CITY OF ALBUQUERQUE

PRECINCT OFFICIALS' ELECTION GUIDE

Regular Municipal Election October 4, 2011

Amy B. Bailey, City Clerk
768-3030

6. **End of Voting Shut Down Procedures:**
   a. Obtain the Mode Switch Key from its secure location. Insert the key and turn it to the "OFF" position. Remove the key.
   b. Unplug the headphones**.**
   c. Lift under the front of the ballot feed tray and fold it inward.
   d. Open the lid and fold the Touch Screen Monitor back into the recessed area.
   e. Lower the lid over the Touch Screen Monitor.
   f. Lower the lid flap over the ballot feed tray.
   g. Move the lid latches inward to secure the lid.
   h. Unplug the power cord from the wall outlet and the AutoMARK.
   i. Place the AutoMARK, power cord and the headphones into the carrying/storage case.

h. Use the round Repeat key to have the last spoken phrase sentence repeated.

i. Use the Tempo key to adjust the speed at which the voice reads the text. Each time the Tempo key is pressed, the current phrase will begin again at the newly selected speed. Please note, the voice is synthesized and is not a human-sounding voice.

j. Use the diamond shaped Screen key to toggle the monitor screen on and off. Normally, the screen is off during the selection process to allow for voter privacy.

k. Press the Down Arrow key to scroll through the choices within a contest.

l. Use the select key to select a choice once it has been read.

m. If the voter wishes to change the selection in a "VOTE FOR ONE" contest, simply scroll to your new choice and press the Select key. The new selection will override the previous selection.

n. There are no write-in candidates in the 2011 Regular Municipal Election. Accordingly, there are no instructions for write-in candidates.

4. **Voting using the Sip-n-Puff**

a. The AutoMARK has a port located on the front of the terminal that an Election Official can plug an ADA device for the voter. The ADA device supported by the AutoMARK is the Sip-n-Puff. The voter supplies this device, which is an interface device commonly used by individuals with disabilities, using her or his mouth on a straw to send inputs to the AutoMARK. The voter puffs or sips on the straw to indicate a "yes" or "no."

b. Using only yes/no indicators, the voter can negotiate all screens. When the voter arrives using any screen, they choose "yes" to deal with that screen or "no" to bypass the screen.

c. The voter uses "yes" to make a selection or "no" to move the next option.

d. Example: In a contest with two candidates, the voter selects "yes" when they arrive at the screen to indicate they want to vote in this race. "No" would skip the race. The first candidate is highlighted in yellow. If the voter indicates "yes" then this candidate is selected and highlighted. The highlight then moves to the next candidate and the voter indicates "no" to move to the bottom of the list to highlight the NEXT button. If the voter indicates "no" again, then the highlight moves through the ZOOM, EXIT, HIGH CONTRAST and PREVIOUS buttons. If the voter keeps indicating "no," the highlight will cycle back to the first selection on the page. The highlight moves clockwise around the page giving the voter the chance to select anything on the screen as if using a finger on a touch screen.

5. **Verifying a Marked Ballot:** The AutoMARK allows the voter to insert their marked ballot into the ballot feed tray and to verify their vote. **The voter may not make changes during this process.** This is only to verify that the ballot is marked and they will hear and view the summary screen. If the voter wishes to make changes at this point, they must go through the spoiled ballot process.

PRECINCT OFFICIALS' ELECTION GUIDE

For the Regular Municipal Election October 4, 2011 and any special elections occurring before the 2013 Regular Municipal Election

The City Clerk's phone number is (505) 768-3030

I. BEFORE THE POLLS OPEN
  A. **Preparation for Election Day**
    1. **Swearing in Presiding Judges and Receipt of Election Supplies.** The City Clerk shall swear in the Presiding Judges on Monday, October 3, 2011 between 12:00 noon and 6:00 p.m. at the City Records Center, 604 Menaul NW, Albuquerque, New Mexico. All presiding judges must be there to be sworn in and to accept their election supplies. **ATTENDANCE IS MANDATORY.** § 3-8-38 NMSA 1978.
    2. **Election Day Preparation.** It is the responsibility and duty of the Presiding Judge to arrive at the polling place no later than 6:00 am on Tuesday, October 4, 2011 (Election Day) with all of the election materials that have been provided to them by the City Clerk. §3-8-38 NMSA 1978. The Presiding Judge is in charge of the polling place and shall assign the election officials (judges and clerks) to their duties
    3. **Precinct Officials.** All precinct officials and members of the Precinct Board must report to their polling place by 6:00 a.m. on Election Day. §3-8-38(e) NMSA 1978.
  B. **Vacancy in Election Officials Position.** The Presiding Judge shall determine that all election officials are present at the polling place.
    1. The Precinct Board is composed of three Election Judges, one of whom shall be the presiding judge, two Election Clerks and two alternates for each polling place.
    2. The Precinct Board must have at least three members. If alternates cannot be found, the Precinct Board may continue as long as it has three members. Election Judges may also be appointed as Election Clerks. § 3-8-19(C) NMSA 1978
    3. If for any reason a member of the Precinct Board fails to appear at their assigned location on Election Day, the Precinct Board members present at the polling place shall immediately contact the City Clerk to determine the available alternates and select by majority vote an alternate from the list of alternates supplied by the City Clerk. §3-8-19 NMSA 1978.
  C. **Qualifications.** City employees, candidates on the ballot, the City Clerk, the Deputy or Assistant City Clerk or the spouse, parent, child or sibling of a candidate, City Clerk, Deputy or Assistant Clerk and the sheriff, deputy sheriff, marshal, deputy marshal or state or municipal police officer may not serve on the Precinct Board. §3-8-19 NMSA 1978.
  D. **Election Officials Voting.** All election officials shall be registered to vote in the City of Albuquerque and are strongly urged to vote Early or Absentee prior to Election Day so that you may focus on your Election Day duties. At the time of your election training, you may vote Early in the Office of the City Clerk. If you choose to vote on Election Day, you may only do so at your assigned polling place and must do so during a time when there are no other voters present. You must present yourself to one of the Precinct Board members operating the AutoVote System.
  E. **Oath of Office.** The Presiding Judge shall administer the oath of office to all Election Officials (Judges and Clerks) upon their arrival to the polling place. §3-8-38(C) NMSA 1978. The oath form is located in the supply packet and shall be filled out and signed by each official and shall be sworn to and signed by the Presiding Judge. The oath must be signed and returned to the City Clerk in the large envelope addressed to the City Clerk, also found the in the supply packet. MEC-15.
  F. **Wearing Identification Badges.** Precinct judges and clerks, watchers, candidate representatives and observers shall wear their identification badges at all times while in the precinct polling location.
  G. **Election Supplies.** The Precinct Board shall open the ballot box and use the following list to ensure that all election supplies have been delivered:
    1. Package No. 7 for the M-100 Scanner (the "tabulator") containing the envelopes to return the memory card, tapes and keys to the City Clerk. The keys to the AutoMark shall also be returned in this envelope. MEC-32.

2. One ballot box with padlocks and keys.
3. Sample ballots [Approximately 20].
4. Three copies of this Precinct Officials' Election guide.
5. Voting machine permits. MEC-50.
6. One large envelope with postage addressed to district court. MEC –15a.
7. One large envelope marked for hand delivery to the City Clerk. MEC-15.
8. Envelope for spoiled ballots, which includes ballots the tabulator would not count and a new ballot that was given to the voter. MEC-27.
9. Envelopes for challenged and required challenged ballots (this envelope goes into the ballot box after being marked "rejected-required challenge").
10. Envelopes for the In Lieu of Absentee ballots.

    a. Inner envelopes in which "in lieu of Absentee Ballots" are placed. MEC-6b.

    b. Outer envelope in which the inner envelope is placed. MEC-6 Sides 1 and 2 (Affidavit of non receipt is on back of envelope).

11. Rejected ballot envelope. MEC–18.
12. Rejected ballot required challenged ballot envelope. MEC –18a.
13. Envelope for certificate from County Clerk and the affidavit of voter eligibility (Certificate voting). This is the "Oath of Voter Permitted to Vote" required by section 3-8-40 B(4) NMSA 1978, which is needed to accompany the certificate of eligibility signed by the county clerk under the same statute. NME-41.
14. Hand-counted ballots tally sheet. M09.
15. Ballot marking posters: MBL M-100 (shows how to mark ballot).
16. Oath forms for the precinct officials. MEC-46.
17. Precinct officials' badges (challengers, watchers and representatives obtain their badges from the City Clerk) MEC 54 and trouble shooter badges NME – 64.
18. Photo ID Requirement sign for posting at door of room where voting shall occur.
19. Photo ID, Provisional Ballot Instructions (20 copies)
20. Photo ID Provisional Ballot Envelopes (20 each, inner and outer)
21. Write In Candidate List (if any)
22. Polling Location List
23. Propositions, Bond Questions and Tax Question
24. City Clerk and Trouble Shooter Phone Numbers
25. Pens, Rubber bands, Paper clips, Extension cords, Calculator.
26. Pay sheet (Please PRINT all required data using black ink)
27. Masking tape.
28. 1 pair of scissors.
29. Accessible entry signs.
30. One packet containing a map depicting ballot box delivery location at City Hall, and emergency phone numbers.
31. "Vote Here" signs.
32. Council district maps.
33. Magnifying glass.
34. Trash bag.

IF ANY OF THESE ITEMS ARE MISSING, CALL THE CITY CLERK'S OFFICE IMMEDIATELY, 768-3030

    v. In contests indicating "VOTE FOR ONE" the voter may only select one option in the contest. To choose another selection, mark that selection as indicated above and the previously highlighted selection will de-select and the new choice will become highlighted.

d. **Selecting a write-in candidate using the touch screen.** As there are no write-in candidates in this election, no voter utilizing the AutoMARK should require these directions.

e. **Reviewing the selections:**

    i. An Under-Vote message will display if a contest is not marked. The Voter may either return to the contest and make a selection, or choose not to make a selection in the contest. A voter does not have to make a selection on all contests. The Tabulator will only reject a ballot if every contest is under voted.

    ii. Once selections in each contest have been made, including purposeful under-votes, the Summary Contest screen will appear for the voter to review their selections. Under-voted contests are displayed in red. Should the voter wish to revisit a selection, touch the contest on the review screen and the contest will become displayed on the screen. The voter will then review the contest and may change the selection.

    iii. After making any changes, press the NEXT button, which will return to the Summary Contest screen. Once the voter has completed their review of the contests, press the NEXT button.

    iv. Once the voter is ready to mark the ballot, press the MARK BALLOT button. The AutoMARK will mark the ballot and return the ballot.

    v. Remove the marked ballot from the AutoMARK and proceed to the Tabulator.

3. **Voting using the Keypad**

    a. This function is usually used by visually impaired voters.

    b. The voter should use headphones to hear the ballot instructions and prompts.

    c. The voter inserts an unmarked ballot into the ballot feed tray.

    d. If multiple languages are available, use the down arrow key to scroll through available languages.

    e. Use the square Select key to select a language.

    f. The AutoMARK will identify the ballot and read the voting instructions to the voter, including an explanation of the use of the keypad.

    g. Press the Right Arrow key to proceed to the first contest. The Contest, the number of selections available for voting in the contest, and the number of choices available for selection are identified.

3. Start the AutoMARK. Insert and turn the Mode Switch Key (from the Package #7 Envelope) to the middle or "ON" position. The screen will remain blank for approximately one minute after the key is turned to the "ON" position. The screen will display "INSERT YOUR BALLOT" once the unit is finished downloading the data from the compact flash card. Once the "INSERT YOUR BALLOT" appears, remove the mode key and secure it in a safe place.

B. Voting with the AutoMARK During an Election.

1. Poll Officials need to understand how the voting process works using the AutoMARK so they can explain it to voters.

2. Poll workers should **not** be involved in the vote selection process.

C. Interacting with AutoMARK

1. There are multiple ways to interact with this device including:

    a. Directly on the touch screen;

    b. The Keypad, which includes Braille;

    c. The Sip-n-Puff, a personal ADA device; and

    d. Any consumer "off the shelf" two-switch assistive technology devices compatible with the AutoMARK 3.5mm mini stereo jack interface.

2. Voting using the Touch Screen:

    a. The voter will insert an unmarked ballot into the ballot feed tray. The voter can insert the ballot in any direction.

    b. Select the applicable language.

    c. The voter may use the buttons at the bottom of the screen to access display options and navigate the ballot.

    i. The ZOOM IN/ZOOM OUT button will change the size of the display font between the normal font and a large size font to meet the voter's needs.

    ii. Be aware that longer contests may extend off screen; a MORE navigation bar will be displayed allowing the voter to scroll up and down to see the entire contest.

    iii. The HIGH CONTRAST button will change the display between the normal full color view and a high contrast Black & White view (White text on Black background).

    iv. The NEXT and BACK buttons are used to proceed to the NEXT contest and go BACK to a previous contest. Press the NEXT button to proceed and vote the ballot. Using the touch screen option "Select" choose your candidate or contest choice by touching the corresponding oval or anywhere on the line. The selection will highlight in yellow and the oval will be filled in on the screen and ballot.

The following will be delivered to your polling location by the City Clerk's office:

- Two AutoVote systems including laptops, electronic signature pads and printers;

- The M-100 voting machine (Tabulator);

- The voting booths; and

- The AutoMARK machine.

**The AutoVote system is a ballot-on-demand system.
None of the Consolidated Voting Centers will receive printed ballots.
In the event that the Precinct Board becomes unable to print ballots,
IMMEDIATELY contact the City Clerk who can dispatch troubleshooters
to provide printed ballots, if the system is not immediately repairable.**

H. Accessibility. Post the accessibility signs to show the handicapped accessible route from the public parking area for the polling place into the building and through the building to the polling place. Make sure that all doors along the route are unlocked and can be opened and that there are no objects blocking the route.

I. Identification Badges. The Presiding Judge shall remove the identification badges from the ballot box and distribute them to the Election Officials.

J. Voting Booth Positioning. Election Officials shall assure that the voting booths are in an area convenient to the voters and the Precinct Board. Assure that the voting booths are accessible to the handicapped and well spaced to provide voters with as much privacy that the voting area allows.

K. Sample Ballots. Remove the sample ballots from the ballot box. Post two copies of each of the nine (9) sample ballots inside the polling place and outside the polling place. Place the remaining sample ballots on a table where voters can study them prior to approaching the election worker to receive their ballot. You will have nine (9) different sample ballots, one for each City Council District.

L. Preparation of Voting Booths. The precinct official shall remove any campaign material from the voting booths and make sure a working pen for voting is in place at each voting booth.

M. Arrangement of the Polling Place. The voting booths shall be arranged to provide maximum privacy for the voter and the tabulator shall be located in an area convenient for the Election Judges to be able to require the voter to place the ballot in the tabulator before leaving the polling place. The AutoMARK shall be in an easily accessible area far enough removed from the voting booths to provide privacy.

N. Remove Remaining Contents of the Ballot Box. Election Officials shall remove all other election materials from the ballot box and place on the table close to the Election Officials in charge of the AutoVote systems. **DO NOT LOCK THE BALLOT BOX AT THIS TIME.**

II. OPENING THE POLLS

A. Preparing Model 100 ("M-100") Optical Scan Ballot Counter

1. Retrieve the ballot bin key, M-100 tabulator key and AutoMARK Voter Assist Terminal key from the envelope.

2. Unlock and lower the front access panel and remove the dust cover as shown. Remove the power cord from the ballot bin. Thread the cord through the slot on the left side of the tabulator bin. Plug the female end of the cord into the machine; the male end into the wall.

3. Open the key access panel on the left side of the tabulator. Insert the tabulator key and turn it to the OPEN/CLOSE POLL position. It will take approximately two minutes for the tabulator to power up. The tabulator will display "SMODE" in the upper left corner of the LCD screen along with the message "ELECTION CARD INSERTED OPEN POLLS NOW?"

4. Press the button under the word YES. The message, "PLEASE TURN KEY/SWITCH TO VOTE" appears.

5. Turn the tabulator key to the VOTE position. After initiating, the tabulator automatically prints Zero Report, which all Precinct Board members must sign. **Do not remove this tape!!**

6. Review the Zero Report for accuracy. Compare the Zero Report to the Sample Ballots for accuracy. Ensure the date and time is set correctly. Ensure the election information is correct (jurisdiction (City of Albuquerque), polling place location, etc.). If any information is incorrect **call the City Clerk immediately.**

g. Step towards the table and set the VAT down slightly towards the front of the table. Using two (2) people, slide the unit back until it fits into the areas in the top of the table. (Figure 5).

h. Once the VAT is in position, assemble the privacy hood and install it in the slots on either side of the VAT. (Figure 6).

Figure 5
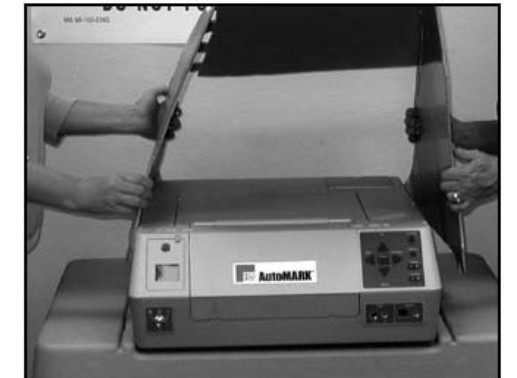
Figure 6

2. Preparing the AutoMARK for use.

   a. Remove the AutoMARK, power cord and the headphones from the carrying/storage case.

   b. Position the AutoMARK in front of you. The Keypad is located on the front of the terminal. Plug the female end of the power cord into the socket in the back of the AutoMARK.

   c. Plug the male end of the power cord into the wall socket.

   d. Move the lid latches towards the outer edge to open the lid.

   e. Lift the lid flap and rotate it back until it rests on top of the lid.

   f. Lift the entire lid away from you into a vertical position. The Touch Screen Monitor under the lid is now visible.

   g. Lift the Touch Screen Monitor towards you into a vertical position.

   h. Close the lid, leaving the Touch Screen Monitor in the upright position. It is held into place with tension bearings.

   i. Pull up on the Ballot Feed Tray, then pull it towards you and lower it into position.

   j. Adjust the angle of the Touch Screen Monitor for viewing comfort.

   k. Plug the headphones into the appropriate headphone jack in front of the terminal.
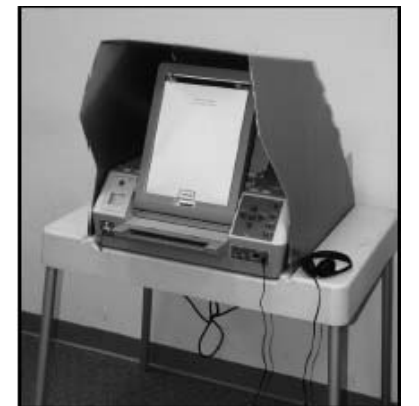
6. Direct non-English speaking voters to the Voter Assist Terminal if their language is available on the device.
7. Translators for Native American languages are available on Election Day.

VIII. AutoMARK Voter Assistance Terminal
    A. ASSEMBLY AND USE
        1. Unpacking and Assembly of the Voter Assist Terminal (VAT)
            a. To set up the VAT, please follow all steps carefully.
            b. Two (2) members of the Precinct Board should always do any of the lifting required during the setup. Please be careful while carrying the VAT and place the carrying case as shown in the photos to simplify the assembly of the unit. Remove the VAT table from the carrying case by placing the case flat on the floor and sliding the table out along the floor. (Figure 1). Remove the legs from the clips on the underside of the tabletop and insert them into the assembly holes. (Figure 2).
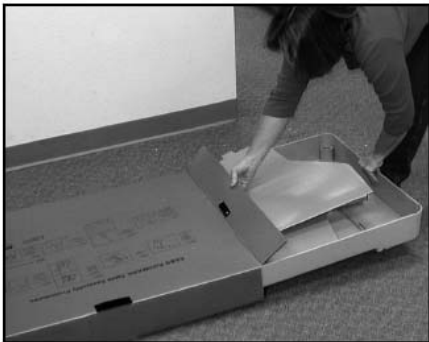
Figure 1

Figure 2

            c. Stand the table upright and place it on the follow where it will be used.
            d. Step towards the table and set the VAT down slightly towards the front of the table.
            e. Position the VAT carrying case in front of the table with the wheeled end of the case facing the table. Open the latches on each side of the carrying case and lift the case lid to its full upright position. (Figure 3).
            f. With one Poll Official on each side of the case, lift the VAT directly up and over the open case lid. (Figure 4).

Figure 3

Figure 4

7. **The tape will print the zero report for all nine districts in numerical order. Please assure that the tape reflects zero (0) for all items on the ballot for each of the nine districts.**
8. Each member of the Precinct Board will sign off after each district's zero report once the report is complete.
9. With the tabulator in the Vote mode, remove the key and secure it in a safe place. Roll up the zero tape and place it on top of the key access and close the Key Access Panel.

    B. Declare the Polls Open. The Presiding Judge shall declare the polls open at 7:00 a.m. § 3-8-38(D) NMSA 1978.
    C. Display the Empty Ballot Box. The Presiding Judge shall display the empty ballot box to the voters present in the polling place.
    D. Locking the Ballot Box. The Presiding Judge shall close and lock the ballot box with BOTH padlocks and deliver one padlock key to each of the Election Clerks.

III. PROCEDURES DURING VOTING HOURS §3-8-41 NMSA 1978.
    A. The voter approaches the Election Judge operating the AutoVote system.
    B. The Election Judge shall:
        1. Ask the voter for identification that contains the voter's name and photograph. City Charter Article XIII § 14. If the voter states that he does not have identification, notify the voter of the requirements of ID under the City Charter and inform the voter that if they have ID readily available they may leave the Consolidated Voting Center and return with the proper ID. If the voter cannot present ID or refuses to leave and return with ID, the voter may vote on a provisional ballot as outlined herein below. A voter may not leave the Consolidated Voting Center once they have signed the electronic signature pad in the AutoVote system. Accordingly, it is extremely important that voter ID is the first step in the voting process that the Election Judge addresses.
            a. Acceptable photo identification may include, but **is not** limited to the following
                i. Government issued ID cards (e.g. passport, city/county/state/federal employee ID, military ID, state identification card);
                ii. Driver's license;
                iii. Student ID card;
                iv. Commercial transaction card (credit or debit)
                v. An insurance card;
                vi. A union card;
                vii. A professional association card; or
                viii. City Clerk issued ID card.
            b. The voter is not required to present an ID with an address or signature on it. The voter may present ID with an address different from the address under which the voter is registered. This is acceptable so long as the voter is able to provide the address of registration and confirm the information in the AutoVote system. If the voter presents an ID with a photo clear enough to identify the voter and with the voter's name, in most instances the ID is acceptable for voting purposes. If the Election Judge has a question as to the validity of the ID, the Election Judge shall consult with the Presiding Judge.

c. A sample of the City Clerk-issued ID card is provided in your supply packet.

d. If the Presiding Judge determines that the ID is inadequate or if the voter has no ID, the voter shall be allowed to vote provisionally following the procedures herein below.

e. Some voters may express concern or argue with you regarding presenting ID. If this occurs, explain to the voter that the presentation of photo ID is included in the Albuquerque City Charter. It is a step in voting unique to Albuquerque municipal elections, but is required. The Precinct Board will have Voter ID instructions and will post VOTER ID notices at the Consolidated Voting Center.

2. After proper ID is provided, next find the voter in the AutoVote system and have the voter sign the electronic signature pad or the hard copy printout if they refuse to sign the electronic signature pad.

3. The voter shall sign the electronic signature pad with his or her regular signature or mark. If they are unable to do so, the Election Clerk shall sign the voter's name for the voter and the Election Judge shall place his or her initials next to the signature. § 3-8-41(A) NMSA 1978.

4. The Election Judge shall accept the signature as it appears on the screen and proceed with printing the ballot. The voter has the option on the electronic signature pad to hit "OK" after entering the signature. If they do so, the Election Judge still confirms that the signature was captured on the screen.

5. Print the ballot as trained and provide the ballot to the voter along with the voting machine permit. All voting machine permits shall be retained in consecutive order and made part of the election returns.

6. At the request of the voter and before the individual votes, instruct the voter on how to complete the paper ballot and call attention to the posted sample ballot. §3-8-44 NMSA 1978

7. Any voter designated in the system as "Inactive" shall be permitted to vote.

> AutoVote Procedures are presented on the following pages to provide you
> – the POLL OFFICIAL –
> with step by step instructions. Real life examples have been included in this Guide as a reference to aid you in your ELECTION DAY tasks.

VII. **Access to Vote/HAVA and ADA Access**

A. **Providing Voters Access:** Some voters may need assistance voting because of a disability or impairment. Your goal in assisting voters is to assure they are treated with dignity and provided an equal opportunity to vote.

B. **For voters that are deaf or hard of hearing remember the following:**

a. Hand write a note that reads "Have you voted before" and give it to the voter. If the vote indicates yes, then provide the voter the required assistance in voting utilizing hand written notes to complete the process. If the voter indicates no, make another note asking "May I show you how to vote."

b. Once the voter is processed through AutoVote, direct the voter to a voting booth. It is not considered rude in the deaf culture to point, so please feel free to indicate direction by pointing.

c. Please accommodate all forms of communication whether written or using sign language.

C. **Voters with vision loss or impairment:**

a. Speak in a normal tone and volume of voice. It is considered rude to shout at a visually impaired person.

b. Ask if you can help guide the voter to the signature pad.

c. Act as a "sight guide" to the voter. Offer your elbow instead of taking the voters arm and guide them to the voting area. Do not steer or push from behind the voter.

d. Even if the individual arrives with another person, offer your assistance. The voter may not want assistance from the person with whom they arrived.

e. Ask if the voter would like assistance with the voting process.

f. Do not abandon the individual. Ask if they need assistance or guidance through the voting process, to the Tabulator and exiting the building.

D. **Voters with mobility disabilities:**

a. Greet the voter as you would any other voter. Ask if they want assistance.

b. Assistance will come in many forms and may include, but is not limited to opening doors, finding a more accessible area for the voter, getting into or out of the voting booth, completing the ballot or inserting the ballot into the Tabulator.

E. Be available for questions to all voters. Do not assume that a person needs help without asking them. Treat every voter with kindness, professionalism and respect, even if they do not treat you similarly.

F. **Voters with Different Speech Patterns or Non-English Language Voters**

1. If a voter does not speak or if you cannot understand the voter, remain calm and polite. The person likely knows they are not easily understood.

2. Do not pretend to understand someone when you do not. This is not only disrespectful, but also causes miscommunication. Ask the person to repeat what they said.

3. Repeat what you believe the voter said and ask if that is correct.

4. Go through the process by asking yes or no questions if necessary.

5. Again, accommodate all forms of communication. Different people use different forms of communication. Be receptive to all forms of communication.

VI. DELIVERY OF RETURNS

A. The Precinct Board shall place the following in the large envelope addressed to the Municipal Clerk:
   1. The envelopes containing the **memory cards** from the Tabulator;
   2. The envelope containing the **first copy** of the Tabulator results **which includes the Zero tape**, run at the opening of the polls, from each machine.
   3. The original and second copies of the **Election Results Certificate.**
   4. The tally sheet for the **Declared write-ins,** if applicable. The 2011 Regular Municipal Election will have none.
   5. The tally sheet for ballots **not counted by the Tabulator.**
   6. Both **ballot box keys.**
   7. Any and all hard copies of signature cards when the voter chose to not sign electronically.
   8. Envelope containing **spoiled ballots**, if any.
   9. **Certificates of Eligibility,** if any.
   10. The completed **Precinct Board pay sheet.** If this arrives at the Office of the City Clerk incomplete, receipt of Election Pay is delayed.
   11. **In lieu of Absentee Ballots and Envelopes** (if used). §3-8-47 NMSA 1978.

B. Print your name and address clearly under your signature wherever your signature as a Precinct Official is required.

C. In the large envelope addressed to District Court place the following:
   1. The report pulled showing the **voters appearing** in the Consolidated Voting Center. This report replaces the yellow copy of the signature roster.
   2. The second copy of the **Tabulator report tape**. This copy will not include the zero tape.
   3. The third copy of the **Election Returns Certificate**.
   4. Once copy of the **tally sheets for paper ballots**.
   5. **THIS ENVELOPE IS PLACED IN THE MAIL BY A MEMBER OF THE PRECINCT BOARD IMMEDIATELY UPON LEAVING THE Consolidated Voting Center AND PRIOR TO DELIVERY OF THE ELECTION RETURNS TO THE CITY CLERK. §3-8-47 and 3-8-52(A) NMSA 1978.**

D. Place the following and **only the following** in the ballot box:
   1. **Ballots cast** (excluding spoiled ballots).
   2. Envelopes containing **rejected (challenged) ballots**.
   3. The envelope containing **rejected (Required Challenge) ballots**.
   4. **Any unused election supplies** initially provided in the ballot box. §3-8-52(C) NMSA 1978.
   5. **DO NOT PLACE PRINTED RETURN SHEETS OR TALLY SHEETS IN THE BALLOT BOX**. §3-8-52(B) NMSA 1978.

E. On the exterior door of the Consolidated Voting Center, place the following:
   1. One copy of the Tabulator result tape.
   2. Once copy of the Election Returns Certificate.

F. Precinct Board shall deliver to the City Clerk the following:
   1. The LOCKED **BALLOT BOX.**
   2. The large **envelope addressed to the Municipal Clerk**.
   3. <u>DO NOT RETURN THE TABULATOR TO THE CITY CLERK. LEAVE IT AT THE Consolidated Voting Center.</u>

AutoVote System Overview

This system was designed right here in New Mexico to answer a specific need in the Election Community: **PRINT THE CORRECT BALLOT FOR THE VOTER STANDING IN FRONT OF YOU.**

To do this, you - the POLL OFFICIAL - will need to know one thing: Who is standing in front of you?

The rest of the process is taken care of by the AutoVote System. Of course there will be occasional exceptions that will require certain procedures, but most of your day will be finding out who is standing in front of you.

If you have previously worked an election in the State of New Mexico, you will notice some major changes in how this election is conducted. For instance, the only ballots you will likely see are the ones coming out of the printer. Voters will be signing their names not in a paper signature roster, but electronically - much like credit card transactions at a hardware or grocery store.

This short manual is meant to arm you with the necessary skills and information to navigate the software and hardware that comprise the AutoVote System.

The essential Election Day hardware: laptop, electronic signature pad, ballot printer, voter assitance terminal and the ballot tabulator are pictured on the next page.

Ballot Printer

Ballot Tabulator

Signature Pad

Laptop
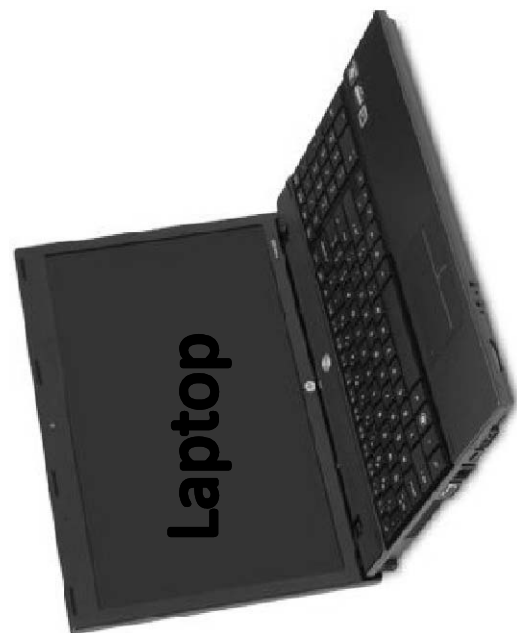
Voter Assistance Terminal

I. Verifying Tabulator Results.

1. The Precinct Board shall verify that the counter settings registered on the Tabulator paper tapes are legible. The Tabulator paper tapes shall show the number of votes cast for each candidate and the number of votes cast for and against any other question on the ballot. Every member of the Precinct Board shall sign the paper tape. §3-8-4 NMSA 1978.

2. An Election Judge shall distinctly announce the proclamation of the results of the votes cast by reading the name of each candidate and the total number of votes cast for each candidate shown on the paper tapes. An Election Judge shall also read the total number of votes cast for each remaining item on the ballot in the same manner. During the proclamation, any person present in the polling place shall have ample opportunity to compare proclaimed results with the printed items. The Precinct Board may make corrections as necessary during this process and prior to the Precinct Board signing the election return certificate. §3-8-46(F) NMSA 1978.

3. When the Precinct Board is satisfied that the election results have been correctly tallied, the Election Judge shall complete a separate election return certificate, in quadruplicate, recording the total number of votes cast for each candidate and for and against each question. The numbers entered shall show the combination of the votes tallied by the tabulator added to the hand tallied votes. All members of the Precinct Board shall sign the certificate. §3-8-46(G) NMSA 1978.

4. The Precinct Board shall prepare the Election Returns Certificate as follows:
   a. Transfer the results from the Tabulator tape to the Election Returns Certificate (Summary Sheets). The sheet has one column designated per machine and the information is copied from top to bottom with the results entered next to the corresponding name and/or question.
   b. Transfer the totals of the hand-tallied results to the Summary Sheets and add the totals to the Tabulator Results.
   c. Enter the number of spoiled ballots, if any, in the space provided for that information. If there are no spoiled ballots to report place a "0" or write "zero" in the space provided.

5. After entering the information for all machines and, when applicable, for ballots not counted by the Tabulator, add the totals for each candidate or question from left to right. The overall totals should appear in the extreme right hand column.

6. All members of the Precinct Board shall sign the certificate and distribute it as follows:
   a. Post one copy at the door of the Consolidated Voting Center.
   b. Mail one copy to District Court in the envelope provided.
   c. Place the original and one copy in the envelope addressed to the Municipal Clerk.
   d. The Precinct Board shall then:
      i. sign the tabulator certificate, located in the supply packet, stating that the machine was locked and sealed;
      ii. giving the exact time;
      iii. state the number of votes shown on the public counters, which is the total of the votes cast on the machines in that Consolidated Voting Center;
      iv. state the number on the seal; and
      v. state the number registered on the protective counter. §3-8-46(A) NMSA 1978.
   e. **Before adjourning, the Precinct Board shall complete the Tabulator locking procedures as described in the following section.**

c. The Election Judges shall, under the supervision of the Presiding Judge, examine and count the votes for each item on each of the ballots and announce the number so counted in a loud voice so that the Election Clerks may make the entries on the BALLOT TALLY SHEETS.

d. The Election Clerks shall enter the number of votes counted on the tally sheets in the same space as, and immediately following, each candidate's name or ballot measure. The Election Clerk shall record the votes for each candidate or measure using tick marks in groups of five consisting of four vertical and one horizontal mark.

e. After the last ballot has been counted and the votes are entered on the tally sheets, the Election Clerks shall total all the votes cast for each candidate or ballot measure and enter the totals in the extreme right column of the tally sheets.

E. **Counting Paper Ballots**. This section applies to the situation where the Precinct Board has to hand count paper ballots because the Tabulator did not count them.

1. Any marking, including but not limited to a cross (+), an "X" mark or a check (√), that is within the oval next to the name of the candidate or question will be counted for the candidate or question that the mark indicates.

2. The voter may use any writing instrument of choice when marking the ballot.

3. Any mark discernible, regardless of whether it does not fill the oval or extends beyond the provided oval is considered a valid marking of the ballot.

4. **Multiple votes are not allowed.** If a voter has voted for more candidates than is he entitled to vote for and/or selected both "for" and "against" for a question or proposition, this becomes an OVERVOTE. In the event of an overvote, the candidate and/or question or proposition **IS NOT** counted.

   a. Only the race, question or proposition having an overvote is not counted.

   b. You are required to count all other races, questions, or propositions on the ballot that have been voted appropriately.

   c. You **may not** discard the entire ballot due to an overvote unless every section of the ballot is overvoted.

F. **Write-in Votes: There are no write-in candidates on the October 4, 2011 ballot.**

1. There is no space on the ballot for a write-in candidate.

2. The Tabulator will reject a ballot that contains a marking outside the provided ovals for marking votes.

3. The Precinct Board shall not count votes on rejected ballots containing markings clearly not indicating a choice on the ballot or indicating a write-in candidate.

G. **Totaling the Votes:** After the last ballot not counted by the Tabulator has been counted and the votes have been entered on the tally sheets, the Election Clerks shall TOTAL ALL THE VOTES CAST FOR EACH CANDIDATE AND QUESTION and write the totals in the extreme right column of the tally sheets.

1. Fill in all blanks on the tally sheets. This means for any race, question or proposition that receives zero votes, place a "0" or write "zero" in the blank.

2. All election officials must sign the tally sheets. All election officials MUST sign each copy of the paper tape certifying the results of the Tabulator. §§3-8-20 and 3-8-51 (F) NMSA 1978.

H. **Locking the tabulators.** After the election officials have tallied the votes, the Presiding Judge shall lock the tabulator.
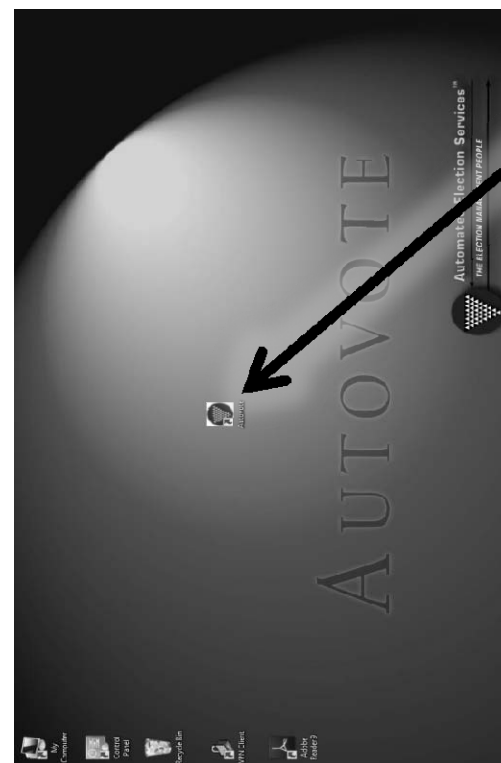
How do I start this thing?

The Laptop's "power button" is located **here** so press it. Once the unit is up and running, the signature pad gets its power from the laptop, but let's not get too far ahead of ourselves. The first thing you're going to need is a PASSWORD which will be issued to you during training. Commit it to memory or write it down and keep it in a safe place for security's sake.

This is what the desktop looks like!

To start "AutoVote", **double click here**

The first screen you'll see will look like this:

Enter your password exactly as it was given to you, then press "enter" or click the arrow.

SECURITY AND DATA PROTECTION

In order to perform your sworn duties as a POLL OFFICIAL and to answer the vital question of *"Who is standing in front of me?"* you will again need a PASSWORD; and again you will need to enter it exactly as it was given to you. Protect this password and do not share it with anyone. Once you have correctly entered your PASSWORD, the system will automatically connect to the offsite data points that allow all the polling sites to share live data in real time. As the messages shown below appear, click "OK" in each case to establish this crucial connection. *Breathe normally.*
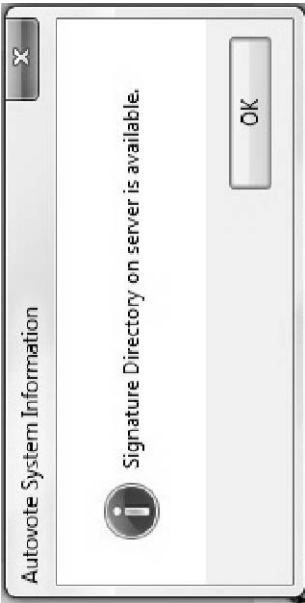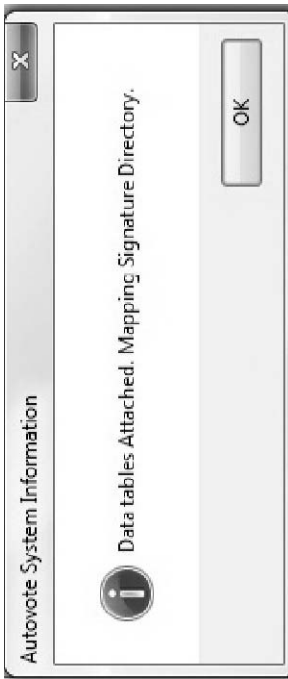
C. **Counting and Tallying**

1. **Who May be Present.** Only the members of the Precinct Board, candidates or their representatives, credentialed members of the media, certified challengers and watchers, observers and the City Clerk may be present may be present while votes are being counted and tallied. Only members of the Precinct Board shall handle ballots, machine printed returns, and the voter report from the AutoVote system or take part in counting and tallying of the votes. §3-8-46(E) NMSA 1978.

2. **Disposition of the Memory Card.** Place the memory card from the Tabulator in the envelope provided for them after checking to be sure that the memory card number appears on the exterior of the envelope. If the number is missing, WRITE IT ON THE ENVELOPE.

3. **ALL CARDS MUST BE RETURNED WHETHER OR NOT A TABULATOR WAS USED.**

4. **Disposition of the Paper Tape Results:**

   a. The original tapes from each Tabulator (the first and longest copy which also shows the zero proof) are the official results for the City Clerk. Retain the first copy of the tape from each tabulator until the tally is completed and then place the tapes in their designated envelopes and place the envelope with the rest of the material being returned to the City Clerk.

   b. One copy of the tape from each machine shall be placed in the designated envelope and retuned in the large envelope addressed to the BERNALILLO COUNTY DISTRICT COURT.

   c. One copy of the tape from each machine shall be posted on the door to the Consolidated Voting Center. **DO NOT PUT A COPY OF THE TAPE ON THE TABULATOR.**

D. **Counting and tallying Paper Ballots Not Counted by the Tabulator**

1. Ballots not counted by the Tabulator, for whatever reason, are treated as Emergency Paper Ballots. The Emergency Paper Ballots are the same paper ballots handed to the voter, marked by the voter and processed by the Tabulator when it is working correctly. However, such ballots are treated as though they are "emergency" ballots for the purposes of keeping a record of when the tabulator ceased to work and when it was repaired.

2. When the Tabulator is not functioning, the voter shall place the paper ballot in the front (emergency) slot of the tabulator for ballots not counted by the tabulator. In the event the tabulator is repaired in time for the Election Judges to count the ballots, the judges may process the previously uncounted ballots through the tabulator. Any ballot rejected by the tabulator during this process shall be hand tallied along with all other ballots rejected by the tabulator during the time it was working.

3. **Hand tallied ballots shall be bundled separately from ballots counted by the tabulator and identified accordingly.**

   a. Do not sign the election certificates until you have hand tallied the ballots that were not counted by the tabulator, adding the total from both the hand count and the tabulator.

   b. The Election Judges shall unlock the tabulator and remove the ballots not counted by the tabulator, placing them in a neat pile.

c. Press CLOSE POLLS to officially close the polls. The tabulator will automatically print reports from the POLLS CLOSED menu. The Tabulator will automatically print one copy of the results tape. This copy shall remain attached to the zero tape that printed at the opening of the polls. Three more copies need to be printed after the initial report is completed. To do this, press RESULTS REPORT to print duplicate reports. Pressing the RESULTS REPORT button will print one copy. The Precinct Board member printing the tape will need to wait for each report to complete before pushing RESULTS REPORT again to print the additional reports.

d. Place the original results tape (the first and longest tape) in the "MEMORY CARD AND ORIGINAL TAPE ENVELOPE". Place this envelope in the large Municipal Clerk's envelope. Place the additional copies in the proper small envelopes included in the Package No. 7, (then place the small envelopes in the large "Municipal Clerk" envelope. Turn the tabulator key to the off position. Unlock and open the Memory card by pushing the eject button located to the right of the card. Place the Memory card in the envelope included in the Package No. 7 and place this envelope in the Municipal Clerk's envelope.
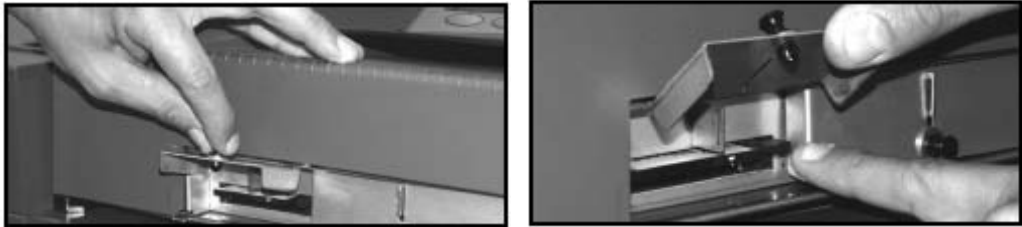
e. The Precinct Board shall verify that the counter settings registered on the Tabulator-printed returns are legible. The tabulator printed returns shall show the number of votes cast for each candidate and the number of votes cast for and against any questions submitted. The return shall be signed by each member of the Precinct Board and the challengers and watchers, if any are in attendance. §3-8-46(B) NMSA 1978.

f. None of the tapes from the Tabulator should indicate that someone voted for a write-in candidate as there are no write-in candidates on the ballot.

g. If the tabulated-printed returns are not legible or if the precinct officials are unable to obtain returns from the tabulator, the precinct officials shall call the City Clerk who shall immediately dispatch a tabulator technician to the Consolidated Voting Center to help the precinct officials obtain the returns from the Tabulator. §3-8-46(C) NMSA 1978.

h. The Precinct Board shall remain in the Consolidated Voting Center until the technician is able to reprint legible returns. If the technician is unable to print legible returns, call the City Clerk for further instructions.

B. **Other Closing Procedures**

1. The Presiding Judge shall pull a report from the AutoVote system showing all voters at the Consolidated Voting Center. This procedure shall replace the counting of voters on signature rosters as done in previous elections. All members of the Precinct Board shall sign the report.

2. Due to the nature of the AutoVote's ballot-on-demand system, there are no ballots to destroy or account for following closing of the polls.

WHO IS STANDING IN FRONT OF YOU?

EVERY VOTER IS REQUIRED TO PRESENT A PHOTO ID before they are issued a ballot. So, greet the voter and have them show their photo id to you, which should provide the answer to the burning question "Who *is* standing in front of you?".

The screen (below) is your window into the long list of voters that are currently registered and eligible to vote in one of nine city council districts.

1. Find Voter

In this example we are looking for a voter whose name is Amy Bailey.
IMPORTANT TIP TO REMEMBER: LESS IS MORE.
By typing in just the first three letters of the voter's LAST NAME and only the first letter of the FIRST NAME, then clicking "Start Search" you will save yourself oodles of time and effort!

Three Letters Here

One Letter Here

Click Here

---

voter. No voter may remove a ballot from the Consolidated Voting Center. Ballots discarded by voters shall also be placed in the front slot of the tabulator.

13. **Counting Rejected ballots.** When the tabulator rejects a ballot for any reason and the voter does not cast a replacement ballot, the rejected ballot shall be placed in the front slot of the tabulator and hand counted by the Election Judges after the polls are closed.

14. Ballots rejected by the tabulator because the ballot contains no selections shall be retained with the other hand counted ballots in order to provide an accurate overall total of ballots cast.

V. CLOSING THE POLLS

A. Procedures.

1. When the polls are closed at 7:00 p.m., the Precinct Board shall state aloud that the polls are closed at each Consolidated Voting Center. After the announcement, no person shall cast a ballot. However, if at the time the polls are closed, there are individuals inside the Consolidated Voting Center and in line to offer themselves to vote, those individuals shall cast their ballots if they are qualified to vote and have not been able to do so since appearing at the Consolidated Voting Center. When the polls are closed, the Presiding Judge shall identify the last person in the line to vote and audibly announce that person's name. No person arriving at the Consolidated Voting Center wishing to vote may do so after this announcement. §3-8-45 NMSA 1978. The Election Judges must track who is at the end of the line in case the person who was originally at the end of the line leaves prior to voting.

2. Immediately following the last ballot cast and the polls are closed, the Precinct Board shall complete and sign a certificate stating "We certify this election complete with voter number _____ at Consolidated Voting Center _____.

3. When the last person has voted, the Precinct Board, in the presence of all persons lawfully permitted to be present shall immediately lock the tabulator against further voting. The Precinct Board shall print the returns from the tabulator and then sign the certificate provided in the preceding paragraph, giving the exact time, and stating the number of voters shown on the public counters, which shall be the total number of votes counted on the tabulator in that Consolidated Voting Center. The number of the seal and the number registered on the protective counter shall also be entered.

4. **Closing the tabulator. REMEMBER: THE TABULATOR STAYS IN THE CONSOLIDATED VOTING CENTER**

    a. If there are any ballots in the Emergency Ballot Bin, they have **not** been counted. Now is the time to process those ballots through the tabulator if possible. If they will not scan, the Precinct Board must hand-tally them on the hand-tally sheet provided.

    b. (Presiding Judge). Open the Key Access Panel, insert the tabulator key and turn it to the OPEN/CLOSE POLL position.

1. Only one paper ballot shall be provided to each qualified elector entitled to vote. No qualified elector entitled to vote shall receive a ballot from any person other than from an Election Judge at the Consolidated Voting Center where the voter has presented themselves to vote. This provision requires that no one remove a ballot from Consolidated Voting Center other than elections officials as authorized by law.

2. After marking and preparing the paper ballot, the person voting shall not show it to any person in such a way as to reveal its contents; and any number on the ballot shall be removed by an election official in advance of the voter receiving the ballot. §3-8-50(A) NMSA 1978. The voter shall present the voting machine permit to an election official after marking the ballot, thereafter the voter shall place the paper ballot in the tabulator.

3. Only an Election Judge shall receive a ballot from a person voting. No person shall examine or solicit a person to reveal or show the contents of his or her paper ballot. §3-8-50(B) NMSA 1978. Note, that the voter places the paper ballot in the tabulator, not the Election Judge, but an Election Judge may assist a voter if the voter so requests.

4. A person who accidentally spoils or erroneously prepares the ballot may return the spoiled or erroneously prepared ballot to the Election Judge and receive a new paper ballot. §3-8-50(D) NMSA 1978.

5. The Election Judge shall process the voter through the AutoVote system and select the options for spoiling a ballot and printing a replacement ballot.

6. A person whose completed ballot is rejected by the tabulator shall be given a new ballot by the Election Judge who shall place the rejected ballot in the spoiled ballot envelope. The Election Judge shall also provide the voter with an election machine permit for the tabulator.

7. The Election Judge in delivering the new ballot shall announce the name of the person voting in an audible tone and the number of the new ballot. §3-8-50(E) NMSA 1978.

8. The Election Judge shall mark the spoiled or erroneously marked ballot with the words "SPOILED BALLOT" and shall place it in a separate envelope marked "SPOILED BALLOTS" which shall be returned to the City Clerk. §3-8-50(G) NMSA 1978. No ballots placed in the spoiled ballot envelop shall be counted.

9. Any person who knowingly hands an Election Judge two or more ballots folded together is guilty of a fourth degree felony. §3-8-50(H) NMSA 1978.

10. When the voter finishes voting, they must take the ballot to the tabulator and wait for an election worker to instruct the voter on placing the ballot in the tabulator. If the machine will not accept the ballot, the election official will provide the voter with a new paper ballot and treat the first paper ballot rejected by the machine as a spoiled ballot. If the tabulator is not working, the Election Judge shall instruct the voter to place the ballot in the front slot of the tabulator.

11. **Voters who will not correct the ballot.** If a ballot is rejected by the tabulator and the voter refuses to vote on a replacement ballot, the Election Judge shall instruct the voter to place the ballot in the front slot of the tabulator.

12. **Refusal to vote.** If a voter takes a ballot but refuses to mark any choices on the ballot, the tabulator will reject the ballot. The Election Judge shall offer the voter the rejected ballot and the opportunity for the voter to make selections on the ballot. If the voter refuses to take the replacement ballot or mark the ballot, the Election Judge shall instruct the voter to place the ballot in the front slot of the tabulator. If the voter refuses to place the ballot in the front slot of the tabulator, the Election Judge shall place the ballot in the tabulator front slot for the

2. Search Results

You have now quickly and expertly narrowed the field to just four possible choices! Select the one whose birthday matches the voter standing in front of you. In our example, that would be the third "Amy Bailey" (below). By clicking on the correct voter's name you will be taken to that specific record where you can quiz the voter a bit more to **VERIFY** your search results.

3. Verify Voter Information

Once you're sure you have the right record selected, proceed to Number **4. Capture Signature / Print Ballot.** If you are not on the correct record, the search results are still visible under Number **2. Search Results,** just click the proper record and **Verify Voter Information** once again.

9. <u>IN LIEU OF ABSENTEE BALLOTS ARE NOT PROCESSED IN THE TABULATOR.</u>

10. <u>THE PRECINCT BOARD SHALL NOT COUNT THE IN LIEU OF BALLOTS, ONLY THE CANVASSING BOARD MAY COUNT IN LIEU OF BALLOTS.</u>

L. **Voting Challenged,** § 3-8-43 NMSA 1978.

  1. Any Precinct Board member or a challenger may interpose a challenge for the following reasons only:

    a. The person offering to vote is not registered;

    b. The person offering to vote is listed among those persons in the precinct to whom an absentee ballot was issued or is listed as an early voter. If successfully challenged, use the "in lieu of absentee" paper ballot;

    c. The person offering to vote is not a qualified elector; or

    d. The person offering to vote is not found in the AutoVote system and does not present a Certificate of Eligibility from the County Clerk.

    e. The law also states that a voter may be successfully challenged if they are a qualified elector, but does not reside in the district in which they are offering to vote. **Due to the use of consolidated voting, this is not a reason to challenge a voter. A voter may vote in <u>any</u> <u>one</u> of the Consolidated Voting Centers on Election Day regardless of which district they are registered in and where they present themselves to vote on Election Day.**

    f. **The challenge process is not used for voters without adequate ID. Instead, use the provisional ballot procedures as described herein.**

  2. The AutoVote system will alert the Election Judge to the fact that a voter has already voted or been issued an absentee ballot.

    a. The Election Judge shall reaffirm all of the information provided by the voter, including the voter's ID to assure that the correct voter was selected in the system.

    b. Ask the voter if they have spoiled the ballot they were issued. If so, then follow the spoiled ballot procedures herein.

    c. If all information was reaffirmed and the correct voter was selected, ask the voter if they requested an absentee ballot or if they have already voted in Early Voting or elsewhere on Election Day.

    d. If the voter states they requested an absentee ballot, but did not receive it, follow the "in lieu of absentee" procedures herein.

    e. If the voter is insistent that they have not voted, alert the Presiding Judge. The Presiding Judge will contact the Office of the City Clerk for verification of the voter with the County Clerk.

    f. If the voter continues to insist they are eligible to vote, the Presiding Judge shall communicate instructions to the voter received from the City Clerk.

M. **Write-in Candidates.** There are no declared write-in candidates for the 2011 Regular Municipal Election. Write-in votes for any office shall not be counted. Please inform voters inquiring as to write-in candidates that there are none and that their options are to select a candidate on the ballot or to skip the office of councilor on their ballot if they choose not to vote for one of the candidates listed on the ballot. The tabulator will reject a ballot indicating a write-in vote

N. **Receipt of Paper Ballots.**

J. **Certificate of Eligibility.** Should any voter present themselves at the Consolidated Voting Center and his or her name does not appear on the list of registered voters within the AutoVote system, but the voter has in his or her possession a Certificate of Eligibility under the seal and signature of the County Clerk stating that the original affidavit of registration is in the county register, the election worker shall process the voter as any voter appearing in the AutoVote system and their ballot shall be counted as any other ballot. **A VOTER PRESENTING A CERTIFICATION OF ELIGIBILITY SHALL BE GIVEN A BALLOT AND ALLOWED TO VOTE AS THOUGH THEIR NAME APPEARED IN THE AUTOVOTE SYSTEM.**

1. **Procedures: §3-8-40 NMSA 1978.**
   a. Prior to voting, the voter must surrender the Certificate of Eligibility.
   b. Determine if the voter's residence is within the municipal district boundaries of the City of Albuquerque.
   c. Determined that the Certificate of Eligibility is under the seal and signature of the Bernalillo County Clerk.
   d. Determine that the voter's name cannot be found in the AutoVote system.
   e. Alert the Presiding Judge and the Presiding Judge will manually enter the voter into AutoVote and voting proceeds as normal.
   f. The voter signs the electronic signature pad or a hard copy printed from AutoVote. If the voter signs electronically, the Presiding Judge shall instruct the voter not to hit "OK" on the signature pad and the Presiding Judge shall mark "Certificate" on the signature pad and hit "OK."
   g. An Election Judge shall retain the certificate as part of the election returns and shall be returned to the City Clerk with all election returns. **DO NOT** place the Certificates in the ballot box.

K. **Absentee Ballot not received.** If the voter presents at the Consolidated Voting Center stating they applied for but did not receive an absentee ballot, they are permitted to vote on an "in lieu of absentee ballot." §3-9-13.1 NMSA 1978.

1. Process the voter as usual in the AutoVote system. If the system indicates that the voter was mailed an absentee ballot, notify the Presiding Judge immediately.
2. The Presiding Judge shall:
   a. Continue to process the voter by indicating "in lieu of absentee ballot" in the system.
   b. Spoil the absentee ballot in the system.
   c. Issue the ballot to the voter as well as the inner envelope marked "IN LIEU OF ABSENTEE BALLOT", instruct the voter to return to the Presiding Judge with the ballot, not to send the ballot through the Tabulator.
3. The voter shall place the ballot in an official inner envelope marked "IN LIEU OF ABSENTEE BALLOT." Form MEC-6b.
4. The voter returns to the Presiding Judge where they place the inner envelope containing the "in lieu of absentee ballot" into the outer envelope in the presence of the presiding judge.
5. The Presiding Judge is required to fill in the information on the back of the outer envelope that identifies the voter by name and contains the affidavit that the voter signs.
6. The voter must complete the affidavit on the back of the outer envelope and signs it.
7. Place all such ballots in the envelope addressed to the Municipal Clerk provided in the supply packet.
8. Seal the envelope and return it to the City Clerk with the tally sheets. **DO NOT PUT THE ENVELOPE IN THE BALLOT BOX.**

4. Capture Signature / Print Ballot

Direct the Voter's attention to the electronic signature pad. When the voter has the stylus in hand, click the "**Enable Signature Pad**" button (see below). Follow the directions on the AUTOVOTE screen to capture the signature of the voter. Once the Voter Clicks "OK" on the Signature Pad, you Click "YES" in AutoVote to accept the Signature and Print the Voter's Ballot.

Print Ballot

First, click "OK", then click "**Print Official Ballot**". AutoVote will print the correct Ballot Style for the Voter.

d. A non-English language voter who is unable to read well enough to vote.

2. The voter shall announce in an audible tone that he wants assistance in voting prior to receiving the ballot.

3. The Election Judge shall note in the voter's AutoVote file that they are being assisted, and the notation shall be initialed by the presiding judge. The person assisting the voter may assist in the voting machine booth or in the marking of the paper ballot. Oral assistance shall be made available to assist a non-English language voter who cannot read sufficiently well enough to vote. "Inability to read sufficiently well enough" means the inability to read the languages on the ballot or to understand the instructions for operating the AutoMARK.

4. **Who may assist the voter.** The voter may be assisted by a person on their choice, including a member of the Precinct Board, except those excluded in the next paragraph.

5. **Who may not assist the voter.** The voter's employer, an agent of that employer, an officer or agent of the voter's union or a candidate whose name appears on the ballot in the election.

F. **Order in the Consolidated Voting Center.** Election Judges shall maintain order in the Consolidated Voting Center. Crowding or disruption of the voting process shall not be permitted. §3-8-39 NMSA 1978. If needed the following may occur:

1. The Election Judges may request any state or local law enforcement officer to assist in the maintenance of order in the Consolidated Voting Center. §3-8-39(D) NMSA 1978.

2. The Election Judges may request any state or local law enforcement officer to assist in the conduct of the election by standing outside the Consolidated Voting Center entrance and controlling the admission of voters in the Consolidated Voting Center. §3-8-39 (E) NMSA 1978.

3. Any state or local law enforcement officer may enter a Consolidated Voting Center upon request of a Precinct Board member for the purpose of observing the conduct of the election. §3-8-39(F) NMSA 1978.

4. No state or local law enforcement office shall interfere in any way with a member of the Precinct Board, a person voting or the conduct of the election, except to assist in maintaining order and orderly control of access, when requested by an Election Judge. §3-8-39 (G) NMSA 1978.

5. Election Judges may limit the admission of voters to the Consolidated Voting Center as required for the maintenance of order.

G. **Electioneering/Obstructing.** There shall be no electioneering or any form of campaigning closer than 100 feet from the building in which the Consolidated Voting Center is located. This includes the display of signs, bumper stickers, and distribution of campaign literature. §1-20-16 NMSA 1978. Obstructing a Consolidated Voting Center is not allowed. Obstructing a Consolidated Voting Center consists of approaching within 50 feet of the Consolidated Voting Center, other than a voter waiting in line to vote or others who are allowed by law to enter the polling place. §1-20-17 NMSA 1978.

H. **Alcoholic Beverages.** It is unlawful for any election official to possess alcoholic beverages prior to or while performing their official duties on Election Day. Unlawful possession of alcoholic beverages consists of use, possession or carrying of alcoholic beverages within 200 feet of a Consolidated Voting Center. This prohibition applies to election officials, voters, and anyone else within 200 feet of the Consolidated Voting Center. Whomever commits such unlawful possession of alcoholic beverages is guilty of a petty misdemeanor. §1-20-21 NMSA 1978.

I. **Disturbing or creating disorder** at the Consolidated Voting Center is prohibited. §1-20-20 NMSA 1978.

3. **Watchers: Permitted Activities.** Upon presentation of the official identification badge to the Precinct Board, a watcher may:
   a. Be present from the time the Precinct Board convenes at the Consolidated Voting Center until the completion of the counting and tallying of the ballots after the polls close;
   b. Be permitted to observe that the election is being conducted in accordance with the law;
   c. Examine any Tabulator used at the Consolidated Voting Center in the same manner that challengers may examine Tabulators;
   d. Make written memoranda of any action or omission on the part of any member of the Precinct Board and preserve such memoranda for future use; and
   e. Witness the counting and tallying of the ballots §3-8-31(J) NMSA 1978.
4. Challengers and Watchers: Admittance, Prohibitions and Restrictions: Challengers and watchers with official identification badges must be admitted to the Consolidated Voting Center. Challengers, watchers or their alternates shall not be permitted to perform any duty of a Precinct Official. They may not handle ballots, registered voter lists, operate the AutoVote system, absentee voter list or tabulators, or take any part in the tallying or counting of the ballots. They may not interfere with the orderly conduct of the election. §3-8-31 NMSA 1978.

C. **Observers**. The City Clerk shall issue identification badges to all observers. An observer shall have no powers other than to observe the conduct of the election, observe the counting and tallying and report to the City Council. §3-8-31(K) NMSA 1978.

D. **Representative Inspectors**. Candidates, Measure Finance Committees, or Organizations dedicated to turning out the vote may designate representatives that may enter the Consolidated Voting Center if they have an authorization pass from the City Clerk. The authorization pass will not have the name of a candidate, Measure Finance Committee or organization on it.
   1. **Representative Inspector's Authority:** The representative may enter the Consolidated Voting Center for the sole purpose of observing the voter signature records in the AutoVote system during the hours the Consolidated Voting Center remains open to the voters. The representatives may inspect multiple Consolidated Voting Centers and are not stationed at one site like Watchers and Challengers. The representatives may observe the voter signature files at times and in a place and manner that the Presiding Judge determines shall not interfere in the orderly and timely process of voting. The precinct Election Judges shall facilitate the representatives in observing the voter records.
   2. **Limitations on Representatives.** Only members of the Precinct Board shall access and handle the voter records. Representatives may not access the AutoVote system and shall view the records on the computer screen provided at the Consolidated Voting Center. No more than one representative for each candidate, committee or organization shall be present at a Consolidated Voting Center at a time. In the event a representative is disorderly or fails to obey the instructions of a precinct Election Judge, the representative shall surrender his authorization pass and shall no longer have access or be entitled at the Consolidated Voting Center as a representative. City Charter Article XIII § 13.

E. **People Assisting Voters.**
   1. **Voters who may be assisted.** A voter may request assistance in voting only if they are
      a. Visually impaired;
      b. Physically disabled;
      c. Unable to read or write; or

Next in line, please

Give the voter their unvoted ballot and have them proceed to a private area to mark their ballot. Click "OK", then click "**Done/Exit**". You may now repeat this process with the next voter.

C. **Provisional Voting Process** – City of Albuquerque elections utilize provisional ballots for one reason only: failure of the voter to present acceptable ID at the time they present themselves for voting.

1. **Only issue a provisional ballot if the voter cannot produce acceptable identification.** Many voters may become confused, irritated or upset when asked to produce ID. Explain to the voter that the City Charter requires ID and provide them with the Voter ID educational materials in your supply packet.

2. A provisional ballot requires that the voter swear or affirm under penalty of perjury in an affidavit provided by the City Clerk on the outer envelope of the provisional envelope that he or she is the registered voter as identified in the voter registration system at the Consolidated Voting Center at which they presented themselves to vote and provides their date of birth and the last four digits of their social security number.

3. The provisional voter shall sign the electronic signature pad wherein the Election Clerk shall note in the AutoVote system "Provisional Voter." The voter shall be instructed on the procedures for provisional voting, provided the ballot and permitted to vote.
   a. The voter shall mark the ballot in a voting booth.
   b. The voter folds the ballot after marking it and returns the ballot to the presiding judge.
   c. The provisional ballot **IS NOT** run through the M-100.
   d. The presiding judge shall have the voter place the ballot in the inner envelope and then place the inner envelope in the outer envelope and ensure that the voter has complete the affidavit on the outer envelope,
   e. Place the provisional envelope in the Municipal Clerk Return Envelope with the In Lieu of Envelopes.

4. The provisional voter shall be given the Provisional Voting Instructions and informed that the Voter must present themselves to the Office of the City Clerk within ten (10) days to present valid photo ID.

5. **DO NOT** confuse the provisional voter process with the voter Challenge process. Challenged voters, even if the challenge is required because they are listed in the AutoVote system are still given a regular ballot which is placed in a challenged or required challenge envelope. Provisional ballots are placed in the provisional ballot envelope when the voter has no photo ID or the ID is inadequate.

6. **DO NOT count the provisional ballots.** Provisional ballots are counted only by the Municipal Canvassing Board during the ten (10) days after the election in which the Canvassing Board has to certify the election.

D. A person may not remain in nor occupy a voting booth longer than is necessary to mark and prepare his or her paper ballot. §3-8-48(C) NMSA 1978. It is the duty of the Precinct Board to monitor the voting area and determine whether an individual is taking longer than is necessary to mark the ballot.

E. **Inspection of the Voting Booth.** The member of the Precinct Board attending the voting booth shall inspect the voting booth after each person has voted to remove any campaign or other materials left by the voter in the voting booth.

IV. **CONDUCT OF VOTING**

A. **Persons Permitted in the Consolidated Voting Center.** Only the following individuals shall be permitted in the room where voting is being conducted. §3-8-22 NMSA 1978
   1. The election officials;
   2. Voters engaged in the process of voting;
   3. A person assisting a voter;
   4. Any state police or local law enforcement officer performing the official duties whose presence was requested by a Precinct Board member; §3-8-39(F)
   5. Messengers or other credentialed agents of the City Clerk;
   6. Credentialed challengers and credentialed watchers;
   7. Credentialed observers; and
   8. Representatives of candidates, measure or organizations who have a pass from the City Clerk. City Charter Article XIII §13.

B. **Challengers and Watchers**
   1. The City Clerk shall verify qualifications of challengers, watchers, alternates for challengers and watchers, and any observes, and prepare and sign the official identification badges. The challengers, watchers, and observers are responsible for obtaining identification badges from the Office of the City Clerk. The challenger, watcher, observer or alternate may serve only in the Consolidated Voting Center designated by the City Clerk. Challengers, watchers, observers and their alternates may not wear any other form of identification or any pins or identification or decoration associated with any candidate, group of candidates or any question on the ballot. §3-8-31 NMSA 1978.
   2. **Challengers: Permitted Activities.** Upon presentation of the official identification badge to the Precinct Board a challenger or his alternate shall be permitted to be present from the time the Precinct Board convenes at the Consolidated Voting Center until the completion of the counting and tallying of the ballots after the polls close. §3-8-31 NMSA 1978.
      a. **A challenger or alternate challenger for the purpose of interposing challenges may:**
         i. Inspect the registered voter list for the purpose of determining whether they desire to interpose a challenge;
         ii. Inspect the registered voter list to determine whether entries are being made in the accordance with the law;
         iii. Examine each tabulator before the polls are opened to compare the number on the seal and the numbers on the counters with the numbers on the key envelope and to see that all ballot labels are in their proper places and that the tabulator is ready at the opening of the polls;
         iv. Make written memoranda of any action or omission on the part of any member of the Precinct Board and preserve such memoranda for future use; and
         v. Witness the counting and tallying of the ballots. §3-8-31(I) NMSA 1978.