

Closing the Polls - Chief Judge

- Ensure that each team member knows where to locate their Closing the Polls check list
- Assist the Greeter with taking down the AutoMark
- Make sure all posters are taken down and instruction cards are removed from voting booths
- As supplies are placed near the supply box put them back into the supply box as neatly as possible
- Keep the Divider sheet set aside as well as any envelopes that are brought to you from each team member
- Direct the clean-up of the polling place:
 - Ensuring garbage is picked up
 - Tape and putty are removed
 - Tables and chairs are stacked or put away where they belong
- Assist the Poll Book clerk with recording the red bag and pm ballot box seal numbers
- Make sure all team members (including yourself) have signed the cover of the poll book
- Place the divider sheet into the supply box and all the envelopes and poll book on top
- Direct the team members in assisting in loading all supplies (unless you have ballot rescue)
- Lock up or contact the polling place to let them know you are finished

Closing the Polls - Greeter

- Turn off AutoMark
- Unplug AutoMark
- Put cord and keys into AutoMark bag
- Place headphones in AutoMark case
- Close the AutoMark
- The Chief Judge will assist you in putting the AutoMark in its case
- Take down posters and signs
- Return putty to its baggie
- Stack signs, posters, registered voter list, etc. neatly near supply box
- Assist the Chief Judge with any other clean up

Closing the Polls - Poll Book Clerk

- Count the number of signatures in the poll book for each ballot code and record on the appropriate line on the Ballot Accounting page
- Ensure that all Voided Ballots are in the Voided Ballot envelope
- Give the Voided Ballot envelope to the Chief Judge
- Put pens, job aids, papers, etc. back into the Poll Book/Issuing Clerk bag
- The Chief Judge will assist you with recording the red bag seal number and the pm ballot box seal numbers
- Have all poll workers (including the Chief Judge) sign the cover of the poll book under #2
- Have the Chief Judge sign the very bottom of the cover of the poll book
- Assist the Chief Judge with any other clean up

Closing the Polls - Issuing Clerk

- Put Election stamp in baggie
- Put baggie into slot in ballot box
- Remove used stubs from partial ballot packs
- Place all used stubs in the Used Stubs envelope
- Place unused ballots in the red bag
- Seal the red bag
- Ensure that all spoiled ballots have been placed in the spoiled ballot envelope
- Give the Used Stubs envelope and the Spoiled Ballot envelope to the Chief Judge
- Place the red bag next to the supply box
- Neatly stack any job aids, papers, writing utensils and stamp pad on table
- Assist the Chief Judge with any other clean up

Closing the Polls - Receiving Clerk

- Once the Issuing Clerk has placed the baggie with stamp in the ballot box, seal the ballot box
- Ensure that all Election Day Registration cards are in the EDR envelope
- Give the EDR envelope and registered voter list to the Chief Judge
- Remove voting instructions from voting booths
- Dismantle voting booths
- Place voting booths in bags
- Ensure the handicap voting booth goes back into the handicap bag
- Return job aid, papers and stickers to the Receiving Clerk bag
- Place instruction posters, Receiving Clerk bag and voting booths near the supply box
- Assist the Chief Judge with any other clean up