

Introducing...



# The Pollworker Training *Spotlight*

January 2012

The Training Newsletter for San Francisco pollworkers! Each issue shines a spotlight on an Election Day task. This *Spotlight* is on: **Voted write-in ballots**

## THE BAG IS IN THE BIN: An Election Day Tale

**It's just after 8 pm on Election Day.** The last voter gets her 'I voted!' sticker and calls out "Thank you!" as she closes the door behind her.

The Clerks briefly chat about the busy day, and focus on their Job Cards. Karen, the polling place Inspector, looks over her Inspector Workbook and gets the electronic election results ready for pick up.

Soon the team is almost done, and Karen is on the last few pages of her Workbook.

As she gets ready to prepare the voted ballots from the Insight voting machine, Karen finds Bag 2 for voted ballots from Bin 2, and Bag 3 for voted-but-uncounted ballots from the Auxiliary Bin (that's the bin where voters place their ballots if the machine stops working).

"Has anyone seen Bag 1 for ballots with write-in votes? It's for Bin 1, the Bin that holds the write-in

ballots. We can't mix the write-in ballots with the others," she says looking around for Bag 1 in the supplies. "I'm going to call the Election Center."

"Isn't Bag 1 already in the Bin?" says Ken, one of the Clerks. Suddenly, glancing back at her Workbook, Karen reads "Step 1: Unlock Insight bin door. Pull out Bin 1. Pull Bag 1 out of Bin 1".

"Looks like you're right, Ken!" Karen says, unlocking the grey bin door and pulling out Bin 1. "Aha! There it is—the Bin is already lined with Bag 1. We just need to pull out the bag and seal it!"



# Behind the Scenes: the Official Canvass

You've heard it time and time again—**never mix the ballots in the Insight voting machine bins**—but do you know why?

During Election Day, each time the machine counts a ballot, the LED counter in the front goes up by one, and the count is electronically recorded. The machine routes a voter's ballot into Bin 1 if that ballot contains a write-in vote. All other voted ballots are routed into Bin 2, the larger of the two Bins.

After the ballots and materials are picked up from your polling place,

they are taken to the Department of Elections' processing center and reviewed by the Official Election Canvass team.

The Canvass team removes materials from all the Closing Bags that you prepared. Figures are tallied and quantities compared for accuracy and completion.

What happens if your precinct's write-in ballots from Bin 1 are mixed with the Bin 2 ballots in the same Closing Bag?

The electronic results from the voting machine indicate the number

of ballot cards with write-in votes. If the ballots are mixed, Bag 1 will not contain the correct number of write-in ballots. In that case, the Canvass team must manually review all the ballots cast at your precinct—a costly, time-consuming process that can easily be avoided.

So help your fellow election workers! It's easy to keep the ballots in the bins from mixing: **Bag 1 is located in Bin 1, so all you have to do is pull the bag out and seal it.** Even if you have no write-in votes, pull Bag 1 out of Bin 1!

## CLOSING BAG SHUFFLE!

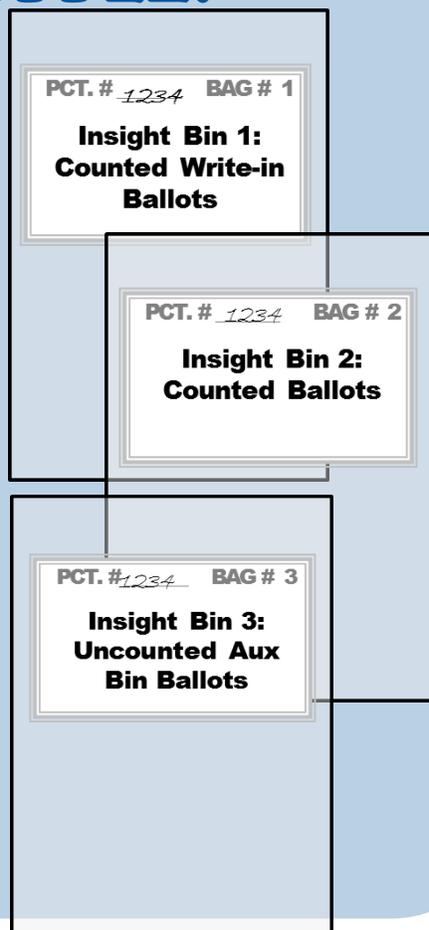
It's after 8 pm on Election Day and your team is almost done! Help your team place the items in the remaining 3 Closing Bags. Match the bag number to the letter marking where you will find the corresponding items in the Insight voting machine:



1. —

2. —

3. —



1. (C) Bin 1 is already lined with Bag 1. Ballots with write-in votes are stored in Bin 1.
2. (A) Bin 2 contains voted ballots without write-in votes. You have multiple Bag 2s in your supplies.
3. (B) The Auxiliary Bin contains voted ballots that have not been counted yet.

ANSWERS:

Want to see something in the Training Spotlight? Let us know!  
Email: [pollworker.training@sfgov.org](mailto:pollworker.training@sfgov.org) or call: 554.4349

Keep an eye on your mailbox in February for the next issue!