



SITE

2024

SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 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 Early Voting.
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 Early Voting. 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 Early Voting. 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 Early Voting. 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 Early Voting.
Reasonable Resemblance Challenge Hearing	Used to properly conduct a challenge hearing after a site worker has signed and completed a Help Desk Referral Form indicating they cannot establish reasonable resemblance with a voter.
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 Early Voting. 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 Early Voting. 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 Early Voting experience.

CONTACT INFORMATION



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 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]
Education and Outreach	Call regarding training, electronic poll book procedures, and Early Voting official assignments.	Ben Helfen – [REDACTED] Emma Galloway – [REDACTED] Eileena Boyce – [REDACTED]
Voter Services	Call with inquiries on all matters related to voter registration and absentee by-mail voting.	Daniel Lassiter – [REDACTED] Deborah Hart – [REDACTED]
Election Services	Call regarding supply needs and equipment related matters.	Rebecca Troedsson – [REDACTED] Julius Richards – [REDACTED]
Compliance	Call regarding all payroll inquiries.	Brenda Baker – [REDACTED]

SITE CONTACT INFORMATION

Site	Site Cell Phone	Site Coordinator Personal	Site Coordinator Personal
Cole Mill Road Church of Christ	[REDACTED]	Lennace Murchison – [REDACTED]	Jennifer Killen – [REDACTED]
Durham County Board of Elections Office	[REDACTED]	Caroline Crocker – [REDACTED]	Beverly Tucker – [REDACTED]
Durham Tech Main Campus	[REDACTED]	Paul Menchini – [REDACTED]	David Cronberger – [REDACTED]
Duke University	[REDACTED]	Beverly Goodrich – [REDACTED]	Sheila Therriault – [REDACTED]
East Regional Library	[REDACTED]	Elizabeth Wintermute – [REDACTED]	Barry Burch – [REDACTED]
Eno River Unitarian	[REDACTED]	Stephanie Hawver – [REDACTED]	Patrick Kline – [REDACTED]
Main Library	[REDACTED]	Brahma Mulugu – [REDACTED]	Veronica Terry – [REDACTED]
NCCU Turner Law	[REDACTED]	Denise Brandon – [REDACTED]	Lorraine Salois-Deane – [REDACTED]
North Regional Library	[REDACTED]	Lisa Hassler – [REDACTED]	James Bowers – [REDACTED]
Southern High School	[REDACTED]	Donna Wolf – [REDACTED]	Binta Watkins – [REDACTED]
South Regional Library	[REDACTED]	Phillis Scott – [REDACTED]	Charlie Burns – [REDACTED]
Zakat Foundation	[REDACTED]	Pat Carstensen – [REDACTED]	Mindy Flow – [REDACTED]

SITE COORDINATOR ASSIGNMENTS



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

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

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Site Coordinator			AM or PM
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Site Coordinator			AM or PM
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Site Coordinator			AM or PM
Assistant Site Coordinator			AM or PM
Assistant Site Coordinator			AM or PM

MASTER PRE-OPENING CHECKLIST



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

EARLY VOTING

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.

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, along with tables for Check-In, Ballot Station, and Help Desk unless otherwise noted. **Do not move anything that has been setup.**
- Site Coordinator:** Confirm the number of ballots and ballot styles received matches the number on your Ballot Reconciliation Form in your Early Voting Admin Binder. You can confirm this by reviewing the ballot box seals completed during ballot verification.
 - Confirm there are blank ExpressVote ballots at the bottom of the ExpressVote case and include them in the task above (50).

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

- Site Coordinator:** Verify the IDs of each site worker against the assigned worker list to confirm they are scheduled to work.



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 Early Voting 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 Early Voting Admin Binder.

ADDITIONAL SITE SETUP

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

- Place a Precinct Official Portal Login flyer, found in the Time Entry Binder, on the wall near the Help Desk.
- Place SOSA User Log Binders next to each laptop, including the Site Coordinator laptop. Make sure the machine number listed on the front of the binder matches the hand-written number next to "SOSA ID:" on the card on the laptop's lid.
- 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. (Gaffer tape is located in the Black Rolling Tote).



- Designate one voting booth as the 'Provisional' booth and ensure it is positioned close to the Help Desk.
 - Set up the corrugated plastic voting booth at the Help Desk Station as an additional provisional voting booth (if needed).
- Place the Black Rolling Tote near the Help Desk Station.
- Place the Red Rolling Tote near the Help Desk Station.
- Complete other organizational 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.
- Review time entry in the Precinct Official Portal with workers via the instructions in the Time Entry Binder, and make sure they have logged time for the Pre-Opening Meeting.
 - NOTE: Workers must use their own device to enter their time in the Precinct Official Portal. Check-In and Help Desk Station laptops should not be used for this purpose. The Site Coordinator can authorize use of the Site Coordinator laptop to enter time on a case-by-case basis.
- Remind workers to be adequately prepared for their first shift.
 - Dress in business casual attire, including comfortable shoes (comfortable but professional).
 - Review policies around attire and breaks.
 - 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.
 - Do not attempt to enter the voting place before the Site Coordinator and Assistant Site Coordinators. No election official is permitted to be in a voting location alone.



- Secure ballots, including blank ExpressVote ballots, in the designated closet and/or ballot cage 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 One Site Coordinator has the machine keys, cell phone, badge (if applicable), and Early Voting 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



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

EARLY VOTING 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:** 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:** Guide any members of the public present to view opening procedures to a designated observation area. They may not disrupt the opening process in any way.
- Site Coordinator:** Check-in and log any Observers who are present to view opening procedures. They may not disrupt the opening process in any way.
 - If Observers or members of the public request to see the zero tape 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 and members of the public are not in any way permitted to handle the 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 in the Admin Binder behind the “Credentials” tab.
- 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.



- Attempt to print a SOSA Transaction Statistics Report on the Site Coordinator laptop 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.
- Record the appointed Assistant Site Coordinators under the Site Coordinator Assignments tab in the Site Coordinator Management Guide. This information can be found on the worker schedule in the Precinct Official Portal.
- 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.
- 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.
- 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 bin, 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.



- Confirm that the blue seal was not tampered with and remove the seal from the panel door and place it in the 'Blue Equipment Security Seal' section of the 'Early Voting Ballot Reconciliation Form.'
- Confirm that the seal number matches the number recorded in the 'Blue Equipment Security Seal' section of the 'Early Voting Ballot Reconciliation Form.' **Call the BOE immediately if the seal has been tampered with and/or the seal number does not match.**
- Open the polls on the tabulator following the instructions in steps 11 through 17 in the 'Opening the DS200 Tabulator on Day One of Early Voting' Section of the Early Voting Manual, located on pages 27-29. Sign the zero tape. Place the zero tape, with the attached Configuration Report in the red anti-static bag in the Early Voting Admin Binder. Keep the red anti-static bag clipped into the Early Voting Admin Binder.
 - **Note:** The signed zero tape and attached Configuration Report will remain in the red anti-static bag throughout the Early Voting period.
- Place a "0" in the 'Daily Beginning Count' field of the 'Early Voting Daily Reconciliation Form' after confirming the zero tape.
- 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 the ExpressVote' 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

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.
- Remind site workers to use the station resource materials to ensure they are in compliance with NC election law.**
- 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.
- Call the “Opening Alert” contact programmed in the site cell phone to confirm with the BOE 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



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

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.
- 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 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

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.
- Remind site workers to use the station resource materials to ensure they are in compliance with NC election law.**
- 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.

<input type="checkbox"/> 10/18/2024 SC Initials:	<input type="checkbox"/> 10/26/2024 SC Initials:
<input type="checkbox"/> 10/19/2024 SC Initials:	<input type="checkbox"/> 10/27/2024 SC Initials:
<input type="checkbox"/> 10/20/2024 SC Initials:	<input type="checkbox"/> 10/28/2024 SC Initials:
<input type="checkbox"/> 10/21/2024 SC Initials:	<input type="checkbox"/> 10/29/2024 SC Initials:
<input type="checkbox"/> 10/22/2024 SC Initials:	<input type="checkbox"/> 10/30/2024 SC Initials:
<input type="checkbox"/> 10/23/2024 SC Initials:	<input type="checkbox"/> 10/31/2024 SC Initials:
<input type="checkbox"/> 10/24/2024 SC Initials:	<input type="checkbox"/> 11/01/2024 SC Initials:
<input type="checkbox"/> 10/25/2024 SC Initials:	<input type="checkbox"/> 11/02/2024 SC Initials:

MASTER SITE MANAGEMENT CHECKLIST



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 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. (Spares are in the “Tethered Pen Kit” bag in the “General Station” tote.)
- ✓ Ensure the ExpressVote has a tethered stylus attached to it.
- ✓ Ensure Check-In and Help Desk Operators are completing entries in the SOSA User Log for the laptop they are assigned to. (Remember: the laptop’s machine number is the hand-written number next to “SOSA ID:” on the card located on the laptop’s lid.)
- ✓ **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 unless approved by the Board of Elections.
- ✓ Ensure that Incident Reports are completed as needed throughout the day (found on the desktop of the Site Coordinator's laptop).
- ✓ Ensure that all stations have appropriate reference materials readily available.
- ✓ **Ensure that all site workers utilize their reference materials.**
- ✓ Ensure maintenance of peace and good order in and about the place of voting.



- ✓ Place Same-Day Registration forms in the red Same-Day Registration folders.
- ✓ Place Name/Address Change Forms in the blue Change Forms folders.
- ✓ Place Cancellations/Miscellaneous forms in the manila Canceled/Misc folders.
- ✓ Place the Help Desk Referral Forms in the Help Referral Form folders.
 - Exception: If a reasonable resemblance challenge is sustained, the Help Desk Referral Form will be placed in the clear plastic sleeve of the provisional envelope along with the voter's provisional application.
- ✓ Place spoiled ballots in the red polybag(s).
- ✓ Place returned absentee-by-mail ballots in the blue polybag(s) with the specific ballot return log attached to it.
- ✓ Ensure absentee return logs are being completed and envelopes are being stamped correctly.
- ✓ 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-by-mail ballots are returned at the Help Desk Station, and **no returns are taken at Curbside Voting.**
- ✓ Complete the Tabulator Match Sheet to reconcile totals.
- ✓ 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 Early Voting Wait Time Reporter is completed every 30 minutes. (This is located on the Site Coordinator laptop, under the Early Voting Assistant application and will automatically provide wait times on the BOE's website).
- ✓ Ensure that site workers are NOT using BOE computers for unauthorized reasons.
- ✓ Record appointed Assistant Site Coordinators under the Site Coordinator Assignments tab in the Site Coordinator Management Guide.
- ✓ Identify the Assistant Site Coordinator who will be serving as the Returns Escort for Nightly Audit. The Returns Escort must be of a different affiliation from the Site Coordinator.



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"/> 10/17/2024 SC Initials:	<input type="checkbox"/> 10/26/2024 SC Initials:
<input type="checkbox"/> 10/18/2024 SC Initials:	<input type="checkbox"/> 10/27/2024 SC Initials:
<input type="checkbox"/> 10/19/2024 SC Initials:	<input type="checkbox"/> 10/28/2024 SC Initials:
<input type="checkbox"/> 10/20/2024 SC Initials:	<input type="checkbox"/> 10/29/2024 SC Initials:
<input type="checkbox"/> 10/21/2024 SC Initials:	<input type="checkbox"/> 10/30/2024 SC Initials:
<input type="checkbox"/> 10/22/2024 SC Initials:	<input type="checkbox"/> 10/31/2024 SC Initials:
<input type="checkbox"/> 10/23/2024 SC Initials:	<input type="checkbox"/> 11/01/2024 SC Initials:
<input type="checkbox"/> 10/24/2024 SC Initials:	<input type="checkbox"/> 11/02/2024 SC Initials:
<input type="checkbox"/> 10/25/2024 SC Initials:	

TABULATOR MATCH SHEET



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

REASONABLE RESEMBLANCE CHALLENGE HEARING



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

REASONABLE RESEMBLANCE CHALLENGE HEARING

Use these instructions to conduct a reasonable resemblance hearing once notified by the Help Desk.

1

Review the Help Referral Form to determine the “Identification Issues” prompting the check-in operator’s challenge. Confirm that the check-in official recorded their name, denoted that they found “No Resemblance”, and provided their signature.

2

Ask the voter for an acceptable form of photo identification using the ‘Acceptable Voter ID List’ at the Help Desk. Evaluate the photo identification provided using the standards and guidance in the **Photo Identification Evaluation Guide**.

3

Vote on whether the presented identification bears a reasonable resemblance to the voter. Take one of the following actions based on the results:

Unanimous Vote: If the Chief Judges and Judges or Site Coordinator and Assistant Site Coordinators *unanimously determine* that the identification does not bear a reasonable resemblance to the voter, complete the following:

1. Complete the “Evaluation of Substantial Equivalence & Reasonable Resemblance of Voter to Photograph on Photo ID” section of the Help Referral Form to record the final vote, name and signatures of those voting, and time of the hearing.
2. Provide an explanation as to your vote to unanimously sustain the check-in operator’s challenge.
3. Check the “Provisional Ballot” checkbox and provide the Help Referral Form to the check-in operator. Ensure the Help Desk operator processes the voter provisionally and places the Help Referral Form in the clear plastic sleeve of the voter’s provisional envelope.

Non-Unanimous Vote: If the Chief Judges and Judges or Site Coordinator and Assistant Site Coordinators *do not unanimously determine* that the identification does not bear a reasonable resemblance to the voter, complete the following:

1. Complete the “Evaluation of Substantial Equivalence & Reasonable Resemblance of Voter to Photograph on Photo ID” section of the Help Referral Form to record the final vote, name and signatures of those voting, and time of the hearing.
2. Check the “Regular Ballot” checkbox and provide the Help Referral Form to the Help Desk operator to place in the Help Referral Forms Folder.

Ensure the Help Desk operator processes the voter using the “Processing a Voter” instructions in the Electronic Poll Book Guide and understands that the voter will not be required to vote provisionally unless required to do so for a reason other than reasonable resemblance.

4

Contact the Board of Elections to provide the results of the challenge hearing and to receive additional steps.

**OBSERVER
CHECK-IN
INSTRUCTIONS
AND
VERIFICATION
LOG**



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

OBSERVER CHECK-IN INSTRUCTIONS

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

<input type="radio"/>	<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>
<input type="radio"/>	<p>Retrieve the approved observer list using the link titled “Approved Observer List” on the desktop of the Site Coordinator laptop. Complete the following steps and confirm the information against the Approved Observer List.</p> <ol style="list-style-type: none">1. Ask the observer to provide their name.2. Ask the observer to provide the political party they are observing for.3. Verify whether the 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>
<input type="radio"/>	<p>Ask the observer to provide you with a form of ID to confirm the information obtained in question two.</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>
<input type="radio"/>	<p>Complete the Observer Verification Log found in the Site Coordinator Management Guide.</p>
<input type="radio"/>	<p>Take the observer to the designated observation area. Provide the observer with a copy of the Observer Rules Guide located in the Early Voting Admin Binder.</p> <p>Note: Provide the observer with a brief overview of the Observer Rules Guide.</p>
<input type="radio"/>	<p>Provide the observer with a sticker badge. Ensure they write the party or unaffiliated candidate for which they are observing on the line below “OBSERVER” on the sticker badge.</p> <p>Note: The observer will be required to wear the sticker badge at all times when in the voting enclosure or designated buffer zone area.</p>
<input type="radio"/>	<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

ELECTION DATE: 11/05/2024

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

Observer Name/Party/Observer Type	Is Observer on Appointed List?	ID Verified?	Arrival Time:	SC Signature:	Exit Time:
Observer Name: _____ Circle Party: DEM LIB REP GRE OTHER _____ Circle Observer Type: At Large Regular	<input type="checkbox"/>	<input type="checkbox"/>			
Observer Name: _____ Circle Party: DEM LIB REP GRE OTHER _____ Circle Observer Type: At Large Regular	<input type="checkbox"/>	<input type="checkbox"/>			
Observer Name: _____ Circle Party: DEM LIB REP GRE OTHER _____ Circle Observer Type: At Large Regular	<input type="checkbox"/>	<input type="checkbox"/>			
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EMERGENCY BIN ACTIVATION INSTRUCTIONS AND LOG



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

EMERGENCY BIN ACTIVATION INSTRUCTIONS

Use the instructions below to activate the emergency bin during Early Voting.

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 about the tabulator’s inability to accept the inserted ballot, please place the ballot in the yellow 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 unlock the emergency bin using the blue ballot box key, 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">1. Time of Emergency Bin Deactivation2. Resolution (ex. Board of Elections resolved the tabulator issue)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: <hr/>	2. Emergency Bin Tally Sheet (Ballots Scanned) <i>Ex. IIII – This tally section will track the number of ballots scanned once the tabulator is fixed.</i>	3. Time of Emergency Bin Deactivation: <hr/>
Reason for Emergency Bin Activation: <input type="checkbox"/> Humidity <input type="checkbox"/> Ballot Jam <input type="checkbox"/> Power Loss <input type="checkbox"/> Other _____		Resolution (Explain Below): <hr/>
Signatures of Coordinators: Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____		Signatures of Coordinators: Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____

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Signatures of Coordinators: Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____		Signatures of Coordinators: Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____

SITE EMERGENCY BIN ACTIVATION LOG

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<p>Reason for Emergency Bin Activation:</p> <p><input type="checkbox"/> Humidity</p> <p><input type="checkbox"/> Ballot Jam</p> <p><input type="checkbox"/> Power Loss</p> <p><input type="checkbox"/> Other _____</p>		<p>Resolution (Explain Below):</p>
<p>Signatures of Coordinators:</p> <p>Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p>		<p>Signatures of Coordinators:</p> <p>Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p>

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<p>Reason for Emergency Bin Activation:</p> <p><input type="checkbox"/> Humidity</p> <p><input type="checkbox"/> Ballot Jam</p> <p><input type="checkbox"/> Power Loss</p> <p><input type="checkbox"/> Other _____</p>		<p>Resolution (Explain Below):</p>
<p>Signatures of Coordinators:</p> <p>Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p>		<p>Signatures of Coordinators:</p> <p>Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p>

SITE EMERGENCY BIN ACTIVATION LOG

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Signatures of Coordinators: Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____		Signatures of Coordinators: Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____ Asst. Site Coordinator Signature: _____

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SITE EMERGENCY BIN ACTIVATION LOG

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

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

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

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

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<p>Reason for Emergency Bin Activation:</p> <p><input type="checkbox"/> Humidity</p> <p><input type="checkbox"/> Ballot Jam</p> <p><input type="checkbox"/> Power Loss</p> <p><input type="checkbox"/> Other _____</p>		<p>Resolution (Explain Below):</p>
<p>Signatures of Coordinators:</p> <p>Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p>		<p>Signatures of Coordinators:</p> <p>Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p> <p>Asst. Site Coordinator Signature: _____</p>

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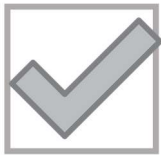
MASTER NIGHTLY CLOSING CHECKLIST



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

EARLY VOTING NIGHTLY

CLOSING
CHECKLIST

The Site Coordinator and designated Assistant Site Coordinators must complete the following tasks each evening of Early Voting after the polls close (except the final day of Early Voting). **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.** Log each voter that enters the polling place with a red ticket in the Closing Line Log. 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 Early Voting Admin Binder.
- Site Coordinator:** After the last voter has cast their ballot, appointed observers, not members of the general public, are permitted inside the site to view closing procedures. They may not disrupt the closing process in any way. See page 118 in the Early Voting Manual for details.
- Site Coordinator and Assistant Site Coordinators:** Check the Emergency Bin of the DS200 and verify that no ballots are present. If ballots are present, remove them and insert them into the DS200 tabulator using the Emergency Bin Procedures found in the Site Coordinator Management Guide.
- Site Coordinator:** Call the "Closing Alert" contact programmed in the site cellphone to notify the BOE of your daily tabulator count.



ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

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

DS200 TABULATOR AND EXPRESSVOTE

DO NOT CLOSE THE POLLS ON 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, shut down the tabulator by pressing “Tools” and enter the Election Code located on the Credentials tab in the Early Voting Admin Binder. Then, select “Report Options” → “Admin” → “Shutdown”. Do NOT press the 'Close Poll' button during Early Voting.
- Site Coordinator:** Remove the privacy screens and lean them against the DS200 tabulator.
- 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 black tabulator key to unlock and open the side panel of the ExpressVote and press the power switch to the “Off” position.
- Site Coordinator:** Use the blue ballot box key to open the DS200 tabulator ballot box door and then follow the instructions on the next page 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 the 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 and/or ballot cage 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 Early Voting Admin Binder.



EARLY VOTING DAILY RECONCILIATION FORM FOR THE NIGHTLY AUDIT PROCEDURES

- Site Coordinator:** Retrieve the following counts to place on the Early Voting Daily Reconciliation Form. Additional information about these totals can be found in your Early Voting Manual on pages 126-127. Complete two copies of the Early Voting Daily Reconciliation Form. One copy will be returned to the Board of Elections facility (3825 S. Roxboro Street, Suite 101, Durham, NC 27713) for the Nightly Audit, and one copy will stay in the Early Voting Admin Binder:
 - Beginning Unused Ballot Count
 - Daily Ending Count
 - Daily Ballots Cast
 - Daily Early Voting 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 Early Voting Daily Reconciliation Form and ensure all voted ballots and listed materials on the form are returned to the Board of Elections facility (3825 S. Roxboro Street, Suite 101, 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 facility (3825 S. Roxboro Street, Suite 101, 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).
- Early Voting Applications grouped together by machine with a SOSA Transaction Statistics Report on top that is specific to each machine. These must be rubber banded or binder clipped together by machine.
- Black Accordion Folder with required forms
 - Daily Configuration Report Tape (In ziplock bag)
 - Note: The first day of Early Voting, the Configuration Report will stay in the red anti-static bag attached to the zero tape.
 - Cancellations/Miscellaneous Forms bound together
 - Challenge Forms (If any)
 - Change Forms bound together
 - Completed Curbside Voter Logs bound together (If fully used)
 - Completed Voter Assistance Logs bound together (If fully used)
 - Early Voting Daily Reconciliation Form (1 of 2 copies)
 - Deceased Voter Forms (If any)
 - Help Desk Referral Forms
 - Miscellaneous Registration Forms
 - Same-Day Registrations bound together
 - SOSA User Logs (If fully used)
 - Spoiled Ballot Logs (If fully used)



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 facility.
- Reset the Wait Time Reporter application to zero.
- Review all submitted time from workers in the Precinct Official Portal and approve as appropriate.
- 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 Returns Escort, who must be of a different affiliation, is ready to follow you to the Board of Elections facility.
- The facility is organized and locked for the following morning (DO NOT LEAVE THE SITE UNLOCKED!)
 - ALL LIBRARIES:** Use the “Library Opening and Closing Procedures” to properly lock the site.
 - ALL SITES:** Ensure site workers take the trash and recycling out of the voting enclosures and clean the kitchen, if used, every night.
 - ALL LIBRARIES:** Leave the trash and recycling bags right outside the enclosure door. Do not leave outside the building.
 - DUKE:** Leave the trash and recycling bags in the hallway right outside the enclosure door. Do not leave outside the building.
 - ENO:** Place recycling in bins right outside the voting enclosure. Take trash to the upper parking lot dumpster.
 - CMCC:** Take trash to the dumpster and place recycling in the grey carts, both located on the lower-level parking lot.
 - ZAK:** Take trash to one of the dumpsters behind the building, which can be accessed through the kitchen area.

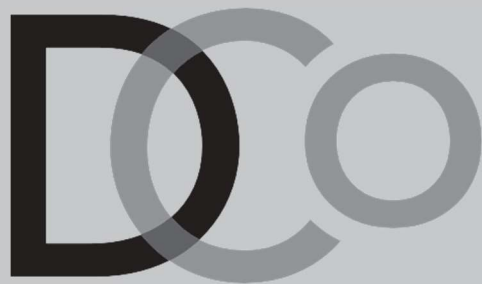


VERIFICATION OF CLOSING TASKS

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

<input type="checkbox"/> 10/17/2024 SC Initials:	<input type="checkbox"/> 10/25/2024 SC Initials:
<input type="checkbox"/> 10/18/2024 SC Initials:	<input type="checkbox"/> 10/26/2024 SC Initials:
<input type="checkbox"/> 10/19/2024 SC Initials:	<input type="checkbox"/> 10/27/2024 SC Initials:
<input type="checkbox"/> 10/20/2024 SC Initials:	<input type="checkbox"/> 10/28/2024 SC Initials:
<input type="checkbox"/> 10/21/2024 SC Initials:	<input type="checkbox"/> 10/29/2024 SC Initials:
<input type="checkbox"/> 10/22/2024 SC Initials:	<input type="checkbox"/> 10/30/2024 SC Initials:
<input type="checkbox"/> 10/23/2024 SC Initials:	<input type="checkbox"/> 10/31/2024 SC Initials:
<input type="checkbox"/> 10/24/2024 SC Initials:	<input type="checkbox"/> 11/01/2024 SC Initials:

MASTER FINAL NIGHT CLOSING CHECKLIST



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION

EARLY VOTING FINAL NIGHT

CLOSING
CHECKLIST

The Site Coordinator and designated Assistant Site Coordinators must complete the following tasks on the FINAL evening of Early Voting 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.** Log each voter that enters the polling place with a red ticket in the Closing Line Log. 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, appointed observers, not members of the general public, are permitted inside of the site to view closing procedures. They may not disrupt the closing process in any way. See page 118 in the Early Voting Manual for details.
- Site Coordinator and Assistant Site Coordinators:** Check the Emergency Bin of the DS200 and verify that no ballots are present. If ballots are present, remove them and place them in the DS200 tabulator using the Emergency Bin Procedures found in the Site Coordinator Management Guide.
- Site Coordinator:** Call the "Closing Alert" contact programmed in the site cellphone to notify the BOE of your daily tabulator count.
- Site Coordinator:** Designate a BOE pick-up area near the door 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 checklists for daily and final night closing (Found in the Early Voting Admin Binder):
 - Check-In Station Checklist
 - Help Desk Station Checklist
 - Ballot Station Checklist
 - General Setup Checklist

DS200 TABULATOR AND EXPRESSVOTE

DO NOT CLOSE THE POLLS ON 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, shut down the tabulator by pressing “Tools” and enter the Election Code located behind the Credentials tab in the Early Voting Admin Binder. Then, select “Report Options” → “Admin” → “Shutdown”. Do NOT press the 'Close Poll' button during Early Voting.
- Site Coordinator:** Remove the privacy screens from the DS200 tabulator and place them in the Sign Bag.
- 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 black tabulator key to unlock and open the side panel of the ExpressVote and press the power switch to the “Off” position. Pack the ExpressVote in its carrying case using the instructions on page 131 of the Early Voting 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 (Early Voting Admin Binder) received at supply drop-off for the site. These sections include the Ballots Returned, Ballot Reconciliation, Ballot Return Verification, Site Coordinator Return Verification, and Ballot Discrepancy Explanation (if applicable) sections.
- 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 Early Voting Admin Binder.



EARLY VOTING DAILY RECONCILIATION FORM FOR THE NIGHTLY AUDIT PROCEDURES

- Site Coordinator:** Retrieve the following counts to place on the Early Voting Daily Reconciliation Form. Additional information about these totals can be found in your Early Voting Manual on pages 126-127. Complete two copies of the Daily Reconciliation Form. One copy will be returned to the Board of Elections facility (3825 S. Roxboro Street, Suite 101, 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 Early Voting 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 Early Voting Daily Reconciliation Form and ensure all ballots and listed materials on the form are returned to the Board of Elections facility (3825 S. Roxboro Street, Suite 101, 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 facility (3825 S. Roxboro Street, Suite 101, 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).
 - Completed Provisional ballots and any used or unused Provisional envelopes 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).
 - Early Voting Applications grouped together by machine with a SOSA Transaction Statistics Report on top that is specific to each machine. These must be rubber banded or binder clipped together by machine.
 - Black Accordion Folder with all required forms
 - Daily Configuration Report Tape (In ziplock bag)
 - Cancellations/Miscellaneous Forms bound together
 - Challenge Forms (If any)
 - Change Forms bound together
 - Completed Curbside Voter Logs bound together
 - Completed Voter Assistance Logs bound together
 - Early Voting Daily Reconciliation Form (1 of 2 copies)
 - Deceased Voter Forms (If any)
 - Help Desk Referral Forms
 - Miscellaneous Registration Forms
 - Same-Day Registrations bound together
 - SOSA User Logs
 - Spoiled Ballot Logs



- Laptops Packed in Laptop Boxes (Mice, Mousepads, and Power cords). Ensure the number on the computer corresponds with the number on the box.
- Site Coordinator Supply Tote
 - Early Voting Admin Binder
 - Time Entry Binder
 - Absentee Return Log Binder
 - Site Coordinator Management Guide
 - Machine/Facility Keys
 - Badges (if applicable)
 - Site Cell Phone

PRIOR TO LEAVING THE SITE

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

- Identify the site worker who will be staying behind with an Assistant Site Coordinator to wait for the Board of Elections truck team arrival. The site worker must be of a different affiliation from the Assistant Site Coordinator who is staying behind. Remind them:
 - Remind the Assistant Site Coordinator and site worker staying behind to remain at the site for the Board of Elections, ensure the BOE pick-up area is organized with all supplies, and ensure that the facility is locked with the Board of Elections prior to leaving the site.
- All required supplies are loaded in your vehicle for the final Nightly Audit at the Board of Elections facility.
- Reset the Wait Time Reporter application to zero.
- Review all submitted time from workers in the Precinct Official Portal and approve as appropriate.
- The Returns Escort, who must be of a different affiliation, is ready to follow you to the Board of Elections facility.



- ALL SITES:** Ensure site workers take the trash and recycling out of the voting enclosures and clean the kitchen, if used.
 - ALL LIBRARIES:** Leave the trash and recycling bags right outside the enclosure door. Do not leave outside the building.
 - DUKE:** Leave the trash and recycling bags in the hallway right outside the enclosure door. Do not leave outside the building.
 - ENO:** Place recycling in bins right outside the voting enclosure. Take trash to the upper parking lot dumpster.
 - CMCC:** Take trash to the dumpster and place recycling in the grey carts, both located on the lower-level parking lot.
 - ZAK:** Take trash to one of the dumpsters behind the building, which can be accessed through the kitchen area.

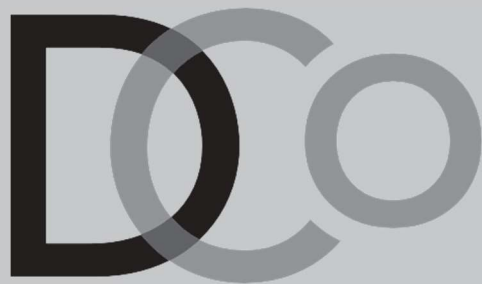
Site Coordinator Signature

Assistant Site Coordinator
Signature

Assistant Site Coordinator
Signature

Date and Time

FEEDBACK



SITE COORDINATOR MANAGEMENT GUIDE
DURHAM COUNTY BOARD OF ELECTIONS

2024 GENERAL ELECTION



DCo

2024 GENERAL ELECTION