

ELECTION  
WORKER  
HANDBOOK  
February

2014



**Santa Fe County**  
Office of the County Clerk  
**986-6280**

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Prepared by the Santa Fe County Bureau of Elections







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## INTRODUCTION

You have signed up for one of the most vital tasks in our democracy--staffing the polls on Election Day as a member of a Precinct Board. This role must be taken seriously, and the rules and guidelines taught at Election School must be followed objectively and strictly. A well-trained and committed Precinct Board assures the voting public that the elections are run competently and within the law.

You are the person that the voter sees and interacts with on Election Day. Be friendly and cordial, and make it as easy as you can for the voter to go through the process. Elections do not happen every day and voters may forget what they are supposed to do. You may also have first-time voters at your precinct; share their enthusiasm! Imagine yourself as a voter. When you are treated with respect and friendliness you will look forward to coming back. We want our voters to come back for every election!

In the case of voters with disabilities, your diplomacy and caring go a long way toward making their voting a positive experience. Treat them with friendly respect. Talk to them directly, not to their assistants. Admire but do not talk to or touch their service animals; they are working. These voters may want to use the AutoMARK to mark their ballots. Be attentive to any special needs they may have.

Voters who are elderly or frail may also need assistance. Be sure there is a chair available if they need to sit down while waiting or signing the white Roster or voting. Ask if they would like to vote without waiting; if yes, ask the voters in line if they would let them move ahead.

If you encounter voters who are in a bad mood, have had a difficult day, or in any way treat you with disrespect, be as calm and positive as you can in helping them. If all of your attempts fail and the voters become abusive, consult with your Presiding Judge. You will have the phone number for the County Clerk's Office (**986-6280**) and your Bureau of Elections technicians. All these staff members are ready to help you.

Remember, your face and the attitude that the voters will remember. Do what you can to make it a good memory for them. You may find that it leaves you with a good memory of your day of service to democracy.

## CONDUCT OF PRECINCT OFFICIALS

**When you take your Oath of Office as a Precinct Board Member, you swear to uphold the Constitution of the United States and the Constitution and laws of the State of New Mexico.**

You may not personally agree with the election laws of New Mexico; however, as an election worker you must enforce them impartially at the polling place.

Your job as a poll worker is to administer the election and not to comment on parts of the process you may dislike. You must be absolutely impartial in all your actions and words.

You must **never**, by word or deed, express an opinion about any candidate or question that is on the ballot. This rule applies from the time you enter the polling place until the time you leave.

If a voter complains about anything in the process, calmly say that this is the current law in the state.

You can remind the voter that the legislators who make the laws and the governor who signs them are elected officials. The voter can always let the elected officials know how she/he feels and get involved in the law-making process.

If you need help explaining any of the voting process, have the voter call the County Clerk's Office (**986-6280**).

## PREPARING FOR ELECTION DAY

- Attend a training session.
- To get paid, fill out, date, and sign SF County Vendor Registration/W-9 form. Turn in the form to the Bureau of Elections.
- Read this manual and the handouts in your packet. If you have questions call the BOE Staff (986-6280).
- Find out the location of the polling place where you will be working.
- Prepare your food and water for Election Day. If there are medications you will need, pack those as well. Bring your own cooler if you need to keep items refrigerated.
- Wear layered clothing: polling places are often too hot or too cold.
- Call the Election-Worker Coordinator immediately if something happens to prevent your being a poll worker. It takes time to replace you. Call **986-6283**.
- Presiding Judge (PJ) contacts her/his precinct workers at least a week before Election Day.
- PJ picks up the precinct supplies on Monday, the day before the Tuesday election. The County warehouse opens at 7:00 am. If you cannot be there before 7 pm, please call Rick Padilla at **992-3011** or **490-0390** to let the technicians know when you are coming.
- County Clerk/staff administers the Oath of Office to the PJ, and the PJ signs the Oath of Office form.

## ELECTION DAY – BEFORE THE POLLS OPEN

1. Report to your assigned polling precinct **promptly at 6:00 am** on election morning. **ALL election workers must remain** in the polling place until all tasks are complete after polls close and the Presiding Judge (PJ) dismisses the workers in the evening.
2. PJ administers the verbal Oath of Office to election workers. Each worker signs an Oath of Office form, and the PJ signs each one. All Oaths go into the green plastic envelope.
3. **If there are multiple precincts at the polling place**, ensure that you have the correct M-100 Tabulator (location and precinct are on the canvas cover on the AutoKART 100 and on the front of the M-100 Tabulator). Arrange the precincts' tables and M-100 machines so that voters take their ballots to their own precinct's M-100.

### OPEN AND POWER UP THE TWO MACHINES—M-100 AND AUTOMARK

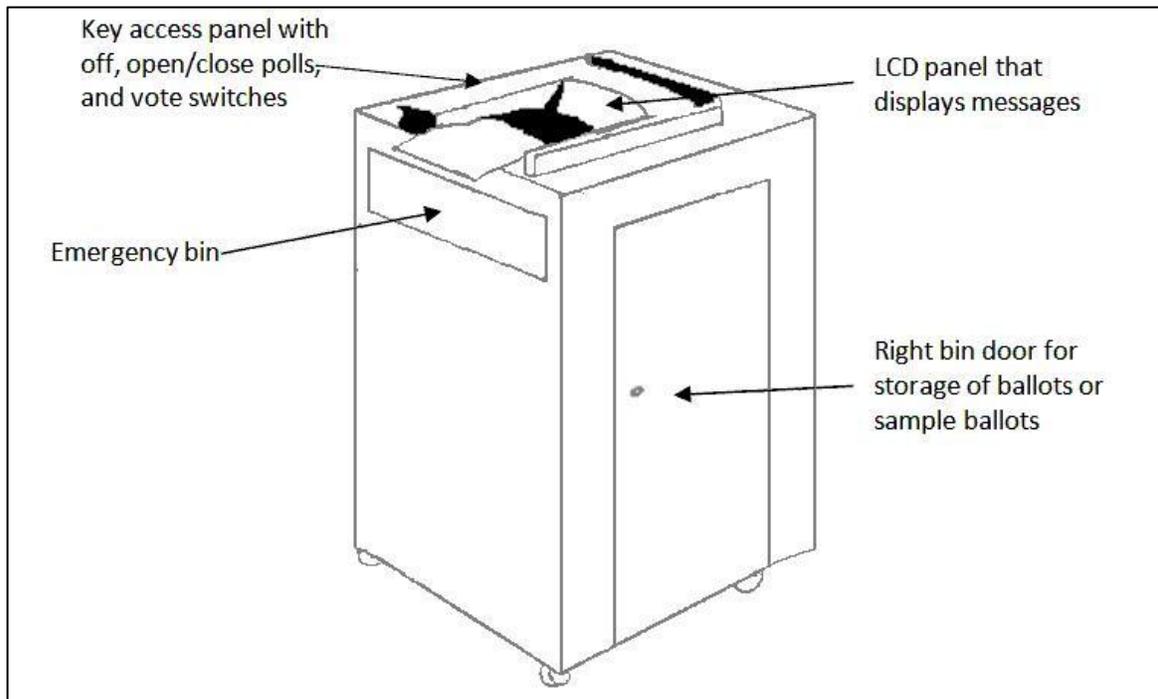


Figure 1: M-100 Tabulator

1. The PJ has received three color-coded keys that are used with the two machines:
  - Gray key that opens all the bins on the M-100

- Red key that turns to the “Off,” “Open/Close Poll,” “Vote” positions on the M-100 and
  - Yellow key that turns on the AutoMARK
2. The M-100 will have a seal on the left bin door and may have one on the right bin door if the precinct is large and has lots of ballots. Verify that the seal(s) have not been removed. If they have, contact your tech immediately. Cut the seal(s), using scissors from the gray supply box.
  3. Use the gray key to open the side doors on the M-100. Remove the ballots, sample ballots, and signs; show any challengers or observers that the bins are empty.
  4. Relock the side bin doors using the gray key.
  5. Plug in the surge-protecting power strip (on the top rail of the AutoKART) into an electrical outlet. Plug both the M-100 and the AutoMARK into the surge-protecting power strip.
  6. Use the gray key to unlock the security panel covering the front of the M-100 and remove the metal cover from the M-100. Verify that the emergency bin is empty.
  7. Open the key security panel on the top left of the M-100 by squeezing the tabs on either side; insert and turn the red key to “Open/Close Poll.”

**Note:** If you get a blinking message (No-AC) on the LCD panel of the M-100, your machine is running on battery power, not current from the outlet. Make sure the power strip is on; otherwise switch to another outlet. The message disappears when power is coming from the outlet. If you have any problems with power, call your tech.

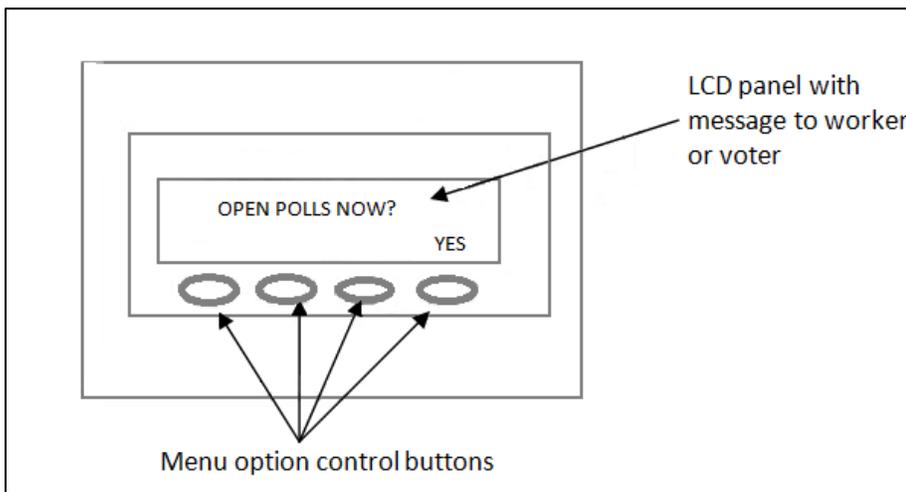


Figure 2: LCD Panel with message to workers

8. When the LCD panel reads “Open Polls Now?” press the button on the right beneath the “Yes” on the LCD panel.
9. Turn the red key to “Vote” and remove the key.
10. Use the Yellow key to turn on the AutoMARK (light will turn green).
11. PJ keeps all keys for the machines in the small blue “kangaroo pouch” and wears it all day.

#### PRINT THE ZERO TAPE

When you turn the red key to Vote on the M-100, the machine prints the Zero Tape. This tape is called the Zero Tape because it proves that there were no votes on the machine before the polls opened. **DO NOT** remove it; leave it on the M-100.

1. Verify your Zero Tape to be sure that your polling place, your precinct number, and the precinct’s candidates and questions are actually on the tape and that all candidates and questions have **no** votes. **If not, call the Clerk’s Office or your technician immediately.**
2. Each worker signs the Zero Tape and it stays on the machine. (See next page for a sample Zero Tape.)
3. **Call the Clerk’s Office (986-6280) when your machinery is ready. Tell us your polling place and your precinct number.**

<p>09:16:32 06/29/2011 SUPERVISOR SWITCH DISENGAGED</p> <p>*** Status Report *** 09:16:33 06/29/2011</p> <p>Demonstration Election Demonstration Election 0001 POLL 1 0001 Election Date: January 02, 2009 Precinct 1</p> <p>Ballot Types: ALL ---- 0 Total: 0</p> <p>*** Zero Totals Report *** 09:16:33 06/29/2011</p> <p>Demonstration Election Demonstration Election 0001 POLL 1 0001 Election Date: January 02, 2009 Total Number Voting: 0</p> <p>Precinct Voting Report Precinct 1</p> <p>Total Ballots 0 Ballots for Code 00001-01-01 0</p> <p>Best Automobile Manufacturer</p> <p>BHW 0 MERCEDES 0 GENERAL MOTORS 0 HONDA 0 FERRARI 0 JAGUAR 0 FORD 0 VOLVO 0 Write In 0 Over Votes 0 Under Votes 0 Total Votes 0</p>	<p>Check the election, polling place, date, precinct, and zeroes</p>	<p>Best Ice-Cream Flavor</p> <p>CHOCOLATE 0 STRAWBERRY 0 VANILLA 0 Write In 0 Over Votes 0 Under Votes 0 Total Votes 0</p> <p>PROPOSITION 1</p> <p>YES 0 NO 0 Over Votes 0 Under Votes 0 Total Votes 0</p> <p>PROPOSITION 2</p> <p>YES 0 NO 0 Over Votes 0 Under Votes 0 Total Votes 0</p> <p>WE, THE UNDERSIGNED ELECTION OFFICIALS, HEREBY CERTIFY THE ABOVE TO BE THE ACTUAL ZERO TAPE OF THIS TABULATOR. WE FURTHER CERTIFY THAT THE PUBLIC COUNTER ON THIS TABULATOR HAS ZERO AT THE START OF THE ELECTION.</p> <p>----- PRESIDING JUDGE</p> <p>----- ELECTION JUDGE</p> <p>----- ELECTION JUDGE</p> <p>----- ELECTION JUDGE</p> <p>----- ELECTION JUDGE</p>	<p>All precinct members must sign the Zero Tape</p>
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Figure 3: Zero Tape showing that no votes have been recorded on tabulator

## CERTIFY THE BALLOTS

1. To certify the ballots, make sure the ballots are, indeed, the ones for your precinct. Ballots should have the words “Official Ballot” for the specific election and precinct at the top of the page.
2. Visually verify the ballots’ numbers (on the stub area, at the bottom) to ensure the correct numerical order; that is, no numbers skipped, out of order, nor repeated when the ballots were printed.

**Note:** For a Primary, there will be two sets of ballots (Democratic and Republican) to verify.

3. All election workers sign the Ballot Issuance Certification after the ballots’ numbers have been reviewed, noting any numbers left out, repeated, or out of numerical order.
4. Call the Clerk’s Office or your tech if there are any numerical problems with your ballots.

## DO PRELIMINARY BOOKKEEPING ON THE ROSTER AND CHECKLIST COVERS

1. Carefully fill out the covers of the white Roster and the yellow Checklist. There are four steps:
  - Step 1—Ballot Accounting
  - Step 2—Verification
  - Step 3—Destroy Unused Ballots
  - Step 4—Certification
2. **IN THE MORNING, fill in only five boxes** in Steps 1 and 2 (See next pages for sample Roster covers.):
  - a. In Step 1—Ballot Accounting
    - Box A: Write the number on the first ballot issued to your precinct. It should be the lowest number.

**Note:** The number is on the stub attached to the bottom of the ballot.
    - Box B: Write the number on the stub of the last ballot issued to your precinct. It should be the highest number.
    - Box C: Write the total number of ballots issued to your precinct. Remember to take into account any numbers repeated or skipped.

b. In Step 2—Verification

- Fill out the Ballot Tabulator Serial #.
- Fill out the Ballot Tabulator Seal #.

**Note:** Both numbers are located in two places: on the front of the machine behind the Counter Access Panel, and on top of the machine in the Certificate of Ballot Tabulator Preparation—M-100.

Fill out these five boxes in the morning, but **sign** each cover when you complete them in the evening.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc;">ELECTION DATE</td> <td colspan="2">CONSOLIDATED PRECINCT—CONSISTING OF REGULAR PRECINCTS:</td> </tr> <tr> <td style="background-color: #cccccc;">TYPE OF ELECTION</td> <td colspan="2"></td> </tr> <tr> <td style="background-color: #cccccc;">COUNTY</td> <td colspan="2"></td> </tr> </table>	ELECTION DATE	CONSOLIDATED PRECINCT—CONSISTING OF REGULAR PRECINCTS:		TYPE OF ELECTION			COUNTY			<h3 style="margin: 0;">SIGNATURE ROSTER</h3> <p style="margin: 0;">AFTER COMPLETING THIS COVER RETURN THIS ROSTER TO: <b>COUNTY CLERK</b></p> <p style="margin: 0; background-color: #cccccc; padding: 2px;">All blue boxes must be filled in before roster is returned.</p>																																																																		
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<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <small>Election Judge</small>	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <small>Election Clerk</small>																																																																											
<p style="font-size: small;">STATE OF NEW MEXICO } SS.</p> <p style="font-size: small;">COUNTY OF _____ }</p> <p style="font-size: small;">I, the County Clerk in and for _____ County, do hereby certify that the following attached pages constitute a true and correct list of the names and places of residence of all voters as registered in the Election Precinct indicated above. In WITNESS WHEREOF, I hereunto subscribe my name and affix my official seal</p> <p style="font-size: small;">on this the _____ day of _____, 20____</p> <p style="text-align: right; font-size: small;">_____ Signature of County Clerk</p>																																																																												
<p>NME-SI GENERAL (Rev. 3/2012)</p>																																																																												

In the morning, fill in only boxes A, B, & C; the Ballot Tabulator Serial #, and the Ballot Tabulator Seal #

Figure 4: Roster Cover for General Election, partially filled in



**SET UP SUPPLIES**

1. Take supplies out of the large gray plastic container (forms, envelopes, office supplies, etc.); some supplies can stay in container throughout the day.
2. Check your yellow sample ballots to ensure they match your official ballots. If they do not match, immediately call the Clerk's Office or your technician.
3. There are badges for each worker. Put them on before the polls open and wear them until all tasks are finished at the end of the Election Day. Badges identify you to voters as poll workers who can help them.  
**Note:** Do not cross out party affiliation on your badges. It's the law.
4. Set out voting supplies on the voter sign-in table:
  - **White Signature Roster** (white Roster) and the **yellow Checklist of Registered Voters** (yellow Checklist)
  - Pens for voters to sign the Roster and for workers to do their tasks
  - First packet of ballots
  - Voting Permits (permits)
  - US and NM flags
  - Voter Registration forms (for inactive voters to update their information)
5. Put the following supplies on the table behind the sign-in table:
  - Other packets of ballots  
(Guard them during the day; cover them with a coat or cloth.)
  - Big blue canvas bag
  - Manila envelope for spoiled ballots
  - Inner Secrecy and Official Outer Envelopes for Provisional ballots and In-lieu-of Absentee ballots
6. Set up the voting booths. At least one booth goes on a table for voters who need to sit and mark their ballots. If your polling place has multiple precincts, you can put all voting booths in a central location. It does not matter which booth a voter uses as long as the voter returns to the correct M-100.
7. Post one of the small Alpha listing of voters (List) for your precinct near the entrance to your polling place. Put the other small List at the beginning of the sign-in table. Voters can look up their names on this list to see if they have come to the correct precinct. Challengers, watchers, and observers may also look at this List.
8. Set out "Voting Instruction" signs near the sign-in table. These signs tell voters how to mark their ballots.

9. Set out “Vote Here” signs outside the building and inside the building if the polling place is far from the entrance.
10. Find the list of polling places and precincts, which will help some voters locate their correct polling places and precincts.
11. Post the Voter Bill of Rights in English and in Spanish on the wall behind or near the sign-in table.
12. Post the map of precincts in Santa Fe County on the wall behind or near the sign-in table.
13. Post a sample ballot for your precinct near the entrance to your polling place. Place other sample ballots on the sign-in table or a chair nearby.

#### FILL IN PAYROLL SHEETS

1. Fill in and sign your payroll sheets.
2. Put all payroll sheets in the green plastic envelope.

## IN CASE OF EMERGENCY

Your safety and the safety of the voters is our priority. In case of an emergency (for example, a fire), do the following.

1. Take only two voting items:
  - The white Roster
  - The yellow Checklist
2. Have everyone exit the building. People should wait a safe distance from the building.
3. Call the County Clerk's Office (986-6280) and your technician.
4. When the emergency is over and it is safe to return, go back to the polling place.
  - Check that the ballots and other supplies are in order and safe.
  - If you need replacements, call the County Clerk's Office or your technician.
  - If there is too much disorder to continue voting, call the County Clerk's Office.
5. When all is in order, resume voting.
  - Voters who were marking their ballots may continue.
  - The person minding the M-100 should verify that the permits are in order.
  - Ensure that the voter who was signing the Roster actually completed the task and has a ballot and permit.

## CHALLENGERS, WATCHERS, ELECTION-RELATED ORGANIZATIONS, AND OBSERVERS

Challengers, watchers, members of election-related organizations, and observers may be at your polling place. They cannot disrupt the conduct of the election, and you must treat them with respect.

Title and Duties	Appointed by and Credentials	Territory	Restrictions
<p><b>Challengers</b> Challenge voters and make notes on actions and omissions of election workers.</p>	<p>By county party chair, precinct chair, or voters at polling place. Must have letter of credential from appointing body.</p>	<p>One challenger per party per polling place (not precinct). May come and go during the day.</p>	<p>Must wear a badge with name and political affiliation; cannot wear campaign badges. May view (not touch) machines at the beginning of the day. May view (not touch) any of the election materials at the polling place.</p>
<p><b>Watchers and Election-Related Organizations</b> Observe who is voting in order to get out the vote.</p>	<p>Appointed by any group of three candidates or by an Election-related Organization. Credentialed by the Secretary of State.</p>	<p>May be appointed to multiple polling places.</p>	<p>May not view at an early voting site or vote center any computer screen that contains the social security number or complete date of birth of any voter.</p>
<p><b>Observers</b> (typically affiliated with academic institutions or US Dept of State) Gather data and observations for studies/reports.</p>	<p>Appointed by the organization. Will present a written notice of appointment.</p>	<p>May be appointed to multiple polling places.</p>	

## OPENING THE POLLS FOR VOTING

1. Open the polls at 7:00 am with the Presiding Judge announcing, "The polls are now open."
2. Use the same watch, wall clock, or cell phone to both open and close the polls.

**Note:** No voting is permitted before 7:00 am.

## WHILE THE POLLS ARE OPEN 7 AM – 7 PM

1. Ensure that the supply of official ballots and Voting Permits (permits) are secure and not tampered with by anyone during the day.
2. Make sure you have access to the official Provisional/In-lieu-of Absentee envelopes.
3. No food or drinks should be on the sign-in table or on the M-100. Keep the paper ballots neat and clean, otherwise the M-100 cannot read them.
4. Keep voting booths free of trash and graffiti.
  - a. Clear away any campaign materials, election news articles, or other papers that the voters may leave behind.
  - b. If any voting booth is marked up with "vote for" notations or etchings, take the booth out of service and call your tech.
5. The sign-in table may have two or three election workers.
  - a. One worker minds the white Signature Roster, locates the voter's name (perhaps with the help of the list and voter number called out), and has the voter sign next to the voter's printed name.
  - b. One worker minds the yellow Checklist of Registered Voters, making a simple checkmark by the name when a voter arrives and identifies him/herself. This worker announces the voter's list number.
  - c. One worker separates a ballot from the packet, writes the voter's precinct, list number, and the ballot number on the permit and checks the voter's party in a Primary Election. (To save time, this worker can enter the precinct number on the upper right-hand line on the permits in advance of using them.)

6. Ensure that any voters who are disabled or frail are given the opportunity to vote as soon as they arrive and that they know about the AutoMARK machine, which can mark their ballots for them.
7. Make sure that campaigners stay 100 feet away from the building (not from the polling area) where your voting is taking place. Use the 100-foot piece of string in your supply box to measure. If you need help, call the County Clerk's Office **986-6280**, and a staff member will contact a deputy sheriff.

**Note:** If you are working at an Early Voting site, the rule is different: it is 100 feet from the door of the building.

8. Remind voters that wearing campaign buttons, hats, jackets, etc., with a candidate's name or a party logo, is considered campaigning. They cannot wear these within 100 feet of the building where the voting takes place, and definitely not inside the polling place. This rule also applies to children accompanying adult voters. (Buttons, hats, and jackets can be removed; t-shirts can be turned inside out or covered with a coat or jacket.)
9. Make sure that people who are not voters, election workers, challengers, watchers, or election officials are staying at least 50 feet away from the building. Example: individuals conducting exit polls.

## WHEN A VOTER ARRIVES

### GREETING VOTERS

If there is a greeter in the polling place, that person helps voters determine if they are in the correct polling place and in the correct line for their particular precinct. If there is uncertainty, call the County Clerk's Office at **986-6280**.

### VOTER IDENTIFICATION

1. ALL voters must identify themselves by providing their name, address, and year of birth. How they do so is up to the voter. Voters can **state** their name, address, and year of birth or **write** this information on a piece of paper.

**Note: By law, a photo ID is not required in the State of New Mexico at this time.**

2. Voters can show you their **Voter Information card**; the card has the required information—name, address, and year of birth. This can be a card issued by the Secretary of State or a card issued by the County Clerk.
3. Voters can also show you a **photo ID**—such as a driver license, student ID, tribal government ID, passport—with or without an address.

**Note:** The address does not have to match the address in the Roster.

4. Voters can show you any of the following with their **name** on it—a utility bill, a bank statement, a government check, a pay check, a student ID, or a tribal government ID.

**Note:** The address on any of these documents does not have to match the address in the Roster.

5. If voters do not remember their year of birth, they may present any of the documents listed above in 2, 3, or 4.
6. If voters cannot identify themselves, have them use a Provisional Ballot (see the section on Provisional Ballots below). Tell them that they may come back to your precinct with a copy of their ID before the polls close at 7:00 pm. Put the copy in the big blue canvas bag. Voters may also deliver a copy of the ID to the County Clerk's Office before 5:00 pm on the Thursday immediately after Election Day.

Voters who are flagged on the roster as **ID REQUIRED** must show some form of ID. The documents may be any of those listed above in 2, 3, or 4. These are voters who registered for the first time by mail and were therefore required to include an ID with their registration. If "ID Required voters" have no ID with them, refer to number 6 above.

VOTER VERIFICATION

Voters List Number Número Del Votante En la Lista	Name and Address Nombre y Dirección	Registrant ID Número de Identificación	Gender/ Party Sexo/ Partido	Precinct Reclncto Ballot Style Tipo de Boleta	Birth Year Año de Nacimiento	Before Voting Voter Must Sign Here Antes de Votar El Votante Debe Firmar Aquí	
401 A	AUTRY, GENE 2 OAK ST, SANTA FE, NM 87507	398567	M/DEM	011.1 PCT11	1972	Voted in-Person 345 401	Voter's name & address; needed to verify voter Voter's birth year; needed to verify voter Voted early; cannot vote again
401 A	BART, LILLY 3 OAK ST, SANTA FE, NM 87507	598033	F/DEM	011.1 PCT11	1980	402	
403 A	CARTWRIGHT, ADAM 2 N PINE, SANTA FE, NM 87507	5987694	M/REP	011.1 PCT11	1966	403	Sent Absentee Ballot; cannot vote unless voter did not receive ballot
404 A	CARTWRIGHT, BEN 2 N PINE, SANTA FE, NM 87507	123487	M/REP	011.1 PCT11	1940	Mailed Absentee Ballot 42 404	
405 A	CASSIDY, HOPALONG 4 ROSE LN, SANTA FE, NM 87507	953804	M/DTS	011.1 PCT11	1953	405	
406 Inactive	OAKLEY, ANNIE 22 LILY PL, SANTA FE, NM 87507	5904334	F/DEM	011.1 PCT11	1959	406	Inactive voter can vote; voter fills in Voter Registration form
407 A	MASTERSON, BATT RT 10 BOX 2, SANTA FE, NM 87507	773933	M/DEM	011.1 PCT11	1930	407	
408 A	ROGERS, DALE 3 HONEY LN, SANTA FE, NM 87507	5873222	F/REP	011.1 PCT11	1963	408	Rural route address; voter fills in Voter Registration form
409 A	ROGERS, ROY 3 HONEY LN, SANTA FE, NM 87507	9584847	M/REP	011.1 PCT11	1959	409	
410 A	<input checked="" type="checkbox"/> RUSSELL, KITTY 4 HONEY PL, SANTA FE, NM 87507	4987366	F/DEM	011.1 PCT11	1990	410	Voter signs here

ID Required

Voter's party, needed for permit in Primary

Figure 6: Sample page of Signature Roster. Checklist of Registered Voters is same except for color

1. Two workers, one with the white Roster and one with the yellow Checklist, look up the voter's name as announced.
2. The worker with the white Roster has the voter sign her/his name on the line next to her/his name in the white Roster.
3. The worker with the yellow Checklist puts a check mark next to the voter's name; the voter does **not** sign the yellow Checklist.

**Note:** If a voter is accompanied by or asks for an assistant in the voting booth, the worker writes "assisted by" and the assistant's name in both the white Roster and yellow Checklist. The voter can choose anyone as an assistant except the voter's employer or agent of the employer, officers or agents of the voter's labor union, candidates on the ballot, or members of the precinct board.

4. These workers also look to see whether there are any notes by the voter's name (such as Inactive, Absentee, ID Required), if there is a rural route address, or if the voter is not listed at all. If there are special conditions, see the following sections for instructions:
  - Rural Route Addresses
  - Inactive Voter
  - Provisional Ballot (for voters who are not listed at all)
  - Absentee Ballot

## VOTING PERMIT

If the voter is listed in the roster and there are no special conditions, the worker tears off a ballot from the packet and completes a Voting Permit (permit).

**Note:** Leave the ballot stubs stapled together.

1. Write the following numbers on the permit (See samples on next page.):
  - a. Voter's list number, found next to the voter's name in the white Roster and yellow Checklist
  - b. Ballot number, found on the stub of the ballot
  - c. Precinct number (You may fill in this number earlier on several permits, which will save time when a voter is in front of you.)

**Note:** For a Primary Election, be careful to give the correct major party ballot to each voter. The voter's party affiliation appears in the white Roster and yellow Checklist. On the permit, check the box that shows the voter's party.
2. In a polling place with multiple precincts, when you give ballots and permits to the voters, point out the booths where they mark the ballot and which M-100 is the correct machine for their precinct.

Check this box if voter spoils ballot →  SPOILED BALLOT

**VOTING PERMIT**  
**PERMISO PARA VOTAR**

DO NOT ISSUE TO PROVISIONAL VOTERS

PRECINCT NO./RECINTO NÚM

ELECTION OFFICIAL shall enter here:  
OFICIAL DE LA ELECCIÓN deberá llenar aquí:

ELECTION OFFICIAL shall enter here:  
OFICIAL DE LA ELECCIÓN deberá llenar aquí:

VOTER'S LIST NUMBER  
(from the registered voter list for this election)  
NÚMERO EN LA LISTA DE VOTANTE  
(de la lista de votantes registrados para esta elección)

BALLOT NUMBER  
NÚMERO DE LA BALOTA

DEMOCRAT / DEMOCRATA

REPUBLICAN / REPUBLICANO

PRIMARY ELECTION / ELECCION PRIMARIA

NME 50 (REV. 2008)

Write precinct number here

Number comes from stub attached to ballot

In a Primary, check the correct party, listed for each voter in the Roster

Number comes from Roster, next to voter's name

Figure 7: Voting Permit for a Primary Election

Check this box if voter spoils ballot →  SPOILED BALLOT

**VOTING PERMIT**  
**PERMISO PARA VOTAR**

DO NOT ISSUE TO PROVISIONAL VOTERS

PRECINCT NO./RECINTO NÚM

ELECTION OFFICIAL shall enter here:  
OFICIAL DE LA ELECCIÓN deberá llenar aquí:

ELECTION OFFICIAL shall enter here:  
OFICIAL DE LA ELECCIÓN deberá llenar aquí:

VOTER'S LIST NUMBER  
(from the registered voter list for this election)  
NÚMERO EN LA LISTA DE VOTANTE  
(de la lista de votantes registrados para esta elección)

BALLOT NUMBER  
NÚMERO DE LA BALOTA

GENERAL ELECTION / ELECCION GENERAL

NME-50A (REV. 7/2008)

Write precinct number here

Number comes from stub attached to ballot

Number comes from Roster, next to voter's name

Figure 8: Voting Permit for a General Election. Note that there are no boxes for party.

## RURAL ROUTE ADDRESSES

If you notice that the voter's address in the roster is an old-style rural route address (for example, Rt. 10, Box 100), **have the voter fill out a Voter Registration form**. Tell the voter to use the new 911 street address. The Clerk's Office will update the address in the official voter file. Your asking the voter to fill out the form may be the only way for the Clerk's Office to obtain the new 911 addressing for voters in those areas. The Post Office no longer delivers mail by the old rural route addressing.

## INACTIVE VOTER

If the note **INACTIVE** is next to a voter's name in your roster, do the following.

1. Proceed as usual with the voting process. The voter does insert her/his ballot into the M-100 machine.
2. But first ask the voter if she/he now resides at the address in your roster.
3. Whether the answer is yes or no, give the voter a **Voter Registration form**. If the voter asks why, say that a mailing was sent to the voter and came back marked "Undeliverable" by the US Postal Service.
4. Tell the voter to fill out the Voter Registration form completely, including a mailing address if it is different from the residential address.
5. Have the voter sign and date the form and return it to you before leaving the polling place.
6. The PJ returns all completed Voter Registration forms to the Clerk's Office at the end of the evening.

## PROVISIONAL VOTER

If the voter's name is not in your roster, the voter may be registered in a different precinct.

1. Give the voter the Clerk's Office number (**986-6280**) to call on her/his own cell phone, or call the Clerk's Office and put the voter on the phone..
2. If the voter is registered in Santa Fe County, but at a different precinct, explain where the other polling place is located.
3. If the voter insists on voting in your precinct, give him/her a Provisional Ballot.
4. Add the Provisional voter's name after the last name in the white Roster and the yellow Checklist.
5. Write "Provisional" next to the added name in both books. If the voter is challenged, also write "Challenged" next to the name along with the time, reason for the challenge, and the name of the challenger.

6. Have the voter sign on the name line you created at the end of the white Roster.
7. Give the voter the following four items:
  - Official Outer Envelope
  - Inner Secrecy Envelope
  - Green sheet explaining how Provisional ballots are counted
  - Ballot from the packet (for a Primary election, remember to give the ballot for the voter's party.)
8. Tell the voter to complete the following five tasks:
  - a. Vote the ballot.
  - b. Fold the ballot carefully, put it into the Inner Secrecy Envelope, and seal it.
  - c. Put that sealed envelope into the large Official Outer Envelope.
  - d. Fill out the information needed on **both** sides of the Official Outer Envelope: the Voter Registration form, and areas E, F, and G on the reverse side.
  - e. Sign and date both sides of the envelope—Voter Registration form and area H.
9. Tell the voter to bring the completed Official Outer Envelope with all its contents and its information to the PJ.
10. The PJ
  - a. enters the county and precinct where the voting is taking place at the top of the form, area D,
  - b. checks off the Provisional Ballot box in the Voting Summary (area D) and signs and dates the Official Outer Envelope at the bottom (area I),
  - c. writes the ballot number from the ballot stub in the margin of the Outer Envelope,
  - d. removes the red and white "Provisional Voter Notice" and gives it to the voter, and
  - e. **does not** tear off the Voter Registration form.
11. The Provisional ballot, with the Voter Registration still attached, goes into the big blue canvas bag.

**Note: If there is a court order for a polling place to stay open past 7:00 pm, all people voting after 7:00 pm must vote a provisional ballot.**

<p><b>Poll Official</b></p> <p>If the voter's name does not appear on the Signature Roster ask the voter the following questions to determine the next course of action.</p> <p><i>Have you moved within the County since your last registration?</i></p> <p><input type="checkbox"/> YES Proceed with the "A - Provisional" instructions on the right.</p> <p><input type="checkbox"/> NO Ask the next question.</p> <p><i>Do you have proper identification?</i></p> <p><input type="checkbox"/> YES Ask the next question.</p> <p><input type="checkbox"/> NO Proceed with the "A - Provisional" instructions on the right.</p> <p><i>Are you registered in a different Party? (Primary Elections only)</i></p> <p><input type="checkbox"/> YES Proceed with the "A - Provisional" instructions on the right.</p> <p><input type="checkbox"/> NO Confirm with the voter that they are indeed registered and qualified to vote.</p> <p>If the voter affirms that he/she is duly registered and qualified to vote in such County/Precinct proceed with the "A - Provisional" instructions on the right.</p> <p>If the voter has applied for but not received their absentee ballot proceed with "B - In Lieu of Absentee" instructions on the right.</p> <p>If the voter is voting after regular poll hours due to a court order follow the "C - Court Order" instructions on the right.</p> <p style="text-align: center;"><b>IN ALL CASES THE PRESIDING JUDGE MUST FILL OUT AND SIGN SECTION "I - PRESIDING JUDGE".</b></p> <p><small>NME-26 (Rev. 9/2009)</small></p>	<p><b>A - PROVISIONAL</b></p> <p>The voter will be allowed to vote a Provisional Ballot. The County Clerk's Office will determine whether or not the ballot will be counted.</p> <ol style="list-style-type: none"> <li>Fill in County, Precinct and check the "Provisional" box in section "D - Voting Summary". Indicate the reason for voting a Provisional Ballot.</li> <li>Have the voter fill out section E - G where applicable, sign and date in section "H - Voter's Signature". Ballot may not be counted if these sections are incomplete.</li> <li>Have the voter fill out the voter registration form attached. <b>DO NOT DETACH.</b></li> <li>Provide the voter with an "Inner Secrecy Envelope" (NME - 29), and check the "Provisional" box on that envelope. Write the Precinct number on the NME - 29.</li> <li>Provide the voter with a paper ballot and this envelope.</li> <li>After the voting procedure is completed, instruct the voter to return this envelope with contents properly inserted and sealed to the person or location where these envelopes are being collected.</li> </ol> <p><b>B - IN LIEU OF ABSENTEE</b></p> <p>The voter has applied for but has not received his/her absentee ballot.</p> <ol style="list-style-type: none"> <li>Fill in County, Precinct and check the "In Lieu of Absentee Ballot" box in section "D - Voting Summary".</li> <li>Have the voter fill out section "E - Voter's Information", sign and date in section "H - Voter's Signature". Ballot may not be counted if these sections are incomplete.</li> <li>Provide the voter with an "Inner Secrecy Envelope" (NME - 29), and check the "In Lieu of Absentee Ballot" box on that envelope. Write the Precinct number on the NME - 29.</li> <li>Provide the voter with a paper ballot and this envelope.</li> <li>After the voting procedure is completed, instruct the voter to return this envelope with contents properly inserted and sealed to the person or location where these envelopes are being collected.</li> </ol> <p><b>C - COURT ORDER</b></p> <p>A court order has been issued to allow voters to vote after regular poll hours.</p> <ol style="list-style-type: none"> <li>Fill in County, Precinct and check the "Court Order" box in section "D - Voting Summary". Indicate the time.</li> <li>Have the voter fill out section "E - Voter's Information", sign and date in section "H - Voter's Signature". Ballot may not be counted if these sections are incomplete.</li> <li>Provide the voter with an "Inner Secrecy Envelope" (NME - 29), and check the "Court Order" box on that envelope. Write the Precinct number on the NME - 29.</li> <li>Provide the voter with a paper ballot and this envelope.</li> <li>After the voting procedure is completed, instruct the voter to return this envelope with contents properly inserted and sealed to the person or location where these envelopes are being collected. These envelopes must be collected separately.</li> </ol>	<p><b>D - VOTING SUMMARY</b></p> <p>County _____ Issuing Precinct _____</p> <p><input type="checkbox"/> <b>Provisional Ballot - Indicate reason below</b></p> <p><input type="checkbox"/> No ID    <input type="checkbox"/> Not on the Signature Roster</p> <p><input type="checkbox"/> Moved    <input type="checkbox"/> Wrong Party</p> <p><input type="checkbox"/> <b>In Lieu of Absentee Ballot</b>    Roster # _____</p> <p><input type="checkbox"/> <b>Court Order</b>    Time: _____</p> <p><b>E - VOTER'S INFORMATION</b></p> <p>Voter's Printed Name _____</p> <p>Year of Birth _____ Political Party _____</p> <p><b>F - PREVIOUS ADDRESS (IF THE VOTER HAS MOVED)</b></p> <p>Previous Street Address _____ City _____ County _____</p> <p><b>G - CURRENT ADDRESS</b></p> <p>Current Street Address _____ City _____ County _____</p> <p><b>H - VOTER'S SIGNATURE</b></p> <p>I hereby swear/affirm that all information indicated herein is correct. I have not cast my ballot or voted in this election. I understand that any false statement made herein is perjury, punishable according to law.</p> <p>Voter's Signature _____ Date _____</p> <p><b>I - PRESIDING JUDGE</b></p> <p>Sworn to before me this _____ day of _____, 20____.</p> <p>Signature of Presiding Judge _____</p>	<p>PJ fills out D: County, Issuing Precinct, and Provisional Ballot and reason.</p> <p>Voter fills out E, F, and G; signs; and dates envelope.</p> <p>PJ fills out I, and signs.</p>
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Figure 9: Outer Envelope for Provisional Ballot, Side 1

<p><b>PROVISIONAL VOTER NOTICE</b></p> <p>10 days after the election, you may verify if your provisional ballot was counted by going to the web site shown below. Enter the number printed on this receipt at the website.</p> <p><a href="http://www.sos.state.nm.us">www.sos.state.nm.us</a></p> <p>IF YOU NEED FURTHER ASSISTANCE CALL THE BUREAU OF ELECTIONS AT: 1-800-477-3632</p>	<p style="text-align: center;"><b>DO NOT WRITE IN SHADED AREAS FOR COUNTY CLERK USE ONLY:</b></p> <p>Research Indicates: <input type="checkbox"/> Registered to Vote    <input type="checkbox"/> Address Change    <input type="checkbox"/> Voter ID verified    <input type="checkbox"/> Canceled    <input type="checkbox"/> Misc.</p> <p>Remarks: _____</p> <p>COUNT: <input type="checkbox"/> Yes <input type="checkbox"/> No    Researcher's Initials: _____</p> <p>Canvassing Board Ruling: COUNT: <input type="checkbox"/> Yes <input type="checkbox"/> No    Commission Chair's Initials: _____</p> <p>Please PRINT Clearly</p> <p><b>PERSONAL INFORMATION</b></p> <p>1 NAME Last _____ First _____ Middle Name or Initial _____ Gender _____ Birth Date _____ Social Security Number _____</p> <p><b>PHYSICAL STREET ADDRESS WHERE YOU LIVE NOW</b></p> <p>2 Street Address _____ Apartment, Unit, or Lot # _____ City _____ Zip _____</p> <p><b>ADDRESS WHERE YOU GET YOUR MAIL (if different from above)</b></p> <p>3 Mailing Address _____ City _____ Zip _____</p> <p><b>If you are changing your name on this application, under what full name were you previously registered?</b></p> <p>4 Last Name - First Name - Middle Name or Initial _____</p> <p><b>POLITICAL PARTY</b></p> <p>5 NOTE: You must name a major political party to vote in primary elections. Party _____ If you choose NO PARTY, check this box: <input type="checkbox"/> <b>DAYTIME TELEPHONE NUMBER (optional)</b></p> <p>6 May the county clerk make the telephone number public for election purposes? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>POLL WORKER</b></p> <p>7 Would you like to serve as an election day precinct worker? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>8 Please answer the following questions: Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No    Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>ATTESTATION OF QUALIFICATION</b></p> <p>I swear/affirm that I am a citizen of the United States and a resident of the state of New Mexico; that I have not been denied the right to vote by a court of law by reason of mental incapacity; that I am, or will be at the time of the next election, 18 years of age; and, if I have been convicted of a felony, I have completed all conditions of parole and supervised probation, served the entirety of a sentence or have been granted a pardon by the governor. I further swear/affirm that I am authorizing cancellation of any prior registration to vote in the jurisdiction of my prior residence; and that all the information I have provided is correct.</p> <p>TODAY'S DATE: _____</p> <p>Month _____ Day _____ Year _____</p> <p><b>SIGN YOUR FULL NAME OR MARK ON THE RED LINE BELOW:</b></p> <p>9 _____</p> <p>Accepted for filing in County Registration Records</p> <p>DO NOT WRITE IN SHADED AREAS - FOR OFFICIAL USE ONLY</p> <p>Date _____ County Clerk _____ Filing Clerk _____</p>	<p>Voter fills in registration form. DO NOT TEAR OFF REGISTRATION FORM.</p> <p>Give voter Provisional Voter Notice.</p>
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Figure 10: Outer Envelope for Provisional Ballot, Side 2

## ABSENTEE BALLOT

If the note **Mailed Absentee Ballot** appears next to a voter's name on the Roster, an Absentee ballot was sent to the voter.

1. If the voter say she/he **never received** the ballot in the mail, do the following:
  - a. Give the voter an **In-lieu-of Absentee ballot**.
  - b. This process is the same as for a Provisional ballot, except the PJ checks the In-lieu-of Absentee box in the Voting Summary (area D) of the Official Outer Envelope.
  - c. These voters **do not sign** the Roster. The worker writes IL-AB next to their names in the white Roster and yellow Checklist.
  - d. Do not give the voter a green sheet explaining how Provisional ballots are counted.
2. A voter who says she/he "lost the ballot," "threw it away," "didn't want to use it," "cannot find it," etc., **by NM law is not allowed another ballot**.
3. If the voter "left it at home," she/he must still vote the ballot received in the mail. The voter can mark it at home, put it in the Inner Secrecy Envelope, fill out and sign the Official Outer Envelope, and return it to any precinct or to the Clerk's Office by 7:00 pm on election night.
4. Voters may deliver their Absentee ballots to your precinct. Keep these ballots separated from the In-lieu-of Absentee ballots. These ballots **DO NOT** go in the big blue canvas bag but in the large clear plastic bag. Call the Clerk's Office after the polls close if you have any hand-delivered Absentee ballots. The Absentee Board is waiting to count them.

## MINDING THE M-100

1. In a polling place with multiple precincts, check the precinct number on the permit to be sure the voter is bringing the ballot to the correct precinct machine. If not, direct the voter to the correct M-100.
2. Keep the permits in order as neatly as possible. Use the binder clips to keep them in groups of 25, 50, or 100, whatever is easiest for you. Do not let the permits slip behind the machine.
3. Take the permit from the voter.
4. Have the voter insert the ballot into the M-100.
5. After the M-100 accepts the ballot, check the LCD of the M-100 display for the number you will write on the back of the permit.

6. If the M-100 rejects a ballot, call the voter back and have the voter read the LCD display screen on the M-100 for the reason the machine rejected it before removing the ballot from the machine. The voter may have not marked the ballot at all or not marked it dark enough. Give the permit to the voter and have her/him re-vote the ballot if possible. If the ballot is spoiled, the voter takes the ballot and the permit back to the sign-in table and exchanges them for a new ballot and a new permit. (See Spoiled Ballot below.)

**Note: Do not touch or look at the voter's ballot.** The LCD panel will tell you what the error is. The voter may need to insert the ballot again in order to see the message on the LCD panel.

7. As the day goes on, make sure that the number on the LCD display of the M-100 (showing number of ballots accepted) is the same as the number you are writing on the back of the permits. If possible, several times during the day (for example, noon, 3:00 pm, 6:00 pm) match the M-100 tally with the number of signatures in the white Roster.

8. **Be sure to get a permit from EVERY VOTER using the M-100!**

#### IF THE M-100 STOPS WORKING

1. Call your tech.
2. Using your gray key, open the emergency bin on the front of the M-100.
3. Have each voter put both the ballot and the permit into the slot of the emergency bin.
4. When the M-100 is working again, run the ballots through the scanner and number the permits in sequence.
5. If any ballots do not run through the scanner, put them and their permits in the large white envelope (included in the supply box) to be hand-tallied after the polls close.

#### SPOILED BALLOT

The voter who has a spoiled ballot returns to the sign-in table.

- a. The voter marks "Spoiled" on the ballot and puts it and the permit (the worker marks the Spoiled checkbox) into the spoiled ballot envelope.

**Note:** More than one spoiled ballot and permit can be put into the Spoiled Ballot envelope.

- b. The PJ asks the workers to immediately give the voter a new ballot and permit.
- c. The workers write "spoiled ballot" next to the voter's name in the white Roster and in the yellow Checklist and reissue a new permit and ballot.

## FLED VOTERS

Occasionally a voter, having been issued a ballot and permit, leaves the polling place with the ballot before workers can stop the voter. The person is a “fled voter.”

- If you know the voter’s name, write “Fled” next to the name in both the white Roster and yellow Checklist.
- If you do not know the voter’s name, make a note on the inside of the cover of each book. You will need this information when you account for ballots at the end of the evening.

## WRITE-IN CANDIDATES

Write-in candidates are contenders for office who did not meet any of the normal filing requirements for candidacy. Such candidates’ names do not appear on the ballot, though there is a line for voters to write in the candidates’ names. If there is a write-in candidate in an election, the PJ will be given a piece of paper with the candidate’s name. Please observe the following rules.

- Do not display the paper with the write-in candidate’s name on the table. Voters might think you are giving preference to that candidate.
- If a voter asks the name of the write-in candidate, you can provide the name.
- If the voter asks how to fill out the ballot for a write-in candidate, explain that she/he must fill in the oval next to the blank line and write the candidate’s name on the blank line.
- At the end of the evening the team will need to determine the validity of the votes for write-in candidates and then hand-tally those votes. See After the Polls Close.

## **CLOSING THE POLLS**

1. At 7:00 pm if there are no voters in line, the PJ announces, "The polls are closed."
2. At 7:00 pm if voters are in line, the PJ announces, "The polls are closed. Those in line at this time will be allowed to vote." The PJ appoints an election worker to stand at the end of the line. That worker will not allow latecomers to join the line.
3. The PJ follows the directions (found in the next section) for closing the polls on the M-100.

## AFTER THE POLLS CLOSE

### CLEAR THE EMERGENCY BIN

If the emergency bin on the M-100 was used during the day, open the bin and process the ballots individually into the M-100 tabulator. Any ballots the M-100 rejects must be hand-tallied.

### HAND-TALLY BALLOTS

#### WHEN TO HAND-TALLY BALLOTS

- If the M-100 stops working and cannot be restarted by the time the polls close
- If a voter leaves the polls before seeing that the M-100 has rejected the voter's ballot
- If there is a write-in candidate

#### HOW TO HAND-TALLY BALLOTS

1. Assemble ballots that need to be hand tallied.
2. Get out the hand-tally sheets (large white sheets with all the contests and candidates listed on them). Ensure that the sheet has the correct date of the election and your precinct at the top. If not, call **986-6280** immediately.
3. Choose two election workers from different parties: one to read votes from ballots, the other to write results on the tally sheet.
4. The reader starts at the top left corner of the first side of the ballot and reads the office and the name of the person who got the vote.
5. The writer makes a tally mark (also called a hatch mark) for the candidate in the first box to the right of the candidate's name.
6. Continue down the first column on the front side of the ballot recording all votes. Then go on to the middle column, followed by the third column. If there are contests on the back side of the ballot, record those votes, again starting in the upper left corner.
7. When you have finished a ballot, put it aside and go on to the next ballot. Repeat Steps 4-6 for each ballot.

**Note:** Each box is designed for five tally marks.

8. When you have finished hand tallying all the ballots, add up the votes for each candidate or issue and write the total in Totals column on the right. Your sheet should look something like this:

OFFICES		EACH SQUARE IS DESIGNED FOR FIVE TALLY MARKS										TOTALS
UNITED STATES REPRESENTATIVE - DISTRICT 3												
DE LUCE, FLAVIA												24
GOVERNOR												
BENNETT, ELIZABETH												30
EVANS, DALE (Write-In)												3
LIEUTENANT GOVERNOR												
DERONDA, DANIEL												3
BUTLER, RHETT												21
CAULFIELD, HOLDEN												5
CAPULET, JULIET												15
KARENINA, ANNA												7
SECRETARY OF STATE												
FINN, HUCKLEBERRY												5
STATE AUDITOR												
SAWYER, TOM												15
STATE TREASURER												
EVRE, JANE												11
ATTORNEY GENERAL												
GALE, DOROTHY												9
COMMISSIONER OF PUBLIC LANDS												
COPPERFIELD, DAVID												15
SCROOGE, EBENEZER												1
CARTWRIGHT, LITTLE JOE												20
JUDGE OF THE COURT OF APPEALS - POSITION 1												
BOND, JAMES												11
JUDGE OF THE COURT OF APPEALS - POSITION 2												
MASTERTSON, BAT												15
SHIMERDAS, ANTONIA												11
JUDGE OF THE COURT OF APPEALS - POSITION 3												
SILVERTONGUE, LYRA												4
STATE REPRESENTATIVE - DISTRICT 46												
JONES, TOM												15
BLOOM, MOLLY												4
DISTRICT JUDGE - 1st JUDICIAL DISTRICT - DIVISION 2												
POSTE, FLORA												20

TO BE USED IN REGULAR PRECINCTS FOR ANY HAND COUNTED BALLOTS

ONE COPY DELIVERED TO THE COUNTY CLERK  
ONE COPY MAILED TO THE SECRETARY OF STATE

**CERTIFICATE OF RETURNS**

We, the undersigned, being all of the election officials for the election held on June 1, 2010 in the precinct and/or voting division indicated above, do hereby certify that we have correctly counted and tallied the votes legally cast, that the results of such count and tally is as shown herein, and that we have properly posted the totals to the appropriate column and line on the certificate of returns or other official return sheet for this precinct.

\_\_\_\_\_  
PRESIDING ELECTION JUDGE

\_\_\_\_\_  
ELECTION JUDGE

\_\_\_\_\_  
ELECTION JUDGE

\_\_\_\_\_  
ELECTION CLERK

\_\_\_\_\_  
ELECTION CLERK

\_\_\_\_\_  
ELECTION CLERK

\_\_\_\_\_  
ELECTION CLERK

Figure 11: Tally Sheet for hand-counted ballots

9. Complete the tally sheet by entering the ballot accounting on the right side of the sheet: Total Ballots **Received**, Total Ballots **Rejected**, and Total Ballots **Counted** (not shown in image above).
10. All Precinct board members must sign the tally sheet.

**HAND-TALLY WRITE-IN CANDIDATES**

A list of declared write-in candidates (if any) has been included as part of the election supplies. If a voter selects and writes in a candidate, that ballot falls to the right side of the M-100. Election workers must hand-tally any **valid** write-in candidates.

1. Determine if the vote is valid. Remember these rules:
  - The name written is the name of the declared write-in candidate.
  - The name written is a recognizable version of the candidate's name, which could be any of the following:
    - Two initials and a last name

- First name, middle initial or name, and last name
  - First and last name
  - Full name as it appears on the declaration of intent to be a write-in candidate and misspelling of the above combinations that can be reasonably determined by the majority of the members of the precinct board to identify a declared write-in candidate
- The name is printed in the proper space on the ballot.
2. If the M-100 accepted the ballot with a write-in candidate, count only the vote for the candidate, not for any other contests. The M-100 has already counted those contests. If the ballot was not accepted by the M-100, Hand-tally the entire ballot following the instructions above.

#### CLOSE DOWN THE MACHINES

1. Write down the total number of votes from the LCD panel on the M-100. You will need this number for ballot accounting.
2. On the M-100, open the key security panel and use the red key to turn to “Open/Close Poll.”
3. On the LCD panel the message reads “Close Polls.” Press the button on the right under the “Yes” on the LCD panel. The M-100 prints the first copy of the results, which is attached to the Zero Tape.
4. Press the button on the left under the “Results Report” on the LCD panel to print a copy of the results. You must press the Results Report button for each copy of the results you need (you will need a total of six copies, including the first Results attached to the Zero Tape).
5. After you have printed all the copies, turn the red key to the “Off” position and remove the key.
6. On the AutoMARK, turn the yellow key to the “Off” position and remove the key. Close the machine.
7. Unlock the bin (gray key) on the left side of the M-100 and remove the voted ballots. Relock the bin door.
8. Place the voted ballots (including any hand-tallied ballots, which are clipped together) in the black ballot box and secure with two of the numbered seals that are located in a pocket on the inside of the M-100 bin door.

**Warning: Only voted ballots go in the ballot box—nothing else.**

9. Unplug the machines from the surge-protecting power strip.

10. On the M-100 use the gray key to unlock the front panel. Cut the seal and remove the memory card, place it in the plastic sleeve, and put the sleeve in the blue kangaroo pouch.
11. Replace the metal security cover the top of the M-100 and use the gray key to lock the front panel of the machine. Store the keys in the blue kangaroo pouch.

## POST THE RESULTS

Post one copy of the results (signed by the Presiding Judge and all election workers) on the main door to the polling place so that interested parties can view them. If the door has a glass panel, post the results on the inside of the door with the numbers visible from outside.

## COMPLETE THE ROSTER AND CHECKLIST COVERS

### COUNT THE SIGNATURES AND CHECKMARKS

In the white Signature Roster and in the yellow Checklist of Registered Voters, workers tally the number of signatures or checkmarks on each page, write that number at the bottom of each page, and then add those numbers to get the total number of signatures and checkmarks. The numbers in the white Roster must match those in the yellow Checklist.

#### **Warnings:**

- Count only the signatures of voters whose names are printed in the Roster. Do not count the signatures of the Provisional voters whose names you added at the very end of the roster.
- **In a Primary Election, count the numbers of Democratic and Republican voters separately;** in a General or other election, there is just one set of numbers.

### FILL IN ALL BOXES ON THE WHITE ROSTER AND YELLOW CHECKLIST COVERS

#### **Step 1 – Ballot Accounting**

1. You wrote down the number of votes from the LCD panel of the M-100 before turning off the machine.
2. Add the number of any hand-tallied ballots to the number from the LCD display of the M-100.

**Note:** For a Primary, you account for Democratic and Republican ballots separately.

3. Compare the total number of voted ballots to the total number of signatures in the white Roster and checkmarks in the yellow Checklist.

4. If the totals match, enter the numbers in box D--**Total voted ballots placed through tabulator and hand tallied.**
5. If the numbers do not match, carefully recount signatures and/or checkmarks.
6. If there is still a mismatch of totals, count the Voting Permits.
7. If all else fails and your numbers still do not match, write a note on the inside cover of both the white Roster and yellow Checklist explaining any discrepancy.
8. **Box E—Total spoiled ballots:** Count the spoiled ballots in the **Spoiled Ballot Envelopes.** Enter that number in box E.
9. **Box F—Total Provisional Ballots:** Count the Provisional Envelopes in the **big blue canvas bag.** Enter that number in box F.
10. **Box G—Total “In Lieu of Absentee” ballots:** Count the In-lieu-of Absentee envelopes in the **big blue canvas bag.** Enter that number in box G.
11. **Box H—Total ballots used:** Add the numbers in D, E, F, and G. Enter the total in box H. These totals include all the different kinds of ballots used during the day.
12. **Box I—Ending Public Counter #:** Copy the number of votes as was shown by the LCD display on the M-100 into box I. You wrote down this number earlier.
13. **Box J—Number of signatures in the roster:** Copy the total you got after adding together every signature on every page of the white Roster. Do not count signatures of Provisional voters whose names you added at the end of the white Roster and yellow Checklist.

**Notes:**

- In a Primary Election, there are separate boxes for the numbers of Democratic and Republican ballots for Boxes A-H, J, K, L and M.
- A fled voter will affect your total number of ballots issued versus the total number of votes on the LCD panel: if you had one fled voter, there should be one more ballot issued than the number shown on the LCD panel.

**Step 2 – Verification**

1. Does **I “Ending Public Counter # (from the M-100)” equal J “Number of signatures in the roster”**? If not, explain on the inside cover of both books what happened to make them unequal.
2. Ensure the following boxes have been filled in:
  - Ballot Tabulator Serial #
  - Ballot Tabulator Seal #

**Note:** Both numbers are located in two places: on the front of the machine behind the Counter Access Panel and on top of the machine in the Certificate of Ballot Tabulator Preparation—M-100.

### Step 3 – Destroy Unused Ballots

**WARNING: DO NOT PHYSICALLY DESTROY ANY BALLOTS UNTIL AFTER YOU HAVE MOVED THE VOTED BALLOTS INTO THE BLACK BALLOT BOX AND COMPLETED ALL THE ACCOUNTING.**

1. **Box K—Last Ballot Number:** enter the number from stub of last ballot issued to the precinct.
2. **Box L—Number on Stub of Last Ballot Used:** enter the number from stub of last ballot given to a voter.
3. **Box M—Number of Destroyed Ballots:** subtract L from K and to get the number of destroyed ballots.

### Step 4 – Certification

1. Fill in the blanks in the paragraph with the following information:
  - **Date of the election**
  - **Voting tabulator number** found on top of the M-100 (it should be the same as the Ballot Tabulator #)
  - **Last voter number** found on the last permit handed to a voter (voter number appears to the left of the voter name in the white Roster and yellow Checklist).
2. **All election workers sign the covers of both the white Roster and yellow Checklist. You are certifying the accuracy and legitimacy of both documents.**

### Step 5 -- Seal Accounting

1. Complete the two bright pink Seal Numbers for Ballot Box forms. PJ signs them.
2. Put one form in small stamped manila envelope for Judge and the other in the green plastic envelope.

<b>ELECTION DATE</b>	<b>CONSOLIDATED PRECINCT--CONSISTING OF REGULAR PRECINCTS</b>		<b>SIGNATURE ROSTER</b>
<b>TYPE OF ELECTION</b>			<b>AFTER COMPLETING THIS COVER RETURN THIS ROSTER TO: COUNTY CLERK</b>
<b>COUNTY</b>			<b>All blue boxes must be filled in before roster is returned.</b>

<b>CUT ALONG THIS LINE</b>	<b>STEP 1 BALLOT ACCOUNTING</b>		
	Number on stub of first ballot issued to the poll	001	A
	Number on stub of last ballot issued to the poll	600	B
	Total ballots issued to the poll	600	C
	Total voted ballots placed through tabulator and hand tallied	220	D
	Total spoiled ballots (ballots in the Spoiled Ballot Envelopes)	5	E
	Total Provisional Ballots (Ballots in Provisional pouch)	1	F
	Total "In Lieu of Absentee" ballots	4	G
	Total ballots used (add lines C through G)	230	H
	End Public Counter # (from the ballot tabulator)	220	I
Number of signatures in the roster	220	J	

<b>STEP 2 VERIFICATION</b>	
Does the Public Counter Number(I) equal the number of signatures in the Roster(J)?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If you check the "No" box, explain why on the back of this cover.	
Ballot Tabulator Serial #	229657
Ballot Tabulator Seal #	496489

<b>STEP 3 DESTROY UNUSED BALLOTS</b>	
We certify that all unused ballots were publicly destroyed at the polling place as follows:	
LAST BALLOT NUMBER	600    K
NUMBER ON STUB OF LAST BALLOT USED	230    L
	370    M
Subtract L from K	
M=Number of destroyed unused ballots	

<b>STEP 4 CERTIFICATION</b>									
We the undersigned, being all of the election officials for the election held on the date and in the precinct and county identified above, do hereby certify that this Signature Roster contains all the signatures of the registered qualified electors who voted in this precinct during this election, with any exceptions noted, and that no person was permitted to vote whose signature or mark does not appear on the roster. We further certify the <u>11/6/12</u> election complete with voting tabulator number <u>229657</u> by voter number <u>437</u> on the signature roster.									
Signed:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="text-align: center;">Presiding Judge</td></tr> </table> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="text-align: center;">Election Judge</td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="text-align: center;">Election Judge</td></tr> </table> </td> <td style="width: 50%; border: none;"> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="text-align: center;">Election Clerk</td></tr> </table> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="text-align: center;">Election Clerk</td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="text-align: center;">Election Clerk</td></tr> </table> </td> </tr> </table>	<table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="text-align: center;">Presiding Judge</td></tr> </table> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="text-align: center;">Election Judge</td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="text-align: center;">Election Judge</td></tr> </table>	Presiding Judge	Election Judge	Election Judge	<table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="text-align: center;">Election Clerk</td></tr> </table> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="text-align: center;">Election Clerk</td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="text-align: center;">Election Clerk</td></tr> </table>	Election Clerk	Election Clerk	Election Clerk
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Presiding Judge									
Election Judge									
Election Judge									
Election Clerk									
Election Clerk									
Election Clerk									

All precinct members must sign both the Roster and the

STATE OF NEW MEXICO }  
 COUNTY OF \_\_\_\_\_ } ss.

I, the County Clerk in and for \_\_\_\_\_ County, do hereby certify that the following attached pages constitute a true and correct list of the names and places of residence of all voters as registered in the Election Precinct indicated above. In WITNESS WHEREOF, I hereunto subscribe my name and affix my official seal

on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of County Clerk

NME-SI GENERAL  
(Rev. 3/2012)

Figure 12: Roster cover for General Election with all fields completed except signatures

ELECTION DATE		CONSOLIDATED PRECINCT - COMBINATION OF REGULAR PRECINCTS		<b>SIGNATURE ROSTER</b>																													
TYPE OF ELECTION				AFTER COMPLETING THIS COVER RETURN THIS ROSTER TO:																													
COUNTY				<b>COUNTY CLERK</b>																													
All blue boxes must be filled in before roster is returned.																																	
<b>STEP 1 BALLOT ACCOUNTING</b>			<b>STEP 2 VERIFICATION</b>		<b>STEP 3 DESTROY UNUSED BALLOTS</b>																												
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STATE OF NEW MEXICO COUNTY OF _____		I, the County Clerk in and for _____ County, do hereby certify that the following attached pages constitute a true and correct list of the names and places of residence of all voters as registered in the Election Precinct indicated above. In WITNESS WHEREOF, I hereunto subscribe my name and affix my official seal on this the _____ day of _____, 20____.																															
NME-51 PRIMARY (Rev. 1/2010)		_____ Signature of County Clerk																															

Note the two sets of numbers, one for each party's ballots

Figure 13: Roster cover for Primary Election, with all fields completed except signatures

## DESTROY UNUSED BALLOTS

After the voted ballots have been safely sealed in the ballot box and the covers of the white Roster and yellow Checklist have been completed and signed, rip in half all the unused ballots and put them in the black trash bags. Leave the bags on or near the AutoKART 100.

**WHERE THINGS GO**

<b>Return to the Clerk's Office</b>	
Sealed Black Ballot Box	<input type="checkbox"/> Ballots tabulated by M-100 <input type="checkbox"/> Any hand-tallied ballots, clipped together
Blue Kangaroo Pouch	<input type="checkbox"/> Set of color-coded keys for M-100 and AutoMark <input type="checkbox"/> Memory card from the M-100 <input type="checkbox"/> Keys to polling site (if used)
Big Blue Canvas Bag	<input type="checkbox"/> Provisional ballots in their envelopes <input type="checkbox"/> In-Lieu-of Absentee ballots in their envelopes  Note: Too many ballots? Put excess in Large Clear Plastic Envelope.
County Clerk's Manila Envelope	<input type="checkbox"/> White Signature Roster <input type="checkbox"/> Signed Zero Tape, still attached to first Results Tape (also signed) <input type="checkbox"/> Three more Results tapes with signatures <input type="checkbox"/> White original of Hand-Tally sheets (if used)
Large Clear Plastic Envelope	<input type="checkbox"/> All issued voting permits <input type="checkbox"/> Stubs from ballots issued to voters (stubs stay stapled together) <input type="checkbox"/> Small white and yellow Alpha listings of voters <input type="checkbox"/> Spoiled Ballot envelope containing <ul style="list-style-type: none"> <li><input type="checkbox"/> Spoiled ballots</li> <li><input type="checkbox"/> Their accompanying permits</li> </ul> <input type="checkbox"/> Hand-delivered Absentee ballots <input type="checkbox"/> Filled-in Voter Registration forms <input type="checkbox"/> Green plastic envelope containing <ul style="list-style-type: none"> <li><input type="checkbox"/> Oaths of Office</li> <li><input type="checkbox"/> Ballot Issuance Certificate</li> <li><input type="checkbox"/> Payroll forms</li> <li><input type="checkbox"/> Comment Sheets</li> <li><input type="checkbox"/> One copy of hot pink Seal Number form</li> </ul>

<b>Did You Mail the Following at the Post Office?</b>	
Secretary of State Manila Envelope	<input type="checkbox"/> Yellow Checklist of Registered Voter <input type="checkbox"/> Signed Results tape
Judge's Small Manila Envelope	<input type="checkbox"/> One copy of hot pink Seal Number form

## CLEAN UP

- Put the miscellaneous supplies (such as pens, rubber bands, flashlights, magnifying lenses, “I Voted” stickers) into the large grey plastic container on the AutoKART 100.
- **Note:** Be careful not to put any items into this container that are supposed to go to the Secretary of State or the County Clerk. Small signs go into the bin on M-100. Remember to lock the bin doors.
- Large signs can go between the M-100 and AutoMark on the AutoKART that holds the machines.
- Put the gray canvas cover over the cart.
- You should leave the polling places, the supplies, and the cart in the same condition you found them.

**Note: How well the precinct board cleans up and puts away supplies determines how quickly the team members receive their paychecks.**

## REQUIRED SIGNATURES

Did you sign your name on the following documents?

- Oath of Office
- Payroll form
- Ballot Issuance Certificate
- Provisional ballot envelopes (PJ only)
- In-lieu-of Absentee ballot envelopes (PJ only)
- Hand-Tally Sheets (if used)
- Cover of the white Signature Roster
- Cover of the yellow Checklist of Registered Voters
- Zero Tape--the first tape printed in the early morning
- Every results tape that is printed out by the M-100, including the one attached to the Zero Tape
- Seal Numbers for Ballot Box form (PJ only)

## ACRONYMS AND ABBREVIATIONS

AutoMARK	AutoMARK Voter Assist Terminal
big blue canvas bag	blue Provisional Ballot bag
Clerk's Office	County Clerk's Office
LCD panel	Liquid crystal display panel
List	Alpha listing of voters
M-100	M-100 Tabulator
permit	Voting Permit
PJ	Presiding Judge
tech	technician
white Roster	Signature Roster
yellow Checklist	Checklist of Registered Voters
worker	election worker

**LIST OF OFFICIAL ELECTION DOCUMENTS AND SUPPLIES**

<b>Item</b>	<b>Description</b>	<b>Official Number, if any</b>
Alpha listing of voters	Small 6" x 11" white and yellow booklets containing an alphabetical list of all registered voters for the precinct. Voters can look up their names and voter numbers to make sure they're in the right polling place.	
AutoKART 100	Gray cart that holds AutoMARK and M-100 Tabulator machines and all office supplies and signs needed for Election Day.	
AutoMARK	Machine that marks ballots, especially useful for people with disabilities but can be used by any voter.	
Ballot	What voters mark; comes in packet of 50. Each ballot is numbered sequentially on a detachable stub. Workers detach each ballot from the stubs.	
Ballot Issuance Certificate	Acknowledges that precinct has received all the ballots allotted to it and that numbers on ballots have been reviewed and accounted for.	
Ballot stub	Detachable piece at bottom of ballot, below perforations. Contains the number of each ballot. Stubs remained stapled together.	
Big blue canvas bag	Where you put completed envelopes containing Provisional and In-lieu-of Absentee ballots.	
Certificate of Ballot Tabulator Preparation	Certificate found on top of the M-100 Tabulator that provides the Ballot Tabulator Serial number and the Ballot Tabulator Seal number.	NME-48
Checklist of Registered Voters	Yellow book that contains an alphabetical list of all the registered voters in the precinct/voting district.	NME-51a

Item	Description	Official Number, if any
Comment sheet	Place where workers can write how to improve the election process.	
Cover Roster and Checklist	The front contains accounting for the ballots; the inside and back contain any notations about discrepancies in accounting and mishaps during the day.	
County Clerk's envelope	Large manila envelope where you put the white Signature Roster, Zero Tape with first Results attached, other copies of Results, hand-tally sheets.	NME-15
Green plastic envelope	Where you put signed Oaths of Office, payroll sheets, Ballot Issuance Certificate, and comment sheets.	
Hand-delivered Absentee ballot	Absentee ballots that voters received at home but did not have time to return to the Clerk's Office. Voters may drop them at any precinct.	
Hand-Tally Sheets	Sheets used to tally any ballots if the M-100 becomes disabled or there is a write-in candidate. Hand-tallying takes place after the polls are closed. White copy goes in the County Clerk's envelope; yellow copy goes in the Secretary of State's envelope.	
In-lieu-of Absentee ballot	Ballot issued to a voter who says she/he did not receive a requested Absentee ballot. The voted ballot goes in the Inner Secrecy Envelope, then the Official Outer Envelope, and, finally the big blue canvas bag.	
Inner Secrecy Envelope	The first envelope in which a voter encloses an In-lieu-of Absentee or Provisional ballot.	NME-29

Item	Description	Official Number, if any
Kangaroo pouch	Small blue pouch with neck strap that the PJ wears. Stores keys to the M-100 key access panel (red key), M-100 locks (gray key), and AutoMARK (yellow key), during Election Day. After the polls close, stores the keys and the M-100 memory card in its plastic sleeve.	
Large clear plastic envelope	Where you put small white and yellow Alpha listing of voters, any hand-delivered Absentee ballots, Spoiled Ballot envelope, green plastic envelope with its contents, filled-in Voter Registration forms, all issued Voting Permits, and stapled stubs from ballots issued to voters, and anything that does not fit into the large County Clerk's envelope.	
LCD panel	Liquid crystal display panel found at the top back of the M-100. It tracks the number of ballots accepted by the M-100, provides messages to voters as why the ballot was not accepted, and alerts workers with instructions for turning the machine on and off.	
M-100 memory card	The electronic memory card that contains the total number of votes for each candidate and issue. The card is used to provide total election numbers for the county.	
M-100 Tabulator	The machine that tabulates voted ballots.	
Oath of Office	Form that contains the oral oath of office that each worker recites and signs at the beginning of Election Day before the polls open.	NME-46
Official Outer envelope	The envelope in which a voter encloses an Inner Secrecy Envelope. One side contains fill-in blanks for Provisional and In-lieu-of Absentee ballots and the other side has a Voter Registration form.	NME-28
Payroll sheet	Sheet that each worker fills out and signs in order to get paid.	

Provisional ballot	A ballot issued without a Voting Permit to a voter who is not listed on the precinct's roster of registered voters.	
Results tapes	The tapes printed by the M-100 Tabulator at the end of Election Day. The tape shows the total number of voters and the votes for each candidate and question. The first results stays attached to the Zero Tape.	
Secretary of State envelope	Manila envelope where you put the yellow Checklist of Registered Voters, one copy of the results, and the yellow copy of the Hand-Tally Sheets, if used.	NME-14s
Signature Roster	White book containing an alphabetical list of all registered voters for the precinct/voting district. Voters sign next to their names before being issued a ballot.	NME-51
Spoiled Ballot envelope	Manila envelope containing spoiled ballots and their accompanying Voting Permits.	NME-27
Voter Registration form	Form used to register voters who are listed as Inactive or whose listed address is in the old rural route format. All filled-in forms go in the large clear plastic envelope.	NMVR-1
Voting Permit	Small white piece of paper where worker writes the voter's list number (from the white Roster or yellow Checklist), ballot number (from the stub), precinct number, and, in the case of a Primary, the voter's party.	NME -50 (primary) NME-50A (general)