





ROVER | MONDAY NIGHT ORGANIZATIONAL MEETING CHECKLIST

Report to your assigned Zone Station at 4:00 P.M. to sign attendance log and receive your Polling Location assignments and corresponding Location Binders.



NOTE: You will receive a binder for each of your assigned Polling Locations.

Monday Night Organizational Meeting

The Monday Night Organizational Meeting is held from 6:00 p.m. until 8:00 p.m. It provides Precinct Election Officials (PEOs) with an opportunity to inventory their election supplies and prepare the Polling Location for voting on Election Day. This includes setting up tables, voting booths, Electronic Pollbooks, DS200 Scanners and AutoMARK voting units.

First Round Tasks		
1		Report to your first assigned Polling Location by 5:45 PM.
		If you have Green Supply Bags that were unable to be delivered to a Polling Location during the Monday morning delivery, make that your first stop!
2		MANDATORY CALL: <i>Monday Night Arrival</i> Place your Monday Night Arrival Call from your first assigned location to the Zone Station by 5:45 p.m. Verify the location doors are open and PEOs are present.
		If the location is not open by 6:00 p.m., inform your Zone Captain of the situation immediately during your mandatory call. Record the incident on the Rover Log.
3		Enter the polling location and introduce yourself to the Voting Location Manager (VLM). <ul style="list-style-type: none"> • Make sure you are wearing your BOE Identification and that it is visible at all times. • Do not touch any voting equipment without the knowledge and permission of the VLM.
4		Verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Monday Night Arrival Call to the BOE.
5		Call the BOE cell phone or landline phone to verify that it is operational and the ringer volume is turned up.
		If the VLM is missing, have the Voting Location Deputy (VLD) call the Election Response Hotline at 216-443-3277 to report the missing VLM and ask for instructions.
6		Give the VLM the Electronic Pollbook Absentee Supplemental Update Report (Barcode) located in the front pocket of the Location Binder.
7		Proceed to your next assigned polling location. Repeat steps 1-6.

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Second Round Tasks		
1		Return to your first Polling Location.
2		Verify the voting room is set up according to the Location Setup Diagram provided in the Location Binder (next page).
		The Polling Location MUST be set up exactly as shown on the diagram, especially the MiFi Hotspot. NO EXCEPTIONS. If the VLM refuses to follow Location Setup Diagram, notify the Election Response Team immediately and inform your Zone Captain of the situation. Record the incident on a Rover Log.
3		Record any additional supplies needed from the Zone Stations for Election Day (extension cords, surge protectors, etc.).
4		Once the Polling Location has been set up correctly, sign the bottom of the Location Setup Diagram in your Location Binder in the space provided.
5		MANDATORY CALL: <i>Monday Night Set Up and Ready</i> Call your Zone Station to report the location is ready for Tuesday's Election.
6		Proceed to your next assigned polling location. Repeat steps 2 – 5.
7		When all assigned Polling Locations are set up and ready, report back to your Zone Station to gather Election Day equipment and be released for the evening.