

**State of Maine “JIFFY BAG” Contents – Hand-count Ballots
Primary and Special Referendum Election – July 14, 2020**

- _____ **Instructions for Opening the Polls** (1 per bag)
- _____ **Instructions for Closing the Polls** (1 per bag)
- _____ **French Instructions** (1 per bag)
- _____ **Challenged Voter Instructions** (1 per bag)
- _____ **Challenge Packet** (1 per bag)
Information for voters/Voter Challenge Affidavit Certificate form/List of Challenged Voters form
- _____ **Labels for ballot segregation (Spoiled, Defective, Void)** (1 each per bag)
- _____ **Log of Spoiled Ballots** (1 per bag)
- _____ **Instructions to Election Officials Regarding Overvotes** (1 per bag)
- _____ **Citizen’s Guide to the Referendum Election** (2 per bag)
- _____ **Notice regarding Maine Citizen’s Guide to the Referendum Election** (1 per bag)
This notice must be posted outside the guardrail notifying voters where the Citizen’s Guide to the Referendum Election is posted and that it contains helpful information regarding the referendum election.
- _____ **Treasurer’s Statement (10) & Fiscal Impact Statements for Referendum Questions (2)**
Post one copy of the Treasurer’s Statement and one copy of the Fiscal Impact Statements outside the guardrail enclosure with the Maine Citizen’s Guide to the Referendum Election. **One copy of the Treasurer’s Statement must also be posted in each voting booth.**
- _____ **Notice to Voters regarding Procedure to Request Ballot** (1 per bag)
Pursuant to Ch. 371, Public Laws of 2019, a voter must state the voter’s name and residence address to the clerk at the incoming voting list. This notice may be posted to remind voters of this requirement.
- _____ **Blue Tamper Proof Container Checklist** (1 per bag)
This checklist can be taped to the inside top cover of each tamper-proof ballot container to remind election officials which materials are and are not sealed in the blue boxes.
- _____ **Division of Election’s Toll-free Telephone Numbers** (1 per bag)
- _____ **Instructions for Completing the Certificate of Registration/Policy for Use of Certificate of Registration** (1 each per bag)
- _____ **Certification of Sealed Ballot Container** (2 per bag)

Continued on reverse

AVS “Jiffy Bag” Materials

_____ Election Day Accessibility Checklist (1 per bag)

Refer to Ch. 14, Accessible Voting, in your “*Voter Registration and Elections*” guide for complete information and instructions regarding your municipality’s obligations regarding accessible voting places and the Accessible Voting System (AVS). The checklist is provided as a quick reference guide.

NOTE: This election requires 11” ballot cards, not the 14” cards used in prior elections (14” cards will be used in June).

_____ AVS Assistance Notice (1 per bag)

Post at least one of these notices in a conspicuous area on or near the check-in table.

NOTE: An ExpressVote Keypad Instruction Poster was provided prior to the November 2017 election. If you need another copy, please contact the Division of Elections.

In Envelope inside Jiffy Bag

_____ Incoming Voting List Certification (2 per bag)

_____ Kraft Brown Security Tape (2 strips per bag)

POSTERS:

Instruction Posters for Marking a Ballot (Plurality Races/Rev. 5/18) and Instruction Posters for Marking a Ranked-choice Race (New 5/18) were provided in 2018. These posters are posted on the Temp Site to print on 11 by 17-inch paper. If you are unable to print posters that size, please contact the Division of Election to request additional copies. Please review the posting requirements in “Instructions for Opening the Polls” – Item #1. If you are missing any of the posters described, please contact the Division of Elections to request additional.

All of our mailings are posted on the Elections Temp Website:

www.maine.gov/sos/cec/elec/temp

INSTRUCTIONS FOR OPENING THE POLLS
(As modified by CODID for ME Guidance)

1. _____ Clerk delivers the election materials to the Warden. (See #10 regarding Warden’s Receipt of Ballots.) [Sec. 651(1)]
 2. _____ Arrange the Voting Place: [Sec. 627]
 - ___ Ballot box is in view of persons present.
 - ___ Enough voting booths are being used to handle turnout. [Sec. 629(1)]
 - ___ Booths are arranged so those outside the guardrail can see who enters and leaves them.
 - ___ Guardrail is set so that it encloses voting activity: incoming table, voting booths and ballot box, and keeps those outside the guardrail **at least 6 feet** from the ballot box and voting booths.
 3. _____ Ensure that the voting booths are functional and contain: [Sec. 629(3), Sec. 651(2)]
 - ___ A shelf for voter to use to mark ballot.
 - ___ A black ballpoint or stickpen.*
 - ___ An Instructions for Marking Ballot Poster. **(REV 5/18)**
 - ___ An Instructions for Ranked-choice Voting Poster. **(NEW 5/18)**
- * NOTE: For the July 2020 Election, handout pens to voters at check-in line, rather than leaving in booth.
4. _____ Set up your Accessible Voting System (AVS) equipment (ExpressVote™ machine). For further information, refer to the *ExpressVote Election Day Manual – Maine 2016*. Equip one voting booth for the visually impaired with an instruction poster **(REV. 10/13)**, magnifying device and an adjustable lamp. [Sec. 629(4)]. Your AVS table can be used for this voting booth.
 5. _____ Set out the Incoming Voting List with red pencils or pens for the Election Clerks. Verify that all election officials have only red pens for use on election day. [Sec. 697]
 6. _____ Post the following materials OUTSIDE the guardrail:
 - ___ 1 List of persons appointed as election clerks [Sec. 503(1)]
 - ___ 1 Certified copy of the Alpha Voting List (**without** years of birth or mailing addresses) [Sec. 624(1)]
 - ___ 1 Instructions for Marking Ballot Poster (same as in voting booth) **(REV 5/18)** [Sec. 651(2)]
 - ___ 1 Instructions for Ranked-choice Voting Poster. **(NEW 5/18)**
 - ___ 1 Sample ballot of each type [Sec. 651(2)]
 - ___ 1 “Maine Voting Rights” poster **(REV 2009 – with American flag background)** [Sec. 651(2)]
 - ___ 1 Election Penalty Poster [Sec. 651(2)]
 - ___ 1 Citizen’s Guide to the Referendum **(Referendum Election only)** [Sec. 651(2)]
 - ___ 1 Notice regarding availability of Citizen’s Guide **(Referendum Election only)** [Sec. 651(2)]
 7. _____ Ensure that the American flag is properly displayed. [Sec. 627(3)]
 8. _____ Ensure ballot box and/or electronic tabulating equipment is functional and that the locks/keys work. Warden examines ballot box, shows it is empty, locks it and gives the key to the Ward Clerk/Deputy Warden to keep until the close of the polls. [Sec. 651(3)]
 9. _____ Ensure that a place outside the guardrail is provided for:
 - ___ Pollwatchers and others who wish to observe, including candidates. [Sec. 681(4)]
 - ___ Petition circulators (in an area where only voters who have voted may sign). [Sec. 662(4)]
 10. _____ Warden opens ballots not more than **two hours** before the polls open. [Sec. 651(2-B)]
New in 2019 – Ch. 371 Public Laws of 2019. Warden verifies the Clerk’s Count and completes the Warden’s Receipt of Ballots. [Sec. 651(1)]
 11. _____ Not more than **two hours** before the polls open, install DS200 on ballot box, plug in, lift screen to power on, and press “Open Polls” button to produce “Zero Tape”. (Tabulator municipalities only)
 12. _____ At the designated opening time, Warden shall permit voting to start. [Sec. 651(4)]

INSTRUCTIONS FOR CLOSING THE POLLS – PAPER BALLOTS

1. _____ **8:00 P.M.:** Warden declares the polls closed; allows all voters in the voting place to vote.
2. _____ Ensure that all absentee ballots are processed and deposited into the ballot box.
3. _____ Put the Incoming Voting List in a separate package and seal using the "Incoming Voting List Certification". **DO NOT PUT THE INCOMING VOTING LIST IN THE TAMPER-PROOF BOXES.**
4. _____ Cancel loose, unused ballots from opened packages, seal them in their delivery cartons, and label the outside of the box.
5. _____ Seal absentee materials in one or more labeled boxes or other containers. (Do not use tamper-proof boxes to seal absentee envelopes and applications.)
6. _____ Choose teams of election clerks; give them a letter designation.
7. _____ Empty ballot box. Separate State and Municipal ballots (and County, if applicable). Sort State candidate and referendum ballots. Candidate ballots must be further sorted by style and party. Form lots of 50 ballots each - by style. Any ballots cast on the Accessible Voting Solution (AVS) should be mixed into your lots of 50.
8. _____ Count State Candidate ballots first, then State Referenda ballots. Then count county ballots, then municipal ballots. **NEW:** Due to social distancing requirements, the only approved counting method for this election is the Silent Method: Each team member hand tallies their own lot of ballots. They then switch lots, take a blank tally sheet, and hand tally the other lot. The team members compare the 2 tallies for each lot. If they agree, that count is completed. If there is a discrepancy, the team must recount the race or races where the count was off. More information on this method will be provided in the next mailing that will contain your tally sheets and Return of Votes.
9. _____ The two election clerks counting each lot complete and sign two tally sheets for each lot of 50 ballots.
10. _____ Tally votes for **declared write-in** candidates on the tally sheet for the office where the declared candidate is listed. **A vote for an undeclared write-in candidate is tallied as a blank.**
11. _____ **NEW:** Lay each lot of counted ballots flat (unfolded) and place 1 tally sheet on the top of the applicable ballots. Use a large rubber band to keep the tally sheet positioned on top of the lot. **KEEP THE BALLOTS FLAT – DON'T FOLD OR ROLL THE BALLOTS.**
12. _____ Give the second tally sheet to the Warden to record totals on Warden's Total Tally Sheet.
13. _____ Warden combines tally sheet totals by completing 2 copies of the Warden's Total Tally Sheet. Seal 1 copy of the Warden's Tally Sheet in a tamper-proof box and return the second to the Clerk.
14. _____ Warden prepares the Return of Votes Cast. Warden and one other election official sign the Return.
15. _____ Warden announces results. However, the results are not official until the clerk has checked the return and made the attested copy for the Secretary of State.
16. _____ Package the voted State ballots, spoiled, void and defective ballots (if any) and completed challenge certificates in the tamper-proof boxes. **DO NOT PUT THE LIST OF CHALLENGED VOTERS IN THE TAMPER-PROOF BOXES.**
17. _____ Latch, seal and lock the container(s).
18. _____ Complete a Certification of Sealed Ballot Container for each tamper-proof box. **DO NOT PUT THE CERTIFICATIONS IN THE TAMPER-PROOF BOXES.**
19. _____ Call or email unofficial results to those who have made a request.
20. _____ Deliver the Return of Votes Cast and other materials to the Clerk immediately after count is completed.

REMEMBER: USED AND UNUSED MUNICIPAL BALLOTS ARE PACKAGED SEPARATELY FROM STATE BALLOTS.

Instructions aux électeurs (Candidat régulier)

Pour voter pour le candidat de votre choix, remplissez l'ovale à droite, comme ça: ●

Pour voter pour un candidat inscrit, remplissez l'ovale à droite de l'inscription et inscrivez le nom dans l'espace fourni.

Pour que votre vote compte, n'effacez pas ou ne rayez pas votre choix.

Si vous faites une erreur, demandez un nouveau bulletin.

Instructions aux électeurs (Pour Classer vos Candidats)

Pour voter, remplir l'ovale, comme ça: ●

Pour classer vos candidats, renseignez l'ovale :

- Dans la 1ère colonne pour votre 1er candidat de choix.
- Dans la 2ème colonne pour votre 2ème candidate de choix, et ainsi de suite.

Continuez jusqu'à ce que vous avez classé candidats autant ou aussi peu que vous le souhaitez.

Remplissez pas plus d'un ovale pour chaque candidat ou de la colonne.

Pour classer un candidat inscrit, inscrivez le nom dans l'espace fourni, et renseignez l'ovale pour le classement de votre choix.

Instructions aux électeurs (Référendum)

Pour voter pour une question, remplissez l'ovale à droite du choix OUI ou NON, comme ça: ●

Pour que votre vote compte, n'effacez pas ou ne rayez pas votre choix.

Si vous faites une erreur, demandez un nouveau bulletin.



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Matthew Dunlap
Secretary of State

Julie L. Flynn
Deputy Secretary of State

REQUIREMENTS FOR PROVISIONAL VOTING UNDER HAVA (MAINE'S CHALLENGED BALLOT PROCEDURE)

The Help America Vote Act of 2002 (HAVA) requires Maine to have a provisional voting procedure. In section 302 (a) of HAVA, if an individual declares that s/he is a registered voter in the jurisdiction and is eligible to vote in an election for federal office, but the name of the individual does not appear on the official list of eligible voters for the voting place or an election official asserts that the individual is not eligible to vote, such individual shall be permitted to cast a provisional ballot. The provisional ballot is a “fail-safe” requirement to protect voters from errors of the registrar (such as the removal of the voter’s name from the voting list or the failure to place the voter’s name on the voting list).

Maine’s Current “Fail-safe” Voting Provisions:

Challenged Ballots. Maine has had a challenged ballot procedure (a form of provisional voting) since the 1950’s. This law has been expanded and clarified over the years. Maine’s challenged ballot procedure satisfies the provisional voting requirement in HAVA.

Election Day Registration. Additionally, Maine also has the ultimate fail-safe provision of Election Day registration, (with no length of residency requirement), which has been the law since 1973. Voters whose names do not appear on the voting list of their municipality may register to vote on Election Day, and upon showing satisfactory proof of identity and residency to the registrar, will have their names added to the voting list and be allowed to cast a non-provisional (regular) ballot. Voters who do not have satisfactory proof of identity or residency, but who assert that they are qualified to vote in the municipality by signing a completed voter registration application, will have their names added to the voting list, but will be required to vote a provisional (challenged) ballot.

Maine’s Challenged Ballot Law and Procedures [Title 21-A §673]:

Challenged ballot defined. A challenged ballot is a ballot cast by a voter whose eligibility to vote has been questioned during Election Day. [Title 21-A §1(7)]

Authority to challenge. Any voter of a municipality may challenge the right of another to vote in that municipality, if the challenger has the personal knowledge or a reasonably supported belief that an individual voter is ineligible. The municipal clerk, registrar of voters or their deputies, also have the authority to challenge voters in the course of their voter registration and election duties.

Timing of the challenge. The challenge must be made to the warden before the voter is given the ballot(s). The warden stops all further check-in of voters until that challenge is completed -- additional voters in line to check in and receive their ballots must wait until the challenge certificate is completed and the challenged voter is given the challenged ballot. Absentee ballots may be challenged in the same manner, except that the challenge must occur at the time the ballot is being processed and before it is removed from its envelope.

Continued on reverse

The challenger's responsibilities:

1. The challenger must state the challenger's name, address and party affiliation; the name of the voter being challenged; the reason for the challenge; and the specific source of information or personal knowledge on which the challenge is based. This information is recorded by the warden on the Challenge Affidavit Certificate. The challenger must take an oath before the warden affirming the truth of the challenger's statements.
2. The challenger may only challenge for one of the reasons provided in Title 21-A §673. Municipal election officials may challenge a ballot based on the following additional reasons:
 - a. A new voter, who registered to vote by mail but did not provide the proper identification before or on Election Day;
 - b. A voter who registered to vote in-person during the closed period or on Election Day, and did not show satisfactory proof of identity and residency to the registrar; or
 - c. A voter, whose name does not appear on the voting list, but who affirms that the voter is eligible to vote in the municipality. (A completed, signed voter registration application is the voter's affirmation.)

The warden's responsibilities:

1. The warden should not question or attempt to evaluate whether the reason given for the challenge is true.
2. The warden declares the challenge to be void and does not proceed if the challenger:
 - a. Is not a registered voter in that municipality;
 - b. Does not know the name of the voter being challenged;
 - c. Does not give a reason for the challenge that is outlined in the law;
 - d. Does not take the oath; or
 - e. Does not make the challenge before the voter has entered the voting booth.
3. If the challenger meets the requirements for a proper challenge, **the warden completes the Challenge Affidavit Certificate**, except for the ballot #. The warden administers the oath to the challenger. The warden and the challenger then sign the certificate. The warden completes the process, by writing the secret number on the ballot (***in the upper right corner of the front of the ballot***) and the challenge certificate. The warden returns the ballot to the voter, along with a copy of the attached document entitled "**Information for Voters Casting a Challenged Ballot in Maine**". The voter may then proceed to vote in the usual manner. Refer to instructions provided in your AVS jiffy bag for how to process a challenged ballot cast on the AVS.
4. **The warden completes the "List of Challenged Voters", which is the public record of the challenge.** This list is returned to the clerk along with the Return of Votes Cast after voting is completed, and must be submitted to the Elections Division with the Returns.

Counting Challenged Ballots [Title 21-A §737-A(10)]:

Challenged ballots are counted in the same manner as regular ballots. No decision will be made on the challenge unless a recount occurs, and the challenged ballots could affect the outcome of the election.

If you have any questions about this information, please call the Elections Division immediately at 624-7650 or 1-888-VOTESME (1-888-868-3763).

**Information for Voters Casting a Provisional (Challenged) Ballot in Maine
July 14, 2020 Primary and Special Referendum Election
*Prepared by the Office of the Secretary of State***

Municipality_____

If your eligibility to vote in this election has been challenged, you still have the right to cast a ballot.

Your challenged ballot will be counted in the same way as all other ballots on Election Night.

Before you mark your ballot and put it into the ballot box or tabulating machine, the election warden will write a secret number on it, so that it may be identified as a challenged ballot if there is a recount.

If a recount is requested at this election and there are enough challenged ballots to affect the outcome of the election, then the challenged ballots will be separated, and the basis for each challenge may be determined by the appropriate authority designated by statute or by state or federal constitution.

To learn if a recount is being conducted, if any challenged ballots are being reviewed, and how to determine the outcome of a challenge to your ballot, you may visit the Secretary of State's website at:

<http://www.maine.gov/sos/cec/elec/voter-info/index.html>

Information on recounts may not appear until after July 21, 2020, which is the deadline for a recount to be requested.

If you have any questions regarding the challenged ballot process or your voting rights, you may call the Division of Elections in the Office of the Secretary of State at 624-7650 or 1-888-868-3763.

STATE OF MAINE
Challenge Affidavit Certificate

1. **Municipality:** _____ **Voting District:** _____
2. **Election Date and Type:** _____
3. **Challenger's Name:** _____
4. **Challenger's Address:** _____
5. **Challenger's Party Affiliation:** _____
6. **Challenger is one of the following persons authorized to make a challenge:**
_____ **Registered Voter in the above-named municipality**
_____ **Municipal Clerk/Deputy Clerk** _____ **Registrar/Deputy Registrar of Voters**
7. **Name of Challenged Voter:** _____
8. **The reason the particular individual being challenged may be ineligible to vote:**

9. **The specific source of the information/personal knowledge on which the challenge is based:**

OATH

The above-named challenger personally appeared before me and made the following oath:

I swear/affirm that I am the challenger of this voter, that all the information I have provided in this challenge affidavit is true, and is made upon my personal knowledge or reasonably supported belief, and I further swear/affirm that I understand that making a false statement on this affidavit is punishable under the penalties of perjury.

Signature of Challenger

Signature of Warden

Date

Secret ballot # (assigned by Warden)

SEAL THIS CERTIFICATE IN ITS OWN LETTER-SIZED ENVELOPE AND PUT ALL COMPLETED CHALLENGE CERTIFICATES IN THE TAMPER-PROOF BLUE BOX

Tape this Instructional Label to an Envelope **Handling Defective Ballots**

(Title 21-A §696(3) & Uniform Guidelines for Determining Voter Intent §I-A)

A **defective ballot** is a ballot that is not prepared in accordance with the law. Examples of defective ballots include, but are not limited to:

- Ballots that are not completely printed, or the printing is illegible;
- Ballots that are for the wrong municipality or voting district; or
- Machine ballots that are torn or crumpled, or contain a misprinted bar code.

1. Use an envelope (at least 9x12) with this label for each precinct, for segregating defective ballots.
2. If the election officials find a defective ballot on election day, they do not use it.
3. The warden, ward clerk, or deputy warden writes, in **red ink**, "DEFECTIVE" on the ballot; the reason the ballot is defective; and signs the ballot.
4. Place the defective ballot into the labeled envelope, and place in the tamper-proof box, to be sealed at the end of Election Day.

State of Maine Demonstration Ballot
December 31, 2020, Sample Candidate Election

Name of Municipality
DEFECTIVE BALLOT

Instructions to Voters

- To vote for the candidate of your choice, fill in the oval to the left, like this:
- To vote for a write-in candidate, fill in the oval to the left of the write-in space and write in the person's name.
- To have your vote count, do not erase or cross out your choice.
- If you make a mistake, ask for a new ballot.

Governor Vote for One	State Senate District 99 Vote for One
<input type="radio"/> Curtis, Kenneth M. Leeds Democrat	<input type="radio"/> Baxter, Percival Portland Republican
<input type="radio"/> Hamlin, Hannibal Paris Republican	<input type="radio"/> Chamberlain, Joshua L. Brewer Independent
<input type="radio"/> Longley, James B. Lewisburg Independent Write-in
..... Write-in	County Budget Committee Vote for no more than two
United States Senator Vote for One	<input type="radio"/> Dana, John Winchester Fryeburg Democrat
<input type="radio"/> Chase Smith, Margaret Skowhegan Republican	<input type="radio"/> Dix, Dorothea Hamptden Libertarian
<input type="radio"/> Muskie, Edmund Rumford Democrat	<input type="radio"/> Ford, John Cape Elizabeth Republican
..... Write-in	<input type="radio"/> White, E.B. North Brooklin Non-Party
 Write-in
 Write-in

MEDEMOE2

Turn Over to Vote on Ballot Questions

Voting Indicators are missing
Melvin K. Pineda
WARDEN

Style No. 1-D

Typ.01 Seq.0001 Ser.01

7.7 1.0.1 © Election Systems & Software, Inc. 1981, 2002

Tape this Instructional Label to an Envelope Handling Spoiled Ballots - (Title 21-A §693)

A **spoiled ballot** is a ballot that is made invalid by the voter while voting. (For example, the voter marks the ballot incorrectly or wants to change a vote before depositing the ballot in the ballot box.)

1. Use an envelope (at least 9x12) with this label for each precinct, for segregating spoiled ballots.
2. If a voter spoils a ballot, the voter may return it to an election clerk and obtain a replacement ballot. The voter may receive up to 2 replacement ballots.
3. The warden, ward clerk, or deputy warden stamps "Spoiled by Voter, Replacement Ballot Issued" (with the State issued stamp) on the spoiled ballot and signs in the space provided. (They do not write anything on the replacement ballot.)
4. Place the spoiled ballot into the envelope. **NEW STEP:** Before the tamper-proof container is sealed (see step 5), review each spoiled ballot to determine why the ballot was spoiled (i.e. RCV race, plurality race or referendum ballot). Complete the Log of Spoiled Ballots as instructed.
5. Place the envelope in the tamper-proof box, to be sealed at the end of Election Day. **Do not seal the Log of Spoiled Ballots – Return to Municipal Clerk.**

SS District 15 SR District 85
Style No. 12-D

State of Maine Official Ballot
General Election, November 4, 2014
for
Augusta Ward 1 -1, Augusta Ward 2, Augusta Ward 4-2

Spoiled by Voter
Replacement Ballot Issued
Signed: *Tracy A. Walker*

<p>Instructions to Voters</p> <p>To vote for the candidate of your choice, fill in the oval to the left, like this: <input type="radio"/></p> <p>To vote for a Write-In candidate, fill in the oval to the left of the Write-in space and write in the person's name.</p> <p>To have your vote count, do not erase or cross out your choice. If you make a mistake, ask for a new ballot.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"> <input type="radio"/> State Senator District 15 Vote for ONE (1) </td> <td style="width: 50%; border-bottom: 1px solid black;"> <input type="radio"/> Sheriff Kennebec County Vote for ONE (1) </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Cornell du Houx, Rebecca A. Augusta Democratic </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Liberty, Randall A. Clinton Democratic </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Katz, Roger J. Augusta Republican </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: District Attorney District 4 Vote for ONE (1) </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: Representative to the Legislature District 85 Vote for ONE (1) </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Maloney, Maeghan Augusta Democratic </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Davis, Kimberly Jeanne Augusta Republican </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Sullivan, Kevin P. Gardiner Unaffiliated </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Doore, Donna R. Augusta Democratic </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: Judge of Probate Kennebec County Vote for ONE (1) </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Mitchell, James E. Vassalboro Democratic </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Bellows, Shenna Manchester Democratic </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: Register of Probate Kennebec County Vote for ONE (1) </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Collins, Susan M. Bangor Republican </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Ayers, Kathleen Grant Manchester Democratic </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: Governor Vote for ONE (1) </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: County Treasurer Kennebec County Vote for ONE (1) </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Cutler, Elliot R. Cape Elizabeth Independent </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Davies, Richard Hallowell Democratic </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> LePage, Paul R. Augusta Republican </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: Register of Deeds Kennebec County Vote for ONE (1) </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Michaud, Michael H. East Millinocket Democratic </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Bustin-Hatheway, Beverly Hallowell Democratic </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: Representative to Congress District 1 Vote for ONE (1) </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Misiuk, Isaac J. Gorham Republican </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Murphy, Richard P. Sanford Independent </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Pingree, Chellie North Haven Democratic </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> </td> </tr> </table>	<input type="radio"/> State Senator District 15 Vote for ONE (1)	<input type="radio"/> Sheriff Kennebec County Vote for ONE (1)	<input type="radio"/> Cornell du Houx, Rebecca A. Augusta Democratic	<input type="radio"/> Liberty, Randall A. Clinton Democratic	<input type="radio"/> Katz, Roger J. Augusta Republican	<input type="radio"/> Write-in: District Attorney District 4 Vote for ONE (1)	<input type="radio"/> Write-in: Representative to the Legislature District 85 Vote for ONE (1)	<input type="radio"/> Maloney, Maeghan Augusta Democratic	<input type="radio"/> Davis, Kimberly Jeanne Augusta Republican	<input type="radio"/> Sullivan, Kevin P. Gardiner Unaffiliated	<input type="radio"/> Doore, Donna R. Augusta Democratic	<input type="radio"/> Write-in:	<input type="radio"/> Write-in: Judge of Probate Kennebec County Vote for ONE (1)	<input type="radio"/> Mitchell, James E. Vassalboro Democratic	<input type="radio"/> Bellows, Shenna Manchester Democratic	<input type="radio"/> Write-in: Register of Probate Kennebec County Vote for ONE (1)	<input type="radio"/> Collins, Susan M. 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**Turn Over
Questions on Back**

Typ:01 Seq:0012 Spl:01

Tape this Instructional Label to an Envelope Handling Void Ballots

(Title 21-A §696(5) & Uniform Guidelines for Determining Voter Intent §I-B)

A **void ballot** is a ballot that has been marked by a voter in a manner that shows an intent to distinguish it from other ballots for a fraudulent or dishonest purpose.

1. Use an envelope (at least 9x12) with this label for each precinct, for segregating void ballots.
2. If the election officials find a void ballot (containing a distinguishing mark) during ballot counting, they **do not count** the entire ballot. For hand-counted ballots, the void ballot would be removed from the original counting lot.
3. The warden, ward clerk, or deputy warden writes, in **red ink**, "VOID BALLOT" on the ballot; the reason the ballot is void; and signs the ballot.
4. Place the void ballot into the labeled envelope, and place in the tamper-proof box, to be sealed at the end of Election Day.

State of Maine Demonstration Ballot
December 31, 2020, Sample Candidate Election

Name of Municipality

Style No. 1-0

Instructions to Voters

- To vote for the candidate of your choice, fill in the oval to the left, like this:
- To vote for a write-in candidate, fill in the oval to the left of the write-in space and write in the person's name.
- To have your vote count, do not erase or cross out your choice.
- If you make a mistake, ask for a new ballot.

Governor Vote for One	State Senate District 99 Vote for One
<input type="radio"/> Curtis, Kenneth M. Leeds Democrat	<input type="radio"/> Baxter, Percival Portland Republican
<input type="radio"/> Hamlin, Hannibal Paris Republican	<input type="radio"/> Chamberlain, Joshua L. Brewer Independent
<input type="radio"/> Longley, James B. Lewiston IndependentWrite-in
.....Write-in	County Budget Committee Vote for no more than two
United States Senator Vote for One	<input type="radio"/> Dana, John Winchester Fryeburg Democrat
<input type="radio"/> Chase Smith, Margaret Skowhegan Republican	<input type="radio"/> Dix, Dorothea Hampden Libertarian
<input type="radio"/> Muskie, Edmund Rumford Democrat	<input type="radio"/> Ford, John Cape Elizabeth Republican
.....Write-in	<input type="radio"/> White, E.B. North Brooklin Non-Party
Write-in
Write-in

MEDEM02Z

Typ:01 Seq:001 Spt:01

7.7.1.0 / -14 © Election Systems & Software, Inc. 1991, 2002

VOID
Distinguishing
Mark

Melvin K. Pahl
WARDEN

I voted today!
Jane Doe
(voter)

Turn Over to Vote
on Ballot Questions

LOG OF SPOILED BALLOTS

July 14, 2020 Primary and Special Referendum Election

MUNICIPALITY _____

WARD/PRECINCT _____

This log must be used to document the number of ballots that were spoiled by voters during the election (both absentee and regular ballots) for each municipality and ward/precinct. The Municipal Clerk must either compile a combined report that includes all voting districts in the municipality or make sure that a separate report is completed and submitted for each voting district and absentee ballots.

Instructions for Completion

- In Row A, unshaded box, provide the total number of Referendum Ballots that were spoiled.
- In Row B, unshaded box, provide the total number of Candidate Ballots that were spoiled.
 - In Row C, unshaded box, provide the number of Candidate Ballots that were spoiled due to an error on a Ranked-choice voting race.
 - In Row D, unshaded box, provide the number of Candidate Ballots that were spoiled due to an error on a plurality race (i.e., a non-ranked-choice race).
 - **(Note: Row B = Row C + Row D)**
- In Row E, unshaded box, provide the total number of spoiled ballots for the election.
(Note: Row E = Row A + Row B)

A. Number of Spoiled REFERENDUM Ballots		
B. Number of Spoiled CANDIDATE Ballots:		
C. From B, Number of Ballots Spoiled on RCV Race		
D. From B, Number of Ballots Spoiled on Plurality Race		
E. Total Number of Spoiled Ballots		

Signature of Election Official Completing Log: _____

Title of Election Official: _____

A copy of the completed log sheet must be provided to the Secretary of State with the Return of Votes Cast, no later than July 16, 2020.

This form may be duplicated as necessary and provided to each precinct in the municipality.

Instructions for Election Officials Regarding Overvotes (Municipalities with Paper Ballots)

- The Help America Vote Act (HAVA) requires that voters be notified about the effect of an overvote (i.e. that an overvote will not be counted). This Notice to Voters is now part of the Instruction Poster and must be provided, as follows, to meet this requirement:
 - Post a copy of the Instruction Poster in each voting booth.
 - Also post a copy of the Instruction Poster outside the guardrail.
- If a voter tells you that s/he has made an overvote or other mistake - before the voter puts the ballot into the ballot box – you may mark and segregate it as a “spoiled” ballot. Give the voter a replacement ballot and allow the voter to return to the voting booth to mark it.
- Stamp the top of the spoiled ballot, using the “Spoiled by Voter” stamp provided by the Secretary of State. The Warden or other election official signs the ballot in the space provided. Put the spoiled ballot in an envelope and tape the State-supplied “Spoiled Ballot” label to the envelope.
- **Log of Spoiled Ballots:** Before sealing the envelope containing spoiled ballots in the blue tamper-proof container, count the number of spoiled ballots. Complete the Log of Spoiled Ballots as instructed on the form and return to the Secretary of State with the Return of Votes Cast. After the close of the polls, seal the envelope containing any spoiled ballots, and put it in the tamper-proof container with other voted ballots.
- Once the voter has put the ballot into the ballot box it is too late for the voter to make any corrections by spoiling the ballot and receiving a replacement ballot.
- When counting the ballots, remember that a ballot with an overvote is marked as an “Invalid Vote” for that race, and is counted as a blank for that race only. All other races are counted if they are properly marked and show voter intent to select only one candidate in each race.
- Please ensure that all election officials working at the polls are aware of this process, and have read this notice and the notice to voters. Also, please be sure all election officials know how to label and segregate a spoiled ballot as well as how to issue a replacement ballot.

“The Maine Citizen’s Guide to the Referendum Election”

provides helpful information regarding referendum questions on the ballot. A copy is posted in this voting place here:

or ask an Election Official if you are interested.

Treasurer's Statement

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Once approved, the Treasurer issues bonds as needed to fund the approved bond projects and uses a rapid 10-year repayment of principal strategy to retire the debt.

If the bond proposals on the ballot in July 2020 are approved by the voters, general obligation debt service as a percentage of the State's General Fund, Highway Fund and Revenue Sharing appropriations is expected to be 2.81% in FY21 and 2.92% in FY22.

The following is a summary of general obligation bond debt of the State of Maine as of **April 30, 2020**.

Bonds Outstanding (Issued and Maturing through 2029):

	Principal	Interest	Total
Highway Fund	\$ 9,820,000	\$ 305,334	\$ 10,125,334
General Fund	533,580,000	97,761,769	631,341,769
Total	\$ 543,400,000	\$ 98,067,103	\$ 641,467,103

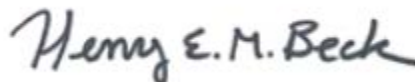
Unissued Bonds Authorized by Voters: \$ 205,930,000

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Total Authorized but Unissued Bonds: \$ 304,930,000

The total amount that must be paid in the present fiscal year for bonded debt already outstanding (for FY2020): \$ 97,969,678

If the bonds submitted here are approved by voters and issued for the full statutory period authorized, an estimate of the total interest and principal that may reasonably be expected to be paid is **\$153,000,000.00**, representing **\$120,000,000.00** in principal and **\$33,000,000.00** in interest.



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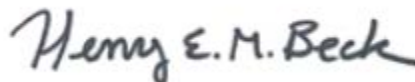
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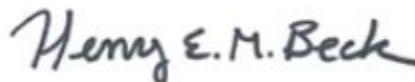
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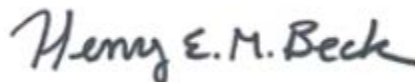
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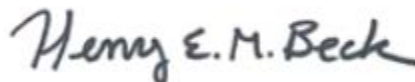
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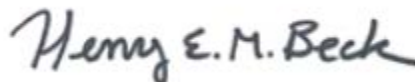
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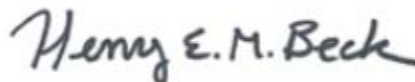
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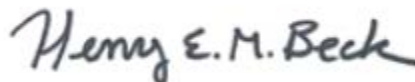
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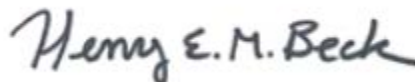
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Treasurer of State

Treasurer's Statement

The State of Maine borrows money by issuing bonds. General Obligation bonds are backed by the full faith and credit of the State and must be submitted statewide to the voters for approval.

Once approved, the Treasurer issues bonds as needed to fund the approved bond projects and uses a rapid 10-year repayment of principal strategy to retire the debt.

If the bond proposals on the ballot in July 2020 are approved by the voters, general obligation debt service as a percentage of the State's General Fund, Highway Fund and Revenue Sharing appropriations is expected to be 2.81% in FY21 and 2.92% in FY22.

The following is a summary of general obligation bond debt of the State of Maine as of **April 30, 2020**.

Bonds Outstanding (Issued and Maturing through 2029):

	Principal	Interest	Total
Highway Fund	\$ 9,820,000	\$ 305,334	\$ 10,125,334
General Fund	533,580,000	97,761,769	631,341,769
Total	\$ 543,400,000	\$ 98,067,103	\$ 641,467,103

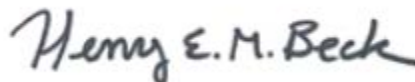
Unissued Bonds Authorized by Voters: \$ 205,930,000

Unissued Bonds Authorized by the Constitution: \$ 99,000,000

Total Authorized but Unissued Bonds: \$ 304,930,000

The total amount that must be paid in the present fiscal year for bonded debt already outstanding (for FY2020): \$ 97,969,678

If the bonds submitted here are approved by voters and issued for the full statutory period authorized, an estimate of the total interest and principal that may reasonably be expected to be paid is **\$153,000,000.00**, representing **\$120,000,000.00** in principal and **\$33,000,000.00** in interest.



Henry E.M. Beck, Esq.
Treasurer of State

**State of Maine Fiscal Impact Statements
for the July 14, 2020 Special Referendum Election**

Prepared by the Office of the Secretary of State, the Office of Fiscal and Program Review, and the Office of the State Treasurer

Question 1: Bond Issue

Do you favor a \$15,000,000 bond issue to invest in high-speed internet infrastructure for unserved and underserved areas, to be used to match up to \$30,000,000 in federal, private, local or other funds?

Debt Service

Prepared by the Office of the Treasurer

Total estimated life time cost is **\$19,125,000**, representing **\$15,000,000** in principal and **\$4,125,000** in interest (assuming interest at 5% over 10 years).

Fiscal Impact Statement

Prepared by the Office of Fiscal and Program Review

This bond issue has no significant fiscal impact other than the debt service costs identified above.

Question 2: Bond Issue

Do you favor a \$105,000,000 bond issue for improvement of highways and bridges statewide and for multimodal facilities or equipment related to transit, freight and passenger railroads, aviation, ports, harbors, marine transportation and active transportation projects, to be used to match an estimated \$275,000,000 in federal and other funds?

Debt Service

Prepared by the Office of the Treasurer

Total estimated life time cost is **\$133,875,000**, representing **\$105,000,000** in principal and **\$28,875,000** in interest (assuming interest at 5% over 10 years).

Fiscal Impact Statement

Prepared by the Office of Fiscal and Program Review

This bond issue has no significant fiscal impact other than the debt service costs identified above.

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**Please state your
name and
residence address
to the election clerk
at the voting list.**

State Election law – Title 21-A, section 671

What Goes Inside the Blue Metal Box **Hand-count Municipalities**

- **Used (Voted) State Ballots – Place ballots unfolded (flat) in lots of 50 with 1 copy of the applicable Candidate and/or Referendum Tally Sheets placed on top of the lot and secured with a large elastic band**
- **Spoiled, Void & defective State ballots (in their labeled envelopes)**
- **Envelopes containing completed challenge certificates**
- **In an envelope labeled “Warden’s Total Tally Sheet” - One copy of each Warden’s Total Tally Sheet completed**

What Does Not Go In or On The Box

Incoming Voting List (sealed separately)

Absentee Materials (sealed separately)

Return of Votes Cast

List of Challenged Voters

Certification of Sealed Ballot Container

Municipal Ballots or Tally Sheets

Log of Spoiled Ballots

**For elections questions (other than CVR) please
call the Division of Elections toll-free at:**

1-888-VOTESME

or 1-888-868-3763

**The Division of Elections will be available from
6:30 a.m. to at least 11 p.m. on Election Day.**

**For CVR questions please call the
CVR Help Desk toll-free at:**

1-877-HAVAHLP

or 1-877-428-2457

Policy for Use of Certificate of Registration

Provided by the Secretary of State's Office – June 2020

Statutory requirements

Use of the Certificate of Registration (COR) has been required by law since at least 1985. It is described in Title 21-A sections 122(4) and (7).

The Registrar is directed to issue CORs for qualified applicants who register to vote after the Incoming Voting List (IVL) has been printed for the election. Certificates of Registration are also completed for existing voters who request changes after the IVL has been printed. A COR must be completed and issued to any voter who registers to vote or changes information on Election Day.

Creation of uniform form and procedures

The Secretary of State has determined that the Certificate of Registration, like other election documents, should be a standard form that is used uniformly by all municipalities in the conduct of all federal, state and county elections, and municipal elections where Title 21-A is followed.

The COR has been designed as a 2-part, carbonless form, measuring 4" x 6". The Division of Elections provides the number of forms ordered by each municipality and the forms will be provided in one of the scheduled pre-election mailings.

This COR form is now the only approved form to use in documenting new voter registrations and changes. The COR form that has been available in the Central Voter Registration (CVR) system has been eliminated. Municipalities are not authorized to change the design of the form.

Uniform procedures for voter registration/changes

After the IVL for an election has been printed, the following uniform procedures must be followed:

1. The **first step** is to have the voter complete a white (in person) **voter registration application**, either as a new voter or to request a change to an existing record. A COR by itself cannot be used to register a new voter or make changes to an existing voter's record – it does not contain all of the required information, and the voter does not sign the COR.
2. The Registrar **reviews** the **voter registration application** and **qualifications**, and completes the "for Registrar's Use Only" section on the back of the application.
3. If the voter registration application is complete and the voter qualifies to register to vote, the Registrar then completes the **approved, 2-part, COR form**. The top (white) copy is given to the voter; the bottom (yellow) copy is kept by the Registrar with the voter registration application. The voter is given instructions to present the COR at the IVL check-in.
4. The Registrar gives the IVL to the Clerk to deliver to the voting place. The Registrar should keep the yellow copies of the CORs in alphabetical order for ease of locating in the event the voter forgets to bring the white copy to the voting place. In municipalities with single voting places, the Registrar may wish to bring the yellow copies of the COR to the voting place along with the registration materials.

5. On Election Day, the yellow copy of the COR will be kept by the Registrar with the voter's **voter registration application**. The voter will present the white copy of the COR to the Election Clerk at the IVL table. The Election Clerk will take the white copy from the voter, and **must hand-annotate the new voter to the blank IVL addition pages (required by law, Title 21-A §122(7))**. The IVL addition pages will be kept at the end of each alpha tab, or at the beginning or end of the list, separated by alpha tab.

Similarly, voters who have requested **changes** to their existing record will be given the white copy of the COR to present to the Election Clerk. The Election Clerk will hand-annotate the change(s) to the voter's existing IVL listing above or beside the old data.

6. White copies of the COR will be kept by the Election Clerk in alpha order until the polls close. After the polls close, the white copies of the COR will be sealed in the same package with the IVL. This provides a check-and-balance process for any changes that were made to the IVL, should questions arise after the election or a recount occurs.
7. There is a box in the upper right-hand corner of the COR to indicate that the voter has been entered in CVR. After Election Day, when new voters are added and voter changes are made in CVR, check the box on the yellow form.
8. After new voters are added and requested changes are made, run a Change Detail Report. Proofread the report against the CORs, to be sure that everyone has been added to CVR that should be, and all changes have been made that were requested. This process is an important step in preparation for entering Voter Participation History (VPH) for the election.

Post-election activities

On the 6th business day after election, if no recount, the Municipal Clerk unseals the IVL and absentee materials.

- Absentee ballot data processing must be completed and proofread first.
- Entering new voters and changes must be completed and proofread next. **Please note:** you must have a **completed and signed voter registration application** in order to enter a new voter in CVR, or change an existing voter's record in CVR. You cannot take such actions based solely on a COR. If a voter registration application was not completed and signed, you must contact the voter to complete the application process.
- VPH may then be entered, following procedures developed by the Secretary of State's Office. Import Absentees, then scan barcodes or enter voter ID numbers for the voters checked off the IVL as having voted. This includes all voters printed on the IVL, and all voters hand-annotated to the IVL. Use the white copies of the COR to confirm that history is captured for all voters who voted. When done, or after each letter of the alphabet is done if you have a lot of voters, run a VPH Report and proofread against the IVL and white copies of the COR. To resolve discrepancies, consult the Change Detail Report.

Retention of CORs

After you have completed all of the post-election activities, and have proofread to confirm accuracy, match up the yellow and white copies of the COR's and keep them with the IVL for the 5-year retention period.

Instructions for Completing the Certificate of Registration

CERTIFICATE OF REGISTRATION 12 Entered in CVR

This voter has registered to vote. Pursuant to Title 21-A §122.4 and/or §122.7(A), this certificate entitles the voter to be placed on the Incoming Voting List on Election Day and permits the voter to vote. Please write the New Voter's name on the voting list as directed OR make the correction(s) indicated below to the voting list.

Municipality: 1 Election Date: 2

Please check all that apply: NEW VOTER ADDRESS CHANGE 3
 NAME CHANGE PARTY CHANGE

Voter's Name: 4

Previous Name (if applicable): 5

Residence (Street) Address: 6

W/P: 7 Party: 8 SS Dist: 9 SR Dist: 10 CC Dist: 11 Other: 12

Pursuant to Title 21-A §673, this voter will vote challenged ballot.

Approved by Registrar: 9 (Initials) 11 Date: 10

This voter was provided a ballot. 11
(Election Clerk Initials)

Attach the yellow copy to the voter registration card and the white copy to the IVL.

Note: A COR is completed **by the Registrar AFTER** the voter has submitted a completed and signed **voter registration application**, either as a new voter, or to make changes to an existing voter record.

1. Print the name of the municipality. This is important if materials need to be retrieved for a recount.
2. Print the Election Date.
3. Check the appropriate box(es) indicating why the COR was completed. This is important in the event that a question arises about the voter's registration or change request, or if there are discrepancies when Voter Participation History (VPH) is captured.
4. Legibly print the voter's complete name, as indicated on the voter registration application.
5. If the voter is submitting a request for a name change, legibly print the voter's previous name. This is important information that is needed by Election Clerks on Election Day, to conduct a proper voter search in CVR, and when VPH is captured.
6. Legibly print the voter's residence (street) address, not a mailing address.
7. Indicate the Ward/Precinct and district numbers for the voter, and indicate the voter's enrollment status. This is important information that the Election Clerks need to know when issuing ballots.
8. If the voter's ballot needs to be challenged, check the box.
9. After the certificate is completed, the Registrar must initial it.
10. The Registrar must date the certificate.
11. The white (top) copy of the COR is given to the voter. On Election Day, the voter presents the white copy to the Election Clerk at the IVL table. The Election Clerk initials the white copy and keeps it with the IVL. **The IVL must be hand-annotated with the new voter or the requested change (required by law, Title 21-A §122(7)).**
12. The Registrar retains the yellow (bottom) copy with the voter registration application. After Election Day, when new voters and changes are entered in CVR, the Registrar checks the "Entered in CVR" box.

**Follow all procedures outlined in the Secretary of State's
Policy for Use of the Certificate of Registration.**

**STATE OF MAINE
CERTIFICATION OF SEALED BALLOT CONTAINER**

Municipality: _____

Election Type and Date: _____

Voting District (Ward/Precinct): _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

The ballots were publicly sealed in the containers in accordance with the provisions of Title 21-A, Section 698.

Signature of Warden

Signature of Ward Clerk
or other Election Official

Date

Time

**A COPY OF THIS CERTIFICATE MUST BE SENT TO THE SECRETARY OF STATE WITH
THE ELECTION RETURNS AND MUST BE RECEIVED
WITHIN 2 BUSINESS DAYS AFTER THE ELECTION**

**STATE OF MAINE
CERTIFICATION OF SEALED BALLOT CONTAINER**

Municipality: _____

Election Type and Date: _____

Voting District (Ward/Precinct): _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

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Election Day Accessible Voting System (AVS) Checklist & Instructions

AVS equipment setup

- One AVS station at each voting place **must** be set up and operational by the time the polls open.
- The AVS station **must** be set up **within the guardrail enclosure**, along with all other voting booths. **Do not** set up the AVS outside the guardrail enclosure or in a separate room.
- Within the guardrail enclosure**, position the AVS station so that is easily accessible and has 5-foot clearance all around for maneuverability, for persons using wheelchairs or scooters.
- Within the guardrail enclosure**, arrange the AVS station so that a voter's privacy is maintained; the voter should be seated with the voter's back to the wall and facing out, with the privacy screen set up behind the ExpressVote.
- Use the **table**, **ExpressVote device**, **privacy screen** and **headphones** that were provided with the new AVS system.
- The AVS station needs to be located near a 3-pronged power supply, in such a way that all cables and powerstrip/extension cords are out of the area where the voter sits (preferred) or taped down so as not to cause obstruction.
- Set up the AVS as instructed in the *"ExpressVote Election Day Manual – Maine 2016"*.
- Confirm that the ExpressVote is powered on and in voting mode **before** the polls open. You may wish to have some election officials cast their votes using the AVS immediately following the opening of the polls (making sure to save some ballot activator cards for voters to use).
- Election Officials **must** be available **at all times**, **at each voting place**, to assist voters with use of the AVS.
- Call the Division of Elections (**1-888-868-3763 or 624-7650**) if you have questions or encounter a problem with the AVS setup. Staff will be available beginning at 7:00 a.m. on Election Day.
- One voting booth **must** be equipped with **enlarged instruction poster**, **magnifying glass** and **adjustable lamp** for people with visual impairments (the AVS station may serve as this voting booth).

Instructions for AVS use

- Voter checks in but does not receive an official ballot (but is given a blank activator card); do not indicate on the Incoming Voting List that the voter has requested to use the AVS. **If there is a local ballot or ballots that have been coded on the AVS, the voter is given a blank activator card for each ballot, and the election official must activate each ballot separately (one at a time) for the voter.**
- The Warden or other Election Official escorts the voter to the AVS station, helps the voter get situated, and explains the voting procedure using the AVS, if necessary. (This includes determining whether the voter wants to use the touchscreen or the assistive keypad provided or the voter's personal assistive device.)
- Have the voter insert the blank ballot activator card. **NOTE: This election requires 14" ballot cards.** The election official must then select the state ballot style for the voter.

Continued on reverse

- When the ballot is activated on the screen, the Election Official instructs the voter to begin voting or press the 5-sided “Home” key to listen to or view detailed voting instructions.
- The Election Official may assist the voter if requested; otherwise, the Election Official may perform other duties but stay near enough to the AVS voter to see a raised hand or hear a request for assistance.
- The voter listens to the audio ballot and makes selections when prompted or makes selections on the touchscreen. At the end of the ballot, the voter is directed to review selections and then print the ballot card if satisfied.
- The voter deposits the ballot(s) into the ballot box or tabulator.

Challenged AVS ballot procedures

- A voter using the AVS may cast a challenged ballot. The Warden follows the procedures for challenged ballots, except the secret challenge number is written on the top ½ inch of the activator card (above the bottom of the corner cut).
- The Warden must also write the same number on the challenge affidavit. The affidavit is sealed in an envelope. As for any other challenged ballot, the voter’s name must be added to the list of challenged voters, but the secret number is not put on the list.
- Voting proceeds; the printed ballot will have the challenged ballot number printed on the top of the ballot activator card. The challenged AVS ballot is processed like all other challenged ballots.

Other AVS circumstances

- A voter who makes a mistake using the AVS is entitled to receive up to 2 replacement ballots. Follow the procedures for spoiled ballots, but the Election Official must initiate the ballot each time a new ballot is issued to the voter. A ballot is considered spoiled **only if a paper ballot is printed by the voter**. If the voter ends the AVS session prior to printing a ballot, this is not considered a spoiled ballot.
- A voter may choose to end an AVS session before completing the ballot and request a paper ballot.
- AVS ballots should be mixed in with other hand-count ballots for counting (do not segregate).
- After the election, repackage the AVS equipment into the carrying case and cardboard packaging.

**If you need assistance
voting, you may want to
try the Accessible Voting
System (AVS).**

**Ask the Election Clerk if
you are interested.**