

# EXHIBIT C

# ELECTION NOTICE

## **Pollworker Training Video Voting Machine Operations**

The City Commissioners have conducted more than 300 Training Classes for the City's polling place officials this fall. Our Election Guide newspaper, containing the instructions for operating the electronic voting machine, was available for each polling place official that attended these seminars. A copy of this Guide will also be in your Election Materials box for your use on Election Day.

As a final step in preparing our pollworkers for the upcoming **November 4, 2008 General Election**, the City Commissioners have arranged for the City's Cable Television Office to air the Pollworker Training Tape.

This will provide you, and others concerned with the conduct of elections, an opportunity to view, and record if you wish, the instructions for operating the City's electronic voting machines.

**The Pollworker Training Video will air on Channel 64 as follows:**

<b>Monday, October 27, 2008</b>	<b>4:00 PM</b>
<b>Tuesday, October 28, 2008</b>	<b>7:30 PM</b>
<b>Friday, October 31, 2008</b>	<b>9:30 AM</b>
<b>Saturday, November 1, 2008</b>	<b>4:30 PM</b>
<b>Sunday, November 2, 2008</b>	<b>4:30 PM</b>
<b>Monday, November 3, 2008</b>	<b>7:30 PM</b>

Your dedication and work on behalf of your neighbors, community and city, in conducting elections, is greatly appreciated.

**BEFORE Election Day - Questions on polling place procedures?.....215-686-1591**

**ELECTION DAY: VOTING MACHINES..... 215-686-7800**  
**VOTER REGISTRATION..... 215-686-1590**

**PLEASE REVIEW YOUR TRAINING MATERIALS** – Please review your Pollworker Training Guide Newspaper, the Pollworker Training Tape, and the information included in this notice, before Election Day.

### **I. PREPARING FOR THE ELECTION**

**A. CONTACT YOUR POLLWORKERS** – Contact the other Polling Place Officials who will be working in your Division to make certain that everyone will be there early on Election Day morning. If any of the Officials cannot serve, please refer to your Pollworker Training Guide Newspaper for filling vacancies (Page 2).

**B. ATTEND POLLWORKER TRAINING SEMINAR** – If you have NOT already attended one of the regularly scheduled Pollworker Training Seminars, you may attend one of the make-up sessions conducted as follows:

<b>Saturday, November 1, 2008</b>	Cardinal Dougherty High School 2nd Street above Godfrey Avenue
<b>Sunday, November 2, 2008</b>	South Philadelphia High School Broad Street and Snyder Avenue

Classes start **PROMPTLY every half hour** at: 9:00 AM, 9:30 AM, 10:00 AM, 10:30 AM, 11:00 AM, 11:30 AM, and at 1:00 PM, 1:30 PM, 2:00 PM, 2:30 PM, 3:00 PM, and the last class will start PROMPTLY at 3:30 PM.

**C. PICK UP YOUR ELECTION MATERIALS BOX EARLY** – The Judge of Election, or a person designated by the Judge with the knowledge of the Inspectors of Election, should pick up the Election Materials Box as early as possible. The individual picking up the materials must have identification.

The locations are listed on the last page of your Pollworker Training Guide Newspaper.

**Hours for Election Materials Box distribution and pickup are:**

<b>Saturday, November 1, 2008</b>	<b>8:00 AM – 8:00 PM</b>
<b>Sunday, November 2, 2008</b>	<b>8:00 AM – 8:00 PM</b>
<b>Monday, November 3, 2008</b>	<b>8:00 AM – 4:30 PM</b>

**You MUST pick up your Materials Box before 4:30 PM on Monday, November 3, 2008**

# Important News & Reminders

## II. ELECTION DAY - POLLING PLACE OPERATIONS

**A. ARRIVE AT YOUR POLLING PLACE EARLY (6:15 – 6:30 AM)** to insure that your materials and voting machines are set up and ready for the voters before 7:00 AM. Voter turnout may be heavy and many may be there at 7:00 AM before going to work.

**B. CHECK VOTING MACHINE WARD AND DIVISION CARD** - Before you open the voting machines please check the Ward and Division Card, located in the clear plastic pocket on the outside of your voting machine, to make certain you have the right machines for your Division.

If the Card indicates that you have received the wrong machines, and there is more than one Division in your polling place building, check the Card on other machines. If you cannot locate the proper machines for your Division call 215-686-3944 immediately.

**C. SETUP, OPEN, AND USE EVERY VOTING MACHINE DELIVERED FOR YOUR WARD AND DIVISION.** When you close the polls make certain that you remove the memory cartridge from every voting machine delivered for your Ward and Division and place it in the Vinyl Cartridge Bag for the Police pickup.

**D. POLLING PLACE NOTICES** – Federal Law requires that the following voter information **MUST** be posted on the walls of your polling place in **both English and Spanish in every Division in the City:**

*Instructions, Federal Voting Rights, & Penalty Sheet* (Large Blue)    *Sample Ballots* (Large Pink)  
*Language Interpretation Services Poster* (Yellow)    *Election News* (Large White)

**E. VOTING MATERIALS CHECK LIST** – In accordance with a Settlement Agreement with the US Department of Justice, a Voter Information Check List has been taped to the inside lid of your Election Materials box. This is a checklist of all written and printed election information that is made available to voters at your polling place. The Judge of Elections must review the contents of the box, check off each item located, and sign the list. Any Judge who refuses or fails to sign the Check List must provide a written explanation as to why they failed to sign. If anything is missing, please re-check before calling 215-686-1530 for the item.

**F. ABSENTEE VOTER LIST** – A police officer will deliver a list of voters who have voted and returned an absentee ballot to the County Board of Elections. Open your pollbooks and mark “**AB**” in the Admission Box in the record of each name that is on the list. If one of these AB voters appears to vote in person, cross out the AB and write their Admission Number. Make sure you mark “Void - Voted in Person” on the Absentee Voter List next to the name of any AB voter who appears to vote in person. This list may be reviewed by any certified watcher if requested in writing. Instructions for using this list are in your Training Guide Newspaper on page 15.

**G. POLL OFFICIAL CONDUCT** – Poll Officials are elected or appointed officers of the City and the Commonwealth and must conduct themselves appropriately when serving on Election Day. **Poll Officials** are employed for the entirety of Election Day in a non-partisan capacity, and **are not permitted to be involved in any campaigning.** Poll Officials must not use offensive, abusive, or discriminatory language, or act in an offensive, abusive, or discriminatory manner to voters, poll watchers, or other Poll Officials.

## III. LANGUAGE INTERPRETATION SERVICES AT POLLING PLACES

Based upon a Settlement Agreement with the US Department of Justice, the City and the City Commissioners are enhancing Election Day Language Interpretation Services, available to voters at all 1,681 voting Divisions.

**INTERPRETERS** - The City Commissioners will test, certify, train, and assign approximately 260 Interpreters to provide in-person English / Spanish language assistance in approximately 270 Divisions. Some Divisions in the City may have Interpreters assigned for other languages. **In order to serve or be paid as a Bilingual Interpreter, an individual must be tested, Certified, and trained, before the election.** All Certified Interpreters will bring an Appointment Letter from the City Commissioners to the polling place listing the Ward / Division assigned. **You MUST permit them to work and sign the Payroll Sheet.** A few Divisions may be assigned both a Spanish Interpreter and an Asian or Russian Interpreter.

No person is permitted to work as an Interpreter or sign the Interpreter position on your Payroll Sheet, unless they are Certified and have an Appointment Letter, or it is approved via telephone contact with Bob Lee at 215-686-1590 or 215-686-1525.

**TELEPHONE INTERPRETATION SERVICES** – One (1) cell phone will be given to Polling Place Officials for each of the 1,681 voting Divisions when Officials pick up the Division's Election Materials Box. The cell phone will be charged and is programmed to automatically go out of service the day after the election. The City has contracted with a Telephone Language Interpretation Service to provide Election Day Interpretation in 173 different languages.

If a voter needs language assistance, and there is no Interpreter assigned to your Division for the needed language, please use the cell phone and blue Quick Reference Guide – Election Day Phone Interpretation instruction card to assist the voter to obtain language services. You may also use the cell phone to contact the County Board of Elections, if needed.

## **IV. NOVEMBER GENERAL ELECTIONS - VOTING MACHINE OPERATIONS**

### **ACTIVATING THE VOTING MACHINE FOR EACH VOTER**

Each Division will have **ONE** machine that is equipped with an Audio Keypad / Headphone for use by VISUALLY IMPAIRED voters. Federal Law requires that you MUST connect the Audio Keypad Voting Device to your machine when you open the polls in the morning. Federal law also requires that you allow a VISUALLY IMPAIRED voter the opportunity to vote using the Audio Device. You are not permitted to discourage visually impaired voters from using the device.

Voters who do not have any visual impairment can vote using the visual ballot face on any machine.

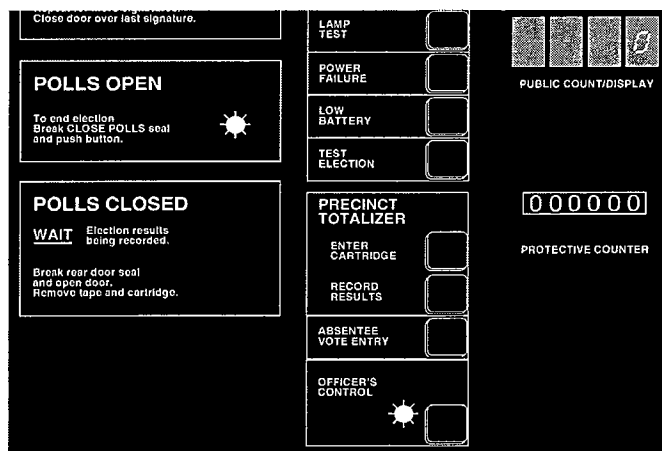
**Each time an authorized voter approaches the voting machine, the election officer must follow operating procedures to activate or turn on the machine.**

### **A. VISUALLY ABLED VOTERS – VISUAL BALLOT USE**

If the voter is NOT VISUALLY IMPAIRED and is physically able to see and read the visual full face ballot sheet, and use the numbered buttons and lights to select candidates and vote, then the Poll Officials can direct the voter to ANY of the Division's voting machines. The Machine Inspector or Judge of Elections must use the following past procedures to turn on the voting machine for each voter to use the visual full face ballot sheet, numbered buttons / lights to select candidates and vote:

1. **PRESS the OFFICER'S CONTROL button** on the bottom center of the Officer's Control Panel.

The light next to the OFFICER'S CONTROL button and the lights on the top side of the voting machine ballot box doors will turn on; the Office Category lights on the ballot face will begin blinking and two bell-chimes will sound, indicating that the machine is ready for the voter to make selections



### **B. VISUALLY IMPAIRED VOTERS – AUDIO KEYPAD / HEADSET USE**

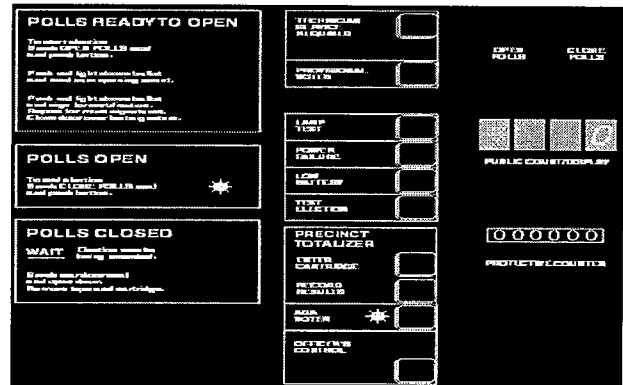
If a voter is VISUALLY IMPAIRED (physically unable to see or read the visual full face ballot sheet, and use the numbered buttons and lights to select candidates and vote), then the Machine Inspector or Judge of Elections must direct the voter to use the Division's one accessible voting machine that has the Audio Keypad / Headphone installed. The Machine Operator or Judge of Elections must follow the procedures below to prepare and activate the voting machine for the voter to use the Audio Keypad / Headphones. (See following page):

## VISUALLY IMPAIRED VOTERS – AUDIO KEYPAD / HEADSET USE (Continued)

1. **PRESS the ADA VOTER button** on the Officer's Control panel on the back of the voting machine.

The ADA Voter button is second from the bottom in the center of the Control Panel.

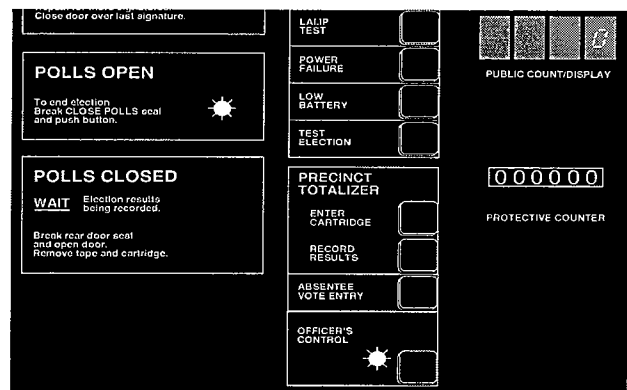
**After you press the ADA Voter button the light next to the ADA VOTER button will turn on.**



2. **NEXT PRESS the OFFICER'S CONTROL button** on the Officer's Control panel.

The Officer's Control button is the last button at the bottom center of the Control Panel.

**The light next to the OFFICER'S CONTROL button and the lights on the voting machine ballot box doors will turn on, two bell-chimes will sound and the Audio will start when the machine is ready for the voter to make selections.**



### C. MAKE EVERY VOTE COUNT

The machine operator must make sure that each voter is pressing the VOTE button after they have selected all their candidates and before they leave the voting booth. When a voter presses the vote button, the indicator light next to the Operator Control button on the back will turn off, the red light on the outside top of each door will turn off, and the machine will chirp. If a voter leaves the machine, and the red door lights and Officer Control button light are still on, ask the voter to go back into the machine to press the green VOTE button.

### IV. CLOSING POLLS – VOTE RESULTS

- A. When the polls close, after the last voter is finished, **press the CLOSE POLLS button and WAIT until the printer stops and the instruction light on the back drops down to Polls Closed BEFORE opening rear door.**

It should take less than 5 minutes to print 7 copies of your results. **Please wait.** Make sure you sign the paper results tapes.

- B. Remember to **DISCONNECT THE AUDIO KEYPAD DEVICE** and place it back into its cushioned bag **BEFORE trying to lower the machine into the machine case.**
- C. **Put all of the following items in the Vinyl Returns Bag for Police pickup:**
  1. The Memory Cartridge from **EVERY MACHINE (even if the machine was not used);**
  2. The RTC Return Envelope (which includes the long results tape with write-in votes) from every machine;
  3. The Absentee Voters Lists **MUST** be put in the vinyl returns bag.

- D. **WAIT for the Police to pick up your vinyl returns bag.**

# PHILADELPHIA COUNTY BOARD OF ELECTIONS

## A. FEDERAL VOTING RIGHTS

The City of Philadelphia and the Board of Elections has a Settlement Agreement with the US Department of Justice, to insure that certain Federal Voting Rights are provided for at polling places on Election Days.

Personnel from the Philadelphia County Board of Elections, Philadelphia Law Department, and the Philadelphia District Attorney's Office will be monitoring Election Day activities at polling places on November 4, 2008, to respond and assist Election Board Members in complying with all Federal and State election laws.

All Division Election Board Members **MUST** conduct the election at their polling place in accordance with the following Federal Voting Rights requirements:

1. You **MUST** make Spanish language materials available to voters.
2. You **MUST** hang all posters both in ENGLISH and SPANISH, including the large pink Sample Ballot, the new combined large blue Penalties, Instructions, Federal Voting Rights poster, the yellow Language Interpretation Services poster, and the Statement on Accessibility for the Disabled, so that all voters can easily view such signs.
3. You **MUST** make Spanish oral language assistance available to voters through the use of an assigned Interpreter or trained Election Board Member sufficiently proficient in Spanish. If there is no Interpreter assigned, or no Election Board Member is sufficiently proficient in Spanish, then use the City's Telephone Interpreter Service.
4. You **MUST** post the new yellow Interpreter Services poster prominently in both English and Spanish at all polling places, to inform voters that Spanish language assistance is available, and how such assistance can be obtained.
5. You **MUST** allow voters who are disabled, or cannot read or write English, to select any person of their choice, other than a Judge of Election, the voter's employer or an officer of the voter's union, to assist them with the voting process.
6. You **MUST** follow the procedures for providing for such assistance in voting. The procedures are detailed on page 6 of your Training Guide Newspaper .
7. You **MUST** protect the right of each voter to vote privately and independently.
8. You **MUST** connect the Audio Keypad voting device for visually impaired voters when you open the machine in the morning, before the polls are open for voting.

You **MUST NOT** discourage visually impaired voters from using the Keypad Audio voting device.

9. You **MUST** be respectful and courteous to all voters regardless of race, ethnicity, color, or language abilities, avoid inappropriate comments, and insure the polling place is free from intimidation and / or violence.

Finally the City Commissioners will be providing a checklist to identify each written or printed item of election information that the Board makes available to the public at each polling place, including each item that the Help America Vote Act requires to be posted. The Election Judge for each polling place MUST complete and sign this checklist indicating that these materials were made available and posted as instructed.

QUESTIONS REGARDING THESE REQUIREMENTS ?

CALL 215-686-1520

## B. LANGUAGE INTERPRETATION SERVICES AT POLLING PLACES

Based upon a Settlement Agreement with the US Department of Justice, the City and the City Commissioners have enhanced Election Day Language Interpretation Services available to voters at all 1,681 voting Divisions.

Please review the Language Interpretation Services for Voter information on page 23 of your Poll Official Training Guide newspaper.

QUESTIONS REGARDING THESE LANGUAGE ASSISTANCE REQUIREMENTS?

CALL 215-686-1590

## **C. ACCESSIBILITY FOR THE DISABLED AND ELDERLY AT POLLING PLACES**

The City Commissioners' personnel make every effort to find and use the most accessible building available in each voting Division to serve as a polling place, or if one is not available within the Division, the personnel make every effort to find and use the most accessible building in an adjacent voting Division, provided the owner makes the facility available and the location does not present barriers to travel.

During the past 3 years, the Commission in conjunction with other City agencies and the School District, have also obtained permanent accessibility modifications at schools, recreation centers and other City facilities that serve as polling places

**PORTABLE RAMPS** – The City Commissioners have delivered portable aluminum ramps to approximately 75 – 85 polling places where there is only one step at the entrance to the building. These portable ramps were delivered with the voting machines. Please place, or obtain assistance from poll watchers, in placing these ramps at the outside entrance of the polling place to provide voters who use wheelchairs access to the building. The ramp should be set up and available when a wheelchair user appears to vote. The ramp must be set-up when you open the polls in the morning so it is available to voters who use wheelchairs. When you close the polls, place the ramps with the voting machines so that our contract trucker can return them with the machines.

**DOOR HARDWARE AND WEIGHT** – Your polling place may have a steel door, a door with knobs or hardware that may make it difficult for use by elderly voters or voters with disabilities, or a door without any handles or hardware at all on the outside. If the door appears too heavy for persons with disabilities or the elderly to open unassisted, please prop the door open or ensure that someone is available to assist in opening the door, if necessary.

**ALTERNATIVE ENTRANCES** – Approximately 100 polling place buildings have a second entrance to the building that is accessible for persons with disabilities. The weekend before the election, City Commissioners personnel posted "Alternative Accessible Entrance" signs at the main entrance to these polling places. The City Commissioners have also packed "Alternative Accessible Entrance" posters in the Election Materials Box for these 100 voting Divisions. Please check to determine if the signs posted by the Commission personnel are still on the wall at the entrance. If these signs have been removed, please take the signs in your Election Materials Box and post them on the outside wall of your polling place by the main entrance. This will provide accessibility information to voters who use wheelchairs or have other mobility disabilities. Please ask the facility personnel to make certain the accessible alternative entrance is not locked.

**QUESTIONS REGARDING PORTABLE RAMPS, ALTERNATIVE ACCESSIBLE ENTRANCES OR POLLING PLACES  
CALL 215-686-1523**

## **D. VOTING MACHINE PROBLEMS OR QUESTIONS**

### **1. Voting Machine Setup & Operation – Be prepared**

Many voting machine problems and service calls result from voting machine setup and operation issues. Carefully read and review the Voting Machine Setup, Opening Polls, in your Poll Official Training Guide newspaper on pages 10 through 12, and Machine Operations on page 14 before Election Day. Watch the Voting Machine Training video tape at home before Election Day. If you need a VHS video tape they are available at the Training Seminars, or you can call 215-686-1590. If you want to have an opportunity for hands-on practice on the machine setup and opening the polls, ask the instructors at the training seminars.

### **2. Troubleshooting / Repair Services**

If you have problems with your voting machines, call the Voting Machine Services Hotline at: **215-686-7800**

Before you call please have the following information ready for the operator:

- a) Your Ward/Division;
- b) The Voting Machine Serial Number, and
- c) Red Service Code Number on operator panel on the back of the voting machine.

### **3. Use of Provisional Ballots as Emergency Ballots when voting machines are down**

If **ALL** of your **voting machines are down and not operating** – you must allow registrants to vote using a paper Provisional Ballot as an Emergency Ballot until the machines are operating, unless the voter chooses to come back later in the day to vote on the machines.

**If a voter is using a Provisional Ballot because the machines are down – make sure you do the following:**

- a) **Mark the Provisional Ballot Affidavit Envelope – "MACHINES DOWN"** above where the poll officials place their signature.
- b) **Write "PROV-EB" in the Admission Number box** above the voter signature in the Pollbook.
- c) **Write "PROV-EB" in the Number 2 & Number 4 Books** next to the voter name where the number usually goes.
- d) To insure the ballot is counted make certain the voter completes all information required and **signs both Section 1 & Section 4, including their telephone number.**

Each Division will be provided 70 Provisional Ballots. If your machines go down and you have to use Provisional Ballots as Emergency Ballots make sure you keep track of your supplies of Provisional Ballots.