
Precinct Elections Official

Closing the Polls

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Directors:
Terry Burton
Carol DeJong



Telephone: 419-354-9120 or 1-866-244-8251

KEEP YOUR CELL PHONE TURNED ON until your supplies are returned in case the Board of Elections needs to contact you.

End of Election Day - Closing the Polls

Preparing to Close the Polls

All polls in Ohio are to close at 7:30 p.m. unless a court order is provided to you by the Board of Elections that requires the polls to stay open later. . Announce that the polls are closing soon and reassure voters that everyone in line at 7:30 p.m. will have an opportunity to cast a ballot.

Poll Closing Strategy

Finally, it's poll closing time! The poll closing process will go faster and more smoothly if you work in teams, just as you did in the morning. It is very easy to forget important steps unless you check each other's work. For example, have one Election Official read the list of materials to be delivered that night to the drop off site while another person checks to make sure each item has been packed.

The ICX Closing Envelope is in the Orange Bag. It contains all the information and supplies for closing the polls.

Officially Closing the Polls

At 7:30 p.m., the official closing time, one poll worker should loudly declare, "The polls are closed!" If people are waiting to vote at closing time, they must be allowed an opportunity to vote. To accommodate voters waiting in line:

- ★ Move the line inside the locked door of the polling location, if at all possible; or
- ★ Place a poll worker after the last person in line to prevent additional people from joining the line.

Do **NOT** allow anyone who arrives after poll closing time to enter the line and vote.

Court Orders

If there is a court order to keep your polling location open past 7:30 p.m., you will need to know who the last person in line was at 7:30 p.m. You must then make sure of the following:

- ★ Voters who were already in line at 7:30 p.m. get to vote a regular ballot.
- ★ All voters who arrive at the polling location to vote between 7:30 p.m. and the court ordered closing of the polling location vote a provisional ballot.
- ★ These ballots must be kept separate from provisional ballots voted during the regular voting hours, in case the court decision is later overturned, by noting on the Provisional Envelope that the provisional ballot was cast after 7:30 p.m. pursuant to the court order. To do so, write "**After Close of Polls by Order of the Court**" on the Provisional envelope.
- ★ If there is a court order involving your precinct you will be notified by the Wood County Board of Elections.

Post Election Paperwork & Procedures

After the Voters Have Left the Polling Place...

Polling Location Summary (refer to sample on next page): The Polling Location Summary report summarizes the total number of voters who cast ballots electronically in the **entire** polling location and **MUST** be completed **BEFORE** the ICX units are turned off or USB sticks are removed.

List the total number of votes cast from each machine on the appropriate line. This number can be found at the bottom of the screen - it is called "*Total Ballots cast*". Then total the votes cast on all of the machines.

Paper Ballot Accounting Chart: The chart **MUST** be fully completed. To complete the chart, it is necessary to unseal the ballot box and count the voted paper ballots for each precinct at the location. After counting the ballots return them to the ballot box and lock it using a numbered blue lock for return to Board of Elections. A Democratic and a Republican Election Official must sign the Paper Ballot Accounting Chart.

ICX Closing the Polls Checklist and Reports: Follow the directions on the "ICX Closing the Polls Checklist" that is located in the ICX Closing the Polls Envelope in the Orange Bag. It is necessary to run TWO reports: one report will be signed and rolled & sealed in bag and one will be signed and taped on a window or door to the polling location so that it can be read from the outside. After the reports have been run and the ICX Closing the Polls process completed, the USB Stick should be removed from the ICX voting unit.

USB Sticks: Be sure that all USB Sticks have been removed from the ICX voting unit and placed in the appropriate spot in the plastic USB return case. The USB return case will then be placed in the orange bag for return.

Voted Paper Rolls: Place all voted paper rolls into the provided plastic bags and label with appropriate ICX unit label. Place labeled bags inside the yellow bag. The yellow bag should be locked for the return trip to the Board of Elections using the red locks provided.

Bring in the Flags, Take the signs down, and pack the ICX Units in transport bags.

All Poll Workers must Sign Payroll Sheet: The Auditor's Office will issue the checks approximately **3 weeks** after the election. The Delivery Team must check the Payroll Sheet where indicated in order to be paid for delivering ballots/supplies. The completed payroll sheet should be put into the Ballot Box for the return trip to the Board of Elections.

Note: Failure to fully complete paperwork could result in a person not receiving the full amount due. In the event your paycheck amount is incorrect you must notify the Board of Elections within **3 months** of an election in order to receive additional money owed.

Ballot & Supply Return: The delivery judges must bring the Orange Bag containing the USB Return Case with USB sticks enclosed, the Ballot Box containing paper ballots, the Poll Pad in neon green case, and the Black Bag containing election supplies to the Board of Elections directly from the Polls.

The ballots and supplies MUST be returned to the Board of Elections by a BI-PARTISAN team of two poll workers from the polling location.

Post-Election Paperwork - Sample Polling Location Summary

COMPLETE AND RETURN THIS PAGE in Ballot Box!

Polling Location Summary - General Election: November 5, 2019

Please complete in pen

Must be signed by
one Democratic and
one Republican PEO.

	Signature	Time
PEO - Democratic	Frank Roosevelt	7:48
PEO - Republican	Herbie Hoover	7:48

Polling Location:

HANCOCK-WOOD ELECTRICAL CO-OP
Number of Ballots Cast on Election Day

Machine ID	'Ballots' from Bottom of ICX Screen
1	22
2	11
3	33
4	22
5	11
6	33
7	22
8	33
9	11
10	22
11	11
12	33
13	22
14	33
15	11
Total Number of Machines	Total Ballots On ICX
15	363

From any Poll Pad; Press Menu select Summary Report then record check ins from screen.

Total Check-ins - (ICX & Paper) **365**

Reconciling numbers by PEOs is not required.

VOTING MACHINE EQUIPMENT, SUPPLIES AND/OR BALLOTS CUSTODY FORM

The purpose of this form is to track the custody and location of voting equipment, including electronic poll books, supplies and/or ballots from the time the voting equipment, supplies and/or ballots leave the board of elections office until returned to the board of elections offices. A signature is required whenever the equipment, supplies and/or ballots change hands or location. By signing the Chain of Custody Log, the signer is certifying that he or she took custody of the voting equipment, supplies and/or ballots or delivered it to a particular location. Whenever custody of the voting equipment, supplies and/or ballots changes, the individual transferring custody or receiving custody must examine the voting equipment, supplies and/or ballot packets to ensure that all seals are in place and that it appears to be intact and in sufficient working order as can be determined by a visual inspection.

By signing this form, YOU ARE STATING THAT YOU HAVE EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION

POST-ELECTION SUPPLY PACKING

ORANGE MEMORY CARD BAG SHALL ONLY CONTAIN:

- **USB Return Case containing USB Sticks** (must be placed in the correct numerical slot)

Lock the bag using one of the numbered **BLUE** locks by feeding the end of the lock through both the hole in the zipper and the grommets in the top corner of the bag and then lock.

KEEP ORANGE BAG SEPERATE TO HAND TO BOARD OF ELECTIONS STAFF UPON ARRIVAL.

YELLOW BAG SHALL CONTAIN: Voted Paper Rolls

Voted paper rolls are placed into the provided plastic bags and label with appropriate ICX unit label.

Yellow Bag is placed in Black Supply Bag

Poll Pad

Pack base, printers, passwords, voter cards, lanyard, and all cords in the green case. **Lock the case** using one of the numbered **BLUE** locks by feeding the end of the lock through hole on the outside of the case.

BALLOT BOX(S)

- **Voted Paper Ballots**
- **Payroll Sheet** (fully completed)
- **Polling Location Summary**
- **Ballot Accounting Chart**
- **Provisional Sign-in Pages**
- **Forms** - any completed Secretary of State Forms or PEO Assessments
- **Voter Registration Card** completed by voters

Re-sealed the Ballot Box using numbered **BLUE** locks.

Ballots & Supplies must be returned to the BOE by a bi-partisan team!

BLACK SUPPLY BAG

Yellow Bag

List Bag: Information Notebook & Precinct Registration List, Supply Bag

Location Supply Bag & Supply Bag

ICX Closing Envelope

Misc. Bag & Lock Bag

United States Flags & "Vote Here" Yard Sign

Unvoted Paper Ballots & Stickers

Power Strips & Extension Cords

FINAL THINGS CHECK LIST

- All USB Sticks out of ICX Units and in USB Return Case in Orange Memory Card Bag for return.
- ICX printer tapes posted on outside of building
- Packed ICX units, Power Cords and unused paper in Transport cases for pickup by the delivery team.
- Remove all signs from the walls, and make sure that everything is back the way you found it.
- Delivery PEOs have Orange Memory Card in hand ready to present at courthouse and pack Ballot Box, Poll Pad and Black Supply Bag in trunk for return to Board of Elections.

Directions & Map to Board of Elections

Directions

When you return your supplies on election night, please come from the north going south on Summit St. to the main entrance. Between 8:00 pm and 10:00 pm Summit St. will be closed to non-election traffic. Both lanes will be open to southbound traffic only to expedite the delivery process. The election night staff will meet you at the sidewalk.

