



COMBINED ELECTION DISTRICT INSTRUCTIONS
General Election Edition
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II. INTRODUCTION

Combined Election Districts are small Election Districts with less than 200 registered voters that are administered by another Election District. The Combined Election District will have its own voting machines and documents. Persons must vote in the machines for the Election District to which they are assigned. Election Officers administering a Combined Election District will receive additional training.

- Definitions:
 - **Combined Election District.** An Election District with less than 200 registered voters that is administered by another Election District.
 - **Principal Election District.** The Election District that administers one or more Combined Election Districts.
- Challenges:
 - To set up the Polling Place properly.
 - To have the voters vote in the right voting machines.
 - To put the documents in the right envelopes.

III. MATERIALS INVENTORY

Some of the materials in the Combined Election District's voting machines are different than those in the voting machines used in other Election Districts.

- ED-RD Sign for Voting Machines– 1 per machine.
- ED –RD Sign for Officers Table – 1 copy
- Clips to attach ED-RD Sign to Voting Machine – 2 per machine
- **UP** - *Provisional Ballot Pouch* (red)
 - Provisional Ballots
 - *Provisional Ballot Log Sheets*
 - *Provisional Ballot Pouch seals*
- **UP** - Provisional Ballot Envelopes
- **UP** - Official Envelopes
- **UP** - Provisional Voter Information Sheets
- Election Documents Envelope.
 - *Voting Machine Certificate* – 2 copies.
 - *Sample Ballot* – 2 copies.
 - *Developments poster* – 3 copies.
 - *Write-In Vote Tally Sheet* - 2 copies.
 - *Department of Elections envelope #1* (manila).
 - *Other Documents envelope #2* (gray).
 - *Prothonotary Envelope #3* (manila).
 - *Update Return envelope* (white).
 - *Election Day Issues Log*.
 - *Declared Write-In Candidate list* – 2 copies
- *Combined Election District Instructions* (this document)
- Disposable headsets for use with ADAM
- *Memory Cartridge Pouch* (black canvas) with seals
- *Poll Lists* – 2 copies.
 - One (1) blue binder labeled for the Officers Table.
 - **UP** - One (1) black binder labeled for the Update Table.

- Representative District Map
- Posters
 - Election District Poster – 2 copies
 - Voting on Delaware’s Electronic Voting Machine
- In each voting machine:
 - Voting machine curtain
 - Blue bag with ADA Device (ADAM)
 - Voting machine seals (in envelope)
 - *Additional Voter Instructions* and 2 spring clips
 - *Sample Ballot*
 - *Instructions for Voting Machine Operator’s Card* (green card stock)
 - *Voting on Delaware’s Electronic Voting Machine*
 - *3-prong adapter*
 - *Making a Write-In Vote* instructional poster

IV. SET UP

- Each Combined Election District has its own voting machines, documentation (including envelopes) and poll lists.
- Only voters assigned to a Combined Election District can vote in the Combined Election District's voting machines.
- One or two Election Officers have been assigned to the Combined Election District to handle the additional work.
- The Combined Election District's voting machines must be set up, used and closed the same as the voting machines assigned to the principal Election District.
- If you have any questions call the Voting Machine Hotline at 577-5060 for instructions.

A. SET UP THE VOTING MACHINES.

- Separate the Combined Election District voting machines from the voting machines assigned to the Principal Election District by at least 6 feet.
- Affix the blue ED-RD signs included in the Combined Election District voting machines to the front of its voting machine curtains with two black clips.
- Affix the white ED-RD signs included in the Principal Election District(s) voting machines to the front of the voting machine curtains with two black clips.

B. SET UP THE OFFICERS TABLE.

- Put the Update copy of the *Poll List* on the Update Table (black binder).
- Put the *Poll List* for the Combined Election District (blue binder) at a separate station at the Officers Table or at another table located beside the Officers Table. Tape one of the blue ED-RD posters in front of the Combined Election District station.

C. POST THE SAMPLE BALLOT.

- Post a copy of the *Sample Ballot* to the left of the *Sample Ballot* for the Principal Election District that is taped to the *Delaware Voter Information Poster*.
- Post a copy of the *Declared Write-In Candidate* list near the Sample Ballot.

V. PROCESSING VOTERS

- One or two Election Officers should be assigned to processing the voters in the Combined Election District.
- The Election Officer(s) assigned to processing the voters in a Combined Election District **shall not** process voters for the Principal Election District while assigned to Combined Election District duty.
- The steps for processing voters assigned to Combined Election Districts are the same as those for voters assigned to the Principal Election District except as noted below.
- Make sure you are processing the voter at the right location.

A. PRINCIPAL ELECTION DISTRICT.

- Follow the same procedure as in the *Election Officer Checklists*.
- When processing Update voters, make sure that they are eligible to vote at the Principal Election District before completing the process.
 - Direct the voter to a voting machine with a white ED-RD sign.
 - The person operating the voting machine shall verify the ED-RD before activating the voting machine.

B. COMBINED ELECTION DISTRICT.

- Follow the same procedure as in the *Election Officer Checklists*.
- When processing Update voters, make sure that they are eligible to vote at the Combined Election District before completing the process.
 - Direct the voter to a voting machine with the blue ED-RD sign.
 - The person operating the voting machine shall verify that the voter's ED-RD is the same as the ED-RD on the sign on the voting machine.
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VI. PROVISIONAL VOTING

- Separate sets of materials for Provisional Voting have been provided for Principal and Combined Election Districts.
- Provisional voters from the Principal Election District shall be processed using the materials for the Principal Election District, and Provisional voters from the Combined Election District shall be processed using the materials for the Combined Election District.

A. PRINCIPAL ELECTION DISTRICT.

- Complete the procedures on Checklist XI of *the Election Officers Checklists* for Provisional voters.

B. COMBINED ELECTION DISTRICT.

- Complete the procedures on Checklist XI of the *Election Officers Checklists* for Provisional voters.

VII. CLOSING DOWN THE VOTING MACHINES

- The Cartridge Clerk shall take the *Memory Cartridge Pouch* from the Combined Election District(s) **and** the *Memory Cartridge Pouch* from Principal Election District to the Zone Reporting Station.
- The documents and envelopes for the Combined Election Districts have the ED-RD highlighted in blue.

A. COMBINED ELECTION DISTRICT.

- Close down the Combined Election District voting machines by following the procedures on Checklist XII in the *Election Officer Checklists*.
- Put the Memory Cartridge and the signed Extra Copy 3 tape from the Combined Election District voting machines in the *Memory Cartridge Pouch* for the Combined Election District.
- Separate the Extra Copy 1 and Extra Copy 2 from the tape and lay them aside.
- All Election Officers present sign the Record Copy tape and Extra Copy 1 tape from each machine.
- Put the Record Copy tapes aside to tabulate write-in votes. These tapes will go into the Combined Election District's *Prothonotary* envelope.
- Put the Extra Copy 1 tape into the Combined Election District's *Department of Elections* envelope
- Proceed to the Principal Election District's Voting Machines.

B. PRINCIPAL ELECTION DISTRICT.

- Close down the Principal Election District's voting machine(s) by following the procedures on Checklist XII in the *Election Officer Checklists*.
- Put the Memory Cartridge and the signed Extra Copy 3 tape from the Principal Election District's voting machines in the Principal Election District's *Memory Cartridge Pouch*.

- Separate Extra Copy 1 and Extra Copy 2 from the tape and give the Extra Copy 2 tape from the Combined Election District(s) to an Election Officer to read aloud to any observers present, to read aloud outside of the Polling Place to anyone who is waiting, and then to tape them to the outside of the Polling Place's door.
- All Election Officers present sign the Record Copy tape.
- Put the Record Copy tapes aside to tabulate write-in votes. These tapes will go into the Combined Election District's *Prothonotary* envelope once the Write-In Tally is complete.
- Put the Extra Copy 1 tapes into the Principal Election District's *Department of Elections* envelope.

VIII. CLOSE DOWN THE POLLING PLACE

- Complete Checklist XIII, *Close Down the Polling Place*, in the *Election Officer Checklists* for the Combined Election District **and then** for the Principal Election District.

A. COMBINED ELECTION DISTRICT.

- Complete Checklist XIII, *Close the Polling Place*, in the *Election Officer Checklists*, through paragraph G.

B. PRINCIPAL ELECTION DISTRICT.

- Complete Checklist XIII, *Close the Polling Place*, in the *Election Officer Checklists*.

C. DEPARTING THE POLLING PLACE.

- The Inspector shall deliver the items listed on page 52 of the *Election Officer Checklists* to one of the Drop Off Points listed on page 53 of the same document.