

**Before the Polls Open
Arrow Ballot Central Count**

For more detail and checklists, refer to Chapter IX in the Procedural Manual.

Before Election Day the County Clerk will deliver election ballots, the official stamp and ink pad in sealed packages to the Chief Judge

Upon receipt of ballots and supplies the Chief Judge will return a written receipt for supplies

**On Election Day
Before the Polls Open**

Report to the Polling Place no later than _____ AM

Post "VOTE HERE" sign in visible location on the building

In the presence of bystanders Judge and Clerks break the sealed packages of supplies

Check all supplies against checklist in Procedural Manual. Contact County Clerk immediately if there is a shortage

Check ballots to insure they are for your precinct. Use in numerical order

Record ballots received on cover of Election Record Poll Book

Arrange the polling place with the ballot box in view

Post sample ballots, Mail-in Registrants and Voter's Rights placard in polling place and Card of Instruction placards in the voting booths

**Assignment of Duties.
Assignments will vary depending on polling place and may be combined to correspond with personnel available**

One Clerk to greet and direct voters to poll Book Clerk or Election Day Registration, and demonstrate the accessible voting device

One clerk to be in charge of the Election Record Poll Book

One clerk for stamping and issuing ballots

One clerk in charge of the additional copy of the Poll Book or list of registered voters, to receive and deposit the ballots

Before beginning their duties, election board officials must take and subscribe to the Oath on the cover of Election Record Poll Book

