



# THE COUNTY OF CHESTER



**COMMISSIONERS**  
Marian D. Moskowitz  
Josh Maxwell  
Michelle Kichline

**OFFICE OF THE COMMISSIONERS**  
313 W. Market Street, Suite 6202  
P.O. Box 2748  
West Chester, PA 19380-0991  
(610) 344-6100

## **AGENDA** **BOARD OF ELECTIONS**

**October 14, 2020**

- 1. CALL MEETING TO ORDER**
- 2. MINUTES OF PREVIOUS MEETING**
- 3. PUBLIC COMMENT ON AGENDA**
- 4. OLD BUSINESS**
  - a. Announcement of Resolution No. 28-20 Renumbering**
- 5. NEW BUSINESS**
  - a. Polling Place Changes**
  - b. Appointment of Computation Board Members & Alternates**
  - c. Appointment of Provisional Board Members & Alternates**
  - d. Policies & Procedures Approvals**
- 6. PUBLIC COMMENT**
- 7. ADJOURNMENT**



# THE COUNTY OF CHESTER



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## BOARD OF ELECTIONS MINUTES

September 22, 2020

### 1. CALL MEETING TO ORDER

Chair Marian D. Moskowitz of the Chester County Board of Commissioners called the Board of Elections Meeting to order on Tuesday, September 22, 2020 at 11:03 AM via teleconference. Commissioner Josh Maxwell and Commissioner Michelle Kichline were also present.

### CALL TO ORDER

### 2. MINUTES OF PREVIOUS MEETING

Commissioner Maxwell made a motion to approve the Board of Elections minutes from the last two meetings on July 27, 2020. Commissioner Kichline seconded the motion. After a roll call vote, all were in favor and unanimously approve the minutes from the July 27, 2020 Board of Elections Meeting.

### MINUTES APPROVED

### 3. OLD BUSINESS

There were no items of old business.

### OLD BUSINESS

### 4. NEW BUSINESS

### NEW BUSINESS

#### a. Resolution No. 34-20

Commissioner Kichline made a motion to approve Resolution 34-20 authorizing appointment of Chief Clerk of the Election Board. Commissioner Maxwell seconded the motion. After a roll call vote, all were in favor and unanimously approved Resolution 34-20.

### RESOLUTION 34-20

#### b. Resolution No. 35-20

Commissioner Maxwell made a motion to approve Resolution 35-20 authorizing drop-off locations for collection of mail-in and absentee ballots for the 2020 General Election. Commissioner Kichline seconded the motion. After a roll call vote, all were in favor and unanimously approved Resolution 35-20.

### RESOLUTION 35-20

#### c. Resolution No. 36-20

Commissioner Kichline made a motion to approve Resolution 36-20 authorizing Satellite Election Offices for the 2020 General Election. Commissioner Maxwell seconded the motion. After a roll call vote, all were in favor and unanimously approved Resolution 36-20.

### RESOLUTION 36-20

**d. Resolution No. 37-20**

Commissioner Maxwell made a motion to approve Resolution 37-20 authorizing West Chester University's Ehinger Gymnasium as the site for the computation for the 2020 General Election.

Commissioner Kichline seconded the motion. After a roll call vote, all were in favor and unanimously approved Resolution 37-20.

**RESOLUTION 37-20**

**e. POLLING PLACE DISCUSSION & APPROVAL OF ACCESSIBILITY CERTIFICATE**

Bill Turner and Alexis Barsamian of Voter Services gave an overview of the available polling locations and various updates for the 2020 General Election.

**POLLING PLACE DISCUSSION & APPROVAL OF ACCESSIBILITY CERTIFICATE**

Chair Moskowitz asked if there was a motion to approve the Polling Place Accessibility Certificate. Commissioner Kichline made the motion, which was seconded by Commissioner Maxwell. After a roll call vote, all were in favor and unanimously approved the Accessibility Certificate.

**5. PUBLIC COMMENT**

Various questions about the 2020 General Election were addressed by the Commissioners, County Administrator Bobby Kagel, and Bill Turner and Alexis Barsamian of the Voter Services department. Questions included concerns surrounding COVID-19 precautions and safety measures, ballot drop box usage, and mail-in ballot specifics.

**PUBLIC COMMENT**

It was asked if the ballot challenges list could be made public, to which Voter Services answered yes; the list can be made public shortly after the canvass.

It was also asked if there would be mobile satellite locations to reach traditionally low propensity voters. Bobby Kagel noted that the County worked very hard to achieve this, but that unfortunately it will not be in use this election. He noted again the use of social media, the postcard, and various other methods being used to help educate voters.

Additionally, County Solicitor Nicole Forzato noted that the County will not give a recommendation on the last day to mail in ballots since the County is not the United States Postal Service. Commissioner Kichline noted that the USPS has issued some guidance and encouraged those with concerns to contact the USPS.

Dan Klein asked what methods would be used to publicize the additional drop-off box locations, to which Bobby Kagel noted that the Public Information Office has put together a postcard containing many FAQs that is set to go out before the end of the month. Additionally, it was noted that the County utilizes social media platforms and the County website to publicize information.

Lani Frank asked about poll-worker and Judge of Elections training. Commissioner Maxwell explained there will be virtual trainings, and Bill Turner confirmed that information has been mailed out and that there will also be in-person training as needed.

Ms. Frank also asked about the reporting of election results on the County website and as to whether results would be cumulative or separated, to which Voters noted that votes will be separated by mail-in, in-person, etc.

Mike Rellahan of the *Daily Local News* asked if the County was paying West Chester University for the use of Ehringer Gym, to which the answer was no.

Juileta Calmon expressed concerns about poll-workers not wearing masks properly and asked if perhaps Voter Services could issue a tutorial on proper usage in order to retain proper COVID-19 precautions and safety. Bobby Kagel assured Ms. Calmon that the County will be sure to incorporate that concern and that the County works hard to try to be sure everyone feels comfortable and safe.

There was no further public comment.

## **6. ADJOURNMENT**

Commissioner Kichline made a motion to adjourn, which was seconded by Commissioner Maxwell. After a roll call vote, all were in favor and approved the motion to adjourn the meeting. Meeting adjourned at 11:35 AM.

## **ADJOURNMENT**

**THE COUNTY OF CHESTER  
COMMONWEALTH OF PENNSYLVANIA  
RESOLUTION No. 28-20  
RENUMBERED AS 46-20**

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**RESOLUTION OF THE CHESTER COUNTY BOARD OF ELECTIONS  
AUTHORIZING THE PURCHASE OF ELECTION EQUIPMENT**

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**WHEREAS**, The County of Chester, Commonwealth of Pennsylvania, (the “County”) is a county and a political subdivision organized and existing under the laws of the Commonwealth of Pennsylvania (the “Commonwealth”); and

**WHEREAS**, a novel coronavirus (now known as “SARS CoV-2”) emerged in Wuhan, China, began infecting humans in November 2019, and has since spread throughout the world, including the United States; and

**WHEREAS**, on March 11<sup>th</sup>, 2020, the World Health Organization declared the COVID-19 virus a pandemic; and

**WHEREAS**, the Governor’s Office of the Commonwealth of Pennsylvania issued a Proclamation of Disaster Emergency on March 6<sup>th</sup>, 2020, due to the spread of COVID-19 under the authority of 35 Pa.C.S. § 7501, *et seq.* that authorized the suspension of certain procedures and formalities prescribed by law and urged counties to “act as necessary to meet the current exigencies;” and

**WHEREAS**, the Chester County Commissioners, by initial Resolution dated March 13, 2020, declared the existence of a disaster emergency in Chester County and extended that disaster emergency status by approving a Continuing Disaster Emergency Resolution effective March 20, 2020; and

**WHEREAS**, the Governor mandated the closure of physical non-life-sustaining businesses, effective March 21<sup>st</sup>, 2020, and has urged “social distancing” measures to prevent the spread of COVID-19; and

**WHEREAS**, the General Election is November 3, 2020 and the County Board of Elections recognizes that COVID-19 continues to exist and impact the lives of many and therefore people may continue to be concerned about voting in person on November 3, 2020; and

**WHEREAS**, the County Board of Elections recognizes that the citizens of Chester County may choose to vote by mail for the General Election and therefore the need for additional mail in ballot equipment is necessary to facilitate the expected number of mail in ballots; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Elections hereby grants approval for the purchase of additional mail-in ballot sorters and/or additional equipment which the Director of Voter Services deems necessary to facilitate the General Election in a fair and accessible way for all citizens of Chester County.

**THIS RESOLUTION**, adopted this 27<sup>th</sup> day of July, 2020, by the Chester County Board of Elections.

**COMMISSIONERS:**



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**Marian D. Moskowitz**, Chair



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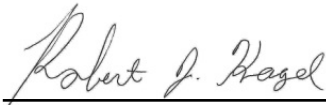
**Josh Maxwell**, Commissioner



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**Michelle Kichline**, Commissioner

**ATTEST:**



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**Robert J. Kagel**, Chief Clerk

**COUNTY OF CHESTER  
COMMONWEALTH OF PENNSYLVANIA  
RESOLUTION NO. 47-20**

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**RESOLUTION OF THE CHESTER COUNTY BOARD OF ELECTIONS  
AUTHORIZING POLLING LOCATION CHANGES FOR THE 2020 GENERAL  
ELECTION**

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**WHEREAS**, the Chester County Board of Elections is required to select and designate polling places within the County, pursuant to the Pennsylvania Election Code (25 P.S. § 2726, *et seq.*) prior to the November 3, 2020 General Election; and

**WHEREAS**, there are multiple polling location changes for the upcoming General Election; and

**WHEREAS**, in furtherance thereof, the Chester County Board of Elections hereby designates the following polling place changes for the November 3, 2020 General Election:

**010 – Avondale**

**From:** Avondale Borough Hall – 110 Pomeroy Avenue, Avondale, PA

**To:** Avondale Presbyterian Church – 420 Pennsylvania Avenue, Avondale, PA

**036 – East Brandywine N-2**

**From:** East Brandywine Township Building – 1214 Horseshoe Pike, Downingtown, PA

**To:** East Brandywine Baptist Church – 999 Horseshoe Pike, Downingtown, PA

**053 – Caln 3**

**From:** Caln Elementary School (CASD) – 3609 Lincoln Highway, Coatesville, PA

**To:** Coatesville Area School District, 3030 Cg Zinn Road, Thorndale, PA

**054 – Caln 4**

**From:** St. Martha Center – 470 Manor Avenue, Downingtown, PA

**To:** Coatesville Area School District – 1445 E. Lincoln Highway, Coatesville, PA

**156 – North Coventry W-2**

**From:** Shenkel Church – 1626 Unionville Road, Pottstown, PA

**To:** North Coventry Elementary School – 475 Kemp Road, Pottstown, PA

**198 – Easttown 2**

**From:** Upper Main Line YMCA – 1416 Berwyn Poali Road, Berwyn, PA

**To:** Beaumont School – 575 Beaumont Road, Berwyn, PA

**207 – Easttown 5**

**From:** Trinity Presbyterian Church – 640 Berwyn Avenue, Berwyn, PA

**To:** St. John’s Presbyterian Church – 217 Berkley Road, Devon, PA

**249 – East Goshen 7**

**From:** Bellingham Retirement Community – 1615 E Boot Road, West Chester, PA

**To:** East Goshen United Church of Christ – 1201 E Boot Road, West Chester, PA

**251 East Goshen 9**

**From:** Goshen Fire House – 1320 E Boot Road, West Chester, PA

**To:** East High School – 450 Ellis Lane, West Chester, PA

**301 – Honey Brook Township 2**

**From:** Tel Hai Retirement Community – 1200 Beaver Dam Road, Honey Brook, PA

**To:** Honey Brook Township Building – 500 Supplee Road, Honey Brook, PA

**328 – Kennett Township**

**From:** Kendal at Longwood – 1109 E. Baltimore Pike, Kennett Square, PA

**To:** Greenwood Elementary School – 420 Greenwood Road, Kennett Square, PA

**360 – W Marlborough W**

**From:** Willowdale Chapel 675 Unionville Road, Kennett Square, PA

**To:** Charles Patton Middle School – 760 Unionville Road, Kennett Square, PA

**453 Pennsbury N-1**

**From:** Crosslands, William Penn Room – 1660 E Street Road, Kennett Square, PA

**To:** Chadds Ford Elementary School – 3 Baltimore Pike, Chadds Ford, PA

**472 Phoenixville E-1**

**From:** Phoenixville Public Library – 183 Second Avenue, Phoenixville, PA

**To:** Civic Center – 123 S Main Street, Phoenixville, PA

**474 Phoenixville E-3**

**From:** Phoenixville Area School District Administration Building – 386 City Line Avenue, Phoenixville, PA

**To:** Phoenixville Area High School – 1200 Gay Street, Phoenixville, PA

**477 Phoenixville W-1**

**From:** Episcopal House, Community Room – 601 Center Street, Phoenixville, PA

**To:** Franklin Commons – 400 Franklin Avenue, Phoenixville, PA

**479 Phoenixville W-3**

**From:** Caines Creek Social Center – 125 Harvest Lane, Phoenixville, PA

**To:** Phoenixville Area High School – 1200 Gay Street, Phoenixville, PA

**530 Pocopson**

**From:** Pocopson Home – 1695 Lenape Road, West Chester, PA

**To:** Pocopson Elementary School – 1105 Pocopson Road, West Chester, PA

**560 Spring City 1**

**From:** Bard Complex – 201 S. Main Street, Spring City, PA

**To:** First United Church of Christ, Mem Hall – 145 Chestnut Street, Spring City, PA

**590 Tredyffrin East 2**

**From:** Devon Senior Living – 445 North Valley Forge Road, Devon, PA

**To:** New Eagle Elementary School – 507 Pugh Road, Wayne, PA



**616 Tredyffrin Middle 3**

**From:** St. Matthews United Methodist Church – 600 Walker Road, Wayne, PA

**To:** Valley Forge Elementary School – 99 Walker Road, Wayne, PA

**620 Tredyffrin Middle 7**

**From:** Glenhardie Country Club, Hunt Room – 1399 Old Eagle School Road, Wayne, PA

**To:** Conestoga High School – 200 Irish Road, Berwyn, PA

**655 Uwchlan 3**

**From:** Lionville Fire Hall – 11 S. Village Avenue, Lionville, PA

**To:** Lionville Elementary School – 526 W. Uwchlan Avenue, Downingtown, PA

**670 Valley North 1**

**From:** Valley Baptist Church – 200 Airport Road, Coatesville, PA

**To:** Rainbow Elementary School – 1113 W. Lincoln Highway, Coatesville, PA

**671 Valley North 2**

**From:** James J. Terry Funeral Home – 1060 W. Lincoln Highway, Coatesville, PA

**To:** Rainbow Elementary School – 1113 W. Lincoln Highway, Coatesville, PA

**675 - Valley South**

**From:** Westwood Fire Company – 1403 Valley Road, Coatesville, PA

**To:** Keystone Valley Fire Company – 4 Belvedere Avenue, Pomeroy, PA

**682 - East Vincent 3**

**From:** East Vincent Township Building – 262 Ridge Road, Spring City, PA

**To:** Spring City Elementary School – 190 S. Wall Street, Spring City, PA

**725 - Westtown 2**

**From:** The Cabin, Westtown School – 101 E. School Lane, Westtown, PA

**To:** Westtown-Thornbury school – 750 Westbourne Road, West Chester, PA

**735 - East Whiteland 1**

**From:** Immaculata University, Faculty Lounge – 1145 King Road, Immaculata, PA

**To:** Great Valley Middle School – 255 Phoenixville Pike, Malvern, PA

**745 - East Whiteland 3**

**From:** Covenant Community Life Center/The People's Pantry – 384 E. Lancaster Avenue, Malvern, PA

**To:** Great Valley Middle School – 255 Phoenixville Pike, Malvern, PA

**764 West Whiteland 6**

**From:** Exton Community Baptist Church – 114 E. Swedesford Road, Exton, PA

**To:** Devereux Kanner School, Gym – 109 Devereux Circle, West Chester, PA

**795 Willistown North 6**

**From:** Green Meadows Nursing & Rehab Center – 283 E. Lancaster Avenue, Paoli, PA

**To:** The Phelps School – 583 Sugartown Road, Malvern, PA

**810 West Chester 1**

**From:** Mary Taylor House, Community Room 1<sup>st</sup> Floor – 326 N. Walnut Street,  
West Chester, PA

**To:** West Chester Municipal Building – 401 E. Gay Street, West Chester, PA

**NOW, THEREFORE, BE IT RESOLVED BY THE CHESTER COUNTY BOARD OF ELECTIONS** that the above polling places changes are designated as set forth for the November 3, 2020 General Election consistent with this Resolution’s directives.

**THIS RESOLUTION**, adopted by the Chester County Board of Elections this \_\_\_\_ day of \_\_\_\_\_, 2020.

**BOARD OF ELECTION MEMBERS:**

\_\_\_\_\_  
**Marian D. Moskowitz**, Member

\_\_\_\_\_  
**Josh Maxwell**, Member

\_\_\_\_\_  
**Michelle Kichline**, Member

**ATTEST:**

\_\_\_\_\_  
**Robert J. Kagel**

**COUNTY OF CHESTER  
COMMONWEALTH OF PENNSYLVANIA  
RESOLUTION NO. 48-20**

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**RESOLUTION OF THE CHESTER COUNTY BOARD OF ELECTIONS  
APPOINTING AND AUTHORIZING CERTAIN INDIVIDUALS TO ACT AS  
MEMBERS OF THE COMPUTATION BOARD AND PROVISIONAL BOARD TO  
ASSIST IN THE COMPUTATION FOR THE 2020 GENERAL ELECTION**

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**WHEREAS**, the Chester County Board of Elections is required pursuant to the Pennsylvania Election Code (25 P.S. § 3154) to publically commence the computation and canvassing of the returns of votes cast during the November 3, 2020 General Election; and

**WHEREAS**, the Pennsylvania Election Code (25 P.S. § 2642(d)) enables the Chester County Board of Elections to appoint staff to assist in completing its responsibilities; and

**WHEREAS**, the Chester County Board of Elections recognizes that it is necessary to appoint individuals to work as members of the Computation Board and Provisional Board to assist in computing and reconciling the votes from the November 3, 2020 General Election; and

**WHEREAS**, the Chester County Board of Elections appoints the attached lists of individuals to assist in the final computation and tabulation of the November 3, 2020 General Election by acting as members of either the “Computation Board” and “Provisional Board” day to day until the computation is completed.

**NOW, THEREFORE, BE IT RESOLVED BY THE CHESTER COUNTY BOARD OF ELECTIONS** that the attached lists of individuals are appointed to work as members of the Computation Board and Provisional Board to assist in the Computation of the November 3, 2020 General Election consistent with this Resolution’s directives.

**THIS RESOLUTION**, adopted by the Chester County Board of Elections this \_\_\_\_ day of \_\_\_\_\_, 2020.

**BOARD OF ELECTION MEMBERS:**

\_\_\_\_\_  
**Marian D. Moskowitz**, Member

\_\_\_\_\_  
**Josh Maxwell**, Member

\_\_\_\_\_  
**Michelle Kichline**, Member

**ATTEST:**

\_\_\_\_\_  
**Robert J. Kagel**

**Computation**

Stephanie Saitis  
Cerissa Estrella  
Krista Kerr  
Helen Davies  
Kyle Reesman  
Michael Carney  
Skylar Banul  
Carrie Avery  
Matt Howard  
Janelle Wilson  
Nathan Hughes  
Lauren Shannon

**Alternates:**

Kylie Sentyz  
Jennifer Frey

**Provisional**

Laura Bradley  
Elizabeth Sieb  
Maria Hall  
Ruth Ann Basler  
Angelina Wheeler  
Kylie Sentyz  
Jennifer Frey  
Paris Webb  
Megan Delaney  
Alvin Mwangi  
Nathan Fox-D  
Rajinder Sangawan

**Alternates:**

Ashley Fox  
Helen Davies

**COUNTY OF CHESTER  
COMMONWEALTH OF PENNSYLVANIA  
RESOLUTION NO. 49-20**

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**RESOLUTION OF THE CHESTER COUNTY BOARD OF ELECTIONS  
ADOPTING AND AUTHORIZING CERTAIN POLICIES AND PROCEDURES FOR  
THE 2020 GENERAL ELECTION**

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**WHEREAS**, the Pennsylvania Election Code (25 P.S. § 2642(f)) enables the Chester County Board of Elections to make and issue such rules, regulations and instructions, not inconsistent with law, as they may deem necessary for the guidance of voting machine custodians, elections officers and electors; and

**WHEREAS**, the Chester County Board of Elections recognizes that Act 77 of 2019 (Act of Oct. 31, 2019, P.L. 552, No. 77) as well as the multiple court cases which followed therefrom have caused numerous changes to the process for conducting the General Election in November 2020; and

**WHEREAS**, the Chester County Board of Elections seeks to promulgate policies and procedures in order to set guidelines for the November 3, 2020 General Election.

**NOW, THEREFORE, BE IT RESOLVED BY THE CHESTER COUNTY BOARD OF ELECTIONS** that the attached policies and procedures are hereby adopted consistent with this Resolution's directives.

**THIS RESOLUTION**, adopted by the Chester County Board of Elections this \_\_\_\_ day of \_\_\_\_\_, 2020.

**BOARD OF ELECTION MEMBERS:**

\_\_\_\_\_  
**Marian D. Moskowitz**, Member

\_\_\_\_\_  
**Josh Maxwell**, Member

\_\_\_\_\_  
**Michelle Kichline**, Member

**ATTEST:**

\_\_\_\_\_  
**Robert J. Kagel**

## **POLICIES & PROCEDURES 2020 GENERAL ELECTION**

- Register to vote any time until end of business October 19, 2020. [15 days before the election]

### *Commonly Abbreviated Words Referenced Herein:*

- 1) CBOE – Chester County Board of Elections
- 2) LBOE – Local Board of Elections (referring to poll workers)
- 3) JOE – Judge of Elections
- 4) PPE – Personal Protective Equipment
- 5) The Department – referring to the Chester County Department of Voter Services
- 6) Ballot – A printed scannable document to be completed and is used to cast votes in an Election.
- 7) Paper Ballots – Paper Ballots include Absentee, Mail-In and Provisional Ballots. Paper Ballots are used to cast votes in an Election by completing the scannable document, placing said document into the requisite envelope(s) and submitting it for consideration.

## **SECTION 1.**

### **VOTING MACHINES *and* IN-PERSON VOTING**

#### **I. PREPARATORY TEST/ PUBLIC CERTIFICATION**

Scheduled to begin October 12, 2020.

Department of Voter Services (hereinafter: the Department) conducts preparatory test of the County's vote tally equipment for logic and accuracy to ensure that each Ballot style is correctly tallied in each precinct for each contest.

The Department shall note in the maintenance log any maintenance performed during the period that occurs after the preparatory test and before the final public certification test.

The Department shall use the current election Ballots for the test deck.

The Department shall conduct a Public Certification test using a selection of precincts, Ballot formats and electoral districts from the preparatory test.

The Department shall send notice of time and place of the test to political parties and make sure it is appropriately advertised in a newspaper of general circulation.

One representative of each party and each nonpartisan candidate or their designated representative is entitled to be present.

## **II. IN-PERSON VOTING**

- Registered Chester County voters can vote in-person on Election Day at their designated polling place.
- Should an individual who originally opted to vote by mail but subsequently decides to vote in person, and who brings their paper Ballot and envelope to the poll and surrenders it to the poll workers who shall spoil it, then the voter shall be permitted to vote in-person. Importantly, the poll workers are directed to collect and maintain the Ballot and envelope which has been spoiled to be returned to the CBOE, and note same in the poll book.
- Should an individual go to his or her poll but who has applied to vote by mail, but whose Ballot has not been received by the CBOE, the individual may be permitted to vote by Provisional Ballot.
- Polling places are staffed by Local Board of Election (LBOE) personnel. Generally, LBOEs are to be trained by staff from the Department prior to Election Day on how to operate voting equipment, keep track of voters and generally run a smooth election. Trainings are scheduled by the Department.
- The training includes: operating the voting machines, signing voters in as they appear to vote in person, and the proper handling of spoiled Paper Ballots to enable individuals who subsequently determine that they want to exercise their option to vote at the polls instead of by mail. This training shall include when it is appropriate to give a voter a Provisional Ballot.
- Each Judge of Elections (JOE) is provided a secured bag of supplies immediately before Election Day. During the COVID-19 pandemic, in addition to the normal supplies, the bags shall also be equipped with Personal Protective Equipment (PPE) including masks and sanitizing materials.
- In light of COVID-19, Poll Workers should ensure to sanitize areas, including the poll booth, where each unmasked voter operates. Poll workers should use their best reasonable judgement to clean the surface areas which may have been affected while still acting in an expeditious manner so as to not unnecessarily delay the Election.

- Generally, the LBOE staff members (JOEs, majority inspectors and minority inspectors) are elected by precinct during a municipal election cycle.
- However, there are frequently times when individuals must be appointed to the LBOE for temporary service (ie., one election cycle). Additionally, machine operators, election clerks and students should also be utilized, in accordance with the law, when possible to help effectuate smooth local elections.
- Within the five (5) days before the Election, individuals who are qualified registered electors (*so long as they do not work for federal, state or local government*) can be appointed by the CBOE to work at any polling location within the County where vacancies exist.
- Individuals who are candidates for office shall *not* work as poll workers.
- When temporary appointments are necessary, LBOE shall be staffed in a bipartisan fashion if at all possible.
- Staff may be appointed to work part of a shift if necessary.

**SECTION 2.**

**PAPER BALLOTS** (*includes Absentee and Mail-In Ballots*)

The Pennsylvania Election Code enables each registered Chester County voter to apply for, receive, complete and return either an Absentee or Mail-In Ballot to their CBOE.

*Applications for Paper Ballots Generally –*

For Chester County registered voters, these processes include the security measures implemented by the CBOE, through the Department, to verify that the qualified voter's Absentee or Mail-In Application is complete and that the statutory requirements are satisfied.

Department staff must review each applicant's voter identification verification by either checking the voter's valid driver's license number, the last four digits of the voter's social security number or by reviewing another valid photo identification, and the unique information on the application including the voter's residence and date of birth.

Before sending the Ballot to the applicant, the Department confirms the qualifications of the applicant by verifying the proof of identification and comparing the information provided on the application with the information contained in the voter



record. If the Department is satisfied that the applicant is qualified, the application must be approved.

This approval shall be final and binding, except that challenges may be made only on the grounds that the applicant was not a qualified voter, and those challenges must be made to the Department prior to 5:00 p.m. on the Friday prior to the Election.

Once the qualified voter's absentee or mail-in application is approved and processed, the voter should be provided a ballot package which contains two envelopes in addition to the Ballot itself. The outer envelope includes both a unique correspondence ID barcode that links the envelope to the qualified voter's application and a pre-printed Voter's Declaration that the voter must sign representing that the voter is qualified to vote the enclosed Ballot and has not already voted. In order for Paper Ballots to be provided to voters the aforementioned steps must be completed.

- Voters should not make any extraneous marks on their Ballot.
  - Voters must be mindful to sign or mark the declaration on the outer envelope (the larger envelope) in order to ensure their Ballot be counted.
  - Voters should place the executed Ballot into the secrecy envelope (smaller envelope) prior to placing the secrecy envelope inside the larger "outer" envelope.
  - Voters should not include any additional paperwork or notes in the Ballot envelopes.
- *Importantly, however, if the voter's Ballot is mailed too late, or the voter is not sure whether the Department received the Ballot in time, the voter may be able to vote provisionally at his/her polling place. If a voter is concerned that his or her Ballot has not reached the Department in time, the voter can contact Voter Services to inquire about next steps.*
  - *If the voter was sent a Mail-In Ballot, but the voter's polling place has no record of receiving it, the voter may vote provisionally. However, if the Department does receive the voter's Mail-In Ballot, that Ballot, not the Provisional Ballot will count.*

## **I. ABSENTEE BALLOTS**

Absentee Ballots are generally appropriate for qualifying voters including:

- College students who are not registered to vote where their school is located;

- People whose work or vacation take them away from the municipality where they live between the hours of 7:00AM and 8:00PM on Election Day;
- Individuals with a physical disability or illness that prevents them from going to the polling place on Election Day;
- Members of the military (Qualifiers should use the Federal Post Card Application which can be found at [www.fvap.gov](http://www.fvap.gov));
- People who have a conflict due to the celebration of a religious holiday that would prohibit voting in person; and
- Inmates who have not been convicted of a felony.

*Note- there are multiple types of Absentee Ballots and the various types will be covered below.*

**A) Civilian Regular Absentee Ballots** are applicable for individuals who would qualify for the above list, except Military and Overseas Voters, and who are aware of said circumstances.

#### **Civilian Regular Absentee Voting Deadlines:**

**Applications:** The last day to apply for a Civilian Absentee Ballot is 5 p.m. on the Tuesday before the election (October 27, 2020). It must be noted that **postmarks do not apply** and original completed applications must be received by the above date and time (no facsimiles or emails). The online application, which if completed is considered an original application, can be found at [www.votespa.com](http://www.votespa.com).

**The deadline for the county to accept a voted *regular* civilian Absentee Ballot shall be handled in accordance with the governing law and case law.**

**Return of Voted Ballots:** All civilian voted absentee ballots must be returned to the Department in accordance with the governing law in effect on November 3, 2020. Voted Absentee Ballots can **only** be dropped off in the Department's offices or Secure Ballot Receptacles by the voter. Individuals utilizing qualified designated agent with proper accompanying paperwork must have their Ballots and corresponding paperwork returned to one of the Department's offices.

*Regular Civilian Absentee* (as opposed to Military or Overseas Absentee Ballots) – voted ballots received after 8:00PM on Election Day will not be counted unless a Court has extended the deadline.

Importantly, if the voter is sent an Absentee Ballot and the Department indicates that it has received the voted Ballot, the voter may not vote at his or her polling place. His or her voted Paper Ballot is considered *final* at that point.

However, if the Department does receive the Absentee Ballot in time, that Ballot, not the Provisional Ballot will be counted. It should be noted that the voter may always return his or her Absentee Ballot to the Department by 8:00pm on Election Day.

If the voter brings to his or her polling location their Absentee Ballot package including the outer envelope bearing the unique SURE barcode, the voter may vote at the polling location after the Absentee Ballot and envelope is spoiled by the LBOE.

## **B) Emergency Absentee Ballots –**

- Under emergency circumstances (including unexpected illness or absence from the area), an individual may obtain an Emergency Absentee Ballot if he or she becomes unavailable to appear to vote in person on November 3, 2020, after 5:00PM on the Friday before Election Day, October 30, 2020 and up to 8:00PM on Election Day.
  - In such cases, the individual must complete an Emergency Absentee Ballot application and submit it to their Department for approval. The Emergency Absentee Ballot application can be found on the [www.votespa.com](http://www.votespa.com) website.
  - The voter may also want to complete and submit an authorization enabling another appropriate individual to return their voted Ballot to the Department on their behalf. The individual remitting the voted Ballot bring the completed authorization with them to the Department. The authorization can also be found on the [www.votespa.com](http://www.votespa.com) website.

*Note: More than one voter may now designate the same person to deliver their Ballot. For example, the same hospital employee may deliver Ballots for multiple patients.*

## **C) MILITARY and CIVILIAN OVERSEAS ABSENTEE BALLOTS**

Military voters may apply for a Military Absentee Ballot. Ballots must be requested by November 2, 2020 and they must be voted and signed by 11:59PM, November 2, 2020.

- Civilian Overseas voters may apply until 5:00PM on the Tuesday before the Election. Importantly, a **postmark** by 5:00PM is insufficient.

**Remitted Military and Civilian Overseas Voted Ballots:** All Ballots must be postmarked no later than the day before the Election and must be received in the Department by 5:00PM on the Tuesday (7th day) after the Election.

Notably, certain qualifying voters may apply for and receive their Ballots electronically if so requested. These Ballots must be printed, voted and remitted by the voter. It is

recommended that qualifying voters visit the website for the Federal Voting Assistance Program at : [www.fvap.gov](http://www.fvap.gov) for more information regarding military and overseas voting.

## II. MAIL-IN BALLOTS

Act 77 of 2019 allows Pennsylvania voters to apply for and use Mail-In Ballots for any reason. (As indicated immediately above, the law still provides for and allows for Absentee Ballots for qualifying individuals as well).

**Applying for Mail-In Ballot** - In order to use a Mail-In Ballot, the individual must be a registered Chester County voter. The person must apply for a Mail-In Ballot by 5:00PM on the Tuesday before the Election.

The Department must begin processing Mail-In Ballot applications 50 days before the election. However, staff can start processing Mail-In applications more than 50 days before the election. The Department must begin transmitting Mail-In Ballots as soon as the ballot is certified by the Pennsylvania Department of State and the Ballots are available for sending.

- The Department shall identify staffing needs in anticipation of each Election. The Department shall then take steps to use fulltime staff and seasonal part-time staff and/or deputized county employees from other county departments to meet these staffing needs. All seasonal or deputized staff must be adequately trained and supervised. They should also be trained that it is appropriate to ask questions when faced with issues as they arise.

**Voting by Mail-In Ballot** – Each registered voter can return his/her Mail-In Ballot by mailing it to the Department using the envelopes provided. Voters should also be advised that they can also choose to drop their paper Ballot off in person at the Department or designated satellite offices. These locations will be posted on the County’s website.

### IMPORTANT NOTES RE: MAIL-IN BALLOTS:

- *If a voter uses a Mail-In Ballot and the Department receives the voted Ballot by 8:00PM on Election Day, the voter may NOT vote at his or her polling place. The received Mail-In Ballot is considered counted at that point.*

## III. SECURE BALLOT RETURN SITES (DROP-BOXES)/ SATELLITE OFFICES

The Pennsylvania Department of State Bureau of Elections has authored guidance recommending the use of secure ballot sites and the use of ballot return receptacles to

help facilitate the collection of voted Paper Ballots. The CBOE designated locations throughout the County where secure ballot return sites will be situated in the time leading up to the 2020 General Election.

**CONSIDER ACCESSIBILITY OF BALLOT RETURN SITES**

Designated locations must meet the following criteria:

- The design and placement of the secure ballot receptacle at the location should meet the accessibility requirements outlined in this section.
  
- If not all secure ballot receptacle locations meet the accessibility requirements outlined above, then each inaccessible return site team (as well as the County’s website) should have information available to advise voters of alternate locations with accessible drop-boxes.
  
- Consideration should also be given to identifying and designating secure ballot drop sites in heavily populated geographical areas of the county as well as to areas where there may be a lack of accessibility to post offices and to transportation.
  
- Under no circumstances should such locations be chosen in a partisan fashion.
  
- Designated Certified Watchers are permitted to be present at each Secure Drop Box location provided that they have their Watchers Certificate available for review. However, Watchers Certificates will not be provided for the Satellite Offices, or GSC.

The 2020 General Election Secure Ballot Return locations and Satellite Offices are identified here. The two satellite locations where Department staff will also be able to receive voter registration requests, Paper Ballot applications and print Paper Ballots are specifically noted as such.

- 1) Avon Grove Library –  
117 Rosehill Ave.  
West Grove, PA 19390
  
- 2) Chester County Library –  
450 Exton Square Pkwy.  
Exton, PA 19341
  
- 3) Coatesville Area Public Library -  
501 Lincoln Hwy E.  
Coatesville, PA 19320
  
- 4) Downingtown Library -  
122 Wallace Ave.  
Downingtown, PA 19335

- 5) Easttown Library and Information Center -  
720 First Ave.  
Berwyn, PA 19312
- 6) Henrietta Hankin Library - (Satellite Office location)  
215 Windgate Dr.  
Chester Springs, PA 19425
- 7) Honey Brook Community Library –  
687 Compass Rd.  
Honey Brook, PA 19344
- 8) Kennett Library-  
216 State St.  
Kennett Square, PA 19348
- 9) Oxford Public Library (Satellite location)  
48 S. 2nd St.  
Oxford, PA 19363
- 10) Parkesburg Free Library -  
105 West St.  
Parkesburg, PA 19365
- 11) Phoenixville Public Library -  
183 2nd Ave.  
Phoenixville, PA 19460
- 12) Spring City Free Library -  
245 Broad St.  
Spring City, PA 19475

The secure ballot drop off locations will be available Monday through Friday from 9:00AM to 7:00PM. They will also be available on Saturdays and Sundays from 10:00AM until 2:00PM. The dates that the secure ballot drop off locations will be advertised on the County's website.

Moreover, the Henrietta Hankin Satellite location will be open from 9:30AM-5:00PM on Mondays, Wednesdays and Fridays. It will also be open from 9:30AM-8:00PM on Tuesdays and Thursdays as well as between 9:30AM to 1:00PM on Saturdays. It will not have Sunday hours available.

The Satellite location at the Oxford Public Library will be operational from 10:00AM until 5:00PM on Mondays and Wednesdays. It will be open from 10:00AM until 2:00PM on Fridays. It will be open from 9:00AM until 1:00PM on Saturdays. It will not have Sunday hours available.

Additionally, the Government Services Center located at houses the Department's main office and has a secure ballot return receptacle available. The building is located at 601 Westtown Rd., West Chester, PA 19382. It is possible to return Ballots 24 hours /7 days weekly.

Each ballot return site will have a secure ballot receptacle or at the two Satellite Offices, designated staff, permitting voters to return their own voted Ballot. The receptacles shall be staffed by authorized personnel of the Department when the boxes are available for ballot drop-off.

Furthermore, each secure location should:

- be locked. Only authorized Department staff or deputized temporary staff may access the keys and/or combination of the lock. Chain of custody must be documented when Ballots are removed from the receptacles.
- be operable without any tight grasping, pinching, or twisting of the wrist.
- require no more than 5 lbs., of pressure for the voter to operate.
- be operable within reach-range of 15 to 48 inches from the floor or ground for a person utilizing a wheelchair.
- provide specific and easily identifiable points establishing where Ballots are to be deposited.
- ensure that only one Ballot can be deposited at a time, and not be removed by anyone but designated Department staff or deputized temporary staff. The opening slot of each receptacle should be too small to allow tampering or removal of Ballots.
- be constructed of durable material able to withstand vandalism, attempts at unauthorized Ballot removal, and inclement weather or liquids which could damage the Ballots.
- during the hours when the staffed secure receptacles are closed, the drop-box should be placed in a secure area that is inaccessible to the public and the box is otherwise safeguarded. Each box should be checked twice a day to ensure that it is empty (i.e., at the beginning and ending of each period when the site is open for Ballot deposit).
- if a situation arises where a secure ballot drop location cannot be manned while the receptacle is available for Ballot deposits, then it should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video. A video security surveillance system can include existing systems on county, city, municipal, or private buildings. However, video surveillance should be retained by the County through 60 days following the deadline to certify the election.

## SIGNAGE FOR SECURE BALLOT RECEPTACLES

In determining the design and functions of ballot return sites, the Department should use secure and clearly marked secure ballot boxes.

- The Department must ensure each return site is marked with official signage such as “Chester County Official Ballot Return Site ONLY” or “Chester County Official Ballot Return ONLY.” The County should not display traditional “Vote Here” signs at designated ballot return sites as it will likely lead to voter confusion.
- Signage should be in all languages required under the Federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503- re: Bilingual Election Requirements applicable to locations with either 5% of the citizens of voting age or where 10,000 citizens of voting age who are members of a single language minority and are limited-English proficient).
- Signage should also provide a statement that third-party return of Ballots is prohibited unless the person returning the Ballot is rendering assistance to a disabled voter or an Emergency Absentee voter. Such assistance requires a declaration signed by the voter and the person rendering assistance.
- Signage should provide a statement requesting that the designated County elections official should be notified immediately in the event the receptacle is full, not functioning, or is damaged in any fashion, and should provide a phone number and email address for such purpose.
- Signage should also display language stating that counterfeiting, forging, tampering with, or destroying Ballots is a second-degree misdemeanor pursuant to sections 1816 and 1817 of the Pennsylvania Election Code (25 P.S. §§ 3516 and 3517).

### **IV. HANDLING RETURNED VOTED PAPER BALLOTS**

*NOTE - This section is broken down into two subsections....*

- *Drop-Box Only Locations*
- *Paper Ballots returned through the mail /dropped off at County Board of Elections or staffed satellite locations (not drop-box per se locations)*

### **A) BALLOT COLLECTION AT SECURE BALLOT RETURN SITES**



- Only designated county staff or deputized temporary staff shall be permitted to transport the Ballots recovered from the designated secure ballot return sites to the County.
- Said individuals must wear and activate their county issued body cameras from the inception of unlocking the first drop-box on the pick-up route through /and while picking up the Ballots from all of the sites on their route until delivering said Ballots to the County. Ideally, there will be two individuals present when transferring ballots from secure ballot return sites to the County.
- The Department shall designate enough staff or deputized staff to close and lock each secure return site by 8:00PM on Election Night to ensure that no vote can be cast at these locations after 8:00PM on November 3, 2020.
- Each secure ballot return site must be checked/ doubled checked when removing the Ballots and returning the Ballots to the County to ensure all Ballots are retrieved.
- All Ballots retrieved by the staff must be returned to the County's secure ballot storage location immediately after the pick-up route is completed.
- No Ballots shall be permitted to be stored overnight in any location other than the County's secure location.
- The drivers should not park the vehicles transporting the Ballots at any location where the vehicles would be left unattended with voted Ballots inside before returning to the secure County return location (i.e., drivers shall not stop at a convenience store or restaurant and go inside with Ballots in the vehicle).
- The Ballots should be collected at times determined by the Department. Each staff member should carry identification or an official designation identifying them as authorized to collect voted Ballots.
- Individuals designated to collect voted Ballots by the Department should also sign an Oath declaring that he or she will timely and securely collect and return voted Ballots, will not permit any person to tamper with a ballot return site or its contents, and that he or she will faithfully and securely perform his or her duties.
- The designated individuals should also complete a chain of custody form for each trip to retrieve Ballots. They should note on chain of custody forms the site location(s) and the date and time of retrieval and their return to the Department's secure ballot facility.
- The paperwork memorializing the secure pick-up and transport of the Ballots should be provided to the Department. This paperwork must be retained at least through the 60 days following the certification of the election.

- The number of Ballots delivered should be recorded.
- The team should inspect each secure ballot return site receptacle and secure ballot transfer container for evidence of tampering and should receive the retrieved Ballots by signing the retrieval form and including the date and time of receipt.
- In the event tampering is evident, that fact must be noted on the retrieval form and reported to the Department's administrative team immediately for further review.

**B) MAILED OR HAND DELIVERED TO COUNTY ELECTION OFFICE / SATELLITE OFFICES**

- All individuals handling Ballots must sign an Oath indicating that they are acting in a non-partisan way.
- The Department must have the ability to receive the Ballot and immediately store them in a secure manner.
- The staff must accept Ballots for processing delivered to the Department up to 8:00PM on Election Night.

**RECORDING THE DATE, RETURN METHOD AND BALLOT STATUS FOR RETURNED BALLOTS:**

*The Pennsylvania Department of State Bureau of Elections provided the following guidance to our Department:*

- The Department must have processes in place to record the date, return method, and Ballot status for all voted Ballots received.
- The Department must store and maintain returned Ballots in a secure location until the Ballots may be pre-canvassed or canvassed.
- The Department should stamp the date of receipt on the Ballot-return.
- The Department should record the receipt of Absentee and Mail-In Ballots daily in the SURE system. To record a Ballot as returned, the staff should scan the correspondence ID barcode on the outside of the envelope. The correspondence ID on the envelope is unique to each absentee or mail-in voter and each issuance of a Ballot to a voter. Once a correspondence ID has been returned in the SURE system, it cannot be returned again.

- Additionally, if a Ballot issuance record is cancelled by the Department (e.g. voided to reissue a replacement Ballot) in the SURE system, the correspondence ID on the cancelled ballot will become invalid. If the same barcode is subsequently scanned, the SURE system will not allow the returned Ballot to be marked as being approved for counting.
- The Department should record the date the Ballot is received (not the date that the returned Ballot is processed).
- In the event the Department is entering the Ballot on a date other than the date the Ballot was received, the county personnel should ensure that the SURE record reflects the date of receipt, rather than the date of entry, since by default, SURE will automatically populate both the 'Date Received' and 'Vote Recorded' fields with the current date and time unless users manually correct the date to reflect the date received.

**EXAMINATION OF DECLARATION ON BALLOT RETURN ENVELOPES:**

- The Department is responsible for approving Ballots to be counted during pre-canvassing.
- The Department should complete the following steps when processing returned Absentee and Mail-In Ballots.
- After setting aside Ballots of electors who died prior to the opening of the polls, the Department shall examine the Voter's Declaration on the outer envelope of each returned Ballot and compare the information on the outer envelope, i.e., the voter's name and address, with the information contained in the "Registered Absentee and Mail-in Voters File, the absentee voter's list and/or the Military Veterans' and Emergency Civilians Absentee Voters File."
- If the Voter's Declaration on the return envelope is blank, that Ballot return envelope must be set aside and not counted, unless the voter is notified and in fact signs the declaration in time to be counted. If the Department determines that a Ballot should not be counted, the final Ballot disposition should be noted in SURE.
- The Ballot return status should be noted using the appropriate drop-down selection in SURE.
- If the Voter's Declaration on the return envelope is signed and the Department staff is satisfied that the declaration is sufficient, the Mail-In or Absentee Ballot should be approved for canvassing unless challenged in accordance with the Pennsylvania Election Code.

- As noted above, these Ballots should be scanned-in (logged by the Department as received), each signature must be reviewed against the SURE files and organized by precinct.

When a Ballot has been returned by the voter, the signature on the returned Ballot envelope should be compared to the signature on the voter's most recent registration record. \* If the returned Ballot envelope is unsigned the Ballot shall only be accepted if the elector provides a signature (by signing there in the office) or by marking the no signature attestation on the outer envelope.

- If the signature does not match the most current registration record, staff should look at the prior signatures in the SURE system.
- If the signature matches a registration record, accept the Ballot.
  - Election staff can accept Absentee and Mail-In Ballots hand delivered to the Department until 8:00PM on Election Night.
  - However, if an individual attempts to deliver more than one Paper Ballot, the staff members must explain that individuals must deliver their own Ballot.\*
    - \* However, staff must be trained to be aware that in certain circumstances (i.e., delivery of Absentee/ ER Absentee Ballots) certain qualifying voters may execute authorizations enabling another individual to deliver the Ballot on his or her behalf.
  - These Ballots should also be scanned in, organized by precinct and the signatures must reviewed against the SURE files.
  - Ballots that are either missing a signature, or whose signature does not appear to match the signatures in the SURE system for the voter's file, **must** contact the voter as soon as possible in order to give the individual an opportunity to rectify the issue.

## V. STORAGE OF VOTED PAPER BALLOTS

- All of the voted Ballots shall be immediately secured and then logged-in by the Department in its secure location.

- Any and all individuals who go into the secure location shall sign a log indicating the date and time he/she entered the secure location and indicate why he/she entered the location.

Ideally there will be at least one camera surveilling access to the secure location. This footage shall be stored from the date that Ballots are first received until 60 days after the election is certified or the challenge period has ended, whichever is later.

## **VI. CHALLENGING PAPER BALLOTS**

According to Act 77 - challenges to Absentee and Mail-In Ballot applications can be made up to 5:00PM on the Friday before the Election.

- Absentee Ballots can still be challenged based on the allegation that the voter did not qualify as an Absentee voter.
- Challenged Ballots are those that are flagged by either county election officials or because another voter challenges the individuals eligibility to vote.
- The challenged Ballot(s) should be segregated, placed in a secure location and remain in the custody of the Department, marked as “challenged” and left unopened until the challenge is resolved.
- Should the Pennsylvania Department of State Bureau of Elections issue additional Guidance about challenging Paper Ballots the County will make best efforts to follow same.

## **SECTION 3.**

### **PRE-CANVASS/ CANVASS / TABULATIONS**

#### **I. PRE-CANVASS:**

##### ***Central Scan Location – West Chester University***

Transport Ballots to the counter center in a sealed container if located in a separate building. Two individuals who have been duly authorized by the Department to handle the Ballots should be used for each transport. Body cameras should be used and remain in the on-position at all times. The transporters shall not make any stops (except to obey traffic laws) while transporting the Ballots. The vehicle containing the Ballots shall not be left unattended. Therefore, if two individuals need to transport

the Ballots to the pre-canvass, canvass / tabulation location, if there are still Ballots in the vehicle, another set of individuals must be charged with guarding the Ballots.

The Pre-Canvas will begin on the date and time designated by the governing law in effect. Individuals participating in the pre-canvas and canvass process shall sign an Oath prior to processing Ballots.

Once the signature verification has been completed, the staff / deputized staff may begin removing Ballots from their envelopes.

Teams should be made up of at least two individuals. No blue or black pens or pencils should be permitted into the room where the envelopes are being opened.

When teams find a Ballot missing the inner secrecy envelope but placed in the outer envelope, staff must act in accordance with the requirements of the governing law and/ case law in effect on the date of the Pre-Canvass.

Only one precinct at a time should be processed per team of pre-canvassers. Logs should be kept as to which teams pre-canvassed each precinct.

Individuals who live in a precinct should not be opening Ballots for that precinct.

Individuals who are candidates or whose relatives are running for election shall NOT be permitted to work the pre-canvas or canvas for the Department. (Relatives are defined as immediate family regardless of whether or not they reside in the same household).

The pre-canvassers should log empty Ballots.

The pre-canvassers should reject Ballots if they are from a different election.

If there are two voted Ballots contained in one envelope for this election, both Ballots must be rejected.

If a Ballot has damage or defects that would cause problems in tallying, it should be set aside to be counted manually during the computation phase.

Observers shall be permitted to be present for the pre-canvass / canvass process so long as they conduct themselves in a professional fashion and space allows in light of the COVID-19 crisis.

Inspect all Ballots to determine voter intent if the Ballots cannot be processed electronically.

- The responsibility for determining voter intent lies with the team inspecting the Ballot. They should communicate to administrative Department staff if an issue arises.
- Ensure that a team of at least two individuals not of the same political party works together to determine voter intent.

**NOTE--- even though each Ballot is scanned, staff are still responsible to make sure that the machines are reading the Ballots accurately.**

- In accordance with Pennsylvania law, Ballots shall be rejected if a write-in is voted using a rubber stamp, sticker or another marking device, except writing which bears the name of a person and is used to vote for a person whose name is NOT on the printed Ballot.
- Ballots that contain extraneous marks, such as names, signatures or initials of the voters shall not be counted.
- All rejected Ballots should be accounted for on log sheets and placed in an appropriate location.

## **II. CANVASS**

The actual Canvass period is the legally designated period when the Department shall start to tally the votes received and processed during the pre-canvass period.

- Care should be taken to periodically download the information from the scanners and upload it into the system. This should be done by the Department's assigned staff.
- The canvass shall include the tabulation of both the scanned Paper Ballots as well as the voting machines.
- Once canvass begins, tally all the Ballots that can were scanned and read by the scanners and voting machines before ending the Election Day count.
- **The election day count need not include the following as it will be counted in the days immediately after the election unless time allows otherwise during the canvass period:**

- The machine rejected Ballots,
- Challenged Ballots,
- Write-ins that could not be read by the machine,
- Ballots in provisional envelopes,
- Reissued Ballots, &
- Replacement Ballots

### **Handling of Federal Election ONLY Ballots**

- A person who moves to PA less than 15 days before the election and is qualified to register to vote in the election for US President/ Vice President. If the person did not vote in another state for the same office during the six months immediately preceding.
- The Ballot shall be marked for Federal ONLY.
- An eligible voter must appear in the Department for this. The Ballot must be marked as such.
- The Department shall validate the qualifications of the voter prior to counting the Ballot.

### **III. COMPUTATION BOARD**

In the days immediately following the election, designated Department staff are responsible for determining which of the Paper Ballots not otherwise counted during the canvass should be counted. Generally, such Paper Ballots include Ballots that were either ripped or illegible by the scanners.

### **IV. PROVISIONAL BOARD**

Also in the days immediately following the election, designated Department staff are charged with identifying all Provisional Ballots cast. The staff are then responsible for researching whether or not each of the Provisional Ballots should be counted. The Provisional Ballots that are determined to count must be included in the final tabulation of all of the votes.

### **V. FINAL TABULATION**

The Computation Board to follow during the official canvass of votes:

- First, compare the number of registered voters in each precinct to the numbered list of voters created at the polls on Election Day.



- Second, compare the numbered list of voters to the number of votes recorded on the voting machines that appears on the results tapes printed at the close of polls.
- The Department, as part of the computation and canvass of returns, shall conduct a statistical recount of a random sample of Ballots after each election using manual, mechanical or electronic devices of a type different than those used for the specific election. The sample shall include at least two (2) percent of the votes cast or two thousand (2,000) votes whichever is lesser. However, Counties such as Chester, using optical scan voting systems must conduct the statistical recount via a hand count of Ballots and must count every race on the Ballot.
- The Computation Board must investigate any discrepancies or irregularities among those records. *See*, 25 P.S. § 3154(b).
- For Paper Ballots, the Computation Board must account for and reconcile all balloting materials, including the following:
  - o Extra Ballots printed in accordance with the Election Code
  - o The number of Ballots issued
  - o The number of spoiled Ballots
  - o The number of Ballots cast
  - o The Department must also verify the number of cancelled Paper Ballots.

*See*, 25 P.S. § 3154(c).

- The Computation Board must carefully review the tally papers, or district totals cards and compare them to the totals tapes from the machines and reconcile them with the numbers on the general return sheets. *See* 25 P.S. § 3154(d).
- During this process, the Computation Board should ensure that all votes were properly compiled from all of the removable storage media associated with the voting machines in each precinct.
- Voting systems must remain locked after the completion of the canvass, unless the Computation Board is required to open them by court order or for purposes of an election contest. *See* 25 P.S. § 3070.
- If the Department re-formats the memory cards used in an election, the Department must prepare and maintain a printed or electronic copy of the ballot images, also known as cast vote records, for 22 months after the election. *See* 52 U.S.C.A. § 20701

## **APPENDIX – POLICIES**

- 1. Reissued/ Supplemental Ballots**
- 2. Ballot issued but person dies before Election Day shall not be counted.**
- 3. Sealing and storing voted Paper Ballots**
- 4. General Rules for Observers (sample rules included)**
- 5. Ballot Security Measures**
- 6. Body Camera Footage Retention**
- 7. Ballot Security Regarding Voted Ballots During Transports**
- 8. Ballot Security While At Secure Ballot Return Locations and Satellite Offices**
  
- 9. Security of Voted Ballots Awaiting and During Verification**
- 10. Security of Voted Ballots Opened and Inspected**
- 11. Security Regarding Ballot Tally System**
- 12. Post-Election Security**
- 13. Oath – Election Staff**
- 14. Oath – Pre-Canvass, Canvass, Tabulation**
- 15. Chain of Custody Forms**

## **1. Reissued/ Supplemental Ballots**

- Where a voter is issued the wrong paper Ballot. The first Ballot must be canceled / spoiled.
- Where the original paper Ballot is damaged or destroyed. The first Ballot must be cancelled/ spoiled.
- Flag voter files where more than one Ballot has been issued.

**2. Ballot issued but person dies before Election Day shall not be counted.**

- Obtain proof of death prior to discounting Ballot.

### **3. Sealing and storing voted Paper Ballots**

- Store all Ballots, including Ballots received too late, provisional and challenged Ballots.
- Archive Retention Rules are applicable.
- Store unused Ballots and secrecy envelopes for 60 days after the last date to contest the election.
- Store all other records of the election (working papers, all return identification Ballot envelopes, and master list of voters) in accordance with governing retention rules
- Consider storing Ballots by precinct or by vote tally machine batch for recount purposes.
- Store Ballots in secure sealed containers or a locked secure Ballot storage room, including:
  - Ballots (voted, counted)
  - Defective Ballots (originals of duplicate Ballots)
  - Rejected Ballot envelopes (passed signature verification but not counted for some other reason).
  - Unaccepted Ballot envelopes (did not get past signature verification step) challenged forms).

#### **4. General Rules for Observers**

- The Parties should designate observers on their behalf and notify the Department of who they select in advance of Pre-Canvass, Canvass and Final Computation so that observer certificates can be issued by the Department.
- Observers will not bring blue or black pens into the any location where there are Ballots.
- Observers agree to conduct themselves in a professional manner.
- Observers will remain silent and not interfere with the activities of Election workers.
- Observers will address all questions to designated supervisory staff member and comply with their directions.
- Observer may not handle any Ballots or election materials.
- Observers may not use any communication devices while in the room where the count is being conducted, unless authorized by Department administrative staff.
- The Department may limit the number of observers where the count is being conducted due to space related COVID-19 constraints.

#### **OBSERVER CHECK IN/OUT PROCEDURES:**

- o All observers must report and sign-in daily at location the where the pre-canvas/canvas/ final tabulation is occurring.
- o An official observer certificate will be issued and must be available for inspection at all times.
- o All observers must be escorted by designated election staff to and from designated observer stations.
- o When leaving for the day, the individual shall sign out.

## **5. Ballot Security Measures**

- All Ballots must be carefully secured by the Department.
- Ballots shall only be issued to registered voters who apply for them.
- This secure process must be followed through Ballot reception, verification, inspection and counting.
- The Department must maintain an audit trail for all Ballots, whether voted or unused.
- All Ballots, voted or unused, must be maintained securely and accessible to authorized Department personnel only.

## **6. Body Camera Footage Retention**

- Individuals transporting Ballots are expected to use body cameras for this purpose.
- The body cameras and their footage are the Property of Chester County.
- Body cameras shall be worn by individuals picking-up and transporting Ballots from Secure Ballot Return Site locations until they are delivered to the Department's secure facility.
- Cameras shall be turned on when the individual begins to access any secure Ballot locations.
- The cameras shall remain on and recording until the entire transport and delivery is completed.
- If there is an issue with recording the pick-up, the transporter must contact the administrative team at the Department and notify them of the issue immediately.
- The footage shall be stored appropriately until 60 days after the election is certified or until all matters related thereto are resolved through court action.



## **7. Ballot Security Regarding Voted Ballots During Transports**

This policy refers to the time when executed Ballots are being transported between Secure Ballot Return Sites and/or Satellite Offices and the Department's Secure Ballot Return Site.

- Authorized personnel shall handle all voted Ballots.
- Transport between sites shall be provided by individuals authorized by the Office. Ideally, two people will be present for each transport.
- No Ballots shall be left unattended while moving Ballots between the vehicle and the Ballot destination.
- Transporters shall NOT stop, park or leave the Ballots unguarded while in route to the Department's secure ballot drop off location.
- Body cameras shall be used when individuals are transporting bulk voted Ballots.
- Unused Ballots shall not be transported unless they have been voided and clearly marked as such.

## **8. Ballot Security While At Secure Ballot Return Locations and Satellite Offices**

- Secure ballot return receptacles shall be within sight of an authorized person throughout the hours that the site is open to the public or secured in such a manner as to prevent tampering.
- The box shall be locked and/or removed from public use when not being supervised.
- The return receptacles should be viewed at the end of each site workday.
- Deposited Ballots should be returned to the Department's secure location to be logged-in and processed as appropriate.
- The ballot return receptacles should be locked and secured when not in use.
- When the receptacle is full and / or at specified times during the election time frame, the Ballots that have been turned in shall be removed and placed in a secure transport carrier box/bag and transported to the Department via two authorized personnel or by such deputized personnel.
- The authorized personnel shall have credentials issued by the Department and show it to the onsite personnel for verification prior to turning over the Ballots.
- Chain of custody forms must be completed by the transporters and maintained by the Department.

## **9. Security of Voted Ballots Awaiting and During Verification**

- Voted Ballots will be obtained from the Post Office on a daily basis or as often as required.
- Ballots are also removed from official ballot boxes as necessary but at least daily.
- All problems, such as Ballots with no signatures, are separated and investigated at this time.
- While Ballots are being processed, access to this space shall be limited to authorized personnel only.
- After signature verification, the acceptable Ballots shall be sorted by precinct, counted and kept in a secured manner and location.
- All Ballots other than accepted voted ballots shall be stored in a secure location but away from the accepted Ballots.
- Records should be kept of accepted and rejected Ballots.

## **10. Security of Voted Ballots Opened and Inspected**

- Ballots that have been inspected and are awaiting vote tally are kept in sight of authorized personnel and/or deputized authorized personnel at all times (otherwise, they are to be returned to a secured locked location and segregated in such a fashion so as not to be counted twice).
- If Ballots cannot be counted by the end of the day, county election officials shall secure the Ballots until the tally of Ballots begins again.

## **11. Security Regarding Ballot Tally System**

- The Department must devise a plan specific to the county ballot tally system to ensure computer access security so equipment is tamper resistant when not under observation from Department staff. This can be as simple as keeping staff on the premises from the time that the equipment is delivered to West Chester University until it returned to the Department.
- Only authorized personnel may access the system.
- Ballots shall remain either locked in a secure area or in the presence of Department staff the entire tabulation period.

## **12. Post-Election Security**

- Once the tabulation is completed, the Ballots must be safely and securely returned to the Department for appropriate storage.
- Ballots shall be stored in accordance with the rules.
- Ballots shall not be destroyed for any reason prior to the statutorily permitted time.
- The scanning and tabulation equipment shipped to West Chester University must be returned to the Department's secure storage location.

### **13. Other Security Considerations**

- Security associated with media relations groups.
- Security at times when Ballots are being processed, such as during verification or during processing access to spaces where Ballots are being handled shall be limited to authorized personnel only.
- Security of the equipment being used to do the scanning and tabulations.
- Ensuring that staff are available at the Department of Voter Services to assist with the SURE system as necessary.
- Having staff from ES&S available during Election Day and through the completion of tabulation should any technical or mechanical issues arise.
- Security associated with elections observers is described in more detail in Appendix 4 above, but it is worth noting that:
  - o Observers shall be limited depending on the amount of space available – this must be considered ahead of time and the parties must be notified of same to enable them to plan accordingly.
  - o Interested observers must sign in and comply with rules.

## **OATH FOR INDIVIDUALS ASSISTING IN EXECUTING THE ELECTION**

I (\_\_\_\_\_) do swear (or affirm) that I will as a staff member (or designated and deputized temporary staff member) of the Chester County Board of Election's Department of Voter Services will faithfully execute and perform my assigned duties in order to help effectuate a secure General Election in a neutral fashion, according to the provisions of the Constitution and laws of this Commonwealth, and that I will use my best endeavors to prevent any fraud, deceit or abuse in carrying on the same, and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgment and ability.



**OATH FOR INDIVIDUALS ASSISTING IN PRE-CANVASS/CANVASS/ TABULATION OF THE ELECTION**

I (\_\_\_\_\_) do swear (or affirm) that I will as a staff member (or designated and deputized temporary staff member) of the Chester County Board of Election's Department of Voter Services will faithfully execute and perform my assigned duties in order to help effectuate a secure pre-canvass, canvass and / or tabulation of the General Election in a neutral fashion, according to the provisions of the Constitution and laws of this Commonwealth, and that I will use my best endeavors to prevent any fraud, deceit or abuse in carrying on the same, and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgment and ability.

**Chester County Department of Voter Services**

**CHAIN OF CUSTODY TRACKING FORM FOR PICK UP OF EXECUTED BALLOTS  
FROM SECURE BALLOT SITES**

Submitting Author: (Name) \_\_\_\_\_

Date/Time Retrieved: \_\_\_\_\_

Date/Time Returned to Department: \_\_\_\_\_

| Description of Items Retrieved    |  |
|-----------------------------------|--|
| Quantity of Containers of Ballots | Location Description and Whom Picked Up From |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |

| Chain of Custody |           |                                    |                                    |                   |
|------------------|-----------|------------------------------------|------------------------------------|-------------------|
| Item #           | Date/Time | Released by<br>(Sign & Print Name) | Received by<br>(Sign & Print Name) | Comments/Location |
|                  |           |                                    |                                    |                   |
|                  |           |                                    |                                    |                   |
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