



C O U N T Y • N J

BOARD OF ELECTIONS

ELECTION DAY PROCEDURE CHECKLIST

- Arrive at 5:15; set breaks
- Put on masks, shields; wear credentials
- Unpack supplies, hang up signs, find **CHECKLIST FOLDER**
- Break seals on orange bags; take out envelopes; count ballots
- Sign Custody Receipt on orange bag for provisional ballots
- Put provisional ballot supplies on balloting check-in tables
- Break blue seal on ballot bag; check zipper tape is intact; put supplies on ballot bag table
- Put privacy screens, pens, and provisional ballot handouts on voting tables
- Open the voting machine; put supplies on table next to voting machine
- OPEN POLLS at 6:00 a.m.
- Greet and direct voters at entrance
- Process voters with provisional ballots
- Process voters with mail in ballots
- Record provisional ballot and mail in ballot tallies and cumulative counts every two hours
- Process disabled voters at the voting machine
- CLOSE POLLS at 8:00 p.m.
- Verify the Two-Hour chart is complete
- Close the voting machine
- Sign machine results tape; seal and sign return key envelope
- Complete Provisional Ballot inventory on orange bag
- Sign Custody Receipt for provisional ballots on orange bags (Clerk also)
- Seal orange bags with green seals
- Lock and seal ballot bag with red seal
- Take down signs, pack supplies
- Return machine results tapes and keys with election materials to the Municipal Clerk