

## State of Maine “JIFFY BAG” Contents – DS200 Ballots Presidential Primary Election – March 5, 2024

The “Jiffy Bag Mailing” contains the forms municipal election officials will need at the polls on election day. Because this mailing is being sent electronically, the packets will contain one (1) copy of each form. This coversheet also indicates the number of copies of each form that are required. Please contact the Division of Elections if you have any questions or are unable to print the required copies of each form.

**All mailings are posted on the Elections Temp Website:**

[www.maine.gov/sos/cec/elec/temp](http://www.maine.gov/sos/cec/elec/temp)

\_\_\_\_\_ **Instructions for Opening the Polls** (1 per voting place)

\_\_\_\_\_ **Instructions for Closing the Polls** (1 per voting place)

\_\_\_\_\_ **French Instructions** (1 per voting place)

\_\_\_\_\_ **Challenged Voter Instructions** (1 per voting place)

\_\_\_\_\_ **Challenge Packet** (1 copy of Information for Voters and 1 Challenge Affidavit Certificate is needed for each voter that is challenged. 1 list of challenged voters must be prepared for each voting place)

Information for Voters/Voter Challenge Affidavit Certificate/List of Challenged Voters

\_\_\_\_\_ **Labels for ballot segregation (Spoiled, Defective, Void)** (1 each per voting place)

\_\_\_\_\_ **Label for Tally Tape and Tally Sheets** (1 per tabulator used)

\_\_\_\_\_ **Label for Auxiliary Ballots** (1 per tabulator used)

\_\_\_\_\_ **Log of Spoiled Ballots** (1 per voting place)

\_\_\_\_\_ **Instructions to Election Officials Regarding Overvotes** (1 per voting place)

\_\_\_\_\_ **Notice to Voters regarding Procedure to Request Ballot** (1 per voting place – additional copies may be used if voting list is split by letter)

Pursuant to Title 21-A M.R.S. §671(1), 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.

\_\_\_\_\_ **Warden’s Log for Opening the Ballot Box** (1 per tabulator used)

Review Chapter 8, Section XIII, “Dealing with a Full Ballot Box” of your Guide for complete procedures. If it is necessary to open the ballot box on Election Day, this log must be completed each time the ballot box is opened, indicating whether the ballots were compressed or removed and placed in a tamper-proof container.

\_\_\_\_\_ **What Goes Inside the Blue Tamper Proof Box** (1 per tamper-proof contained used)

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 voting place)

\_\_\_\_\_ **Certification of Sealed Ballot Container** (Determined by number of tamper-proof containers used – each certificate has space for seven (7) boxes)

*Continued on Reverse*

## **AVS “Jiffy Bag” Materials**

### **Election Day Accessibility Checklist** (1 per voting place)

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.

### **AVS Assistance Notice** (1 per voting place – additional copies may be used if voting list is split by letter)

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.

**Note: Incoming Voting List Certification and Brown Kraft Security Tape** were provided in the supplies mailing. If you did not receive these or need additional, please contact the Division of Elections.

## **POSTERS:**

- **Instruction Posters for Marking a Ballot -- Plurality Races (Rev. 5/18)**
- **Instruction Posters for Marking a Ranked-choice Race (Rev. 5/18)**
- **The posters described above are posted on the Temp Site to be printed 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.
- Review the posting requirements in “Instructions for Opening the Polls” – Item #6. If you are missing any of the posters described, please contact the Division of Elections to request additional.

**All mailings are posted on the Elections Temp Website:**

**[www.maine.gov/sos/cec/elec/temp](http://www.maine.gov/sos/cec/elec/temp)**

## INSTRUCTIONS FOR OPENING THE POLLS

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 stick pen.
  - \_\_\_ An Instructions for Marking Ballot Poster. (REV 5/18)
  - \_\_\_ An Instructions for Ranked-choice Voting Poster. (REV 5/18)
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. 5/18**), magnifying device and an adjustable lamp. [Sec. 629(4)]. Your AVS table can be used for this voting booth. **Clip the new “Accessible Voting HERE!” poster to the center panel of the ExpressVote privacy screen.**
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-A(3)]
  - \_\_\_ 1 Certified copy of the Alpha Voting List (**without** YOB 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. (REV 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 List of declared write-in candidates for the voting district [Sec. 651(2)]
  - \_\_\_ **1 2024 Enrollment Options Poster – Post by Registrar’s Table (NEW 2/24)**
  - \_\_\_ **1 Ballot Access for the Presidential Primary Election (NEW 2/24)**
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)]  
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 – TABULATOR BALLOTS**

1. \_\_\_ **8:00 P.M.:** Warden declares the polls closed; allows all voters at the voting place to vote.
2. \_\_\_ Ensure that all absentee ballots are processed. Check for ballots in the auxiliary bin. If any ballots cannot be processed through the tabulator, these ballots must be hand-tallied.
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. \_\_\_ The Warden follows the instructions for closing the polls in the *DS200 Precinct Scanner Election Day Manual* (Rev. 2016) and prints two copies of the tally tape.
7. \_\_\_ The Write-in Review Report will automatically print following the 2 copies of the Results Report. **Cancel the printing after all the Write-in images for the Democratic party have finished printing.** You will need to review all the Democratic Write-in images to determine if the selections are for the Declared Write-in candidate or an undervote (blank). There is no need to review the Republican Write-in images, as there is no Republican Declared Write-in candidate.
8. \_\_\_ The Warden and one election clerk from each political party sign the two copies of the official tally tape. Additional copies may be printed for posting at the voting place.
9. \_\_\_ Two election clerks record the results from the tape onto 2 Tabulator Tally Sheets and then hand tally ballots from the auxiliary bin. The election clerks complete identical copies of the tally sheet and sign them. The election clerks put the auxiliary ballots in the envelope with the label provided for this purpose. The auxiliary ballots are placed ***in the RCV envelope (provided by the Secretary of State) to be retrieved by the SOS for the potential RCV Central Count. Do not put this envelope in the tamper-proof box.***
10. \_\_\_ Warden prepares the Return of Votes Cast using the **GRAND TOTAL FIGURES** from the tally sheets. **Remember to provide the total number of state ballots cast.** Warden and one other election official sign the Return.
11. \_\_\_ 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.
12. \_\_\_ Unlock the DS200 ballot box compartment and remove ballots. Package the voted State ballots, spoiled, void and defective (if any) and completed challenge certificates in the tamper-proof boxes. **(Also include a copy of the official machine tape, signed by the election officials.) DO NOT PUT THE LIST OF CHALLENGED VOTERS IN THE TAMPER-PROOF BOXES.**
13. \_\_\_ Latch, seal and lock the container(s). Complete a Certification of Sealed Ballot Container for each tamper-proof box. **DO NOT PUT THE CERTIFICATIONS IN THE TAMPER-PROOF BOXES.**
14. \_\_\_ Call or email unofficial results to those who have made a request.
15. \_\_\_ Deliver the Return of Votes Cast and all other election materials to the Municipal Clerk immediately after count is completed.

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



### **Instructions aux électeurs (Candidat regulier)**

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 côté 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.

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### **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.

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## *Department of the Secretary of State*

### *Bureau of Corporations, Elections and Commissions*

Shenna Bellows  
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 they are a registered voter in the jurisdiction and 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 1950s. 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, and the recount proceeds to an appeal or a disputed 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**  
**March 5, 2024 Presidential Primary 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 March 12, 2024**, 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.

Style No. 1D

State of Maine Official Ballot  
Democratic Presidential Primary Election  
March 5, 2024

**Defective Ballot**

To vote, fill in the oval like this ●

To rank your candidate choices, fill in the oval:

- In the 1st column for your 1st choice candidate.
- In the 2nd column for your 2nd choice candidate, and so on.

Continue until you have ranked as many or as few candidates as you like. Fill in only one oval in each column (ranking).

To rank a Write-in candidate, write the person's name in the Write-in space and fill in the oval for the ranking of your choice.

To have your vote count, do not erase or cross out your choices. If you make a mistake, ask for a new ballot.

President of the U.S.	1st Choice	2nd Choice	3rd Choice
Biden, Joseph R., Jr.		<input type="radio"/>	<input type="radio"/>
Phillips, Dean B.		<input type="radio"/>	<input type="radio"/>
Write-in		<input type="radio"/>	<input type="radio"/>

**1st Choice Voting Indicators are missing**

*Heidi Reckham*  
Warden

You Have Completed Voting



## 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. 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.**

Instructions to Voters		
<p><b>Instructions to Voters</b></p> <p>To vote for the candidate of your choice, fill in the oval to the right, like this: <input checked="" type="radio"/></p> <p>To vote for a Write-in candidate, fill in the oval to the right 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.</p> <p>If you make a mistake, ask for a new ballot.</p>		<p><b>Judge of Probate</b> Oxford County Vote for One</p> <p>Crockett, Jared S. <input checked="" type="radio"/> Republican</p> <p>Write-in <input type="radio"/></p> <p><b>Register of Probate</b> Oxford County Vote for One</p> <p>Dilworth, Jennifer McPhee <input checked="" type="radio"/> Republican</p> <p>Write-in <input type="radio"/></p> <p><b>County Commissioner</b> Oxford District 2 Vote for One</p> <p>Cole, Scott G. <input type="radio"/> Democrat</p> <p>Dugan, David A. <input checked="" type="radio"/> Independent</p> <p>Write-in <input type="radio"/></p>
<p><b>State Senator</b> District 18 Vote for One</p> <p>Kelm, Lisa M. <input checked="" type="radio"/> Democrat</p> <p>Perkins, Gabriel M. <input checked="" type="radio"/> Democrat</p> <p>Write-in <input type="radio"/></p> <p><b>Rep. to the Legislature</b> District 117 Vote for One</p> <p>Head, Frances M. <input type="radio"/> Democrat</p> <p>Sagione, Savannah Leah <input checked="" type="radio"/> Democrat</p> <p>Write-in <input type="radio"/></p>		
	<p>Turn Over for Additional Contests</p>	<p>Spoiled by Voter Replacement Ballot Issued Signed: <i>Heidi M. Packham</i></p>



# 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.

Style No. 1R

State of Maine Official Ballot  
Republican Presidential Primary Election  
March 5, 2024

To vote, fill in the oval like this ●

To rank your candidate choices, fill in the oval:

- In the 1st column for your 1st choice candidate.
- In the 2nd column for your 2nd choice candidate, and so on.

Continue until you have ranked as many or as few candidates as you like. Fill in only one oval in each column (ranking).

To rank a Write-in candidate, write the person's name in the Write-in space and fill in the oval for the ranking of your choice.

To have your vote count, do not erase or cross out your choices. If you make a mistake, ask for a new ballot.

President of the U.S.	1st Choice	2nd Choice	3rd Choice	4th Choice	5th Choice	6th Choice
Binkley, Ryan L.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DeSantis, Ron	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Haley, Nikki R.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ramaswamy, Vivek G.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trump, Donald J.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write-in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Heidi Pechham  
Warden*

*I Voted today! 😊  
Jane Doe*

You Have Completed Voting



## **Tape this Instructional Label to an Envelope**

### **Envelope for Official Tally Tape, (including the Write-in Review Report), Tabulator Tally Sheet, and Warden's Total Tally Sheet**

Place the following items in this envelope:

1. One (1) copy of the signed official tape printed by the DS200 tabulator. The tape must include the Write-in Review Report used to adjust the write-in votes on the Tabulator Tally Sheet. The Write-in Review Report will print after all results have printed.
2. One (1) copy of the Tabulator Tally Sheet completed by the team of two election clerks.
3. One (1) copy of the Warden's Total Tally Sheet combining the tallies from each tabulator and/or tally tape (if applicable).
4. Place this envelope in tamper-proof box to be sealed at the end of Election Day.





## **Tape this Instructional Label to an Envelope**

### **Envelope for State Candidate Auxiliary Ballots (ballots that could not be scanned by the tabulator and were hand-tallied)**

1. Place all State candidate auxiliary ballots that were hand-tallied in this envelope.
2. Return this envelope to the Municipal Clerk. The Municipal Clerk may need to send this envelope containing candidate auxiliary ballots to the Secretary of State for the central RCV count (along with all memory devices used to tally absentee and election day ballots).

**Do not seal these ballots in the tamper-proof containers.**



# LOG OF SPOILED BALLOTS

## March 5, 2024 Presidential Primary 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. The Warden or Municipal Clerk must complete and submit a log for each voting district and absentee ballots (if processed centrally).

### Instructions for Completion

- Provide the total number of ballots that were spoiled at the March 5, 2024 election.

<b>Number of Spoiled Ballots:</b>	
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Signature of Election Official Completing Log: \_\_\_\_\_

Title of Election Official: \_\_\_\_\_

**A copy of the completed log must be provided to the Secretary of State with the Return of Votes Cast.**

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

**DEADLINE: March 7, 2024**

By email ([cec.officials@maine.gov](mailto:cec.officials@maine.gov))

Please only fax if you do not have the ability to email (287-6545 or 287-5428)



## Instructions for Election Officials Regarding Overvotes (DS200 Tabulator 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, which must be posted, 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 the voter has made an overvote or another mistake - **before the voter puts the ballot into the tabulator** – 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.
- If the voter puts a ballot into the tabulator with an overvote marked on it, the **tabulator will not automatically reject the ballot**. The screen will show a message to the voter about the overvote.
- If the tabulator rejects the ballot, check to make sure that the ballot was not rejected due to a misread. **If the message indicates a misread or other error**, ask the voter to reinsert the ballot.
- **If the message indicates that the voter has an overvote**, tell the voter that the ballot may have an overvote. Ask if the voter wants to mark a new ballot. If so, the voter will press the button on the screen that says “Return” to make the tabulator return the ballot. Give the voter a replacement ballot, and follow the procedure to “spoil” the first ballot.
- If the voter does not want to mark a new ballot, ask the voter if the voter wants to cast the ballot “as is”. If the voter agrees, they will press the button on the screen that says “Cast”. The tabulator will then accept the overvoted ballot.
- **If the ballot is overridden, the tabulator will count all races which are properly marked, will count any overvoted races as blank votes, and will place the ballot in the ballot box.**
- Please ensure that all election officials working at the polls are aware of this process and have read this notice and are familiar with the Instruction Poster which includes instructions regarding overvotes. 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.



**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 Tamper Proof Box** **Tabulator Municipalities**

- **Used (Voted) State Ballots**
- **Spoiled, Void & defective State ballots (in their labeled envelopes)**
- **Envelopes containing completed challenge certificates**
- **In an envelope labeled “Tally Sheets and Tapes” (for each Tabulator/memory stick processed):**
  - **First tape printed from tabulator with zero tape still attached (signed by election officials) including the Write-in Review Report**
  - **One copy of Tabulator Tally Sheet**
  - **One copy of Warden’s Total Tally Sheet**

## **What Does Not Go In or On The Box**

**Incoming Voting List (sealed separately)**

**Absentee Materials (sealed separately)**

**Envelope containing CANDIDATE Ballots from the Auxiliary bin that were hand-tallied on the Tabulator Tally Sheet – these may need to be retrieved by the SOS for the RCV Central Count**

**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.**

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

**1-877-HAVAHLP**

**or 1-877-428-2457**



**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**





# 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 AVS system.
- Clip the new "**Accessible Voting HERE!**" poster to the center panel of the privacy screen.
- 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 6:30 a.m. on Election Day.
- One voting booth **must** be equipped with **an enlarged instruction poster**, **a magnifying glass** and **an 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 11" 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 an AVS ballot card 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.
- The voter deposits the AVS ballot into the tabulator (for machine towns) or the ballot is 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.**