OFFICIAL
POLL WORKER MANUAL

Rhode Island Board of Elections

RHODE ISLAND BOARD OF ELECTIONS

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Our Mission

To protect the integrity of the electoral process and to effectively and efficiently administer the provisions of the election laws of the United States and the State of Rhode Island including, but not limited to, the governance and conduct of elections, voter registration, campaign finance, public funding of campaigns and any other duties prescribed by law.

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Chapter 1

MAJOR CHANGES

Equipment and Ballots

VOTING EQUIPMENT

In July 2016, the State of Rhode Island purchased new voting equipment, the DS-200, to replace the Optech Eagle III-P that has been used since 1997.

All voting equipment is maintained and distributed by the Rhode Island Board of Elections and supported by Election Systems & Software (ES&S) under contract with the state. Each Precinct will now be equipped with a DS-200 Digital Scanner, which scans and tabulates Election Day ballots.

DS-200 DIGITAL SCANNER

The DS-200 enables a voter to mark his/her ballot with a pen and/or other devices, and then insert the marked ballot into the scanner where it is tabulated. Once a voter's ballot is inserted into the scanner, and it is neither blank nor overvoted, the scanner tallies the voter's selection(s) and stores the ballot securely in the Ballot Box. Each precinct will receive at least one DS-200. Select precincts may receive more than one. A voter will mark his/her ballot in a privacy booth using a regular black ball-point pen.

WRITE-INS (General Election Only)

Write-in ballots will not be separated by the DS-200 in the General Election, and instead will be mixed with regular ballots in the ballot compartment. If a voter fills-in an oval next to the write-in option, the DS-200 will scan an image of the write-in. When the polls close, the Warden/Moderator will print a Write-In Report which will

have all the scanned images printed on it. The Board of Canvassers will use this report to count write-ins.

BALLOTS

Voters mark the ballot used with the DS-200 by filling-in an oval, not by connecting the head and tail of the arrow as was done in the past. The oval will now be on the left of each candidate's name. The DS-200 is designed to detect marks made by a ball-point pen, which means specialized marking pens with caps are no longer being used.

Ballots will still usually be two-sided and will no longer be printed on colored paper in primaries. Now, across the top part of the ballot, a colored stripe will indicate Blue for Democrat or Yellow for Republican. Other parties will be designated a color if they require a primary. General Election ballots will still be white, but additional pages of the ballot will have a yellow stripe across the top. The new ballots allow more text to fit on the ballot than before, so extra ballot pages may not be necessary.

AUTOMARK

Because the DS-200 can read diverse types of inks, the Board of Elections was able to change the type of ink cartridge used in the AutoMark. The Board of Elections will now install the ink cartridge at our facility, and poll workers will no longer need to install it the morning of the election. The Automark Verification Ballots will now be

delivered by the Technician and the verification process will be done twice daily by the Technician and the Warden/Moderator.

ELECTRONIC POLLBOOKS

Beginning in September 2018, all precincts used electronic poll books (poll pads) instead of paper-based poll books and master lists. E-Poll books consist of an electronic device on which Supervisors and Clerks can look up voter information directly on the screen. The complete list of registered voters can be stored on each device, which eliminates the need for multiple books and separate lines split by alphabetical order.

MiFi-

A wireless router that acts as a mobile WIFI hotspot. This provides connections to all the poll pads in the precinct and throughout the state. One Mifi will be distributed to each polling location. It will be the responsibility of the Supervisors to plug in and turn on the Mifi in the morning. At the close of the polls, it must be turned off and placed with the poll pads in the red supply box.

Chapter 2

GENERAL INFORMATION

GENERAL INFORMATION

POLL WORKER ELIGIBILITY

In Rhode Island, to be eligible to become a poll worker you must be a registered voter in the state; able to read and write the State Constitution in English; and be able to write your own name. You cannot have been convicted, found guilty, pleaded guilty or nolo contendere for any crime which involved moral turpitude, or which constitutes a violation of the election laws or caucus laws of Rhode Island or any other state. You cannot be a candidate at the primary or election for which you seek to work. In primaries only, if you are a municipal employee you may not be a poll worker in the City/Town where you work.

PRECINCT HOURS OF OPERATION

For the Presidential Primary Election in April, all precincts across the state open at 7:00 a.m. and close at 8:00 p.m., except on Block Island which opens at 12:00 p.m.

For the Statewide Primary in September, all precincts except Block Island open at 7:00 a.m. and close at 8:00 p.m. For any special elections or referendums, check with your local Board of Canvassers for the scheduled opening time. All precincts close at 8:00 p.m. for special elections or referendums.

GENERAL RULES FOR ELECTION DAY

1. Wear appropriate clothing, such as business casual attire or jeans. Avoid sweats and t-shirts as they are not appropriate. You may wish to bring a sweater or jacket if the room becomes cold due to the building HVAC.
2. Do not wear any politically-oriented clothing or accessories such as political shirts, hats, buttons, etc.
3. Do not make any comments regarding candidates or any political issues in the polling place or try to sway someone's vote.
4. Attend to voters promptly and courteously and always stay alert to any voters who seem as if they may need assistance or have a question.
5. Your local Board of Canvassers may serve free meals or snacks so check with them. Otherwise, make sure you bring plenty of food, non-alcoholic beverages, or important medications because leaving the polling place for breaks is not permitted.
6. You may read books or electronic devices while activity is slow in the polling place. However, do not allow these devices to interfere with your responsibilities. Cell phone calls within the polling place are not allowed, unless for official election business.

GET YOUR VOTE COUNTED

If you are working in your home precinct, you may vote during a slow part of the day. If you are working outside of your home precinct, you cannot leave the polling place to vote. If you want to vote, you must apply for an Absentee Ballot at your local Board of Canvassers. You have until 4:00 p.m. the day before the primary or election to apply for one. Your ballot will be sent to the Board of Elections for counting.

Chapter 3

POSITIONS IN THE POLLING PLACE

POSITIONS IN THE POLLING PLACE

Supervisors

This is usually the first poll worker a voter will speak to unless you have a Greeter assigned. The Supervisors look up each voter in the Poll pad and verifies the voter's identification. The Supervisors also make sure all posters and signage are put up inside and outside the polling place. If a voter needs assistance marking his or her ballot, a bipartisan pair of Supervisors (not of the same political party) is responsible for helping the voter in the booth.

Clerk

The Clerk is responsible for making sure all the documents in the polling place are properly filed into the correct envelopes. The Clerk maintains control of all ballots inside the blue supply box. The Clerk processes provisional ballots for voters, and assist voters with the Voter Affirmation process, which is mostly about change-of-address or a name change. An important duty is also accounting for all ballots which are done on the Election Certificate.

MODERATOR

Known as the Warden in Providence and other large cities, this worker supervises the operation of the polling place. The Moderator makes sure the Supervisors are assigned in bipartisan pairs according to information provided by the Board of Canvassers. The Moderator handles the DS-200 and AutoMark and helps voters with

the devices when needed. The Moderator handles any break requests by poll workers throughout the day, making sure that breaks are staggered so there is always a minimum of 2-4 Supervisors available. The Moderator is also responsible for reporting any violations to the local Board of Canvassers, including campaigning within the campaign-free zone that extends 50 feet from the polling place's exterior entrance. The Moderator is responsible for signing any Change Party Disaffiliation forms for voters who wish to switch back to Unaffiliated status after voting in a primary.

Greeter

Sometimes a precinct has many voters assigned to it or is being used for the first time. To avoid confusion by voters, many communities will assign a greeter to stand inside near the entrance to the polling place. The Greeter is available to answer any questions from voters who may not be sure where they vote or if they are registered to vote. By taking care of these questions with the Greeter, this avoids delays at the Supervisor's table, where they are trying to process voters as quickly as possible. The Greeter is also trained as a Supervisor, so it is acceptable for them to fill in as a Supervisor for breaks during off-peak times of the day, and the Greeter helps setup and break-down the polling place.

Other

The Board of Elections may require other positions to be assigned at the polling place such as an Assistant Moderator or Assistant Clerk if a high turnout is expected.

Chapter 4

Moderator's Duties

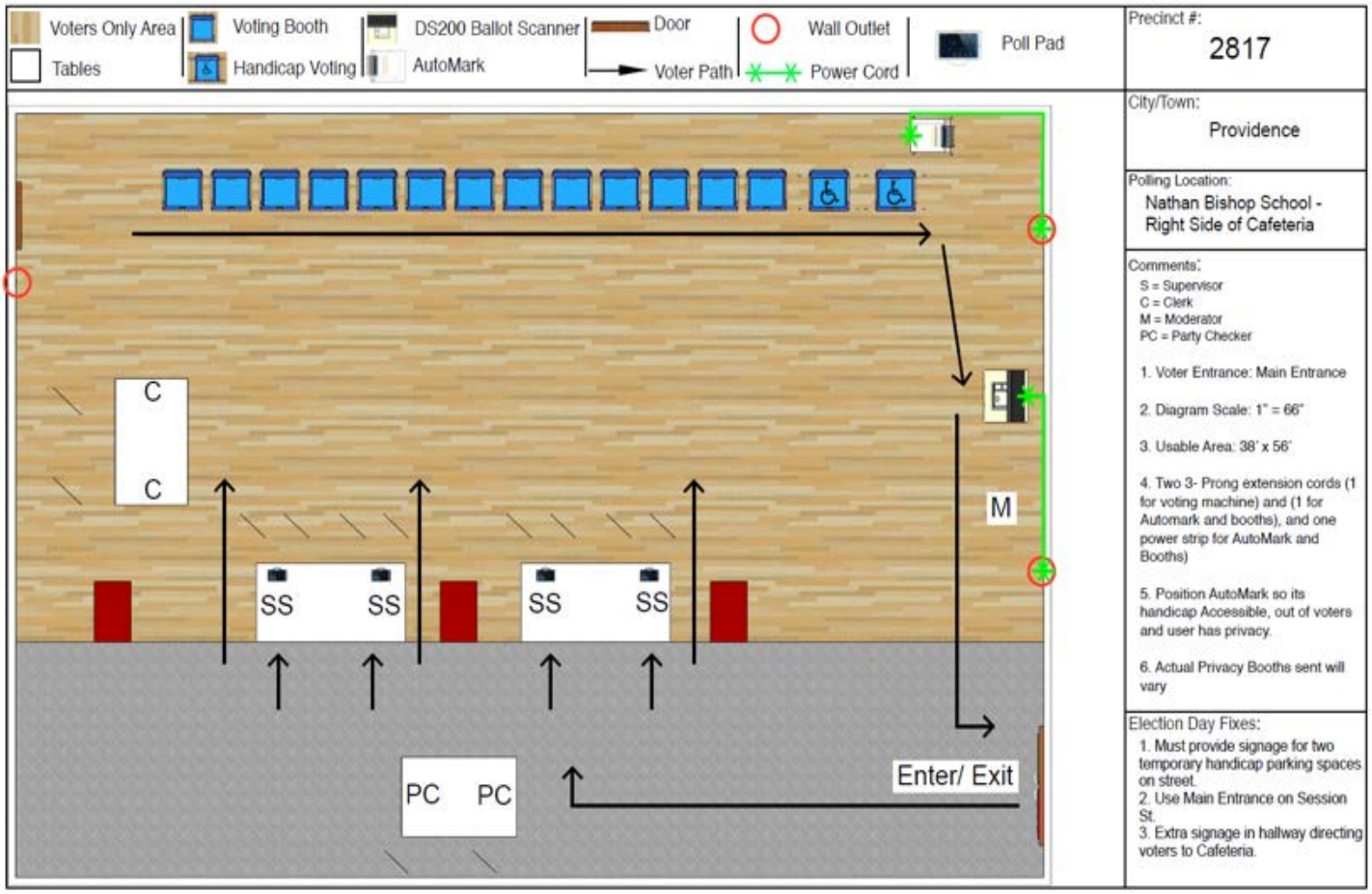
Opening Responsibilities for the Moderator

SETUP THE ROOM

NOTE: Wardens are referred to as Moderators throughout this guide. The positions are identical.

Most polling places will be set up in advance by the Board of Canvassers. However, it is the responsibility of the Moderator/Warden to get the *Polling Place Diagram* from the supply bag in the Blue Supply Box. The diagram will show you which entrance should be used, as well as where all the voting equipment, voting booths, and tables should be placed. If the Moderator/Warden determines that the room up incorrectly, they must call the Board of Canvassers.

Below is an example of a diagram.



INTERIOR OPENING GUIDELINES FOR THE MODERATOR/WARDEN

1. The DS-200 should always be positioned within the blue Voters Only area to ensure the security of the device and the privacy of voters casting their ballot.
2. The AutoMARK must be plugged-in and completely powered-on and facing to the side as shown on the diagram due to privacy requirements. Cover the AutoMARK with the privacy hood, but don't affix any signs to it.
3. Make sure you have the same number of extension cords as shown on the diagram. If you do not, contact your Board of Canvassers
4. Always have voters use the designated yellow entrance. Voters should not be using any of the other entrances shown on the diagram.
5. Make sure there is enough room for voters to queue in front of the Supervisors' tables so that voters at the end of an extensive line will not need to stand outside the room or building. Manage your lines smart!
6. E-poll books will eliminate the need for two lines. Supervisors may take the next voter in line.
7. Always make sure any Election Day Fixes shown in the box on the bottom right of the diagram are completed. If you cannot complete a fix, contact your Board of Canvassers immediately.
8. Make sure the Supervisors and Clerk have an adequate space to fill out forms and set up the Poll books. Make sure there is adequate space to ensure voter privacy.
9. It may be necessary for the Moderator/Warden to have a small table or surface to place any Change Party Affiliation forms or other important documents that may be used during the day. Make sure it does not block access to the DS-200.

EXTERIOR OPENING GUIDELINES FOR THE MODERATOR

1. Use the tape measure and chalk in the Moderator's supply bag to mark off the 50-ft no campaigning zone from the entrance to the building. Under RI law 17-19-49 there should be no posting or distribution of campaign literature or conducting voter surveys within this area. Notify the local board of canvassers or local police if any violations occur.
2. Make sure the Supervisors have posted at least one (1) Vote Here/Vote Aqui sign on the exterior of the entrance to the building. The sign should be visible from the street. If it's not visible from the street, and the Board of Canvassers has not provided you with additional signage, contact them.
3. Before you open, take a walk from the voter parking area into the building to ensure there is enough signage for voters to easily find the entrance being used for voting. If you believe voters will have difficulty, contact the Board of Canvassers for additional signage.
4. On the exterior door, the Supervisors should have posted the Hours of Operation of the Polling Place, the Polling Place Location sign, and the Voter ID sign.
5. Make sure you review the Election Day Fixes on your Polling Place Diagram. Review any requirements related to disability parking, accessible entrances, voter parking, signage, etc.)
6. Review the opening checklist in the Moderator's Supply Bag.

Election Day Responsibilities of the Moderator

DS-200

The Moderator should be positioned within the voting area to help any voter having a problem casting the ballot into the DS-200. Ideally, this should be 5 feet from the DS-200.
If the DS-200 detects a problem on a ballot, an error message will display on the screen.

If a voter has a problem with the ballot, allow the voter to resolve the issue on the DS-200 screen. If you believe the voter needs further assistance, offer to explain to the voter what the error message means and the options available.

If the voter wants the ballot back or wants to cast it with the error, the voter must make the selection on the DS-200 screen. **Never make any selections for the voter on the screen, unless the voter specifically asks you to do so.**

See the DS-200 Operation chapter of this manual to get more information on the various error messages the DS-200 may display and how to fix them.

The Moderator is also responsible for the operation of the AutoMARK. Make sure non-AutoMark users do not insert their marked ballots into the AutoMark.

Complete the "Voter Wait Times Survey" 3 times during the day and place it into the Board of Elections bag when done.

POLLING PLACE CONDUCT

As the Moderator you are responsible for making sure appropriate conduct is observed inside the polling place and within 50 ft. of the entrance. Contact your Board of Canvassers if you are unable to resolve any violations of the rules.

1. **Voters** can wear political campaign materials like buttons, pins, shirts, etc. However, they are expected to vote and leave the polling place.
2. Poll workers, party checkers, or observers in the polling place cannot wear any political campaign material.
3. Photographs of a voter's own ballot are allowed. General photography is also allowed outside the voter area. Inform any news media they may not zoom in on a voter's ballot, which would violate the voter's privacy.
4. Phone calls are not allowed inside the polling place unless for election-related purposes.
5. Text messaging is allowed by anyone in the polling place if it does not interfere with the voting process or a poll worker's duties.
6. No campaign material should be distributed or posted within 50 feet of the voter entrance to the building.
7. Voter opinion surveys are not allowed within 50 feet of the voter entrance to the building.
8. Tampering with an official sample ballot is a felony.
9. Leaving the polling place with an official ballot is a felony.

GUIDELINES FOR THE MODERATOR'S ELECTION DAY RESPONSIBILITIES

1. A Voter may be confused about where to insert the ballot into the DS-200, so remain nearby to tell the voter where the ballot feed slot is on the unit.
2. It's important that you remain close by to assist a voter who has an error on the ballot and are unsure how to resolve the problem on the DS-200 screen. Always have the voter make the selection on the screen.
3. When the voter has successfully cast the ballot into the DS-200, take the Privacy Folder. If possible, you may also want to set up a small table nearby so voters may set the privacy folders there.
4. Designate when the other poll workers may take breaks during off-peak times of the day. Only one pair of Supervisors should take a brief break at a time.

Closing Responsibilities of the Moderator

At **8 p.m.** the Moderator must not allow anyone to enter the line to check-in with the Supervisors. If necessary, station a Supervisor at the end of the line to prevent anyone from entering the line, or inform the assigned police officer that under state law no one may enter the line after 8 p.m.

Follow the instructions in this Guide for closing the DS-200, obtaining the results, transmitting them to the Board of Elections, and removing the voted ballots.

Remember, the DS-200 will automatically generate four (4) Results Reports for you.

ELECTION RESULTS REPORTS

The first copy must be signed and placed in the **Board of Elections** bag.

A copy is placed on the exterior of the door **outside the polling place.**

A copy is placed in the **Board of Canvassers'** return bag.

A copy is placed in the metal **ballot security case or vinyl bag** with the voted ballots.

NOTE: You will need to tear or cut each section of the Results Report because it will print on a single long sheet of paper.

RECYCLE SUPPLIES

Make sure the Supervisors have placed all posters, signage, and unused election supplies and forms back into the Blue Supply Box. You must seal this box with seals found in the Seals Envelope in the Moderator's Supply Bag.

SEALS

You will find the Seals Envelope in the Blue Supply Box in the Moderator's Supply Bag. You will need to seal the following items:

1. Blue Supply Box with the blue seals.
2. Red Supply Box with the blue seals.
3. Red Provisional Ballot Bag with the red seal.
4. Blue Metal Ballot Security Case with an orange seal (usually placed in-advance inside the case by the Board of Canvassers.)

GUIDELINES FOR THE MODERATOR'S CLOSING RESPONSIBILITIES

1. Press the Close Polls button. The DS-200 will automatically print four (4) Result Reports. In a General Election, a Write-in Report will also print.
2. Transmit your results! Raise the antenna on the DS-200 if you have problems obtaining a cellular signal (see DS-200 section of this manual).
3. After the DS-200 is powered-down, don't forget to remove the USB Drive and package it for return to the Board of Canvassers.
4. Always turn off the DS-200 before removing the USB Drive.
5. Remove all voted ballots from the DS-200.
6. Do not leave any voted ballots in the Emergency Ballot Compartment.
7. Sign the Election Certificate, Serial and Security Seals Certificate and Election Results Report from the DS-200.
8. Review the closing checklist in the Moderator's Supply Bag.

RETURNS

The Moderator and the Clerk will bring the following items back to the Board of Canvassers.

1. USB Drive from the DS-200.
2. Voted Ballots in Blue Metal Ballot Case.
3. Board of Elections Return Envelope/Bag.
4. Board of Canvassers Return Envelope/Bag.
5. Red Provisional Ballot Bag.
6. Board of Canvassers Supplies.

Chapter 5

Clerk's Duties

Opening Responsibilities of the Clerk

The Clerk is responsible for accounting for all the ballots in the polling place. This is done on the Election Certificate and is required under state law. If a voter makes a mistake on the ballot, the Clerk may need to void the ballot and coordinate with the Supervisors to re-issue a new ballot to the voter. Although ballots are issued by the Supervisors, the Clerk is responsible for making sure that ballots are accounted for and ballot packages are being handled properly.

The Clerk is also responsible for making sure all election forms and affidavits are signed and placed in the proper return envelopes and bags. The Clerk processes voters who are using **Provisional ballots** and is responsible for the processing of voters using the **Affirmation** process.

BALLOTS

The Board of Elections sends the official ballots for your precinct inside the blue election supply box. **Each shrink-wrapped package of ballot contains 100 ballots.**

When you open a package of ballots, you may optionally count how many are inside and note any discrepancies on the pink Discrepancy Report.

Verify that you have received the correct ballots for your location. Look for the precinct number on the upper left-hand corner. You also must verify how many ballots have been received. Compare the quantity to the **Election Certificate**.

Each pair of Supervisors should receive a package of ballots to work with during the day. If you cannot locate your ballots or the number of ballots doesn't equal the election certificate, call the Board of Canvassers immediately, and note the issue on your Discrepancy Report.

SERIAL NUMBERS AND SEALS

In all elections, you will find all box seal numbers and equipment serial numbers preprinted on the Serial and Security Seals Certificate for you to verify. If you find a discrepancy, write it on your discrepancy report, which you can find in the Clerk's supply bag. **If the numbers are not preprinted on the Certificate, you must write them in.**

Check to make sure all seals and supplies match what is in the polling place.

Record replacement seals and discrepencies here. Ex. wrong numbers, swapping machines, damaged seals.

At closing affix seals from the seals bag to the proper places and record the numbers.

OFFICIAL SERIAL & SECURITY SEALS NUMBERS

ELECTION DATE: TUESDAY, JUNE 2, 2020
PRECINCT: 101 **CITY/TOWN:** BARRINGTON
LOCATION: BARRINGTON HIGH SCHOOL

OPENING SERIAL & SEAL NUMBERS

- ☐ **DS200 SERIAL #'s:** 0141424 0141425
- ☐ **DS200 USB DOOR SEAL #'s:** 22602536 22602549
- ☐ **DS200 BALLOT BOX SEAL #'s:** 0277638 0277620
- ☐ **AUTOMARK SERIAL #'s:** 0009560 0009457
- ☐ **NUMBER OF BLUE SUPPLY BOXES:** 3
- ☐ **NUMBER OF RED SUPPLY BOXES:** 1
- ☐ **SUPPLY BOX SEAL #'s:** 0247430 0247431 0266500 0266499 0266793 0266794 0275261 0275263

CLOSING SEAL NUMBERS

- ☐ **USB RETURN POUCH SEAL #:** (yellow seal, inside the pouch) _____
- ☐ **BLUE SUPPLY BOX SEAL #'s:** (blue seal) _____
- ☐ **RED SUPPLY BOX SEAL #'s:** (blue seal) _____
- ☐ **RED PROVISIONAL BAG SEAL #'s:** (red seal) _____
- ☐ **BALLOT STORAGE CASE SEAL #'s:** (orange seal) _____

Comments:

Signatures

We certify that we have reviewed the information entered onto this certificate and to the best of our knowledge the information is accurate and correct.

Moderator	**Clerk**
Supervisor	**Supervisor**

Completed form goes in BOE & BOC Return Bags Official Serial & Security Seals **C-44** 06/02/20

Moderator, Clerk, and two Supervisors to sign at the end of the day

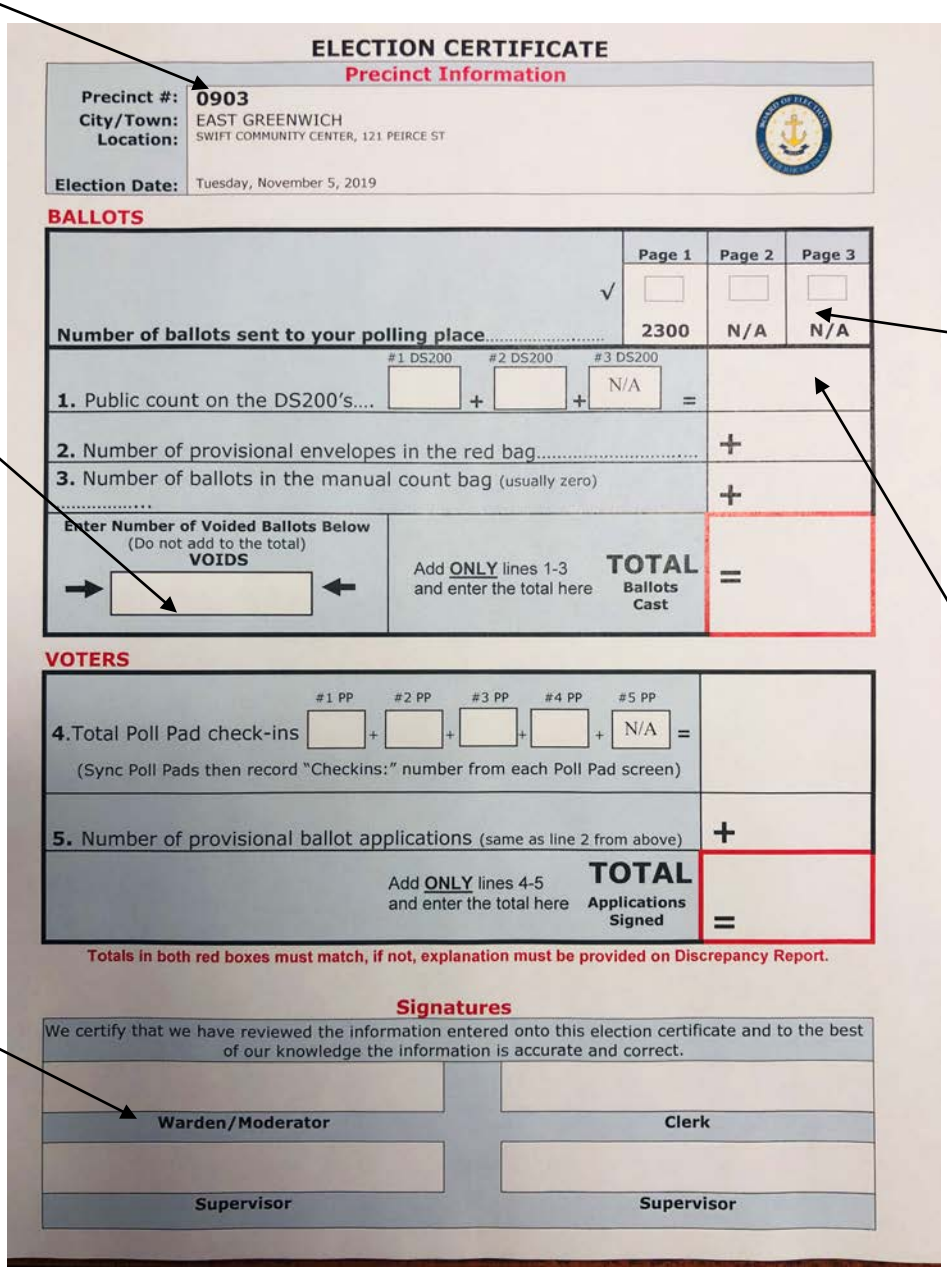
ELECTION CERTIFICATE

The Clerk must use the Election Certificate to verify and account for how all ballots are used. In addition the Clerk must record the number of check-ins from each poll pad onto the Election certificate.

Verify your precinct number is correct.

Do not add the number of voided ballots to any other number.

Make sure poll workers sign the bottom.



ELECTION CERTIFICATE

Precinct Information

Precinct #: 0903
City/Town: EAST GREENWICH
Location: SWIFT COMMUNITY CENTER, 121 PEIRCE ST
Election Date: Tuesday, November 5, 2019

BALLOTS

	Page 1	Page 2	Page 3
Number of ballots sent to your polling place.....	2300	N/A	N/A

1. Public count on the DS200's.... #1 DS200 [ ] + #2 DS200 [ ] + #3 DS200 [N/A] =
2. Number of provisional envelopes in the red bag..... +
3. Number of ballots in the manual count bag (usually zero) ..... +

Enter Number of Voided Ballots Below (Do not add to the total) VOIDS [ ]

Add ONLY lines 1-3 and enter the total here — TOTAL Ballots Cast =

VOTERS

4. Total Poll Pad check-ins #1 PP [ ] + #2 PP [ ] + #3 PP [ ] + #4 PP [ ] + #5 PP [N/A] =
(Sync Poll Pads then record "Checkins:" number from each Poll Pad screen)

5. Number of provisional ballot applications (same as line 2 from above) +

Add ONLY lines 4-5 and enter the total here — TOTAL Applications Signed =

Totals in both red boxes must match, if not, explanation must be provided on Discrepancy Report.

Signatures

We certify that we have reviewed the information entered onto this election certificate and to the best of our knowledge the information is accurate and correct.

Warden/Moderator | Clerk
Supervisor | Supervisor

In the General Election, you may have more than 1 page to the ballot. In the Primary this will show number of Republican and Democrat ballots.

This number will be displayed on the screen of the DS-200.

Place identical copies in the Board of Elections and Board of Canvassers Return Envelopes.

PROVISIONAL BALLOT SUPPLIES

The Clerk must check the blue election supply box and locate the provisional ballot supply bag. Each bag will contain applications/envelopes. Check the **provisional voting checklist** in the provisional supply bag. If you can't find your provisional applications and materials in your supply box, contact the Board of Canvassers immediately.

In your provisional supply bag, you will find a set of labels that say, "Provisional Ballots". Do not pre-stick these labels to ballots in advance. When you are having a voter use a provisional ballot, get a ballot from the Supervisors and stick one of the provisional labels on the barcode on the upper left-hand side of the ballot. This procedure is covered more in the Provisional Ballot section of this manual.

MASTER VOTING LIST

The Clerk's poll pad contains the State Master Voting List. This list has the names of all registered voters in the State of Rhode Island. This list can be useful to find out if a voter is registered to vote in your city/town and in which precinct the voter is assigned to vote in.

Note for Clerk
When verifying a voter's name is on the Master voter list, be sure to ask the voter to verify the current residential address before sending the voter to a different polling place. The voter may have moved and the address on the Master List may be out-of-date. Use the find a precinct option on the poll pad to look up the voter's new polling place based on the current residential address.

Remember, state law requires that a person register to vote **30 days or more** before any election to be eligible to vote in that election. If a voter did not register to vote 30 days or more in the city/town before the election, he/she will not be on any voting list in your polling place and would not be eligible to vote a regular ballot. However, if a voter **insists** that he/she registered to vote 30 days or more before the election, the voter would be able to vote a provisional ballot, which is covered in this manual.

VOTER REGISTRATION DEADLINES

Presidential Primary: **March 29, 2020**

Statewide Primary:
Must register by **August 9, 2020**

General Election:
Must register by **October 4, 2020**

GUIDELINES FOR THE CLERK'S OPENING RESPONSIBILITIES

1. Get organized by laying out all your supplies and comparing the items to the inventory list. If anything is missing, call your Board of Canvassers.
2. Use the Security and Seals Certificate to verify seals and serial numbers with the Moderator.
3. Use the Election Certificate to verify the number of ballots.
4. Issue one (1) package of ballots to each pair of Supervisors. In a Primary, each pair or Supervisors should receive a set for each party.
5. Keep the Blue Supply Box next to your station in the voting area and make sure all the ballots are secure.
6. Make sure to have all forms ready on your table.
7. Review the opening checklist in the Clerk's Supply Bag.

Election Day Responsibilities of the Clerk

VOTER AFFIRMATION

A process required under federal and state law that allows a voter to affirm or change his/her address and/or name right at the polling place. A voter must be registered with-in your City/Town to use the affirmation process as it is considered a change to an existing voter file.

Inactive voters

A voter could have the message **INACTIVE** on the poll pad next to the voter record because the voter became Inactive, meaning the postal service has not been able to deliver mail from the Board of Canvassers to the residence address or the voter has not voted in several federal elections. An Inactive voter must complete a pink Voter Affirmation form with the Clerk before being allowed to vote a regular ballot. The pink affirmation form is signed by the Clerk and placed in the Board of Canvassers' return bag.

Return the voter to the supervisors to be checked in on the poll pad. Remind the supervisors to check the affirmation Form complete box so that the check-in process can be completed.

Name change

The Affirmation Form may also be used by a voter to update a name change. Make sure the voter indicates the previous legal name on the form so the Board of Canvassers can find the original record. The voter will sign the poll pad with the new legal name even though the voter record still shows the previous name. Do not request any legal documents to prove the name change.

Change of address within the same city/town

If a voter appears at the precinct and indicates he/she moved into the precinct from another address in the same city/town, then the Clerk must have this individual complete a pink Voter Affirmation form. On the form, the voter will check-off when he/she moved before the election:

- **Less than 30 days**, the voter votes at the polling place assigned to his/her previous address.
- **30 days or more**, the voter votes at the polling place assigned to his/her new address.
- **Did not move**, usually indicates an "Inactive" voters who didn't move.

Make sure to write the "Voter ID" number for the voter in the appropriate box at the bottom of the affirmation form. **You can get the "voter ID" number from the poll pad.**

Only voters that have inactive listed on his/her file will have the affirmation form completed box appear. Supervisors check off the box on the poll pad that indicates the voter has completed a Voter Affirmation form. This box will appear after the Supervisors tap anywhere to the right of the voter's name. Affirmation forms must also be signed by the Clerk and placed in the Board of Canvassers' return bag.

In the Clerk's supply bag, you will find a Guide to Voter Affirmation flow chart which will take you through the affirmation process step-by-step.

Note

After the voter has completed an Affirmation Form, escort the voter to the first available Supervisors. This voter has already waited once and should have front of the line access.

Change of address between different cities and towns

If a voter appears at the precinct and says he/she moved to or from another city/town and didn't update their registration, and the voter moved:

- **Less than 30 days before the election:** the voter votes at the assigned polling place in the previous city/town of registration.
- **30 days to 6 months before the election**: the voter votes a Limited Ballot at the Board of Canvassers in the former city/town of registration. (continued)
- **More than 6 months before the election:** The voter is not eligible to vote since the voter did not update the address within 6 months. You may offer the voter a provisional ballot.

GUIDELINES FOR VOTER AFFIRMATION

1. If you see a voter walk into the polling place with a pink Voter Affirmation form, call the voter directly over to your table for processing.
2. If a voter will be updating an address within the town/city, make sure the voter is on the Master List of voters provided to you by the State. You will pull up the voter record on your poll pad to verify.
3. A voter who completes the Affirmation process votes a regular ballot.
4. After a voter has submitted the Voter Affirmation form to you if the voter was flagged as Inactive make sure the Supervisors tap affirmation form completed on the voter's record on the poll pad to complete the check-in process.
5. Do not have an Affirmation voter use a Provisional Ballot unless the voter doesn't have an ID, applied for a mail ballot, or is disputing the party affiliation listed on the voter file.

PROVISIONAL VOTING

A provisional ballot is used when you aren't sure that a person is eligible to vote in the primary or general election. This ballot gets sealed inside an envelope and delivered to the Board of Canvassers after the polls close. The Board of Canvassers will research the person's record and determine if the provisional ballot should be counted or not, depending on whether there is evidence that the person was eligible to vote.

If a voter's name is not listed in the poll pad the Clerk is responsible for checking to see if the person is eligible to vote a **regular ballot** *or* a **provisional ballot**. Check the poll pads master voting list to determine if the person registered to vote in the city/town 30 days or more before the election.

ⓘ Provisional voters do not get checked in with the Supervisors.

If you can't locate the person's name on the poll pad master voting list, but the person insists he/she is registered to vote by the deadline, tell the voter he/she is eligible to vote **only using a provisional ballot.** A provisional ballot is sealed inside an envelope and delivered to the Board of Canvassers after the polls close. The Board of Canvassers will check the voter registration records and determine if the ballot should be counted or not.

A provisional ballot will also be necessary for the following situations:

1. **The voter's name is not in the poll pad.**
2. **The poll pad says the voter applied for a mail ballot.**
3. **The voter disputes the party affiliation listed or you challenge them.**
4. **The voter cannot provide one of the required forms of ID.**

In your supplies, you will find a bag with provisional voting materials. A voter who is voting a provisional ballot would get the following items:

- Provisional Voting Information sheet
- Provisional Ballot Application and Envelope
- A ballot with a Provisional Ballot Label affixed to top-left corner over the coding.

Note
If the application is torn from the envelope, then the voter must fill out a new application.

The **"Provisional Voting" information** sheet has important information about why the voter must vote using a provisional ballot and how the voter finds out after the election if the ballot was counted or not. **This sheet must be given to the voter and is required by Federal law.** The voter must then complete all the required fields on the **Provisional Ballot Application**, and the Clerk must also complete certain fields on the back of the application. **Be sure to write your precinct number and city/town in the appropriate spaces at the back top of the provisional application.** The voter and clerk must sign the application.

Once the application is done, the Clerk can give the voter a provisional ballot, which is a ballot that the Clerk gets from the Supervisors and sticks a "provisional label" across the top left barcode. **IMPORTANT: If the voter is using the AutoMark to mark the Provisional Ballot, do not affix the "provisional label" until after the voter has marked the ballot with the AutoMark.**

ⓘ Do not allow a voter to insert the provisional ballot into the DS-200!

The voter must take this provisional ballot, with the application/envelope to a voting booth and mark it with the pen. The voter then folds the ballot and seals it inside the envelope and returns to the Clerk. Make sure the ballot is inside the envelope and it is sealed. The Clerk tears off the **bottom** of the application, which is the "**Provisional Ballot Receipt**". This receipt has the provisional ballot number, which is what the voter will need after the election to find out if his/her ballot was counted or not.

The sealed ballot and attached application are then put into the red provisional ballot bag to be delivered later to the Board of Canvassers. **Never tear the application off the envelope!**

Note
The red provisional ballot bag must be returned to the Board of Canvassers after the polling place closes even if it was not used and contains no ballots.

GUIDELINES FOR PROVISIONAL VOTING

1. Always offer a provisional ballot to a voter if the voter insists he/she wants to vote but doesn't appear to qualify for some reason.
2. You may tell a voter that the Provisional Ballot may not be counted if the Board of Canvassers cannot determine the voter was eligible, or the voter does not produce evidence by 4 p.m. the following day.
3. Make sure you give the voter a Voter Information Sheet that is in your Provisional Voting Supply Bag.
4. A provisional voter does not check-in on the poll pad with the Supervisors. If a voter is voting provisionally because the voter does not have identification or, refuses to show it or, during the primary contests the party affiliation on

file the clerk will pull up the voter file on the clerk's poll pad. If the voter file is highlighted in white the Clerk will tap the provisional box below the voter's name, choose a reason for the provisional, tap apply twice, tap accept, the voter signs and the clerk taps done signing, enters initials and taps submit. If the voters' name is in grey or red tap anywhere to the right of the voter's name and tap the process provisionally box. Tap accept, the voter signs, the clerk will tap done signing, initial and tap submit. This does not check in a voter but flags the voter as voting provisionally. Voters that requested a mail ballot have been flagged.

5. Make sure the voter doesn't qualify for the Affirmation process instead.
6. Remember, a voter should be casting a Provisional ballot for one of the reasons listed on the Provisional Application.
7. If the voter tears the Provisional Application from the envelope, the voter must complete a new application. Write "**VOID**" on the torn application and discard it into the Blue Supply Box.
8. Place the Provisional Ballot Label on the top left corner of the ballot so the voter will not be able to insert the ballot into the DS-200.

Voted by Mail

The Supervisors will send to the Clerk any voter who has the message VOTED BY MAIL next to the voter file in the poll pad. Supervisors will also send to the Clerk voters not found on the poll pad for the precinct and any voter who has moved.

Voting Discrepancies

Any discrepancies by polling place election officials involving the Epoll book shall be noted in detail on the discrepancy report. The following discrepancies shall be processed as follow:

1. Voter signs the Epoll book then decides not to cast his/her ballot into the digital scan unit must complete a Surrender of ballot form. The unmarked ballot will be marked Void and placed in the Voided ballot bag. The voter

check-in will be delected by The Board of Elections. If the voter returns to the polling location to vote, the voter will be given the opportunity to vote a provisional ballot.

2. If a voter presents himself/herself to vote and the epoll book indicates the voter has already been checked in prior to that point, the Clerk shall question the Supervisors to determine the circumstances of the prior check-in. If it is ascertained after conferring with the voter that the prior check-in is of a different voter with the same name the incident must be noted on the discrepancy form. The voter will be allowed to vote provisionally. The voter will complete the provisional application and the clerk will manually pull up the voter file. The Clerk will tap to the right of the voters name in green shaded area. The voter file will appear and the Clerk will tap the provisional box. The voter will sign the poll pad, the Clerk will initial and tap submit. The voter will complete the provisional process.

The board of Elections will investigate the errouneous check in to determine which voter file should be corrected.

VOIDING BALLOTS

The Clerk is also responsible for voiding a ballot at the voter's request and giving the voter a new ballot. A voter will usually request a new ballot if the voter has made a mistake on the ballot. Ask the voter to return to the booth and fill in all the ovals. This will maintain the privacy of the voter's choice. After the voter completes this the voter will surrender that ballot to the Clerk.

The Clerk must write **"VOID" IN LARGE LETTERS** across the front of the ballot and show the ballot to the bipartisan pair of Supervisors when requesting a new ballot for the voter.

Once the Supervisors verify the ballot has been voided by the Clerk, they may reissue a ballot to the voter, who should go to an available voting booth to mark the new ballot.

Closing Responsibilities of the Clerk

RED PROVISIONAL BALLOT BAG

The Clerk must ask the Moderator to open the red provisional ballot bag and count the number of provisional ballots inside and write the number of ballots on the Election Certificate. The red provisional ballot bag is locked with the gold key and the "slot end" must be sealed with a red tie seal found in the "Seals Envelope" in the Moderator's supply bag.

ELECTION CERTIFICATE

When the poll closes, the Clerk completes the **Election Certificate** and writes on it how many ballots were cast at the poll and how many voided ballots or manual count ballots there were. Make sure you note the number of ballots cast into the DS-200, which is shown on the "public display counter" on the front of the DS-200.

You must also write on the Election Certificate how many provisional ballots you used, and how many provisional applications were used. You must total the number of poll pad check-ins and record the numbers on the Election Certificate. The Election Certificate is signed by the Moderator, Clerk, and two Supervisors and placed in the Board of Elections return bag. An identical separate copy is placed in the Board of Canvassers' return bag.

Serial and Security Seals Number Certificate

The Clerk must record the security seal numbers on the certificate for the Blue supply box, the Red supply box, and the red provisional bag. The certificate should be signed by the Moderator, Clerk and two Supervisors and placed in the Board of Elections return bag.

BOARD OF ELECTIONS RETURN ENVELOPE

The Clerk must also fill the Board of Elections return bag with items. On the front of the bag is a list of everything the Clerk needs to place inside. Make sure to complete the "Poll Worker Feedback" form and place it into the BOE bag as well.

VOIDED BALLOT ENVELOPE

The Clerk must count how many ballots were placed in the voided ballots bag.

MANUAL COUNT BALLOT ENVELOPE

Any **manual count ballots** must also be counted. If you have manual count ballots, **you must write on the front of the manual count bag the reason why these ballots were not counted by the DS-200**, and you must also document the reason on the Discrepancy Report.

BOARD OF CANVASSERS RETURN BAG

Seal the following items and return to the Board of Canvassers:

- Board of Elections Return Envelope
- Board of Canvassers Return Envelope
- Manual Count Ballot Envelope
- Voided Ballot Envelope.
- Write-in Review Report (General Election and PPP)
- Affirmation forms (If used)
- Affidavit of Voter Requiring Assistance forms (if used)
- Affidavit of Signing with a Mark forms (if used)

- Change Party Designation Forms (if used)
- Copy of the Discrepancy Report
- Affidavit of the Supervisors
- Copy of the Election Results Report
- Election Certificate
- Completed position checklists
- Keys

Refer to the list on the front of all return bags/envelopes for a complete list of items. Return bags/envelopes are sealed and delivered to the Board of Canvassers by the Moderator and Clerk along with other return items.

GUIDELINES FOR THE CLERK'S CLOSING RESPONSIBILITIES

1. Review your Election Certificate carefully and accurately complete it.
2. Accurately complete and sign the Serial and Seal Number certificate.
3. Make sure you have reviewed all the Return Envelopes and placed all the necessary items inside them before sealing them.
4. Make sure all Provisional Ballots are locked and sealed inside the Red Bag.
5. Sign the Election Certificate and Results Report from the DS-200.
6. Review the closing checklist in the Clerk's Supply Bag.

Chapter 6

Supervisor's Duties

Opening Responsibilities of the Supervisors

Poll Pads

Poll pads are electronic devices that contain the list of all eligible voters by precinct who registered 30 days or more prior to the election/primary. The poll pads must be assembled and turned on prior to the opening of the polling place on election day. The Supervisors should verify that the home screen of the device states the correct name of the polling location, date of election and that the check-in count is at zero. Supervisors are responsible for assembling the Clerk's poll pad.

Mifi

A wireless router that acts as a mobile WIFI hotspot. This provides connections to all the poll pads in the precinct and throughout the state. One Mifi will be distributed to each polling location. It will be the responsibility of the Supervisors to plug in and turn on the Mifi in the morning. At the close of the polls, it must be turned off and placed in the red supply box with the poll pads.

Voting Booths

Make sure the voting booths are placed as shown on the polling place diagram. Each voting booth must also have a pen inside. Pens can be found inside the Supervisors Supply Bag. Occasionally during the day check the booths to make sure there is a pen available and that there is no trash or political literature in the booth.

Refer to the setup checklist in your supplies to ensure everything is set up correctly

Inside Signage

The Supervisors must put up posters and signs. All posters can be found inside the Supervisors Supply Bag. The following posters must be placed inside the polling place, either inside the room or in the hallway:

- Vote Here/Vote Aqui (on the door to the room)

- Voter ID
- How to Vote
- Powers and Duties
- Provisional Voting
- Voter Fraud
- Voting Rights
- Leaving?

Note
If you have more than one precinct in the same room, you can use the set of posters from one precinct, but you must put up the sample ballots for **Both** precincts. If you are in different rooms, posters for both precincts must be put up in each room.

In statewide elections, there may also be posters that need to be put up **inside each voting booth**. You will be instructed in class if this will be required for the election in which you are working. These posters would also be in your blue election supply box.

Outside Signage

The following posters must be placed outside the polling place:

- Vote Here/Vote Aqui (visible from the street)
- Polling Place Hours
- Polling Place Location

Voter ID

State law requires that the "Vote Here/Vote Aqui" sign be visible from the street. If your sign is not visible from the street let the Moderator know so he can call the Board of Canvassers to get more signage posted near the street.

GUIDELINES FOR THE SUPERVISORS' OPENING RESPONSIBILITIES

1. Plugin and turn on the MiFi(hotspot).
2. Turn on the poll pads and verify the precinct name, election date and that the check-in count is zero. Tap the cloud in the upper right corner to synchronize pads. Tap anywhere on-screen to return to the main screen.
3. Put up interior posters in a location where voters can easily see them.
4. If it's raining or windy, make sure you secure any exterior signs or if the front door is glass, place it on the inside of the glass and verify it is visible outside.
5. Get organized! Set up your tables with ballots, poll pads, and supplies.
6. Make sure the accessible voting booth is set up with the included black leg extenders.
7. Make sure to put a pen inside each voting booth and check each booth throughout the day to make sure a pen is available for use.

Election Day Responsibilities of the Supervisors

WORK IN PAIRS

Supervisors work in bi-partisan pairs and check-in voters at the polling place by checking ID, matching voters' names and addresses against the poll pad, having voters sign the poll pad, and issuing ballots to voters. Supervisors are also responsible for helping voters in the voting booth if asked by the Moderator.

VOTER IDENTIFICATION

All voters must show **photo** identification to vote a regular ballot. The voter must present the ID to the Supervisor before being allowed to sign the poll pad. Check the ID and make sure it meets the requirements below.

- **Valid photo identification**
  (On a photo ID, the address does not need to match the voting list, but the ID must be valid and not expired more than six months prior to the elections. If an ID does not have an expiration it is acceptable identification.
- RI Driver's License
- RI Voter ID Card;
- U.S. Passport;
- ID issued by a U.S. educational institution;
- U.S. military ID card;
- ID issued by the U.S. or the State of Rhode Island;
- Government-issued medical card;

If the voter **does not** present valid and current photo identification, the voter has the right to vote using a provisional ballot, which is handled by the Clerk.

After voting the provisional ballot, the voter has until 4 p.m. the day after the election to contact the Board of Canvassers and provide information which could help qualify his/her ballot.

CHECK-IN VOTERS

The voter must present **valid photo identification** to one of the Supervisors. The Supervisor will verify the identity of the voter and that the identification is valid or if it is expired, it expired not more than 6 months. If identification is an RI Drivers License, RI State Identification Card issued by the DMV or a Voter Identification Card issued by the Secretary of State the Supervisor will place it on the identification holder, barcode facing the poll pad and tap scan barcode. The poll pad will search for the best match. When the voter file appears ask the voter to state his/her name and current address. If the information matches the file on the poll pad repeat the voter's name and address in a loud and clear voice, turn the poll pad to the voter and ask the voter to verify that the information is correct and instruct the voter to sign the poll pad. After the voter has signed ask the voter to tap the done signing tab and to turn the poll pad back to you. Both supervisors initial the poll pad, tap submit and the screen will turn green and the voter has been processed message will appear on the screen. The voter may now be issued a ballot.

If a voter shows any other type of photo identification, tap manual entry and enter the first 3 initials of the voter's last and first name. If a single voter file appears ask the voter to state his/her name and address. If the information matches the poll pad repeat the voter's name and address in a loud and clear voice, and complete the check-in process stated above. When using manual entry if more than one voter file appears to ask the voter to state his/her name, address, and date of birth. Tap on the correct voter file to pull up the voter file. You may complete the check-in process as stated above.

Note: If you cannot locate a voter file (No Voter Found) using the above methods, tap manual entry, tap advanced search and type in the voter's date of birth or address. If no record is found send the voter to the clerk.

Discrepancies

If the voter's name or address does not match the poll pad send the voter to the Clerk to complete an affirmation form.

During a Primary:

Verify the name, address and party affiliation of the voter you are checking in.

If a voter disputes the party affiliation on the voter file, send the voter to the Clerk to vote a provisional ballot.

If a voter is unaffiliated, prior to signing the poll pad the "choose party" screen will appear and the voter must choose which ballot he/she would like to vote. After choosing the voter will tap submit and the screen will move to the signature page.

The voter should verify that the correct party is listed, sign the poll pad and hit submit.

Supervisors may then complete the check-in process.

In all Elections:

Plug your poll pad into the battery base at 11:00 a.m. This will recharge your poll pad.

Make sure to always give the voter the ballot in a **secrecy folder**, which you'll find bundled in the Supervisors' supply bag. Then send the voter to an open voting

booth and remind the voter that after marking the ballot to cast it into the DS-200 so that it gets counted.

IMPORTANT: Keep the line moving!

If you have any problems finding a voter's name in the poll pad or they have a dispute about anything, send them to the Clerk to resolve the problem, and take the next person in line.

Poll Pad Battery Base

You will be required to plug your poll pad into the battery base at 11:00 a.m. To plug into the base, remove the green cord from the poll pad case. With the words poll pad facing you on the battery, plug the large end of the cord into the left port. The port is labeled B. The small end of the cord is plugged into the poll pad charging port. The port is located on the right side of the poll pad next to the home button. It is labeled A. The battery lights on the front of the battery base will illuminate to blue. On the poll pad, a lightning bolt will appear in the upper right corner signaling that the poll pad is being recharged.

Medical Disability

If there is a voter in the line with an obvious medical disability, the law allows the Moderator to offer the voter the chance to go to the front of the line if, in the opinion of the Moderator, standing in line would cause the voter to experience severe discomfort. A good example of this would be a voter on crutches.

Or, a voter can show the Moderator a certificate from a licensed physician or Christian Science practitioner attesting that the voter has a disability which makes his or her standing in line inadvisable.

Each polling place has at least one handicap-accessible voting booth, which should be given priority use by voters with disabilities. State law also requires that this handicap-accessible booth be given priority use by voters 65-years-old or older. If you get more than one handicap-accessible voting booths, set them both up at the end of the row closest to the DS-200.

VOTER ASSISTANCE FROM POLLWORKERS

Any voter who needs assistance to vote can ask the Moderator. If the voter needs help marking his/her ballot, the Moderator must direct a bipartisan pair of Supervisors to go with the voter into a voting booth. At the voter's request, the Supervisors may read the ballot and mark the ballot at the voter's direction. **Do not attempt to influence the voter's choice of candidate or issue.** The voter's choices must remain secret, and you should never leave the voter alone with only one Supervisor. The bipartisan pair can then help the voter in casting the ballot into the DS-200.

VOTER ASSISTANCE FROM PERSON OF VOTER CHOICE

Any voter may bring an individual to assist in the act of voting if the voter is **blind**, **disabled**, or **unable to read and write English**. However, state law does not allow a voter to be helped by the voter's union representative or employer. All individuals providing assistance must complete the **Voter Requiring Assistance form**, which is located in the Supervisors supply bag. This form must also be signed by the voter and the Moderator.

Generally, the “assistant” is should not mark the ballot for the voter unless the voter requests it.

SPECIAL MESSAGES IN THE POLL PAD

HAVA ID REQUIRED

The voter must show one of the 7 acceptable photo IDs listed above and be allowed to vote. If they do not have one of the 7 photo IDs, send the voter to the Clerk to vote a provisional ballot.

VOTER INACTIVE

The voter must see the Clerk and complete a pink Voter Affirmation form. This process is covered in the Clerk's section of this manual.

VOTED BY MAIL CANNOT SIGN

The voter must see the Clerk and vote a provisional ballot. This process is covered in the Clerk's section of this manual.

WHEN A VOTER ASKS TO USE THE AUTOMARK

In all Rhode Island elections, every polling place is equipped with a device called the AutoMark. This device is designed to assist voters with disabilities to independently mark his/her ballot. The AutoMark can read a ballot to a voter and it can mark a ballot for a voter. It can be especially beneficial to voters who are blind, who cannot read, or who have motor disabilities which make it difficult to mark a ballot with a pen. All voters are allowed to use the AutoMARK.

In Providence, Pawtucket, Woonsocket and Central Falls, the AutoMARK offers the voter the choice of displaying his/her ballot in **English** or **Spanish**.

If a voter asks to use the AutoMARK, tell the Moderator, who will bring the voter to the AutoMARK and give the voter instructions. Remember, when a voter asks to use the AutoMARK, do not ask the voter if he/she has a disability. Do not try to discourage anyone from using the AutoMARK for any reason. **All voters can use the Automark, regardless of whether they have a disability or not.**

GUIDELINES FOR THE SUPERVISORS' ELECTION DAY RESPONSIBILITIES

1. Be attentive and prepared to process each voter.
2. Repeat each voter's name and address in a loud and clear voice.
3. The address on the identification is not relevant for voting purposes.
4. All interactions with voters should be conducted in a professional manner. Be polite and courteous.
5. Keep your line moving. If any issues come up with the voter's address, party affiliation or anything else, politely refer the voter to the Clerk to resolve it so that you can process the next person in line.
6. If your lines are long, ask the Greeter (if available) to remind everyone in line to have his/her identification ready to show to you when he/she approaches your table.
7. If you see anyone with an obvious difficulty standing in line, inform the Moderator so that he may have the person come to the front of the line.
8. Keep your ballots securely on your table. One Supervisor in the pair should handle the poll pad, and the other Supervisor should handle giving the voter a ballot in the Privacy Folder.

Closing Responsibilities of the Supervisors

COUNT CHECK-INS

Prior to turning off your poll pad give the Clerk the number of check-ins. This number is in the upper center of the poll pad.

FORMS

Give any other forms completed by voters to the Clerk for filing.

AUTOMARK

The Supervisors are to assist the Moderator in placing the AutoMark machine inside its case once it has been shut down. Refer to the chapter in this manual that covers the AutoMark setup and operation.

VOTING BOOTHS

All voting booths must be folded by the Supervisors. **Make sure you REMOVE any pens or posters inside the booths BEFORE you fold them.** Make sure you put the plastic "leg extensions" **inside** the handicapped-accessible booth."

SIGNAGE

All election posters inside and outside the poll must be removed and put into the blue election supply box. **DO NOT FOLD THE 'VOTE HERE' SIGN.** Any unused forms and other supplies must be put in the election supply box as well.

GUIDELINES FOR THE SUPERVISORS' CLOSING RESPONSIBILITIES

1. Give the Clerk the check-in count from the Poll pads.
2. Help the Moderator remove the ballots from the DS-200 and place them in the blue metal security case.
3. Remove all interior and exterior signs and posters from the walls and door and place them back in the Blue Supply Box.
4. Put any other unused forms back into the Blue Supply Box.
5. Fold up all voting booths, and make sure the blackleg extenders are placed inside the accessible voting booth.
6. Help the Moderator put the AutoMark back in its case.
7. Sign the Election Certificate and Total Report from the DS-200 if asked.
8. Review the closing checklist in the Supervisor Supply Bag.
9. Wait until you are dismissed by the Moderator.

Chapter 7

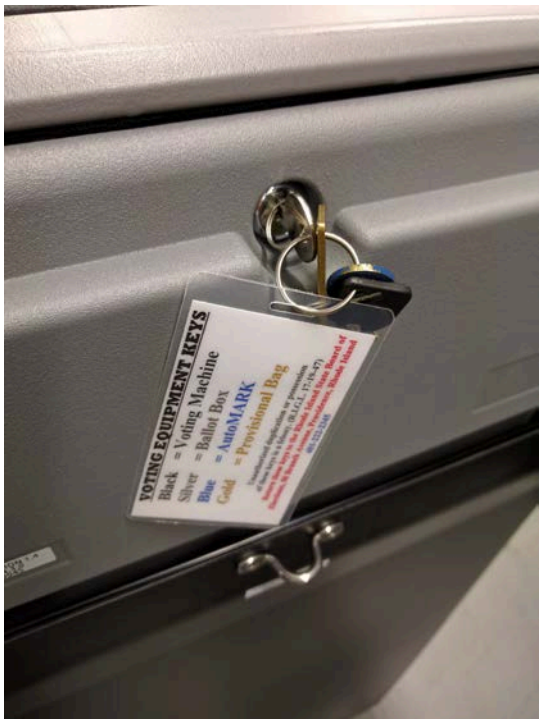
DS-200:

A Guide for Moderators

Setup the DS-200

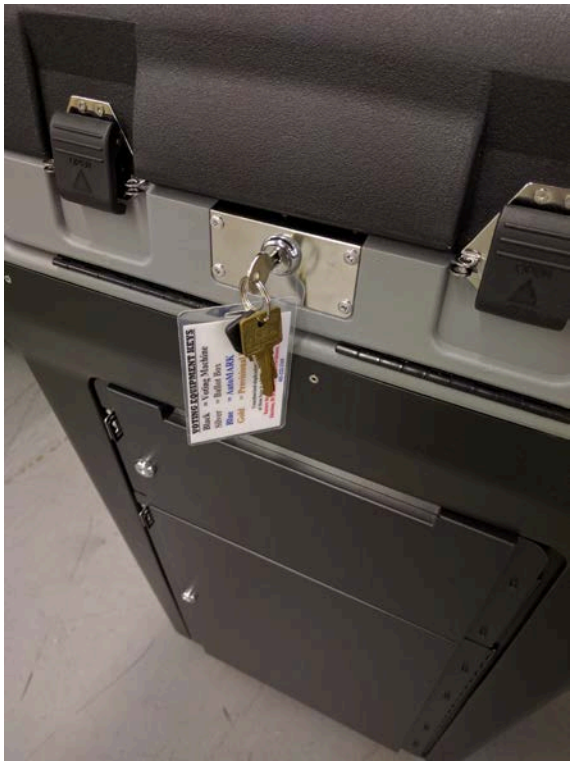
Locate the DS-200 unit and verify that the identification tag on it shows your correct precinct number and location. If you have the wrong DS-200, contact your Board of Canvassers immediately. Follow these steps to set up, operate, and shut-down the DS-200:

Step 1. Use the Silver Key to open the access door on the **back** of the DS-200.



Step 2. Carefully remove the power cord from the rear storage bay and plug it into a functional three-pronged electrical outlet or extension cord. The door cannot be closed while the DS-200 is plugged-in. Leave it open.

Step 3. Use the Silver Key to open the **front** lid of the DS-200 case.



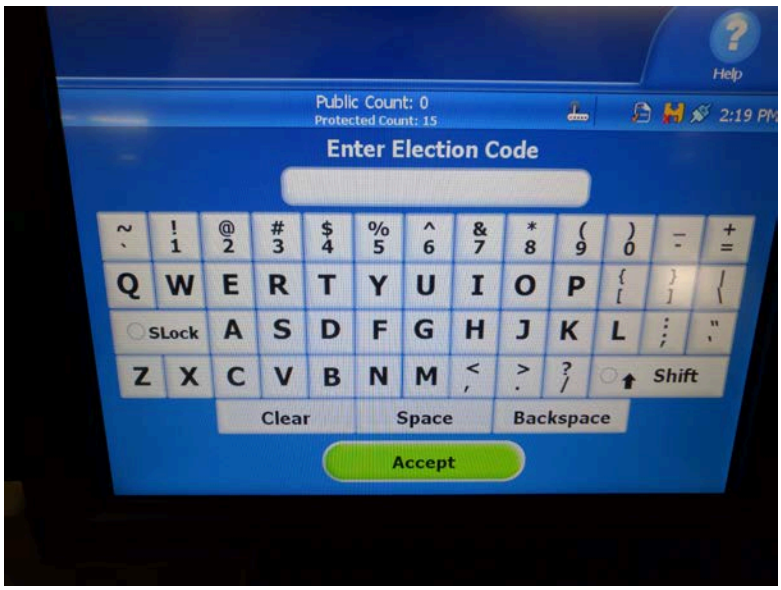
Step 4. Lift up the two latches on both sides of the lock.

Step 5. Raise the lid and insert the Black Key into the front to unlock the DS-200 touchscreen. Lift the screen into place.

Step 6. If the DS-200 is receiving power from an electrical outlet, it will power-on automatically. The touchscreen will illuminate after 10-20 seconds, and the DS-200 will go through its boot process.

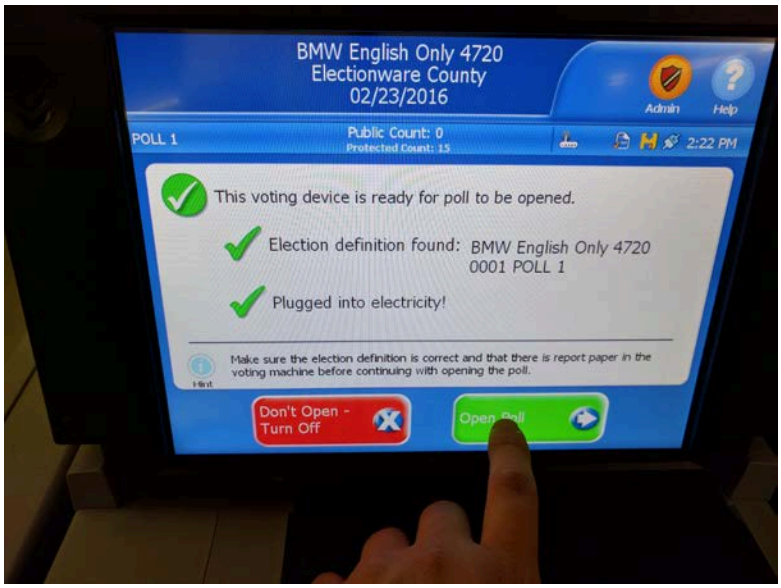
NOTE: If the screen doesn't power-on automatically, make sure the DS-200 is receiving power from the outlet or power strip.

Step 7. At the end of the boot process, you will be prompted to enter an Election Code. You will find the code in the Warden/Moderator supply bag. It will be on lime green paper. Using the onscreen keyboard, type in the code**.** The code is case-sensitive, so you will need to use the Shift key to switch to capital letters. It will automatically switch back to lower-case.



Step 8. If the code is accepted, the DS-200 will automatically print a Configuration Report. Leave this report attached to the DS-200.

Step 9. To complete the opening of the polls, touch the green "Open Poll" button on the screen.

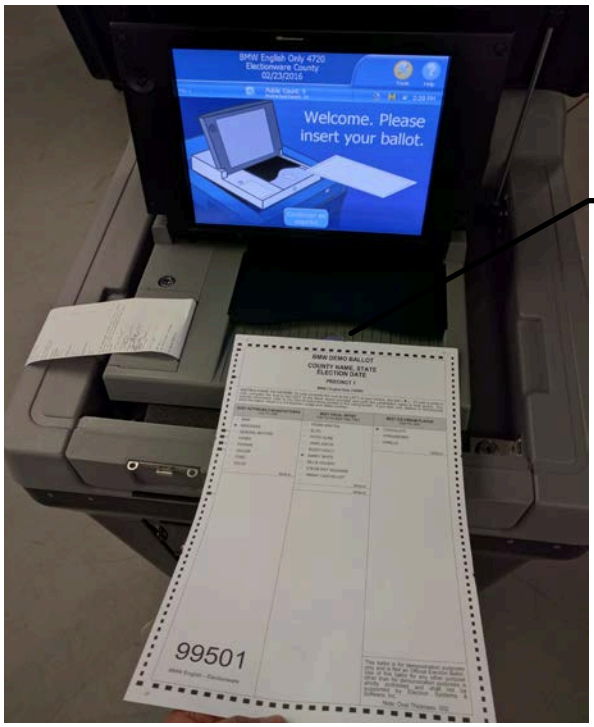


Step 10: The DS-200 will now print a Zero report. Compare all candidates and issues listed on the report to a sample ballot form the Supervisor's' supplies and verify all have the zero vote totals. The Moderator/Warden, Clerk and 2 Supervisors must sign the report. Leave it attached to the DS-200 the entire day.

Note: We recommend that you roll the tape up and tuck it into the left side of the DS-200.

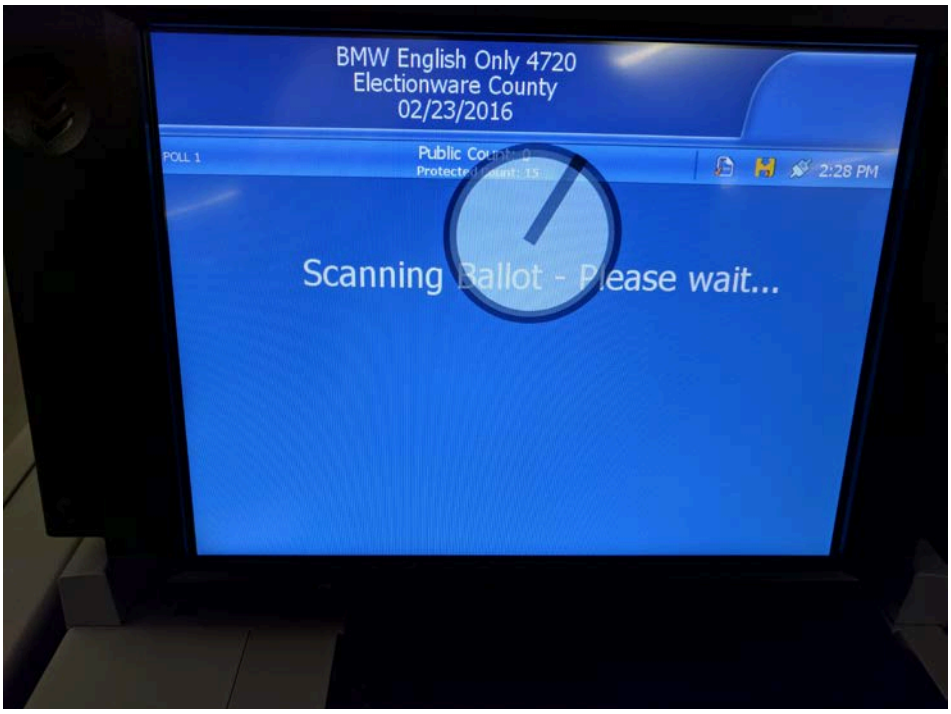
Step 11: The DS-200 is ready to accept ballots once you see "Welcome. Please Insert Your Ballot" and the animation of a ballot being inserted onscreen

Step 12: A voter may insert his/her ballot face-up or face-down into the ballot feed slot of the DS-200.

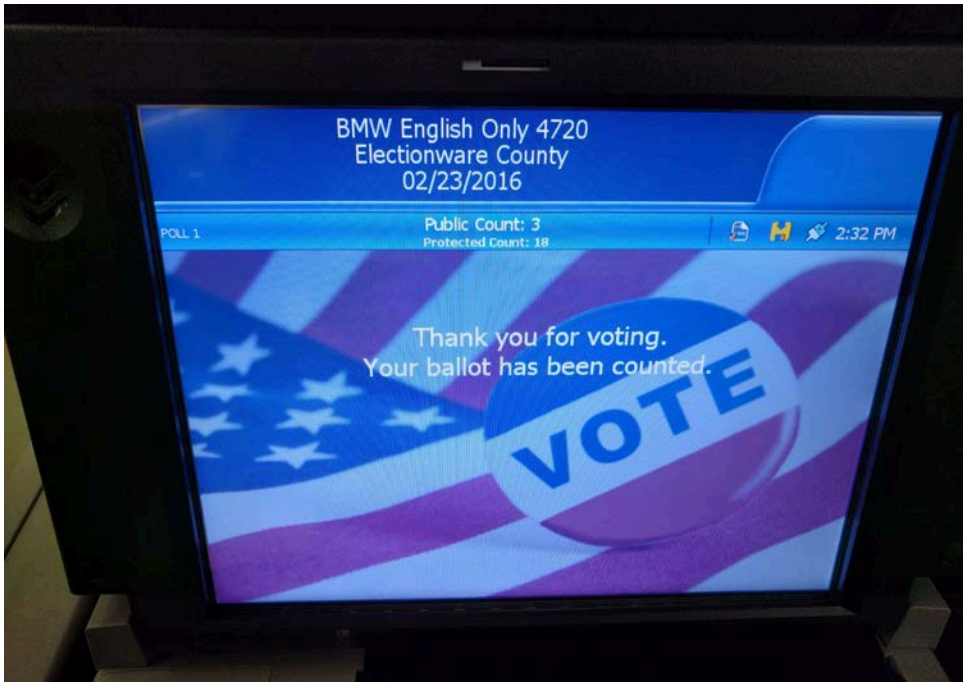


Ballot feed slot

Step 13: Once the ballot has been inserted, the DS-200 will take 1-2 seconds to process it. **Ask the voter to remain until the ballot has been processed**.



Step 14: Once the ballot has been processed, the DS-200 will display "Thank you for voting. Your ballot has been counted. The voter may now leave.

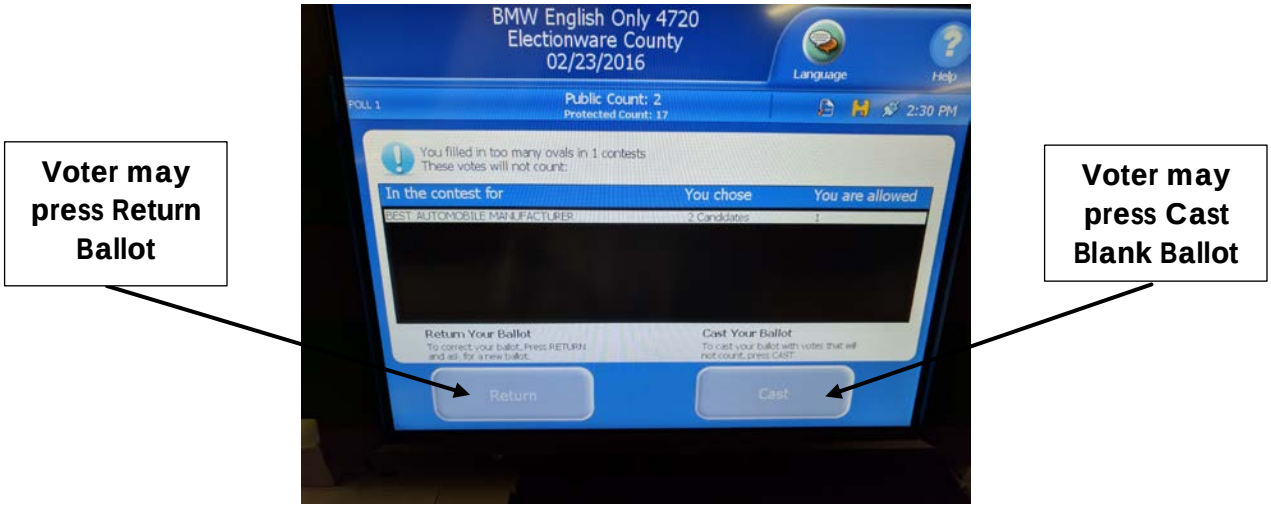


BALLOT ERRORS

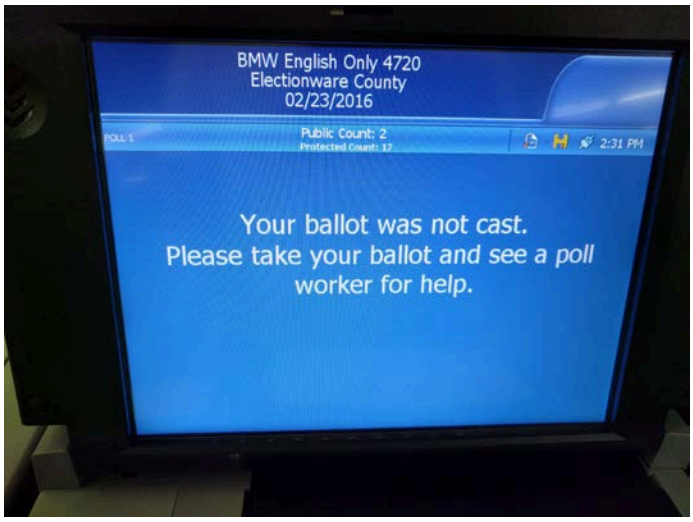
Occasionally a ballot will be rejected if there is an error. There are four (4) different types of errors a voter may encounter:

1. OVERVOTED BALLOT

The DS-200 will display a message to the voter on the screen such as "You filled in too many ovals in 1 contest. These votes will not count."

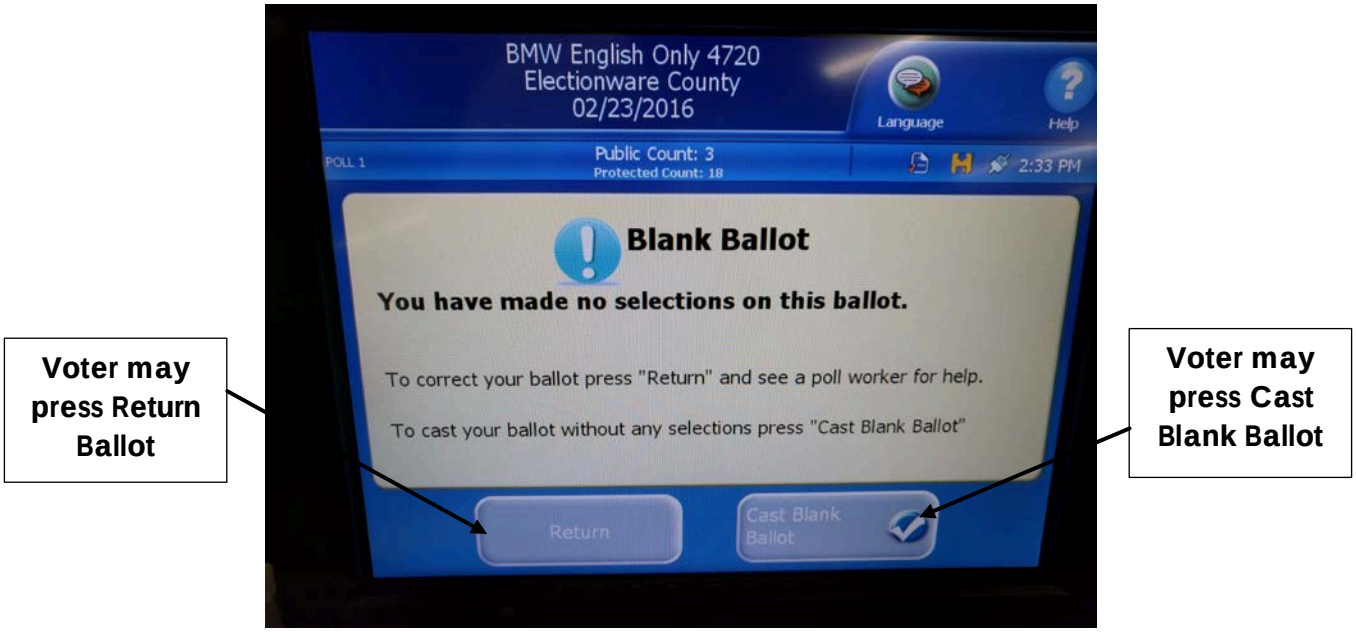


The voter must choose to return the ballot or cast the ballot. If they choose to Return the ballot, the following message will display.

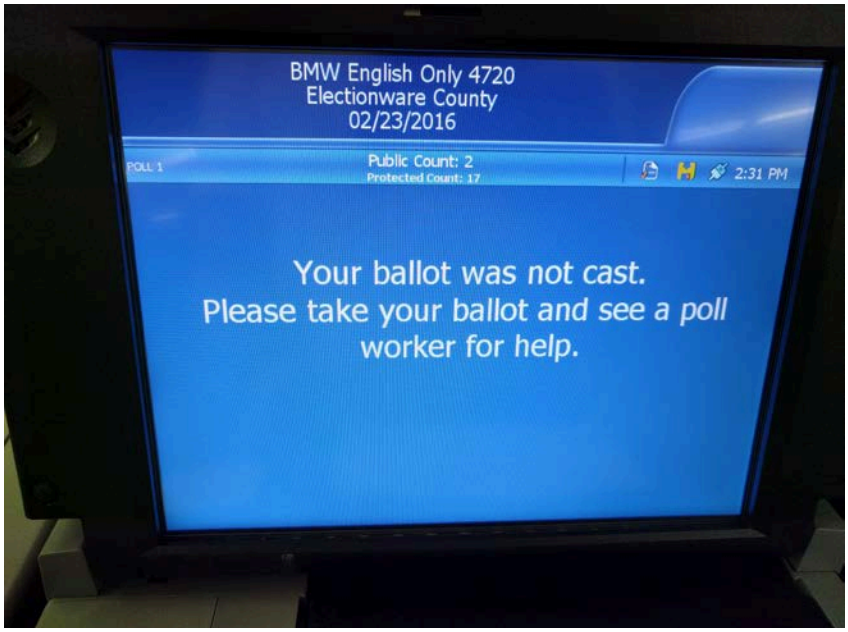


2. BLANK BALLOT

If the voter inserts a blank ballot into the DS-200 an error message will appear onscreen and the voter will have two choices:

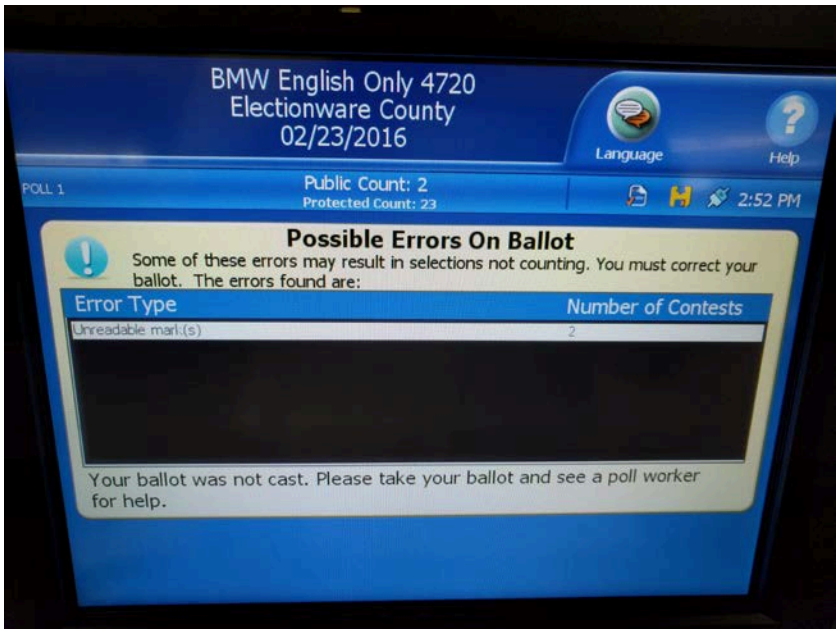


The voter must choose to return the ballot or cast the ballot. If they choose to Return the ballot, the following message will display.



3. UNREADABLE MARKS

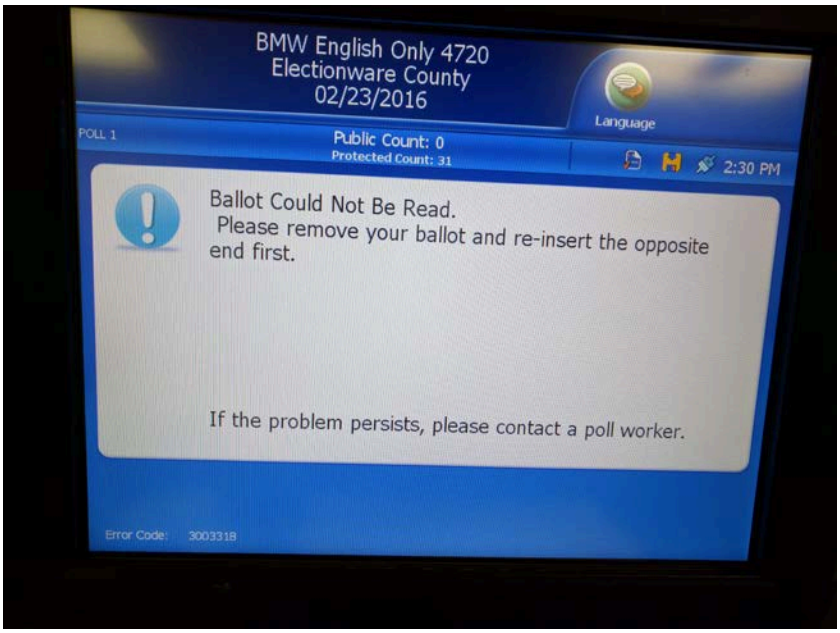
The voter may not have completely filled-in the oval or made other marks on the ballot that the DS-200 cannot read. If this happens, the DS-200 will display the following message on the screen.



The DS-200 will automatically return the ballot to the voter. The ballot must be voided with the Clerk and placed in the voided ballot envelope. The voter must receive a new ballot.

4. BALLOT COULD NOT BE READ

If a ballot from a different precinct is inserted into the DS-200, or the ballot is somehow damaged or defaced, the DS-200 will not be able to read it and will return it to the voter. This message will also appear if the Provisional Voting sticker has been applied to the top left corner of the ballot. Instruct the provisional voter that his/her ballot must be inserted into his/her Provisional Ballot envelope, and returned to the Clerk.



DS-200 Emergency Compartment

If the DS-200 becomes inoperable immediately call your technician and alert the technician to the problem.

While awaiting your technician you will continue the voting process but you will need to utilize the emergency Compartment.

The emergency compartment is the top, small door on the front of the DS-200.

Using the silver key unlock the compartment door and open.

On the inside door panel is a silver flap. Place the flap in the down position, close the door and relock.

The compartment now becomes a mail slot that voters slide their ballot into.

Once the DS-200 has been repaired or replaced the voting process stops. The Moderator and Clerk must immediately open the compartment door, remove the ballots and enter them into the DS-200. Any voters present must wait until this process is complete before putting their ballot into the DS-200.

If there is an error on any ballot the Moderator must press the cast ballot option on the screen so that any valid votes will be tabulated.

The compartment is checked to make sure all ballots are removed; the silver flap is placed in the up position and the compartment is closed and locked.

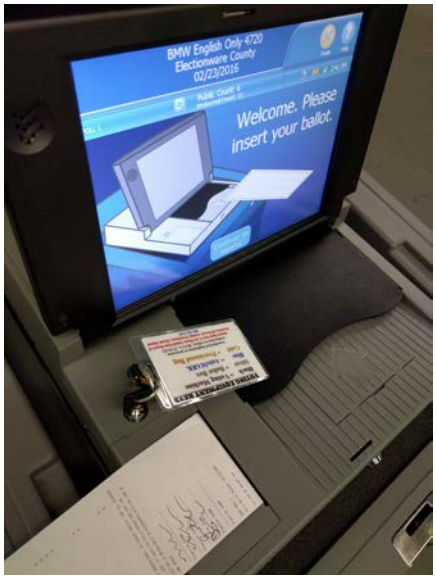
At the close of the polls recheck this compartment to make sure that it is empty. If any ballots remain and the results have been transmitted place these ballots in the manual count envelope.

This is the Emergency compartment door

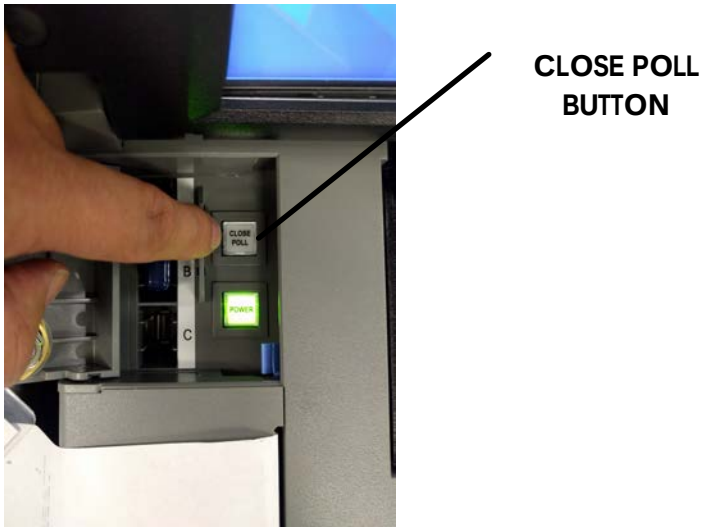
CLOSING THE POLLS ON THE DS-200

At 8 p.m. the polls close. Any voter waiting in line for the Supervisors or already in the process of voting is allowed to cast his/her ballot before closing. Once all your voters have cast their ballots, begin the process of closing down the DS-200.

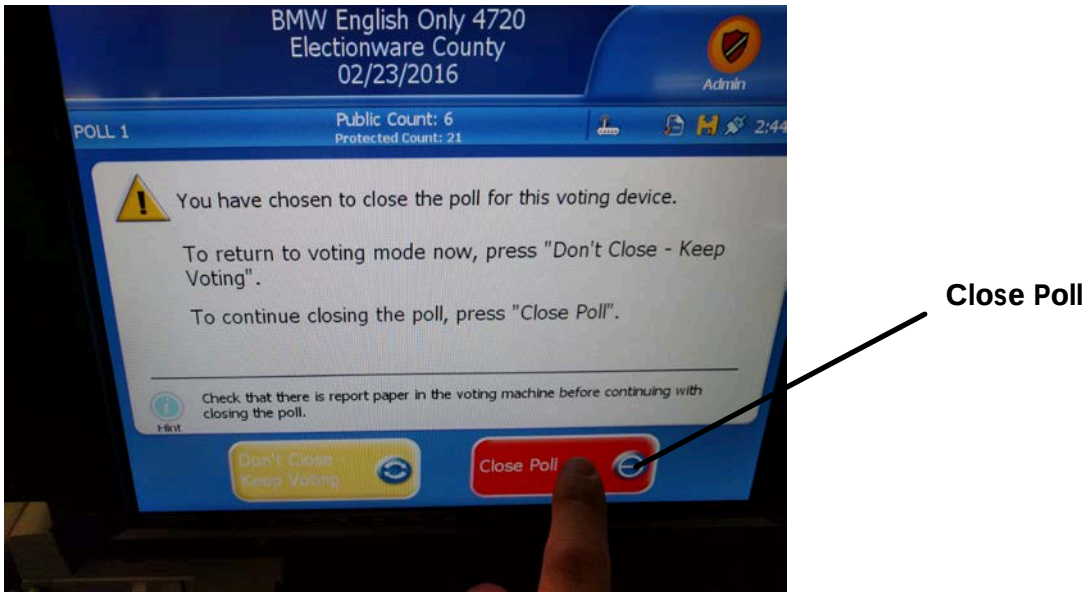
Step 1. Remove the seal and place it in the seals' envelope. Use the Black Key to open the access door to the left of the screen on the DS-200.



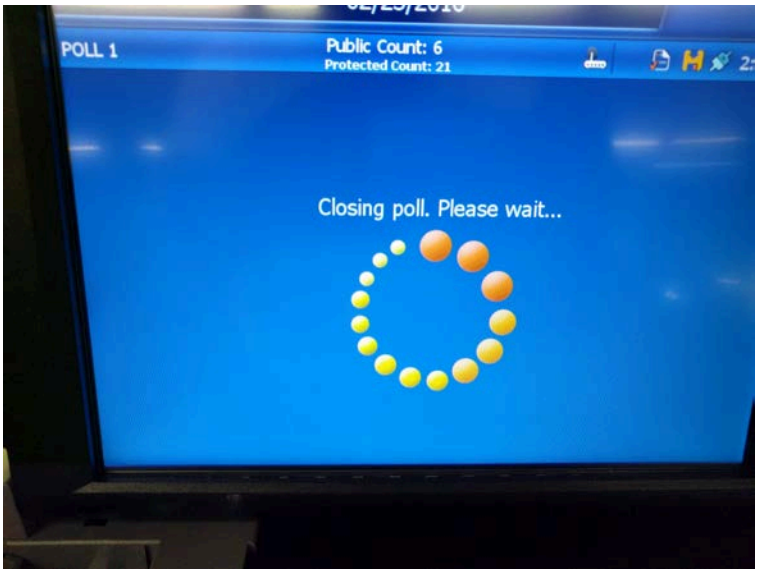
Step 2. Locate and press the "Close Polls" button.



Step 3. The DS-200 will display a confirmation message on the screen. To close the poll, press the red "Close Poll" button onscreen. To cancel, press the yellow "Don't Close – Keep Voting" button.

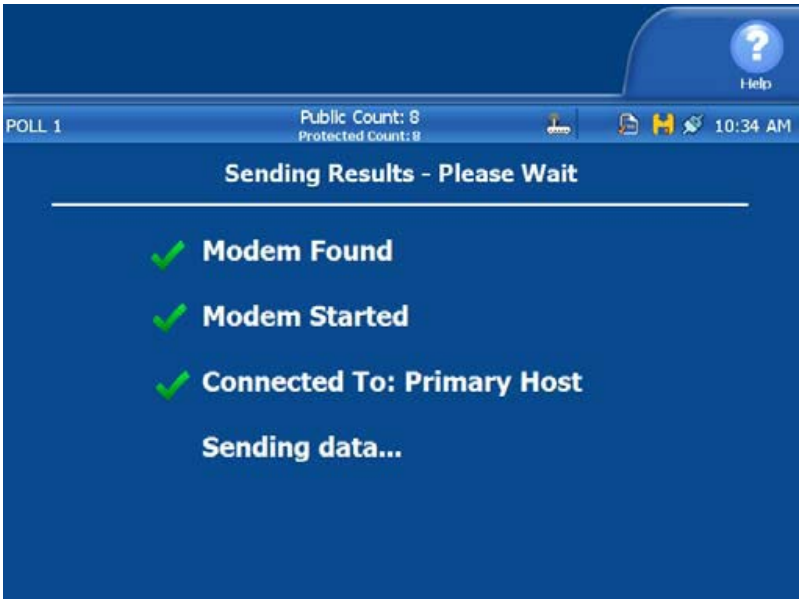


Step 4. A message will display showing that the DS-200 is printing the Ballot Status Accounting Report and the Results Report. Four (4) copies of the Results Report will print. Only the 1st copy must be signed by the Moderator/Warden, Clerk, and 2 Supervisors. If you have a long ballot or multi-paged ballot this process can take up to 45 minutes to complete.

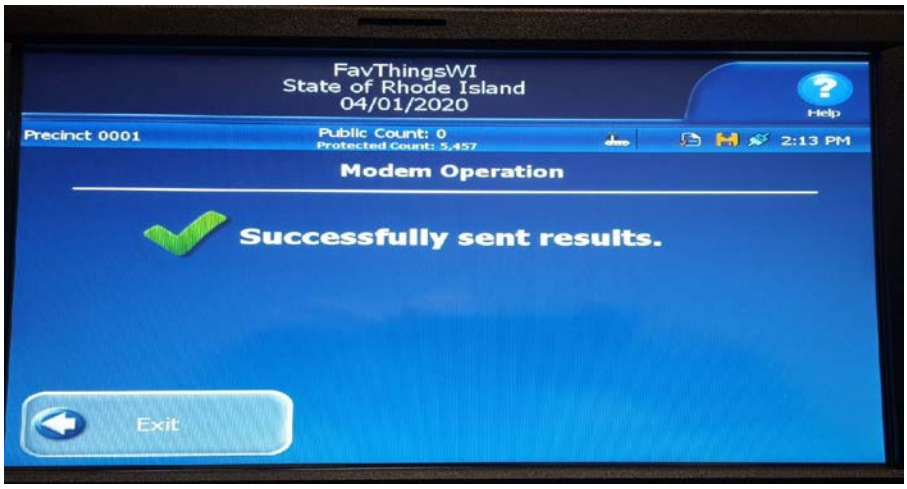


Step 5. TRANSMIT YOUR RESULTS: When the "Results Report" has finished printing (4) four copies, the following screen will automatically appear so that you may transmit your results using a cellular modem built into the DS-200. Press "Begin Modem Process" on-screen. **Do not press** Cancel Modem.

Step 6. The scanner will attempt to connect to the server. Once the DS200 connects to the server it will show that you are connected.



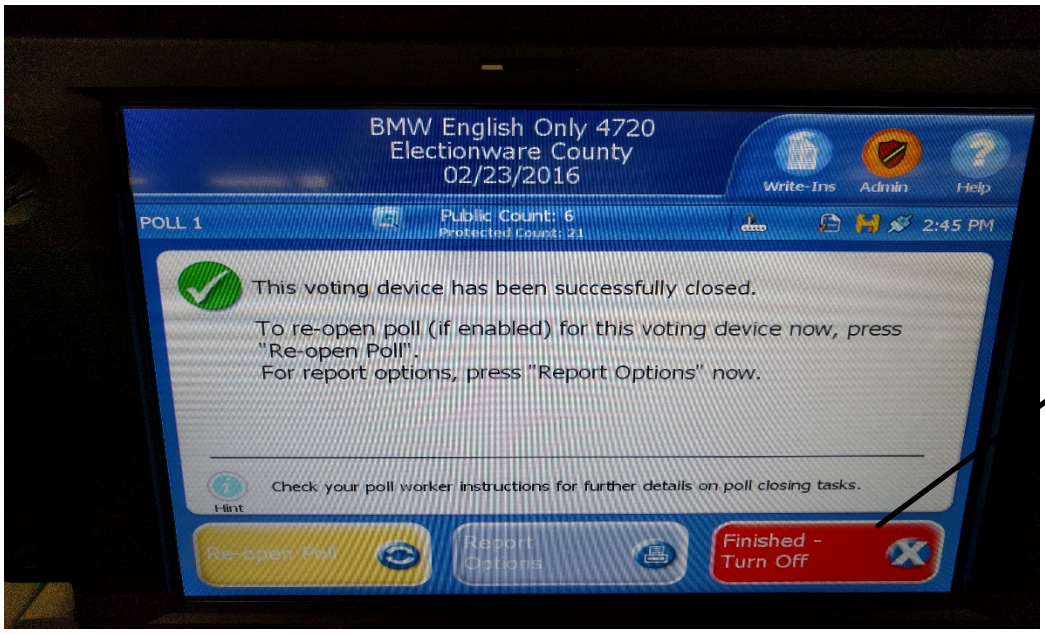
Step 7. Once the results have been transmitted successfully, the following screen will appear. Press "Exit" to return to the Main Screen.



Note: The DS-200 will try to connect up to ten (10) times to transmit the results. If unsuccessful, the results from your precinct will not be available until you return the USB Drive from the DS-200 to the Board of Canvassers with the rest of your returns.

Step 8. WRITE-INS (PRESIDENTIAL PREFERENCE PRIMARY and GENERAL ELECTION ONLY): The DS-200 has been configured to automatically print your write-ins. The write-ins will print immediately after your four (4) Results Report tapes have printed.

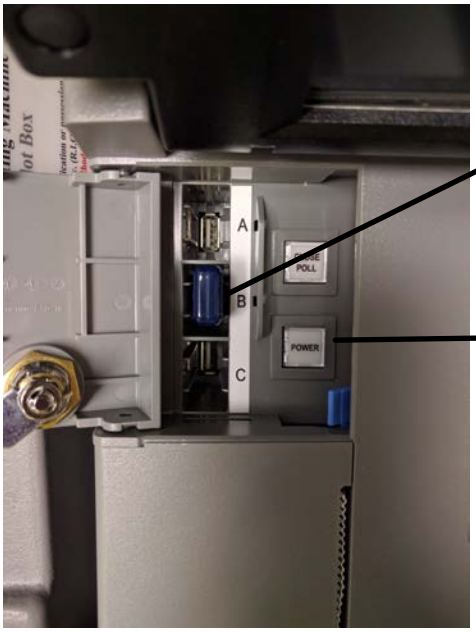
Step 9. After all reports have printed press the red "Finished – Turn Off" button to shut down the DS-200



Power-Off

Step 10. Unplug the DS-200 and place the cord inside the rear compartment. Lock the door with the Silver key.

Step 11. Remove the USB Drive from the same compartment that you accessed to close the polls. Close and lock the door using the Black key.



USB Drive

Make sure power button is NOT lit!

WARNING: Do not remove the USB Drive unless your machine is turned off.

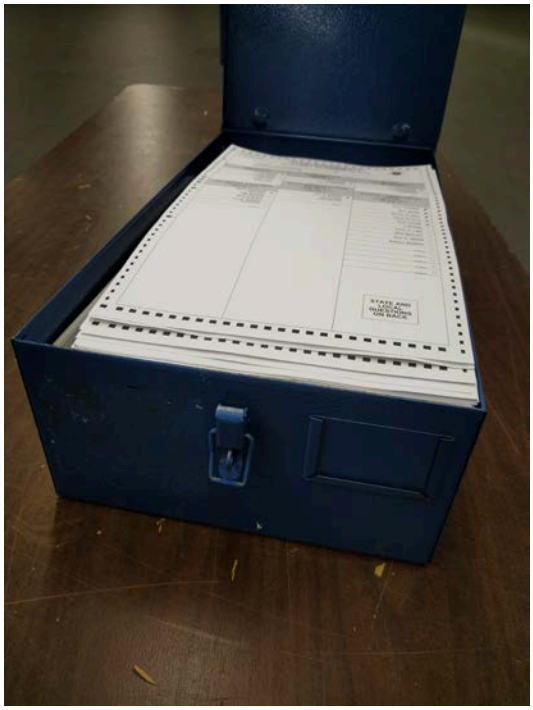
Step 12. Place the USB Drive(s) into the blue pouch labeled for it. The pouch is in the Moderator/Warden Supplies. Seal it with the yellow seal that is stored in the blue pouch. Make sure that you record the seal number on the Serial and Security Seals Certificate.

Step 13. REMOVE THE VOTED BALLOTS: Now you must remove the ballots from the DS-200. Use the Silver key to open the voted ballot compartment on the front of the DS-200 (the lower compartment).

Step 14. Remove all the Ballots from inside the Ballot compartment**.**

NOTE: Please verify all ballots have been removed before locking the compartment. It is a good rule of thumb to have someone double-check this bin.

Step 15. Place all of the voted ballots into your metal Ballot Security Case. Seal the case with the **orange seal** provided by the Board of Canvassers.



Step 16. Lock the compartment door with the Silver key.

Step 17. Lower the screen to the DS-200 and lock it closed. Lower the case cover of the DS-200 and lock it. Engage the two latches on either side of the lock. Make sure the Voted Ballot Compartment and Emergency Ballot Compartment are locked. Place the DS-200 in a secure area.

Chapter 8

AUTOMARK:

A Guide for Moderators

AutoMark Instructions

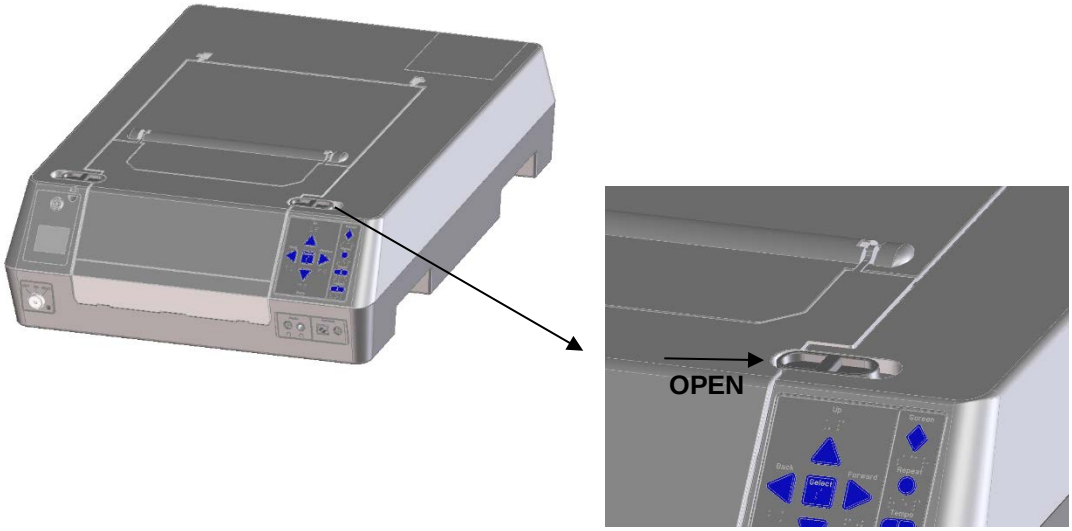
Follow the Start-Up/Shut Down Procedures below on Election Day.

Every polling place is equipped with a device called the AutoMark. This device is designed to assist a voter with disabilities to independently mark his or her ballot. The AutoMark can read a ballot to a voter and it can mark a ballot for a voter. It can be especially beneficial to a voter that is blind, who cannot read, or who has motor disabilities which make it difficult to mark a ballot with a pen. All voters are allowed to use the AutoMARK

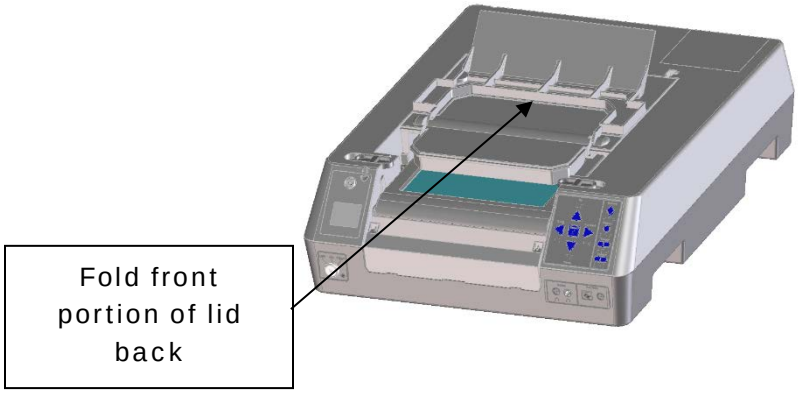
Setup Procedures

Setting up the AutoMark
To open the AutoMark LCD for use on Election Day follow the procedure below:

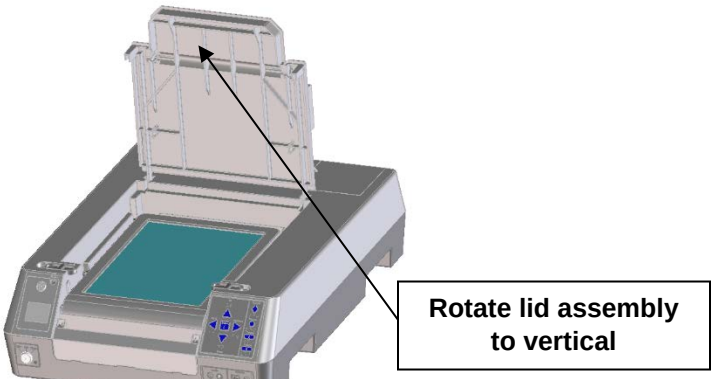
1. Place the AutoMark on the supplied table. On the AutoMark, move the left and right sliding latches outward to unlatch the lid.



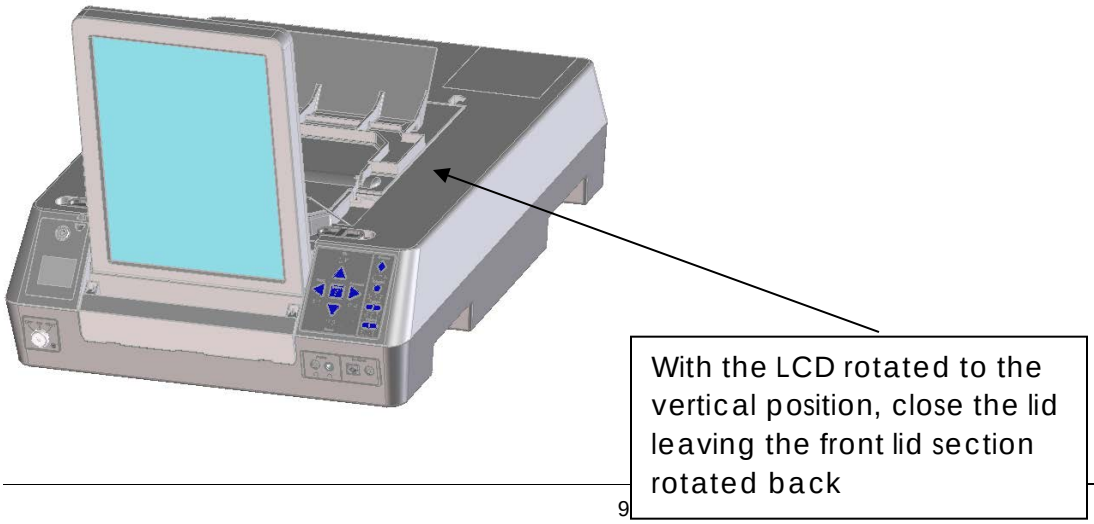
2. Fold the front portion of the lid back.



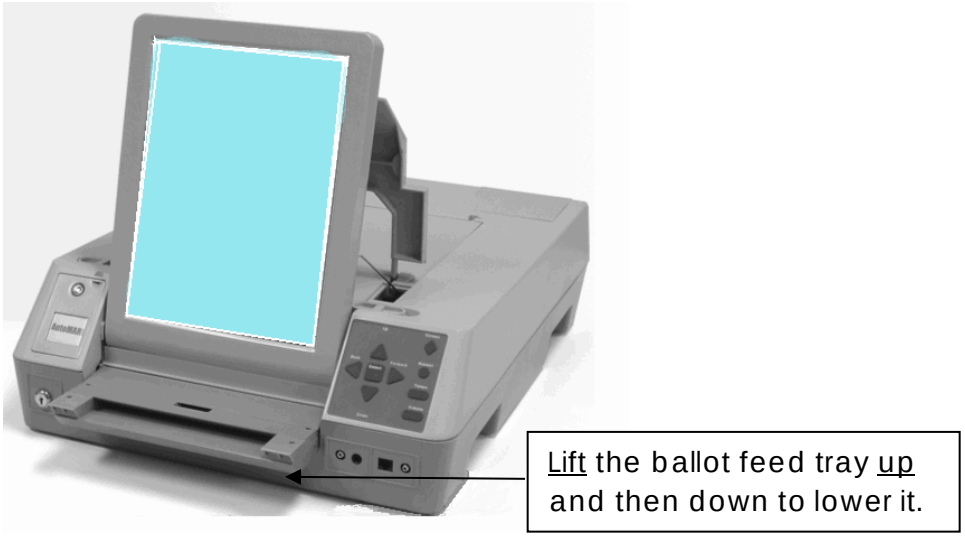
Fold the front portion of the lid back Rotate the lid assembly to vertical.



4. Raise LCD screen, and close the lid behind, leaving the front lid section rotated back.



5. Lower the ballot feed tray. Place the supplied hood on the AutoMark.



Start-Up/Shut Down Procedure

To start or shut down the AutoMark follow the procedure below.

Open the AutoMark unit and position the display.

Locate the audio headphone jack on the front lower-right panel below the keypad, plug-in the headphones, and listen through the headphones to be sure the instructions can be heard.

Plug the power cord into a power connection in the back of the unit and the other end of the cord into a nearby AC power source and make certain you see a **red** light on the front. Make sure the cord is not in a position where it would be hazardous to anyone walking nearby.

Turn the security key located in the front of the unit to the ON position and **remove the key** before voters are allowed to use the AutoMark. The light on the front of the AutoMark should be **green**. If the light is **yellow**, this means the

AutoMark is not receiving power from an AC outlet and is operating on battery power, which will only last one hour. Find a working electrical outlet.

Do **not** try to operate the AutoMark in the TEST position, as this mode will **not** properly accept ballots.

To shut down the unit when the polls are closed, insert the security key located in the front of the unit and turn it to the OFF position. The electrical power is now off.

Assisting a Blind Voter with the AutoMark

For a blind voter, ask the voter if he/she needs guidance to the AutoMark. Offer your elbow for the voter to hold so you can lead him/her to the Automark.

Describe to the voter where the keypad is located, and where to insert his/her ballot. Also, inform the voter that each button has Braille text on it. Ask the voter if he/she would like you to insert the ballot into the AutoMARK. Tell the voter that the scanning of the ballot will take about 30 seconds and that the AutoMark will be silent during the scanning process. When the scanning process is complete, the AutoMark will give the voter audio instructions over the headphones for completing his/her ballot. After the AutoMARK has marked the ballot, the voter may reinsert the ballot into the AutoMARK and verify his/her selections over the headphones.

Assisting the Voter who uses an ADA Device

If a voter is using an ADA device, the poll worker should

Insert the ballot for the voter,

Read the following instructions to the voter:

You have plugged in an ADA device. This allows you to navigate through your ballot using YES or NO inputs.

When a screen is displayed, you may select NO to bypass that screen or YES to move to the first selectable choice on that screen. When you are on a selectable item of the screen, the item will be highlighted in yellow. Selecting NO will move on to the next selectable item on the screen. Selecting YES will provide the same results as if you had clicked on that item.

When on a candidate or question choice YES will select or deselect that candidate.

When on a MORE scroll bar, YES will cause the screen to scroll up or down as indicated.

When on a screen button, YES will invoke that action. For example, entering YES when the ZOOM is highlighted will cause the screen to ZOOM. Entering YES again will return the screen to non-zoomed mode.

Pressing NO at any time will move to the next highlighted item.

As you enter NO repeatedly, the highlight will move down the screen, across the bottom from right to left and then loop back to the top.

When you are done making selections on any given screen, enter NO repeatedly until the yellow highlight is on the NEXT button and then enter YES to move to the next screen.

Troubleshooting the AutoMark

This section contains common troubleshooting procedures and a description of error messages. Contact the Board of Canvassers or Board of Elections if you have a problem that is not described in this chapter. Make sure to document

any issues on your Discrepancy Report.

Cannot recognize ballot

If the AutoMark displays an error message saying that it cannot recognize the ballot, try inserting the ballot into the feed slot very slowly, until you feel the AutoMark 'grab" the ballot from you. Try this multiple times.

Problems with Audio

If you cannot hear any audio from the headphones, make sure the volume is raised by pressing the volume button with the "+" sign. Also, make sure the headphone jack is inserted into the correct outlet. The correct outlet will have small headphones symbol over it. If you still cannot hear anything over the headphones, the headphones may be damaged. Contact your Board of Canvassers so a technician can be dispatched to your location.

Error Messages

Error messages are displayed on the touch screen monitor when AutoMark detects a critical condition that requires operator intervention to correct the problem before the selection process can be continued

The international symbol may accompany various error messages. Follow the instructions on the screen for further information. If this screen appears while the ballot is being marked, see the section below titled "Automark displays an error message while printing". If you still cannot resolve the issue, call the Board of Canvassers or your Election Technician immediately.

AutoMark will not power on

Make sure the AutoMark is plugged into a working outlet or power strip and the key is turned to the 'On' position. Try a different outlet if necessary or verify the switch on the power strip is set to 'On". If the AutoMark has an orange or yellow light illuminated on the front, this means it is operating on battery reserve power. Check your outlet or power strip to make sure it is working.

AutoMark displays an error message while printing

Turn the key to 'Test' mode and select the red on-screen button that is labeled "Eject Ballot". The ballot will be ejected. Remove it. Take the ink cartridge from the rear of the AutoMark and bang the cartridge, nozzle down, on a paper towel or piece of paper in order to get the ink flowing enough. Re-install the ink cartridge and return the key to the 'On' position. Try marking the ballot again.

Spoiled Ballot Procedure

If you encounter an error that causes a spoiled ballot, eject the ballot to the voter and **do not** look at the voter's selections.

Offer the voter at the AutoMark these two options:

Ask the voter if he/she would like to go to the Clerk's table where the Clerk will place the spoiled ballot in a bag marked "Void", and obtain a new ballot for the voter from the bi-partisan pair of Supervisors

Or, you may also give the voter the option of having the Moderator take the spoiled ballot to the Clerk to be voided and obtain a new ballot from the bi-partisan pair of Supervisors and bringing the ballot to the voter at the AutoMark.

System Power

The AutoMark contains a built-in power supply that operates from standard AC line voltages. It also includes batteries with sufficient capacity to allow the unit to continue to operate for at least **2 hours** after loss of AC power. Therefore, make sure the Auto Mark is actually plugged-in to an outlet using the supplied power cord. **Make sure that if you are using a power strip, you have turned the power strip ON.**

When the system is powered up and the key-activated switch is moved to the OFF position, AC power continues to be supplied to the AutoMark. The terminal is shut down only when the key switch is in the OFF position.

Chapter 9

Voting Rights and Current Best Practices Working with Voters with Disabilities

VOTING RIGHTS

The Right to Assistance

Voters with disabilities have a right to assistance with reading and marking their ballot. The voter can request the assistance of a bipartisan pair of poll workers. Federal and state laws also allow voters who are blind, disabled, or unable to read or write to bring a person of their choice into the voting booth for assistance. An affidavit must be completed by the voter and the person providing assistance. Details on voting with assistance can be found in Chapter 6 of this Poll Worker Manual.

The Right to Assistive Technology

Every polling place is required to have an accessible voting system. Rhode Island uses the AutoMark Voting system. The AutoMark can read and mark a ballot for the voter. This machine affords many individuals with disabilities the opportunity to vote privately and independently. Details on the AutoMark can be found in Chapter 8 of this Poll Worker Manual.

The Right to an Accessible Polling Place

The law requires that every polling place be situated in a building that can be entered and exited by people who have disabilities. If you notice any access barriers at your polling place, notify the Moderator.

The Right to Reasonable Accommodations

Voters with disabilities have rights to reasonable accommodations in voting. If there is a voter in the line with an obvious medical disability and it appears that standing in line would cause the voter severe discomfort, the Moderator may offer the voter the chance to go to the front of the line. Other examples of accommodations include providing the voter a chair while waiting in line or allowing the voter extra time to vote if needed due to disability. Details on disability and standing in line can be found in Chapter 6 of this Poll Worker Manual.

The Right to Cast a Provisional Ballot

No one should be turned away at the polls. All voters, including voters with disabilities, have the right to request a provisional ballot if they believe they are a qualified, registered voter and their name cannot be found on the voter list or if they do not bring an acceptable photo ID to the polling place. Details on Provisional Ballots can be found in Chapter 5 of this Poll Worker Manual and details on Voter ID can be found in Chapter 6 of this Poll Worker Manual.

Narrow pathways can impede access for voters with disabilities. Make sure that paths in the polling place are wide enough for voters in wheelchairs to pass. Loose carpeting, upturned floor mats, or wiring could pose a threat to any voter so ensure that paths are clear of these items.

Hidden Disabilities and Voters Who Appear to Have Other Disabilities

Try not to assume a person needs assistance. Offer assistance first. Exercise patience, use straight forward language and concrete examples. Demonstrate as appropriate. Check with the voter to make sure that he or she understands your instructions.

Many disabilities are hidden including Anxiety, Depression or Autism. Since polling places are busy many people can become overwhelmed. If any voter becomes anxious or upset, be patient, speak in a normal voice, and calmly explain yourself. If appropriate, offer to move to a quieter location to speak with the voter.

When you encounter a voter with a speech impairment, do your best to understand what the person is trying to say. If you do not understand what the person is saying, politely bring this to his/her attention. You should not give the impression you understand when you do not. If you cannot understand what

Chapter 10

GLOSSARY

AutoMark - a device designed to assist voters with disabilities to independently mark their ballot in the polling place.

Blue Key – Used to power the AutoMark on/off.

Black Key – Barrel key used to unlock the DS-200 screen, and access the USB Drive and Antenna Compartments.

Clerk – handles ballots and ballot accounting.

Disaffiliation – Also known as a "Change of Party Designation" form, this is used at the polls or at the canvassing office which allows a voter to withdraw from his/her registered party. Disaffiliation does not take effect until 30 days *after* the form is submitted to the Warden or at the canvassing office.

DS-200 – the model name of the voting machine, which is manufactured by Election Systems & Software, based in Omaha Nebraska.

Emergency Ballot Compartment – section at the front of the voting equipment which is used to accept ballots while voting equipment is awaiting repair by an ES&S technician or power is restored to the polling place.

Election Certificate – special document completed by the Clerk at the opening of the polls and at the closing of the polls. The morning portion certifies the Zero Report and readiness of the DS-200. The closing portion verifies the Results Report and accounting of all ballots and poll pad check-ins. Must be signed by Moderator, Clerk, and two Supervisors.

Serial and Security Seal Certificate-certificate which lists the serial and seals numbers on the equipment sent to the polling location. These numbers are verified by the Clerk and Moderator prior to the polls opening. New serial and seals numbers are recorded by the Clerk on this form at the close of the polls.

Gold Key – the key to the Red Provisional Ballot Bag.

Moderator – poll worker responsible for the polling place. (referred to as Warden in cities)

Party Checker – a representative from a particular political party who is present at the polling place on election/primary day and who must register with the local canvassing board in advance. Party checkers typically track which voters in a particular voting district have turned out to vote as the day progresses. Party checkers are *NOT* poll workers and therefore are *NOT* allowed into the Voting Area unless they are voting themselves.

Polling Place Diagram – document sent to the polling place in the blue supply bin which serves as a guide to poll workers as to exactly where the tables, voting booths, and voting equipment should be set up in the polling place. It also indicates a gray area known as the *Voting Area*, in which only the election officials and voters are allowed.

Precinct Poll Pad – Electronic device issued by the Board of Elections which includes *ALL* eligible voters in the *precinct* who registered 30 days or more prior to the election/primary. This electronic device also contains all the registered voters in the State of Rhode Island and replaces the paper master list and street directory.

Red Supply Box-Sealed red box in which Poll pads are stored in the green cases with one MiFi and delivered to the polling location. At the close of the polling location the poll pads are returned to the cases and with the MiFi are stored in the sealed red supply box.

Red Provisional Ballot Bag – lockable bag in which provisional ballots are stored throughout the day and transported to the Board of Canvassers after the poll has closed.

Red Tie Seal – Used to seal the Ballot Security Case.

Blue Supply Box – Will be in your polling place in the morning. The sealed blue box in which all ballots, ballot applications, election forms, and election supplies are delivered to the polling place. All unused ballots, ballot applications, election forms, and all election supplies (ball-point pens, ballot pens, magnifying glass, etc.) should be sealed in the blue election supply box at the close of the polling place.

Supervisors – poll workers responsible for affixing all signs and posters in the morning. Also, process voters as they approach the Supervisors' tables, matching the voter's name on the precinct poll book. They remove all posters and signs at the closing of the polls, fold-up voting booths, and assist the Moderator as needed.

Secrecy Sleeve – blue folder issued by the Supervisor and used by the voter to shield his/her ballot from the view of others in the polling place.

Secure Designated Area – the area designated by the Board of Elections or the local canvassing board as being secure for overnight storage of the voting equipment before the polling place opens and after the polling place closes. Equipment should be left in the same area it was found in the morning.

Silver Key – Used to access the regular ballot box and emergency ballot box of the DS-200.

Totals Report – printed by the DS-200 when it is totaled at the close of the polling place. **Four** copies of this report are printed automatically, and the first copy must be signed by the Moderator, Clerk, and two Supervisors.

USB Drive – removable USB memory stick installed in the DS-200 which stores the vote totals. The USB Drive is delivered by the Moderator and Clerk with other election returns to the local canvassing office after the results have been wirelessly transmitted and the polling place has been closed.

Voting Area – the grayed area on the Polling Place Diagram, which is typically behind the poll worker tables. This area is for voters and election officials (poll workers, the board of elections, the board of canvassers) *ONLY*.

Voting Equipment – the term used to describe the voting machine or the AutoMark.

Warden – poll worker responsible for the polling place. (referred to as Moderator in towns)

Write-in Report- Used in a general election only. This report prints automatically after the four (4) Totals Report. This is placed in the Board of Canvassers' return envelope.

White Vinyl Bag – a white-labeled bag which may be used to carry voted ballots and/or other returns back to the local canvassing office after the closing of the polling place.

Zero Report – report printed upon starting the DS-200 in the morning before the polling place opens. This report should list zero counts for all candidates and issues and should *NOT* be detached from the DS-200 until the polling place closes.

Chapter 11

BOARD OF CANVASSERS

CONTACT INFORMATION

Board of Canvassers

Barrington Town Hall # **247-1900** ext 306 283 County Road Fax 247-3765 Barrington, RI 02806 Meredith Desisto, Town Clerk Email: mdesisto@barrington.ri.gov Hours 8:30-4:30 01	**Bristol** Town Hall # **253-7000** 10 Court Street Fax 253-2647 Bristol, RI 02809 Louis P.Cirillo, Town Clerk Email: lpcirillo@bristolri.us Hours 8:30-4:00 02
Burrillville Town Hall # **568-4300** ext.124 105 Harrisville Main Street Fax 568-0490 Harrisville, RI 02830 Louise Phaneuf, Clerk Email: lphaneuf@burrillville.org Hours M-W 8:30-4:30,Th 8:30-7PM,F 8-12:30 03	**Central Falls** City Hall # **616-2414** 580 Broad Street Fax 724-2031 Central Falls, RI 02863 Attn: Alberto Deburgo, Clerk Email: adeburgo@centralfallsri.us Hours 8:30-4:30 04
Charlestown Town Hall # **364-1200** 4540 South County Trail Fax 364-1238 Charlestown, RI 02813 Attn: Amy Rose Weinreich, Town Clerk Email: arweinreich@charlestownri.org Hours 8:30-4:30 05	**Coventry** Town Hall # **822-9150** 1670 Flat River Road Fax 822-9132 Coventry, RI 02816 Attn: Lori Anderson Email: landerson@coventryri.org Hours 8:30-4:30 06
Cranston City Hall # **780-3128** 869 Park Avenue Fax 780-3125 Cranston, RI 02910 Attn: Nick Lima Email: nlima@cranstonri.org Hours 8:30-4:30 07	**Cumberland** Town Hall # **728-2400** ext 131 45 Broad Street Fax 724-1103 Cumberland, RI 02864 Attn: Sandra Giovanelli, Town Clerk Email: sgiovanelli@cumberlandri.org Hours 8:30-4:30 Sandra ext 138 08
East Greenwich Town Hall # **886-8603** PO Box 111,125 Main St. Fax 886-8625 East Greenwich, RI 02818 Attn: Elaine Vespia, Clerk Email: evespia@eastgreenwichri.com Hours 8:30-4:30 09	**East Providence** City Hall # **435-7502** 145 Taunton Avenue Fax 435-1909 East Providence, RI 02914 Attn: Leslie Shattuck- Moore Email: lshattuck-moore@cityofeastprov.com Hours 8:00-4:00 10
Exeter Town Hall # **294-2287** 675 Ten Rod Road Or **295-7500** Exeter, RI 02822 Fax 295-1248 Attn: Mary B. Hall, Clerk Email: canvassers@town.exeter.ri.us Hours 9:00-4:00 (Town Hall) Lynn Hawkins Canvassing Hrs 9:00-12:00 Tuesday only 11	**Foster** Town Hall # **392-9200** 181 Howard Hill Road Fax 702-5010 Foster, RI 02825 Attn: Susan Sprague, Town Clerk Email: ssprague@townoffoster.com Hours: 8:30-5:30 Mon-Thur only 12
Glocester Town Hall # **568-6206** ext 201 1145 Putnam Pike, PO Drawer B Fax 568-5850 Glocester, RI 02814 Attn: Jean Fecteau, Town Clerk-Susan Ex 202 Email: JeanFecteau@glocesterri.org Hours 8:00-4:30 13	**Hopkinton** Town Hall # **377-7777** One Townhouse Road Fax 377-7788 Hopkinton, RI 02833 Attn: Lisa Cook-Martin, Town Clerk Email: deptownclerk@hopkintonri.org Hours 8:30-4:30 14

Board of Canvassers

Jamestown Town Hall # **423-9804** 93 Narragansett Avenue Fax 423-7230 Jamestown, RI 02835 Attn: Karen Montoya, Clerk Email: kmontoya@jamestownri.net Hours 8:00-4:30 15	**Johnston** Town Hall # **553-8856, 57** 1385 Hartford Avenue Fax 553-8862 Johnston, RI 02919 Attn: Laurie Arusso Email: larusso@johnston-ri.us. Hours 8:30-4:30 16
Lincoln Town Hall # **333-1140** PO Box 100, 100 Old River Road Fax 333-3648 Lincoln, RI 02865 Attn: Karen Allen, Town Clerk # 333-8451 Email: kallen@lincolnri.org Hours 9:00-4:30 17	**Little Compton** Town Hall # **635-4400** PO Box 226, 40 Commons Fax 635-2470 Little Compton, RI 02837 Attn: Carol Wordell, Town Clerk Email: cwordell@tlcri.com Hours 8:00-4:00 18
Middletown Town Hall # **849-5540** 350 East Main Road # **847-0009** Middletown, RI 02842 Fax 845-0406 Attn: Wendy J.W. Marshall, Town Clerk Email: wmarshall@middletownri.com Hours 8:00-4:00 19	**Narragansett** Town Hall # **782-0625** 25 Fifth Avenue Fax 783-9637 Narragansett, RI 02882 Attn: Anne M.Irons, Town Clerk Email: airons@narragansettri.gov Hours 8:30-4:30 20
Newport City Hall # **845-5384** 43 Broadway Fax 848-5750 Newport, RI 02840 Attn: Tracy Nelson Email: tnelson@cityofnewport.com Hours 8:30-4:30 21	**New Shoreham** Town Hall # **466-3200** PO Drawer 220 Fax 466-3219 New Shoreham, RI 02807 Attn: Fiona Fitzpatrick, Town Clerk Email: townclerk@new-shoreham.com Hours 9:00-3:00 22
North Kingstown Town Hall # **294-3331** ext.128 100 Fairway Drive Fax 583-4140 North Kingstown, RI 02852 Attn: Hope Young, Sup. Canvass Authority Email: hyoung@northkingstown.org Hours 8:30-4:30 23	**North Providence** Town Hall # **232-0900** 2000 Smith Street Fax 719-1609 North Providence, RI 02911 Ext 8 Attn: Lawrence Flynn, Director Email: bocdirector@northprovidenceri.com Hours 8:30-4:30 24
North Smithfield Town Hall # **767-2200** ext.4 575 Smithfield Road Fax 356-4057 North Smithfield, RI 02896 Attn: Debbie Todd, Town Clerk Email:dtodd@nsmithfieldri.org Hours M-F 8:00-4:00, Th 8-7pm, Fri 8-12 25	**Pawtucket** City Hall # **722-1637** 137 Roosevelt Avenue Fax 729-9499 Pawtucket, RI 02861 Attn: Ken McGill, Registrar Email: kmcgill@pawtucketri.com Hours 8:30-4:30 26
Portsmouth Town Hall # **683-3157** 2200 East Main Road Fax 683-2107 Portsmouth, RI 02871 Attn: Jackie Schulz, Registrar Email: jschulz@portsmouthri.com Hours 9:00-4:00 27	**Providence** City Hall # **421-0495** ext 203,204 25 Dorrance Street Fax 421-9397 Providence, RI 02903 Attn: Kathy Placencia, Administrator Email:kplacencia@providenceri.com Hours 8:30-4:30 28

Board of Canvassers

Richmond Town Hall # **539-9000** ext 9 5 Richmond Townhouse Road Fax 539-1089 Wyoming, RI 02898 Attn: Sarah Rapose, Deputy Town Clerk Email: townclerk@richmondri.com 29 Hours 9:00-4:00	**Scituate** Town Hall # **647-2822** PO Box 328 195 Danielson Pike Fax 647-7220 North Scituate, RI X103 Attn: Gloria Taylor, Canvassing Clerk Email: taylorg@scituateri.org 30 Hours 8:30-4:00
Smithfield Town Hall # **233-1001** 64 Farnum Pike Fax 232-7244 Smithfield, RI 02917 Attn: Carol A. Aquilante, Town Clerk Email: caquilante@smithfieldri.com 31 Hours 8:30-4:30	**South Kingstown** Town Hall # **789-9331** 180 High Street Fax 788-9792 Wakefield, RI 02879 Attn: Dale Holberton, Town Clerk x230 Email: dholberton@southkingstownri.com 32 Hours 8:30-4:30
Tiverton Town Hall # **625-6703** 343 Highland Road Fax 625-6705 Tiverton, RI 02878 Attn: Lori Roy, Canvassing Clerk Email: lroy@tiverton.ri.gov 33 Hours: 8:30-4:00	**Warren** Town Hall # **245-7340** 514 Main Street Fax 245-7421 Warren, RI 02885 Attn: Julie Coelho, Town Clerk Email: jcoelho@townofwarren-ri.gov 34 Hours: 9:00-4:00
Warwick City Hall # 3275 Post Road Fax 732-3439 Warwick, RI 02886 Attn: Patricia= 921-9523 Dot = 921-9521 Donna = 921-9522 Email: Patricia.Aylesworth@warwickri.com 35 Hours: 8:30-4:30	**Westerly** Town Hall # **348-2503** 45 Broad Street Fax 348-2571 Westerly, RI 02891 Attn: Cathy Brayman or Michele Murphy Email: cbrayman@westerlyri.gov 36 murphy@westerly.org Hours: 8:30-4:30
West Greenwich # **392-3800** 280 Victory Highway X-108 West Greenwich, RI 02817 Fax 392-3805 Attn: Holly Howard, BOC Email: okfgrow@aol.com Hours : 8:30-4:00 37	**West Warwick** Town Hall # **822-9200** 1170 Main Street Fax 822-9266 West Warwick, RI 02893 Attn: Marianne Kelly, Town Clerk Email: mkelly@westwarwickri.org 38 Hours 8:30-4:30
Woonsocket City Hall #**767-9223** PO Box B Fax 767-9226 169 Main Street Woonsocket, RI 02895 Attn: Estelle Corriveau, Manager Email: ecorriveau@woonsocketri.org 39 Hours 8:30-4:00	www.muni-info.state.ri.us/municipalities/ Directory of City and Town Officials with updates & changes. And a link to their web site.