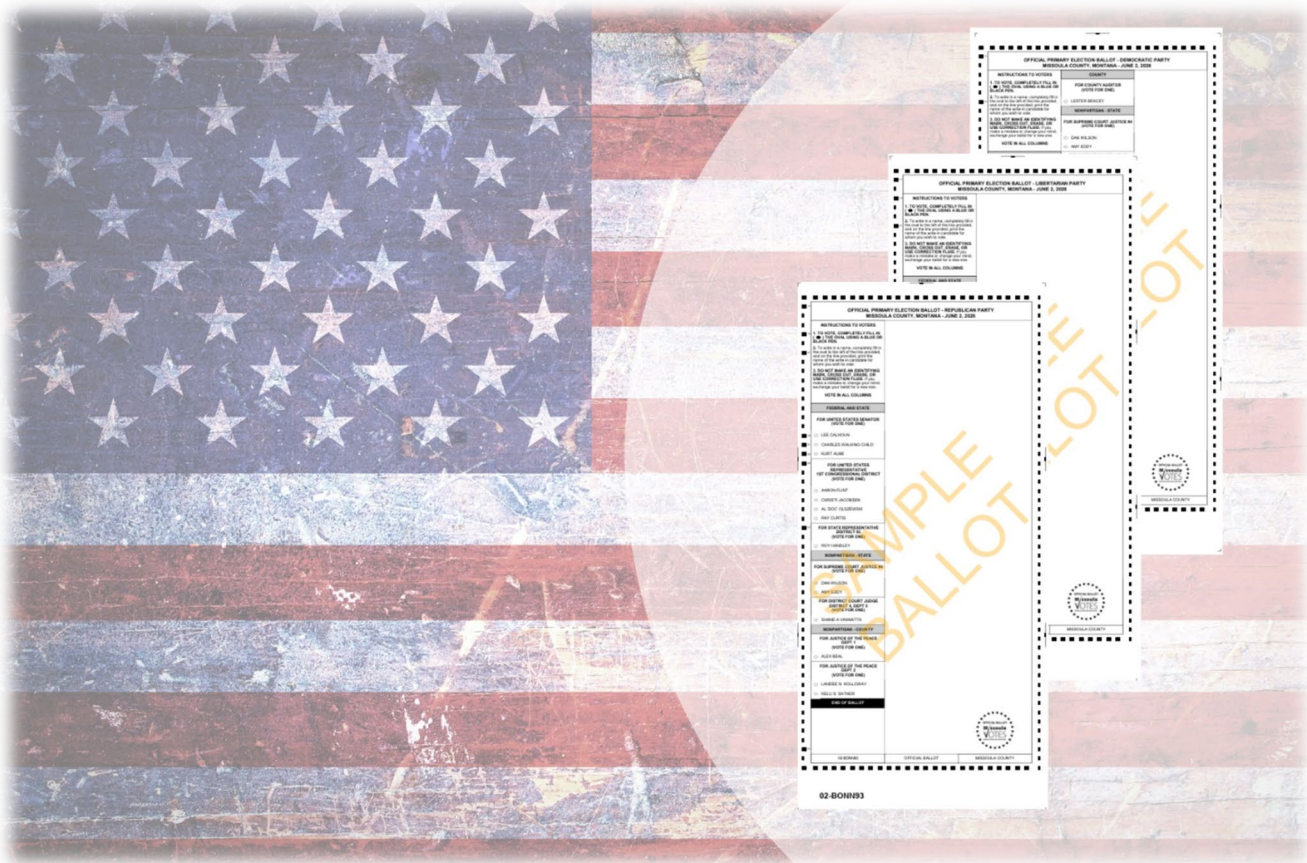


Ballot Judge Manual



Revised April 2026



BALLOT JUDGE

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SET UP PROCEDURES

1. Locate the sealed box of ballots delivered to the polling place.
2. With another judge present, break the seal and open the box. If the seal is already broken, notify the Elections Office.
3. The **Ballot Certification Report** form will be sealed in the box with the ballots.
 - Confirm that the seal number on the certification report matches the seal on the box of ballots.
 - Make sure the ballots are for the correct precinct(s).
 - Review the entire form to make sure everything is correct.
 - Set all ballots out on the table. Make sure the beginning and ending ballot numbers match the certification report.
 - If there are any discrepancies from the Ballot Certification Form, contact the Elections Office immediately.
 - Sign the Ballot Certification Report with the Polling Place Manager.
 - The signed Ballot Certification Report should be given to the Poll Book Judge. The report should be placed at the back of the poll book for end-of-night reconciliation.
4. Place the ballots on the correct table to be issued to voters.
 - It is best practice to only remove a small portion of ballots at a time and keep extras in the box at your table.
5. The Voter Information Pamphlets (VIPs), federal general elections only, should be near the ballots for the voter to use if they wish to do so.
6. Locate sample ballots. The Polling Place Manager will have these. Post the sample ballots in one location on the wall. Be sure to post all sides of the sample ballot.

Ballot Certification Report
 Madison County, Tennessee
 Seal Date or Prefix: 7/16/2024
 Seal Number: 12195
 Total Number of Ballots Issued for Absentee Voting: 800
 Total Number of Ballots Issued to Polling Place: 800
 Total Number of Ballots Delivered to Polling Place: 800
 Signed On: 22nd Day of March, 2026
 Signed By: [Signature]
 Election Judge: [Signature]
 Polling Place Manager: [Signature]

OFFICIAL PRIMARY ELECTION BALLOT - DEMOCRATIC PARTY
 MADISON COUNTY, TENNESSEE - 2026
 OFFICIAL BALLOT
 01-BOH192

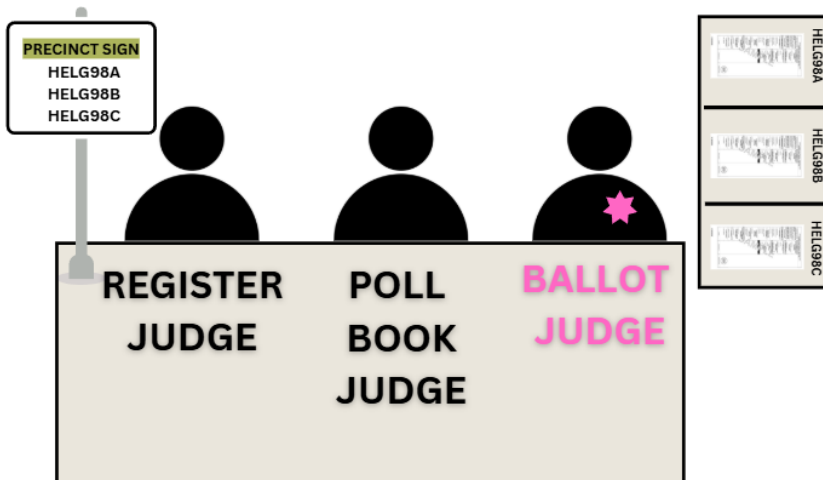
TABLE SET UP

If there are multiple ballot styles at one table, the Ballot Judge may need an additional table to set the ballots on. If there is more than one precinct at the table, the Ballot Judge will separate the ballots by precinct (ballot style) and make sure they are in sequence from smallest to largest.

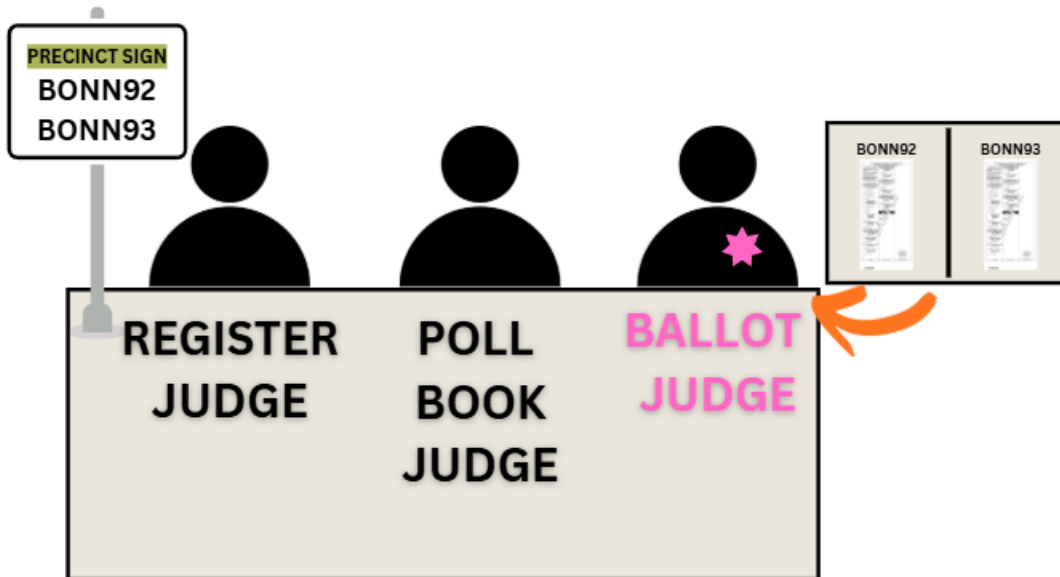
In a primary, the voter will receive one of each party ballot for their precinct (ballot style). Ballots will be collated, so all ballots will have the same stub number.

- For example, DEM 1, LIB 1, REP 1 will be grouped together. Then, the next ballot in sequence would be DEM2, LIB 2, REP 2)

An example of **three precincts** at the table:

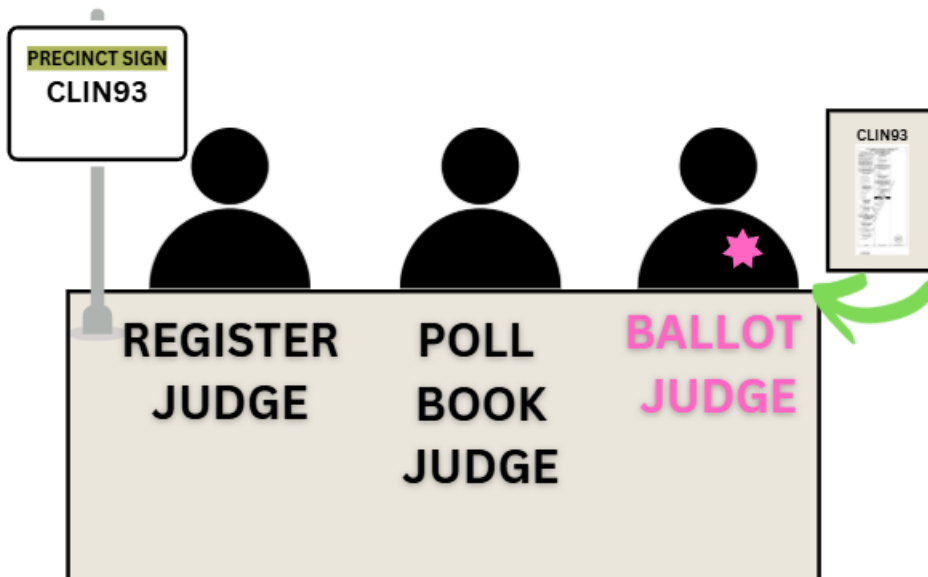


An example of **two precincts** at the table:



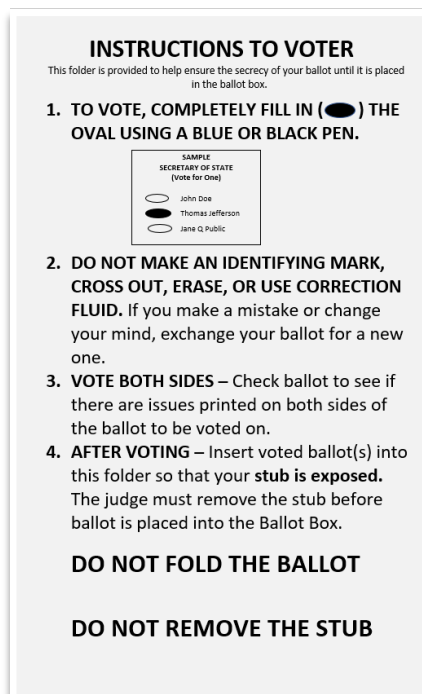
If there is only **one precinct** at the table, the ballot judge will have one stack of ballots. They need to be in sequence from smallest to largest.

An example of **one precinct** at the table:

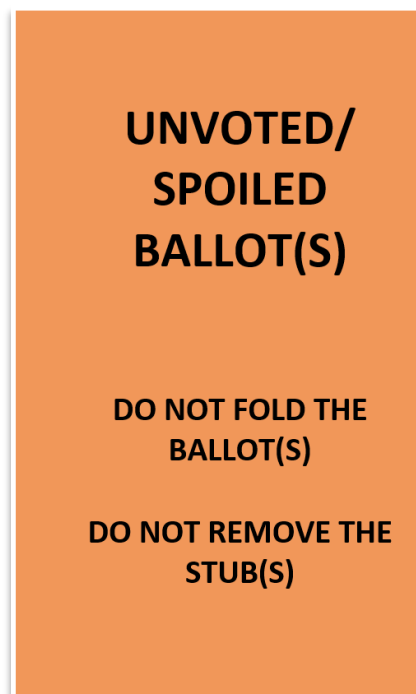


VOTING PROCEDURES FOR BALLOT JUDGE

1. Inform the Poll Book Judge the ballot number that will be issued to the voter. (“Issuing ballot number 1 of style 01-BONN92”.)
2. Instruct the voter how to mark and return their ballot:
 - “To vote, you must darken the oval completely using the pen provided. Follow the directions as stated on the ballot.”
 - If it is a primary election, instruct the voter that they can only vote one ballot. The unvoted ballot(s) are to be placed in the unvoted ballot sleeve (**ORANGE** sleeve -that you provide) with the stubs out so the Ballot Box Judge can remove them.
 - Instruct the voter to place their voted ballot into the voted ballot sleeve (**GRAY** sleeve) with the stub exposed for removal by the Ballot Box Judge.
 - Instruct the voter that they should keep their stub(s) attached to the ballot(s) until the Ballot Box Judge removes them.
 - Instruct the voter that the Ballot Box Judge will help them submit their ballot.



VOTED BALLOT



UNVOTED BALLOT(S) STUBS



WHAT IF...

1. What if the next ballot number is missing?

- Inform the Poll Book Judge the next number is missing. The Poll Book Judge must indicate the missing number in the poll book.

2. What if the voter makes a mistake on their ballot?

- Use the orange sleeve for any spoiled ballots.
- Have the voter write “Spoiled” across the face of their ballot (or set of ballots, if it is a primary election).
- Remove the ballot stub(s).
- Write spoiled on the ballot stubs and put both the spoiled ballot and stubs marked spoiled into the stub box.
- Inform the Poll Book Judge to mark the poll book accordingly for the spoiled ballot. They can locate the voter in the poll book based off the stub number of their spoiled ballot.
- Give the voter a new ballot, informing the Poll Book Judge what the new ballot number is.

3. What if you have a declaration of write-in candidate?

- The Elections Office will provide a copy of the declaration which may be used by the voter to write-in the candidate’s name upon request.

VOTING ON THE EXPRESSVOTE

The ExpressVote uses activation cards instead of standard ballots.

After the activation card is inserted into the ExpressVote, the election worker assisting the voter will select the correct ballot style and confirm if they need any assistance after that.

In a primary election, the party will need to be selected, and a voter may request assistance with selecting the correct party ballot if needed.

- There is an envelope provided with ExpressVote activation cards. The PPM will have set up and tested the ExpressVote before the polls open and will have access to the polling place's supply of activation cards.
- A ballot should be issued as normal by the register and poll book judge. **No special notation should be made in the register or poll book.** The Ballot Judge will read off the stub number of the next regular ballot to the Poll Book Judge.
- The regular ballot or set of ballots should be voided by writing "Voted by ExpressVote" across the face of the ballot and placed in a voided ballot sleeve and given to the PPM or ADA Judge. **To protect voter secrecy, do not write on the ballot stub.**
- The activation card should be removed from the folder provided to the PPM, tracked on the cover sheet as an issued card, and given to the judge assisting them.
- The Polling Place Manager should offer assistance to the voter in casting their ballot and depositing it into the ballot box.

LOCATION: TRAINING
ACTIVATION CARD BALANCE SHEET

Section 1 - Set-up / Seal Verification / Testing:
(complete at the beginning of the day)

TOTAL CARDS RECEIVED: 4

By signing below, we certify that the ExpressVote security seals were verified, number of cards received were verified, and the ExpressVote was tested by 7AM.

(signature) (signature) (date) (time)

Section 2 - Cards Used:
(complete at the end of the day)

USED FOR TEST: 0
ISSUED TO VOTERS: 1
VOIDED: (blank)
(please voided cards in envelope provided)

Use tally marks here to track each time an activation card is issued to a voter.

CARDS USED: (blank)

(signature) (signature) (date) (time)

Section 3 - Balancing and Sealing:
(complete at the end of the day)

RECEIVED (from Section 1)
(minus) TOTAL CARDS USED (from Section 2)

(equals) # CARDS REMAINING (if this matches hand count, sign below and seal the envelope)

(signature) (signature) (date) (time)

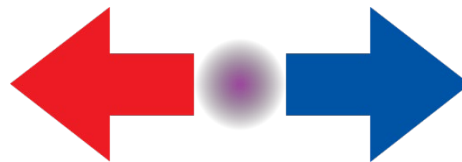
SPLIT OR COMBINED PRECINCTS

If you receive two or more poll books, this means you either have a split or combined precinct. Discuss this with the Polling Place Manager; they received special instruction on how to proceed.

A split precinct is a precinct that has two different ballot styles for that precinct. (Example: part of the precinct receives a ballot **with** Rural Fire and part of the precinct receives a ballot **without** Rural Fire.)

A split precinct will have a separate poll book for each ballot style.

1. Make sure to coordinate with the Register Judge as to which part of the precinct the voter is in. The Polling Place Manager will have specific instructions for this process.
2. Make sure you are passing the correct precinct and ballot information to the Ballot Judge.



Combined Precinct Table

A combined precinct table occurs when two or more precincts are placed at one table for voting. This is because one or both precincts are quite small, and it is not cost effective to have another table for a small precinct.

- You will have multiple poll books; one for each ballot style at the table.

IF YOU ARE AT A TABLE WITH MULTIPLE BALLOT STYLES, VERBALLY CONFIRM THE STYLE AND BALLOT NUMBER:

- Register Judge: “Voter now voting Ballot Style X.”
- Ballot Judge: “Ballot number ___ for Ballot Style X.”
- Poll Book Judge: “Recording ballot number_____ in Ballot Style X Poll Book.”

ISSUING A PROVISIONAL BALLOT

The Provisional Judge will accompany the voter to your table with a provisional envelope. Proceed with the following voter instructions:

1. Inform the Poll Book Judge the ballot number you are issuing to the voter. (“Issuing ballot number 1, ballot style 01-BONN92, as a Provisional Ballot.”)
2. Remove the stub(s) from all ballots. Place the stub(s) into the provisional envelope (give the provisional envelope to the Provisional Judge to hold while the voter is in the booth voting).
3. Instruct the voter how to mark and return their ballot:
 - To vote you must darken the oval completely using the pen provided for you. Follow the directions as stated on the ballot.
 - If it is a Primary Election, instruct the voter that they can only vote one ballot. The unvoted ballot(s) are to be placed in the unvoted envelope that you provide.
 - Instruct the voter to place their voted ballot into the Secrecy Envelope.
 - The Provisional Judge will instruct the voter to bring back their Secrecy Envelope and unvoted envelope to them.
4. The Provisional Judge will hold the voter’s Provisional Envelope until the voter returns with the unvoted (if applicable, Primary only) and Secrecy Envelope. Insert the Secrecy and unvoted envelopes into the Provisional Envelope.
5. The Provisional Envelope will be placed in the Provisional Ballot container (Tyvek envelope) located at the Provisional Judge table.

CLOSING THE POLLS

1. Place the unused ballots into the container provided for unused ballots. This could be the container the ballots were in when opening. Seal the unused ballot boxes with the sticker seal. Track on the End-of-Night Checklist.
2. Put the Ballot Judge Manual and script in the Ballot Judge green bag.
3. Place extra Voter Information Pamphlets and sample ballots in the garbage.
4. Help others with their closing responsibilities.
5. Complete your time sheet and place it in back into the manager's binder.



