

Guidelines for Tabulator Attendants

The tabulator attendant's job is a very sensitive one; he/she stands near the tabulator to direct each voter to the tabulator and to provide assistance in feeding the ballot(s) if necessary.

Whether they choose to use privacy sleeves or not, some voters will be sensitive to the possibility that anyone, including election officials, might see how they have voted. The tabulator attendant should respect this sensitivity and should do the job in such a way as to minimize the possibility that anyone's ballot can ever be seen.

Responsibilities:

Look at the voter and not at the ballots; make eye contact.

If the voter seems unsure of how to feed the ballots, give whatever instruction is needed

Ensure that the voter is depositing their ballot into the correct tabulator for the ward or district ballot they are voting.

The tabulator attendant should stand at the side of the entrance to the tabulator area, admit one voter at a time to the aisle area, and, if necessary, instruct the admitted voter on how to insert the ballots. Once a voter has deposited their ballot, direct them to the poll exit. Then greet the next voter as the previous voter feeds his/her ballots into the tabulator.

Rejected Ballots

1. Machine Reads "Ballot not read, please re-insert" - attendants should ask the voter to attempt to re-insert the ballot with a different orientation. If the machine still rejects the ballot after several attempts, direct the voter to see the ballot distributor to replace the ballot and complete a new one. If the voter does not wish to do this, store the ballot in the auxiliary compartment until two election officials are able to transfer the voter's choices on to a new ballot. Remember to treat the unreadable ballot as a spoiled ballot.
2. Machine Reads "Blank Voted Card" – this means that the voter did not vote on the ballot. Discretely ask the voter if he/she intended to cast a blank ballot. If they say no, allow the voter to return to a booth to complete their ballot. If they say yes, the attendant can use the plastic key to open the front panel of the ballot box, press and hold the YES button while instructing the voter to feed the ballot through.
3. Machine Reads "Over Voted Race" – this means that the voter has marked more candidates for an office than the "vote for not more than" number for that race. Discretely explain to the voter that too many choices were marked for one race and ask to voter to review their ballot. If the voter finds that they have marked too many candidates for one race, direct them to see the ballot distributor to replace their ballot and complete a new one. If the voter does not wish to do this, the attendant can open the front panel of the ballot box, press and hold the YES button while instructing the voter to feed the ballot through.

4. Machine Reads "Invalid Ballot, see official" - attendants should ask the voter to attempt to re-insert the ballot with a different orientation. If the machine still rejects the ballot after several attempts, ask the voter to look at the upper left hand corner of the ballot to verify that the town or voting district is correct. If it is incorrect, direct the voter to obtain a new ballot from the ballot distributor and re-cast their votes. If the town or voting district is correct and the machine cannot read the ballot, direct the voter to see the ballot distributor to replace their ballot and complete a new one. If the voter does not wish to do this, store the ballot in the auxiliary compartment until two election officials are able to transfer the voter's choices on to a new ballot. Remember to treat the unreadable ballot as a spoiled ballot.

If at any point in time the tabulator malfunctions, alert the Ward Clerk immediately. In the event that ballots cannot be immediately fed into the tabulator, store them in the auxiliary compartment until the tabulator is functioning again.

Privacy folders should be re-collected and periodically returned to the check in table.