



Opening 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

PRIOR TO OPENING

Take and sign the Constitutional Oath of Office and complete the Election Inspector's Preparation Certificate in the Pollbook.

Display a United States flag, sample ballots, and signage.

Post only "Election Day Voter Information" poster and proposal language posters.

Check all forms and supplies against the list furnished by the clerk.

Prepare the ePollbook and tabulator for proper operation and set up the voter assist terminal (VAT) and privacy screens. Compare precinct ballots against the zero tape to confirm accurate ballots are assigned to the proper precinct.

Set up and arrange the polling place.

Go outside, measure and identify the 100-foot campaigning line and check accessibility to the building.

OPENING and MAINTAINING THE POLLS

Precinct chairperson must publicly announce the opening of the polls by declaring, "The polls are now open," promptly at 7:00 a.m.

Maintain peace, regularity, and order at the polling place. If a voter, challenger, or poll watcher is disruptive or refuses to observe all applicable standards of conduct, warn the individual and document. If problems continue, eject the individual from the polling place.

Voters may use mobile devices while waiting in line. Voters who have entered a voting station to vote may take a photo of their own ballot only.

Thank you for ensuring the safety and security of our elections