

38 EQUIPMENT AND POLLING PLACE:

38.1 Election kit: Each agent prepares and maintain an “election kit” containing, at a minimum, the following supplies:

- a. One FLRA official agent badge;
- b. At least four Observer badges and blank inserts for the badges;
- c. Two voting place signs (FLRA Form 126);
- d. Two blank “Time to Vote” signs (FLRA Doc. 1098);
- e. A supply of Instructions to Election Observers (FLRA Doc. 1012);
- f. A supply of challenged ballot envelopes (FLRA Doc. 1279);
- g. A supply of secret ballot envelopes (FLRA Doc. 1280);
- h. Official ballot box stickers (FLRA Doc. 1096);
- i. Blank Certification of Conduct of Election forms (FLRA Form 42);
- j. Blank Tally sheets (FLRA Forms 39, 40 and when necessary, 41);
- k. A supply of sharpened pencils for the voting booth;
- l. A supply of different colored pens for the observers to use when checking the eligibility lists;
- m. Challenged ballot sheets, including envelopes for determinative challenged ballots (FLRA Doc. 1201) and an envelope for spoiled ballots; and
- n. A supply of note paper, scotch tape (for sealing challenged ballot envelopes), masking tape (for sealing the ballot box) and rubber bands.

38.2 Equipment maintained in the Regional Office: The Regional Office maintains a supply of the items listed in [CHM 38.1](#) and the following:

- a. Portable voting booths;

- b. Portable (cardboard flattened) ballot boxes;
- c. Business reply mail ballot envelopes (FLRA Doc. number dependent on the region);
- d. Absentee ballot envelopes (FLRA Doc. 1470);
- e. Blank notices of election (FLRA Forms 125A and B, FLRA Forms 210A and B and FLRA Forms 36A and B); and
- f. Instructions to Eligible Employees Voting by U.S. Mail (FLRA Doc. 1013).

38.3 Voting booths: When one voting booth is adequate for an election, the agent uses the region's collapsible portable booth. When more than one booth is needed, the agency or activity may, if possible, supply facilities affording privacy to voters for marking their ballots. Municipal or other governmental units may loan polling booths; or booths are easily constructed from partitions or cardboard boxes. **What is required is that the compartment or cubicle, not only provides privacy, but also demonstrates the appearance of providing privacy.**

38.4 Equipment for a specific election: In addition to the equipment and supplies discussed above, in any given election the agent also includes in his/her election kit, the following:

- a. Case file;
- b. Several notices of election that were specifically prepared for the election;
- c. Ballots;
- d. Certification of conduct of election, filled out to the extent possible;
- e. Appropriate tally of ballots, filled out to the extent possible; and
- f. Blank affidavit forms if the observers refuse to sign the certification of conduct of election ([CHM 36.2](#)).

Equipment and furnishings for the election include a table to accommodate an observer for each of the parties, chairs for the observers and agent, an extra table for supplies, etc., and a stand upon which to place the ballot box.

38.5 Size and arrangement of polling place: The size of the polling place depends on the nature of the election. The number of voters and the time period established for voting are controlling. Preparations are made on the basis of a “peak load.” With a good eligibility list and cooperative voters and observers, one checking table can process 200-400 voters per hour. In these circumstances, each checking table requires four voting booths. With these guides in mind, election needs are scaled up or down according to the election. In elections involving less than 25 voters, no more than one or two booths, and one checking table are necessary.

The polling place is arranged so that the voters may enter, stop at the checking table, get a ballot from the agent, proceed to a voting booth, deposit the ballot in the ballot box and then leave the voting area without any confusion. The agent should make sure there is sufficient space between the entrance and checking table(s) so that the voters may form a uniform and controlled line. In addition, the agent ensures that sufficient space is provided in the polling area so the voters can do what is expected of them with a minimum of conversation and supervised assistance.

Adequate light and heat are required. A typical floor plan for a small election is illustrated in Figure 38.5A. This sample shows an “ideal” floor plan, one having a separate exit and entrance. A typical floor plan for a large election is illustrated in Figure 38.5B.

38.6 Ballot box: The ballot box is not constructed and sealed until after the observers arrive and immediately prior to the start of the election (see [CHM 39](#) - *when observers are not present*). The observers watch the agent seal the box so that they can inspect the box to see that it is empty. The box is not opened for any reason while the election is in progress. See [CHM 39.9](#) for specific instructions for constructing the ballot box.

