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WESTCHESTER COUNTY ABSENTEE BALLOT DROP-OFF PLAN FOR NOVEMBER 3, 2020 GENERAL ELECTION

Plan to allow registered voters in Westchester County to drop off a completed absentee ballot at the Board of Elections, all 17 Early Voting locations, or all Election Day Voting Locations, without requiring they wait in line with in-person voters as required under Executive Order No. 202.61 issued on September 9 2020.

PURPOSE

The purpose of this plan is to minimize delays during in-person voting and minimize contact while ensuring the safety of all voters and all election workers at a polling place.

ALL LOCATIONS

All locations offering absentee ballot drop off will post signage indicating so at the main entrance that will also note not to wait on any in-person voting line. Inside the main entrance, the specific counter or table where ballots can be dropped off will be indicated by another clearly marked sign.

ABSENTEE BALLOT DROP OFF AT THE BOARD OF ELECTIONS

Little change in procedures is required for absentee ballot drop off at the Westchester County Board of Elections office at 25 Quarropas Street, White Plains. The counter has had plexiglass shields installed and the voter need simply leave the sealed ballot with the staff member present on the counter.

- (1) Absentee ballots are accepted at the front desk at any time the Board of Elections is open and stamped in immediately. Regular business hours are Monday to Friday from 9AM to 5PM.
- (2) Morning, evening and weekend hours will be available while the location serves as an early voting site, at the front desk using the main entrance, which will be staffed for the extra hours:
 - beginning at 8AM and until 5PM on Monday, October 26th, Wednesday, October 28th and Friday, October 30th;
 - beginning at 9AM and until 8PM on Tuesday, October 27th and Thursday, October 29th; and
 - from Noon to 5PM on Saturday October 24th, Sunday October 25th, Saturday October 31st and Sunday, November 1st.

Westchester County Board of Elections

ABSENTEE BALLOT DROP OFF AT EARLY VOTING AND ELECTION DAY LOCATIONS

All locations will post signage stating that completed absentee ballots may be dropped off inside without waiting on any in-person voting line.

Social Ambassador: Each polling site shall be assigned at least one social ambassador whose duties are as follows:

- (1) Greet each voter and determine whether they wish to drop off an absentee ballot or vote in person;
- (2) Direct the voter appropriately after ensuring that each voter is masked and given an opportunity to either sanitize their hands or wear gloves; and
- (3) Encourage social distancing on any in-person voting line.

An additional sign will be posted at the table near one Democrat and one Republican inspector where a secure receptacle for absentee ballots will be located to use without waiting on an in-person voting line.

November 3rd: At locations with more than one election district, absentee ballots will be accepted at a table near the inspectors for the election district with the fewest registered voters in a bag that is secure and sealed with the seal numbers recorded.

The voter will be invited to him/herself place the absentee ballot in the provided bag to avoid unnecessary contact with the election workers.

A count of absentee ballots so received shall be kept by the nearby inspectors on a tally sheet that also records the seal numbers.

At the end of voting for the day, the slide will be closed and sealed with the new seal number for the sliding cover recorded on the tally sheet which before sealing, after signing by the two inspectors, will have been folded and placed in the bag.

Early voting: The bag will be brought to the Board of Elections every day at the close of early voting (afternoon and evening) with the keys. The bag will be emptied at the Board of Elections and the absentee ballots therein stamped in daily. A newly sealed bag and tally sheet will be picked up each morning of early voting with the keys for use that day.

November 3rd: The sealed bag and its absentee ballots shall be brought back to the Board of Elections after the polls close.