



# Chief and Assistant Chief Officers of Election Duties

## Before Election Day:

Chief and assistant chief officers of election have several unique and important duties prior to Election Day:

- Get supplies the day before the election and verify everything is there.
- Verify ballots the day before Election Day.

## Before the Polls Open:

- Welcome authorized representatives & swear in officers of election.
  - Review emergency procedures.
  - Ensure the Oath of Office is signed by all officers of election.
  - Verify election supplies & set up polling room.
  - Supervise voting equipment and Electronic Pollbook set up.
  - Verify ballots & emergency ballot box.
  - Verify final absentee ballot report (AB List).
  - Assign someone to put up the signs.
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- Open the polling place at exactly 6:00 AM, regardless of any issues occurring. It's the law.
  - If more authorized representatives arrive, welcome them, and follow instructions in the Election Day Guide to check written authorization, ID, and verify registration status.



## While the Polls are Open:

- Keep the lines moving.
- Periodically verify the total number of voters from all pollbook count forms or Electronic Pollbook is the same as the total number from the public counter on each voting unit and any paper ballots cast.
- Keep track of the total number of provisional ballots cast while the polls are open.
- Close the polls at exactly 7:00 PM, unless a court within the jurisdiction orders the polls to stay open late (see “extended voting hours” section below). A cellphone is the best source of the time (clocks and analog/non-smart watches can be wrong).



## After the Polls Close:

- Assign an Officer of Election to stand at the end of the line at 7:00 PM to mark the end of the line.
- Allow those in line at 7:00 PM to vote normally.

- Do not begin working on the results until the last person has voted and departed.
- Be sure you get the closing tapes from the optical scanner BEFORE you shut the machines down. Once the machine is shut down, the closing tapes are no longer available.
- Close each Electronic Pollbook per your locality's procedures.
- Welcome and instruct authorized representatives.
- Supervise obtaining of results.
- For localities without a central absentee precinct, the Chief shall supervise counting of absentee ballots.
- Empty the ballot box.

### **Extended Voting Hours:**

If voting hours are extended by court order, all voters voting after normal hours must vote by *provisional ballot*. Follow the instructions in the Election Day Guide, including:

- Keep ballots cast during extended voting hours separate and place in the designated envelope.
- Keep a separate provisional ballot log for after-hours provisional voters.

### **Announce Unofficial Results:**

The Chief Officer of Election or a designated officer of election should immediately call in unofficial results and the number and disposition (type) of all provisional votes cast to the general registrar's office. They should also announce unofficial results inside the polling place.



### **Results and Return Sheet:**

- Complete the Statement of Results form (SOR) as instructed in the Election Day Guide or by your general registrar.
- Have all officers sign the Printed Return Sheet as instructed in the Election Day Guide.

### **Pack Envelopes and Boxes:**

- Follow instructions from your general registrar or the Election Day Guide to check off each envelope/box as it is packed, sealed and signed.
- Don't forget, be sure you print at least **5 copies** of the closing tapes before the machines are shut down.
- Supervise/take down the voting equipment and Electronic Pollbook units.
- Supervise/take down all signs and election materials.

*Updated August 2020*