

Election Day Prepping & Opening the Polls Handout

- Poll workers arrive at **5:30am**
- Polls open at **6:30am**
- Polls close at **7:30pm**

Before the Polls Open

Check the roster of assigned poll workers. If a poll worker has not arrived shortly after 5:30am, try to contact that poll worker, then contact the Clerk/Recorder to notify any needed alternates.

Once all poll workers arrive, **have poll workers all read and sign the Oath of Election Commissioners & Poll Clerks, and then begin setting up the polling place.**

Polling Place Signs

Post all signs on the door to the polling place (NOTE: if there's multiple entrances voters enter, these signs must be placed on each entrance. Otherwise the additional entrance(s) cannot be used).

Signs to post include:

- List of Write-In Candidates
- Sample Ballot
- Instructions to Voters
- No Electronic Devices
- Polling Place Hours
- Voter ID information rack card
- American Flags
- "Polling Place" sign
- Handicap Parking sign at the nearest available parking space
- Any additional signs as instructed by the County Clerk

Poll Worker Table

Locate the Poll Book(s), and confirm the seal(s) is in-tact. Then, cut or break the Poll Books seal.

Supplies to be on poll worker/poll clerk's table include:

- Poll Book
- List of Absentee Voters
- List of Early Voters
- List of Official Write-In Candidates
- Ballots
- A Sample Ballot
- Provisional Ballot envelopes and information
- Voter ID Information

- Voter Assistance forms and information
- Any additional forms or information required by the County Clerk

Voting Machine / Voting Booth Setup

Setup all voting machines or voting booths in the polling place. Location of the voting machines or booths should be arranged in a way that booths are at least 5-feet apart and the open-portion of the machines or booths where voters vote are not facing the entrance to the election room, a window, or any portion of the room where voters are waiting. The purpose is to ensure voter privacy so that nobody can see the selections a voter makes.

- Do not place anything in the voting booth other than:
 - o Voting instructions
 - o A pen (if applicable)

Precinct Scanner / Ballot Box Placement

For counties utilizing precinct scanners (such as a DS200 or M100), those should be located somewhere between the voting booths or voting machines and the entrance/exit to the election room. Follow the County Clerk's instructions on how to turn on and start the precinct scanners.

Opening the Polls

At 6:30am, a poll worker must go outside the polling place and orally announce that polls are open.