INSTRUCTION BOOK

Board of Elections
732-431-7802, EXT 7150, or one of the following extensions:
7804, 7801, 8935, 7809, 7803
Poll Worker and polling place information along with inquiries regarding receipt of Mail-in ballots

Voting Machines
732-431-7291

Superintendent of Elections
732-431-7780, EXT 1
Registration and Voter Information

Clerk of Elections
732-431-7790
To obtain a Mail-In Ballot

March 2020
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POLL WORKER RESPONSIBILITIES

ELECTION DUTIES:
✓ Obtaining the necessary supplies from the Municipal Clerk
✓ Opening the polls on time
✓ Processing voters
✓ Maintaining order at the polls
✓ Closing the polls
✓ Completing official documents and returning supplies

The polls must open for voters promptly at 6:00 a.m.

If you cannot work, call the Board of Elections immediately so a substitute can be placed.

Lunch Break - A majority of the Board must be present at all times on Election Day. All one-hour lunch breaks must be completed by 5:00 p.m.

Only one Poll Worker may leave at a time.

School election hours are determined by the school board.
Select one poll worker to act as Judge and another, from the opposite party, to act as the Inspector.

Remember to:
Rotate responsibilities
Work as a team

VOTER COMPLAINT FORM (C-5)

Please offer this form to the voter if he or she would like to report a complaint.
Designated Poll Workers—must pick up their supplies at the local Municipal Clerk’s Office. These supplies will be in the “blue bag.” Note that $25 per district can be shared by poll workers who pick up and return the materials.

**Supply Kit Contents:**

- **Manila envelope** from the Clerk of Elections:
  - Oath of Office
  - Sample Ballot—to be posted
  - Voting District Signs
  - American Flag Poster—to be posted
  - Pens, tape, scissors and supplies
  - Zip tie to string voting authorities

- **Blue envelope** from Board of Elections:
  - Badges (Please return)
  - Handicap Accessibility Sign —to be posted
  - NJ Voter’s Bill of Rights— to be posted
  - Instruction and “Step-by-Step” booklets
  - Pay Voucher
  - Incident Report *(To record errors, accidents and issues)*
  - Green Check Sheet *(reminders)*
  - Polling Place Book
  - Map
  - 3 Simple Steps to Voting
  - Voter Turnout Form

- **Red envelope** from the Superintendent of Elections:
  - Affirmation of Residency Forms
  - Voter list
  - Challenge Forms
  - Voter complaint form

- Clear Envelope for returning cartridges, Zero Proof & Results Reports, and Emergency Ballot Tally Sheet *(if used)*

The table for voter’s to sign in should be prominently visible when entering the voting area. Position the voting machines to one side of the registration table and the Challenger table to the other side as space permits. When challengers are present, each voter’s name should be announced (also announce the voter’s party for Primary Elections).

This allows the Challengers to hear each name as it is announced and the poll workers to watch the machines.

If more than one district is in the polling place, each district is to be set up separately with a sign to clearly indicate the district numbers. The American Flag poster should be taped to the door that is used as the outside entrance to your polling place.

Poll workers should check for **ADA compliance** by ensuring handicapped parking is available and ramps are in place where necessary. Make certain that there are no obstructions for handicapped or elderly voters between the entry to the polling location and the Poll Worker table. If any problems exist, please call the Municipal Clerk for assistance.

**Post the following items together:**

The “NJ Voters’ Bill of Rights” and sample ballots should be posted.

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**No electioneering is permitted** within one hundred feet of the polling place entrance (19:34-15).

This applies to any circulars or printed matter in support of any candidate, party or public question within the polling place or within 100 feet of the entrance to the polling place. There should not be any discussions concerning political preferences or opinions at the polling place. Social or fundraising activity of any group or organization is not permitted within 100 feet of the entrance to any polling place on Election Day.

If officials will be present to conduct “**Exit Polling**”, the Board of Elections will notify your district. You will also be notified if representatives from the media will be present on Election Day.
In August 2018, a new law, A3463, went into effect which requires poll workers to report the number of voters who have voted at each district every 2 hours. Write the number of votes cast on the voting machines and the number of votes cast by provisional ballot.

**How do you find out the vote totals?**

**Voting Machine Counts** – identify the votes cast per machine from the public counter (right-hand corner) of the operator’s panel on each voting machine. **Add the totals from the 2 machines and enter this number on the form.**

**Provisional Ballot Counts** - keep track of provisional ballots cast using a separate tally sheet.

Every time a voter submits a provisional ballot to the district board, the district board should first mark the provisional ballot tally sheet to indicate the voted provisional ballot has been received. **Sample of tally mark counting:**

<table>
<thead>
<tr>
<th>1</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

Voted provisional ballots should remain in the provisional ballot bag.

Please use **Voter Turnout Form** enclosed in the blue kit to report this information on the entrance door or wall inside your polling location. **Sample of a portion of the completed form**

<table>
<thead>
<tr>
<th>Voter Turnout - General Election 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Municipality</strong></td>
</tr>
<tr>
<td><strong>Machine Count</strong></td>
</tr>
<tr>
<td>8 a.m.</td>
</tr>
<tr>
<td>10 a.m.</td>
</tr>
</tbody>
</table>

Return the **Voter Turnout Form** in the blue bag
1. The voter approaches the district table and states his or her name.

2. Open the book to the voter’s name. The poll book has a “Signature Box” for each voter in your district.

3. When Challengers are present, announce the voter’s name, also state the voter’s party for a Primary Election.

**BE VERY CAREFUL!**

*When you ask the voter’s name and it is not the same as the person’s name in the poll book you may not assume it is the same person.* (Example: S.S. Smith is not the same as Sam S. Smith) CHECK for similarities such as Father/Son, Senior/Junior, etc.

4. For each election, the voter must sign in his/her “Signature Box” so that the signature can be compared. **COMPARE THE SIGNATURE.**

5. After you have compared the signature and it matches, enter your initials on the line to the right of the voter’s signature. If you don’t feel the signature matches, follow the challenge process on pages 14-15.

**The pages in the poll book are permanent records, please do not keep food and drinks near the books.** Please make all entries clearly and neatly. If a voter accidentally signs his/her name in the wrong place, draw a single line through the error and initial it. Have the voter sign in the correct place.

A voter whose signature box has been incorrectly signed can sign above the wrong name which has been lined out and initialed. If the voter leaves before the error is discovered, make a note on the Incident Report.

6. After the signature comparison process, issue a Voting Authority. Ask the voter to sign the Voting Authority.

7. On the line to the right of the voter’s signature enter the Voting Authority number. For the Primary Election, also enter the party affiliation (Dem/Rep) selected by any Unaffiliated voter in the party declaration box.

8. Separate the Voting Authority slip by tearing along the perforated line. The signed half remains in the booklet - the removed half is handed to the voter who presents it to the official in charge of the voting machine.

9. The Poll Worker operating the machine takes the Voting Authority and places in the order in which it is received (not necessarily consecutive numbers).

If it is busy, more than one voting authority pad can be used at the same time.

*If you run out of Voting Authorities, additional pads are available from your Municipal Clerk or Master Board Worker.*

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**NAME CHANGE**

**Change of name by marriage or court decree**

When a voter has no change of address but changes his or her name due to marriage, divorce or court decree, this voter may be permitted to vote under his or her original registration after signing the “Signature Box” - *as shown below* - with the previous name and then the new name.

Chase, Danielle  
7 OAK LANE, FREEHOLD, NJ  07728  BIRTH DATE: 07/10/1981  VOTER # 670989454

[Signature]

[Signature]

Page 6
If a voter's signature box is marked "Mail-In Ballot", the voter applied for a mail-in ballot and is not permitted to vote on the machine. A list of voters who applied for a Mail-In Ballot after the poll books were printed will be provided to your district on Election Day. Look through the poll book to identify voters who applied for a Mail-In Ballot and write “Mail-In Ballot” on the signature line. This ensures that the voter cannot sign in the poll book and cannot vote on the machine.

If the voter's Signature Box is marked “Mail-In Ballot” the voter must be offered a Provisional Ballot. The voter cannot vote on the machine!

The Board of Elections will accept Provisional Ballot votes when they have verified that a Mail-In Ballot was not received from the voter. Mail-In Ballots cannot be accepted at the polls. Inform the voter that Mail-In Ballots can be hand delivered to the Monmouth County Board of Elections, 300 Halls Mill Road, Freehold by the close of the polls on Election Day. The voter also has the option to bring their ballot to the post office (ballot must be postmarked with the Election Day date). Ballots must be received by the Board of Elections by mail within 48 hours of the close of polls.

Any voter who requests assistance may have the assistance of anyone they select except for a candidate on the ballot, their employer or union official. A Poll Worker may assist the voter. The “Disability Certificate for Assistance” (see sample below), found in the front of the Registration Poll Book, must be signed by the voter, the person assisting the voter, and two Poll Workers, and must not be detached from the Poll Book.

The voting machine height is adjustable and can accommodate voters in wheelchairs. Use the LATCH on the back of the screen to lower the tub to the necessary height (the same latch used to raise the tub to set up the machine). Please do this before the voter enters the booth and then return the screen to the upright position to prepare for the next voter.

One of your voting machines will be equipped with an Audio Device for use by visually impaired voters. If it is requested, refer to the directions for its use in your “Step-by-Step” booklet. As with all voters, if assistance is required by audio voter, the Disability Certificate (shown below) must be filled out.

**DISABILITY CERTIFICATE FOR ASSISTANCE FORM**

<table>
<thead>
<tr>
<th>DISABILITY CERTIFICATES FOR ASSISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To: _____________________________ Reg # ___________________</td>
</tr>
<tr>
<td>(name of voter) Do you solemnly swear [or affirm] that you are</td>
</tr>
<tr>
<td>(physical disability – state nature of)</td>
</tr>
<tr>
<td>(*Blindness) and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-6]</td>
</tr>
<tr>
<td>Name of member of Board of Registry and Election taking oath Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.</td>
</tr>
<tr>
<td>*Name of voter assisting blind voter Address of voter assisting blind voter PRIMARY GENERAL SPECIAL</td>
</tr>
<tr>
<td>DISABILITY CERTIFICATES FOR ASSISTANCE</td>
</tr>
<tr>
<td>2. To: _____________________________ Reg # ___________________</td>
</tr>
<tr>
<td>(name of voter) Do you solemnly swear [or affirm] that you are</td>
</tr>
<tr>
<td>(physical disability – state nature of)</td>
</tr>
<tr>
<td>(*Blindness) and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-6]</td>
</tr>
<tr>
<td>Name of member of Board of Registry and Election taking oath Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.</td>
</tr>
<tr>
<td>*Name of voter assisting blind voter Address of voter assisting blind voter PRIMARY GENERAL SPECIAL</td>
</tr>
</tbody>
</table>
VOTER’S NAME & ADDRESS

ADAMS, JANE
123 SHADY LANE, OAKHURST NJ 07755

Jane Adams

VOTER’S SCANNED SIGNATURE

Please advise voter that they MUST sign as scanned in the Poll Book. If you do not feel that the signature is a match, please follow rules to challenge the voter on pages 14 & 15.

Certified from the
MONMOUTH COUNTY SUPERINTENDENT OF ELECTIONS

poll worker’s initials

Record Voting Authority Number

PRIMARY ELECTION ONLY:
If voter is Unaffiliated, a voter may declare a party at the polls. Enter DEM or REP in the party declaration box and allow to vote on machine. Details page 17

VOTER’S SCANNED SIGNATURE

If MAIL-IN BALLOT is in the signature box, voter is NOT permitted to vote on the machine and must vote a PROVISIONAL BALLOT

VOTER’S NAME & ADDRESS

ADDEO, PAUL
2 TREE LANE, OCEAN, NJ 07711

Paul Addeo

NO SIGNATURE or NEED CURRENT SIGNATURE

DO NOT ALLOW VOTER TO SIGN

Voter does not sign the poll book. Voter MUST vote by PROVISIONAL BALLOT. See pages 16-18 for details.

VOTER’S SCANNED SIGNATURE

After a voter’s ID is shown, check the YES box, VOTER CASTS VOTE ON MACHINE

If no ID is shown, check the NO box and provide the voter with a PROVISIONAL BALLOT

A voter must show identification, acceptable documents may include the following items:
- a photo ID such as a NJ Driver’s License, passport, job or student ID, military or government ID, or store membership ID card.
- Also acceptable are: non-photo ID such as a NJ Driver’s License, car registration, public assistance card, sample ballot, utility bill, rent receipt, paycheck or a government check.
Voters whose records are marked: “VERIFY ADDRESS” should fill out the Affirmation of Residency form.

After the voter has completed the form, compare the address on the form with the address printed above the voter’s signature verification box. If the form indicates that the voter has not moved, have at least one Poll Worker sign the Affirmation of Residency form and have the voter sign the signature box to proceed with the voting process on the machine. For this process, no other proof of residency is required.

If the voter indicates on the Affirmation of Residency form that he or she has moved, but indicates that the move outside of Monmouth County was less than 29 days before this election, this voter can vote on the machine.

For a voter who has indicated a new address as indicated on their Affirmation of Residency, offer this voter a provisional ballot.

Please Remember……..
This “Affirmation of Residency” form is for information purposes only. It is not a challenge, so no vote of the District Board is required.

Retain all of the “Affirmation of Residency” forms and return them in the blue canvas bag.

Deceased Voter
If information is given to you that a voter is deceased, have a family member use the space provided on the “Affirmation of Residency” form to notify the Superintendent of Elections. The signature of a relative is needed to confirm a deceased voter. Return the form with your supplies.

When it says: “Verify Address”
Voter should complete the yellow Affirmation of Residency form.
Do not ask for ID.

Sample of Affirmation of Residency Form

**COLEMAN, PETER**

389 PRECIOUS LANE, FREEHOLD  NJ  07728

**BIRTH DATE: 07/10/1981  VOTER#: 150638367**

Peter Coleman

*VERIFY ADDRESS*
**VOTING BY PROVISIONAL BALLOT**

A **Provisional Ballot** is a paper ballot supplied to each District Board in a separate orange-zippered ballot bag. *(Instructions for using Provisional Ballots are on page 11)*

**Provisional Ballot Scenarios**

**Voter’s Name is Not in the Poll Book**

Verify that the voter is in the correct polling place by using the provided street list. If the voter is in the right polling place but not listed in the poll book, offer the voter a **provisional ballot**.

**Mail-in Ballot Voter**

The signature space shows “Mail-In Ballot” for a voter who applied for a mail-in ballot. The voter should be given a **provisional ballot** even if the voter states he or she did not apply, receive or return a mail-in ballot. **Mail-in ballots can never be accepted at the polling place.**

**No Signature or Need Current Signature**

If the voter’s scanned signature does not appear in the poll book for comparison or “Need Current Signature” is listed, the voter can only vote by **provisional ballot**. **Do not allow the voter to sign the signature box.**

**ID Required**

If “ID Required” is shown in the voter’s signature block, the voter must present one form of valid identification (see page 8). If the voter cannot provide acceptable identification, the voter must cast a vote by **provisional ballot**.

**Verify Address**

The voter must complete the **Affirmation of Residency form** (page 9). If the address in the poll book matches the address on the Affirmation of Residency form, the voter votes on the machine. If the address does not match, provide the voter with a **provisional ballot**. However, If the voter, checks off on the form that he or she moved out of the county less than 29 days before the election, he or she is permitted to vote on the machine.

**IF THE VOTER HAS MOVED**

- **Out of State**
  
  Voter cannot vote in New Jersey

- **Out of the County before the close of registration (21 days before the election)**
  
  Voter needs to re-register in the new county and cannot vote in Monmouth County

- **Out of the County after the close of registration (21 days before the election)**
  
  After completing the Affirmation of Residency form, this voter should be permitted to vote this election on the machine.

- **Outside Election District but Within the County**
  
  Voter should be directed to the new election district where the voter will vote by **provisional ballot**.

- **Within the Same Election District and is Listed in the Poll Book**
  
  Voter must complete and sign the “Affirmation of Residency” form and to provide the new address. The voter can vote on the machine.
Break the seal on the orange Provisional Ballot bag when you need to issue a provisional ballot.

A voter who is registered in Monmouth County and has moved into your election district but is registered to a different district in Monmouth County should be given a **PROVISIONAL BALLOT** as follows:

Break the seal and open the orange bag. Count the number of ballots to ensure you have received the proper amount and record the number on the inventory sheet located on the front of the orange Provisional Ballot bag. Place the privacy screen on a table where the provisional voter can be assured privacy. If you need additional provisional ballots, please contact your Municipal Clerk.

**PRIMARY ELECTION**—

- **Republican voters** - ballot marked “OFFICIAL REPUBLICAN PROVISIONAL BALLOT” in blue type.
- **Democratic voters**—ballot marked “OFFICIAL DEMOCRATIC PROVISIONAL BALLOT” in red type.

**GENERAL ELECTION**— ALL voters will receive a WHITE ballot.

The “AFFIRMATION STATEMENT” is attached to each envelope. This must be filled out and signed by each voter!

Provide the voter with one Provisional Ballot and an envelope with the Affirmation Statement attached. The voter should fill out the Affirmation Statement completely, provide a full street address and sign at the bottom. Then the voter should vote the ballot, and place it in the envelope.

If the voter makes an error on the Provisional Ballot or Affirmation Statement, the voter may return the ballot and envelope to you. Write “spoiled” on the Affirmation Statement, place it in orange ballot bag and give the voter a new ballot and envelope. The sealed envelope with a completed affirmation, is handed to the Poll Worker by the voter. Check to see if the affirmation is complete and signed, then place the ballot into the orange ballot bag.

Provisional ballots should not be opened at the polls.

When all voting is completed, fill out the inventory sheet in the front of the orange ballot bag and have all poll workers sign it. Reseal the bag with the red seal found inside and return the bag with the voted and unopened ballots to the Municipal Clerk with your other supplies. **The inventory sheet** should list the number of Provisional Ballots **voted, not voted** and **spoiled**. The **total should match the original number** on the inventory sheet.

**Remember:**

*Provisional ballots will be opened at the office of the Monmouth County Board of Elections in Freehold. They will be counted after verification of registration by the Superintendent of Elections.*
Below is a sample of the Provisional Ballot Affirmation Statement. Please ensure the voter completes the form and that it remains attached to the ballot envelope. The voted ballot should be enclosed in the envelope that is attached.

New Jersey
Provisional Ballot Affirmation Statement

1. Reason for Provisional Ballot (Check one)
   - [ ] Moved within the county after registering without notifying election office
   - [ ] Registration information missing from poll book
   - [ ] Did not show required ID
   - [ ] Poll book indicates you are a Mail-in Ballot voter, but did not apply for, receive, or return such ballot

2. I am a US citizen [ ] Yes [ ] No
3. I am 18 or older [ ] Yes [ ] No

4. Current Name
   Last ____________________________ First ____________________________ Mi. ______ Suffix ______
   If your name was changed after registering to vote, provide your former name
   Former Name ____________________________
   Signature of Former Name ____________________________

5. Current Home Address ____________________________
   Municipality ________ County ________ Zip Code ________
   Mailing Address, if different from above: ____________________________

6. Please fill out only if you moved within the county after registering without notifying election office
   Previous Home Address ____________________________
   Municipality ________ County ________ Zip Code ________

7. Date of Birth Month ______ Day ______ Year ________
   Gender [ ] Female [ ] Male

8. NJ Driver’s License (DL#) or MVC Non-driver ID (ID#) Number ________
   Telephone Number (Optional) ________
   If No DL# or ID#, last four digits of your Social Security Number (SS#) ________

10. [ ] I affirm that I do not have a DL# or ID# or SS#

11. Political Party
   Required for primary election; Optional for all other elections

12. Voter Declaration — I swear or affirm that I am a U.S. citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not on parole, probation or serving a sentence due to the conviction for an indictable offense under any federal or State laws. I UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO FINE OF UP TO $15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S. 19:34-1.

   Signature of Voter ____________________________ Date ____________________________

Name of person providing assistance ____________________________

For Official Use Only
Municipality/Ward/District: ____________________________

Page 12
A Primary Election is an election for the two major political parties to choose their candidates who will run in the November General Election.

Only voters who have declared an affiliation with the Republican or Democrat party are permitted to vote in a Primary Election.

An Unaffiliated voter may declare a party at the polls and vote in the Primary Election.

Voting in a Primary Election

1. A voter who has previously declared his/her party may vote for candidates associated with their declared party in the Primary Election. The Poll Book will be marked with their party affiliation and the voter can only vote for the candidates of the declared party. Each voter must sign a Voting Authority for the proper party.

2. Any voter with a blank party affiliation box above the Signature Box is an Unaffiliated voter. An Unaffiliated voter must declare a party affiliation (either Dem or Rep) during a Primary Election and is then permitted to vote on the machine. The Poll Worker must write in the voter’s party choice in the blank box (Party Declaration box) above the Signature Box.

If there is any question as to the voter’s eligibility to vote in the Primary Election, the voter should be advised to contact the Superintendent of Elections.

A voter who has a declared a party of DEM or REP as displayed in the poll book cannot change their party at the polls. Crossovers are not permitted
Challengers are representatives who may be present at the polls to challenge the right of a person to vote for a particular reason. Challengers, Poll Workers and candidates may challenge a voter.

A Challenger must present a credential letter and wear a badge provided by the Monmouth County Board of Elections. Only one Challenger per candidate can be present at the polls at a time. The credential letter and badge each challenger has will identify the candidate and district in which the Challenger is serving.

A candidate on the ballot may serve as a Challenger but will not a credential letter and badge. You may request identification from the candidate if necessary. If the candidate is at the polls to serve as a Challenger, a Challenger appointed in the candidate’s name must leave the polling location.

Challengers should be seated at a table that is separate from the District Board. There should be no interaction between Challengers and the voters. Any questions a Challenger may have for a challenged voter must be given to the District Board Worker, who will ask the voter the question.

Please remember to announce each voter’s name loudly enough for the Challenger to hear. For Primary Elections, announce the voter’s name and political party.

Challenger Do’s & Don’ts

Challengers Can:

1. Challenge a voter if the challenger believes the voter is not qualified to vote.
   In order to vote a person must be:
   ■ a United States citizen
   ■ 18 years of age or older
   ■ a resident of the County for at least 30 days before the election
   ■ registered to vote
   A challenger must sign an affidavit stating the reason for the challenge.

Challengers Can Not:

1. Challenge a voter for any of these reasons:
   a. they think they know how the voter is going to vote
   b. the race or ethnic origin of the voter
   c. the voter resides in a particular section of the municipality or county
   It is a criminal offense for a challenger to challenge a voter for any of the above 3 reasons.
2. Sit with the district board workers or touch the election materials
3. Sit or stand near the voting machine during the voting hours
4. Challenge the voter directly. Only the poll workers can ask the voter questions.
5. Wear any campaign buttons, signs or any campaign clothing
6. Harass or intimidate any voters; or cause disturbances in the polling place.
7. Challenge a voter because the district board asks the voter to affirm his or her residence or asks a first-time registrant by mail to show identification.
Sample Challenger Badge issued by the Board of Elections.

MONMOUTH County Board of Election Permit to Agent or Challenger

This permit must be presented by the person named therein to the election board of the district named therein and he shall be permitted to remain within the polling place while the election is in progress and to be within the railed enclosures while the ballots are being counted. (Title 19:7-4)

TIMOTHY SMITH

is authorized by the MONMOUTH County Board of Elections to be a Challenger for:

This applies for the General Election being held on 11/05/2019

for ABERDEEN-00-01

in said County of MONMOUTH.

This challenger is hereby permitted to act as such Agent or Challenger at the election in said Election District in accordance with the law of the State per Title 19.

In witness whereof the MONMOUTH County Board of Election has caused this certificate to be signed by its Chairman and Secretary on 08/21/2019.

CHANTAL BOUW, Chairman

ALLAN ROTH, Secretary

Democratic Official Challenger

TIMOTHY SMITH

Issued by the MONMOUTH County Board of Elections for 11/05/2019

CHANTAL BOUW
Chairman

ALLAN ROTH
Secretary

EILEEN KEAN,
PATRICIA A. BENNETT
Commissioners

Detachable badge to be worn by the Challenger.
All questions and remarks from Challengers must be directed to the Poll Worker, not to the voter. The Poll Worker must repeat the information in a voice loud enough for the Challenger to hear. The Challenger must complete the top portion of the Challenged Voter Affidavit (C-2/C-4) form where the Challenger specifies his or her reason for challenging the voter.

SAMPLE CHALLENGED VOTER AFFIDAVIT FORM C-2/C-4

CHALLENGER’S AFFIDAVIT
(Challenger specifies his or her reason for challenging the voter.)

STATE OF NEW JERSEY COUNTY OF MONMOUTH

I, ] PRINT Challenger’s Name Current Address, Apt. # Municipality

challenge the right to vote of the voter noted above for the reason or reasons set forth:


I being duly sworn on oath or affirmation, state that the foregoing statements made by me are true and correct.

Challenger’s Signature

CHALLENGED VOTER AFFIDAVIT

STATE OF NEW JERSEY COUNTY OF MONMOUTH

I, ] PRINT Voter’s Name OF Current Address, Apt. # Municipality

being duly sworn according to law, on my oath, deposes and says: I am a duly registered voter at the above address: I am a citizen of the United States, and have resided in this State and in this County for 36 days before this Election; and not elsewhere. I am now a resident of this Election District; and as far as I know and believe, I am 18 years of age, and have never been convicted of a crime which would disqualify me as a voter in the State of New Jersey, and in all respects qualified to vote in this Election, in this Election District, that I have not voted elsewhere in this Election and have presented the following current document(s); Please check:

1. A valid New Jersey driver’s license
2. A sample ballot with my name and address
3. An official Federal, State, County or Municipal document (Not Voter I.D.)
4. A utility or telephone bill or tax or rent receipt dated
5. A piece of mail postmarked on or after the 60th day before the day of this Election

Enter Above Identifying Document(s), Number(s), Address(es), Dates(s)

[Signature of Voter]
Sworn and Subscribed before me this _______________ day of _______________ 19 _______________ [Signature of Judge]

[Signature of Inspector]
[Signature of Clerk]

White Copy - For District Board to return to Superintendent of Elections
Canvass Copy - For Challenged Voter
Pink Copy - For Challenger
C-3
C-4
The Information Sheet (C-3) must be read to the voter which explains the voter's rights.

**INFORMATION (C-3) SHEET FOR CHALLENGED VOTER**

**INFORMATION FOR CHALLENGED VOTER**

Copy for Boardworker to read aloud

Copy for Challenged Voter to read along

**IF YOUR RIGHT TO VOTE IS CHALLENGED.**

A. You may seek to establish your right to vote by:
   (a) Swearing out and signing the Challenge & Voter Affidavit.
   (b) Providing a suitable identifying document for inspection, which may be, but is not limited to the following:

1. A valid current New Jersey Driver’s License.
2. A current sample ballot with your name and address.
3. An official Federal, State, County or Municipal current document. (Not voter ID).
4. A currently dated utility telephone bill, tax or rent receipt.
5. A piece of mail postmarked on or after the 60th day before the date of this Election.
6. Other current Identification ________________________________

The challenged voter should then complete the second section of the Challenger Affidavit Form (C-2/C-4) and then provide a suitable identifying document for inspection. The poll workers should review the form and the identifying document and then vote on whether to permit the voter to vote.

- If the majority of the district board members vote against the challenge or if the vote is a tie, the voter is permitted to vote on the machine.
- If three or four district board members vote to uphold the challenge, the voter is not permitted to vote on the machine.

**Record Results of the Challenge in the Poll Book**

A challenged voter must be informed of his/her right to appeal to a Superior Court Judge at the Monmouth County Courthouse in Freehold on Election Day. The voter is permitted to seek a court order to restore his or her right to vote on the machine.
INSTRUCTIONS FOR VOTING

Offer every voter the “3 Simple Steps to Voting” and “Write-In” Instructions Sheet (yellow card). The voter can bring this guide into the voting booth.

1. Enter Voting Booth
2. Select candidate by pressing the square button to the right of your choice. The “X” will light.
   To change a selection, press the square button again. The “X” will disappear and you may make another choice.
3. Vote ballot, press the red “Cast Vote” button and exit booth.
   Please do not press RED CAST VOTE button until you are finished making selections.

Write-in Vote Instructions

You have the option of selecting a write-in candidate for office. Please read the ballot carefully to make your selection. If you have any questions regarding the write-in process, please ask a Poll Worker before entering the voting booth.

Following are steps for casting a write-in vote:
• Locate the office you wish to vote for (offices will be listed on the left of the ballot) and follow this column across to the write-in column and press the button.
• A green “x” will begin to flash (note: the “x” will continue to flash until the write-in is completed).
• At the bottom of the ballot is the maroon write-in keyboard. Type in the name of the candidate for whom you wish to vote. Type in the first name. Use the arrow key pointing to the right for the space and then type in the last name. Verify your choice in the display window and press “ENTER”.

If an error is made on the write-in: before you press “ENTER” on the write-in keyboard, press the arrow key pointing to the left until the error is cleared and then re-type the name. To enter a space, press the arrow key pointing to the right. Verify your choice and press “ENTER”.

WRITE IN KEYBOARD

After all choices have been made, press the red “Cast Vote” button to Cast Your Vote
Emergency Ballots are used when there are mechanical difficulties with the voting machines.

Prior to using Emergency Paper Ballots, an **AUTHORIZATION NUMBER** must be obtained from the Superintendent of Elections (732-431-7780 x1) to use the Emergency Ballots.

**TO USE EMERGENCY PAPER BALLOTS:**

- Break the green numbered seal and empty the Emergency Ballot box containing the following items:
  - 30 Emergency paper Ballots and 30 plain white envelopes
  - Envelope containing instructions for the use of 1 white and 1 red seal
  - Emergency Ballot tally sheet
  - Statement for Emergency Paper Ballots Voted
  - Privacy Screen (for voters), pencils

- Close Emergency Ballot Box and secure with numbered white seal.

- Place numbered green seal in key envelope.

- Complete the "Statement for Emergency Ballots" (Form E) when the voting machine becomes inoperable.

- Place the Emergency Ballots and plain white envelopes on a table near the voting machine. Do not leave ballots unattended.

- Process the voter as usual. The voter signs the Poll Book and is issued a Voting Authority to sign and take to the Poll Worker who is stringing the Voting Authorities. *(This poll worker is now in charge of the Emergency Ballot Box and the Emergency Ballots)*

- After the Poll Worker strings the Voting Authority, he will give the voter an Emergency Ballot and a plain white envelope.

- Direct the voter to the polling booth or the area where a privacy screen has been set up. If a voter spoils a ballot, upon return of the spoiled ballot in the white envelope, the voter shall receive a second ballot. The poll worker marks “spoiled” on the plain white envelope, signs and dates the envelope and places it in the Emergency Ballot box.

- **Emergency Ballots may only be placed in the ballot box by poll workers.**
IMPORTANT: Secure **unvoted** paper ballots and plain white envelopes with your election supplies until (or if) needed again.  

Once the voting machine has been replaced or repaired, resume voting on the machine.

Remember: The Emergency Ballot box, secured with the numbered white seal, must remain in full view of the poll workers at all times.

On the “Statement for Emergency Paper Ballots Voted,” you must record the Voting Authority number of the last voter to use an Emergency Paper Ballot.

If a voting machine fails to operate on multiple occasions during any election or it becomes necessary to use Emergency Ballots (with authorization from the Superintendent of Elections office), a “Statement for Emergency Paper Ballots” **must** be completed **each time**.

**To Count Emergency Paper Ballots**

After the polls close and the final Results Reports have been printed, count the Emergency Ballots in the following manner:

A. Remove WHITE seal and open ballot box in full view of the public.

B. The Judge of the District Board removes the ballots one at a time. While holding the ballot, the Judge will read the vote cast therein, in view of the Inspector, who will examine the ballot to make sure it is read correctly.

C. The District Board Workers shall record all votes cast by Emergency Ballot onto the tally sheet provided. (If an envelope marked “Void/Spoiled” is removed, it should be temporarily set aside as is). Before taking the next ballot from the ballot box, the District Board Judge must return the ballot he/she just read to its plain white envelope, number it in sequential order (example: 1, 2, 3, etc), and hand it to the Inspector.

D. The Tally Sheet must be signed by all four poll workers. One copy of the tally sheet is to be placed in the Emergency Ballot box and one returned to the Municipal Clerk along with the Zero Proof and final Results Reports and voting machine cartridges in the clear plastic envelope provided.

After all voted paper ballots are counted and tallied, place all voted ballots in numerical order. Place all plain white envelopes marked “spoiled” at the end of the same batch. Place all Emergency paper ballots, VOTED, UNVOTED AND SPOILED as well as unused white envelopes in the ballot box and immediately secure the box with the RED numbered seal.

In the clear plastic envelope that is returned to the clerk, you must remove the cartridges from any broken machines in your district which have been replaced during the election.
ELECTION

STATEMENT FOR EMERGENCY PAPER BALLOTS VOTED

THIS STATEMENT MUST BE COMPLETED BY ALL ELECTION DISTRICT BOARD WORKERS ONLY WHEN A VOTING MACHINE MALFUNCTIONS AND EMERGENCY PAPER BALLOTS ARE ISSUED AND VOTED. N.J.S.A. 19:48-7

This is to certify that voting machine no. __________ became inoperative at __________ AM, __________ PM. We further certify that __________ emergency paper ballots were issued and voted during the time the voting machine assigned to Election District no. __________ in __________ was inoperative. The last voting authority given out before the voting machine became inoperative was no. __________.

This __________ day of __________, 19___.

TO BE COMPLETED WHEN VOTING MACHINE HAS BEEN REPAIRED AND IS READY TO RECEIVE VOTES.

Voting Machine no. __________ was repaired at __________ AM, __________ PM. The next voting authority given out after the voting machine was repaired was no. __________.

TO BE COMPLETED ONLY IF VOTING MACHINE IS REPLACED

Voting Machine no. __________ was replaced by voting machine no. __________ at __________ AM, __________ PM. The next voting authority given out after the voting machine was repaired was no. __________.

Signature of Judge

Signature of Clerk

Signature of Inspector

Signature of Clerk

Municipality

Signature of Voting Machine Technician

Ward

District

WHITE COPY - COUNTY CLERK'S OFFICE

CANARY COPY - PLACE IN BALLOT BOX

PINK COPY - SUPERINTENDENT OF ELECTIONS/COMMISSIONER OF REGISTRATION
The Voting Machine is programmed to print out four copies of the “Final Results Reports” at the close of polls.

Each Poll Worker must sign the bottom of ALL Results Reports.

One copy is to remain at the polling place for viewing by the public.

The remaining copies are to be returned to the Municipal Clerk in the envelope provided along with the Emergency Ballot tally sheet (if used), the Machine Cartridges and Zero Proof reports.

### FINAL RESULTS REPORT

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Serial Number</th>
<th>Protective Counter</th>
<th>Public Counter</th>
<th>Precinct/District</th>
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<tbody>
<tr>
<td>06/06/06</td>
<td>8:15 PM</td>
<td>23727</td>
<td>210</td>
<td>5</td>
<td>District 1</td>
</tr>
<tr>
<td>Polling Place ID</td>
<td>000001</td>
<td></td>
<td></td>
<td></td>
<td></td>
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**Candidate Totals**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
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<tbody>
<tr>
<td>US President</td>
<td>(1)</td>
</tr>
<tr>
<td>D9 Abraham Lincoln</td>
<td>2</td>
</tr>
<tr>
<td>F9 Martha Washington</td>
<td>0</td>
</tr>
<tr>
<td>G9 Aaron Burr</td>
<td>1</td>
</tr>
<tr>
<td>H9 Andrew Jackson</td>
<td>1</td>
</tr>
<tr>
<td>I9 Write-In</td>
<td>1</td>
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</table>

**Write In Votes**

<table>
<thead>
<tr>
<th>Write In Candidate</th>
<th>Votes</th>
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</thead>
<tbody>
<tr>
<td>US President</td>
<td>(1)</td>
</tr>
<tr>
<td>Benjamin Franklin</td>
<td>1</td>
</tr>
</tbody>
</table>

**Election Officers**

Please Complete After Closing The Polls

We the undersigned Election Officers do hereby certify that on the day of 20 this board under the scrutiny of each member, closed the polls from further voting, obtained this printed record of votes cast on this machine and that after the polls closed, the Protective Counter read 210 and the Public Counter read 5 and the machine has been sealed with seal # .

Signed:

Printed 23727 v9.00G 06/06/06 8:15 PM
CLOSING OF POLLS

The polls close at 8:00 p.m. (Voters already in the Polling Place must be permitted to vote before the machine is closed). An Election Official should stand at the end of the line at 8 p.m. to prevent latecomers from entering the line.

After the last voter finishes voting and the machine is locked, observers may view the closing procedures. Official Challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

One copy of the Results Report is to be left on the table or posted on the wall and remain at the polls for viewing by the public.

Important reminders:

- Enclose ALL voting machines cartridges, the signed copies of the Zero Proof and Final Results Reports and the Emergency Ballot tally sheet (if used) in the clear envelope. Return them to your local Municipal Clerk after the close of polls. Also, enclose both machine keys in the key envelopes and place them in the blue bag.

Include the cartridges from any broken machines that have been replaced during the election.

- Return your completed and signed pay voucher in the Blue envelope to the Municipal Clerk.
- Put Poll Books and used and unused Voting Authorities in the blue bag.
- Return the Voter Turnout Form in the blue bag.
- Remaining supplies such as signs, pens, scissors, etc. are to be returned with the supply kit. Many of these items will be used for the next election.

On behalf of the Commissioners and Staff of the Monmouth County Board of Elections, we would like to thank you for your dedicated commitment to the election process.

Staff:
Robin Major, Administrator
Tracee Johnson, Chief Clerk
Debra McEnery, Jean Pometti
Kimberly Earl, Karen Kennedy, Karen Sikand