



COMBINED ELECTION DISTRICT INSTRUCTIONS
General Election Edition
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DEPARTMENT OF ELECTIONS FOR NEW CASTLE COUNTY
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II. INTRODUCTION

Combined Election Districts are small Election Districts with less than 300 registered voters that are administered by another Election District. The Combined Election District will have its own voting machine/s 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 300 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. (Items with "UP" are for the Update Table)

- ELECTION DOCUMENTS envelope.
 - VOTING MACHINE CERTIFICATE – 2 copies.
 - WRITE-IN VOTE TALLY SHEET – 2 copies
 - SAMPLE BALLOT – 2 copies.
 - DEVELOPMENTS poster – 2 copies.
 - DEPARTMENT OF ELECTIONS envelope #1 (manila).
 - OTHER DOCUMENTS envelope #2 (gray).
 - PROTHONOTARY envelope #3 (manila)
 - DECLARED WRITE IN CANDIDATE LIST – 2 copies
 - ELECTION DAY ISSUES LOG
 - Totem Pole Documents in clear plastic bag containing:
 - SAMPLE BALLOT (resized for Totem Pole)
 - DEVELOPMENTS POSTER
 - ED-RD poster
- 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.
- Posters
 - Representative District Map
 - Election District Poster – 2 copies
 - ED-RD Sign for Officers Table – 1 copy
- 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

- ED-RD Sign and 2 spring clips
- SAMPLE BALLOT
- INSTRUCTIONS FOR VOTING MACHINE OPERATORS card (green card)
- VOTING ON DELAWARE'S ELECTRONIC VOTING MACHINE
- MAKING A WRITE-IN VOTE instructional poster
- 3-prong adapter
- **UP** - UPDATE RETURN envelope (large white)
- **UP** - Provisional Voting supplies:
 - **UP** - Provisional Ballot Pouch (red)
 - PROVISIONAL BALLOTS
 - PROVISIONAL BALLOT LOG sheet
 - Provisional Ballot Pouch seals
 - **UP** - PROVISIONAL BALLOT Envelopes
 - **UP** - OFFICIAL ENVELOPES
 - **UP** - PROVISIONAL VOTER INFORMATION SHEETS

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. SET UP THE TOTEM POLE AND POST THE SAMPLE BALLOT.

- Put the ED-RD poster in the top pocket of the center section of the Totem Pole.

- Put a copy of the *Sample Ballot* in the center section next to the list of Declared Write-in Candidates.
- Insert the Developments Poster below the Sample Ballot.
- Once documents are put in the correct pockets, place the Totem Pole for the Combined District near the Officer's Table and machine/s for the Combined District.
- Place the Totem Pole for the Principal District near the entrance to the voting room.

V. PROCESSING VOTERS

One or two Election Officers should be assigned to process 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.

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 X of *the Election Officers Checklists* for Provisional voters.

B. COMBINED ELECTION DISTRICT.

- Complete the procedures on Checklist X 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 XI in the *Election Officer Checklists*.
- Put the Memory Cartridge and the Extra Copy 3 tape from the Combined Election District voting machines in the Memory Cartridge Pouch for the Combined Election District.
- Separate Extra Copy 1 and Extra Copy 2 from the Record Tape and lay it 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 XI in the *Election Officer Checklists*.
- Put the Memory Cartridge and the 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 it and 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 XII, *Close 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 XII, *Close the Polling Place*, in the *Election Officer Checklists*, through paragraph E.

B. PRINCIPAL ELECTION DISTRICT.

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

C. DEPARTING THE POLLING PLACE.

- The Inspector shall deliver the items listed on page 50 of the *Election Officer Checklists* to one of the Drop Off Points listed on page 54 of the same document.