Guidelines for Ballot Distributors

No single duty of the election workers carries more responsibility than that of ballot distributor, since ballot accountability is one of the keys to ensuring the fairness of an election.

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Responsibilities:

- Ballot distributors are responsible for handing voters the correct ballot or ballots once they have been checked in by the entrance checkers.

- Be careful to ensure that you give each voter one and only one of each type of ballot that they have been marked to receive on the checklist.

- Legal Resident Voters are ONLY eligible to vote in City and School elections. Never give a Legal Resident Voter a County, State, or Federal Ballot. Legal Resident Voters will be clearly noted as such in the checklist.

- Voters should not be allowed to take their own ballots.

- You are responsible for all of the ballots in your custody. Do not unseal a new pack of ballots of a given type until the previous pack has been used up.

- When your bag containing unvoted ballots has been unsealed, keep the lid or zipper closed at all times.

- Never leave undistributed ballots unattended.

- Have only one bundle of ballots of each type on the distribution table at one time.

- Remember, for State Primaries ONLY voters should be given all available party ballots.

- If a voter has been checked in and decides not to take a ballot of a certain type, ask the voter to cast a blank ballot. If the voter declines to cast a blank ballot, put a DEFECTIVE BALLOT sticker on the blank ballot and place it in the DEFECTIVE BALLOT envelope.

- If a voter makes a mistake on their ballot, give them a replacement ballot of the same of the same type upon surrender of the ballot. On the incorrect ballot, immediately place a REPLACED BALLOT sticker on the face of the ballot, tear it in half, and place the ballot in the "REPLACED BALLOTS" envelope, which will be returned inside one of the ballot cases. Do not question whether the voter has made a mistake to spoil the ballot. Simply give them a new one with no questions asked.