



Voting Machine Procedures Checklist **Old Bridge and South Amboy**

**Place this document on the table next to the voting machine.*

OPEN ONLY ONE VOTING MACHINE. SECOND MACHINE IS A BACK-UP.

MACHINE TABLE SUPPLIES:

- opening and closing machine checklist
- modified poll books
- polling place/district list
- disability certificates of assistance
- Authority to Vote pads
- pens
- hand sanitizer

Procedure for ADA voter:

- Greeter asks voter if they live in this town. Voter may ask to vote on machine.
- If so, Greeter reads this statement:

The machine is designated for disabled voters who cannot vote without assistance. Do you have a disability that prevents you from voting without assistance?

- If voter answers yes, direct them to machine.
- If voter answers no, direct them to get provisional ballot supplies.
- At machine, ask voter for name; find name in the modified book.
 - *If the name is **NOT** in the book, call the Board of Elections to locate their correct polling place. Voter must be at their correct polling place in order to vote on machine.*
 - *If name is in the book, call the Board of Elections at **732-745-3471** to verify that the disabled voter has not submitted a mail-in ballot. If they have mailed in a ballot, they **CANNOT** vote on the machine.*
- Present pen and disability certificate of assistance to voter.
- Voter signs certificate. Compare signatures on the certificate with the modified poll book.
- Present ATV pad to voter to sign.
- Voter signs ATV slip.
- Rip off bottom half of ATV slip and string on machine.
- Insert a blank ballot card into machine and choose the appropriate ballot style.
- Direct the voter into the machine to begin voting.

***If the voter requests to vote by audio, call the Voting Machine Warehouse at (732) 548-2410 for assistance.**