

Procedures for Use of Tabulators for Early Voting in the Clerk's Office

- The BCA may vote to allow, during the early voting period, for voters who are voting in person at the clerk's office to deposit their ballots directly into the tabulator. If you BCA votes to allow this, the following procedures must be followed:
 - The tabulator shall be removed from the vault by two election officials and located where it can be observed at all times by the clerk or another election official.
 - The seal number on the memory card must be recorded each morning when the tabulator is removed from the vault and the election officials shall affirm that the seal number on the memory card is the same seal number as was recorded at the end of the previous day. The election official shall also confirm that the lock on the ballot bin has not been tampered with.

A chain of custody form for recording the necessary information is included in your Tabulator Guide.

- The tabulator shall be plugged in, turned on, and the election officials shall record the number of ballots that the tabulator indicates have been processed and confirm that that number matches the number of ballots recorded when the tabulator was turned off on the previous day.
- When all ballots have been processed for the day, the election official shall record the number of ballots that the tabulator indicates have been counted, shall verify that the memory card is sealed in place, and shall record the seal number.
- The tabulator shall be turned off, unplugged, and returned to the vault for storage by two election officials.
- The election officials shall otherwise comply with all provisions of this title relating to the security of the vote tabulator.

Election Day

- On the day of the election, the sealed vote tabulator and/or sealed ballot boxes containing voted ballots shall be transferred to the polling place by two election officials.
 - In towns that use a tabulator, voted ballots may be fed into the tabulator by two election officials during polling hours.
 - In towns that count ballots by hand, ballot boxes containing voted ballots shall not be opened until the polls have closed on Election Day, when they will be counted along with any ballots cast by voters in person at the polling place.
 - When the vote tabulator is turned on at the polling place, if voted ballots were fed into the tabulator preceding the day of the Election, the town clerk or presiding officer shall verify that the number of ballots that the vote tabulator displays as having been counted matches the number recorded the last time that the tabulator was used to process ballots at the clerk's office and that the seal number on the memory card is also the same as the last seal number recorded at the town clerk's office.
- For any in-person voting occurring at the clerk's office, if your BCA has not voted to allow the voter to deposit their voted ballot directly into the tabulator or ballot box, the voter mark their ballot in private, place their voted ballot in a sealed certificate envelope, and return it to an election official at the clerk's office for processing along with other returned absentee ballots.