

Election Night Closing Duties

All clerks and Leads must ensure that all table, chairs, equipment, signs and any other elections related materials are inside and secure for the final night. Nothing is to be left outside overnight. If everyone works together, the final night closing should go timely and smoothly. Remember we are all in this together, help each other.

Check in Station Clerks

1

- Sign off and power down laptops
- Store laptops in locked cabinet
- Place Green Voter Change Sheets in Yellow zipper envelope
- Pack up all table supplies and place in red suitcase

Same Day/Provisional Station Clerks

2

- Sign off and power down laptops
- Store laptops in locked cabinet
- Pack up all table supplies and place in red suitcase

Ballot on Demand Printing Station Clerk

3

- Power off laptop and store in locked cabinet
- Power down Ballot Printer
- Secure all ballot paper in locked cabinet
- Pack up all table supplies and place in red suitcase

Ballot Pick up Station Clerks

4

- Place all signed Voter Information Sheets in Yellow zipper envelope
- Secure all ballots in locked cabinet
- Pack up all table supplies and place in red suitcase

Accessible Voting Tablet Clerk

5

- Close the polls on all Tablets
- Power down all printers
- Secure Tablet paper and Tablet Activation Cards in locked cabinet
- Pack tablets, printers and booths in their cases
- Make sure all cords are packed with each Tablet and each Tablet is packed in corresponding black bag

Exit/Ballot Box Clerk

6

- Give sealed Ballot Box(es) to Lead for return to Receiving Center
- Help Voting Tablet Clerk pack up voting booths, tablets and printers for transport
- Break down regular voting booths and stack neatly in their silver suitcases

Outside Ballot Drop Box Clerks

7

- Bring the rolling ballot box inside, break the seal, and remove all contents
- Count, fill out Drop Box return sheet and place sheet and envelopes in Blue zipper envelope
- Give Blue zipper envelope to Lead for return to Receiving Center
- Pack up all outside signs, tables, chairs and bring inside and stack neatly for pick-up

Leads

8

- Complete Nightly Closing Procedure Checklist
- Lock building and take keys to building and the cabinet and return to Receiving Center
- Return items to Receiving Center with one other person