



Closing the Polls

FOR MORE INFORMATION, SEE
ELECTION INSPECTORS' PROCEDURE MANUAL

THIS DOCUMENT IS FOR GENERAL REFERENCE, PLEASE SEE THE ABOVE-MENTIONED RESOURCE AND YOUR CLERK FOR SPECIFIC DIRECTION

CLOSING THE POLLS

At 8:00 p.m., the precinct chairperson must publicly announce the closing of the polls by declaring, "The polls are now closed."

Every voter standing in line at 8:00 p.m. must be permitted to vote, and a precinct inspector should advise those in line that they may stay in line and vote.

Verify:

- All ballots (except provisional envelope ballots) have been tabulated.
- The number of ballots tabulated plus the number of provisional envelope ballots equals the number of voters according to the List of Voters.
- All Provisional Ballot Forms are properly recorded and sealed in the Provisional Ballot Storage Envelope.
- The Ballot Summary Report is completed, and any discrepancies are recorded in the Remarks section of the ePollbook.
- The Election Inspectors Completion Certificate in the Pollbook is complete, including the signatures of all election inspectors present at the close of polls.
- Signed tabulator tapes are attached to each copy of the Statement of Votes.
- All used and unused ballots, VAT ballots, spoiled and original ballot envelopes (but not the provisional ballot storage envelope) are sealed in an approved container, and the seal number is correctly recorded on the Ballot Container Certificate and in the Pollbook by one Democratic and one Republican election inspector.
- Three copies of the Statement of Votes and Pollbook have been placed in the appropriate envelopes.
- The tabulator and/or EPB memory device, if removed, were properly sealed into an approved transfer container, and the seal number is correctly recorded in the Pollbook.
- Materials are transported and delivered to the Receiving Board by one Democratic and one Republican election inspector.

Thank you for ensuring the security of our elections