

## **BALLOT JUDGE/ BALLOT RECONCILIATION DUTY CARD**

### **RESPONSIBILITIES:**

- Manage ballot supply
- Maintain Ballot Reconciliation Incident Log
- Maintain Voter Receipt & Ballot Counter Audit
- Monitor voting booths for abandoned ballots

### **TOOLS AND SUPPLIES:**

- Duty Card
- Ballots (Packaged)
- Voter Receipt & Ballot Counter Audit Form
- Ballot Tracking Form
- Used Voter Receipt Envelope

### **INSTRUCTIONS – BALLOT SUPPLY**

1. Count individual blank ballots as each pack is opened - each pack should contain 50 ballots
2. Record discrepancies (number more or less than 50) on Ballot Tracking Form
3. Two Judges initial ballots before issuing to voters (can be same political party)
4. Inform Head Judge if ballot supply low
5. Monitor voting booths and other areas for abandoned ballots
  - a. If found mark “found in booth (or floor, etc.)” at top of ballot
  - b. Note on Incident Log
  - c. Place in Spoiled Ballot Envelope

### **INSTRUCTIONS - STATISTIC RECONCILIATION (voter receipts/ballots counted):**

1. Paper clip Voter Receipts in bundles of 25 – keep white registered voter receipts and blue Election Day registrant receipts separate
2. Secure bundles in Used Voter Receipts Envelope
3. Complete Voter Receipt and Ballot Counter Audit form HOURLY
  - a. Record number of registered voter receipts
  - b. Record number of Election Day registrant receipts
  - c. Record total number of voter receipts
  - d. Check ballot counter for number of ballots cast
  - e. Record number of ballots cast on Audit form
4. Inform Head Judge of discrepancies – note on Incident Log – provide explanation if known