checklist

DS200 TABULATOR AND AUTOMARK

DO NOT CLOSE THE POLLS ON THE DS200 TABULATOR!

- Site Coordinator:** Check the Emergency Bin of the DS200 in the presence of the Assistant Site Coordinators and verify that no ballots are present. If ballots are present, remove them and place them in the DS200 tabulator.
- Site Coordinator:** Record the daily ending count on the DS200 tabulator monitor screen for reconciliation activities.
- Site Coordinator:** Once all ballots have been inserted into the tabulator, use the black tabulator key to open the side panel door and press the 'Power" button. Hold the power button down for up to 5 seconds. Do NOT press the 'Close Poll' button during One-Stop.
- Site Coordinator:** Select the "Continue Power Down" button to shut down the tabulator. Remove the printed power-down confirmation message attached to the tabulator and place it in the red anti-static bag found in the plastic folder of the Admin Binder.
- Site Coordinator:** Fold down and lock the tabulator's main screen and the tabulator's outer shell using the machine keys. Unplug the tabulator, place the power cord in the back of the tabulator, and lock the back of the tabulator using the blue ballot box key.
- Site Coordinator:** Use the red key to turn off the Automark by turning the key to the left in the 'Off' position. Pack the Automark in the black Automark Box using the instructions in the One-Stop Manual.
- Site Coordinator:** Use the blue ballot box key to open the DS200 tabulator ballot box door and complete the following procedures for handling voted ballots.



BALLOT RECONCILIATION

- Site Coordinator and Assistant Site Coordinators:** Remove all ballots from the interior of the DS200 using the blue ballot box key.
- Site Coordinator and Assistant Site Coordinators:** Place the voted ballots in the White Polybags and complete the seal on the outside of each bag.
- Site Coordinator:** Ensure that all materials are placed in the appropriate polybags if applicable:
 - Spoiled Ballots in Red Polybag(s)
 - Provisional Ballots in the Orange Provisional Bag
 - Absentee Ballots in the Blue Polybag(s) with Return Log wrapped around each envelope
 - Machine-Rejected Ballots in the Yellow Polybag(s) – Ensure that all machine rejected ballots have been tallied per the instructions on the tally sheet found in the Yellow Polybag.
- Site Coordinator:** Place all unused polybags in the Black Rolling Tote. Do not write on unused polybags.
- Site Coordinator:** Complete the Ballot Reconciliation Form (Admin Binder) received at supply-drop off for the site. Verify the unused ballot count, reconcile total ballots issued, reconcile total ballots used, and verify total ballots returned and sign the form.
- Site Coordinator:** Account for all unvoted ballots and ensure they are in the area designated for BOE pick-up.

CHECKLIST COMPLETION VERIFICATION

This section is to be completed by the Site Coordinator.

- Verify the accurate completion of the Help Desk Station Checklist for daily and final night closing.
- Verify the accurate completion of the Check-In Station Checklist for daily and final night closing.
- Verify the accurate completion of the Ballot Station Checklist for daily and final night closing.
- Verify the accurate completion of the General Setup Checklist for daily and final night closing.
- Place all checklists in the Admin Binder.



ONE-STOP DAILY RECONCILIATION FORM FOR THE NIGHTLY AUDIT PROCEDURES

- Site Coordinator:** Retrieve the following counts to place on the Nightly Audit Form. Additional information about these totals can be found in your One-Stop Manual. Make two copies of the nightly audit form. One copy will be returned to the Board of Elections Warehouse (2445 S Alston Ave, Durham, NC 27713) for the Nightly Audit, and one copy will stay in the Admin Binder:
 - Beginning Unused Ballot Count
 - Daily Ending Count
 - Daily Ballots Cast
 - Daily One-Stop Applications
 - SOSA Laptop Number
 - SOSA Laptop Count
 - Spoiled Ballots
 - Absentee-By-My Ballots
 - Provisional Ballots
 - Machine-Rejected Ballots
 - Registration Updates
 - Same-Day Registrations
 - Ending Unused Ballot Count

- Site Coordinator:** Complete the Nightly Audit Form and ensure all ballots and listed materials on the nightly audit form are returned to the Board of Elections Warehouse (2445 S Alston Ave, Durham, NC 27713). Use the red rolling tote for transportation.



FINAL AUDIT/RETURN TO THE BOE

- All Site Workers:** Ensure that the following items are packed in the red rolling tote for return to the Board of Elections Warehouse (2445 S Alston Ave, Durham, NC 27713) for the Nightly Audit. The Site Coordinator may return to the Board of Elections once all the following supplies have been packed and loaded:
 - Voted Ballots in the White Polybag(s)
 - Provisional Ballots in the Orange Provisional Bag
 - Spoiled Ballots in the Red Polybag(s)
 - Absentee Ballots in the Blue Polybag(s) with Return Log wrapped around each envelope
 - Machine-Rejected Ballots in the Yellow Polybag(s)
 - One-Stop Applications grouped together by machine with a SOSA Transaction Statistics Report on top that is specific to each machine. These must be rubber banded together by machine.
 - Same-Day Registrations bound together in the Accordion Folder
 - Change forms bound together in the Accordion Folder
 - Completed Curbside Voter Logs bound together in the Accordion Folder
 - Daily Audit Form (1 of 2 copies) in the Accordion Folder
 - Completed Ballot Reconciliation Form in the Accordion Folder
 - Cancellations/Miscellaneous Forms bound together in the Accordion Folder
 - Completed Timesheets in the Accordion Folder
 - Miscellaneous Registration Forms in the Accordion Folder
 - Spoiled Ballot Logs in the Accordion Folder (If fully used)
 - Challenge Forms (If any) in the Accordion Folder
 - Deceased Voter Forms (if any) in the Accordion Folder
 - Accordion Folder with all required forms
 - One-Stop Admin Binder
 - Pay Sheet Binder
 - Absentee Return Log Binder



- Laptops Packed in Laptop Boxes (Mice, Mousepads, and Power cords). Ensure the number on the computer corresponds with the number on the box.
- Machine/Facility Keys
- Site Cell Phone
- Site Coordinator Supply Tote
- Site Coordinator Management Guide

PRIOR TO LEAVING THE SITE

- Site Coordinator:** Inform the Assistant Site Coordinators that they will need to email pollworkers@dconc.gov with their final exit time. This will ensure that they are properly paid for remaining at the Site following your departure.
- Assistant Site Coordinators:** Remain at the site to wait for the Board of Elections.
- Assistant Site Coordinators:** Ensure the BOE pick-up area is organized with all supplies.
- Assistant Site Coordinators:** Ensure that the facility is locked with the Board of Elections prior to leaving the site.
- THE RIVER CHURCH ONLY:** Ensure site workers place the trash in the dumpster behind the building.
- ENO RIVER ONLY:** Ensure site workers take the recycling out of the voting enclosure.
- ALL LIBRARIES:** Ensure site workers take the recycling out of the voting enclosures and clean the kitchen if used.

Site Coordinator Signature

Assistant Site Coordinator Signature

Assistant Site Coordinator Signature

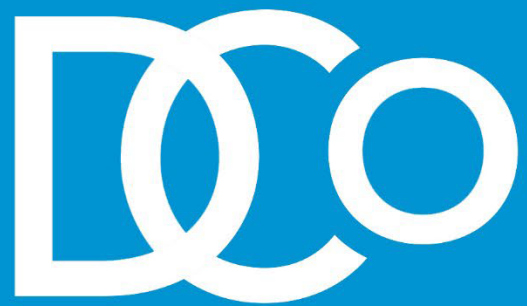
Date and Time

FEEDBACK



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2022 GENERAL ELECTION



2022 GENERAL ELECTION