

Nassau County Board of Elections

240 Old Country Road—5th Floor

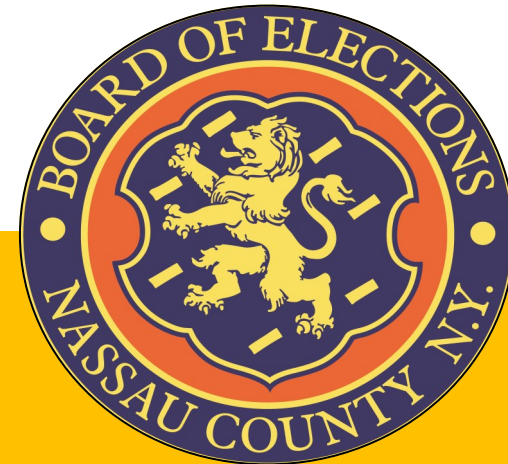
Mineola, N.Y. 11501

(516)571-VOTE (8683)



**Nassau County Board
of Elections**

**Poll Worker
Orientation**



JOSEPH J. KEARNEY

REPUBLICAN COMMISSIONER OF ELECTIONS

RESPONSIBILITIES

Spanish Translators

Not all polling locations will have a Spanish Translator. If your location is assigned a Translator, they are under the auspices of the Poll Coordinator and they have only one responsibility, and that is to translate. They do not advise any voter nor do they fill in for missing inspectors or set up the polling location. If however, your location does not have one and you have a Spanish-speaking person that needs assistance, you can call the Board of Elections, where a Spanish translator will be available.

In addition, the AutoMARK is programmed to translate ballots into Spanish, as well.

Notes

RESPONSIBILITIES

Difference Between Inspectors and Chairpersons:

Chairpersons are considered Inspectors too, but have additional responsibilities than Inspectors. They are the 'team leader' for the Election District.

Poll Coordinators

There are two Poll Coordinators assigned to each polling place, one from each political party. The Poll Coordinators oversee the polling place on Election Day. This means they have specific duties to ensure things run smoothly, which includes:

- distributing supplies from the Supply Cart to each Chairperson;
- setting up the polling place privacy booths;
- setting up and assisting voters with the Auto**MARK** BMD;
- posting polling place signage inside and outside;
- greeting voters, directing them to the correct Election District table, if needed;
- assisting voters with problems; and
- troubleshooting jams on the DS200 voting machines and the Auto**MARK** ; and
- they are the last to leave the polling location .

Welcome to the Nassau County Inspector Program!

The Board of Elections works hard all year to ensure that elections run smoothly, but we can't do it alone.

Each election, we count on you and many other Inspectors throughout our communities to make sure that every voter leaves the polling place satisfied, confident in the democratic process, and eager to return on the next Election Day.

The objective of this orientation booklet is to provide you with an overview of pre-election information.

What makes you qualified to become an Inspector

- ⇒ First, you must be a registered voter.
- ⇒ Second, you must be a resident of Nassau County.
- ⇒ Third, you cannot hold any publicly-elected office or be a candidate for public office or party position at the district where you will work. Nor can you be a spouse, parent, or child of a candidate who is running for office at the district where you will work.
- ⇒ Fourth, you must be able to speak, read, and write the English language.

In order to become certified, you must attend an official training class conducted by the Board of Elections and pass the examination.

Once you are a certified Inspector, you will be ready to assume your responsibilities.

We hope you enjoy the electoral process of which you are to embark and find your service to voters equally rewarding.

PLEASE

New York State Voter's Bill of Rights

Today is Primary Election Day
Polls are open from 6:00 AM until 9:00 PM

As a registered voter, you have the RIGHT TO:

VOTE: The right to vote includes voting for candidates and questions on the ballot and having sufficient time to vote.

HAVE YOUR VOTES COUNT: Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

SECURITY IN VOTING: Secrecy in voting will be preserved for all elections.

FREEDOM IN VOTING: Cast your vote, free from coercion or intimidation by elections officers or any other person.

PERMANENT REGISTRATION: Once registered to vote, you continue to remain qualified to vote from an address within New York State.

ACCESSIBLE ELECTIONS: Non-discriminatory equal access to the election system for all voters, including the elderly, disabled, alternative language minorities, military and overseas citizens, as required by Federal and State laws.

ASSISTANCE IN VOTING: You may request assistance to vote because of blindness, disability, or inability to read or write.

INSTRUCTION IN VOTING: You can view a sample ballot in this polling place prior to voting, and before entering or approaching a privacy booth, scanner or ballot marking device, you may request help in how to mark and/or cast your ballot.

AFFIDAVIT VOTING: Whenever your name does not appear in the poll ledger or the voter registration or enrollment list, or if you have not voted in this election but the records of the Board indicate that you have already voted, or you do not provide identification when required, you will be offered an affidavit ballot.

FIRST TIME VOTER? Instructions on how to vote are available on the sample ballot posted in this polling place. If you need additional help, prior to signing in, ask the inspectors working here today.

CASTING A VOTE ON PAPER BALLOT: Review your ballot to be sure you have cast your votes as you intended. Be sure to vote for the number of candidates permitted, for each office on your ballot. Casting more votes than the maximum number permitted in any contest (overvoting), will void your votes for that contest only. If you make a mistake on your ballot, return it to the inspectors and you will be given another. After you insert your ballot into the scanner, wait for the message which tells you your ballot was successfully scanned.

PROBLEMS? Federal and state laws prohibit acts of fraud and misrepresentation on voting. When you encounter problems in voting, contact your local county board or the State Board of Elections. Contact your County Board of Elections at (516) 571-1245 - VOTE (8683). Contact the New York State Board of Elections at (518) 474-6220.

POST

Declaración de derechos del Votante del Estado de Nueva York

Hoy es el día de elecciones primarias
Los centros de votación están abiertos de 6:00 a. m. a 9:00 p. m. Como votante registrado tiene

DERECHO a:

VOTAR: El derecho a votar incluye votar por candidatos y por preguntas en la papeleta, y tener suficiente tiempo para votar.

QUE SU VOTO CUENTE: Votar en un sistema de votación que funcione y que permita que los votos se emitan con exactitud.

VOTO SECRETO: El voto secreto se mantendrá en todas las elecciones.

LIBERTAD AL VOTAR: Emitir su voto, libre de coerción o intimidación de funcionarios electorales o cualquier otra persona.

REGISTRO PERMANENTE: Una vez está inscrito para votar, continúa estando calificado para votar en el Estado de Nueva York.

ELECCIONES ACCESIBLES: Acceso equitativo no discriminatorio al sistema de elección para todos los votantes, incluyendo a personas mayores, discapacitadas, minorías con lenguaje alternativo, militares y ciudadanos fuera del país, según lo exigen leyes federales y estatales.

AYUDA AL VOTAR: Puede pedir ayuda para votar debido a ceguera, discapacidad o incapacidad para leer y escribir.

INSTRUCCIÓN AL VOTAR: Puede ver una muestra de la papeleta en este lugar de votación antes de votar y antes de entrar o acercarse a una cabina privada, escáner o dispositivo para marcar la papeleta, puede pedir ayuda para marcar la papeleta o emitir su voto.

DECLARACIÓN JURADA DE VOTACIÓN: Cuando su nombre no aparezca en el registro electoral, registro de votante o lista de inscripción, si no ha votado en estas elecciones, pero los registros de la Junta indican que usted ya votó, o no muestra identificación cuando se le pide, se le ofrecerá una declaración jurada de votación.

¿VOTA POR PRIMERA VEZ? Las instrucciones para votar están disponibles en la papeleta de muestra publicada en este lugar de votación. Si necesita más ayuda, antes de registrarse hable con los inspectores que trabajan hoy aquí.

CÓMO EMITIR SU VOTO EN LA PAPELETA: Revise su papeleta y asegúrese de haber emitido su voto según su intención. Asegúrese de votar en su papeleta por la cantidad de candidatos permitida para cada puesto. Emitir más votos que el número máximo permitido en cualquier contienda (votación en exceso) anulará sus votos solamente para esa contienda. Si comete un error en la papeleta, entréguela a los inspectores y le darán otra. Después de meter su papeleta en el escáner, espere el mensaje que indica que su papeleta se escaneó exitosamente.

¿TIENE PROBLEMAS? Las leyes federales y estatales prohíben el fraude y la falsedad en las votaciones. Si tiene problemas al votar, comuníquese con la Junta local de su condado o la Junta Electoral del Estado. Comuníquese con la Junta Electoral de su condado al (516) 571-1245. Comuníquese con la Junta Electoral del Estado de Nueva York al (518) 474-6220.

Voter's Bill of Rights
posted in all Polling locations

RESPONSIBILITIES

Inspectors

For each election district in the county, the Board of Elections will appoint four (4) Election Inspectors (two from each of the two major parties). Appointments are made from lists certified by the Chairpersons of each Party.

The appointment is for one year. Each Inspector takes an oath of the office given by the Board of Elections. If you are called to fill-in for an Inspector who is unable to work, sign and return the Inspector Oath to the Board of Elections with your other supplies.

Inspectors help set up their Election District and assist voters. It is important that Inspectors work as a team to ensure that an honest, efficient election is conducted and that proper order is maintained in the polling place.



Chair persons

The Chairperson is a team leader who supervises Election Day activities. If you are chosen to be a Chairperson, you are paid an additional amount to reflect additional duties.

This means you have specific duties to ensure things run smoothly, which include the following: accounting for and distributing all of the day's election supplies; assigning lunch and dinner breaks; ensuring that all required forms are filled out completely and accurately; making sure pay vouchers are signed and returning all supplies to the local police precinct.

ELECTRONIC VOTING

In 2010, Nassau County Board of Election replaced the mechanical Lever machines with electronic tabulators that scan paper ballots in compliance with the Help America Vote Act (HAVA). There are 2-machines involved in the voting process. There's the actual scanning tabulator known as the DS200 Voting machine and the Ballot Marking Device or BMD, known as the AutoMARK. In addition to these machines, the polling place will have privacy booths and privacy folders for those who cannot use the privacy booths .



DS200 is pictured left and the AutoMARK is pictured above

- ◆ Voters complete a ballot in a privacy booth and cast them in the DS200 that is positioned behind each Election District table.
- ◆ Voters who are unable to mark their ballots can use the AutoMARK to do it for them. The AutoMARK is not a tabulator, after the ballot is marked it is printed for the voter to bring to the DS200 to cast.
- ◆ Voters in wheelchairs who cannot reach the Privacy Booths but can complete a ballot by hand can use the Privacy Folder by the Poll Coordinator's table for that purpose.

THE RIGHT TO VOTE

History of Voting

The Declaration of Independence declared that “All men are created equal,” and demanded that government represent the people’s interest—meaning the right to vote for representation.

Voting is Private:

No one is allowed to interfere with the voter’s right to vote.

School children are taught that “In all states, voting is free. It is also voluntary; no one can be forced to vote. It is also a crime to try to stop another person from voting. Voting is private – no one can see how another person votes.” A person may vote only once in an election.

Voter’s Bill of Rights

The Voters’ Bill of Right emphasizes their rights of which the most important rights are:

SECURITY IN VOTING: Secrecy in voting will be preserved for all elections.

FREEDOM IN VOTING: Cast your vote, free from coercion or intimidation by elections officers or any other person.

WHO CAN VOTE

In order to be eligible to vote, there are certain requirements that need to be fulfilled. These requirements include:

1. You must be a United States Citizen.
2. You must be 18-years of age by the date of Election.
3. You must complete a Registration Form and submit it to the Board of Elections. These forms are available on the Board of Elections' website—www.nassauvotes.com, at schools, post offices and the Dept. of Motor Vehicles, just to name a few.
4. You cannot vote if in jail or on parole for a felony conviction.

In completing the Registration Form, the registrant must provide I.D. such as a driver's license number or the last 4-digits of their social security number. If this information is not provided, the Board of Elections will notify them of the deficiency by mail.

If the registrant does not respond to the request, they can still vote by providing I.D. on Election Day—you as an Inspector will know when to ask for that I.D. as there will be an **'I.D. Required'** notation beside their name. This is the **ONLY** time you can request I.D. from a voter. More on this will be covered in class.

The Registration Form also asks the registrant to select a political party to which they want to be affiliated. This is important for Primary Elections as you will learn. If the registrant chooses not to be affiliated with any party, then they may not vote in a Primary.

ELECTION DAY

(Con't)

If there is a chance you will be working at a polling place other than your own and unable to vote at any of the available Early Voting locations in the County, then voting prior to Election Day by Special Absentee Ballot is the best plan for you.

What to Wear

It's Election Day and you are ready to serve at the polls, but what should you wear?

Because you are a public employee for the day, appropriate casual dress is required. What you wear helps set the professional tone that should be present in your polling place at all times.

On Election Day, select comfortable and appropriate attire. Please do not wear any political or campaign items, anything that promotes a candidate or issue, or perfumes or aftershave, which may affect sensitive people.

You may wear patriotic colors. You may bring a jacket or sweater in case the temperature in the room is cool.

What You May or May Not Bring

You may bring the following items to the polling place on Election Day: food and drink for yourself; and any required medications.

Do not bring any political items, pets, or alcoholic beverages. Election Day is a long day, and we understand there may be times when no voters are in your polling place.

If newspapers and radio or television are present at your polling place, please set the newspapers aside and turn the radio or television off, as political ads may be airing.

VOTING DISTRICTS (CON'T)

Voters Notified Where To Vote

Sometime in March, the Board of Elections mails out Acknowledgment Cards to every voter advising them of their **T/AD/ED** (Township/Assembly District/Election District) and voting location. It also advises them of upcoming elections. As you will learn, this information is vital in the election process.

RETURN SERVICE REQUESTED

THIS CONFIRMS YOUR VOTER REGISTRATION!

Referred to as: T/AD/ED

THIS CONFIRMA SU REGISTRO PARA VOTAR!

ELECTION DAY

Every vote counts, including your own!

Mail Check cards are barcoded. If a voter brings their mail check card with them to the polling place on Election Day, these cards can be scanned on the Poll Pad to locate the voter's information.

ELECTION DAY

Every vote counts, including your own!

If you are serving as an Inspector on Election Day, you are encouraged to vote in one of the following ways:

- Vote at Early Voting Locations.
- Vote on your lunch or dinner break, or
- Vote by Special Absentee Ballot prior to Election Day.

New York State Voter Registration Form

Register to vote
With this form, you register to vote in elections in New York State. You can also use this form to:

- change the name or address on your voter registration
- become a member of a political party
- change your party membership
- pre-register to vote if you are 16 or 17 years of age

Send or deliver this form
Fill out the form below and send it to your county's address on the back of this form, or take this form to the office of your County Board of Elections.
Mail or deliver this form at least 25 days before the election you want to vote in. Your county will notify you that you are registered to vote.

Verifying your identity
We'll try to check your identity before Election Day, through the DMV number (driver's license number or non-driver ID number), or the last four digits of your social security number, which you'll fill in below.
If you do not have a DMV or social security number, you may use a valid photo ID, a current utility bill, bank statement, paycheck, government check or some other government document that shows your name and address. You may include a copy of one of those types of ID with this form—be sure to tape the sides of the form closed.
If we are unable to verify your identity before Election Day, you will be asked for ID when you vote for the first time.

Register to vote you must:

- be a US citizen;
- be 18 years old (you may pre-register at 16 or 17 but cannot vote until you are 18);
- not be in prison or on parole for a felony conviction (unless parole/parolee or restored rights of citizenship);
- not claim the right to vote elsewhere;
- not found to be incompetent by a court.

Questions?
Call your County Board of Elections listed on the back of this form or 1-800-FOR-VOTE (TDD/TTY Dial 711)
Find answers or tools on our website www.elections.ny.gov

It is a crime to procure a false registration or to furnish false information to the Board of Elections. Please print in blue or black ink.

1 Are you a citizen of the U.S.? Yes No
If you answer **No**, you cannot register to vote.

2 A) Will you be 18 years of age or older on or before election day? Yes No
B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you are eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election. Yes No
If you answer **No** to both of the prior questions, you cannot register to vote.

3 Your name
Last name _____ Suffix _____
First name _____ Middle Initial _____

4 Birth date M / D / Y / Y / Y / Y **5 Gender** Male Female

6 Phone _____ **7 Email** _____

8 The address where you live
Address (not P.O. box) _____
Apt. Number _____ Zip code _____
City/Town/Village _____
New York State County _____ Select your New York State County

9 The address where you receive mail
Address or P.O. box _____ Zip code _____
P.O. Box _____
City/Town/Village _____
Skip if same as above

10 Voting history Have you voted before? Yes No **11 What year?** _____

12 Voting information that has changed
Your name was _____
Your address was _____
Your previous state or New York State County was _____
Skip if this has not changed or you have not voted before

13 Identification
You must make 1 selection
For questions, please refer to Verifying your identity above.
 New York State DMV number _____
 Last four digits of your Social Security number x x x - x x - _____
 I do not have a New York State driver's license or a Social Security number.

14 Political party
You must make 1 selection
I wish to enroll in a political party
 Democratic party
 Republican party
 Conservative party
 Working Families party
 Green party
 Libertarian party
 Independence party
 SAM party
 Other _____
I do not want to enroll in any political party and wish to be an independent voter.
 No party

15 Optional questions
 I need to apply for an Absentee ballot.
 I would like to be an Election Day worker.

16 Affidavit: I swear or affirm that
I am a citizen of the United States.
I will have lived in the county, city or village for at least 30 days before the election.
I meet all requirements to register to vote in New York State.
This is my signature or mark in the box below.
The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Sign _____
Date _____

TYPES OF ELECTIONS

General Election

Election Day in the United States is the day set by law for the general elections of public officials. It occurs on the Tuesday right after the *first Monday in November* (this does not necessarily mean the "first Tuesday" in a month because the first day of a month can be a Tuesday). Any registered voter can vote in this election at their designated polling location.

Primary Election

A Primary Election is held prior to the General Election. A Primary Election may take place within each of New York State's official political parties. It precedes the General Election to provide enrolled political party members the opportunity to nominate the party's candidates for elected office as well as to elect various party offices. If there is no contest in a party then there is no Primary for that party.

In a Primary, only voters registered in the party in which the Primary is held can vote. How will you the Inspector know? At the time the voter registered to vote, if they chose a party to which they wanted to be affiliated, then their name will appear in the Poll Pad of for that political party that day.

Special Election

A Special Election is held in jurisdictions to fill an office that becomes vacant prior the end of its corresponding terms. That means should an elected official be unable to complete his term in office, then a special election can be called (by the Governor or County Executive) to fill the vacant seat. If a Special Election is called in a specific district, only registered voters (of any party) in that district can vote.

A Special Election can also be held if a special referendum is put before the voters. If the Referendum is county-wide, then all registered voters can vote.

VOTING DISTRICTS

Election Districts

Election Districts are determined by population. In Nassau County, each town is a piece of a larger pie. We have individual towns, townships, assembly districts, senatorial districts and congressional districts. Where you live determines to which of these districts you belong.

Street Addresses Mapped

Where you live will either be within a Township or a City. Your Township or City is within an Assembly District and your actual street address is considered an Election District. The Board of Election codes this information as follows:

Township/City (T) Assembly District (AD) Election District (ED)

Townships and Cities are further coded as follows

Township/City	Alpha	Numerical
GLEN COVE	GC	1
HEMPSTEAD	H	2
LONG BEACH	LB	3
NO. HEMPSTEAD	NH	4
OYSTER BAY	OB	5

Your street address is assigned an Election District or E.D. number.

For example:

*If you live at 125 Main Street, Pt. Washington, your T/AD/Ed would be **416040***

4= Town/16= AD/040=ED.