

## Closing the Polls Arrow Ballot Central Count

Thirty minutes prior to closing the polls,  
a Judge announces the polls are closing

Close the Polls at 8:00 PM

All electors waiting in line at 8:00  
shall be allowed to vote

After the Polls Close

The election board may divide into teams  
and work on the following procedures  
simultaneously

Unlock the Ballot Box  
and remove the Ballots

Complete the tabulations in the  
Election Record Poll Book

Count the number of elector's  
signatures in the Poll Book

Compare the 2 Poll Book(s)  
or list of voters.  
Correct any mistakes

Add the number of electors signatures  
and any absentee ballots received.  
Enter the number of total ballots cast

Record number of spoiled ballots

Record number of unused ballots

Enter Ballot Box seal number

Election Board signs the  
Election Record Poll Book

Enter the precinct, number of ballots cast  
and the seal number on the transport  
carrier log

Sign and tape the white copy  
on the ballot box

Place Poll Book in the proper envelope and  
place in the designated container

Place completed registration cards in  
Election Day Registration envelope and  
place in the designated container

Return all election materials and supplies  
as specified by the  
County Clerk

