

# Closing the Polls



# ✓ Process Last Minute Voters

(Page 53)

# 9:00 PM

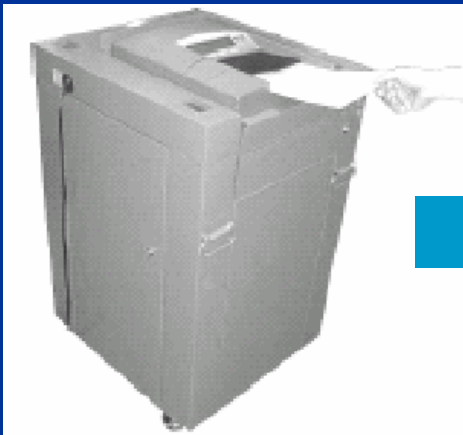
✓ Close polls on the M100 and  
report results immediately

(Page 53-56)

**STEP ONE: Retrieve the keys.**



**STEP TWO: Move the ballot scanner to the polling  
place phone jack.**



## **STEP THREE:**

**Open door C, the emergency ballot bin, and be sure that any ballots placed in the bin are inserted in the ballot scanner.**

**Close door C, making sure the flap is closed.**



**STEP FOUR:** Open the key access panel (E). Insert the key with the colored ring and turn it to Open/Close Poll.



**STEP FIVE:** Unlock flap "D."

**STEP SIX:** Break or cut the two green seals.

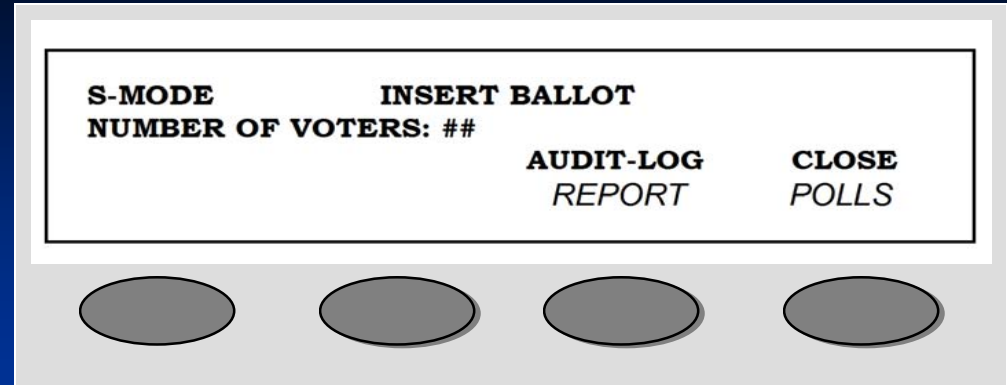
**STEP SEVEN:** Retrieve the phone cord.

**STEP EIGHT:** Lift the small door on the right and plug the phone cord into the M100 phone jack port. Plug the other end into the polling place jack.



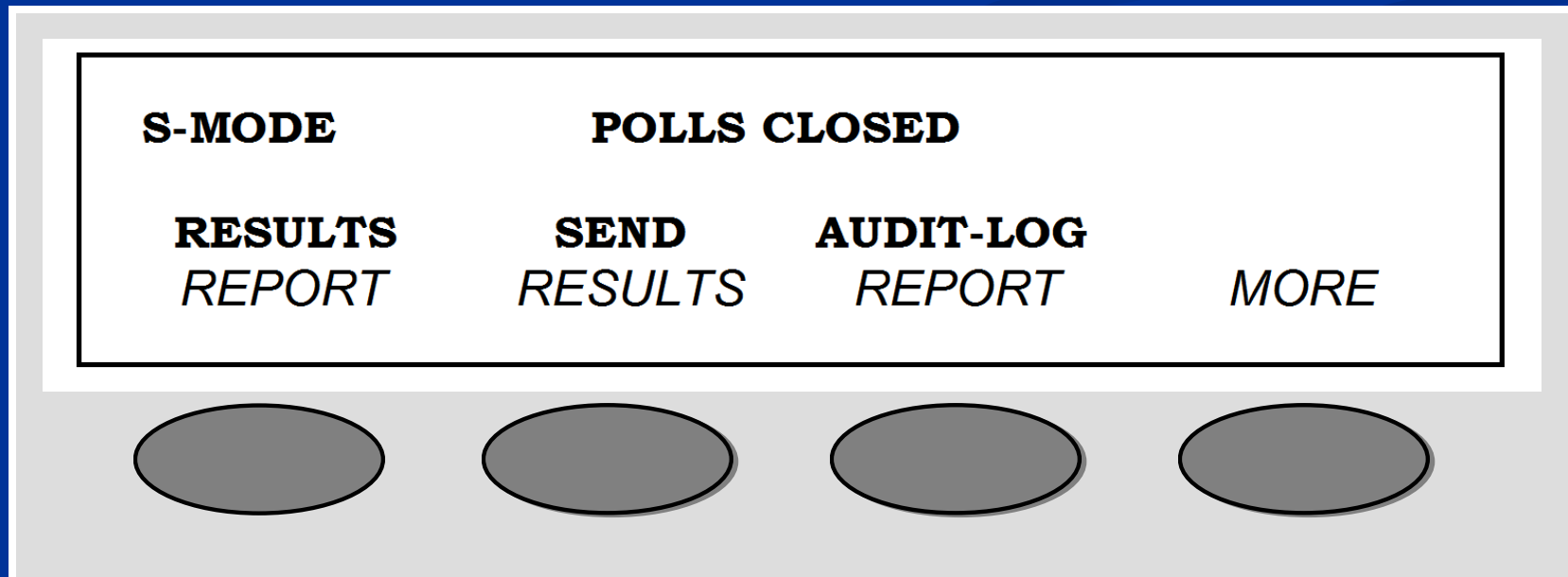
## STEP NINE

Press the button under “Close Poll.” (Results will start printing, continue with steps)



Press the button under “Send Results.”

After the results have been sent, a confirmation screen will appear.



**STEP TEN:** After the results have been successfully sent, disconnect the phone cord from the polling place wall.

**STEP ELEVEN:** Unplug the phone cord from the M100 scanner.

**STEP TWELVE:** Return the M100 scanner back to the ballot box if you had to remove it.

**STEP THIRTEEN:** Turn the colored key to the “OFF” position in the key access panel (E). Pull the key out, leaving the lock in the “OFF” position.



**STEP FOURTEEN:** Tear the results reports (2) off the ballot scanner. Each PEO will sign the certification at the end of each tape.

**STEP SIXTEEN:** Cut the two copies of the results reports apart. Post one copy on the wall. Use the other to tally write-in votes.



✓ **Publicly Announce  
Results**  
(Page 57)

✓ **Close the AutoMARK**  
(Page 57-58)



# ✓ Close the Precinct Atlas Computers

(Page 59-61)



# ✓ Secure Media

(Page 62-65)

## STEP ONE: Check M100 Seals



### EQUIPMENT

		POLLS OPEN		POLLS CLOSE	
	(seal #)	(If OK, initial here)		(If OK, initial here)	
Verify machine seals before <u>and</u> after polls close					
AutoMark Card Seal # (lower left side of machine)	1370055	LA	NM		
AutoMark Printer Seal # (back of the machine)	1370056	LA	NM		
M100 PCM Seal # (front left seal)	01673	LA	NM	LA	NM
M100 PHN Seal # (front right seal)	04759	LA	NM	LA	NM
Keys Provided	YES	LA	NM		
After removing media, affix new seals and record below	(write new seal #)			(If OK, initial here)	
AutoMark Card Seal # (lower left side of machine)					
M100 PCM Seal # (front left seal)					
M100 PHN Seal # (front right seal)					

## STEP TWO: Check AutoMark Seals...



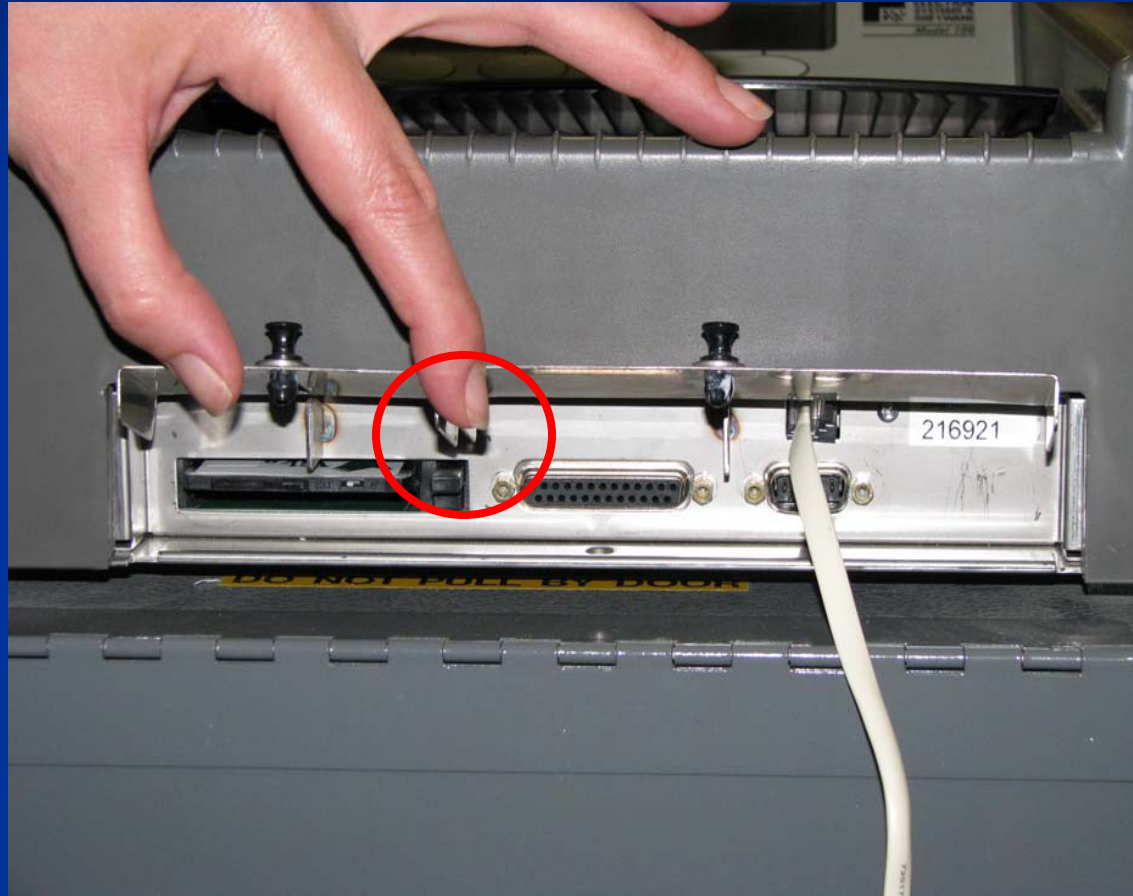
### EQUIPMENT

		POLLS OPEN		POLLS CLOSE	
	(seal #)	(If OK, initial here)		(If OK, initial here)	
Verify machine seals before <b>and</b> after polls close					
AutoMark Card Seal # (lower left side of machine)	1370055	LA	NM	LA	NM
AutoMark Printer Seal # (back of the machine)	1370056	LA	NM	LA	NM
M100 PCM Seal # (front left seal)	01673	LA	NM	LA	NM
M100 PHN Seal # (front right seal)	04759	LA	NM	LA	NM
Keys Provided	YES	LA	NM		
After removing media, affix new seals and record below	(write new seal #)			(If OK, initial here)	
AutoMark Card Seal # (lower left side of machine)					
M100 PCM Seal # (front left seal)					
M100 PHN Seal # (front right seal)					

# ...and Remove AutoMARK Flashcard



## STEP THREE: Remove M100 PCMCIA Card (pg. 63)



# STEP FOUR: Reseal AutoMARK flashcard door (pg. 63) and....



# ...record new seal numbers on lime green Seal Verification Log (pg. 63)

## EQUIPMENT

		POLLS OPEN		POLLS CLOSE	
	(seal #)	(If OK, initial here)		(If OK, initial here)	
Verify machine seals before <u>and</u> after polls close					
AutoMark Card Seal # (lower left side of machine)	1370055	LA	NM	LA	NM
AutoMark Printer Seal # (back of the machine)	1370056	LA	NM	LA	NM
M100 PCM Seal # (front left seal)	01673	LA	NM	LA	NM
M100 PHN Seal # (front right seal)	04759	LA	NM	LA	NM
Keys Provided	YES	LA	NM	LA	NM
After removing media, affix new seals and record below	(write new seal #)				(If OK, initial here)
AutoMark Card Seal # (lower left side of machine)	1370057			LA	NM
M100 PCM Seal # (front left seal)					
M100 PHN Seal # (front right seal)					

**NOTE:** There is not a line for recording a new AutoMark Printer Seal.

## STEP FIVE: Reseal M100 PCMCIA Card and Phone Jack Ports (pg. 64) and....

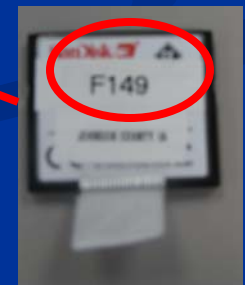


# ...record new seal numbers on lime green Seal Verification Log (pg. 64)

EQUIPMENT					
		POLLS OPEN		POLLS CLOSE	
	(seal #)	(If OK, initial here)		(If OK, initial here)	
Verify machine seals before <u>and</u> after polls close					
AutoMark Card Seal # (lower left side of machine)	1370055	LA	NM	LA	NM
AutoMark Printer Seal # (back of the machine)	1370056	LA	NM	LA	NM
M100 PCM Seal # (front left seal)	01673	LA	NM	LA	NM
M100 PHN Seal # (front right seal)	04759	LA	NM	LA	NM
Keys Provided	YES	LA	NM	LA	NM
After removing media, affix new seals and record below	(write new seal #)			(If OK, initial here)	
AutoMark Card Seal # (lower left side of machine)	1370057			LA	NM
M100 PCM Seal # (front left seal)	04760			LA	NM
M100 PHN Seal # (front right seal)	04761			LA	NM

# STEP SIX: Fill out the Red Media Transfer Case Insert Card

(Pg. 64)

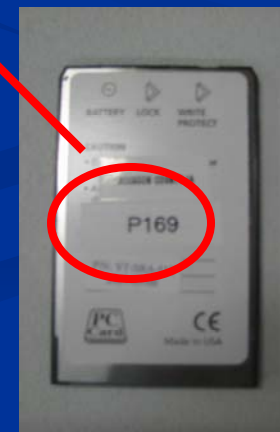


Red Media Transfer Case Insert Card		
<b>Election Date</b> 9/8/09 <b>Precinct</b> IC01		<b>CORRECT?</b>
M100 machine #	S35	YES NO
AutoMark machine #	A35	<b>YES</b> NO
M100 front left seal	04471	YES NO
M100 front right seal	04487	YES NO
AutoMark printer seal #	1370191	<b>YES</b> NO
AutoMark card door seal #	1370192	<b>YES</b> NO
M100 card number (polls close)	P138	YES NO
AutoMark card number (polls close)	F100	<b>YES</b> NO
Media Transfer Case Seal # (polls close)		YES NO
This envelope contains Memory Cards and memory card access seals from this precinct.		
1. _____	4. _____	
2. _____	5. _____	
3. _____	6. _____	

NOTE: Remove the insert card by accessing it from inside the Red Media Transport Case.

### Red Media Transfer Case Insert Card

Election Date <u>9/8/09</u> Precinct <u>IC01</u>		CORRECT?	
M100 machine #	S35	<input checked="" type="radio"/> YES	<input type="radio"/> NO
AutoMark machine #	A35	<input checked="" type="radio"/> YES	<input type="radio"/> NO
M100 front left seal	04471	<input checked="" type="radio"/> YES	<input type="radio"/> NO
M100 front right seal	04487	<input checked="" type="radio"/> YES	<input type="radio"/> NO
AutoMark printer seal #	1370191	<input checked="" type="radio"/> YES	<input type="radio"/> NO
AutoMark card door seal #	1370192	<input checked="" type="radio"/> YES	<input type="radio"/> NO
M100 card number (polls close)	P138	<input checked="" type="radio"/> YES	<input type="radio"/> NO
AutoMark card number (polls close)	F100	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Media Transfer Case Seal # (polls close)	<u>1619588</u>	<input checked="" type="radio"/> YES	<input type="radio"/> NO
This envelope contains Memory Cards and memory card access seals from this precinct.			
1. _____	4. _____		
2. _____	5. _____		
3. _____	6. _____		



# STEP SEVEN: Fill the Red Media Transfer Case (pg. 65)



**\*\*Voting Results Report\*\***  
14:37:04 9/12/2007

JOHNSON  
2007 SCHOOL BOARD ELECTION  
0018 SCHOOL SOLON 02018  
Election Date: September 11, 2007  
Total Number Voting: 194

Precinct Voting Report  
SCHOOL SOLON 02

Total Ballots	97
Ballots for Code 00009-01-01	97

CITY PARK BOARD  
Number to Vote For: 2

Oprah Winfrey	46
John Doe	15
Catherine Zeta Jones	22
Tom Cruise	6
Write In	8
Over Votes	0
Under Votes	0

---

Total Votes 97

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

Sarah Reisetter  
ELECTION JUDGE

Harry Rueber  
ELECTION JUDGE

James Erickson  
ELECTION JUDGE

Virginia Gains  
ELECTION JUDGE

Jack Beeson  
ELECTION JUDGE



# STEP EIGHT: Seal the Red Media Transfer Case (pg. 65)





# A Lesson On Tabulating Write-Ins

(Page 109)



**All ovals filled in next to a write-in MUST BE “COUNTED.” The issues is HOW those votes are ACCOUNTED FOR.**



**If your tally list book numbers do not equal your results tape, all Precinct Election Officials in your precinct will have to come to the auditor’s office to redo your tallies.**

# EXCEPTION: OVERVOTE

## For Board of Supervisors

(Vote for no more than two.)

CANDIDATE 1 (Party A)

CANDIDATE 2 (Party A)

CANDIDATE 3 (Party B)

CANDIDATE 4 (Party B)

\_\_\_\_\_

(Write-in vote, if any)

\_\_\_\_\_

(Write-in vote, if any)

\*\*\*Voting Results Report\*\*\*  
14:37:04 9/12/2007

JOHNSON  
2007 SCHOOL BOARD ELECTION  
0018 SCHOOL SOLON 02018  
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Write In	8
Over Votes	0
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-----  
Total Votes 97

**Rule 1:** Count different spellings of a name as votes for the same person *if you can tell for whom the write-in votes were cast.*

A write-in vote for Harry Rueber and one for Harry Ruber could be combined as it is fairly obvious it is the same person.

A write-in vote for Anderson and one for B. Anderson could not reasonably be combined since there could be many possibilities for whom the votes were cast.

When in doubt, do not combine names.

**Rule 2:** Count write-in votes for fictitious characters and famous people (Mickey Mouse, Donald Duck, Tom Cruise, etc.) just as they are on the ballot. Do not ignore them or group them together.

**Rule 3:** When a voter writes profanity in the write-in space, account for the vote as “Profanity” under name of person voted for. You do not have to repeat the profanity in the tally list book.



STATE OFFICES	
<b>FOR DOG CATCHER</b> (Vote for no more than ONE)	
<input type="radio"/>	OPRAH WINFREY
<input type="radio"/>	TOM CRUISE
<input type="radio"/>	CATHERINE ZETA JONES
<input type="radio"/>	JOHN DOE
<input checked="" type="radio"/>	<u>John Doe</u> (Write-in vote, if any)

**Rule 6:** When the name of a candidate already running for a race is voted for as a write-in under that same race, account for the write-in vote as a vote for “Candidate on the Ballot.”

**Rule 7:** When the voter marked the write-in oval but did not write in a name, account for the write-in vote as a vote for “Blank.”

STATE OFFICES	
<b>FOR DOG CATCHER</b> (Vote for no more than ONE)	
<input type="radio"/>	OPRAH WINFREY
<input type="radio"/>	TOM CRUISE
<input type="radio"/>	CATHERINE ZETA JONES
<input type="radio"/>	JOHN DOE
<input checked="" type="radio"/>	 (Write-in vote, if any)

COUNTY OFFICES	
<b>FOR CITY PARK BOARD</b> (Vote For No More Than TWO)	
<input type="radio"/>	OPRAH WINFREY
<input type="radio"/>	JOHN DOE
<input type="radio"/>	CATHERINE ZETA JONES
<input type="radio"/>	TOM CRUISE
<input checked="" type="radio"/>	<u>Spike Jones</u> <small>(Write-in vote, if any)</small>
<input checked="" type="radio"/>	<u>Spike Jones</u> <small>(Write-in vote, if any)</small>

**Rule 8:** When the voter writes the same name in twice for a race in which the voter can make more than one selection, account for the write-in votes as one vote for the name, and one vote for “Duplicate Write-In By Same Voter.”

# ✓ Fill Out the Paper Ballot Receipt Record

(Page 68)

- You were supposed to receive 940 regular ballots, but one of the packages of 50 contained 51 ballots. All other packets were the correct number or you did not need to open them.
- You had 850 regular ballot voters.
- You had 6 provisional ballot voters.
- You had 2 spoiled ballots.

## PAPER BALLOT RECEIPT RECORD

Ballot style: IC05	REGULAR	PROVISIONAL	TOTAL
Number of ballots Received	<del>940</del> 941	10	<del>950</del> 951
Number of ballots Voted	850	6	856
Number of ballots Spoiled			2
Number of ballots Used (add number of ballots voted and number of ballots spoiled)			858
Number of ballots Unused (subtract number of ballots used from the number of ballots received)			93
Number of ballots Returned (add the number of used and unused ballots)			951



# ✓ Secure Paper Ballots

(Page 70)

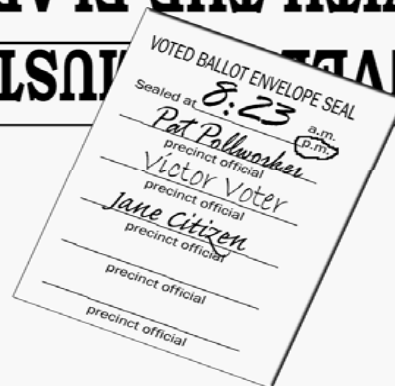
## VOTED BALLOTS ENVELOPE

from the \_\_\_\_\_ School \_\_\_\_\_ Election held in  
\_\_\_\_\_ 1001 \_\_\_\_\_ Precinct, Johnson County, Iowa  
on \_\_\_\_\_ September 11 \_\_\_\_\_, 2007

NUMBER OF BALLOTS  
CONTAINED IN THIS  
ENVELOPE

: \_\_\_\_\_ 97 \_\_\_\_\_

THIS ENVELOPE MUST BE  
RETURNED WITH THE FLAP SEALED



STEP ONE:  
Voted Ballots

## STEP TWO: Provisional Ballots (pg. 70)

### PROVISIONAL BALLOTS and COMPLETED REGISTRATION FORMS

Election Date: 9/11/2007

Precinct: 1C01

# of Provisional Ballots Enclosed: 3

# of Completed Voter Registration Forms Enclosed: 12

Red Seal Number Applied at Poll Closing: 681924

PEO CERTIFICATION:

1. Sarah Reissetter

2. Harry Rueber

3. James Erickson

4. Virginia Gelms





## BALLOT TRANSFER CASE SEAL

	(seal #)	Initial here if OK:	
Ballot Transfer Case Seal # (polls open)	3106115	LA	NM
Ballot Transfer Case Seal # (polls close)	1618588	LA	NM

### Green Ballot Transfer Case Insert Card

Election Date: 9/11/07

Precinct: IC01

Polling Place Coralville Rec Center

Case 1 of 1

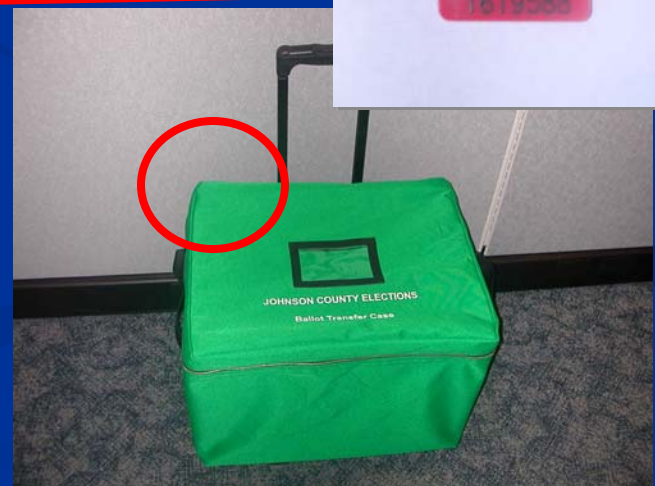
650 Regular and 10 Provisional Ballots

660 (Six Hundred Sixty) Ballots in Case

Ballot Transfer Case Seal # 6759423

New Seal # (polls close) 1618588

**STEP FIVE: Record new seal number on insert card and lime green form**



**STEP SIX: Seal Green Ballot Transfer Case**

# ✓ Paperwork and PEO Signatures

(Page 72)

C. that we are Precinct Election Officials of the School Election held in and for Precinct # \_\_\_\_\_ in the county of JOHNSON, in the State of Iowa, on the 9th day of September, 2008, and that we have canvassed all votes registered on the voting machines for each candidate, including write-in votes cast for all candidates and all public measures submitted in said precinct, and do hereby severally certify that the canvass thereof was duly and legally made, and the results of said canvass is correctly set forth in the within tally statement, and that the said statement is true in all respects. *[Certificate of Election Officials and Canvass 52.21]*

## A true tally list:

*[Tally list of board 50.16]*

(1) \_\_\_\_\_ (8) \_\_\_\_\_

(2) \_\_\_\_\_ (9) \_\_\_\_\_

Page 7 of  
Tally Book

Total Voters =  
Last Eligibility Slip #

THIS ENVELOPE CONTAINS THE  
**TALLY LIST**

Have you.....  taken your oath of office?  
 selected who will assist voters?  
 completed the Opening Certification?  
 placed the morning zeros & evening results tape for the M100 in the results envelope.  
 documented all write-in votes?  
 completed the Closing Certification?  
 certified this as your True Tally List?  
 reported excess votes, unusual or special circumstances?

USED IN: \_\_\_\_\_ CITY or TOWNSHIP or \_\_\_\_\_ SCHOOL \_\_\_\_\_ PRECINCT CV03

Total Voter Count

**\*\*Voting Results Report\*\***  
14:37:04 9/12/2007

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Ballots for Code 00009-01-01 97

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COUNTERS WERE ZERO (0) WHEN  
THE POLLS OPENED AND THAT THE  
ELECTION WAS HELD IN  
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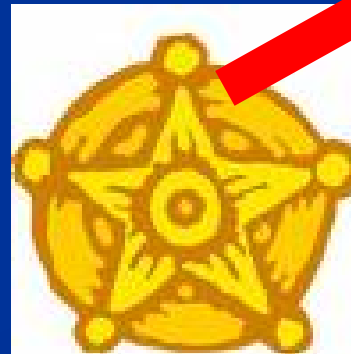
THIS ENVELOPE CONTAINS THE  
**TALLY LIST**

Have you...  
✓ taken your oath of office?  
✓ selected who will assist voters?  
✓ completed the Opening Certification?  
✓ placed the morning zeros & evening results tape for the M100 and /Notronic in the results envelope.  
✓ documented all write-in votes?  
✓ completed the Closing Certification?  
✓ certified this as your True Tally List?  
✓ reported excess votes, unusual or special circumstances?

\_\_\_\_\_  
CITY or TOWNSHIP or SCHOOL \_\_\_\_\_ PRECINCT \_\_\_\_\_  
JOHNSON COUNTY, IOWA, AT THE **School Election** HELD **September 9, 2008**

SIGNATURES OF PRECINCT ELECTION OFFICIALS:

1. <u>X</u> _____ Chair	8. <u>X</u> _____
2. <u>X</u> _____	9. <u>X</u> _____
3. <u>X</u> _____	10. <u>X</u> _____
4. <u>X</u> _____	11. <u>X</u> _____
5. <u>X</u> _____	12. <u>X</u> _____
6. <u>X</u> _____	13. <u>X</u> _____
7. <u>X</u> _____	14. <u>X</u> _____



**CLAIM FORM**



✓ Pack Up Booths, Signs and Remaining Supplies

✓ Pack Eligibility Supply Box



# ✓ Replace M100 Scanner Cover



# ✓ Cover the AutoKart



# ✓ Pack voting equipment keys



# ✓ Pack Election Registers

# ✓ Return Supplies to Auditor's Office





WNU

