

# NOVEMBER 7, 2023 GENERAL MUNICIPAL Election



Selectmen, Ballot  
Inspectors, Ward  
Clerks, and  
Moderators



# New Items



# **\*New\***

# **Affidavit Ballots**

SB 418, Chapter 239 of the Laws of 2022, requires that in-person voters registering in New Hampshire for the first time who are unable to prove their identity on election day must use a ballot marked as an “Affidavit Ballot.” The voter has a duty to submit proof of identity to the Secretary of State within 7 days after the election. If identity is not proven, the affidavit ballot is removed and the votes on that ballot are deducted from the election results. This guidance addresses implementation of this new law.

Who is required to use an affidavit ballot?

A voter uses an affidavit ballot only if all of the following apply:

1. Election Day Registration;
2. First time registrant in New Hampshire;
3. Applicant does not have valid Photo ID to prove identity; and
4. Applicant does not meet the identity requirements of RSA 659:13; RSA 659:13, I(c); RSA 659:23-a.



# **\*New\***

# **Affidavit Ballots**

A voter who uses an affidavit ballot shall be issued an “Affidavit Voter Package.” The Secretary of State will issue each town and city ward a quantity of Affidavit Voter Packages prior to the next election and will establish a process for replenishing the supply as needed in advance of future municipal and state elections.

The Affidavit Voter Package must include:

- A prepaid and pre-addressed U.S. Postal Service envelope addressed to the Secretary of State;
- An Affidavit Verification Letter (two copies) with the document “Registering to Vote in New Hampshire,” which explains the documents required to qualify to vote in New Hampshire;
- One marked copy of the Affidavit Verification Letter shall be issued to the voter;
- One marked copy of the Affidavit Verification Letter shall be retained by the local election official to send to the Secretary of State.



# **\*New\***

# **Affidavit Ballots**

The “Affidavit Ballot” is an election day ballot on which the Moderator marks “Affidavit Ballot # \_\_\_\_.” Enter the number “1” on the affidavit ballot for the first voter using an affidavit ballot, “Affidavit Ballot #2” on the affidavit ballot for the second voter using an affidavit ballot, continuing sequentially for all affidavit ballots used at the election. The “Affidavit Ballot #\_” shall be written in red or blue ink in the header area of the ballot.

At polling places using a ballot counting device, a single thick black line must be drawn through at least 3 of the timing marks along the top and bottom of the ballot. If an affidavit ballot voter inserts their ballot into the ballot counting device, these markings will cause the device to reject/return

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the ballot. Affidavit ballots must be placed into the device’s side pocket for hand counting with other hand count ballots. The side pocket is designated as the container for affidavit ballots as required by RSA 659:23-a, IV.



# **\*New\***

# **Affidavit Ballots**

After the polls close to voting, the Moderator must manage the hand counting of affidavit ballots in a manner that protects those voters' right to a secret ballot. After counting is complete, the affidavit ballots must be kept segregated from all other ballots and sealed into a separate container. At most polling places, the affidavit ballots can be sealed into a large envelope or box if needed. The sealed container with the marked and counted affidavit ballot(s) must be placed in the custody of the Clerk who will securely store the container in the same place and manner as sealed boxes of ballots from the election.



**\*New\***

# Disqualification

§ 23-3

Disqualifications of certain persons as election officials; exceptions.

A.

Any person whose name appears on a ballot for an elective position, other than a position of an election official, shall be disqualified from performing duties as an election official in that election. A person so disqualified shall not be considered to have vacated any office but rather only to be absent therefrom. A temporary replacement shall be appointed as provided in RSA 658:19 through 658:22.

B.

Notwithstanding Subsection A of this section, any person may serve as an election official even if he appears on the ballot as a candidate for an elective position other than election official if he is an unopposed candidate, or if he is one of the candidates for the elective position for which the total number of candidates on the ballot does not exceed the number of persons to be elected to that elective position at that election.

C.

Members of the immediate family of the candidate and spouse (wife, husband, children, mother, father, sisters, brothers) whose name appears on the ballot in that ward or who has acknowledged and accepted a write-in candidacy shall be disqualified from performing the duties of an election official in that election.



**\*New\***

# **Accu-Vote Tabulator Bag**



There are yellow seals in the accu-vote tabulator transport bag. Please make sure to document the seal removal and to replace the seal on the bag at the end of the night. About half the wards returned their transport bag without a seal.





# **\*New\*** **Time Change**

All of the accu-vote tabulator have been programmed during testing to account for day-light savings time which ends on Sunday November 5<sup>th</sup>. When you print your zero report at the beginning of the day, the time should be the correct time.



# Ballot Inspector Responsibilities



## BALLOT CLERK PROCEDURE - General

*Before Voters are allowed in the Voter Check-in (Ballot Clerk) line, a greeter should ask them if they are a registered voter, inform them of the Voter ID law and direct them to the correct line or table: Registered to Vote (Voter Check-in), Not Yet Registered (Voters Register Here) or No Photo ID, Start Here.*

### ***Before a Voter is allowed into the area within the guardrail to vote:***

1. The Voter shall announce to the Ballot Clerk his or her name and address.
2. The Ballot Clerk shall search the checklist, find the Voter's name and address, and read aloud the Voter's name, domicile, and mailing address (if any) as they appear on the checklist.
  - a. If the Voter's name is NOT found on the checklist, or is a name change, the Ballot Clerk shall direct the Voter to the Supervisors of the Checklist/Registrars.
  - b. If the Voter's name is found on the checklist, the Ballot Clerk shall place a ruler under the voter's name/address and then put a check mark ✓ beside the name and repeat the name again.
3. The Ballot Clerk shall then ask the Voter if the domicile and mailing address (if any) are correct.
  - a. If the domicile or mailing address is NOT correct, and the Voter's current domicile address is within the same town or ward, the Ballot Clerk shall correct the address(es) in **RED** on the paper checklist to reflect the correction.(RSA 659:13)
  - b. If the domicile address is NOT correct, and the Voter's current address is NOT within the same town or ward, the Ballot Clerk should inform the Voter that he or she is not at the correct polling place and that he or she can only vote where they are domiciled. Encourage the voter to use election day registration and vote at his or her correct polling place. If directions are needed, direct the voter to the Moderator.
4. The Ballot Clerk shall request the Voter present a valid photo ID in the form of:
  - a. A driver's license issued by any state or the federal government;
  - b. A non-driver ID issued by any state;
  - c. An ID card issued by any state DMV for voting purposes only;
  - d. A United States Armed Services ID card;
  - e. A United States Passport or passcard;
  - f. A NH Student ID card;
    - A. An acceptable student photo ID card issued by: (The Department of Education list is available on the Secretary of State's website - [www.sos.nh.gov](http://www.sos.nh.gov))
      1. A college, university or career school approved to operate or licensed to operate in New Hampshire;
      2. A public high school in New Hampshire;
      3. A nonpublic high school in New Hampshire accredited by a private school accrediting agency that is recognized by the NH Department of Education;
      4. Dartmouth College;
      5. A college or university operated by the university system of New Hampshire or the community college system of New Hampshire.
    - B. The card has an expiration date or an issuance date that has not been exceeded by more than 5 years;
  - g. A Challenged Voter Affidavit ("CVA"). (See #8)
  - h. A photo ID not mentioned above, but determined to be legitimate by the Moderator, Supervisors of the Checklist or Clerk of a town, ward or city.



## BALLOT CLERK PROCEDURE - General

- i. Verification of the person's identity by the Moderator, a Supervisor of the Checklist or Clerk of a town, ward or city. (Not a Ballot Clerk)
5. A valid photo identification shall show:
    - a. Name and photo of the individual.
      - A. The name shall substantially conform to the name of the individual on their voter registration record.
    - b. The photo identification shall not have been expired for more than 5 years.
      - A. Exception: a voter 65 years or older may use an acceptable ID even if it is expired.
  6. If the Voter presents an Out-of-State driver's license or non-driver ID, the Ballot Clerk shall record the two-letter state abbreviation (e.g. VT, MA, ME, NY) to the right of the "CVA" box on the checklist in **RED INK**.
  7. If there is a line waiting to check in, a registered voter without a photo ID should be directed to the "No Photo ID, Start Here" table. If there is no line, the Ballot Clerk may ask the voter if he or she personally knows the Moderator, Clerk, or any Supervisor. If the person is known by any of those officials, arrange for the official to verify the voter's identity.
  8. If the Voter presents a signed "CVA" with an attached photo or a signed "CVA" with an attached "Religious Affidavit" to the Ballot Clerk, the Ballot Clerk shall put a check mark ✓ in the "CVA" box on the checklist. (RSA 659:13)
  9. The Ballot Clerk shall take the signed "CVA" with an attached photo or the signed "CVA" with an attached "Religious Affidavit" from the Voter and place it in a folder or container marked for this purpose.
  10. The Voter, if still qualified to vote in the town or ward and having presented an acceptable photo ID or completed a "CVA", and unless challenged as provided for in RSA 659:27 through 659:33, shall then be allowed to enter the space enclosed by the guardrail.
  11. The Ballot Clerk gives the Voter the appropriate ballot(s). (RSA 659:15 & 659:38)
  12. The Ballot Clerk uses a ruler or straight edge to mark the checklist to indicate that the Voter has obtained his or her ballot. We recommend marking a single thin line through the last name of the voter on the checklist, which requires a second look at the voter's name and the use of the ruler, for example, ~~James~~, John. (This line should not be so thick you cannot read the voter's last name.)
  13. In addition to the check mark and the thin line through the last name, Absentee Voters shall be marked in **RED INK** with the letters **A.V.** to the left of the check box. (RSA 659:52)



| Town of BATH, NH<br>Official Checklist |          |                     |                   |              |          |        |
|--|----------|---------------------|-------------------|--------------|----------|--------|
| Page 1                                 | Roll No. | Roll Name           | Residence Address | Mail Address | Photo ID | Ballot |
|  | Ward 06  | Swain               |                   |              |          |        |
|  | 0118     | SWAIN, CLAUDIA ANN  | 0118              | 0118         |          |        |
|  | 0109     | AARON, JAMES H      | 0109              | 0109         |          |        |
|  | 0109     | ABBE, LYNDIA D      | 0109              | 0109         |          |        |
|  | 0109     | ADLE, CONSTANCE DEE | 0109              | 0109         |          |        |
|  | 0109     | ABRAHAM, GEORGE     | 0109              | 0109         |          |        |

14. After the Moderator and Clerk no longer require access to the checklist for election reporting purposes, the Supervisors of the Checklist should scan the bar codes of those Voters marked on the checklist as having checked in, picked up a ballot **and** whether the Voter signed a CVA. Using both a check mark and a single thin line through the last name confirms that the voter both checked in and picked up a ballot. This helps ensure the record of who voted will be accurate.



# Ballot Clerk Procedures

- Voter announces name and address to Ballot Clerk.
- Ballot Clerk repeats the name and domicile address - and states the mailing address if it appears on the checklist.
- Ballot Clerk requests an ID.
- A valid ID must show the name and photo of the voter. The name should substantially conform to the name on the checklist.
- Photo IDs which expired more than 5 years ago are not valid - except for voters 65 years of age or older.
- If the ID is an out-of-state driver's license or non-driver's license, the Ballot Clerk shall record the two-letter state abbreviation to the right of the CVA box on the checklist in **RED INK**.
- If the voter does not provide a valid ID, Moderator, Ward Clerk, or Voter Registrar has the authority to verify the voter's identity without and the voter may obtain a ballot and cast his or her vote.



# Recording Out-of-State Driver's License Information

- If someone shows you an out-of-state driver's license to obtain a ballot, whether already on the checklist or being added as a new voter, you **SHALL** record the state abbreviation on the checklist, in **RED**, next to the CVA box.
- Our office has 30 days after the election to report this information to the Secretary of State.
- MODERATORS/WARD CLERKS: Please make sure your checklist workers are doing this.

|                                     |     |                                  |                          |                                |   |    |           |   |
|-------------------------------------|-----|----------------------------------|--------------------------|--------------------------------|---|----|-----------|---|
| <input checked="" type="checkbox"/> | REP | <del>OAK,</del> NORMAN CARLTON   | <input type="checkbox"/> | 9 PATTEN CT APT 3              |   | 04 | 015003796 |    |
| <input checked="" type="checkbox"/> | DEM | <del>OBRYANT,</del> DARYL ROBERT | <input type="checkbox"/> | MA 116 WEST PEARL ST<br>APT 3D |   | 04 | 300374744 |    |
| <input type="checkbox"/>            | DEM | OJHA, KUNOOR                     | <input type="checkbox"/> | 57 PALM ST 326                 | <del>384 MAIN ST, STE A,<br/>NASHUA, NH 03060</del> | 04 | 300374371 |  |
| <input type="checkbox"/>            | REP | OLESEN, BONNIE KAY               | <input type="checkbox"/> | 8 5TH ST APT 2                 |   | 04 | 164029516 |  |
| <input type="checkbox"/>            | REP | OLIVEIRA, DAVINA ANGELA          | <input type="checkbox"/> | 97 WALNUT ST 1                 |   | 04 | 300415228 |  |
| <input checked="" type="checkbox"/> | DEM | <del>OLSEN,</del> ROGER ANTHONY  | <input type="checkbox"/> | CT 18 WILDER ST                |   | 04 | 300324832 |  |



# When a Picture Needs to be Taken

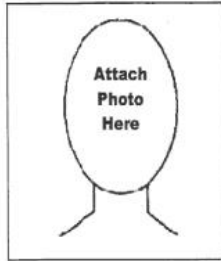
- If the voter does not have a valid photo identification, the ballot clerk shall inform the voter that he or she may execute a challenged voter affidavit.
- If the voter executes a challenged voter affidavit (CVA), the moderator or the moderator's designee shall take a photograph of the voter and immediately print and attach the photograph to, and thus make it a part of, the challenged voter affidavit. The moderator or his or her designee who took the photograph and the voter shall then sign the challenged voter affidavit.
- Any election officer may sign off on the CVA (RSA 659:30). The form lists the specific positions.
- If the voter objects to the photograph requirement because of religious beliefs, he or she may execute an affidavit of religious exemption in accordance with RSA 659:13-b, which shall be attested to by an election officer and attached to the challenged voter affidavit.



# Affidavit of a Challenged Voter



**CHALLENGED VOTER  
AFFIDAVIT**  
(RSA 659:27, 28-32; RSA 652:14)



I, \_\_\_\_\_, do solemnly swear (or affirm) under  
(Print name of voter)  
penalties of voter fraud, that I am the identical person whom I represent myself to be, that I am a  
duly qualified voter of this town (or ward), and have a legal domicile therein.  
My telephone number (requested but optional) is \_\_\_\_\_ and my  
Email address (requested but optional) is \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Voter)

Check one election:  Town/ City Election      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 State Special Election      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 State Primary Election      Date: 9/11/2018  
 State General Election      Date: 11/6/2018

the said \_\_\_\_\_  
took and subscribed the above oath before the below-named officer.

(Moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, or deputy registrar)

**NOTE TO VOTER:** RSA 659:13, IV.(a) The secretary of state shall cause a letter of identity verification to be mailed by first class mail to each voter who executed a challenged voter affidavit or affidavit of religious exemption.....

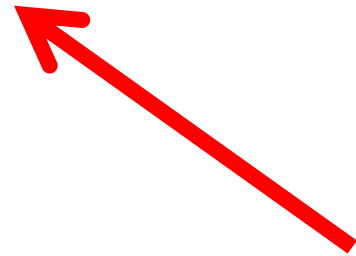
2018

City of NASHUA, NH  
Official Checklist

Print Date : 10/31/2016

STATE GENERAL ELECTION -

| Party                               | Voter Name                     | Identity                            | Domicile Address | Mailing Address |
|-------------------------------------|--------------------------------|-------------------------------------|------------------|-----------------|
| <b>Ward 04 CONT.</b>                |                                |                                     |                  |                 |
| <input checked="" type="checkbox"/> | UND O'NEIL, JAMES              | <input type="checkbox"/>            | 5 2ND ST         |                 |
| <input type="checkbox"/>            | UND O'NEIL, JENNIFER LEE       | <input type="checkbox"/>            | 96 B VINE ST     |                 |
| <input checked="" type="checkbox"/> | DEM O'NEIL-GERSHON, LIVIA JANE | <input checked="" type="checkbox"/> | 76 1/2 LEDGE ST  |                 |
| <input type="checkbox"/>            | DEM O'NEIL-WILLOUGHBY, JASON   | <input type="checkbox"/>            | 76 1/2 LEDGE ST  |                 |
| <input checked="" type="checkbox"/> | DEM O'NEIL, TIMOTHY JAMES      | <input type="checkbox"/>            | 8 9TH ST         |                 |
| <input checked="" type="checkbox"/> | REP O'TOOLE, AMANDA PARKER     | <input checked="" type="checkbox"/> | 88 PRESCOTT ST   |                 |





# Religious Exemption Form



State of New Hampshire  
Affidavit of Religious Exemption  
(RSA 659:13-b)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Domicile Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

I hereby swear or affirm that because of my religious beliefs, I object to having my photograph taken and that I do not possess a form of identification that meets the requirements of the election laws of this state showing my photograph.

I hereby swear or affirm, under the penalties of voting fraud set forth below, that I am the identical person whom I represent myself to be and that to the best of my knowledge and belief the information above is true and correct.

\_\_\_\_\_  
(Signature of affiant)

*In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information when voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000.*

This affidavit was executed before us on the date shown above and the person who subscribed his or her name to the foregoing affidavit swore that the facts contained in this affidavit are true to the best of his or her knowledge and belief.

\_\_\_\_\_  
Signature of Election Official

Name and Title of Election Official: \_\_\_\_\_  
(Moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, or deputy registrar)

July 2015 v8



# INDIVIDUAL STREET LISTING

- Please keep your individual street listing on the table. If a voter states to you they moved, you need to check this listing to see if they still are within your ward. If so, you can cross off the old address in red ink and write the new address. If not, refer to the master street listing.



CITY OF NASHUA - WARD 1 STREET LISTING

| WARD | STREET NAME                        | SIDE | LOW RANGE | HIGH RANGE | ZIP CODE |
|------|------------------------------------|------|-----------|------------|----------|
| 01   | ABBE LN                            | ALL  | 1         | 2          | 03063    |
| 01   | ALGONQUIN LN                       | ALL  | 4         | 10         | 03063    |
| 01   | ALICE DR                           | ALL  | 3         | 25         | 03063    |
| 01   | AMALIA DR                          | ALL  | 3         | 11         | 03063    |
| 01   | AMHERST ST                         | EVEN | 230       | 352        | 03063    |
| 01   | APACHE RD                          | ALL  | 8         | 18         | 03063    |
| 01   | ASTON ST                           | ALL  | 3         | 6          | 03063    |
| 01   | AUSTIN CIR                         | ALL  | 2         | 7          | 03063    |
| 01   | AZTEC RD                           | ALL  | 1         | 8          | 03063    |
| 01   | BAILEY ST                          | ALL  | 3         | 15         | 03063    |
| 01   | BARISANO WAY                       | ALL  | 3         | 17         | 03063    |
| 01   | BARTEMUS TRL                       | ALL  | 2         | 307        | 03063    |
| 01   | BARTEMUS TRL                       | ODD  | 9999      | 9999       | 03063    |
| 01   | BEAVER ST                          | ALL  | 5         | 35         | 03063    |
| 01   | BEDFORD ST                         | ALL  | 1         | 31         | 03063    |
| 01   | BELFAST ST                         | ALL  | 1         | 4          | 03063    |
| 01   | BIBLE WAY                          | ALL  | 2         | 16         | 03063    |
| 01   | BIRCH HILL - POLLING PLACE ONLY DR | ODD  | 17        | 17         | 03063    |
| 01   | BIRCH HILL DR                      | ALL  | 1         | 16         | 03063    |
| 01   | BLACKFOOT DR                       | ALL  | 1         | 10         | 03063    |
| 01   | BOW ST                             | ALL  | 6         | 6          | 03063    |
| 01   | BOXWOOD CT                         | ALL  | 1         | 12         | 03063    |
| 01   | BRANDER CT                         | ALL  | 3         | 5          | 03063    |
| 01   | BRENTWOOD AVE                      | ALL  | 1         | 4          | 03063    |
| 01   | BRIAND DR                          | ALL  | 1         | 31         | 03063    |
| 01   | BRIARWOOD DR                       | ALL  | 4         | 18         | 03063    |
| 01   | BRICK MANOR DR                     | ALL  | 1         | 9          | 03063    |
| 01   | BRILEY PL                          | ALL  | 1         | 11         | 03063    |
| 01   | BRITTANY WAY                       | ALL  | 4         | 19         | 03063    |
| 01   | BROAD ST                           | ALL  | 150       | 606        | 03063    |
| 01   | BROADCREST LN                      | ALL  | 1         | 18         | 03063    |
| 01   | BROOKFIELD DR                      | ALL  | 1         | 9          | 03063    |
| 01   | BRUSSELS DR                        | ALL  | 3         | 27         | 03063    |
| 01   | BUD WAY                            | ALL  | 1         | 4          | 03063    |
| 01   | BUTTERNUT DR                       | ALL  | 1         | 8          | 03063    |
| 01   | CAMANCHE ST                        | ALL  | 9         | 9          | 03063    |



# MASTER STREET LISTING

- Use this list ONLY if you have already verified off the individual street listing a voter requesting an address change within your ward who does not qualify.
- Please advise the voter which ward they need to go to register. **DO NOT** allow them to vote in your ward.



## CITY OF NASHUA - MASTER STREET LISTING

|    |               |      |     |     |       |
|----|---------------|------|-----|-----|-------|
| 07 | ALSTEAD AVE   | ALL  | 2   | 10  | 03060 |
| 05 | ALTHEA LN     | ALL  | 4   | 14  | 03062 |
| 01 | AMALIA DR     | ALL  | 3   | 11  | 03063 |
| 08 | AMBLE RD      | ALL  | 2   | 23  | 03062 |
| 01 | AMHERST ST    | EVEN | 230 | 352 | 03063 |
| 02 | AMHERST ST    | ODD  | 235 | 351 | 03064 |
| 02 | AMHERST ST    | ODD  | 107 | 179 | 03064 |
| 02 | AMHERST ST    | ALL  | 353 | 650 | 03063 |
| 03 | AMHERST ST    | ODD  | 71  | 93  | 03064 |
| 03 | AMHERST ST    | ODD  | 41  | 67  | 03064 |
| 03 | AMHERST ST    | ALL  | 0   | 40  | 03064 |
| 04 | AMHERST ST    | ODD  | 69  | 69  | 03064 |
| 04 | AMHERST ST    | EVEN | 42  | 190 | 03064 |
| 04 | AMHERST TER   | ALL  | 1   | 11  | 03064 |
| 07 | AMORY ST      | ALL  | 1   | 32  | 03060 |
| 07 | ANDERS LN     | ALL  | 1   | 12  | 03060 |
| 02 | ANDOVER DOWN  | ALL  | 4   | 50  | 03063 |
| 09 | ANNABELLE CT  | ALL  | 4   | 17  | 03062 |
| 09 | ANTHONY CIR   | ALL  | 3   | 8   | 03062 |
| 02 | ANTRIM ST     | ALL  | 5   | 19  | 03063 |
| 06 | ANVIL DR      | ALL  | 5   | 81  | 03060 |
| 01 | APACHE RD     | ALL  | 8   | 18  | 03063 |
| 08 | APPALOOSA PL  | ALL  | 3   | 6   | 03062 |
| 07 | APPLESIDE DR  | ALL  | 90  | 106 | 03060 |
| 09 | APPLETREE GRN | ALL  | 3   | 24  | 03062 |
| 07 | APRIL DR      | ALL  | 1   | 34  | 03060 |
| 06 | ARCHERY LN    | ALL  | 1   | 44  | 03060 |
| 07 | ARLINGTON AVE | ALL  | 1   | 9   | 03060 |
| 07 | ARLINGTON ST  | ALL  | 2   | 83  | 03060 |
| 06 | ARROW LN      | ALL  | 2   | 43  | 03060 |
| 05 | ARTHURS LN    | ALL  | 4   | 15  | 03062 |
| 02 | ASCOT PARK    | ALL  | 4   | 12  | 03063 |
| 04 | ASH CT        | ALL  | 1   | 9   | 03060 |
| 04 | ASH ST        | ALL  | 1   | 85  | 03060 |
| 04 | ASH ST        | EVEN | 86  | 114 | 03060 |
| 06 | ASH ST        | ODD  | 87  | 111 | 03060 |
| 06 | ASH ST        | ALL  | 115 | 200 | 03060 |
| 06 | ASH- ST       | ALL  | 114 | 114 | 03060 |

















# Marking the Checklist – Example

City of NASHUA, NH  
Official Checklist

Print Date : 10/28/2018

STATE GENERAL ELECTION - 11/06/2018

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| Party   | Voter Name                                      | Identity                           | Domicile Address                   | Mailing Address | Ward | Voter ID  | Barcode   |
|---|---|------------------------------------|------------------------------------|-----------------|------|-----------|---|
| <b>Ward 08 CONT.</b>                                |   | <b>CVA</b>                         | <b>10 Saint James PL # 5</b>       |                 |      |           |   |
| <input checked="" type="checkbox"/> REP             | <del>O'FLAHERTY, DENNIS</del><br>JOSEPH         | <input type="checkbox"/>           | <del>11 SAINT JAMES PL</del><br>23 |                 | 08   | 300189681 |    |
| <input checked="" type="checkbox"/> DEM             | <del>O'HEARN, KATIE LYNNE</del><br><b>SMITH</b> | <input type="checkbox"/>           | 2 LOUISBURG SQ APT<br>11           |                 | 08   | 300071904 |    |
| <input type="checkbox"/> UND                        | O'KEEFE, CHRISTOPHER<br>MICHAEL                 | <input type="checkbox"/>           | 17 DECATUR DR                      |                 | 08   | 300038258 |    |
| <input checked="" type="checkbox"/> DEM             | <del>O'KEEFE, MEGHAN MARIAH</del>               | <input type="checkbox"/> <b>CA</b> | 118 BLUESTONE DR                   |                 | 08   | 164029459 |    |
| <b>A.V.</b> <input checked="" type="checkbox"/> UND | <del>O'KEEFE, MICHAEL JOHN</del>                | <input type="checkbox"/>           | 17 DECATUR DR                      |                 | 08   | 164029460 |    |
| <b>A.V.</b> <input checked="" type="checkbox"/> UND | <del>O'KEEFE, SUSAN THERESA</del>               | <input type="checkbox"/>           | 17 DECATUR DR                      |                 | 08   | 164029463 |    |
| <input type="checkbox"/> DEM                        | O'LEARY, ALAN DAVID                             | <input type="checkbox"/>           | 24 TIMBERLINE DR                   |                 | 08   | 300215769 |    |
| <input type="checkbox"/> DEM                        | O'LEARY, DARREN PHILIP                          | <input type="checkbox"/>           | 24 TIMBERLINE DR                   |                 | 08   | 300221032 |    |
| <b>A.L.</b> <input checked="" type="checkbox"/> DEM | <del>O'LEARY, DORIS MARY</del>                  | <input type="checkbox"/>           | 24 TIMBERLINE DR                   |                 | 08   | 300190434 |    |
| <input checked="" type="checkbox"/> UND             | <del>O'LEARY, PHILIP JOSEPH</del>               | <input type="checkbox"/>           | 24 TIMBERLINE DR                   |                 | 08   | 300190435 |   |
| <input type="checkbox"/> UND                        | O'LOUGHLIN, ERIN MARIE                          | <input type="checkbox"/>           | 17 KENMARE RD<br><b>5 AMBLE RD</b> |                 | 08   | 007000445 |  |
| <input checked="" type="checkbox"/> UND             | <del>O'MALLEY, THOMAS JOHN</del>                | <input type="checkbox"/>           | <del>8 SHADWELL RD</del>           |                 | 08   | 164029597 |  |
| <input checked="" type="checkbox"/> DEM             | <del>O'MARA, DEIRDRE NANEEN</del>               | <input type="checkbox"/> <b>CT</b> | 38 ROYAL CREST DR<br>9             |                 | 08   | 300516227 |  |
| <input type="checkbox"/> UND                        | O'NEILL, HOLLY JEAN                             | <input type="checkbox"/>           | 310 BROOK VILLAGE<br>RD 17         |                 | 08   | 158006756 |  |



# Affidavit of a Challenged Voter

- If someone should challenge someone's right to vote, the forms are found in the Ward Clerk binder, so get the Moderator right away.
- The individual that is challenging the voter's right to cast a ballot has to complete one form.
- The Moderator will then rule on the challenge and if the voters wishes to vote, needs to complete the CVA. - Same form as used with camera, but the picture has been crossed off as you DO NOT need to take their picture.
- **DO NOT MARK the CVA on the checklist.** This is only for those voters whose pictures were taken.



# Affidavit of Challenge Forms



## STATE OF NEW HAMPSHIRE Asserting a Challenge (RSA 659:27-a)

No challenge may be asserted except in the form of a signed affidavit, under oath administered by an election official, in the following form:

Name of Person Making the Challenge (Please Print):

Last Name First Name Middle Name (Jr., Sr., II, III)

Party affiliation:

If person making the challenge is a voter: Physical Address – Street Name & Number

Street Number Street Name Apt/Unit City/Town Ward Zip Code

If person is a political party or attorney general appointee: Mailing Address & Phone Number:

Mailing Address Phone Number

### INFORMATION ON THE VOTER BEING CHALLENGED

The person making the challenge shall complete the following:

Name being used by the voter who you wish to challenge (Please Print):

Last Name First Name Middle Name

### GROUNDINGS FOR THE CHALLENGE:

The person making the challenge shall indicate the grounds on which the challenge is made (check all grounds that apply)

- The person seeking to vote is not the individual whose name he or she has given.
- The person seeking to vote has already voted in the election at (name the polling place) \_\_\_\_\_ at approximately (state the time if known) \_\_\_\_\_.
- The person seeking to vote is disqualified as a voter by conviction of a willful violation of the election laws (state offense, court, and date of conviction) \_\_\_\_\_.
- The person seeking to vote is under 18 years of age.
- The person seeking to vote is not a United States Citizen.
- The person seeking to vote is not domiciled in the town/ward where he/ she is seeking to vote (state person's true domicile – town/city) \_\_\_\_\_.
- The person seeking to vote does not reside at the address listed for that person on the checklist.
- The person seeking to vote is an incarcerated convicted felon who is currently sentenced to incarceration (state the name of the institution person is in) \_\_\_\_\_.
- This is a primary and the person seeking to vote in the (state political party name) \_\_\_\_\_ primary is not a declared member of the party he/she claims to be affiliated with.
- The person seeking to vote is ineligible to vote pursuant to the following state or federal statute or constitutional provision: \_\_\_\_\_.

Page 1 of 2  
TURN OVER TO CONTINUE

BASIS FOR THE CHALLENGE: The person making the challenge shall state the specific source of the information or personal knowledge upon which the challenge of the particular individual is based:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OATH: The person making the challenge shall complete the following:

I hereby swear and affirm, under the penalties of perjury, that to the best of my knowledge and belief the information above is true and correct. \_\_\_\_\_ (Signature of Challenger) \_\_\_\_\_ (Date)

On the date shown above, before me \_\_\_\_\_ (print name of notary public, justice of the peace, election officer)

appeared \_\_\_\_\_, known to me or satisfactorily proven (print name of person whose signature is being notarized)

(circle one) to be the person whose name appears above, and he/she subscribed his/her name to the foregoing affidavit and swore that the facts contained in this affidavit are true to the best of his/her knowledge and belief.

Notary Public / Justice of the Peace / Official Authorized by RSA 659:30 \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE MODERATOR

Ruling on the challenge: If the ground at issue is age, citizenship, or domicile: The supervisors of the checklist have ruled that the challenged voter is (check one):

\_\_\_\_\_ qualified as a voter \_\_\_\_\_ not qualified as a voter.

The moderator rules on challenges based on other grounds. The moderator rules that the challenge is (check one):

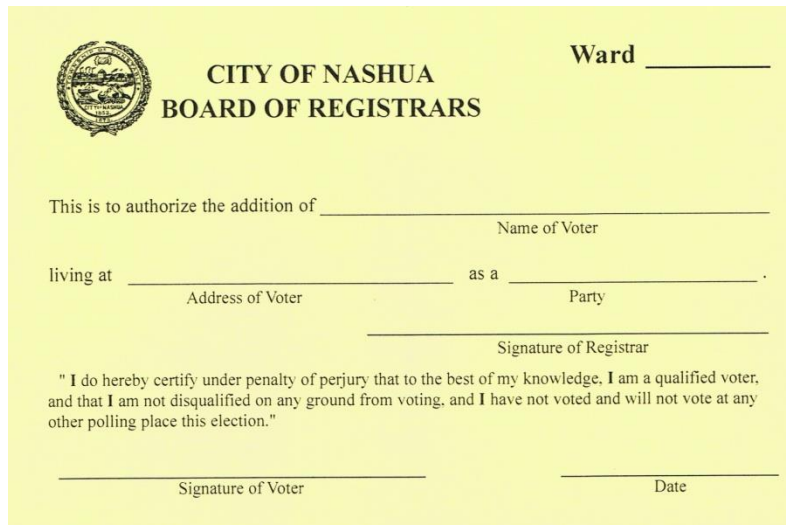
\_\_\_\_\_ well grounded \_\_\_\_\_ not well grounded.

If the moderator rules that the voter is not qualified or that the challenge is well grounded, the challenged person may vote only if he or she completes and swears to a challenged voter affidavit.

Page 2 of 2



# How to process a new voter



The form is titled "CITY OF NASHUA BOARD OF REGISTRARS" and features the city seal on the left. It includes a "Ward" field with a blank line. The main text reads: "This is to authorize the addition of \_\_\_\_\_ Name of Voter living at \_\_\_\_\_ Address of Voter as a \_\_\_\_\_ Party Signature of Registrar". Below this is a certification statement: "I do hereby certify under penalty of perjury that to the best of my knowledge, I am a qualified voter, and that I am not disqualified on any ground from voting, and I have not voted and will not vote at any other polling place this election." At the bottom, there are lines for "Signature of Voter" and "Date".

- New voters will present a YELLOW “Board of Registrars” card as proof of registration
- Write-in the full name, address and party of the new voter on the last pages of your checklist binder.
- If they provided an out-of-state driver’s license you need to record the two digit state in **RED** next to the CVA box.



# How to Process a New Voter

- All NEW voters must be added to the blank pages at the checklist table. You will have a SEPARATE BINDER for NEW VOTERS. For party, write REP, DEM or UND.
- During the course of the day, please give the yellow “Board of Registrars” cards to the Voter Registrars. DO NOT give these cards back to the voters!!
- If they show you an out-of-state driver’s license **MAKE** sure you record the state.
- If they **DO NOT** have a photo id and their picture was taken, **MAKE** sure you put a check in the CVA box.

New Registered Voters List      Election Date: \_\_\_\_\_

Letter: \_\_\_\_\_      Town/City of \_\_\_\_\_      Ward# \_\_\_\_\_      Page #: \_\_\_\_\_

| ✓ | Party | Last Name | First Name | Middle Name | CVA | OOS DL | Address |
|---|-------|-----------|------------|-------------|-----|--------|---------|
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |
|   |       |           |            |             |     |        |         |





# Name Changes within the Ward

- If a voter comes to the checklist and they tell you that they have changed names, they must see a voter registrar before you allow them to vote.
- The registrar will have the voter complete a voter registration form and then give them a NAME CHANGE form.
- Do not change a voter's name without this name change form. We cannot make a change to the voter's registration record without a new voter registration form.
- If it is a minor spelling or punctuation error, you can correct it on the checklist without having the voter do a name change. For example, if an apostrophe is missing in OBRIEN, or an "a" should be an "o," or an "m" should be an "n," you can do that change in RED ink.
- When the voter comes up to you with this form, you will have the old name and new name. You will cross off the old name and write the new name in RED. Please give these forms back to the Registrars!

**NAME CHANGE**

This is to authorize the name change of \_\_\_\_\_  
First, Middle & Last Name Previously Registered Under (please print)

to \_\_\_\_\_  
New Name First, Middle & Last (please print)                      Address of Voter

\_\_\_\_\_  
Signature of Registrar

"I do hereby certify under penalty of perjury that to the best of my knowledge, I am a qualified Voter, and that I am not disqualified on any ground from voting, and I have not voted and will not vote at any other polling place this election."

\_\_\_\_\_  
Signature of Voter                      \_\_\_\_\_  
Date



# What do you do when someone states that a family member no longer lives in the ward?

DATE \_\_\_\_\_

VOTER DELETION

PLEASE DELETE THE FOLLOWING VOTER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REASON:

\_\_\_\_\_ DECEASED

\_\_\_\_\_ MOVED TO: \_\_\_\_\_

\_\_\_\_\_ SIGNATURE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

- Voter Deletion Card may be used by a family member only.
- Ask the family member to complete and sign the card.
- Turn in all the Voter Deletion Cards to the Registrars at the end of the day.
- DO NOT write on the checklist deceased or moved. There should be no notation for this besides having the card.



# Ballot Clerk Procedure for Absentee Ballots

- The Moderator must announce the names of absentee voters.
- The Ballot Clerks must - in the same manner as they mark the checklist for voters who appeared in person - put a checkmark in the box to the left of the voter's party affiliation and name, and then use a ruler and pencil to draw a thin line through the voter's name on the checklist.
- In addition, the Ballot Clerk shall write the letters **AV** (for absentee voter) in **RED INK** to the left of the checkmark box that appears next to the voter's party affiliation.

|  |     |                                       |
|--|-----|---------------------------------------|
| <input type="checkbox"/>               | UND | EASTWOOD, KIM FRANCO                  |
| <input type="checkbox"/>               | DEM | EATON, JUDITH ANN                     |
| AV <input checked="" type="checkbox"/> | UND | <del>EBERSOLE, INGRID ARNTSEN</del>   |
| AV <input checked="" type="checkbox"/> | UND | <del>EBERSOLE, JOHN FRANKLIN SR</del> |
| <input checked="" type="checkbox"/>    | REP | ECKENRODE, HOWARD                     |



# Absentee Ballot Delivered on Election Day

- The delivery agent must show identification to the election official and complete a “Return of Ballot” form. RSA 657:17, III; RSA 657:17-a.
- Voters who deliver absentee ballots after 5:00 PM on Election Day shall be told that their absentee ballots cannot be accepted, in accordance with RSA 657:22, but they can still vote by entering the polling place.
- Election officials should make clear to voters who is authorized to deliver a completed absentee ballot package. The relevant statutory provisions identifying these select parties appear on the next slide.



# Absentee Ballot Delivered on Election Day

“Delivery Agent” means:

- (a) The voter's spouse, parent, sibling, child, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepparent, stepchild; or
- (b) If the voter is a resident of a nursing home as defined in RSA 151-A:1, IV, the nursing home administrator, licensed pursuant to RSA 151-A:2, or a nursing home staff member designated in writing by the administrator to deliver ballots; or
- (c) If the voter is a resident of a residential care facility licensed pursuant to RSA 151:2, I(e) and described in RSA 151:9, VII(a)(1) and (2), the residential care facility administrator, or a residential care facility staff member designated in writing by the administrator to deliver ballots; or
- (d) A person assisting a blind voter or a voter with a disability who has signed a statement on the affidavit envelope acknowledging the assistance.



# Replacement and Voided Ballots

- All ballots must be accounted for.
- A voter may request a replacement ballot for a ballot marked improperly. The voter cannot have more than three (3) ballots, so after the second, ask the voter if they need assistance. (659:22)
- Moderator shall write “void” on the returned ballot and sign it. If the Moderator is not available, then the Ward Clerk should sign the voided ballot.



# Ballot Clerk Closing

- Any voter still in line once the poll close have a right to register to vote and still cast their ballot. The Moderator will let you know when the last voter has cast their ballot and when the polls are officially closed.
- Yellow Same Day Voter Registration cards, Blue Name Change Cards and Voter Deletion cards go to Deputy Voter Registrar - These should be given to them during the course of the day. Make sure at the end of the night they have all of them.
- Ask the Moderator how you can help, if you haven't been assigned a task. For example:
  - Break down the voting screens, remove curtains from the new booths and store in bags, collapse tables, move chairs.
  - Help count write-ins and handcounts.
  - Return tabulator, and any supplies to City Clerk - person should then report back to ward to assist with counts
  - Tear down postings, collect signs etc. The big posters in the totems or displayed on the A-Frame should be taken down and returned to us at the end of the night as they need to be re-used at the general election.



# Accessibility



- Moderator or Selectman may assist in marking the ballot
- If voter cannot enter building, contact Moderator. He can bring absentee request forms and absentee ballot to the car





# Clerk and Moderator Responsibilities



# Voters Needing Assistance in Voting Booth

- The person requesting assistance must swear an oath that assistance is desired.
- The person providing assistance, if not an election official, must swear an oath that he will not influence the voter.
- Laminated oath is in ballot clerk's folder.

## INDIVIDUALS REQUIRING AND PROVIDING ASSISTANCE

Immediately before each event when a person assists another requiring assistance in voting, the voter requiring assistance should first swear an oath requiring assistance, and the person providing assistance should secondly swear an oath not to influence the voter.

### **Oath of Individual Registered Voter Requiring Assistance in Voting Pursuant to RSA 659:20.**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I am unable to mark a ballot and require assistance in voting.  
See RSA 659:20.

### **Oath of Individual Providing Assistance to an Individual Registered Voter Pursuant to RSA 659:20.**

I, \_\_\_\_\_, do solemnly swear (or affirm) that in providing assistance to \_\_\_\_\_ (voter), I shall mark the ballot as directed by him/her and will not unduly influence his/her decision with respect to selecting any candidate or issue presented on the ballot and that I shall thereafter give no information regarding same. See RSA 659:20.



# Boxes Containing the Ballots

- Do **NOT** open up the boxes containing ballots until it is time to use them!
- At the end of the night, election workers must record how many cast, uncast and voided ballots are contained in each and every box and then seal the box.
- Ward workers counted the ballots in each box prior to election day and recorded how many uncast ballots were in each box.
- If a box was never opened, the number of uncast ballots in that box did not change. Election officials will not need to re-count those ballots if the box was not opened. All they will have to do is place the “closing” seal on that box and copy the number of uncast ballots onto the new seal.



# Number of Voting Booths Required: 1 Booth per 200 voters (RSA 658:9, V)

| WARD | VOTER REGISTRATION | MIN. BOOTHS REQUIRED (CITY ELECTION) | NEXT TIER |
|------|--------------------|--------------------------------------|-----------|
| 1    | 6,833              | 35                                   | 6,800     |
| 2    | 6,453              | 33                                   | 6,600     |
| 3    | 5,232              | 27                                   | 5,400     |
| 4    | 3,457              | 18                                   | 3,600     |
| 5    | 7,095              | 36                                   | 7,200     |
| 6    | 4,750              | 24                                   | 4,800     |
| 7    | 4,689              | 24                                   | 4,800     |
| 8    | 5,702              | 29                                   | 5,800     |
| 9    | 6,367              | 32                                   | 6,400     |



**Voting Booth Count includes:**  
**the Accessible Voting Device Booth (1),**  
**all Douglas Voting Booths, all Tabletop**  
**Voting Screens, and 4-pakflatt “pods”**  
**(RSA 658:9 VI)**  
**Quantity varies by ward**



# Election Information

- Ballots, voter checklist, and tabulators have to be picked up at the City Clerk's Office no later than 5 a.m. on Election morning. We will be in the office starting at 4:30 a.m.
- Supplies will be able to be picked up no later than Monday, November 7<sup>th</sup>.
- Police officers will be in all wards from 6 a.m. to 10 p.m. They are there should the moderator need them, but also to make sure no one is roaming the halls and to help during busy times with traffic.
- Election Workers - DO NOT PARK where the voters have to park. You should be off to the side if possible.



# **Nashua Ordinance: 23-2**

## **Signs and handbills**

- C. During the voting hours on election days, no person shall park a trailer or vehicle with campaign signs that are mounted, attached or painted on said trailer or motor vehicle in the public parking lots of the school properties where voting is held, except for the purpose of voting.
- D. Any person who violates any provision of this section shall, upon conviction thereof, be subject to a fine of not more than \$20.



# Challengers (Poll Watchers)

- The Republican or Democratic City Party Chair or the Attorney General's Office may "appoint" a person to act as a Challenger. The Democratic Chair is Derek Thibeault and Republican Chair is Peter Silva.
- Challengers must provide a written letter, signed by one of these individuals, or the Attorney General's Office in order to be behind the checklist. (Put this letter in the Moderator's folder). The letter must be turned over to the Moderator. **If they are planning on going to multiple locations, they need multiple letter.**
- If there is NO LETTER, then they are considered an OBSERVER and they must stand in the OBSERVER AREA (6' from the checklist).
- Asserting a Challenge form as well as Challenged Voter Affidavit. These forms are found in the Ward Clerk Binder.
- Challengers can only be behind the checklist and NOT at the new voter registration table.





# Polling Place Set-up Guidelines

- Use yellow caution tape to set your boundary around the voting area.
- Only election officials and voters who are in the act of voting may be in this area.
- If challengers are present and sitting behind the checklist table, be sure there is caution tape behind them -
- Ballot box should be set up at least six feet away from the guardrail and voting booths.
- If you have a large polling site, set up your voting area deep within the room to maintain line management.
- Voter registration, No Photo ID table must be set up in the public area.



# Absentee Voter Registration

- A few residents who are not registered to vote, have requested an absentee ballot and have received an absentee voter registration packet to be returned in the outer envelope of the absentee ballot.
- The absentee ballot cannot be counted unless the resident has submitted the paperwork needed to register to vote by mail, along with his/her absentee ballot:
  1. A completed New Hampshire Voter Registration Form.
  2. Documents providing **proof of identity**, and **domicile**.
  3. A completed “Absentee Voter Registration Form” (Temporarily Absent or Physically Disabled)
- If all the paperwork is in order: 1. complete the Board of Registrars card and give it to the Moderator; 2. file the absentee voter registration documents with other same-day voter registrations (by party affiliation)
  - The Moderator will deliver the Board of Registrars card to the checklist workers so that this voter can be added to the checklist as a new voter, and the Moderator may then process this voter’s absentee ballot along with other absentee ballots that were received.
- If the paperwork is not in order, inform the Moderator so that the absentee ballot will not be processed.
  - The Moderator shall write on that resident’s absentee ballot envelope, “rejected as not a voter” (RSA 659:53).



# Absentee Voter Registration

- Please keep **ALL** paperwork related to the absentee voter registration with the election day voter registrations. The Moderator will be given the authorization to vote card so the voter may be added to the checklist if all the paperwork is correct.
- The voter registration paperwork **DOES NOT** get sealed with the absentee ballot request and envelope, it remains with the Voter Registrar. City Clerk staff need these forms to be able to enter the voter into the election system post election.




# Operating the Tabulator



# Tabulator Opening Procedure


1. Insert the date of the election (09/12/23) in column 1.
2. Put a check mark in the "Removed" column.
3. Record the number of the seal that was removed in the "Number" column.
4. In the "Reason" column write, "Election."



State of New Hampshire

SOS Electronic Ballot Counting Device Activity Log

City/Town of \_\_\_\_\_ Ward ( )

|            |             |                                      |           |  |           |
|------------|-------------|--------------------------------------|-----------|--|-----------|
| Canvas Bag |             | EBCD Serial Number _____             |           |  |           |
|            |             | Model – Circle One<br>A-Global B C D |           |  |           |
|            | Check One ✓ |                                      | Wire Seal |  |           |
| Date       | Installed   | Removed                              | Number    | Reason   | Signature |
|            |             | ✓                                    |           | Witness #1   |           |
|            |             |                                      |           | Witness #2   |           |
|            |             |                                      |           | Witness #1   |           |
|            |             |                                      |           | Witness #2   |           |
|            |             |                                      |           | Witness #1   |           |
|            |             |                                      |           | Witness #2   |           |
|            |             |                                      |           | Witness #1   |           |
|            |             |                                      |           | Witness #2   |           |
|            |             |                                      |           | Witness #1   |           |
|            |             |                                      |           | Witness #2   |           |


5. The "Signature" column requires **three** signatures.

- Update the "Canvas Bag Activity Log" in the binder that comes with the tabulator
- Make sure there are three signatures
- Sign under the most recent log. Only if a page is full should a new one be started.

**Instructions:** Each time a seal is installed, the person responsible for the process, must date, check the install box, list the seal number, state the reason and sign in the presence of two witnesses who also shall sign the log.  
**Instructions:** Each time a seal is removed, the person responsible for the process, must date, check the remove box, list the seal number, state the reason and sign in the presence of two witnesses who also shall sign the log.




# Example Completed Tabulator Page



State of New Hampshire

SOS Electronic Ballot Counting Device Activity Log

City/Town of NASHUA, NH Ward (1)

|            |  |   |
|------------|--|---|
| Canvas Bag | EBCD Serial Number <u>72326</u><br>Model – Circle One<br><input checked="" type="radio"/> A-Global <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D |  |
|------------|--|---|

| Date     | Check One ✓ |         | Wire Seal | Reason      | Signature  |
|----------|-------------|---------|-----------|-------------|--|
|          | Installed   | Removed | Number    |             |  |
| 9/11/18  |             | X       | 0651411   | Election    | William Boyd<br>Witness #1<br>Kayde Quashy<br>Witness #2<br>Joe Hilo       |
| 9/29/18  | ✓           |         | 001290091 | Store       | John A. Baile<br>Witness #1<br>Deanne Harris<br>Witness #2<br>Patrick Ward |
| 10/28/18 |             | ✓       | 001290091 | Rep Testing | John A. Baile<br>Witness #1<br>Deanne Harris<br>Witness #2<br>Patrick Ward |
|          |             |         |           | Witness #1  |  |
|          |             |         |           | Witness #2  |  |
|          |             |         |           | Witness #1  |  |
|          |             |         |           | Witness #2  |  |



# Tabulator Opening Procedure

Look down into box, open side (handcount) slot (remains open)



# ZERO TAPE – DO NOT TEAR OFF

```
SHA: 9DD2AD6BBE267413F557
      B78E86A2D5A558701402
*****
ELECTION ZERO REPORT
*****
MUNICIPAL ELECTION
      NASHUA, NH
DATE          11/07/17
VOTE CENTER ID 1
      Ward 1
MACHINE ID    1
D/L VERSION   5
COPY          1A
ACCU-VOTE     1.96.13
REPORT USMA   2.2.4
TIME:        05:18:2411/07/17
*****
PRECINCT 1
      Ward 1
*****
BALLOTS CAST 0
*****
ALDERMAN-AT-LARGE
RACE # 10
BLANKS 0
DAVID C TENCZA 0
MARK S COOKSON 0
DANIEL T MORIARTY 0
CHRIS WILLIAMS 0
SHOSHANNA KELLY 0
BRANDON LAWS 0
# WRITE-IN 0
*****
BOARD OF EDUCATION
*****
*****
BALLOTS CAST BY PRECINCT
PRECINCT QUANTITY
1 0
WE, THE UNDERSIGNED,
DO HEREBY CERTIFY THE
ELECTION WAS CONDUCTED
IN ACCORDANCE WITH THE
LAWS OF THE STATE.
**** SIGNATURE ****
Mary Foster
Shane Dorgan
```

- At opening, tabulator will run a tape with zeroes.
- Election officials should sign tape and fold it back into the tabulator. Should be signed by Moderator, Ward Clerk and Selectmen
- Do not tear the zeroes tape off. Roll up and keep INSIDE the machine.
- Submit the tape with zeroes and the first final report with your Return of Votes. Print two additional long reports for City Clerk records to be turned in at the end of the night with your paperwork





# Tabulator Issues



- Keep a record in the tabulator log (binder) every time a problem occurs.
- If the machine is not taking ballots, reboot.
- If a ballot jams, open the front panel and slide the tabulator forward.
  - For a jammed ballot, read the message on the tabulator screen. If the screen says “ballot read - jammed in reader”, pull out tabulator and drop ballot in box. If screen stated “ballot not read”, “ballot not counted” or “re-insert ballot”, means ballot wasn’t counted, so try and put through the tabulator again.
  - If ballot still will not go through, put in handcount slot.
  - If problems persist, contact the City Clerk’s Office.



# one4all Accessible Voting System



# Accessible Voting System



- Only used for State and Federal elections. No tablet will be provided.
- Ward 4 will have a tablet for the State ballot only.



# Closing Procedures



# Closing the Tabulator and Tallying the Votes

- The Moderator and Ward Clerk will receive instructions and samples of the forms that will be used to tally election results and complete the paperwork that will be needed to be turned in to the city clerk. They will provide specific guidance for the task(s) you may be assigned.
- No election official should leave the polling location until all cast and uncast ballots are counted, handcounts and write-ins have been tallied.



# Closing Paperwork

- Handcount Tally Sheets -
- Write-In Tally Sheets -
- Tabulated and Handcount Tally Sheets
- Official Return of Votes -



# Handcount Tally Sheets

- The Handcount Tally Sheets are to be used to record votes cast on ballots that could not be scanned by the tabulator (placed in side pocket of black box).
- Do not include write-in votes on the Handcount tally sheets.
- Any “write-in” votes goes on the Write-in Tally Sheets, **NOT** the handcount tally.
- Make sure you total the number of actual handcount ballots you have on one of the forms
- You will use this worksheet if you had any handcounted ballots. Put the number from the tabulator in the tabulator results and put the # from handcount tally sheet in **handcount tallies** and add the two to get your **Final Results**.

| HANDCOUNT BALLOT TALLIES                             |   |    |    |    |    |    |    |    |    |    |       |
|--|---|----|----|----|----|----|----|----|----|----|-------|
| NOVEMBER 7, 2023 GENERAL MUNICIPAL ELECTION - WARD 1 |   |    |    |    |    |    |    |    |    |    |       |
| DO NOT ADD WRITE-IN NAMES TO THESE TALLY SHEETS      |   |    |    |    |    |    |    |    |    |    |       |
| CITYWIDE RACES AND CANDIDATES                        |   |    |    |    |    |    |    |    |    |    |       |
| Mayor  | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| James Donchess                                       |   |    |    |    |    |    |    |    |    |    |       |
| Michael Soucy  |   |    |    |    |    |    |    |    |    |    |       |
| Alderman-at-Large                                    | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| Michael B. O'Brien Sr                                |   |    |    |    |    |    |    |    |    |    |       |
| Benjamin M. Clemons                                  |   |    |    |    |    |    |    |    |    |    |       |
| Lori Wilshire  |   |    |    |    |    |    |    |    |    |    |       |
| Alex Comeau  |   |    |    |    |    |    |    |    |    |    |       |
| Sean Rogers  |   |    |    |    |    |    |    |    |    |    |       |
| Board of Education                                   | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| Rob Johnson  |   |    |    |    |    |    |    |    |    |    |       |
| Doris Hohensee                                       |   |    |    |    |    |    |    |    |    |    |       |
| Jennifer Bishop                                      |   |    |    |    |    |    |    |    |    |    |       |
| Sharon Giglio  |   |    |    |    |    |    |    |    |    |    |       |
| Kirsten Prinn  |   |    |    |    |    |    |    |    |    |    |       |
| Paula Johnson  |   |    |    |    |    |    |    |    |    |    |       |
| Shewanda Daniels Williams                            |   |    |    |    |    |    |    |    |    |    |       |
| Kimberly Whittaker                                   |   |    |    |    |    |    |    |    |    |    |       |
| Fire Commission                                      | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| Gary Lambert   |   |    |    |    |    |    |    |    |    |    |       |
| Thomas J. Kelly                                      |   |    |    |    |    |    |    |    |    |    |       |
| John E. Tulley                                       |   |    |    |    |    |    |    |    |    |    |       |
| Kevin Burgess  |   |    |    |    |    |    |    |    |    |    |       |
| Board of Public Works                                | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| Dan Richardson                                       |   |    |    |    |    |    |    |    |    |    |       |
| Manny Espitia  |   |    |    |    |    |    |    |    |    |    |       |
| Matthew Gregg  |   |    |    |    |    |    |    |    |    |    |       |
| WARD 1 RACES & CANDIDATES                            |   |    |    |    |    |    |    |    |    |    |       |
| Alderman   | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| Tyler Gouveia  |   |    |    |    |    |    |    |    |    |    |       |
| Jim Ravan  |   |    |    |    |    |    |    |    |    |    |       |
| Moderator  | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| Andrew Vaughan                                       |   |    |    |    |    |    |    |    |    |    |       |
| Clerk  | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| Mary A. Brundage                                     |   |    |    |    |    |    |    |    |    |    |       |
| Selectman  | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
| Valenda Morrisette                                   |   |    |    |    |    |    |    |    |    |    |       |
| John Longan  |   |    |    |    |    |    |    |    |    |    |       |
| Jaclyn Leonardi                                      |   |    |    |    |    |    |    |    |    |    |       |



# A Note About Counting Write-in Votes

**ABSENTEE  
OFFICIAL BALLOT  
GENERAL MUNICIPAL ELECTION  
CITY OF NASHUA, NEW HAMPSHIRE  
NOVEMBER 7, 2023  
WARD 1**

*Dan Kelly*  
CITY CLERK

**INSTRUCTIONS TO VOTERS**

A. **To Vote.** Completely fill in the oval  to the right of your choice.  
 B. For each office vote for not more than the number of candidates stated in the sentence: "Vote for not more than \_\_\_\_\_." If you vote for more than the stated number of candidates, your vote for that office will not be counted.  
 C. **To Vote by Write-In.** To vote for a person whose name is not printed on the ballot, write in the name of the person in the "write-in" space. Completely fill in the oval  to the right of your choice.  
 D. If you wrongly mark, tear, or deface this ballot, return and obtain another.

|  |  |  |
|--|--|--|
| <p style="text-align: center;"><b>FOR MAYOR</b></p> <p style="text-align: center;">Vote for not more than ONE</p> <p>4 Year Term</p> <p><input type="radio"/> <b>JAMES DONCHESS</b><br/>4 Rockwood Street</p> <p><input type="radio"/> <b>MICHAEL SOUCY</b><br/>3 Willow Oak</p> <p><input checked="" type="radio"/> <i>John Smith</i><br/>(Write-in)</p>  | <p style="text-align: center;"><b>FOR FIRE COMMISSIONER</b></p> <p style="text-align: center;">Vote for not more than THREE</p> <p>4 Year Term</p> <p><input type="radio"/> <b>GARY ERMERY LAMBERT</b><br/>33 Columbia Avenue</p> <p><input type="radio"/> <b>THOMAS J. KELLY</b><br/>3 Elmwood Street</p> <p><input type="radio"/> <b>ANNIE TULLY</b><br/>43 Wood Street</p> <p><input type="radio"/> <b>KEVIN BURGESS</b><br/>43 Wood Street</p> <p>(Write-in)</p> <p>(Write-in)</p> <p>(Write-in)</p> | <p style="text-align: center;"><b>WARD ONE FOR ALDERMAN</b></p> <p style="text-align: center;">Vote for not more than ONE</p> <p>2 Year Term</p> <p><input type="radio"/> <b>TYLER GOUVEIA</b><br/>11 Belmont Street Unit 202</p> <p><input type="radio"/> <b>JIM RAVAN</b></p> <p>(Write-in)</p> <p style="text-align: center;"><b>FOR MODERATOR</b></p> <p style="text-align: center;">Vote for not more than ONE</p> <p>2 Year Term</p> <p><input type="radio"/> <b>ANDREW VAUGHAN</b><br/>5 Frost Drive</p> <p>(Write-in)</p> <p style="text-align: center;"><b>FOR CLERK</b></p> <p style="text-align: center;">Vote for not more than ONE</p> <p>2 Year Term</p> <p><input type="radio"/> <b>MARY A. BRUNDAGE</b><br/>32 Cathedral Circle</p> <p>(Write-in)</p> <p style="text-align: center;"><b>FOR SELECTMAN</b></p> <p style="text-align: center;">Vote for not more than THREE</p> <p>2 Year Term</p> <p><input checked="" type="radio"/> <b>VALENTA MORRISSETTE</b><br/>3 Cottage Lane</p> <p><input checked="" type="radio"/> <b>JOHN LONGAN</b><br/>41 Lombard Circle</p> <p><input checked="" type="radio"/> <b>JACLYN LEONARDI</b><br/>1 Ballinard Drive</p> <p>(Write-in)</p> <p>(Write-in)</p> <p>(Write-in)</p> |
| <p style="text-align: center;"><b>FOR ALDERMAN-AT-LARGE</b></p> <p style="text-align: center;">Vote for not more than THREE</p> <p>4 Year Term</p> <p><input checked="" type="radio"/> <b>MICHAEL B. O'BRIEN SR</b><br/>250 Main Street</p> <p><input checked="" type="radio"/> <b>BENJAMIN M. CLEMONS</b><br/>10 Ash Street</p> <p><input checked="" type="radio"/> <b>LORI WILSHIRE</b><br/>20 Park Hill Ave</p> <p><input type="radio"/> <b>ALEX COMEAU</b><br/>4 Lewis Street</p> <p><input type="radio"/> <b>SEAN ROGERS</b><br/>28 Coburn Avenue</p> <p>(Write-in)</p> <p>(Write-in)</p> <p>(Write-in)</p>   | <p style="text-align: center;"><b>FOR BOARD OF PUBLIC WORKS</b></p> <p style="text-align: center;">Vote for not more than TWO</p> <p>4 Year Term</p> <p><input checked="" type="radio"/> <b>DAN RICHARDSON</b><br/>75 Sprague Street</p> <p><input checked="" type="radio"/> <b>MANNY ESPITIA</b><br/>13 Haverhill Street</p> <p><input type="radio"/> <b>MATTHEW GREGG</b><br/>4 Railroad Circle</p> <p>(Write-in)</p> <p>(Write-in)</p>  |  |
| <p style="text-align: center;"><b>FOR BOARD OF EDUCATION</b></p> <p style="text-align: center;">Vote for not more than FIVE</p> <p>4 Year Term</p> <p><input checked="" type="radio"/> <b>ROB JOHNSON</b><br/>75 Main Street</p> <p><input checked="" type="radio"/> <b>DORIS HOHENSEE</b><br/>18 Elm</p> <p><input checked="" type="radio"/> <b>JENNIFER BISHOP</b><br/>45 East Dunstable Road</p> <p><input checked="" type="radio"/> <b>SHARON GIGLIO</b><br/>24 Tenthreden Boulevard</p> <p><input checked="" type="radio"/> <b>KIRSTEN PRINN</b><br/>10 South East Drive</p> <p><input type="radio"/> <b>PAULA JOHNSON</b><br/>14 Woodbury Drive</p> <p><input type="radio"/> <b>SHEWANDA DANIELS WILLIAMS</b><br/>13 Winter Street Unit B</p> <p><input type="radio"/> <b>KIMBERLY WHITTAKER</b><br/>44 Northgreen Drive</p> <p>(Write-in)</p> <p>(Write-in)</p> <p>(Write-in)</p> <p>(Write-in)</p> <p>(Write-in)</p> |  |  |

**YOU HAVE NOW COMPLETED VOTING**

- “John Smith” is the only write-in on this ballot, so his name is the only name to be put on the Write-in Tally sheet. All other votes would have been counted by the accu-vote tabulator.





# Write-in Tally Sheets

WRITE-IN TALLY SHEETS  
General Municipal Election  
November 7, 2023 -- WARD 1

- You need to record ALL write-ins on these tally sheet.
- Use the write-in tally sheets for write-ins ONLY!
- Use tally marks only, not numbers and tallies. (Does // mean two or eleven?)
- You still must record them on the Official Write-in Return of Votes Form the gets sent to the Secretary of State.
- ALL BALLOTS need to be reviewed to make sure you account for ALL WRITE-INS

|       | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | TOTAL |
|-------|---|----|----|----|----|----|----|----|----|----|-------|
| MAYOR |   |    |    |    |    |    |    |    |    |    |       |
|       |   |    |    |    |    |    |    |    |    |    |       |
|       |   |    |    |    |    |    |    |    |    |    |       |
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|       |   |    |    |    |    |    |    |    |    |    |       |
|       |   |    |    |    |    |    |    |    |    |    |       |



# Return of Votes



CITY OF NASHUA, NH

**RETURN OF VOTES**  
GENERAL MUNICIPAL ELECTION  
November 7, 2023

November 7, 2023  
A true copy attest:

Signature of Ward Clerk

At the Municipal General Election in Nashua, **Ward 1**, County of Hillsborough, the votes of inhabitants present and qualified to vote were as follows:




| Citywide Races & Candidates        | Results              |
|------------------------------------|----------------------|
| <b>Mayor – 4 Year</b>              | <b>ONE Elected</b>   |
| James Donchess                     |                      |
| Michael Soucy                      |                      |
| Write-Ins                          |                      |
| Overvotes                          |                      |
| Undervotes                         |                      |
| <b>Alderman-At-Large – 4 Year</b>  | <b>THREE Elected</b> |
| Michael B. O'Brien Sr              |                      |
| Benjamin M. Clemons                |                      |
| Lori Wilshire                      |                      |
| Alex Comeau                        |                      |
| Sean Rogers                        |                      |
| Write-Ins                          |                      |
| Overvotes                          |                      |
| Undervotes                         |                      |
| <b>Board of Education – 4 Year</b> | <b>FIVE Elected</b>  |
| Rob Johnson                        |                      |
| Doris Hohensee                     |                      |
| Jennifer Bishop                    |                      |
| Sharon Giglio                      |                      |
| Kirsten Prinn                      |                      |
| Paula Johnson                      |                      |
| Shewanda Daniels Williams          |                      |
| Kimberly Whittaker                 |                      |
| Write-Ins                          |                      |
| Overvotes                          |                      |
| Undervotes                         |                      |

| Citywide Races & Candidates           | Results              |
|---------------------------------------|----------------------|
| <b>Fire Commissioner – 4 Year</b>     | <b>THREE Elected</b> |
| Gary Lambert                          |                      |
| Thomas J. Kelly                       |                      |
| John E. Tulley                        |                      |
| Kevin Burgess                         |                      |
| Write-Ins                             |                      |
| Overvotes                             |                      |
| Undervotes                            |                      |
| <b>Board of Public Works – 4 Year</b> | <b>TWO Elected</b>   |
| Dan Richardson                        |                      |
| Manny Espitia                         |                      |
| Matthew Gregg                         |                      |
| Write-Ins                             |                      |
| Overvotes                             |                      |
| Undervotes                            |                      |

| Ward One Races & Candidates | Results              |
|-----------------------------|----------------------|
| <b>Alderman</b>             | <b>ONE Elected</b>   |
| Tyler Gouveia               |                      |
| Jim Ravan                   |                      |
| Write-Ins                   |                      |
| Overvotes                   |                      |
| Undervotes                  |                      |
| <b>Moderator:</b>           | <b>ONE Elected</b>   |
| Andrew Vaughan              |                      |
| Write-Ins                   |                      |
| Overvotes                   |                      |
| Undervotes                  |                      |
| <b>Clerk</b>                | <b>ONE Elected</b>   |
| Mary A. Brundage            |                      |
| Write-Ins                   |                      |
| Overvotes                   |                      |
| Undervotes                  |                      |
| <b>Selectman</b>            | <b>THREE Elected</b> |
| Valenda Morrisette          |                      |
| John Longan                 |                      |
| Jaclyn Leonardi             |                      |
| Write-Ins                   |                      |
| Overvotes                   |                      |
| Undervotes                  |                      |



# Sealing the Boxes of Ballots

| 1. Shipping Label   | 2. Resealing Label  | 3. Election Night Seal  |
|---|---|---|
|  <p>This Package Contains</p> <p><b>BALLOTS</b></p> <hr/> <p>For the<br/>New Hampshire<br/>Election</p> <p>In _____</p> <p><b>HANDLE WITH CARE</b></p> <p>Shipped from Concord, N.H.</p> <hr/> <p>Deliver to Town Clerk</p> <hr/> <p>New Hampshire</p> <p>DAVID H. SCANLAN<br/>Governor of State</p> | <p>STATE OF<br/>NEW HAMPSHIRE</p>  <p>Resealing Label<br/>for State Election Ballots</p> <p>I, _____, town<br/>or city clerk of _____<br/>New Hampshire and I _____<br/>_____, a legal voter of the<br/>town or city of _____<br/>have verified that the ballots<br/>in this package are all the<br/>proper ballots for this city or<br/>town's election to be held on<br/>_____, 20____.</p> <p>_____<br/>Signature of the Clerk</p> <p>_____<br/>Signature of the Witness</p> <p>_____<br/>Date<br/>of Verification</p> <p>(New Hampshire RSA sections<br/>_____, _____, _____)</p> |  <p>This Package Contains</p> <p>NUMBER OF _____ CAST BALLOTS<br/>NUMBER OF _____ CANCELLED BALLOTS<br/>NUMBER OF _____ UNCAST BALLOTS</p> <p><input type="checkbox"/> All absentee ballot applications and envelopes<br/>are enclosed in this ballot box - including all<br/>challenged and rejected absentee ballots with<br/>contained in their envelopes.<br/>RSA 658:53, 661:16, 23, 25</p> <p>BOX _____ OF _____</p> <p>Enclosed are the ballots<br/>from the state election<br/>held in the town of _____</p> <p>(or, ward _____ in the city<br/>of _____<br/>held on the _____ day<br/>of _____, 20____<br/>required by the law to be<br/>preserved.</p> <p>_____<br/>Moderator or Designee</p> <p>_____<br/>Selectman or Designee</p> <p>_____<br/>Selectman or Designee</p> <p>_____<br/>Selectman or Designee</p> <p>_____<br/>Selectman or Designee</p> <p>_____<br/>Selectman or Designee</p> <p>RECEIVED _____<br/>(date)</p> <p>at _____<br/>(minute of the day and the hour)</p> <hr/> |



# Sealing the Boxes of Ballots shipping label

- Shipping Label. This is the label that is on your box(es) of ballots upon delivery to your office indicating the approximate number and type of ballots enclosed. The Secretary of State's Office completes this label.



# Sealing the Boxes of Ballots

## resealing label

- Resealing Label. This is the resealing label that is placed on the box(es) of ballots by the clerk after checking the contents in compliance with RSA 656:20, II. Check the contents immediately upon receipt of the box(es).
- Also use this label to reseal the box(es) if the box(es) of ballots are opened after initial receipt and prior to election day to determine the election day starting inventory of official election day ballots. RSA 658:31.

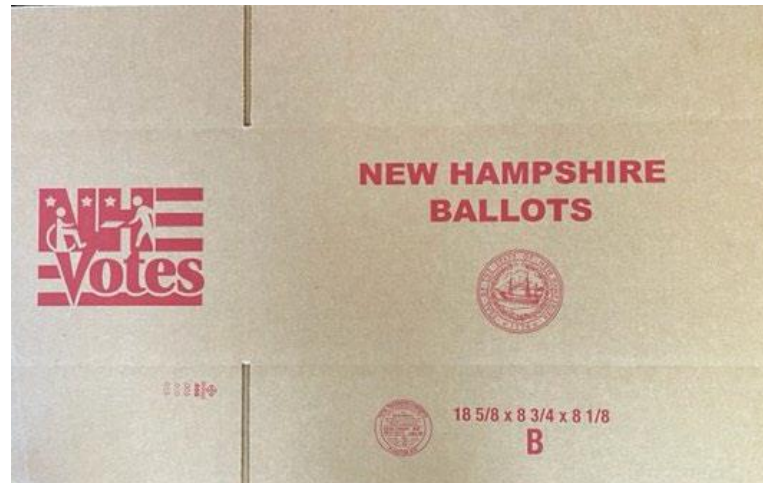


# Sealing the Boxes of Ballots

## election night seal

Election Night Seal. AFTER the counting of votes on election night;

All ballots (cast, canceled (spoiled), and uncast (unused)) are placed in box(es), labeled "Ballots" in Red ink;



# Sealing the boxes of ballots

- Tape the box closed using strong packaging/filament tape. Place tape all the way around the box, 360 degrees, with the end of the tape overlapping the start of the tape. Place tape all the way around the box, again 360 degrees, at least one more time at a right angle to the first strip of tape.
- d) Wrap red security tape completely around the box, 360 degrees. It is OK if this covers part of the shipping label and the resealing label. Make the end of the red tape overlap the start. Place red tape all the way around the box, again 360 degrees, at least one more time at a right angle to the first strip of tape.
- 4. THEN apply the completed Election Night Seal, signed by the proper election officials OVER the red security tape. Place a piece of red security tape on both ends of the sealing label, without covering any of the information entered on the seal.



# Sealing the boxes of ballots

Example of a sealed box of ballots. The label must still be completed and signed.





# Sealing the boxes of ballots

Example of a election night seal.



**This Package Contains**  
NUMBER OF \_\_\_\_\_ CAST BALLOTS  
NUMBER OF \_\_\_\_\_ CANCELLED BALLOTS  
NUMBER OF \_\_\_\_\_ UNCAST BALLOTS

All absentee ballot applications and envelopes are enclosed in this ballot box – including all challenged and rejected absentee ballots still contained in their envelopes.  
RSA 659:53, 657:15, 23, 26

Sequential  
unique  
number for  
each box

→ BOX \_\_\_\_\_ OF \_\_\_\_\_ ←

Enclosed are the ballots  
from the state election  
held in the town of

\_\_\_\_\_  
(or, ward \_\_\_\_\_ in the city  
of \_\_\_\_\_  
held on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_  
required by the law to be  
preserved.

Total  
number of  
boxes,  
Ballots &  
Absentee  
Voting  
Materials,  
combined.  
Same  
number on  
every box



# Reminders

- Use pencils on the checklist to check off voters. Use **RED** pen **only for address changes to the checklist, name changes if they have provided you a Name Change Card, AV, or the out-of-state DL's.**
- Check off the CVA box if voter had no ID and make sure picture is stapled to form or that the Religious Exemption is stapled to the form. **Put these forms in the Ward Clerk Binder front pocket.**
- Make sure that camera is stored away safely in box with any film that is not used. Also, make sure the instructions are in the box.
- Assist in tearing down the new booths and storing back in the boxes and placing the curtains in the bags.
- Make sure all the table top screens go back in the bags to be returned to City Hall.
- Make sure that whoever is returning the Tabulator to City Hall is also returning
- Be absolutely sure your ballot box is completely emptied, then close and lock all doors and compartments.
- Moderators and Ward Clerks DO NOT forget to sign the last page of the checklist.



# Parking Restrictions

- If Election officials and campaign workers parked in the elementary school lots, there would be no parking space for voters. Please park away from the building, so that voters coming into the polling location have a place to park. Carpool if possible.
- School **is not** in session. There will be a professional development day. Teachers will be present, but not students.



# Payroll

- There is a stipend for your service.
- Less than a full day is prorated.
- Election officials who have not worked in the previous two years and who are not current city employees must complete W-4 and I-9 forms and provide copies of required documentation in order to get paid.



# Any questions?



- City Clerk's Office:
  - 603-589-3010, Option 5
- Dan's cell phone:
  - 603-686-4650
- Roger's desk phone (Deputy):
  - 603-589-3007

