

**Closing the Polls  
Arrow Ballot Precinct 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 procedures simultaneously

Follow the "Closing the Polls" procedures in the manufacture's manual

Process any voted or absentee ballots stored in the front auxiliary bin

Remove and unfold absentee ballots from envelopes

Absentee ballots and any other unprocessed ballots should be inserted one by one into the Eagle tabulator

When removing ballots from bins, place absentee ballots on the bottom of the voted ballots without write-ins

Ballots with write-ins should be kept separate

Do not count write-ins - They will be counted centrally

Complete the tabulations in the Election Record Poll Book

Enter total number of voted ballots from the Eagle tabulator tape report

Enter the number of spoiled ballots

The number of voted ballots and the number of spoiled ballots must agree with the number of stubs

Enter the number of unused ballots

Enter the transfer box seal number

Election board signs the Election Record Poll Book

Enter the precinct name and number of voted ballots counted on the transport carrier log

Place Election Record Poll Book in the envelope and designated container

Obtain the election results tape from the Eagle tabulator - see manual - Post one copy outside the entry to the polling place

You will receive specific instructions from the County Clerk concerning transmittal of results

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

