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Source: Mississippi Secretary of State's Office

1. Purge your pollbooks.
2. Appoint capable people to work at the polls.
3. Train Poll Managers well.
4. Ensure that every candidate's name is on the ballot and spelled correctly. Check ballot arrangement. Choose printers carefully. Review proofs.
5. Ensure that paper ballots and affidavit envelopes are available at each polling place.
6. Ensure that the bailiff enforces the one hundred and fifty (150) foot and thirty (30) foot rules.
7. Ensure that Poll Managers understand rules on voter assistance.
8. Ensure that Poll Managers understand rules on pollwatchers.
9. Ensure that Poll Managers know how to handle challenges.
10. Ensure that the polls open and close on time.
11. Ensure that ballot boxes are properly sealed and locked when they are being transported.
12. Ensure that ballots are counted in public.
13. Ensure that absentee ballots are properly reviewed by Poll Managers.
14. Ensure that the Election Commission reviews and acts on each affidavit ballot.
15. Ensure that the "inactive list" is available so that voters whose names have been purged for not voting may vote.
16. Inspect each machine visually after it is set up.
17. Certify the results of an election in a timely manner.