



Tompkins County Board of Elections

Elizabeth W. Cree
Republican Commissioner
(607) 274-5521

128 East Buffalo Street
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(607) 274-5522

April 5, 2011

NYS Board of Elections
April Conference 2011

Best Practices

A significant amount of office time was being used to make and remake documentation that was needed for every election bag. Laura Norman, our own in office resident software guru, has developed a program in Access to resolve this issue. She has produced software that will generate all of the election form updates with one merge file instead of doing each of the forms individually.

The end result is that all of the forms can be produced at warp speed (90% less time) and are significantly easier to deal with.


Microsoft Access - [Index : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Board of Elections

Commissioners
Stephen M. DeWitt (D) & Elizabeth W. Cree (R)



Election Prep, Village Elections, March 15, 2011

Machine Assignments Seal Report Maintenance

Reports Ballot Order

Close Election Prep Database

Record: 14 of 1

Form View

Microsoft Access - [Machine Assignment Query]

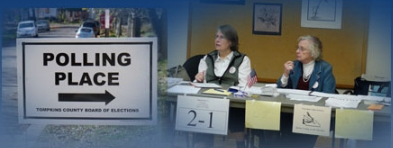
File Edit View Insert Format Records Tools Window Help

Type a question for help

Verdana 13

Board of Elections

Commissioners
Stephen M. DeWitt (D) & Elizabeth W. Cree (R)



Ithaca City 1-1 + 1-2

Machine Number: 01 Booths: 5 ADA Booths: 1

Polling Location: Ithaca City 1-1 + 1-2

Polling Name: Chemung Canal and Trust Co.

Polling Address: 806 W. Buffalo St. Polling City State Zip: Ithaca, NY 14850

Poll Closing Bag Return Instructions: an Inspector delivers this bag to the BOE at 128 E. Buffalo ASAP

Elections Return Bag Return Instructions: a PSM delivers this bag to the BOE at 128 E. Buffalo

Blue Ballot Bag Return Instructions: Deliver this bag to 128 E. Buffalo St.

Refresh Close Form

Record: 14 of 55

Form View

NUM


Microsoft Access - [Machine Detail Query]

File Edit View Insert Format Records Tools Window Help

Verdana 12 B I U

Board of Elections

Commissioners
Stephen M. DeWitt (D) & Elizabeth W. Cree (R)



Machine # Scanner Serial # County Serial #

Programmed Date Programmed By DEM Programmed By REP

Test Decking Result Protective Ctr #

Town/City

Polling Location Polling Location Name

Polling Location Address Polling Location City State Zip

(1) Poll Worker CF Door SSSN

(2) Administrator CF Door SSSN

(3) Ballot Box SSSN

(4) Printer CF Card SSSN

(5) ATI SSSN

(6) Printer SSSN

Record: 1 of 55

Form View NUM


Microsoft Access - [General Detail Query]

File Edit View Insert Format Records Tools Window Help

Verdana 12 B I U

Board of Elections

Commissioners
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TownWardDistrict

TownWardDistrict Town/City Ward Distric

Polling Name

Polling Address Polling City State Zip

Ballot ID Ballot Size

Ballot Packs Total Ballots

Ballot # Start Ballot # End

Sheets of BMD Paper

11 2006 Turnout 11 2007 Turnout 11 2008 Turnout

11 2009 Turnout 11 2010 Turnout 11 2011 Turnout

Total enrollment

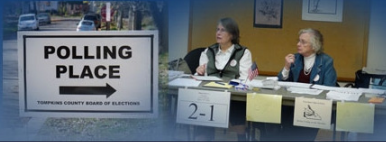
Record: 1 of 76

Form View NUM

Board of Elections

Commissioners

Stephen M. DeWitt (D) & Elizabeth W. Cree (R)



Election Returns Bag

NON Voted Ballots _Stubs

Seal Report

Emergency Ballots
Canvassed by Hand

Poll Closing Bag Label

Ballot ID Cards

Ballot Log (General)

Poll Opening Bag Label

Opening - Closing
Certification

Traveler

Write-In Bag

Poll Opening Bag Sign-Out

Close Form

TOMPKINS COUNTY BOARD OF ELECTIONS
Village Elections: March 15, 2011

Caroline 01

Caroline Center Church

ELECTION RETURNS BAG

Before sealing and returning this bag, make certain it contains:

- Poll books and sign-in sheets
- Ballot Log
- Seal Report (to be provided by Poll Site Manager)
- Voting machine keys
- Signed Inspector Certification
- Poll site building keys (if any)
- Tally Sheet for Emergency Ballots Canvassed by Hand (if used)
- Absentee envelopes delivered to the polls. (Inspectors initial and date each envelope. DO NOT OPEN!)
- Affidavit envelopes (DO NOT OPEN!)
- Court Orders
- Completed signature cards
- Completed assistance oaths
- Completed voter registration forms
- Completed inquiry sheets
- Any notes from yellow notepad
- Poll Watcher Certificates
- Voter-Processing Survey (if provided in *Poll Opening Bag*)
- Used wire seal(s) from ballot box door

AFTER POLLS CLOSE:

**a PSM delivers this bag to Region 4 Tech, located
at the Caroline Town Hall**

TOMPKINS COUNTY BOARD OF ELECTIONS

Caroline 01

NON VOTED BALLOTS & STUBS

CONTAINS:

- 1. Unused Partial Ballot Pack**
- 2. Ballot Pack Stubs**
- 3. Abandoned Ballots**
- 4. Spoiled Ballots**

Place In Blue Ballot Bag at Poll Close

TOMPKINS COUNTY BOARD OF ELECTIONS

Caroline 02

NON VOTED BALLOTS & STUBS

CONTAINS:

- 1. Unused Partial Ballot Pack**
- 2. Ballot Pack Stubs**
- 3. Abandoned Ballots**
- 4. Spoiled Ballots**

Place In Blue Ballot Bag at Poll Close



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Caroline 01

**Caroline Center Church
Buffalo and Taft Roads
Brooktondale, NY 14817**

EMERGENCY BALLOTS

CANVASSED BY HAND

CONTENTS AFTER POLLS CLOSE:

1. Emergency Ballots Canvassed By Hand

*Place In Blue Ballot Bag
After Canvass at Poll Close*

TOMPKINS COUNTY BOARD OF ELECTIONS

Village Election: March 15, 2011

Chemung Canal and Trust Co.

806 W. Buffalo St.
Ithaca, NY 14850

Contents:

- Poll Opening Tape
- Poll Worker CF Card
- Poll Closing Tape

#01

Poll Closing Bag Return Instructions:
an Inspector delivers this bag to the BOE at
128 E. Buffalo ASAP

(This bag shall be ready for pick-up by 9:10 PM)

TOMPKINS COUNTY BOARD OF ELECTIONS

Village Election: March 15, 2011

Titus Towers II

798 S. Plain Street
Ithaca, NY 14850

Contents:

- Poll Opening Tape
- Poll Worker CF Card
- Poll Closing Tape

#02

Poll Closing Bag Return Instructions:
an Inspector delivers this bag to the BOE at
128 E. Buffalo ASAP

(This bag shall be ready for pick-up by 9:10 PM)

TOMPKINS COUNTY BOARD OF ELECTIONS

Village Election: March 15, 2011

South Hill School

520 Hudson Street
Ithaca, NY 14850

Contents:

- Poll Opening Tape
- Poll Worker CF Card
- Poll Closing Tape

#03

Poll Closing Bag Return Instructions:
an Inspector delivers this bag to the BOE at
128 E. Buffalo ASAP

(This bag shall be ready for pick-up by 9:10 PM)

TOMPKINS COUNTY BOARD OF ELECTIONS

Village Election: March 15, 2011

Lifelong

119 W. Court Street
Ithaca, NY 14850

Contents:

- Poll Opening Tape
- Poll Worker CF Card
- Poll Closing Tape

#04

Poll Closing Bag Return Instructions:
an Inspector delivers this bag to the BOE at
128 E. Buffalo ASAP

(This bag shall be ready for pick-up by 9:10 PM)

BALLOT LOG

General Election, November 2, 2010

Caroline Center Church

Caroline 01

Ballot ID - «Region»

BEFORE THE POLLS OPEN:

Inspectors shall confirm they received ballots for this election district in the following quantities:

Number of Ballot Packs : _____	Inspectors agree: YES or NO _____
Ballots are numbered from # _____ to # _____	Inspectors agree: YES or NO _____
Total Number of Ballots in Ballot Packs: <u>1.</u> _____	Inspectors agree: YES or NO _____
Number of pieces of blank BMD Ballot Paper: <u>2.</u> _____	Inspectors agree: YES or NO _____
TOTAL BALLOTS <u>3.</u> _____	Inspectors agree: YES or NO _____

If inspectors' confirmation of the ballot inventory does not match, contact the County Board of Elections immediately.

Poll Site Managers' Signatures: _____

Inspectors' Signatures: _____

Inspectors' Signatures: _____

AFTER THE POLLS CLOSE:

	If Used
	Machine 1 + Machine 2
TOTAL BALLOTS SCANNED AND TABULATED for ED	<u>A1.</u> _____ + <u>A2.</u> _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND:	<u>B.</u> _____
TOTAL BALLOTS SPOILED/ABANDONED:	<u>C.</u> _____
TOTAL UNUSED PREPRINTED BALLOTS:	<u>D.</u> _____
TOTAL UNUSED PIECES OF BLANK BMD BALLOT PAPER:	<u>E.</u> _____
TOTAL BALLOTS USED (A1 + A2 + B + C):	<u>F.</u> _____
TOTAL NUMBER OF UNUSED BALLOTS (D + E):	<u>G.</u> _____
TOTAL VOTERS (A1 + A2 + B): _____	TOTAL BALLOTS (F + G): <u>H.</u> _____

If the Number on Line H is different than the number on Line 3 in the Before the Polls Open category above, contact the Tompkins County Board of Elections immediately.

Inspectors' Signatures: _____

Inspectors' Signatures: _____

Poll Site Managers' Signatures: _____

GIVE TO POLL SITE MANAGER TO RETURN WITH POLL CLOSING BAG

TOMPKINS COUNTY BOARD OF ELECTIONS
GENERAL ELECTION: November 2, 2010

POLL OPENING BAG

**Chemung Canal and Trust Co.
Ithaca City 1-1 + 1-2**

Machine Number 01

Initial Contents:

1. Voting Machine Keys on Lanyard – iKey and Ballot Box Key
2. Poll Site Building Keys (if applicable)
3. Poll Site Manager Poll Opening and Closing Checklists
4. Inspector Poll Opening and Closing Checklists (one for each ED)
5. Inspector Poll Opening and Poll Closing Certification
6. *Last-Minute Instructions* sheet
7. Replacement Wire Seal(s) for Ballot Box When Polls Are Open
8. Ballot ID Index Cards for each Election District
9. Polling Place Site Plan
10. Poll Site Manager Instructions
11. Poll Worker List
12. Security Seal Report
13. Sample Ballots
14. Clipboard
15. Wire cutters

**After you are finished with Opening the Polls,
Place this bag in one of the Inspector's
Black poll bags in your polling place.**

POLL OPENING CERTIFICATION

NOVEMBER 2, 2010 GENERAL ELECTION

Caroline Center Church
Buffalo and Taft Roads
Caroline 01

WE DO HEREBY CERTIFY that on this day, BEFORE THE POLLS OPENED to the public for voting:

- All ballots have been accounted for, in accordance with quantities provided on the Ballot Log. **If there is a discrepancy, contact the Board of Elections immediately.**
- We have inventoried all necessary certificates and accountability forms to be completed by us throughout Election Day, in accordance with the instructions provided to us by the Tompkins County Board of Elections.
- We confirmed the candidate names and ballot proposals appearing on the sample ballot provided to us are the same as the candidate names and ballot proposals appearing on the ballot booklets and the OPEN POLLS tape, to ensure proper ballots have been delivered. In addition, we confirmed that the Election District listed on the ballot booklets is the same as the election district at the top of this page. **If there is a discrepancy, contact the Board of Elections immediately.**

Democratic Election Inspector

Republican Election Inspector

Democratic Election Inspector

Republican Election Inspector

Caroline 01

Ballot ID #

Ballot Size:

Caroline 02

Ballot ID #

Ballot Size:

Caroline 03

Ballot ID #

Ballot Size:

**Cayuga Heights
Village**

Ballot ID #

Ballot Size:

Danby 01

Ballot ID #

Ballot Size:

Danby 02

Ballot ID #

Ballot Size: