

# Voting Location Manager Reminders

**Voting Location Managers have all of the responsibilities of a precinct election official, plus a few more.** The items that follow are reminders for the precinct's voting location manager. Those reminders listed in the Precinct Election Official Reminders Guide also apply to the voting location manager and are also worthy of review.

## Before Election Day

The voting location manager must:

1. **Take delivery of election materials.** No earlier than ten days before the election, the voting location manager must call the board of elections to make arrangements to obtain materials to be used on Election Day. The directions provided by board of elections must be strictly followed.
2. **Contact the other precinct election officials, if required by the board of elections.** Voting location managers are expected to contact the other precinct election officials assigned to their precinct. When contacting the other precinct election officials, confirm that the precinct election officials are still committed to work on Election Day, confirm with them the hours they are required to be there, and advise them about other matters such as setting up the polling location and any last minute instructions from the board of elections.
3. **Contact the polling location facility, if required by the board of elections.** At the direction of the board, voting location managers may need to contact the polling location to arrange for access before Election Day to prepare the site for the election.
4. **Go to your polling location** so that you know how to get there, can easily locate parking, and be familiar with where the voting equipment can be found

## On Election Day

The voting location managers must:

1. **Promptly arrive at the polling location.** Precinct election officials are required to be at their precinct polling location not later than 6:00 a.m. on Election Day or an earlier time designated by the board of elections. The board of elections may direct a voting location manager to arrive earlier than the other precinct election officials.
2. **Prepare the polling location for election activities.** Before the polls open at 6:30 a.m., voting location managers are expected to perform all the following duties:
  - administer the oath of office to other precinct election officials;
  - formulate a work plan for Election Day, including work assignments and break schedules, unless already provided by the board of elections;
  - review any special instructions or directions from the board;

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- break the seal on the election supply container and check that the supplies are the ones for the assigned precinct;
  - ensure that the voting compartments are adequately lighted and contain the necessary supplies;
  - ensure that voting units are in proper working order;
  - mark absentee voters in the Signature Poll Book (if not already marked by the board of elections); and
  - post a copy of the Official Precinct Voter Registration List in a conspicuous interior location near the entrance to the polling location.
3. **Officially open and close the polls.** Ohio law requires voting location managers to open and close the polls by proclamation. By law, polls open at 6:30 a.m. and close at 7:30 p.m., unless different times are ordered by a court.
4. **Efficiently administer the election.** During polling hours, the VLM must:
- oversee the voting process in the precinct polling place;
  - ensure that all campaigners and campaign materials are 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location;
  - supervise the counting and movement of voted ballots to overflow boxes during the day, if ballot boxes become too full (if applicable);
  - receive certificates of appointment from observers appointed to that precinct and administer oaths to any observer;
  - accept declarations from electors who are unable to mark the elector's ballot by reason of blindness, disability, or illiteracy; and
  - promptly notify the board of elections in the event that a precinct election official must leave the polling location due to unavoidable necessity.
5. **Return election materials and supplies.** After the closing of the polls, the voting location manager must perform the following duties:
- ensure that precinct results are posted as required;
  - ensure the reconciliation of all ballots;
  - securely pack ballots and supplies, and return them accompanied by a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party to the board of elections, or to a drop off location designated by the board. Please also refer to specific transport instructions provided by your board of elections for more details.

*These reminders are not to be considered "all inclusive" in nature. For more specific details on Election Day requirements for voting location managers, please consult your Precinct Election Official Quick Reference Guide and other instructions provided by the board of elections, or contact your local board of elections office.*

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