

## 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

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## 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.

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## 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