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THE IMPORTANCE OF POLL WORKERS: BEST PRACTICES AND RECOMMENDATIONS

HEARING

BEFORE THE

SUBCOMMITTEE ON ELECTIONS

OF THE

COMMITTEE ON HOUSE ADMINISTRATION
HOUSE OF REPRESENTATIVES

ONE HUNDRED TENTH CONGRESS

FIRST SESSION

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THE IMPORTANCE OF POLL WORKERS: BEST PRACTICES AND RECOMMENDATIONS

WEDNESDAY, OCTOBER 3, 2007

HOUSE OF REPRESENTATIVES,
SUBCOMMITTEE ON ELECTIONS,
COMMITTEE ON HOUSE ADMINISTRATION,
Washington, DC.

The subcommittee met, pursuant to call, at 2:35 p.m., in room 2128, Rayburn House Office Building, Hon. Zoe Lofgren (chairwoman of the subcommittee) presiding.

Present: Representatives Lofgren, Davis of California, Davis of Alabama, and Ehlers.

Staff Present: Liz Birnbaum, Staff Director; Thomas Hicks, Senior Election Counsel; Janelle Hu, Election Counsel; Jennifer Daehn, Election Counsel; Matt Pinkus, Professional Staff/Parliamentarian; Kyle Anderson, Press Director; Kristin McCowan, Chief Legislative Clerk; Daniel Favarulo, Staff Assistant, Elections; Matt DeFreitas, Staff Assistant; Gineen Beach, Minority Counsel; and Bryan Dorsey, Minority Professional Staff.

Ms. LOFGREN. We do welcome all of you to the Subcommittee on Elections and the hearing, this hearing, on The Importance of Poll Workers: Best Practices and Recommendations.

The Help America Vote Act reaffirmed the responsibility of training poll workers in the hands of the State. HAVA requires that each State prepare a plan detailing what it will do to implement the new Federal mandates including a description of how each State will use HAVA funds to educate election officials and poll workers.

State law and poll worker training and procedures differ greatly State to State, and while each State and local government has its own issues, there are several problems that seem to be common across the board, particularly training and recruitment. Some States require little to no training, while other States are taking the initiative and using creative means such as on-line training or providing specialized tasks and multilingual training.

Poll worker pay is also quite low. It is difficult to recruit poll workers when the average daily basic pay is $57, and that is for a day that starts before sunrise and ends after sunset.

In addition to training, we must address the compensation and incentives issues relative to poll workers. As a result of these factors and perhaps others, poll worker morale can be quite low. After the 2000 election and subsequent election controversies, absenteeism among poll workers has increased, and this has led to staffing shortages, polls opening late and sometimes as a consequence a disenfranchisement of voters.

According to a study by electionline.org, 2 million Americans serve as poll workers, most with only a few hours of specialized instruction. This results in voters and poll workers finding polling places understaffed because of no-shows or personnel shortages.

And personnel shortages is not the only issue. Poll workers come to work each year finding that the voting equipment continues to change. Some jurisdictions have multiple voting machines, and they range from electronic machines to optical scanners to paperless electronic systems, and, in other States, lever systems.

Recruiting poll workers is an ongoing challenge. NACo reports that 56 percent of election officials reported that they were unable to fully staff the polls in the last Presidential election. The skills needed to serve as a poll worker have not changed, while the skills of our—the skills needed to serve as a poll worker have changed while the skills of many of our poll workers have not. Since 2000 and the passage of HAVA, we are asking our poll workers to do more, and we may not be doing enough to prepare them for one of the most important tasks: administering voting.

HAVA also required the EAC to conduct studies on methods of recruiting, training, and improving the performance of poll workers. The EAC just released the study Successful Practices in Poll Worker Recruiting, Training, and Retention. This study developed best practices based on 17 months of research and was implemented through a partnership with several organizations including the Poll Worker Institute. This study is essentially a snapshot of poll worker recruitment, training and service practices across the country.

Poll workers are the link between election administrators and the voters. Unfortunately, they are not being properly prepared or compensated for undertaking such an obligation. So I am really very excited about today's hearing and to listen to what our witnesses have to say.

Understanding the problems, the challenges, and what State and local governments are doing to address the important role poll workers play is really essential to improving the American election system.

I thank the witnesses for coming today and would like to note that the Secretary of State of Ohio, Jennifer Brunner, was unable to make today's hearing, but she has submitted her testimony for the record, and, without objection, that testimony will be entered into the record.

[The statement of Ms. Brunner follows:]

Statement of
Ohio Secretary of State Jennifer Brunner
On
Ohio Poll Worker Training and Recruitment Efforts

Before the House Administration Committee
Subcommittee on Elections
Hon. Zoe Lofgren, Chairwoman
October 3, 2007

Background on Ohio Voting

Ohio's voting system utilizes three (3) manufacturers' equipment in two (2) major forms: Hart Intercivic in 2 counties, Premier Election Solutions (formerly Diebold) in 48 counties and ES & S in 38 counties. Among these manufacturers' types of voting equipment there are predominantly two types of equipment used for regular voting (with additional types used for persons with disabilities). These are DRE (direct recording electronic) voting machines in 58 of Ohio's 88 counties and optical scan technology in the other 30 counties. All counties utilize optical scan equipment for absentee ballots. This variety of equipment poses a challenge for ensuring the state's poll workers and election officials in 11,055 precincts are recruited and properly trained in time for election day. Ohio's counties range in populations of registered voters from 1,060,000 (Cuyahoga County – Cleveland, Ohio) to 8745 (Morgan County – Southeastern Ohio). Each county board of elections is governed by a 4-member bipartisan board that sets policy at the local level and must, by law, follow directives issued by the Secretary of State.

Poll Worker Training

Secretary Brunner made a commitment to make available to Ohio's 88 county boards of elections uniform instruction for poll worker training. A Poll Worker Training and Curriculum Specialist has been hired to spearhead this process. The Ohio Secretary of State will provide to all 88 counties poll worker training templates specific to the voting machines in use in the various counties, including manuals, best practices for training methods, location and timing, and standards for evaluation of training. In doing so, any and all existing 88 county poll worker training manuals are being reviewed, synthesized and standardized with input from county election officials and the Secretary of State's Voting Rights Institute Advisory Council workgroup that has been working since the spring of this year on issues relating to poll worker training and recruitment.

Because of the extreme diversity among Ohio's counties and the traditional "home rule" operation in the state, the poll worker training materials will permit for local customization according to individual county procedures that do not affect issues relating to the uniform provision of voting rights throughout the state. (Note, the State of Ohio has currently undertaken a comprehensive study of all of Ohio's voting systems with emphasis on analysis of operations and how they may mitigate any harmful findings in the risk assessment portion of the study. This will inevitably impact the poll worker training curriculum being developed.) The Secretary of State's effort in this area will serve to strengthen Ohio's poll worker training programs in addition to supporting county boards that often do not have adequate resources to develop comprehensive training materials. Additionally, the Poll Worker Training and Curriculum Development Specialist will work with county election officials to provide "train the trainer" workshops and serve as a resource for county officials and trainers.

Online Poll Worker Training
The Secretary and Elections Division will be launching an online poll worker training program and studying the impact of using this as a potential statewide effort. Currently, there are a few counties that have begun moving to online training to complement current training methods, but for most counties, there does not exist the resources necessary to provide this tool. The SOS office will study the potential expanded use of online training and review potential poll worker management systems to assist counties in recruitment and retention efforts.

State Legislative Initiatives
The Ohio Secretary of State is supporting state legislative initiatives that will

- increase the number of high school seniors who are permitted to serve as poll workers in each election precinct,
- allow college students to serve as a poll worker either in their hometown or the town where they attend college,
- provide for drop off boxes for absentee ballots through election day at selected public library locations in addition to board of elections offices,
- provide locations beyond the board of elections office for early voting (35 days before the election through the day before the election), and
- provide for late counting of absentee ballots postmarked before election day but received within a 10-day window following election day.

Partnering with Kids Voting to Support Youth at the Booth Programs
In Ohio, a high school senior, who is at least 17 years old, can serve as a poll worker. There are several Kids Voting chapters in Ohio that coordinate "Youth at the Booth" programs, which have been integral in recruiting younger, often more technologically savvy high school seniors. In Franklin County (Columbus, Ohio), the Kids Voting Central Ohio chapter recruited and trained over 1,000 high school poll workers through that "Youth at the Booth" program in the November 2006 general election—one fourth of the poll workers in the county. The Ohio Secretary of State is working with Kids Voting and other partners in state government to promote in the high schools specific curriculum for high school government classes that includes elections and culminates with the student becoming a poll worker and serving on election day. Recognizing the work of Kids Voting and the value to recruiting a new generation of poll workers, the Ohio Secretary of State's office is actively working with Kids Voting Central Ohio and the Dayton chapter of Kids Voting to facilitate similar programs in counties where chapters do not exist. This will create opportunities for boards of elections officials to improve poll worker recruitment and ensure enough trained officials to provide a smooth voting experience on election day.

College Curriculum Development for Study of Elections and Work as a Poll Worker
The Secretary of State's office supports an effort now in its early stages at Youngstown State University to offer a political science course on the election process, including work as a poll worker on election day. The success of this program will be measured for duplication at other colleges and universities throughout Ohio, of which there are many. Numerous voter forums in Ohio in 2006 resulted in anecdotal testimony from older poll workers who stated praise for the capabilities of college and high school poll workers who were extremely adept in working with the newer voting machine technology. In

addition, in the many counties, boards of elections utilize technology "rovers" who troubleshoot at polling places throughout the county. Such a role is a good "fit" for younger poll workers who are more familiar with computer-based technology.

Poll Worker Recruitment Marketing and Outreach

Simple yet effective efforts toward poll worker recruitment have yielded results in recruiting new members of the voting public to perform the civic duty of becoming a poll worker. The Ohio Secretary of State developed a simple brochure that has been disseminated to a variety of audiences (e.g. included in water bills in Chillicothe, Ohio) and continues to be one of the most popular information/education pieces the office produces. The brochure has been distributed at over 25 outreach events and festivals throughout the state, is provided to many non-profit organizations, government agencies and advocacy groups, is available on the website and is distributed to all county boards of elections for their recruitment efforts. This has become an effective marketing tool to

- educate voters on the need for citizens to step up and become poll workers,
- inform voters of the benefits of serving,
- increase awareness, and
- provide another resource for county election officials to complement their local recruitment efforts.

Grads Vote 2007

The Ohio Secretary of State launched a new initiative in the spring 2007 aimed to educate high school graduating seniors on the importance of registering to vote, the ability to vote absentee and opportunities to serve their community as poll workers. This pilot program was used in 5 counties in Ohio and provided all graduating high school seniors (public and private schools) with a voter registration form and informational letter when they received their diploma. The letter contained information from Secretary Brunner, the Superintendent of Ohio schools and Governor Ted Strickland informing them about registration, absentee voting and becoming a poll worker and referred the graduating students to a special website that provided them with download capabilities and an online signup to be a poll worker. This pilot program expand to a statewide reach for all of the state's graduating seniors in 2008.

Additional Ohio Secretary of State Efforts

- The Voting Rights Institute of the Ohio Secretary of State's office continues to research new and innovative methods to recruit poll workers. As part of this effort, the Secretary of State's office has surveyed all 88 county boards of elections on recruitment efforts, methods used and the outcomes with a goal to identify, in collaboration with county election officials, ways that current efforts can be expanded and state efforts can assist in recruiting poll workers in the various counties.
- The Voting Rights Institute Advisory Council, which consists of 41 members including election officials, researchers, election integrity advocates, activists, both major political parties and concerned citizens, formed a workgroup that focuses specifically on poll worker recruitment and training. This workgroup has also surveyed counties, generated a large body of research and reports on national efforts, serving as a clearinghouse for ideas and recruitment methods that can be developed and shared between Ohio's 88 counties. This workgroup is currently creating a "best practices" resource guide highlighting counties that have experienced successful poll worker recruitment/retention programs. This

guide will be used as a peer resource, allowing the opportunity for officials to duplicate their peers' efforts in their respective county.

Secretary Brunner Recommendations

- As with all federal policy, proper funding remains the most critical aspect in successfully implementing NVRA and HAVA requirements on the state and local levels. The importance of providing election administrators with the proper resources cannot be overstated. The House of Representatives 300 million dollar appropriation in the Financial Services Appropriation Act signified a strong commitment to our election and voting process. Unfortunately, this appropriation was stripped from the Senate version and has not yet been restored. We respectfully request that committee members support reinserting this appropriation when it reaches the Senate floor.
- Despite all of these creative efforts, Ohio is no different from many states around the country that experience difficulty recruiting and training poll workers. In Ohio, poll workers are paid approximately $95 for a 14-hour day. Small pay for such long hours can often make recruitment efforts difficult. Additional federal support would help election administrators to offer either split shifts or increased pay for this important civic service.

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[The statement of Ms. Lofgren follows:]

Committee on House Administration
Subcommittee on Elections
The Importance of Pollworkers: Best Practices and Recommendations
Wednesday, October 3, 2007
Chairwoman Zoe Lofgren
Opening Statement

Good afternoon and welcome to the Subcommittee on Elections hearing on The Importance of Poll Workers: Best Practices and Recommendations.

The Help America Vote Act placed the responsibility of training poll workers in the hands of the states. The enactment of HAVA brought the state into the arena of poll worker training. HAVA requires that each state prepare a HAVA state plan detailing what it will do to implement the new federal mandates, including a description of how each state will use HAVA Title II funds to educate elections officials and poll workers.

State law on poll worker training and procedures differ greatly from state to state. However, there are several ongoing problems. Some states require little to no training, while other states are taking the initiative and using creative means, such as online training, or providing specialized task and multilingual training. Poll workers pay is also dismally low. It is difficult to recruit poll workers when the average daily basic pay for a poll worker is $57.00. For a day that starts before 7 a.m. and ends after 10 p.m. in addition to mandatory training we must address increased compensation. As a result of these factors, poll worker morale is quite low. After the 2000 election and subsequent election controversies, absenteeism among poll workers has increased. This has led to staffing shortages, polls opening late, and the disenfranchisement of voters.

According to a study funded by the Pew Center on the States, two million Americans serve as poll workers, most with only a few hours of specialized instruction. This results in voters and poll workers finding polling places understaffed because of no-shows or personnel shortages. Personnel shortage is not the only issue. Poll workers come to work each year finding that the voting equipment continues to change. Some jurisdictions have multiple voting machines and they range from electronic machines to optical scanners to paperless electronic systems and in other states, lever systems.

Recruiting poll workers is an ongoing challenge for the states. NACo reports that 56 percent of election officials reported they were unable to fully staff the polls in the last presidential election. The skills needed to serve as a poll worker have changed, while the skills of our poll workers have not. Since 2000 and the passage of HAVA we are asking our poll workers to do more and we are not doing enough to prepare them for one of the most important tasks, administering voting.

Not only does HAVA require the states to take responsibility for poll workers, it requires the EAC to conduct studies on methods of recruiting, training, and improving the performance of poll workers. The EAC just released the study "Successful Practices in

Poll Worker Recruiting, Training and Retention." This study developed best practices based on 17 months of research and was implemented through a partnership with several organizations, including the Poll Worker Institute. This study is essentially a 'snapshot' of poll worker recruitment, training and service practices across the country.

Poll workers are the link between election administrators and the voters. Unfortunately, they are not being properly prepared or compensated for undertaking such an obligation. I am excited about today's hearing and to listen to what our witnesses have to say. Understanding the problem and what state and local government are doing to address the important role poll workers play is essential to improving the American election system.

I thank the witnesses for coming today and would like to note that the Secretary of State of Ohio, Jennifer Brunner, was unable to make today's hearing, but she has submitted her testimony for the record.

Ms. LOFGREN. At this point I am sure Mr. Ehlers is on his way. I don't know if Mr. Davis has an opening statement, and perhaps I believe we could go to the testimony, and Mr. Ehlers can give his statement when he arrives.

So I would like to introduce the witnesses who are here today. We have Michael Mauro, the Iowa secretary of state. Mr. Mauro was elected Iowa's 30th secretary of state on November 7th, 2006. Prior to his election as secretary of state, he has served the residents of Polk County for nearly a decade as county auditor. As auditor for the largest of Iowa's 99 counties, Mauro streamlined services to make the auditor's office user friendly. As a former high school government teacher and coach, he has shown his commitment to Iowa's youth. He often speaks to youth and civic groups about the importance of voting, voter education, and election reform.

Secretary Mauro is a voting member of the Iowa Executive Council and the Chair of the State Voter Registration Commission. He is also a member of the National Association of Secretaries of State. In 2003, he earned the designation of certified election registration administrator, the highest professional achievement in the field of election administration.

I would also like to introduce Lance Gough, the executive director of the Chicago Board of Election Commissioners. He is the executive director of the Commissioners for the City of Chicago. They administer the elections and related day-to-day operations of one of the largest election authorities in the United States, serving 1.4 million registered voters in the City of Chicago's 2,605 precincts. It is like a whole country there.

In 2008, he will have served 20 years in the Chicago Election Board's top administrative post. And prior to his appointment to the Chicago Election Board, he was a computer consultant in private industry for 3 years specializing in automated election tallying equipment. He also worked for the Chicago Board of Election Commissioners from 1976 to 1985 including as manager of the Board's electronic voting system operation.

An active member of several professional groups, he is past president of the International Association of Clerks, Recorders, Election Officials and Treasurers; also past president of the Association of Election Commission Officials of Illinois; and a member of the Election Center.

Next, I would like to introduce Jennifer Collins-Foley. She is the president of the Policy Workers Institute and has served in the field of developing and managing international and domestic democratic governance programs, training and voter registration outreach education programs for more than 18 years.

Ms. Collins-Foley has consulted on election administration and policy for the League of Women Voters, the EAC, the Election Center and the PEW Research. Last year she managed a 17-month applied research project with the U.S. Election Assistance Commission and IFES titled Successful Practices in Poll Worker Recruiting, Training and Retention.

She currently serves as the principal investigator of an applied research project with the U.S. Election Assistance Commission on government-sponsored voter hotlines in the U.S.

As a consultant for the International Foundation for Election Systems, she developed poll worker training materials, training curriculum, and election management recommendations for numerous States as well as overseas countries.

As a consultant with Los Angeles County in 2006, she served as a strategic change management, poll worker management and HAVA consultant on implementation of new electronic voting systems.

And finally, we welcome Helen Purcell, the Maricopa County recorder and the Minority's witness. She was elected to the Office of Maricopa County Recorder in November of 1988 and is now serving her fifth term and is the second woman to hold this position since 1871.

Born in Topeka, Kansas, she has been a Phoenix resident since 1964. She began her business career with T.J. Betts Mortgage Company in Texas, subsequently becoming a real estate trust officer with Stuart Title and Trust of Phoenix.

She has been a member of the board of directors of the National Association of Counties, serving since December of 1997. She is a co-chair of the electronic recording committee of the Property Records Industry Association; a member of the board of directors of the Kids Voting Arizona, a group I once was involved in in California; a member of the National Association of County Recorders and Clerks and the International Association of Clerks, Recorders, Election Officials and Treasurers.

In May of 1998, she received the National Kids Voting Excellence Award. In October of 2002, she was appointed to serve on NACo's telecommunications and technology steering committee, and in 2003, was appointed by the president of NACo to the U.S. Election Assistance Commission Board of Advisors.

In June of 2004, she was appointed by the Chairman of the U.S. Election Assistance Commission to the newly formed Technical Guidelines Development Committee. Its purpose is to draft standards for all voting systems in the U.S.

She was appointed at NACo's 2005 annual conference as vice chair of NACo's member program and services committee, and Chair of the technology subcommittee of the telecommunications and technology steering committee.

Obviously, we have four very distinguished witnesses who we will look forward to hearing from after we invite the Ranking Member, who has now arrived, to make any opening statement that he may wish to make.

Mr. EHLERS. I apologize for being late, but you know what it is like when people from this committee are on the floor voting. Everyone asks questions about getting their leg changed and so forth.

It is a pleasure to be here. I thank you for being here and for your comments, and especially for holding this meeting. And I certainly welcome all of the witnesses here.

When we talk about elections, we always tend to concentrate on technology and process and so forth. But those of you who have been here a long time know how often I have raised the issue that the important factor is the poll workers, and I have been impressed over the years I have held local office, county commission office, and I chaired the county commission. So I participated very di-

rectly in a number of elections. And there was just—I was just always amazed by the dedication of the poll workers, people who come and work under bad conditions, very often drafty schools' hallways, and just stick it out until the very end. Poll workers are on the front line, and I have always found them to be very dedicated.

However, we face a number of new challenges in this area, and I appreciate you calling a meeting.

The typical poll worker that people envision in their mind is an 85-year-old woman who just doesn't do that much, doesn't have a job, but turns out faithfully for every election. Those days are—if they ever were around—are certainly disappearing, and we have a whole new problem to deal with, and that is training new poll workers, getting them introduced to working in a job that is not highly paid, that requires tremendous dedication, often abuse from the public. And so I think we should be very much aware of what is going to happen.

I have often raised the point here, and I am afraid I have alienated some of our other committee members at times, in talking about the problems of running local elections and how important it is to do it properly and to rely on the experience of the county clerks, city clerks, poll workers and so forth, and I firmly believe that.

I am very interested in learning what our witnesses have to say about the most effective methods of training poll workers based on practices in their States and localities.

Another of the challenges that election administrators face in preparing workers for the duties on election day is training someone to perform a job they will only do for a single day a couple of times a year, leaving little time to become familiar with the technology and processes.

And as we passed HAVA, I was acutely aware of what was likely to happen and the training that was likely to be required to implement HAVA and make sure the poll workers were familiar with the processes, the machines and so forth. I am very pleased that the election officials in general, poll workers specifically, handled that transition very well.

Secondly, I would like to get a sense from our witnesses as to how existing Federal voting laws are working at the State and local level. HAVA has been in place for a little while. We have had some problems, lots of success. And I am very interested in hearing from the front lines what is going on.

Poll workers are relied on to perform a number of duties. They must inform voters about using election technology, verify the voting eligibility, and assure that the polling place operates smoothly. And in each locality, there are most likely provisions that are working well and lessons to be learned as to what could be improved upon, and it is my hope we will gain insight from some of those strengths and weaknesses today from our witnesses.

But particularly a slant that I am interested on this is how has HAVA worked; has it made the job more difficult, easier? How have people adjusted to the new machines or new approaches, and how has it affected the work of the poll workers?

Finally, I would like to know how at the Federal level we can best support States and localities in carrying out their fundamental mission of facilitating the practice of casting a vote in this country. We need to be very careful that in our efforts to support our State and local officials, we are not, in effect, tying their hands by setting forth overly prescriptive regulations on the administration of elections.

In precincts across the country, there are unique circumstances in terms of the geography and population of each district making it very difficult for us to effectively create, one-size-fits all legislation to cure all of our Nation's voting challenges. We would like to get a sense from our witnesses as to how we may best assist State and local election officials without preventing them from effectively doing their job.

And a good example of what I just talked to you about, the unique circumstances, you recall, Madam Chair, when we were in New Mexico last year and we heard about the varying systems in place in Arizona ranging from very large urban areas such as Phoenix to very lightly populated areas such as the Navajo Reservations and so on, some of the problems encountered then.

So I look forward to hearing from you. Thank you for taking the time to be here. I appreciate it.

Ms. LOFGREN. Thank you.

[The statement of Mr. Ehlers follows:]

Opening Statement

[After Chairwoman Lofgren's opening remarks]

I thank Chairwoman Lofgren for her remarks, and welcome all of our witnesses today for this important hearing.

When we discuss the administration of elections, there is usually talk about technology and processes, but the human side of our voting systems is often overlooked. In the administration of elections, poll workers are on the "front line" of executing federal and states laws designed to improve our nation's voting systems, and are an important safeguard in maintaining the integrity of our elections. I am pleased today that we are able to hear from elections administrators from across the country who have witnessed firsthand the challenges that poll workers face while ensuring that Americans are able to exercise their constitutional right to vote.

We are fortunate to have assembled a very knowledgeable panel of witnesses for today's proceeding, and there are several

key areas where I believe their experience and testimony may be of enormous value. First, I would like to discuss what each of our witnesses believe are the most effective methods of training poll workers, based on practices in their states and localities. One of the challenges that elections administrators face in preparing workers for their duties on Election Day is training someone to perform a job they will only do for a single day every couple of years, leaving little time to become familiar with the technology and processes involved. Some state and local elections officials also cite high turnover of poll workers in their precincts as creating an even bigger challenge, due to the large number of individuals fulfilling their duties for the first time. I look forward to hearing what best practices our witnesses may be able to share on developing various training programs that prepare poll workers to carry out their duties efficiently and accurately.

Second, I would like to get a sense from our witnesses as to how existing federal voting laws are working at the state and local level. Poll workers are relied upon to perform a number of duties: they must inform voters about using elections technology, verify their voting eligibility, and ensure that the

polling place operates smoothly. In each locality, there are most likely provisions that are working well, and lessons to be learned as to what could be improved upon. It is my hope that we will gain insight into some of those strengths and weaknesses today.

Finally, I would like to know how, at the federal level, we can best support states and localities in carrying out their fundamental mission of facilitating the practice of casting a vote in this country. We need to be very careful that, in our efforts to support our state and local officials, we are not, in effect, tying their hands by setting forth overly prescriptive regulations on the administration of elections. In precincts across the country, there are unique circumstances in terms of the geography and population of each district, making it very difficult for us to effectively create "one size fits all" legislation to cure all of our nation's voting challenges. I would like to get a sense from our witnesses as to how we may best assist state and local elections officials, without preventing them from effectively doing their jobs.

Again, I thank all of our witnesses for the benefit of their insight, and I look forward to receiving their testimony.

Ms. LOFGREN. And without objection, the other Members' statements will be made a part of the record.

Ms. LOFGREN. I wonder if we can start with Mr. Mauro and move down the line. And we have a process here. It is a 5-minute rule, and we ask that Members, witnesses give their statements in about 5 minutes. When there is a minute left, that little machine there will turn yellow, and when your time is up, it turns red. So we ask when that happens, if you can try to all summarize, it will be great, and your full statements will be made part of the record.

So if you could begin, Mr. Mauro. Thank you.

STATEMENT OF MICHAEL MAURO, SECRETARY OF STATE, IA

Mr. MAURO. Thank you very much. It is an honor to be here today. I am honored to be in front of such a distinguished group of people talking about something as important as elections.

I believe this hearing is timely and needed because, as you said in your opening statement, I think you set the record straight beautifully and took a lot of my comments from me, but they are good ones, because it talks about the uncertainty in this process. And one of the things I think we all need to understand is elections have changed. They have changed across this country, and a lot of it happened since the year 2000. A lot of it happened because of the Help America Vote Act. But we need to think about elections in a different manner on the local level. County administrators, county supervisors who fund elections need to think about elections differently.

County officials, county auditors in some States who put on elections have to think about the elections differently because it has all changed. In many jurisdictions, they have two pieces of equipment, a piece of equipment that can be used by both disabled and regular voters, and we have DRE machines, we have optical scan machines. Some counties use blended equipment. This all adds for a big adventure for the election officials because our election officials come from a variety of backgrounds. Requirements in States dictate what party they should be from, how many there should be, and all of those types of things that make the process even more difficult to put together.

In many precincts in the United States they use two different types of equipment. I could tell you of some experiences in Iowa. I will give you an example in the 2004 elections in Iowa, and I am sure other States have seen the same things. In many polling places in Iowa in that last Presidential election, we had attorneys from both Presidential parties, and then we had the Department of Justice, and then we had election officials, many of them retirees, who were trying to operate a system in an election in a conscientious manner under such tremendous scrutiny, and many of them are intimidated with the process. Many of them don't want to do it anymore.

Many of us think the biggest problem in our election system today, how we are going to lose elections is through computer hacking. I totally disagree. I think they are missing the big picture, because the weakest link in our election process is adequate training, adequate funding for counties, adequate training for poll workers, because when they can't do the job, and they aren't trained, and

they don't understand it, you got some real integrity issues in the election process.

So we have got a lot of people out there talking about different ways elections can be taken away from people. This is the biggest one I can see, and it is not anybody's fault. It is just that there is too much to absorb in a short period of time.

Despite all of the obstacles, many States are doing a great job. In Iowa, I think we have a great election system, and we used Help America Vote funds to put it together. And basically it worked like this: We initiated a program called SEAT, which was basically a program that talked about State Election Administrator Training, and we did it in conjunction with Iowa State University, the Iowa State Association of Counties, and the Iowa State Association of State Auditors.

And the precinct election officials, we started a certification program for them, and it was instituted just last year, and we have already trained over 2,000 precinct officials statewide. Our goal was to have at least one certified election official in each of Iowa's 1,784 precincts. We think we will surpass that goal by the November 2008 election.

The training is broken up into three sessions. Two of the sessions you can take at home, or you can come to the class and take them. One of them involves on-line use of equipment, how to use the equipment.

We think all of those things are great, and just from talking to the election officials, they love it. They want more training. They know it is necessary.

As Secretary of State in Iowa, we have offered precinct training on all levels, and it has worked well. The precinct officials' training program is limited to 24 officials at a time, and everyone gets a chance at performing the various duties on hand.

While this is a step in the right direction, there is still a long way to go. Recruitment of election officials is a huge hurdle for local election administrators, and turnover is extremely high. Many individuals choose to work for candidates instead of working at the polls, so you lose a good group of people because they are working for the candidate. We can't be there, but I will be there to observe the process. So we eliminate a lot of knowledgeable people there.

We have to get workers who will be able to handle the technology. Believe me, technology has changed. So they have got to be able to handle technology. They have to be able to lift equipment.

We need to explore new ideas in recruiting people, and we have all talked about ideas. One of the ones I think that needs to be pursued is going into the business community where people can use community service time with no penalty to work at the polling place.

We need younger people, with computer technology, who can work with the retirees. We definitely don't want to eliminate retirees because they are so dedicated to this process, but it has become overwhelming to them, so we need to find a good mix, and we need to put the training together.

I can tell you about training. I think everybody does a good job at training. Can you train officials in 1 week or in 3 hours to do an election process of this magnitude? I became good at it because

I did it for 25 years. Asking someone to absorb all of these things in 2- or 3-hour segments or week segments is difficult, but that is what we are trying to do, and that is what we are trying to make work.

I am sure other States have good programs, and I said we believe we have one of the best, but despite all of the available training programs, the bottom line is we cannot continue to make this job more difficult each election cycle and expect untrained individuals to do the job in a professional manner with no mistakes.

I want to commend the committee for inviting me here today and calling attention to such an important issue, establishing poll watcher training across this country and the need to make improvements.

Ms. LOFGREN. Thank you very much, Mr. Mauro.

[The statement of Mr. Mauro follows:]

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SECRETARY OF STATE

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Office of the Iowa Secretary of State

HON. MICHAEL A. MAURO
IOWA SECRETARY OF STATE

TESTIMONY BEFORE THE SUBCOMMITTEE ON ELECTIONS OF THE COMMITTEE ON HOUSE ADMINISTRATION HEARING ON THE IMPORTANCE OF POLLWORKERS: BEST PRACTICES RECOMMENDATIONS

OCTOBER 3, 2007

www.sos.state.ia.us Phone 515.281.8993 sos@sos.state.ia.us

Subcommittee on Elections

Testimony of Michael A. Mauro, Iowa Secretary of State
October 3, 2007

Good afternoon, Chairwoman Zoe Lofgren and Members of the Subcommittee on Elections.

I'd like to thank you for the opportunity to be here today. I am honored to be in front of such a distinguished group to discuss something as important as the election process in our country.

My name is Michael A. Mauro and I am the Iowa Secretary of State I was elected in November 2006 and took office in January of 2007. Prior to my election I served as county auditor and commissioner of elections in Iowa's largest county for the last 10 years and have been working in the election field for over 24 years.

I believe this hearing is needed due to all of the changes being made in the election process involving increased training for pollworkers.

Our election officials today come from a variety of backgrounds. Requirements in state laws dictate the number of officials required, party affiliation balance, and the requirement to use the designees of both political parties.

Most election officials in our state and other states, are retirees who are low paid, and lack technical knowledge in operating election equipment and sometimes are physically unable to handle the various types of equipment. They work under extreme pressure and under high scrutiny, and they don't have the practice of overseeing their functions on a routine basis. We can't expect them to retain everything from one election to the next.

Since the 2000 election, there have been drastic changes in almost all areas of elections. Voting equipment has changed nationwide. As a result of the Help America Vote Act, we have statewide voter registration systems, which changes the formatting of poll books and election procedures. Many precincts in the United States have two different types of equipment in each precinct. Precinct officials have to be prepared to teach persons with disabilities to use the new equipment.

Adding to this, in 2004, observers in Iowa and other states showed up at polling places, many of who were attorneys representing presidential candidates and political parties and even the department of justice, to oversee the process. How much can election officials take in one day? In many cases pollworkers were intimidated and as a result showed a reluctance to work at future elections.

Those of you, who think the biggest problem facing the integrity of the election process is computer hackers, are missing the big picture - the weakest link in the election process is the lack of training for county officials and poll workers. If the ballot is not printed, tested and programmed properly you have serious issues. We have to get precinct officials who are able to perform the work and we have to train them well. If the pollworker is not trained properly and does not understand the process, the possibility for error at the polling place could jeopardize the integrity of the election.

Despite all the obstacles and difficulties, many states are doing their best to provide proper training for poll workers.

In Iowa, we have instituted a precinct official certification program with the objective of providing additional training to officials beyond the training they receive from the local county auditor prior to an election.

SEAT Certification Program

Iowa's precinct official training program grew from the success of our State Election Administrator Training (SEAT) program, initiated in 2001 in the aftermath of the 2000 contested election and designed to train the county commissioner of election and their staff, to increase their knowledge and skills in the areas of election administration and voter registration.

SEAT is a partnership between the Secretary of State, the Iowa State Association of County Auditors and the Iowa State Association of Counties. We have also partnered with staff from Iowa State University to facilitate the training sessions and to help provide curriculum. HAVA funding has been used to pay for portions of the SEAT program.

PEO Certification Program

The PEO (precinct election official) certification program was instituted just last year and we have already trained over 2,000 precinct officials statewide. Our goal was to have at least one certified precinct official in each of Iowa's 1,784 precincts by the November, 2008 Presidential Election and we expect to surpass that goal early in 2008.

The curriculum was developed based on the following objectives:

1. Provide uniform training for PEO's across the state of Iowa
2. Teach PEO's how to work together at the polls
3. Teach PEO's how to avoid confrontation with voters or observers
4. Teach PEO's how to identify problems and use available resources to solve them
5. Provide training on operation of voting equipment
6. Provide training on opening and closing the polls
7. Provide training on handling special situations at the polls
8. Provide training on working with voters who have disabilities or special needs

Training in person or online

- Training is offered in person and includes three 2-hour sessions to complete the process
- PEO's can take the training online, except for Session II which requires them to have hands-on experience with the voting equipment used in their precinct
- Training includes a **testing component** which can be done at the last session, taken home and returned to the county auditor, or done via the online system
- Iowa State University works with the county auditors to facilitate the training
- Online training requires a low bandwidth and can be used with any type of internet connection
- The online training is highly interactive with frequent questions and includes online testing

To access our online training program, visit www.iowapeotraining.org. The PEO guidebook and Election Day polling place scenario videos can be found by visiting the Iowa Secretary of State's website www.sos.state.ia.us , click on Voters/Elections and then on "Pollworker Training Material".

Three sessions required

Session I

1. Introduction to PEO training program
2. Types of elections, differences between them, hours of polling
3. Questions: Responsibilities of the Precinct Chair and Ballot Security
4. Review and Introduction of Emergency Issues
5. Case studies of emergency situations
6. Working together, customer service and identifying problems
7. Case study: working with others and Decision Making Processes

Session II

1. Know how to set up equipment and the polling place
2. Hands-on activities: setting up equipment and the polling place
3. Closing the polls
4. Demonstration on closing the polls on the voting equipment
5. Counting write-in votes
6. Activity: Count the write-ins in small groups with the same ballots for each group, and discuss as a group
7. Finish the paper work to certify the election – ballot record and receipt form, tally book, etc.

Session III

1. How to use the PEO Guidebook during the election
2. Questions and case studies: Voter registration exceptions to include Election Day Registration starting in 2008
3. Provisional and Spoiled Ballots
4. Questions and case studies: Provisional Voting, Spoiled Ballots
5. Sensitivity training and assisting voters with disabilities
6. Questions and case studies: Accessibility to and within the polling place
7. Closing of certification program

The Secretary of State has allocated HAVA funding to provide precinct official training. Precinct officials who take the training are provided with a precinct official guidebook, which I would like to make part of the record of my testimony, in addition to the test that is given to the officials for certification.

The SEAT board of directors is working on a method to track those precincts who have certified workers to determine if there are fewer errors by those who have been certified.

One of the greatest benefits of this program is the confidence that the precinct officials gain from taking the training course; we have learned that officials want more training. The county auditors generally hold a two-hour training course for officials the week before an election when there is a rush to complete other preparations for Election Day. The classes are often crowded in an effort to get everyone trained, and there is so much material, the PEO's have difficulty absorbing it all.

The PEO Certification courses are limited to 24 officials at a time and everyone gets a chance at performing the various duties hands-on.

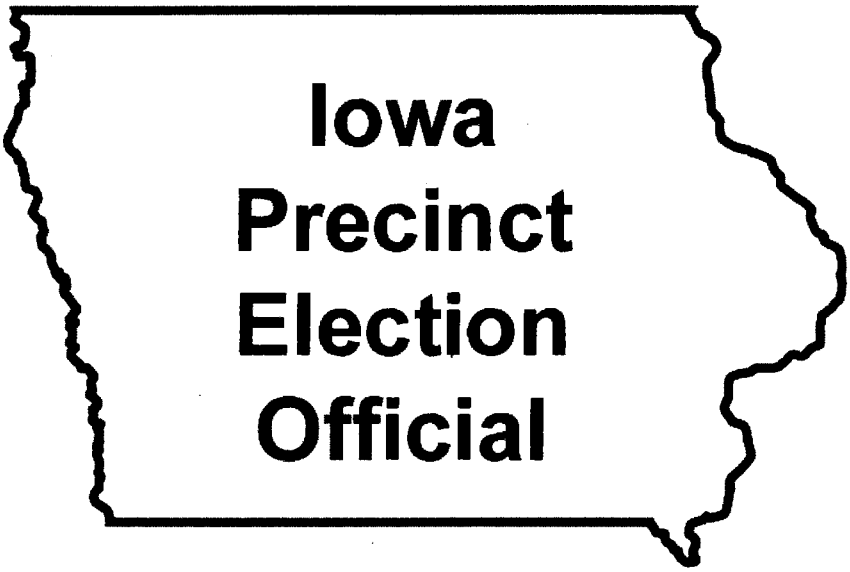
While this is a step in the right direction, there is still a long way to go. Recruitment of officials is a huge hurdle for local election administrators and turnover is extremely high. Many individuals choose to work for their candidates instead of working at the polls on Election Day, which eliminates many knowledgeable people.

We have to be able to get workers who will be able to handle the technology as well as be able to physically handle the equipment. New ideas need to be explored in recruiting election officials such as allowing individuals to do community service by taking a day away from their regular workplace to work at the polls without penalty.

I'm sure other states have good programs in training and we believe we have one of the best. But despite all the available training programs, the bottom line is, we can't continue to make this job more and more difficult each election cycle and expect under-trained individuals to do the job in a professional manner with no mistakes.

I want to commend the committee for calling attention to the important issue of establishing pollworker training across the country and the need to make improvements.

I'll be happy to answer any questions you may have.



Precinct Election Official Guidebook

Developed by

Iowa County Auditors and Election Officials

In Cooperation with the Office
Of the Iowa Secretary of State

A Project of the Implementation in
Iowa of the Help America Vote Act
Spring 2006

MASTER TEMPLATE Date:_____ County:_____

Iowa Precinct Election Officials Certification Program

Overall End of Series Evaluation

We would like your feedback on the value of this educational program. Your comments are very important in helping us develop beneficial educational programs in the future.

To what extent did the overall program (all three sessions) help you: *(circle a number at the end of each question)*

	Not At All		Somewhat		To A High Degree
1. Develop a better understanding of what Iowa law requires of Precinct Election Officials in conducting open, honest, and fair elections	1	2	3	4	5
2. Better understand how to work as a team with fellow Precinct Election Officials, better serve the public and avoid confrontation with voters at the polls	1	2	3	4	5
3. Better understand how to deal with problems in the polling place, use the guidebook as a resource and whom to call in problem situations	1	2	3	4	5
4. Better understand how to open and close the polls, handle special situations like provisional ballots, and work with voters of diverse backgrounds and abilities	1	2	3	4	5
5. I now have more confidence as a precinct election official to carry out my responsibilities	1	2	3	4	5

6. Regarding <u>all three sessions</u>, how would you rate each of the following?
   (Please use the following rating)
   5 = Excellent 4= Very Good 3= Average 2= Fair 1= Poor

   A. Content of entire three-session program _____

   B. Quality of instruction _____

   C. Usefulness of handouts _____

7. <u>Overall</u> how would you rate the entire three-session certification program?
   (Please circle your response)

   A. Excellent B. Very Good C. Good D. Fair E. Poor

Continued >

8. If a similar type of certification program was offered again in the future, would you recommend it to other precinct election officials?
Yes_____ No_____

9. Overall, what have you found most valuable about this certification program?

10. How could this program be improved?

11. Any other comments about the program?

12. If another educational program for election officials, beyond this program, was offered in the future, would you be interested in attending? Yes____ No _____

If yes, what topics would be of most interest to you?

13. Do you have the internet available in your home? Yes _____ No _____
If so, how often do you use the internet?
Daily ____ At least once a week _____ At least once a month _____

Thank you.

Iowa Precinct Election Officials Certification Program

Teaching Outline
County Auditor and/or staff and ISU Extension

Session # 1 2 hrs.

ISU takes lead in teaching this section. County auditor provides important technical assistance during session and may provide occasional commentary/insight on election issues and process as needed throughout the session.

Contents:
-Types of elections, differences, hours
-Responsibilities of Precinct Chairperson
-Ballot security
-Emergency issues
-Customer service
-Working together at the polling place, solving problems

Outline: topic, time, partner who takes lead (ISU or Auditor), and ppt slides

1. Welcome and overview of program Auditor 10 min ppt 1-4

2. Lecture; types of elections, differences, hours ISU 10 min ppt 5-7

3. Presentation/discussion on precinct chairperson responsibilities ISU 35 min ppt 8-27
   Walk thru slides, engage PEOs in discussion of points; some slides are set up in form of questions

   Presentation/discussion on ballot security. ppt 28-30
   Ballot security is a important issue to stress. Iowa law states the ballots, both voted and un-voted ballots, must be guarded at all times by precinct election officials during Election Day while the polling place is open. Ppt set up with questions for PEOs

4. Break 10 min

5. Emergency issues at the polling place ISU 20 min ppt 31-34

   Ask; What might be some emergency situations that may come up during election day at the polling place? 5 min discussion

   Distribute handout "Emergency Issues at the Polling Place" (without answers). Split large group into 3-4 smaller groups; assign one of the issues to each group. Have each group write down a list of what they should do in this emergency situation. Give them 8-10 minutes, then reports back from each group and discuss.

   You can use ppt 35-40 to walk through each situation, and what to do in each situation.

   At end of discussion, hand out same handout with answers, for their notebook.

6. Customer Service and Working Together at the polling place ISU 30 min ppt 41

   Distribute handout "Election Day Situations – What Would You Do? (Session # 1) Divide large group into 4 smaller groups; assign each group at least one situation; Give each group 10-12 minutes to discuss. Remind them you want each group to answer all the questions. Especially important is to come up with some strategies to resolve and/or prevent this problem from occurring in the future.

   You can use the handout with teaching notes to lead the discussion during the report back segment.

7. Review the issues addressed in the training today: ISU 2 min
   - Types of elections, differences, hours
   - Responsibilities of Precinct Chairperson
   - Ballot security
   - Emergency issues
   - Customer service; how we treat the public
   - Working together at the polling place, solving problems, creating a team environment among PEOs

8. Wrap up and any final questions from participants ISU and Auditor together 5 min

9. Adjourn

Iowa Precinct Election Officials
Certification Program

Teaching Outline

Session # 2 2 hrs.

In this session, the county auditor teaches the breakout session on voting equipment, with ISU teaching the balance of the program. The auditor also provides technical assistance during session and may provide occasional commentary/insight on election issues.
NOTE: **check w/auditor before starting regarding the type of voting equipment they have– so you pick the correct write-in votes exercise.

Content:
- Opening the polls, setting up equipment and arranging the polling place
- Counting write-in votes
- Closing the polls, closing down the voting equipment

Outline: topic, time, partner who takes lead (ISU or Auditor), and ppt slides

1. Welcome – announcements, etc Auditor 5 min ppt 1-2

2. Lecture: setting up the voting equipment and the polling place ISU 15 min ppt 2-12
   Key points in setting up the polls – outlined in ppt.

3. Activity: Divide whole group into two groups 75 min

   ISU – Group # 1: Setting up polling place – room arrangement 15 min
   Activity: Count Write-In Votes exercise** ISU 20 min ppt 14-24
   *(**check w/auditor on correct exercise to match their equipment)*
   Go through ppt, then do sample write-in ballot count exercise
   Break 5 min

   Auditor – Group # 2: Setting up & closing voting equipment 35 min
   (In separate room)
   (After 35 minutes – groups switch to other topic)

4. Lecture: Closing the polls – steps and procedure ISU 10 min ppt 25-30

5. Review/discussion: Counting Write-In Votes, procedure Auditor + ISU 5 min
   Q: Were the answers on combining the same? Discuss

6. Finish the paper process; review Auditor 5 min

7. Final questions and adjourn Auditor and ISU 5 min

Iowa Precinct Election Officials
Certification Program

Teaching Outline

Session # 3 2 hrs.

ISU takes lead in teaching this section. County auditor provides important technical assistance during session and may provide occasional commentary/insight on election issues and process as needed throughout the session.

CONTENTS
- Special situations: voter assistance, curbside voting, asking for identification, spoiled ballots, name not in register, address does not match, etc
- Provisional ballots
- Sensitivity to other people
- Accessibility and related issues
- Using the PEO Guidebook

NOTE: At 1hr,45 minutes, stop and handout course evaluation

Outline: topic, time, partner who takes lead (ISU or auditor), and ppt slides

Welcome – Auditor 3 min

1. Intro and lecture 10 min ISU ppt 1-7
   - Know how to use the Guidebook, may walk thru various sections
   - Special situations: voter assistance

2. Discussion of Special Situations 30 min ISU ppt 8-32
   -Distribute handout "Special Situations on Election Day-Session # 3"
   Split group into 4-5 small groups, assign 1-2 situations per group and give them 8-10 minutes to work on answers (see instructions on handout), each group writes out their answers and gets 1-2 to report to large group. Remind them to use the Guidebook. You can use the ppt after each case- in order 1 thru 8 – for key points from Guidebook.
   You as trainer have the handout with trainers notes, so the ppt is an option.

3. Break 10 min

4. Provisional ballots
Intro – what are 'provisional ballots', defined – Auditor 1 min

5. Lecture - provisional ballots and spoiled ballots ISU 20 min ppt 33-35
-Distribute handout "Provisional Ballot Exercise"
Divide large group into groups of two, with one being the voter and one being the Precinct Election Official. The PEO and voter go through the entire provisional ballot process together, and then they switch roles and do the entire process again, each in the other role. Purpose is so they fully understand this process and how to correctly fill out the forms.
In the handout, there are 3 situations, so assign a third of the entire group to situation # 1, another third situation 2, and another third situation Have them use the Guidebook.
In final processing, you can use ppt 36-43, walking through each of the three situations. You can skip ppt 44-47
Because there is a greater chance of spoiling a ballot given the forms to complete, review spoiled ballot process ppt 48

Other special situations ISU 2 min ppt 49-50
What other special situations may you encounter?
We have many new residents in Iowa. One may be a language barrier
Ask; what are some points in working with voters with limited English proficiency? ppt 50

6. Lecture – Working with voters with disabilities ISU 8 min
Intro overview ppt 51-56
Sensitivity to other people - ISU 15 min
Distribute handout "Working with voters with disabilities"; this contains five situations; read instructions on handout; break large group into 4-5 smaller groups, assign to different groups. Each group reports back - See the trainer's notes for your guide to the discussion. Do situations # 1-4, and # 5 if you have time.
During report-backs you can use ppt to make key points ppt 57-68

Ppt 69-71 three more situations...(if you have time) 5 min

Ppt 72 - remind PEOs to use the GUIDEBOOK as a reference 2 min.

7. **At 1hr, 45min – Finish**; hand out course evaluation ISU 9 min

8. Auditor – wrap up and hand out certification quiz 5 min

EMERGENCY ISSUES AT THE POLLING PLACE:
WHAT SHOULD YOU DO?

ISSUE # 1 Your polling place is located in the lobby of the Benjamin Franklin Middle School. At 10:30 AM on Election Day, **the fire alarm goes off**. There are three voters in the polling place, and one is currently in the voting booth voting.

What should you do?
List:

ISSUE # 2 It is 6:00 PM on Election Day and a **winter weather warning (blizzard)** has been issued for your area. By 9:00 PM when the polls are scheduled to close, there is expected to be 16 inches of snow on the ground and 30 mile per hour winds. One of the precinct election officials insists the she is leaving immediately as she doesn't want to be stranded at 9:00 PM?

What should you do?
List:

ISSUE # 3 Your polling place is located at City Hall. At 7:45 PM on Election Day, a **tornado warning** is issued for the city. A tornado has been sighted and is heading directly toward the area of City Hall (and your polling place) and is expected to be there within 10 minutes.

What should you do?
List:

ANSWERS -- EMERGENCY ISSUES AT THE POLLING PLACE: WHAT SHOULD YOU DO?

ISSUE # 1 Your polling place is located in the lobby of the Benjamin Franklin Middle School. At 10:30 AM on Election Day, the **fire alarm goes off**. There are three voters in the polling place, and one is currently in the voting booth voting.
What should you do?

1) Keep people safe, help voters out of the polling place. If someone has a ballot, ask the person to return it to you, un-voted, spoil the ballot and tell them after the alarm you will provide them with a new ballot.
2) If possible take the important election items with you including the ballots and election register, and election equipment. If there does not appear to be imminent danger, go ahead and take the voted ballots from optical scan machines or if DREs are in use take the tablets from the DRE units.
3) Call the county auditor and notify them of the situation.

ISSUE # 2 It is 6:00 PM on Election Day and a **winter weather warning (blizzard)** has been issued for your area. By 9:00 PM when the polls are scheduled to close, there is expected to be 16 inches of snow on the ground and 30 mile per hour winds. One of the precinct election officials insists the she is leaving immediately as she doesn't want to be stranded?
What should you do?

1) Tell the precinct election official to wait, that you must talk to the auditor's office before she can leave.
2) Call the auditor's office.
3) If it is a federal election, the election must go on.
4) Local elections may possibly be postponed after consultation with the Secretary of State's Office. If an election is postponed, the entire election must be redone.

ISSUE # 3 Your polling place is located at City Hall. At 7:45 PM on Election Day, a **tornado warning** is issued for the city. A tornado has been sited and is heading directly toward the area of City Hall (and your polling place) and is expected to be there within 10 minutes.
What should you do?

1) Find a safe place for PEOs and voters to go to until the tornado has passed.
2) If any voters have received a ballot, take the ballot and spoil the ballot. Tell the voter another ballot will be issued to them after the emergency.
3) If possible take the important election items with you including the ballots and election register, and election equipment. If there does not appear to be imminent danger, go ahead and take the voted ballots from optical scan machines or if DREs are in use take the tablets from the DRE units.
4) Call the auditor's office as soon as possible.

ELECTION DAY SITUATIONS:
WHAT WOULD YOU DO?

Situation # 1

Instructions:

In your small group, read the following situation and then with everyone involved in discussing the situation, answer the questions below, writing out your responses to each question. At the end of this session, each group will be asked to report their findings to the whole group. Select one or two members of your group to report for your group. Your report should (1) briefly state the issue(s) or problem(s) in question, (2) your answers to the questions, and (3) your recommendations on how to prevent this issue from becoming a problem in the future.

Situation:

Voter Vivian steps into her precinct polling place. She looks around, unsure where to go. No one says anything to her. Finally she approaches the registration table. There is no one in front of her waiting to register. Anna and Elaine, the two PEOs seated at the table, are deeply engaged in a conversation about their grandchildren. Two other PEOs, Bob and Frank, are off to the side of the room, talking about their corn crops this year. No one acknowledges Vivian for what seems like a long time. Vivian is getting upset. Finally, Anna, without apologizing for ignoring Vivian, says to her in an annoyed tone, "What's your name?"
Vivian states her name.
"What is the name?", Anna asks again.
Vivian hands her drivers license to Anna. Anna studies the license carefully and mumbles something to the effect of "I've never seen her around here before."

Questions for your group to answer:

1. What is the major issue/problem here?

2. How would you feel if you were Vivian?

3. What would you do to resolve this problem so it could be prevented in the future?

ELECTION DAY SITUATIONS:
WHAT WOULD YOU DO?

Situation # 2

Instructions:

In your small group, read the following situation and then with everyone involved in discussing the situation, answer the questions below, writing out your responses to each question. At the end of this session, each group will be asked to report their findings to the whole group. Select one or two members of your group to report for your group. Your report should (1) briefly state the issue(s) or problem(s) in question, (2) your answers to the questions, and (3) your recommendations on how to prevent this issue from becoming a problem in the future.

Situation:

When voter Norm approaches the registration table PEO Martha asks for his identification. Norm, who has voted in this precinct in every election during the past 12 years, is a big puzzled, and wonders why this PEO requested identification from him. He produces his driver's license. Martha closely examines the license, glaring up several times, apparently verifying the picture as that of Norm. She finally returns the license to him. Norm is getting a bit annoyed with Martha's skeptical attitude. He fills out he eligibility slip.
"Take the slip to that table", she orders.
Norm, who has impaired hearing and wears two hearing aids, looks at her a bit puzzled, and finally turns around, seeing two tables side by side, across the room.
"Which table", he asks.
"THAT table", she responds, briefly glancing toward the two tables, not identifying which table he was to go to.

Questions for your group to answer:

1. What is the major issue/problem here?

2. How would you feel if you were Norm?

3. What would you do to resolve this problem so it could be prevented in the future?

ELECTION DAY SITUATIONS:
WHAT WOULD YOU DO?

Situation # 3

Instructions:

In your small group, read the following situation and then with everyone involved in discussing the situation, answer the questions below, writing out your responses to each question. At the end of this session, each group will be asked to report their findings to the whole group. Select one or two members of your group to report for your group. Your report should (1) briefly state the issue(s) or problem(s) in question, (2) your answers to the questions, and (3) your recommendations on how to prevent this issue from becoming a problem in the future.

Situation:

PEO Paula has worked in every election in the same precinct for over 15 years. She is knowledgeable, friendly, enjoys helping people, and looks forward to Election Day. When voters arrive she greets them and likes to engage them in a conversation. If she doesn't know a person she often asks if they are new to the area. She is also known to ask them why they moved to this community, where they moved from, where they work, where they go to church, if they have kids, etc. She was overheard saying to one voter, "Your name sounds familiar. Did you recently write a letter to the editor of the local paper critical of the president?"

Questions for your group to answer:

1. What is the major issue/problem here?

2. How would you feel if you as a voter were asked many questions by Paula?

3. What would you do to resolve this problem so it could be prevented in the future?

ELECTION DAY SITUATIONS:
WHAT WOULD YOU DO?

Situation # 4

Instructions:

In your small group, read the following situation and then with everyone involved in discussing the situation, answer the questions below, writing out your responses to each question. At the end of this session, each group will be asked to report their findings to the whole group. Select one or two members of your group to report for your group. Your report should (1) briefly state the issue(s) or problem(s) in question, (2) your answers to the questions, and (3) your recommendations on how to prevent this issue from becoming a problem in the future.

Situation:

Angie is the PEO chairperson of the precinct. She is a nice lady well liked by most. Mary, Susan, Henry and Pam are the other officials in the same precinct. Mary is an enthusiastic, tireless worker is happy to do any job during Election Day. In fact she would jump in and do all the jobs in the polling place if given the chance. Pam is also a hard working precinct official. Susan and Henry are both long time PEOs who like the money from working Election Day, but they don't get too excited about the actual work at the polling place, and usually show up for work about 6:40 in the morning.
To get them more engaged this year, and spread the workload more evenly among all the PEOs in the precinct, the chairperson has proposed they all take turns at various jobs several times while the polls are open during this election. Susan and Henry however would prefer to sit in the same chairs and do the same jobs they have done every election. They aren't really interested in working at the optical scanner or helping voters with the new digital voting equipment.

Questions for your group to answer:

1. What is the major issue/problem here?

2. What would happen if any one of these workers called in sick on Election Day?

3. What would you do to resolve this problem so it could be prevented in the future?

4. Would there be benefits of rotating Election Day jobs? If so, please list:

ELECTION DAY SITUATIONS:
WHAT WOULD YOU DO?

Situation # 5

Instructions:

In your small group, read the following situation and then with everyone involved in discussing the situation, answer the questions below, writing out your responses to each question. At the end of this session, each group will be asked to report their findings to the whole group. Select one or two members of your group to report for your group. Your report should (1) briefly state the issue(s) or problem(s) in question, (2) your answers to the questions, and (3) your recommendations on how to prevent this issue from becoming a problem in the future

Situation:

Richard, the PEO chairperson, is a retired business person who likes to run a tight ship. He can be rather demanding with the other PEOs in the precinct. His style is to be directive in communicating and assigning work among the PEOs. Given this climate, the three other PEOs in the precinct don't really like working with Richard.

1. As a PEO chairperson, how would you go about creating a positive climate among your fellow election officials at the polling place on Election Day?

2. Any suggestions on how the PEO chairperson should communicate with his/her fellow PEO workers?

3. How do you like to be treated in a work environment? What is important to you?

4. What are some strategies for the chairperson might consider to maximize the productivity of the whole team of PEOs at the polling place?

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Iowa Precinct Election Official

Certification Test

Name (please print): _____

Date:_____ County: _____

Please return the tests to <County Name> County Auditor by <Insert due date, normally one week after the last class, but you can extend as needed. >

Multiple Choice Directions: Read each question carefully and circle the letter next to the correct answer.

Test Questions

1. Polling place hours for primary and general elections are?

   a. 8:00 a.m. to 7:00 p.m.
   b. 7:00 a.m. to 7:00 p.m.
   c. 7:00 a.m. to 9:00 p.m.
   d. 8:00 a.m. to 8:00 p.m.

2. Polling place hours for non-partisan elections are?

   a. Either from 7:00 a.m. to 7:00 p.m. or 11:00 a.m. to 7:00 p.m.
   b. Either from 7:00 a.m. to 8:00 p.m. or 12:00 Noon to 8:00 p.m.
   c. From 7:00 a.m. to 8:00 p.m.
   d. From 12:00 Noon to 8:00 p.m.

3. The Precinct Chairperson is responsible for which of the following?

   a. Consulting with the County Auditor if you or other Precinct Election Officials have questions.
   b. Supervising other Precinct Election Officials.
   c. Making sure all required tasks are completed.
   d. All of the above.

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4. The Precinct Chairperson should do which of the following prior to Election Day?

   a. Contact the other Precinct Election Officials for your precinct.
   b. Remind the person who will unlock the doors to the polling place that the doors must be unlocked at least one hour before the polls open.
   c. Verify access to items such as telephone and restrooms.
   d. All of the above.

5. Which one of the following statements is false?

   a. Exit Polls may be conducted by the media or by political interest groups.
   b. Exit Polls may be conducted inside the polling place.
   c. Exit Polls may be conducted within 300 feet from the door of the polling place.
   d. Exit Polls may be conducted outside the polling place.

6. Which one of the following statements about the news media is false?

   a. The news media is allowed inside the building to take photographs and or film activity.
   b. The news media is allowed to interview a voter only after they have cast their ballot and only when they are outside the polling place.
   c. The news media is allowed to interview a voter only before they have cast their ballot and while they are still inside the polling place.
   d. The news media is allowed to interview a Precinct Election Official if the Auditor authorizes the interview.

7. Which of the following statements are true?

   a. A precinct count optical scan ballot box may be opened for service, but two precinct officials, one Democrat and one Republican shall observe.
   b. An emergency ballot box may be used in worse case scenario if equipment breaks down.
   c. Regardless of voting system, a voter may request to cast their ballot on a paper ballot.
   d. All of the above.

8. Which of the following factors should be considered when arranging a polling place?

   a. Making sure people are not walking back and forth a lot, or crossing paths.
   b. Making sure voting booths are placed to maximize the privacy of the voters.
   c. Making sure to plan the polling place so that any equipment that requires electrical cords is near an outlet and that those cords do not create a hazard for voters.
   d. All of the above

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9. Which one of the following statements about providing tables at polling places is false?

   a. Tables are needed for a Precinct Election Official to sit and have enough space for voters to sign in.
   b. Precinct officials are required to provide tables for poll watchers.
   c. Tables may be needed to provide each voter a place to mark the ballot if paper ballots are used.
   d. Tables may need to be provided for voters in special situations.

10. Four copies of which of the following items must be posted at the polling place?

   a. The Voter Information Poster
   b. "Instructions for Voters" (only 2 are required for DRE precincts)
   c. Sample ballot of each ballot style (both front and back if a two-sided ballot)
   d. All of the above.

11. Which one of the following statements is false?

   a. Voters who arrive before the polls open on Election Day may cast a ballot.
   b. Each Precinct Election Official must take an oath prior to opening the polls.
   c. The polling place door must be unlocked promptly at the time the polls are scheduled to be open.
   d. Precinct Election Officials should be at the polling place one hour before the polls open.

12. **A** Precinct Election Official:

   a. Can and should answer any question a voter has about the voting process.
   b. Can and should answer any questions a voter has about candidates or questions on the ballot.
   c. Can and should share his or her opinion on who to vote for.
   d. Can and should tell voters how to spell names for a write-in vote.

13. Which one of the following statements is false?

   a. All voters should be treated with respect.
   b. Disabled voters should be spoken to directly even if accompanied by an assistant.
   c. Precinct Officials should question a disabled voter as to what his or her disability is.
   d. Precinct Election Officials should not comment on or react to the choices a voter has made on his or her ballot.

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14. Which one of the following statements are false regarding voters who ask for assistance?

a. **If the voter asks for assistance, only one Precinct Election Official is required to be present.**
b. The voter's employer or an agent of the voter's employer cannot assist the voter in voting.
c. An officer or agent of the voter's union cannot assist the voter in voting.
d. If the voter asks for assistance, they must complete the Affidavit of Voter Requesting Assistance.

15. For counties using Voter's Declaration of Eligibility slips Precinct Election Officials should compare and verify a match to which of the following items from the Voter's Declaration of Eligibility to the Election Register?

a. Name.
b. Address.
c. For the primary election only, party affiliation.
d. **All of the above.**

16. Which one of the following forms of ID is not an acceptable form of ID for election purposes?

a. A current utility bill that shows the voter's name and address.
b. A bank statement that shows the voter's name and address.
c. **A Credit card**
d. A Government check, paycheck, or other government document that shows the voter's name and address.

17. Which one of the following statements is false regarding the handling of ballots?

a. **Upon receipt of the ballots, open all of the packages.**
b. You must account for the number of ballots at the end of the day.
c. It is illegal to take a ballot from the polling place except for curbside voting.
d. Keep spoiled and provisional ballots in the appropriate containers.

18. If a voter makes a mistake and needs a new ballot or decides not to vote after receiving a ballot, the Precinct Election Official should?

a. Inspect the ballot to see if it has been marked.
b. Place the ballot in the scanner.
c. **Have the voter mark the ballot spoiled and have voter place "spoiled" ballot in proper envelope.**
d. Allow the voter to take the ballot with them and destroy it him or herself.

19. A Precinct Election Official is responsible for ensuring all of the following except?

a. That a voting booth is available.
b. That the Voter's Declaration of Eligibility has been approved and initialed by a Precinct Election Official.
c. That the candidates that the voter wishes to vote for are on the ballot.
d. The correct ballot is issued to the voter

20. If a voter's address has changed from the address shown in the election register, the precinct officials should do which of the following?

a. Verify if that the voter's new address is in the precinct.
b. Have the voter complete a new voter registration form with the correct address.
c. Write the voter's new address next to their name in the Election Register.
d. All of the above.

21. If a voter is marked in the Election Register as "ID Required", what is the first thing the precinct official should do?

a. Have the voter complete a new voter registration form.
b. Verify the voter with an allowed form of ID.
c. Have the voter cast a provisional ballot.
d. Call the auditor's office and ask how to handle the voter.

22. If a voter's name does not appear in the Election Register, the Precinct Election Official should never...

a. Verify the voter's address is in the precinct.
b. Check the county master list to verify the voter is registered to vote within the county.
c. Simply allow the voter to vote a regular ballot.
d. Call the auditor's office for assistance.

23. If the voter is in the correct precinct and is registered in the county, but does not appear on the precinct's Election Register, the Precinct Election Official must?

a. Have the voter complete a new Voter Registration Form.
b. Add the voter's name to the back of the Election Register.
c. Have the voter show one of the acceptable forms of identification.
d. All of the above.

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24. If a voter is challenged and the challenge is not withdrawn with the questioning, the voter should?

    a. Not be allowed to vote.
    b. Be allowed to vote a regular ballot.
    c. Be allowed to vote a provisional ballot
    d. Be sent to the auditor's office to vote an absentee ballot.

25. When voting a provisional ballot, the voter must:

    a. Fill out the information on the Provisional Ballot Envelope.
    b. Fill out the 'Statement of Challenged Voter' section (also known as 'Affidavit of Provisional Voter') on Provisional Ballot Envelope
    c. Fill out the voter registration form attached to the Provisional Ballot Envelope
    d. All of the above

26. If there is a line at closing time which one of the following is false?

    a. People who are waiting to vote at the time the polls close must be allowed to vote.
    b. Those who are waiting in line at close time are not allowed to vote.
    c. Those waiting in line at closing time should be brought into the polling place.
    d. The Precinct Election Official monitors the door to make sure no one new comes to the polling place.

27. Which of the following is true about the secrecy of a voter's ballot?

    a. Never reveal how a person voted.
    b. Do not allow voters to talk with others about their ballot, unless the other person has been authorized by the voter to assist them in marking the ballot.
    c. The polling place should be arranged to protect the secrecy of an individual's vote.
    d. All of the above

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True/False Directions: Read each statement carefully. Check True if the statement is true or the False if the statement is false.

28. To document the chain of custody, the Precinct Chairperson must sign a copy of the Ballot Record and Receipt when they receive ballots.

☐**True** ☐False

29. The Precinct Chairperson must verify the supply box includes all the necessary supplies and notify the auditor's office for replenishment.

☐**True** ☐False

30. If a Precinct Election Official is absent, the Precinct Chair should immediately notify the auditor's office.

☐**True** ☐False

31. Only one Precinct Election Official needs to be assigned by the Precinct Chairperson to assist a voter who requests assistance.

☐True ☐**False**

32. Poll watchers may examine a signed Voter's Declaration of Eligibility.

☐**True** ☐False

33. Poll watchers may challenge people who they believe are not qualified to vote in the precinct.

☐**True** ☐False

34. Poll watchers supporting or opposing public measures on the ballot are permitted except at primary and general elections.

☐**True** ☐False

35. Groups supporting or opposing public measures on the ballot must notify the County Auditor before the Election if they intend to have poll watchers present.

☐**True** ☐False

36. If a voter requests assistance from the Precinct Election Official to help mark their ballot, one Democrat Precinct Election Official and one Republican Precinct Election Official are to help the voter.

☐**True** ☐False

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37. Setting up your voting equipment should be one of the first things you do in order to have sufficient time to seek assistance should you encounter any problems.

☐**True** ☐False

38. You are not required to post the 4 four copies of the required postings if you feel there is not enough space to do so.

☐True ☐**False**

39. 20% of Iowans have disability of one sort or another.

☐**True** ☐False

40. Disabilities are always visible and can be readily identified by a Precinct Election Official.

☐True ☐**False**

41. Individuals have a right to vote and should feel comfortable in a polling place whether or not they have a disability.

☐**True** ☐False

42. Voters that require assistance do not have to fill out and sign the Affidavit of Voter Requesting Assistance form.

☐True ☐**False**

43. When Precinct Election Officials have been asked to assist a voter, the two Precinct Election Officials assisting them must stay together.

☐**True** ☐False

44. With curbside voting, the voter and Precinct Election Officials must complete the same process as voting in the polling place including: completing a voter's declaration of eligibility, comparing the eligibility to the election register, and initialing the eligibility form.

☐**True** ☐False

45. A Precinct Election Official can legally determine if a voter is not competent enough to vote.

☐True ☐**False**

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46. A Precinct Election Official should assume that a voter who cannot speak English must not be eligible to vote.

☐True ☐**False**

47. Precinct Election Officials are expected to show individuals who do not speak English the same respect and patience they show to any other voter.

☐**True** ☐False

48. For counties who use Voter's Declaration of Eligibility slips, they are used to verify the voter's address and must be signed by the voter.

☐**True** ☐False

49. The Precinct Election Official must announce the voter's name out loud prior to handing the voter a ballot.

☐**True** ☐False

50. When issuing a ballot to a voter, always initial the space marked "precinct official's initials."

☐True ☐False

51. It is a good practice to remind the voter that ballot-marking instructions are displayed in the booth and on the ballot.

☐**True** ☐False

52. A voter has the right to request a new ballot.

☐**True** ☐False

53. If the address is not in the precinct, the Precinct Election Official should direct the voter to the correct precinct.

☐**True** ☐False

54. A voter may change his or her name on their voter registration at the polling place even if they were registered by a previous name on the register in that precinct.

☐True ☐False

55. If a voter insists on voting in the precinct but is not listed on the Election Register and does not appear on the county master list, the Precinct Election Official should provide the voter an opportunity to vote a provisional ballot.

☐**True** ☐False

56. If "A" is marked next to the voter's name in the Election Register, the voter must surrender his or her absentee ballot in order to vote a regular ballot. If the voter does not surrender his or her absentee ballot, the voter must vote a provisional ballot.

☐**True** ☐False

57. If a voter is not in his/her correct precinct to vote and does not want to go to his/her correct precinct to vote, that voter should always be offered the opportunity to vote a provisional ballot.

☐**True** ☐False

58. A voter who is voting a provisional ballot should mark the ballot in the voting booth and then place the ballot in the provisional ballot envelope. The Voter Registration Form remains on the outside of the envelope.

☐**True** ☐False

59. A provisional ballot should be placed into the ballot box or voting machine upon completion.

☐True ☐**False**

60. If a voter's provisional ballot is not counted, the voter will be notified of the reason by the County Auditor's office.

☐**True** ☐False

61. A voter casting a provisional ballot receives the Statement to a Person Casting a Provisional Ballot that is then completed by the Precinct Election Official.

☐**True** ☐False

62. A voter's completed Voter Registration Form should be placed and sealed in the provisional ballot envelope whenever a provisional ballot is cast.

☐True ☐**False**

63. If no one has arrived to vote within an hour, the Precinct Election Officials may go ahead and close the polls early.

☐True ☐**False**

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64. The public can observe the canvass (counting) of the votes.

☐**True** ☐False

65. Observers of the canvass (counting) of votes in a precinct are only observers and may not assist the Precinct Election Official while they are performing their duties.

☐**True** ☐False

66. After the results have been tabulated for the precinct canvass (counting) of votes, the Precinct Election Officials must announce the results to those present at the polling place.

☐**True** ☐False

67. Once the canvass (counting) has been completed, the Precinct Election Officials should follow the procedure that has been outlined by their auditor's office for transmitting results.

☐**True** ☐False

68. People who cast a provisional ballot or who are marked in the Election Register as requesting an absentee ballot are to be included in the total voted for the precinct.

☐True ☐**False**

69. Ballots should never leave the polling place while the polls are open with the exception of curbside voting.

☐**True** ☐False

70. Signs for candidates larger than 9" by 10" can be placed on polling place property.

☐True ☐**False**

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Emergencies on Election Day

Opening the Polls

Instructions / Checklist

- ☐ **All precinct election officials should be at the polling place one hour before the polls open.** If anyone is missing, call the County Auditor's office to ask for a replacement.

- ☐ **Administer the oath.** All precinct election officials are required to take the following oath. *"I, (name,) do solemnly swear or affirm that I will impartially, and to the best of my knowledge and ability, perform the duties of precinct election official of this election, and will studiously endeavor to prevent fraud, deceit, and abuse in conducting the election."*

- ☐ **Arrange the polling place** using Appendix A as a general guide. The security of the ballots (voted and unvoted) and ease of traffic flow in the polling place should be a priority in arranging the polling place. Place chairs so that voters who become tired waiting in line may sit.

- ☐ **Set up the election equipment.** Set up/prepare your election equipment early, using the instructions in Appendix B. Arrange the voting booths in a way that ensures voter privacy. Place the appropriate pencil/marking pen and "Instructions for Voters" flyer in each voting booth. **Do not put sample ballots in voting booths.**

- ☐ **Accessibility.** Check to make sure the route(s) to be used by voters are accessible, both inside and outside the building. Provide chairs at accessible voting booths. If possible, set up a separate table for voters who need extra help. Follow any specific instructions you received from the County Auditor for the placement of orange cones, etc. If necessary, refer to Appendix F – Polling Place Accessibility Checklist.

- ☐ **Voter assistance.** Select two precinct election officials (for partisan elections, must be one Republican and one Democrat) to help voters who request help in completing their ballots.

- ☐ **Synchronize watches.** Precinct chairperson should determine and announce the clock to be used for the official times for opening and closing the polls.

Turn this page over, and continue with the checklist for opening the polls.

NEED HELP?

Call the County Auditor at _____

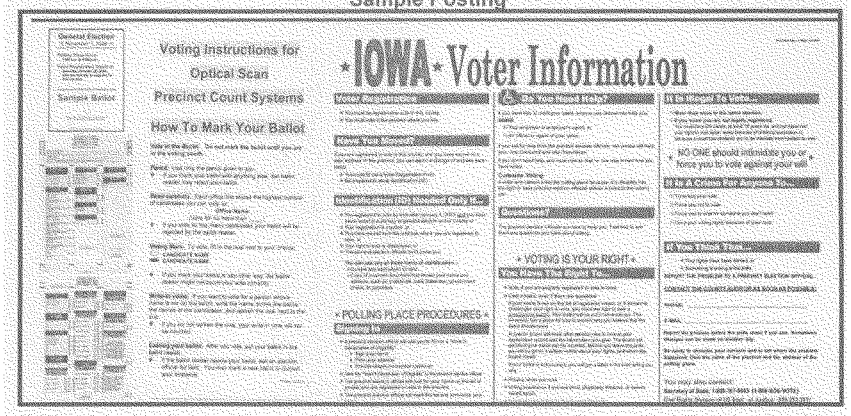
Opening the Polls

Instructions / Checklist – continued

☐ **Postings**. Post four sets of the following on the walls inside the polling place, with one set posted at wheelchair level (see illustration of sample posting below):

- Sample ballots of each ballot style (both front and back if a two-sided ballot).
- "Instructions for Voters" (only two are required at DRE precincts).
- Election notices that list election date, polling hours, and voter registration deadline.
- Iowa Voter Information Posters.

Sample Posting



☐ **Set up "Vote Here" signs** and directional arrows outside and inside the building.

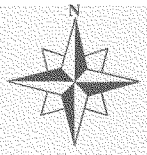
☐ **Post a map of your precinct** on the exterior door of the building.

☐ **Set out and secure the ballots**. Check the number of ballots against the number(s) listed on the ballot record and receipt, verifying quantities for each ballot style. Call the County Auditor if the number does not match. Set the ballots in a secure place so that only the precinct election officials have access to the ballots. Open one packet of each ballot style to distribute to voters. Count the ballots as you open each packet and call the County Auditor if the number does not match. **Do not open more than one packet of each ballot style at a time**.

☐ **Open on time**. Unlock the doors on time. Even if the election equipment is not functional or ready, do not ask a voter to return at a later time; use emergency procedures if necessary.

General Guidelines on Election Day

Dos and Don'ts



Do:

- Call the County Auditor's office for any situation about which you are unsure or for which you cannot find the answer.
- Report any activities that you believe or think may be illegal.
- Treat each voter with courtesy, fairness, and respect.
- Ensure that each person who is eligible to vote has the opportunity to vote.
- Inform voters that someone is available to help them, if they wish.
- Familiarize yourself with the location of restrooms and telephones in the polling place.
- Tell other precinct election officials if you are experiencing health problems or if you have any special needs to be accommodated.
- Bring meals and snacks or arrange for someone to bring them to you.
- Encourage and express appreciation to the other precinct election officials.
- Tell each voter, "Thank you for voting".
- Take pride in what you do.

Don't:

- Read newspapers or news magazines or play a television or radio at the polling place.
- Wear campaign buttons or stickers or allow poll watchers to wear them in the polling place. (A voter can wear such items, as long as the voter does not linger in the polling place or solicit votes.)
- Answer voters' questions on candidates or public measures, or spell names of write-in candidates for voters.
- Discuss politics or candidates in the polling place.
- Count on being able to go home at any point during the day.
- Assume anything based on a voter's race, gender, language, disability, or appearance.
- Comment on or disclose any vote cast by a person you are helping.

NEED HELP?

Call the County Auditor at _____

General Guidelines on Election Day

Reminders

Ballot security. You must guard the ballots at all times. It is illegal to take a ballot from the polling place (except for curbside voting); precinct election officials shall order the arrest of any person doing so.

Secrecy of voting process. Never reveal how any person voted and do not permit voters to show or discuss their ballots with others.

Voter questions. Do not respond to questions about candidates or issues on the ballot. You may not express personal opinions in any way in your position as a precinct election official.

Protect each person's right to vote. It is not the role of the precinct election official to decide who gets to vote. If the voter is in the wrong precinct, direct the voter to the correct precinct. However, if the voter insists on voting in your precinct or if the voter insists the election register is wrong, offer the voter a provisional ballot. The provisional ballot process acts as a safety net to make informed decisions as to whether a particular voter has the right to vote.

Political signs, materials, or campaigning.

- Signs within 300 feet of the polling place door are prohibited by law during voting hours.
- Signs or bumper stickers larger than 90 square inches on cars or trucks parked within 300 feet of the polling place are prohibited.
- The law provides an exception for signs on private property that is not a polling place.
- If anyone in or near the polling place (within 300 feet of the door) is interfering with voters or soliciting votes, ask the person to stop.
- If you have questions or problems, call the County Auditor.

General Guidelines on Election Day

Poll Watchers / Observers – Types

A poll watcher is a person who has official permission to be at the polling place on Election Day. Poll watchers are also called observers or challenging committees. Categories of poll watchers include:

- **Political parties**. Each political party – Democrats and Republicans – may have no more than three poll watchers at a time, if the party has candidates on the ballot. A poll watcher must have a letter showing that the poll watcher is accredited by the political party.

- **Nonparty political organizations**. Nonparty political organizations are any political organization other than the Democrat or Republican Party. One poll watcher is permitted to be present from each nonparty political organization with candidates on the ballot.

- **Non-partisan candidates**. Any nonpartisan candidate on the ballot may appoint one poll watcher, who must carry a letter of appointment signed by the candidate.

- **Groups supporting or opposing public measures**. Groups supporting or opposing public measures on the ballot are permitted, except at primary and general elections. Three poll watchers (total) at one time may be present. Unlike the other categories of poll watchers, these poll watchers must have notified the County Auditor before Election Day.

- **Educational program**. Any person authorized by the County Auditor in consultation with the Iowa Secretary of State for purposes of conducting and attending educational programs for youth are permitted.

NEED HELP?

Call the County Auditor at _____

General Guidelines on Election Day

Poll Watchers / Observers – Guidelines

General guidelines

- The chairperson of the precinct election officials is in charge of the polling place.
- Precinct election officials may ask to see identification for any person, including a poll watcher.
- Poll watchers must have a specific relationship to an office or public measure on the ballot.
- A poll watcher in an election cannot be a candidate for office listed on the ballot, an elected official whose office is listed on the ballot, or a precinct election official working at the election.
- As a courtesy and if the space allows, provide poll watchers a table and chairs near, but separate from, the tables for the precinct election officials.

Poll Watchers / Observers can:

- Challenge any voter they believe is not qualified to vote in the precinct and participate in asking questions to any challenged voter.
- View and handle the signed Voter's Declarations of Eligibility slips (but not the election register). The Sign-In Sheet is used for precincts where the voter signs the election register.
- Call the County Auditor to report a problem if a poll watcher believes the precinct election officials have done something wrong.

Poll Watchers / Observers cannot:

- Solicit votes, cause any disturbance, interfere with the election process, handle ballots, use polling place supplies or equipment, solicit votes for specific candidates or public measures, give or display campaign literature, or wear political buttons, stickers, jewelry, or clothing. Ask the person to stop, and if the behavior continues, call the County Auditor.
- Conduct partisan activity in the polling place, including using a cell phone to call voters or to report to political party headquarters.

Exit Polling

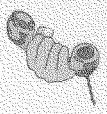
Exit polls may occur in close races or in highly publicized contests and may be conducted by the media or by political or interest groups.

Those conducting surveys or exit polls are not permitted to be inside the polling place. This means they may not be inside the building in which the polling place is located, including any entryway.

Regardless of the weather or other conditions, those persons conducting exit polls must remain outside the building. However, they **may** be closer than 300 feet from the door.

NEED HELP?

Call the County Auditor at _____



Media

Members of the media are common visitors to polling places. Although the law does not specifically allow or prohibit members of the media in polling places, general guidelines include:

- Allow a member of the media to be inside the polling place to take photographs or film the activity, but do not allow the individual to interfere with the voting process.

- Restrict an interview with a voter until the voter has cast the ballot and only outside the polling place.

- Answer questions from or provide comments to the media if authorized by the County Auditor. Otherwise, refer the individual to the County Auditor and provide the phone number.

Polling Place Assignments

General

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person's vote. Always be professional, courteous, prompt, and unbiased.

The chairperson is in charge of the polling place and responsible for the conduct of the election. Some precincts may have two co-chairpersons appointed by the County Auditor.

There are several distinct jobs in a polling place on Election Day. The chairperson(s) will assign duties to each of the precinct election officials. Depending on the number of precinct election officials in your precinct, you may have more than one assignment. Below are the typical types of roles for the precinct election officials:

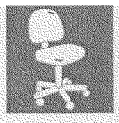
	Assignments Tab
➢ Chairperson(s)	Page 2
➢ Voter's Declaration of Eligibility	Page 3
➢ Election Register	Page 4
➢ Ballot Distribution and Voter Instruction	Page 5
➢ Ballot Scanner	Page 6

In addition to the specific roles above, the chairperson will designate one of the precinct election officials to work with voters casting Provisional Ballots and with various Special Situations.

NEED HELP?

Call the County Auditor at _____

Polling Place Assignments



Chairperson

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person's vote. Always be professional, courteous, prompt, and unbiased.

The chairperson(s) is in charge of the polling place and responsible for the conduct of the election. In some precincts there may be two chairpersons who share the following duties:

- **Ballots and supplies**. Pick up ballots and supplies before Election Day. Review and be familiar with the supplies. Mark absentee voters in the election register. Return ballots and supplies after the election.

- **Precinct election officials**. Call other precinct election officials before Election Day to remind them of the hours the polls are open and of the name and location of the polling place. Assign duties to the other precinct election officials.

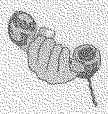
- **Polling place**. Review the polling place prior to Election Day, including the principles of good layout and set-up as described in Appendix A. Discuss any layout issues or problems with the County Auditor. Know the contact individual and phone number at the polling place.

- **Communication**. Provide the County Auditor with the chairperson's cell phone number and know the phone number of the County Auditor's office. Call the County Auditor's office with questions or to report incidents and concerns.

- **Special situations**. Handle or assign Special Situations duties to another designated precinct election official.

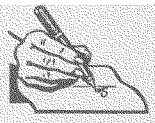
NEED HELP?

Call the County Auditor at _____



Polling Place Assignments

Voter's Declaration of Eligibility



As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person's vote. Always be professional, courteous, prompt, and unbiased.

For counties using Voter's Declaration of Eligibility slips:

- Each voter must complete and sign a Voter's Declaration of Eligibility. The precinct election official may fill in the name of the precinct, and may pre-number the slips, if directed by the County Auditor.
- The required information is the voter's signature and current address. The voter's phone number is optional and does not affect the voter's ability to move to the next step in voting.
- Number the Voter's Declaration of Eligibility slips and check periodically to see that number of completed Voter's Declaration of Eligibility slips matches the number of ballots used, minus provisional and spoiled ballots.
- A voter who cannot sign a signature can still vote. An assisted signature or proxy signature authorized by the voter, a rubber stamp signature, or any mark regularly used by the voter as a signature can all be appropriate.
- Poll watchers may view and handle the signed Voter's Declaration of Eligibility slips.

For precincts where the voter signs the election register as the Declaration of Eligibility:

- Each voter must sign in with their address on the Sign-In Sheet.
- The precinct election official will verify the voter's information from the election register with the voter.
- The voter signs the election register and the precinct election official will initial the register.

	Voter Name	Style	Status
X	Doe, Jane		
	Doe, John		
	Doe, Robert		ID Required
X	Doe, Samuel		

Polling Place Assignments

Election Register

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person's vote. Always be professional, courteous, prompt, and unbiased.

For counties using Voter's Declaration of Eligibility slips:

Compare the **voter's name and address** on the Voter's Declaration of Eligibility slip to make sure it matches the election register. For most voters on Election Day, the information on the Voter's Declaration of Eligibility will match the election register, and your procedure will be as follows:

1) Initial the Voter's Declaration of Eligibility slip on the line marked "Approved".
2) Mark the election register to show the person voted. *For primary election, use an "R" or a "D", to reflect the political party affiliation shown on the Voter's Declaration of Eligibility.*
3) Mark the Voter's Declaration of Eligibility slip with the ballot style from the election register.
4) Announce the voter's name as required by law so that others in the polling place may hear.
5) Return the Voter's Declaration of Eligibility slip to the voter. This is the voter's ticket to vote.

For precincts where the voter signs the election register as the Declaration of Eligibility:

1) Initial the election register on the line marked "Approved—PEO Initials".
2) For primary election only, use an "R" or a "D", to reflect any political party affiliation change by the voter.
3) Announce the voter's name as required by law so that others in the polling place may hear.
4) Tell the election worker distributing ballots the ballot style for the voter.

Turn to the next page, and continue for more information on polling place assignment—election register.

Polling Place Assignments

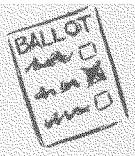
Election Register (continued)

If any of the following apply, refer to the appropriate section in this Precinct Election Official Guide:

Special Situations Tab	Page
Voter name is not in the election register	3
Voter name is in the election register, but the address doesn't match	4
Voter name is in the election register, but the name doesn't match	5
ID Required	7
Voter was issued an absentee ballot	8

NEED HELP?

Call the County Auditor at _____



Polling Place Assignments

Ballot Distribution & Voter Instruction

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person's vote. Always be professional, courteous, prompt, and unbiased.

After the voter has been checked off the election register, the voter will hand the completed Voter's Declaration of Eligibility slip to the precinct election official who will then:

1) Select the correct ballot style as written on the Voter's Declaration of Eligibility slip or instructed by precinct election official.
2) *For primary elections only, select the correct political party ballot style as written on the Voter's Declaration of Eligibility slip.*
3) Initial the ballot.
4) Inform the voter that written instructions on how to mark the ballot can be found on the ballot and in the voting booth.
5) Instruct the voter that stray marks on the ballot may prevent it from being counted.
6) Instruct the voter to use only the pencil or marking pen provided in the voting booth.
7) Instruct the voter what to do with the ballot when the voter is done voting.
8) Hand the ballot to the voter in the secrecy folder and guide them to an empty voting booth.

Iowa law requires that each voter must mark a ballot in a voting booth. Do not give any voter a ballot until a booth is available.

Spoiled Ballots – Keep the "Spoiled Ballots" envelope at this station. Have the voter mark the ballot "Spoiled" and then have the voter insert it into the "Spoiled Ballots" envelope. Protect the voter's privacy and do not look at the ballot or allow others to see how the spoiled ballot was marked. If the voter still wishes to vote, give the voter a new ballot. A voter in Iowa can have up to three attempts to vote a ballot; "three strikes and you're out" is the rule of thumb.

NEED HELP?

Call the County Auditor at _____

Polling Place Assignments

Ballot Scanner

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person's vote. Always be professional, courteous, prompt, and unbiased.

As the precinct election official in charge of the ballot scanner you should remember to:

- Protect the privacy of each voter's ballot at all times.
- Instruct the voter to insert the secrecy folder and voted ballot into the ballot scanner.
- Ask the voter to wait until the counter showing the number of voters has increased by one.
- Avoid looking at votes on spoiled, overvoted, and blank ballots. Be discreet.

Shown below is a list of messages on the ballot scanner and the recommended action to be taken:

Ballot Scanner message	Recommended action
Blank ballot	**Have the voter choose either to remark the ballot or to have the ballot scanner accept and count the ballot as is**
Overvote	**Instruct the voter to mark the ballot "Spoiled Ballot" and give the voter a new ballot**
Error message	**Refer to your election equipment specific instructions or call the County Auditor**

If the voter leaves before the ballot scanner has accepted the ballot, and if the ballot scanner indicates an overvote or a blank ballot, have the ballot scanner accept and count the ballot as is.

If the voter has decided not to vote, follow the instructions for spoiled ballots.

If the ballot scanner is not working, do not make voters wait. Refer to your election equipment-specific instructions for use of the emergency ballot box.

Special Situations

Voter Assistance

A voter may request help to cast a ballot. If the voter requests help from the precinct election officials, the two designated precinct election officials (for partisan elections, one Democrat and one Republican) should help the voter together. Otherwise, a voter may request help from any person in the polling place except the voter's employer, employer's agent, or an officer or agent of the voter's union.

If a voter requests help in marking the ballot either from the precinct election officials or from some other person:

1) Ask the voter to complete the **Affidavit of Voter Requesting Assistance** located in the supply box.
2) Mark "Assisted" next to the voter's name in the election register to show that the voter received help to vote.

When precinct election officials help a voter to cast a ballot, remember to:

- Provide no more help than the voter requests.
- Do not reveal or comment on how the person voted.
- Treat each voter with the same respect and courtesy with which you would want to be treated.

A voter who cannot sign a signature can still vote. An assisted signature or proxy signature authorized by the voter, a rubber stamp signature, or any mark regularly used by the voter as a signature can all be appropriate and valid.

NEED HELP?

Call the County Auditor at _____

Special Situations

Curbside Voting

When a voter comes to the polling place but is unable to leave the voter's vehicle, two precinct election officials (for partisan elections, one Democrat and one Republican) must take a ballot and election supplies outside to the voter. If this causes fewer than three precinct election officials to be left inside the polling place, then the operations inside the polling place ***must temporarily come to a halt***.

Take the Affidavit of Voter Requesting Assistance, the Voter's Declaration of Eligibility slip, secrecy folder, pencil/marking pen, election register, ballot, and any other necessary supplies to the voter's vehicle.

1) Ask the voter to complete the Affidavit of Voter Requesting Assistance located in the supply box.
2) Mark "Assisted" next to the voter's name in the election register to show that the voter received help to vote.

Do not assume that the voter needs help in casting the ballot. If a voter requests help in casting the ballot, remember to:

- Provide no more help than the voter requests.
- Do not reveal or comment on how the person voted.
- Treat each voter with the same respect and courtesy with which you would want to be treated.

A voter who cannot sign a signature can still vote. An assisted signature or proxy signature authorized by the voter, a rubber stamp signature, or any mark regularly used by the voter as a signature can all be appropriate and valid.

NEED HELP?

Call the County Auditor at _____

Special Situations

Voter Name Not In Election Register

Verify both of the following:

1) Is the address where the voter now lives in your precinct? Check the precinct map and/or street address guide or call the County Auditor's office.
2) Is the voter currently registered in the county? Check the countywide master list or call the County Auditor's office.

If the address where the voter now lives **IS NOT** in your precinct, send the voter to the correct polling place. If the voter insists on voting in your precinct, offer the voter a provisional ballot – see Provisional Ballot Tab.

If the address where the voter now lives **IS** in your precinct, and if the voter **IS** currently registered within the county:

1) Have the voter complete a voter registration form with the voter's current address.

Have the voter show one of the acceptable forms of identification. If the voter is unable to do so, offer the voter a provisional ballot – see Provisional Ballot Tab.

2) Add the voter's name to the back of the election register.
3) Once the above three steps are complete, have the voter cast a regular ballot.

Acceptable Forms of Identification

Current and valid photo ID card such as a driver's license, a non-driver's ID card, or a student ID card (address on the ID card may be different from voter's current address)

Current utility bill

Current bank statement, paycheck, or government check

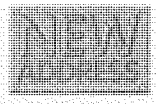
Other current government document showing the name and address of the voter

If the address where the voter now lives **IS** in your precinct, but the voter's registration within the county cannot be verified, or if the voter is unable to provide acceptable identification, offer the voter a provisional ballot – see Provisional Ballot Tab.

NEED HELP?

Call the County Auditor at _____

Special Situations



Voter Name in Election Register But Address Does Not Match

If the voter's name is in the election register, but the voter's address in the election register does not match the address on the Voter's Declaration of Eligibility slip, verify whether the address where the voter now lives is in your precinct. Check the precinct map and/or street address guide or call the County Auditor's office.

If the address where the voter now lives **IS NOT** in your precinct, send the voter to the correct polling place. If the voter insists on voting in your precinct, offer the voter a provisional ballot – see Provisional Ballot Tab.

If the address where the voter now lives **IS** in your precinct:

1) Have the voter complete a voter registration form with the voter's correct address.
2) Write the new address next to the voter's name in the election register.
3) Once the above two steps are complete, have the voter cast a regular ballot.

NEED HELP?

Call the County Auditor at _____

Special Situations

Voter Name Does Not Match

Name Change

If the voter's name on the Voter's Declaration of Eligibility slip does not match the voter's former name as listed in the election register:

1) Verify that the voter has had a name change, but still lives and is registered in your precinct.

2) Have the voter complete a voter registration form showing the voter's current name.

3) Write the voter's new name in the election register beside or above the voter's previous name.

4) Once the above three steps are complete, have the voter cast a regular ballot.

NEED HELP?

Call the County Auditor at _____

Phone Number

Special Situations

Voter Phone Number Does Not Match

If the voter's telephone number on the Voter's Declaration of Eligibility slip does not match the voter's former telephone number as listed in the election register, **this does not affect an individual's ability to vote.**

If the voter wishes to update the voter's telephone number, have the voter complete a voter registration form.

Have the voter cast a regular ballot.

NEED HELP?

Call the County Auditor at _____

Special Situations

ID Required

ID Required

Some voters will be marked in the election register as "ID Required". An ID is required for various reasons, but most commonly occurs when mail sent to the voter at the address on the voter's registration record was returned or when the voter has not answered a request to confirm the voter's address. In this situation:

1) Have the voter show one of the acceptable forms of identification.

2) Once the voter has shown you acceptable identification, have the voter cast a regular ballot.

Acceptable Forms of Identification

Current and valid photo ID card such as a driver's license, a non-driver's ID card, or a student ID card (address on the ID card may be different from voter's current address)

Current utility bill

Current bank statement, paycheck, or government check

Other current government document showing the name and address of the voter

If the voter is unable to show one of the acceptable forms of identification, offer the voter a provisional ballot – see Provisional Ballots Tab.

NEED HELP?

Call the County Auditor at _____

Special Situations

Voter Was Issued an Absentee Ballot

A

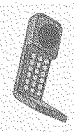
The election register shows that the voter was issued an absentee ballot. The voter has three options as described below.

Option 1 The voter can surrender the absentee ballot to you and then be allowed to vote a regular ballot at the polling place. Make sure you have the **ballot**. In surrendering the ballot, it does not matter if the voter marked the absentee ballot.

Write "spoiled" on the absentee ballot package and keep with the other spoiled ballots for return to the County Auditor's office. However, do not include a surrendered absentee ballot in the count of ballots on the Tally List.

Option 2 If the voter does not surrender the absentee ballot to you, the voter may be allowed to vote a provisional ballot – see Provisional Ballots Tab. Inform the voter that the special precinct board will meet after Election Day to verify voter information. If it is determined that the voted absentee ballot was never received, the provisional ballot will be counted.

Option 3 The voter may take the voted absentee ballot to the County Auditor's office before the polls close on Election Day, and the absentee ballot will be on time to be counted. **A voted absentee ballot cannot be delivered to a polling place on Election Day; it will not be counted.**



NEED HELP?

Call the County Auditor at _____

Special Situations

Asking for Identification

Precinct election officials may ask for identification from any person that you do not know. However, in deciding from which voters to ask for identification, you may do so only ***in a uniform and nondiscriminatory manner***.

If the voter is unable or refuses to show ID, offer the voter a provisional ballot – see Provisional Ballot Tab.

Acceptable Forms of Identification

Current and valid photo ID card such as a driver's license, a non-driver's ID card, or a student ID card (address on the ID card may be different from voter's current address)

Current utility bill

Current bank statement, paycheck, or government check

Other current government document showing the name and address of the voter

NEED HELP?

Call the County Auditor at _____

Special Situations

Challenging the Right to Vote

The precinct election officials, poll watchers, or any registered voter may challenge any person they believe is not qualified to vote. A person whose right to vote has been challenged has the right to cast a provisional ballot. Precinct election officials and the person challenging the voter may ask certain questions to determine the qualifications of the voter:

- Where the person maintains his/her home.
- How long the person has maintained a home at that address.
- Whether the person maintains a home at any other location.
- The person's age.

If the challenge is withdrawn, the voter may cast a regular ballot.

If the challenge is not withdrawn, offer the voter a provisional ballot – see Provisional Ballot Tab.

Provisional Ballots

The voter must:

- Fill out the information on the Provisional Ballot envelope.
- Fill out the Statement of Challenged Voter on the Provisional Ballot envelope.
- Fill out the voter registration form attached to the Provisional Ballot envelope.
- Sign both the voter registration form and the Statement of Challenged Voter.

The precinct election official must:

- Fill out the portions of the envelope to be completed by the precinct election officials, including the Statement to Person Casting a Provisional Ballot listing the reason the voter is being challenged.
- Ask the voter to show one of the acceptable forms of identification. If the voter does so, check the box on the Provisional Ballot envelope indicating that identification was provided. If the voter is unable to show you acceptable identification, tell the voter that the voter must provide acceptable identification to the County Auditor's office before the time the special precinct board meets.
- Inform the voter that the voter may submit written evidence of the voter's qualifications to the County Auditor's office until the time the special precinct board meets.
- Put the date and time of the special precinct board meeting on the form. The County Auditor's office will provide you with this information.

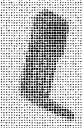
Acceptable Forms of Identification

Current and valid photo ID card such as a driver's license, a non-driver's ID card, or a student ID card (address on the ID card may be different from voter's current address).

Current utility bill

Current bank statement, paycheck, or government check

Other current government document showing the name and address of the voter



NEED HELP?

Call the County Auditor at _____

Provisional Ballots – continued

The precinct election official must then give the voter a ballot and the Provisional Ballot envelope (do not give a secrecy folder to the voter). Instruct the voter to:

1) Mark the ballot in a voting booth.
2) Place the voted ballot in the Provisional Ballot envelope.
3) Seal the Provisional Ballot envelope with ONLY the ballot inside.
4) Return the Provisional Ballot envelope and voter registration form to you.

When the voter returns the Provisional Ballot envelope, check to make sure that:

- The voter has completed and signed the voter registration form.
- The voter registration form is attached to the outside of the Provisional Ballot envelope.
- The Provisional Ballot envelope is sealed with the voted ballot inside. If the envelope is not sealed, ask the voter to seal it.
- The Statement of Challenged Voter is completed, signed, and dated.

Finally, the precinct election official will need to:

- Give the voter the Statement to Person Casting a Provisional Ballot. Do not keep it or enclose it in the Provisional Ballot envelope.
- Place the Provisional Ballot envelope into the large envelope provided for the return of provisional ballots.
- Inform the voter that if the voter's ballot is not counted, the voter will be notified of the reason by the County Auditor's office.

The voter is now finished and may leave.

Closing the Polls

Instructions / Checklist

- ☐ **Close the polls**. Close the polls at the designated time. Never close the polls early, even if you believe no one else will come.

- ☐ **Secure the polling place**. Anyone on the premises at the time the polls close must be allowed to vote. Bring all of the people who arrived before closing time inside the polling place and hand each of them a Voter's Declaration of Eligibility slip. Shut the doors to the polling place but do not lock them. Separate people waiting in line from those who arrive after closing time.

- ☐ **Public canvass**. Each canvass of votes is open to the public. Anyone may watch. No one except the precinct election officials may handle the ballots or interfere with the count.

- ☐ **Close the election equipment**. After all persons have cast their ballots, follow your election equipment-specific procedures in Appendix C for closing your election equipment. Print the election results from the equipment ***before*** transmitting results to the County Auditor.

- ☐ **Count the write-in votes.** Unless you are using all-DRE election equipment, count only those offices for which the voter has cast a write-in vote. Use Appendix D as a guide for counting.

- ☐ **Count the Voter's Declaration of Eligibility slips**. Get an exact count of the number of Voter's Declaration of Eligibility slips and write the number in the Tally List. Make sure this number matches the number of ballots counted, plus any provisional ballots.

- ☐ **Unused ballots**. Carefully count all ballots that have not been given to voters and enter on the Tally List under "Unused Ballots." Seal in the correct envelope and place in the supply box.

- ☐ **Spoiled ballots**. Carefully count the spoiled ballots and enter on the Tally List. Seal in the correct envelope and place in the supply box.

Turn this page over, and continue with the checklist for closing the polls.

Closing the Polls

Instructions / Check List – continued

- ☐ **Provisional ballots**. Carefully count the number of provisional ballots and enter the number on the Tally List. Seal all of the individual provisional ballot envelopes inside the larger envelope and place in the supply box. **Do not open** the sealed Provisional Ballot envelopes.

- ☐ **Record in the Tally List the total number of voters.** This should equal the number of Voter's Declaration of Eligibility slips from people who voted, but should not include the provisional ballots or people marked on the election register as absentee voters.

- ☐ **Transmit results to County Auditor.** If your equipment has a modem for direct transmission of results, follow that procedure. If instructed by the County Auditor, call the County Auditor's office with results before you leave the polling place.

- ☐ **Announce the unofficial tally**. Once the unofficial results are tallied, announce them to all present in the polling place.

- ☐ **Ballot record and receipt**. Fill out the bottom portion of the ballot record and receipt. It is extremely important that this is filled in correctly so that the totals equal the number of ballots that you were given of each ballot style.

- ☐ **Complete the Tally List and claim form**. Be sure all of the precinct election officials sign in each of the designated places in the Tally List. Complete the claim form located in the supply box.

- ☐ **Pack the supply box**. Make sure the supply box contains the Tally List, claim form, election register, and envelopes for unused, spoiled, and provisional ballots.

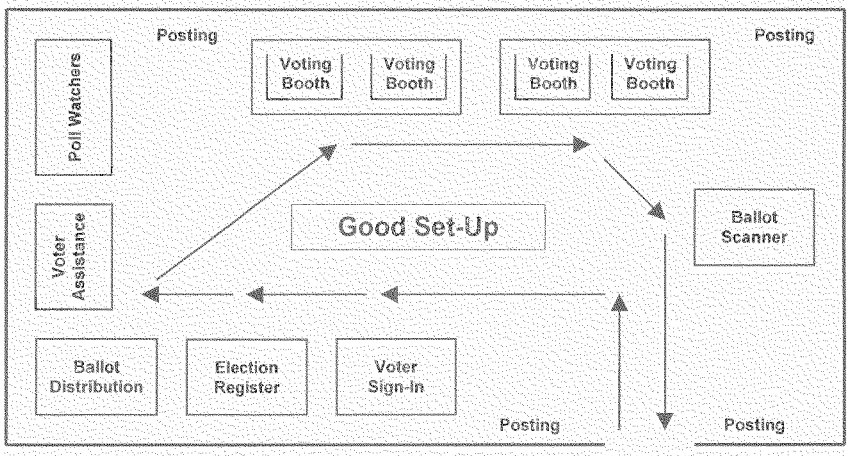
- ☐ **Take down the signs, voting booths, etc**. Follow your instructions from the County Auditor in taking down and returning your election equipment.

- ☐ **Bring ballots and supplies to the County Auditor's office**. Return the ballots on election night if the County Auditor has instructed you to do so. If you will not arrive at the courthouse within one hour of when the polls close, call the County Auditor to tell them so.

NEED HELP?

Call the County Auditor at _____

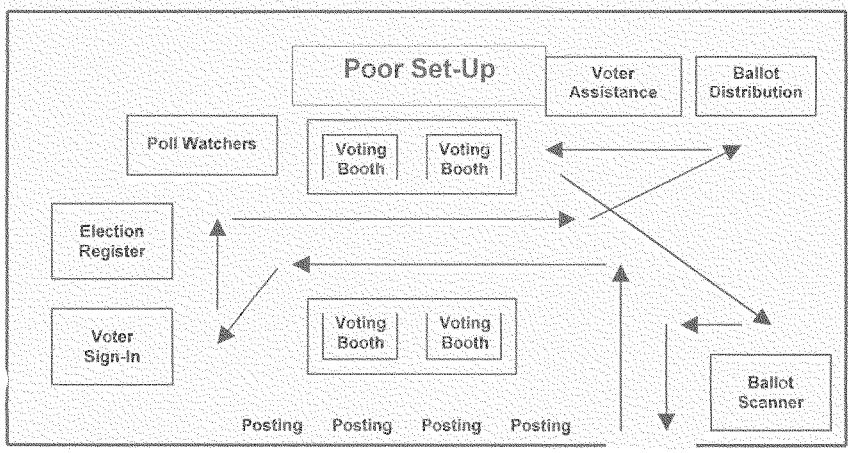
Appendix A

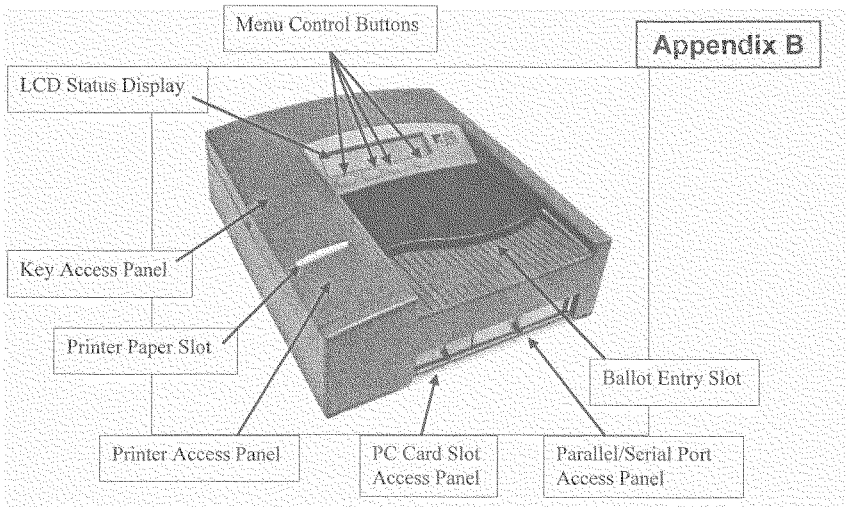


The diagram above shows an example of an efficient polling place set-up with a good layout and traffic pattern. To design a good polling place layout:

- Create a "circular" traffic flow with stations positioned in correct sequence of voting process
- Avoid crossed traffic patterns
- Avoid a waiting line of voters that passes by voting booths or the voter assistance station
- Position voting booths for privacy and ballot scanner away from door to avoid congestion
- Distribute postings throughout polling place

The diagram below shows an example of a poor polling place set-up.





OPENING THE POLLS – Ballot Scanner

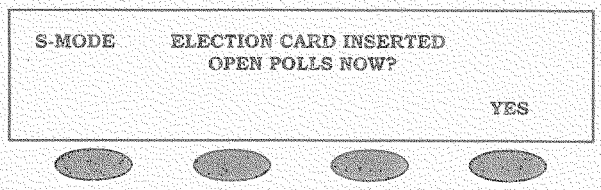
Step 1: Unlock doors A, B & C of the ballot box with the ballot box key and make sure they are empty. Close each door and lock it. When closing door C make sure the flap on the door is in place so that no ballots can be inserted.

Step 2: Unlock flap E and drop the flap down. Remove the cover F by pulling and lifting the front of the cover. Look behind the ballot scanner on the top of the ballot box. If you see: "**Lift to Operate**", go to the page in these instructions entitled, "Problem – Lift to Operate".

Step 3: **Do not break the red seal.** Confirm that the red seal is unbroken. Read the numbers on the red seal and compare with the seal number written in red ink on the first page in your Tally Book. If the seal number matches the number in the Tally Book, close flap E and lock it. If it does not match or if the seal is broken, call the county auditor's office at 421-3041.

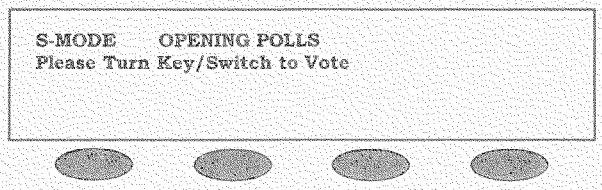
Step 4: Lift the key access panel (D) and insert the red-ring key. Turn it to **Open/Close Polls**. This will load the operating system, which takes about two minutes. Meanwhile the ballot scanner will print out the Initial State Report.

Step 5: The display on the ballot scanner will now have the following message:



Caution: If you see **"NO-AC"** in the upper right corner of the display, the ballot scanner is running on battery power. You will need to check that the power cord is attached to the ballot scanner and to a 120 volt AC outlet (regular wall outlet). If you still see the message **"NO-AC"**, call the county auditor's office at 421-3041.

Step 6: Press the button under **YES** on the display to open the polls. On the display will appear the following message:



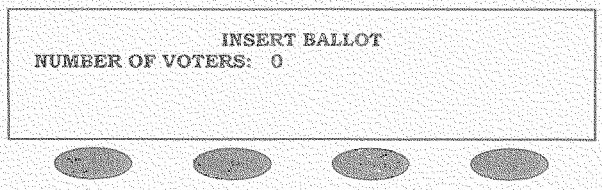
Step 7: **Carefully** turn the red-ring key to the **Vote** position. (The machine will beep until you take this step.) **Carefully** pull the red-ring key straight up and out of the lock, leaving the lock in the **Vote** position.

Caution: If the ballot scanner beeps continuously and displays the following message, "**ERROR – Diverter Not Found**", go to the page entitled, "Problem – Diverter Not Found".

Step 8: The Status Report, Zero Totals Report and certification with signature lines will now print. While reports are printing you will hear the diverter inside the ballot box doing a test. Verify that the reports show all vote totals as zero, and that the date, time and polling place are correct. If any of the preceding is incorrect call the county auditor's office at 421-3041.

Step 9: **Do not remove the print-out tape at this time.** Before removing the tape from the machine all officials need to sign the report on the lines printed at the bottom of the certification. Remove the report by cutting it diagonally across the signatures, leaving part of the signatures attached to the counter. Post or tape the Zero Totals Report on the wall above the machine or some other prominent place in the polling site.

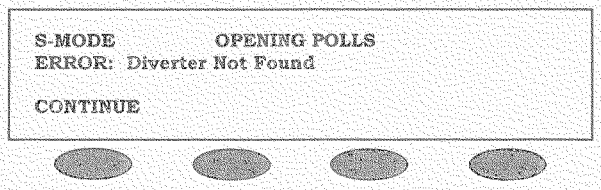
Step 10: Tuck the remaining portion of the print-out tape into the key access panel area, and close the key access panel (D). The ballot scanner is now ready for ballots to be inserted, and the display will show the following message:



You are now ready for voters to insert their voted ballots.

Problem – Diverter Not Found

After turning the red-ring key to the **Vote** position, the machine beeps continuously and you see the following screen:

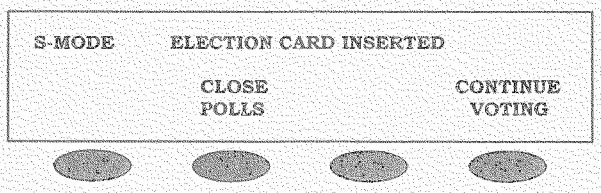


Step 1: Turn the red-ring key to the **Off** position.

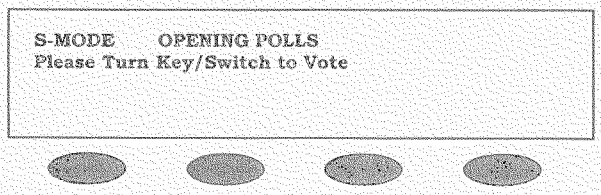
Step 2: Unlock flap E and drop the flap down. Pull the ballot scanner toward the front of the ballot box until it stops. Push the ballot scanner back **firmly** until it is seated against the back of the ballot box. Close flap E and lock it.

Step 3: Turn the red-ring key to Open/Close Polls. This will load the operating system, which takes about two minutes. Meanwhile the ballot scanner will print out the Initial State Report.

Step 4: The display on the ballot scanner will now have the following message:



Step 5: Press the button under Continue Voting. The display will now show the following:



Step 6: **Carefully** turn the red-ring key to the **Vote** position. (The machine will beep until you take this step.) **Carefully** pull the red-ring key straight up and out of the lock, leaving the lock in the **Vote** position.

Now return to **Step 8** on the **OPENING THE POLLS – Ballot Scanner** directions.

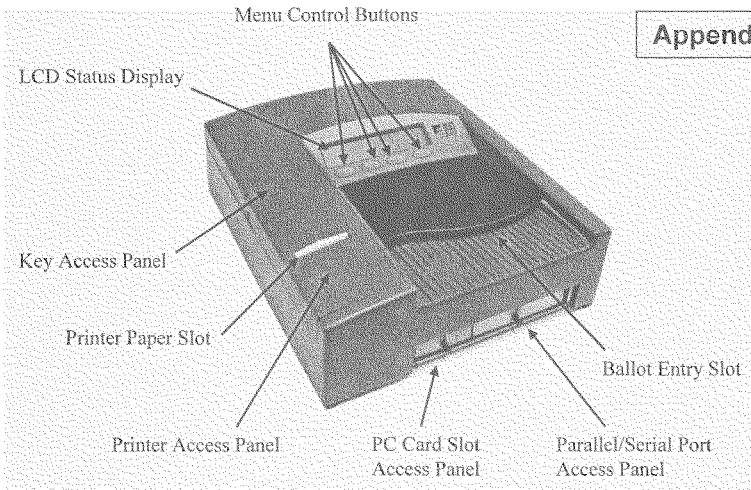
Problem – Lift to Operate

If you see "Lift to Operate" behind the ballot scanner on top of the ballot box:

Step 1: Pull the ballot scanner toward the front of the ballot box until it stops. Push the ballot scanner back **firmly** until it is seated against the back of the ballot box.

Now return to Step 3 on the **OPENING THE POLLS – Ballot Scanner** directions.

Appendix C

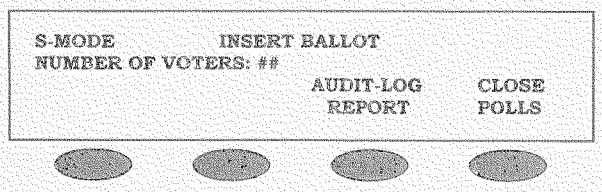


CLOSING THE POLLS – Ballot Scanner

Step 1: Make sure that anyone who is on the premises at the time for closing the polls and who is waiting to vote is moved inside the building, if possible, and separated from other persons, and that they are allowed to vote. Anyone who is not on the premises at that time shall not be allowed to vote.

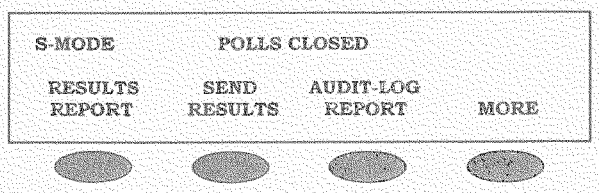
Step 2: Unlock and open door C on the front of the ballot box. This compartment is the emergency storage bin that is used in the event that the ballot scanner does not work on Election Day. If there are any voted ballots inside, remove them and insert them in the ballot scanner now. Close door C and lock it, making sure that the flap on the door is in place so that nothing can be inserted.

Step 3: Inside the key access panel (D), **carefully** insert the red-ring key and turn it to the **OPEN/CLOSE POLL** position. The display will show the following message:



Step 4: Write the number of voters shown on the display on the outside of the Tally List Envelope after "Total Ballots Cast" and in the Ballot Certification box inside the Tally List.

Step 5: Press the button under the display on the ballot scanner under **CLOSE POLLS**. Two copies of the Status Report and Voting Results Report will print, along with one copy of the Audit Log Report. This will take a few minutes. After the two reports are finished printing, the display will show the following message:



Step 6: If you will be transmitting results to the county auditor by telephone modem, skip to step 16 on the next page. If you will not be using the telephone modem, continue on to step 8.

Step 7: Inside the key access panel (D), **carefully** turn the red-ring key to the **OFF** position. Carefully pull the red-ring key straight up and out of the lock, leaving the lock in the **OFF** position. Gently tear the reports off the ballot scanner. At the end of each copy will be the results certification. Each precinct official will need to sign both certifications. Cut the two copies of the Voting Results Reports apart. Fold the two copies, and place one inside the Tally List, and the other inside the white envelope taped to the outside of the Tally List Envelope.

Step 8: Remove the Zero Totals Report that you taped to the wall above the ballot scanner at the beginning of the day and place it inside the Tally List. Close the key access panel (D).

Step 9: Unlock and open door A on the left side of the ballot box. Remove the voted ballots and close and lock door A. Put the voted ballots in the light-gray shirt boxes inside the supply box (about 200 ballots will fit per box). Look **closely** inside the compartment to make sure that there are no ballots hung-up between the two compartments.

Step 10: Unlock and open door B on the right side of the ballot box. This compartment contains ballots with write-in votes. Remove the ballots and close and lock door B. Tally **all** of the write-in votes in the Tally List using the Recording Write-in Votes instructions. Put the write-in ballots into the light-gray shirt boxes with the other voted and counted ballots. Wrap clear tape completely around each shirt box (two different directions) so that the box is securely sealed. Using the permanent marker in the supply box, have each precinct official sign his/her name across the seal on each shirt box containing voted ballots.

Step 11: Unlock flap E on the front of the ballot scanner and drop the flap down. (If you followed the telephone modem procedures, flap E will already be unlocked and down.)

Step 12: Break the red seal on the front of the ballot scanner (separate the two red legs and twist it to break) and put the broken seal in the supply box. Gently lift the door to the PC Card Slot Access Panel (see diagram at the top of the first page). Push the eject button to pop out the PC card, and remove it. Close and lock flap E on the front of the ballot scanner.

Step 13: Place the PC card and the keys inside the white business envelope in the supply box (this white envelope is labeled "PC Card & Keys Envelope"). Seal the white envelope and have each precinct official sign his/her name across the seal.

Step 14: Call the county auditor's office at 421-3041 if you will arrive late.

Telephone Modem Transmission Procedures

Step 16: Inside the key access panel (D), **carefully** pull the red-ring key straight up and out of the lock, leaving the lock in the **OPEN/CLOSE POLL** position.

Step 17: Unlock flap E on the front of the ballot scanner and drop the flap down. Lift the door to the Parallel/Serial Port Access Panel (see diagram at the top of the first page) and insert the modem telephone cord. (Some precincts will use the black telephone cord in the scanner case.)

Step 18: On the display, press the button under **SEND RESULTS**. The ballot scanner will automatically dial the phone number to the courthouse and send the election results. This will take a few minutes, and the following screens will appear as it progresses.

S-MODE SENDING RESULTS

CHECKING FOR MODEM, PLEASE WAIT

S-MODE SENDING RESULTS

INITIALIZING MODEM

S-MODE SENDING RESULTS

CALLING SPR HOST: ATTEMPTS = 001
CANCEL

If the display shows two or more attempts to transmit election results, see the "Important" message box on the next page.

S-MODE SENDING RESULTS

SENDING 1 OF 1 PRECINCTS
PRECINCT NAME

```
S-MODE              SENDING RESULTS
SENT 1 OF 1 PRECINCTS
MODEM OPERATION COMPLETED
    OK
```

Step 19: When you see the above display, press the button under **OK**. The display will show the following message.

```
S-MODE              POLLS CLOSED

RESULTS     SEND      AUDIT-LOG
REPORT      RESULTS   REPORT      MORE
```

Step 20: The election results have now been successfully transmitted to the courthouse. Return to Step 7 in these instructions and continue with the Closing the Polls procedures.

Important!

If you have been waiting more than three minutes for the telephone modem to transmit the election results, you may see the following message (or a similar message in which the number of attempts is more than one):

```
S-MODE              POLLS CLOSED

CALLING SPR HOST:  ATTEMPTS = 002
  CANCEL
```

This message means that the transmission has been unsuccessful, and will not work. Push the button under CANCEL to cancel the telephone modem transmission. Return to Step 7 in these instructions and continue with the Closing the Polls procedures.

Appendix D

Precinct Count – Optical Scan Ballots

Tabulating devices count the votes. The voting equipment counts ballots as they are inserted into the machine.

∅ Do not examine ballots accepted and counted by the tabulating device. Count only those ballots with write-in votes. See pages 14 to 23.

After the polls close and after everyone has voted:

Emergency ballot box. If you used the emergency ballot box, remove any ballots from the emergency ballot box and insert them into the tabulating device. If a ballot is rejected, try again. If it is device.

Write-in votes. Examine ballots sorted by the tabulating device because they contain write–in votes. Count the write–in votes following the standards in the Counting Guide.

Counting Guide for Precinct Officials

When you count ballots, follow these rules.

Basic Rules

Voter's choices count. **Do not reject a vote for any office or question on a ballot solely because a voter failed to follow instructions for marking the ballot.**

1. If the choice of the voter is clear from the marks for any office or question, count the vote as the voter has indicated.

2. If for any reason it is impossible to determine the choice of the voter for any office or question, do not count the vote for that office or question.

Ballots properly marked count. **Do not reject any ballot because:**

1. The ballots were misprinted.
2. The precinct official's initials are missing.
3. Wrong ballots were delivered to your polling place.

Examples used. The examples used in this Guide all show the voting target as an oval on the left–hand side next to each candidate's name. Use the same rules for other kinds of voting targets.

CANDIDATE'S NAME

CANDIDATE'S NAME

Standards For Determining A Voter's Choice

Prescribed and other marks on the same ballot. If a voter uses both the prescribed mark and other marks, count only the prescribed marks as votes.

"Prescribed mark," means the mark shown in the voting instructions as the appropriate way to mark a vote. "Prescribed mark" includes a close approximation of the mark.

EXAMPLE: Prescribed mark and other mark on the same ballot. The voter has used both the prescribed mark and a cross in the voting targets within the same office.

For Board of Supervisors
(Vote for no more than two.)
CANDIDATE 1 (Party A)
CANDIDATE 2 (Party A)
CANDIDATE 3 (Party B
CANDIDATE 4 (Party B)
_____
(Write-in vote, if any)
_____
(Write-in vote, if any)

Count one vote for CANDIDATE 4. Count only the prescribed mark. It is not clear from the voter's mark whether the mark in the oval for CANDIDATE 3 is intended as a vote.

Consistent use of other mark. If a voter does not use the mark prescribed in the voting instructions but consistently uses some other mark, the mark **shall be counted as a vote if the mark is:**

1. In the voting target, or
2. Close to a
   a. Candidate's name, or
   b. Voting target associated with a candidate's name, or
   c. "Yes" or "no" choice for a ballot question.

Go to Page 94 for examples of acceptable marks.

Marks not counted. **Do not count as votes any of the following marks on ballots:**

1. Hesitation mark. Example:
"Hesitation mark" means a small mark made by resting a pen or pencil on the ballot.

2. Identifying mark. Example:

"Identifying mark" includes a comment or statement that indicates the identity of the voter either individually or as member of a group, or initials, a printed name or a signature placed on the ballot in any place other than on the lines intended for write–in votes or intended for the initials of the election official who issued the ballot.

If you find identifying marks on a ballot, the whole ballot must be rejected. Write on the ballot, "Defective due to identifying mark" and put the ballot in the envelope or container for **Disputed Ballots.**

3. Random mark. Example: *Different marks used on the same ballot without a consistent pattern.*

"Random mark" means a mark on a ballot (other than the prescribed mark) that is used inconsistently, either in or near the voting target or the names of candidates.

4. Stray mark. Example:

"Stray mark" means a mark on a ballot that appears to be accidental or appears to be unrelated to the act of filling in the voting target.

Acceptable marks. If the voter uses or places marks on the ballot in a consistent manner, count the marks as votes.

The following marks count as votes:

1. The **prescribed mark** counts as a vote. **"Prescribed mark,"** means the mark shown in the voting instructions as the correct way to mark a vote. "Prescribed mark" includes a close approximation of the mark.

2. A mark that is a **close approximation** of the prescribed mark counts as a vote even if it strays outside the voting target or does not completely fill the voting target.

   EXAMPLE: Close approximation. The voter has consistently marked the ballot by scribbling in the voting targets. The marks do not completely blacken the voting target and one mark strays outside the voting target.

For Board of Supervisors
(Vote for no more than two.)

CANDIDATE 1 (Party A)
CANDIDATE 2 (Party A)
CANDIDATE 3 (Party B
CANDIDATE 4 (Party B)
_____
(Write-in vote, if any)
_____
(Write-in vote, if any)

Count one vote for CANDIDATE 3 and one vote for CANDIDATE 4. The same principle applies for other voting marks. If the mark used is a close approximation of the prescribed mark, it shall be counted as a vote if all other applicable standards are met.

Consistent marks are acceptable. Any mark inside the voting target counts as a vote if the mark is used for every voted office or question instead of the prescribed mark.

Some examples that you may find are:

cross
check mark
asterisk
plus sign
diagonal line
horizontal line
vertical line

Any other mark that is substantially contained within the voting target counts as a vote if the mark is used for every voted office or question instead of the prescribed mark.

EXAMPLE: Acceptable mark in the voting target. The voter has consistently marked each choice by putting a check mark in the voting target.

For Board of Supervisors
(Vote for no more than two.)

- ( ) CANDIDATE 1 (Party A)
- ( ) CANDIDATE 2 (Party A)
- (✓) CANDIDATE 3 (Party B
- ( ) CANDIDATE 4 (Party B)
- ( ) _____
  (Write-in vote, if any)
- (✓) Martha Stone
  (Write-in vote, if any)

Count one vote for CANDIDATE 3 and one vote for the write–in choice, Martha Stone.

Acceptable mark outside voting target. Any mark of the type described in Item 3 above counts as a vote if it is near the name of a candidate or voting target.

EXAMPLE: Acceptable mark placed near the voting target. The voter has consistently marked each choice by putting a check mark in the space between the voting target and the candidate's name.

For Board of Supervisors
(Vote for no more than two.)

- ( ) CANDIDATE 1 (Party A)
- ( ) CANDIDATE 2 (Party A)
- ( ) CANDIDATE 3 (Party B
- ( ) CANDIDATE 4 (Party B)
- ( ) _____
  (Write-in vote, if any)
- ( ) _____
  (Write-in vote, if any)

Count one vote for CANDIDATE 2 and one vote for CANDIDATE 3.
EXAMPLE: Acceptable mark placed near a candidate's name. The voter has consistently marked each choice by putting a check mark behind the candidate's name.

For Board of Supervisors
(Vote for no more than two.)

- ◯ CANDIDATE 1 (Party A) ✔
- ◯ CANDIDATE 2 (Party A)
- ◯ CANDIDATE 3 (Party B)
- ◯ CANDIDATE 4 (Party B) ✔
- ◯ _____ (Write-in vote, if any)
- ◯ _____ (Write-in vote, if any)

Count one vote for CANDIDATE 1 and one vote for CANDIDATE 4.

5. A circle around the voting target counts as a vote if it is used for all choices on the ballot.

EXAMPLE: Choices circled. The voter has consistently marked each choice by circling the voting target.

For Board of Supervisors
(Vote for no more than two.)

- ◯ CANDIDATE 1 (Party A)
- ◯ CANDIDATE 2 (Party A)
- ◯ CANDIDATE 3 (Party B)
- ◯ CANDIDATE 4 (Party B)
- ◯ _____ (Write-in vote, if any)
- ◯ _____ (Write-in vote, if any)

Count one vote for CANDIDATE 1 and one vote for CANDIDATE 4.

6. A circle around or a line drawn under the name of a candidate counts as a vote if this same mark is used for all choices on the ballot.

EXAMPLE: Choices underlined. The voter has consistently marked each choice by underlining the name of the candidate.

For Board of Supervisors
(Vote for no more than two.)

- ◯ CANDIDATE 1 (Party A)
- ◯ CANDIDATE 2 (Party A)
- ◯ CANDIDATE 3 (Party B
- ◯ CANDIDATE 4 (Party B)
- ◯ _____
  (Write-in vote, if any)
- ◯ _____
  (Write-in vote, if any)

Count one vote for CANDIDATE 1 and one vote for CANDIDATE 4.

7. Name of a candidate that is not crossed out counts as a vote if the voter consistently uses this method for marking all offices or questions on the ballot.

EXAMPLE: Choices not crossed out. The voter has consistently marked each choice by crossing out the names of candidates not chosen.

For Board of Supervisors
(Vote for no more than two.)

- ◯ CANDIDATE 1 (Party A)
- ◯ ~~CANDIDATE 2 (Party A)~~
- ◯ CANDIDATE 3 (Party B
- ◯ CANDIDATE 4 (Party B)
- ◯ _____
  (Write-in vote, if any)
- ◯ _____
  (Write-in vote, if any)

Count one vote for CANDIDATE 1 and one vote for CANDIDATE 4.

Counting Straight Party Or Organization Votes

Your precinct-count tabulating device is programmed to count straight party votes according to this rule. Precinct election officials and recount boards shall also count straight party votes according to this rule.

1. **Effect of straight party vote.** When a voter has marked a voting target for one political party or one nonparty political organization, each candidate on the ballot for that party or organization shall receive one vote.

2. **Overvote.** If a voter has marked the voting target next to the name of more than one political party or organization, only votes cast for individual candidates shall be counted.

Example: Straight party overvote. The voter has marked a straight party vote for Party A and for Organization D.

STRAIGHT PARTY VOTING

- ● POLITICAL PARTY A
- ○ POLITICAL PARTY B
- ○ POLITICAL ORGANIZATION C
- ● POLITICAL ORGANIZATION D

This example shows an overvote. Count only votes cast separately for candidates listed on the ballot.

3. **Overriding a straight party vote.** If the voter has marked a straight party vote and has also marked a voting target for a candidate or for a write–in line for a partisan office, the straight party vote shall not apply to that office. The vote shall be counted as the voter has marked that individual office.

EXAMPLE: Overriding a straight party vote. The voter has marked a straight party vote for Party A. One person is to be elected to the office of County Recorder.

For County Recorder
(Vote for no more than one.)

- ○ CANDIDATE 1 (Party A)
- ○ CANDIDATE 2 (Party B)
- ● CANDIDATE 3 (Organization W)
- ○ _____
  (Write-in vote, if any)

Count one vote for CANDIDATE 3. Do not count a vote for the candidate from Party A. The vote for CANDIDATE 3 overrides the straight party vote.

4. Overriding a straight party vote for offices with more than one candidate to be elected. If the voter may vote for more than one candidate for an office, a straight party vote does not apply to that office if the voter marks one or more voting targets next to the names of candidates listed under that office title or if the voter marks one or more voting targets next to write–in lines. The vote shall be counted as the voter has marked that individual office.

EXAMPLE: Overriding a straight party vote. The voter has marked a straight party vote for Party A. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
○ CANDIDATE 1 (Party A)
○ CANDIDATE 2 (Party B)
● CANDIDATE 3 (Party B)
○ _____
(Write-in vote, if any)
○ _____
(Write-in vote, if any)

Count one vote for CANDIDATE 3. Do not count a vote for the candidate from Party A. The vote for CANDIDATE 3 overrides the straight party vote.

EXAMPLE: Overriding a straight party vote. The voter has marked a straight party vote for Party A. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
○ CANDIDATE 1 (Party A)
○ CANDIDATE 2 (Party A)
○ CANDIDATE 3 (Party B
● CANDIDATE 4 (Party B)
○ _____
(Write-in vote, if any)
○ _____
(Write-in vote, if any)

Count one vote for CANDIDATE 4. Do not count any votes for either of the two candidates from Party A. The vote for CANDIDATE 4 overrides the straight party vote.

EXAMPLE: Overriding a straight party vote. The voter has marked a straight party vote for Party A. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
○ CANDIDATE 1 (Party A)
● CANDIDATE 2 (Party A)
○ CANDIDATE 3 (Party B
○ CANDIDATE 4 (Party B)
○ _____
(Write-in vote, if any)
○ _____
(Write-in vote, if any)

Count one vote for CANDIDATE 2. Do not count a vote for CANDIDATE 1, who is also a candidate for Party A. The separate vote for one candidate of Party A overrides the straight party vote.

EXAMPLE: Overriding a straight party vote. The voter has marked a straight party vote for Party A. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
○ CANDIDATE 1 (Party A)
○ CANDIDATE 2 (Party A)
○ CANDIDATE 3 (Party B
○ CANDIDATE 4 (Party B)
● _____
(Write-in vote, if any)
○ _____
(Write-in vote, if any)

Count one vote for "blank." No vote shall be counted for either of the two Party A candidates: CANDIDATE 1 or CANDIDATE 2. The separate vote for a write–in choice overrides the straight party vote, even if there is no name written on the line.

EXAMPLE: Overriding a straight party vote. The voter has marked a straight party vote for Party A. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
CANDIDATE 1 (Party A)
CANDIDATE 2 (Party A)
CANDIDATE 3 (Party B
CANDIDATE 4 (Party B)
Candidate 1
(Write-in vote, if any)
Candidate 2
(Write-in vote, if any)

Count one vote for CANDIDATE 1 and one vote for CANDIDATE 2. Although the write–in vote duplicates the voter's straight party vote, it is clear that the voter has chosen CANDIDATE 1 and CANDIDATE 2. Include the write-in votes for Candidate 1 and Candidate 2 in the tally of write-in votes.

Counting Write-in Votes

Always look for Straight Party votes first. Refer to the previous section for the affect of straight party votes.

Names. Count different spellings of a name as votes for the same person if you can tell for whom the write–in votes were cast.

Fictitious characters. Count write–in votes for fictitious characters (Mickey Mouse & Donald Duck) just as they are written on the ballot. Don't ignore them or group them together.

1. Count a write–in vote only if the voting target is marked.

EXAMPLE: Write–in voting target not marked. The voter has not marked the voting target for the write–in votes. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
CANDIDATE 1 (Party A)
CANDIDATE 2 (Party A)
CANDIDATE 3 (Party B
CANDIDATE 4 (Party B)
Candidate 1
(Write-in vote, if any)
Candidate 2
(Write-in vote, if any)

This example does not show a vote. Iowa Code section 49.99 requires voters to mark the voting target for write–in votes on optical scan ballots. If the voting target for a write–in vote is not marked, the vote does not count.

EXAMPLE: Write–in voting target not marked. The voter has written in two names on the write–in lines but has not marked the voting targets. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
CANDIDATE 1 (Party A)
CANDIDATE 2 (Party A)
CANDIDATE 3 (Party B
CANDIDATE 4 (Party B)
Candidate 9
(Write-in vote, if any)
Candidate 8
(Write-in vote, if any)

This shows one vote for CANDIDATE 1 and one vote for CANDIDATE 2. Iowa law requires voters to mark the voting target for write–in votes on optical scan ballots or the votes do not count. The write–in votes shown in this example do not count.

EXAMPLE: Overvote. The voter has marked three voting targets, and has not written a name on the line. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
● CANDIDATE 1 (Party A)
○ CANDIDATE 2 (Party A)
● CANDIDATE 3 (Party B
○ CANDIDATE 4 (Party B)
● _____
(Write-in vote, if any)
○ _____
(Write-in vote, if any)

This example shows an overvote. Do not count any votes for this office. The voter's choice here can be interpreted in more than one way. The tabulating device read this office as an overvote. You do not need to include any more information about this office in the Tally List.

2. If a voter writes in more than one vote for the same person, count only one. If a voter writes the name of the same person more than once in the proper places on a ballot for an office to which more than one person is to be elected, all but one of those votes for that person for that office are void and shall not be counted. [Iowa Code §49.99, IAC 721--26.20(2)]

EXAMPLE: Two write–in votes for the same person. The voter has written in the name of the same person on both write–in lines. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
○ CANDIDATE 1 (Party A)
○ CANDIDATE 2 (Party A)
○ CANDIDATE 3 (Party B
○ CANDIDATE 4 (Party B)
● *Candidate 7*
(Write-in vote, if any)
● *Candidate 7*
(Write-in vote, if any)

Count one vote for Candidate 7. Iowa law provides that only one vote can be counted if a voter writes the name of the same person more than once in the proper places on a ballot for an office to which more than one person is to be elected.

3. Count write-in votes that repeat votes for candidates on ballot. [IAC 721-26.20(3)]

EXAMPLE 3-A: Write–in vote duplicates other votes. The voter has written on the write–in lines the names of the candidates for whom the voter has also marked the voting targets next to the printed names. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
● CANDIDATE 1 (Party A)
● CANDIDATE 2 (Party A)
○ CANDIDATE 3 (Party B
○ CANDIDATE 4 (Party B)
● *Candidate 1*
(Write-in vote, if any)
● *Candidate 2*
(Write-in vote, if any)

Count one vote for CANDIDATE 1 and one vote for CANDIDATE 2. Although the write–in votes duplicate the votes for candidates on the ballot, it is clear that the voter has chosen CANDIDATE 1 and CANDIDATE 2. **Your ballot tabulator has read this as an overvote and did not count any votes for this office. Include in the write-in tabulation one vote for Candidate 1 and one vote for Candidate 2.**

Write–in votes cast for the office of president and vice president, or for governor and lieutenant governor, shall be tabulated as a single vote for a pair of candidates. [IAC 721—26.20(4)]

EXAMPLE 4-A: Write–in vote for team on the ballot. The voter has written in the names of the candidates for president and vice president whose names also appear on the ballot.

For President and Vice President
(Vote for no more than one team)

CANDIDATE 19, of State
CANDIDATE 20, of State
Party A

CANDIDATE 21, of State
CANDIDATE 22, of State
Party B

CANDIDATE 23, of State
CANDIDATE 24, of State
Organization C

CANDIDATE 25, of State
CANDIDATE 26, of State
Organization D

Candidate 21
Write-in vote for President, if any

Candidate 22
Write-in vote for Vice President, if any

Count one vote for the Party B team of Candidate 21 for president and for Candidate 22 for vice president. The voter has clearly chosen this team of candidates. Record this with the other write-in votes.

EXAMPLE. Identifying mark with write–in vote for team on the ballot. The voter has written in the names of the candidates for president and vice president whose names also appear on the ballot and has identified the political affiliation of the voter.

For President and Vice President
(Vote for no more than one team)

CANDIDATE 19, of State
CANDIDATE 20, of State
Party A

CANDIDATE 21, of State
CANDIDATE 22, of State
Party B

CANDIDATE 23, of State
CANDIDATE 24, of State
Organization C

CANDIDATE 25, of State
CANDIDATE 26, of State
Organization D

Candidate 21
Write-in vote for President, if any

Candidate 22 By the New Party
Write-in vote for Vice President, if any

This is not a vote. The political identification next to the write–in lines is an identifying mark, as defined in rule 26.14(50). **Do not count any votes on this ballot. Write on the ballot,** "Defective due to identifying mark" and put the ballot in the envelope or container for **Disputed Ballots.**

Go to page 112 for further instructions.

EXAMPLE: Write–in vote for part of a team. The voter has written in the name of the presidential candidate of one party and the vice presidential candidate of another.

For President and Vice President
(Vote for no more than one team)

CANDIDATE 19, of State
CANDIDATE 20, of State
Party A

CANDIDATE 21, of State
CANDIDATE 22, of State
Party B

CANDIDATE 23, of State
CANDIDATE 24, of State
Organization C

CANDIDATE 25, of State
CANDIDATE 26, of State
Organization D

Candidate 19
Write-in vote for President, if any

Candidate 22
Write-in vote for Vice President, if any

Count one vote for the team of Candidate 19 for president and Candidate 22 for vice president. This does not count as a vote for the president/vice president team of either Party A or Party B.

EXAMPLE: Write–in vote for part of a team. The voter has written in the name of the presidential candidate of one party and the name of another person for vice president.

For President and Vice President
(Vote for no more than one team)

CANDIDATE 19, of State
CANDIDATE 20, of State
Party A

CANDIDATE 21, of State
CANDIDATE 22, of State
Party B

CANDIDATE 23, of State
CANDIDATE 24, of State
Organization C

CANDIDATE 25, of State
CANDIDATE 26, of State
Organization D

Candidate 19
Write-in vote for President, if any

Candidate 45
Write-in vote for Vice President, if any

Count one vote for the team of Candidate 19 for president (who is also the presidential candidate for Party A) and for Candidate 45 for vice president. This does not count as a vote for the president/vice president team of Party A.

EXAMPLE: Write–in vote for president and vice president. The voter has written in votes for president and vice president.

For President and Vice President
(Vote for no more than one team)

CANDIDATE 19, of State
CANDIDATE 20, of State
Party A

CANDIDATE 21, of State
CANDIDATE 22, of State
Party B

CANDIDATE 23, of State
CANDIDATE 24, of State
Organization C

CANDIDATE 25, of State
CANDIDATE 26, of State
Organization D

Candidate 44
Write-in vote for President, if any

Candidate 45
Write-in vote for Vice President, if any

Count one vote for the team of Candidate 44 for president and for Candidate 45 for vice president.

EXAMPLE: Write–in vote for president and vice president. The voter has written in votes for president and vice president.

For President and Vice President
(Vote for no more than one team)

CANDIDATE 19, of State
CANDIDATE 20, of State
Party A

CANDIDATE 21, of State
CANDIDATE 22, of State
Party B

CANDIDATE 23, of State
CANDIDATE 24, of State
Organization C

CANDIDATE 25, of State
CANDIDATE 26, of State
Organization D

Candidate 44
Write-in vote for President, if any

Candidate 50
Write-in vote for Vice President, if any

Count one vote for the team of Candidate 44 for president and for Candidate 50 for vice president. Even though other write–in votes have been counted for Candidate 44 for president with a different vice presidential teammate, this team is listed and counted separately.

Corrections by Voter

Count the vote for an office or question if the voter has marked the ballot in a manner that will be counted as an overvote by automatic tabulating equipment and the voter has indicated in a clear fashion that the voter has made a mistake.

However, do not count the vote if the correction includes an identifying mark.

EXAMPLE A: Correction. The voter has crossed out the mark for one candidate and has written in the names of two persons on the write–in lines. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)
CANDIDATE 1 (Party A)
CANDIDATE 2 (Party A)
CANDIDATE 3 (Party B
CANDIDATE 4 (Party B)
Margaret Allen
(Write-in vote, if any)
Bob Burns
(Write-in vote, if any)

Count one vote for Margaret Allen and one vote for Bob Burns. The voter has clearly crossed out the mark for CANDIDATE 3.

EXAMPLE B: Identifying mark. The voter has corrected a mistake by crossing out a marked voting target and has also initialed the correction.

For Board of Supervisors
(Vote for no more than two.)
CANDIDATE 1 (Party A)
CANDIDATE 2 (Party A)
CANDIDATE 3 (Party B
CANDIDATE 4 (Party B)
Margaret Allen
(Write-in vote, if any)
Bob Burns
(Write-in vote, if any)

This example does not show a vote. The initials next to the correction identify the voter. **Do not count any votes on this ballot.**

Write on the ballot, "Defective due to identifying mark" and put the ballot in the envelope or container for Disputed Ballots. See page 25 for further instructions.

EXAMPLE C: Erasure. The voter has attempted to erase one marked voting target and has marked another voting target. Two persons are to be elected to the county board of supervisors.

For Board of Supervisors
(Vote for no more than two.)

- ◯ CANDIDATE 1 (Party A)
- ◯ CANDIDATE 2 (Party A)
- ● CANDIDATE 3 (Party B
- ◯ CANDIDATE 4 (Party B)
- ◯ _____ (Write-in vote, if any)
- ◯ _____ (Write-in vote, if any)

Count one vote for CANDIDATE 3. The voter has attempted to erase the mark for CANDIDATE 2. Count this as a vote for CANDIDATE 3.

Ballots with Identifying Marks

It is against the law to count any ballot that has a mark on it that is intended to identify the person who marked the ballot. If you find a ballot with identifying marks as you count write-in votes:

1. Do not count any votes on the ballot.
2. Write on the ballot, "Defective due to identifying mark."
3. Put the ballot in the envelope or container for **Disputed Ballots.**
4. After all the ballots are counted call the auditor for instructions about Disputed Ballots.

Appendix E – Polling Place Accessibility Checklist

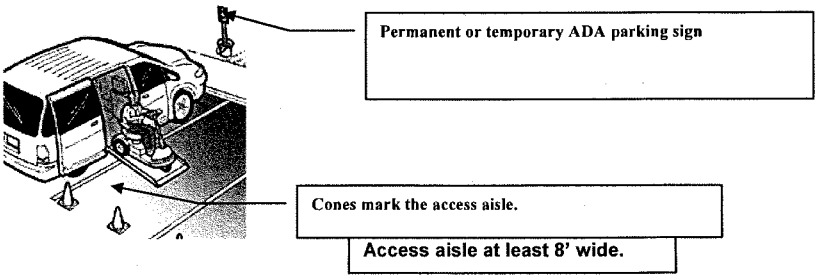
Exterior

Lighting - Check that exterior lights are working.

- ❒ Locate switches if needed. Note that some lights may be on timers or dusk to dawn photo cells.

Parking - There must be a minimum of one ADA parking space.

- ❒ If ADA parking area is not permanently signed, place temporary sign(s).
- ❒ If there is not a permanently marked pedestrian access aisle next to the ADA parking, place cones or other items in the area in such a way to keep drivers from parking in the area reserved for walking. (Use an adjacent parking space if needed)



- ❒ After unloading precinct supplies, please have all election workers move their personal vehicles to an area of the parking lot that is away from the door. Designated handicap spots and spots close to the door should be reserved for voters. If one of the election officials requires accessible parking, offer to move their car to an alternate space for them.

Sidewalks and Walkways

- ❒ Check that sidewalks/walkways are clear of debris or breaks.
- ❒ Install and secure exterior ramps (if needed).
- ❒ Place signs for alternate route (if needed).
- ❒ Remove loose or bulky doormats at exterior door.

Entering the Polling Place

- ❒ Post all signs provided by County Auditor.

Door

- ❒ Disengage thumb latch or panic bar if possible.
- ❒ If door is hard to operate, prop door open.
- ❒ Place and secure temporary threshold ramps (if needed).

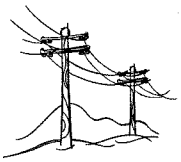
Inside the Polling Place

Safety

- ❒ Check that all lights are on.
- ❒ Remove loose rugs.
- ❒ Secure cords.
- ❒ Place directional signs (if needed).
- ❒ Keep a clear path inside the voting precinct.
- ❒ Provide seating for disabled or elderly voters to sit when completing paperwork or waiting in line.

Voters

- ❒ Ask voter if they would like assistance - don't assume they need it.
- ❒ List who can provide assistance.
- ❒ List any forms that need filling out (i.e. voter requesting assistance).



Appendix F
Emergency on Election Day

A Declaration of Emergency due to a disaster or extreme weather can only be declared by the office of the Iowa Secretary of State. In consultation with the County Auditor, that office has the authority to:

- Order modifications to the method of conducting the election, or
- Postpone the date of the election, unless candidates for federal office are on the ballot, in which case the election cannot be postponed or delayed.

If the County Auditor tells you the election has been postponed:

- ☐ Close the doors to the polling place and halt all voting immediately.
- ☐ In precincts with direct recording electronic (touch-screen) voting machines, close and seal the machines without printing any election results.
- ☐ Do not give ballots to voters who are waiting to vote.
- ☐ Have voters who have already marked their ballots deposit them in the ballot scanner.
- ☐ Have voters with unmarked ballots return them to the precinct election official.
- ☐ Seal all voted ballots in secure containers.
- ☐ Mark the containers containing voted ballots "Ballots from the Postponed Election".

If it is safe to do so, the chairperson(s) shall transport or designate one of the precinct election officials to transport the ballot containers, election register, Tally List and other election supplies to the County Auditor's office. If it is unsafe to travel to the County Auditor's office, the chairperson(s) or designee shall securely store the ballots, election register and Tally List until it is safe to return them to the County Auditor.

If an emergency causes you to evacuate the polling place:

- Keep people safe.
- Secure and protect the ballots, election register, election equipment, and other election documents and materials.
- Notify the County Auditor as soon as possible.

If an emergency causes the polling place to be relocated, post a sign on the exterior door of the former polling place as soon as possible. If it is unsafe or impossible to post the sign on the exterior door of the former polling place, post the sign in some other visible place at or near the site of the former polling place.

Ms. LOFGREN. Mr. Gough, we would like to hear from you and your Chicago experience.

STATEMENT OF LANCE GOUGH, EXECUTIVE DIRECTOR, CHICAGO BOARD OF ELECTION COMMISSIONERS

Mr. GOUGH. Madam Chairwoman, thank you for letting me follow the Iowa secretary of state, because he said everything I also say.

But, for the city of Chicago, we have the added responsibility of training 14,000 poll workers; that is, recruiting and training 14,000 poll workers within about 60 to 90 days. It is a task that requires what I call the three "Ps": First, we have to come up with a plan; second, we have to come up with a partnership; and third, we have to pray—pray that we have plenty of resources.

Planning. We have had a lot of new legislation and we have had new equipment. The result is that for the first time in the city of Chicago, for this Presidential election, our voters will be using a blended system of touch-screen and optical-scan voting. This is going to cause quite a few problems, but I think that by planning for it, we can handle it.

Partnership. We have done partnership with other organizations. The Mikva Challenge is a group that sponsors a project to involve high school students in voting as poll workers. We set up a special class for poll workers, classes just for high school students, and so far we have recruited as many as 900. This election we are planning on over 2,000. So we are really looking forward to that.

We also have a partnership with the Board of Education and with the City Colleges of Chicago. City Colleges are a great place to recruit our PPAs, our Polling Place Administrators. They are not really poll workers, but they are there to handle the equipment. As you can see, the equipment is becoming more and more complicated. For somebody of my generation, it is a little difficult, but my daughter at 17 years old can whiz right through it.

We hire these college students to come in and to set up the equipment. As I said, they are not actual poll workers. They do nothing but the equipment, and our poll workers love their technical help. We hire about 1,900, and we put one in every polling place location.

The other "P" is Plenty of resources. What we need to do is look to the news media, to get the word out that we need poll workers. We need to get the business community geared up to allow their people to take off 2 days, a day for training and a day to serve as poll workers.

As you said in your statement, Madam Chairwoman, it is very, very difficult to get people to come in and work an 18-hour day for $150 a day.

What are we looking to the Federal Government for? We are always going to be looking for help. I am going into a city budget hearing tomorrow begging for money. Payroll for my polling place administrators and for what we call our judges of election, is over $1.5 million. A mailing to the residents of the city of Chicago informing them of any changes in equipment, that is $400,000.

My budget this year, both city and county funds, is almost $31 million. There is a point where the cities and the counties will

reach their limits and will not be able to fund elections adequately. So, again, we look to the Federal Government. We did get a bailout with HAVA, and because of the Federal Government, we were able to purchase new equipment. We really thank you for that, but what we are saying is that we are going to need additional help. As I call it, the bucket that used to be full is draining and nearly empty. And, as always, we look to the Federal Government for help to fill our needs.

And that completes what I have to say. Thank you.

Ms. LOFGREN. Thank you very much.

[The statement of Mr. Gough follows:]

Commissioners
Langdon D. Neal, *Chairman*
Richard A. Cowen, *Secretary*
Marisel A. Hernandez, *Commissioner*

Lance Gough, *Executive Director*

Prepared remarks of Lance Gough, Executive Director, Board of Election Commissioners for the City of Chicago

Honorable members of the Subcommittee on Elections, good afternoon.

My name is Lance Gough, and I am the executive director of the Board of Election Commissioners for the City of Chicago. Chairwoman Lofgren, to begin, I want to thank you and the members of the subcommittee for this opportunity. I was asked to talk with you about Best Practices and Recommendations for this Hearing on the Importance of Poll Workers.

In Chicago, for a typical election we have to secure the services of 14,000 Poll workers to cover 2,600 precincts in more than 1,900 polling places. For the last few elections, we've had virtually every polling place staffed and open on time, and no one has had to go to court to extend the election hours in recent memory.

That said, I would like to begin my remarks with a scene I am sure we all know from our experiences back home.

On Election Day, we walk into a polling place. It may be in the office of a grain elevator in a farm community. Or a school gym in a growing suburb. Or the lobby of a towering high-rise in a city like Chicago.

And no matter which one we use, we will find the same human resources on the scene. There will be five people serving as local poll workers. Each one probably took a half-day or one-day course. In fact, one of these poll workers might have come to vote at 6 a.m., and was asked by the other poll workers to help out, and was sworn in on the spot.

When you think about it, these people form the backbone of our American democracy. It's amazing. I think if it like setting up shopping for the Friday after Thanksgiving – but all of the clerks had a half-day training, none of them have worked since last year, none of them have more authority than any of the others – and in most jurisdictions of the United States, they have new self-check-out machines that the voting consumers have to use on their own.

Across these United States of America, there are millions of poll workers. They were trained for a half day. They work a 15- to 18-hour day, usually for a paycheck of $100 to $150.

To make all of that work requires the three "Ps":

- **Planning**
- **Partnerships**
- **And Prayer. Just kidding. Even though I say a few prayers, the third element is plenty of resources.**

First, you must have planning. In small jurisdictions, you may have five to 10 core managers who then have to grow to have 100 poll workers on Election Day. In big jurisdictions, we grow from a core staff of 200 to 16,000.

The core group of year-round election system managers must work behind the scenes all year so that the inevitable surprises – court rulings, equipment issues – are easy to overcome during that last four-week stretch before Election Day.

Managers must make copious notes on what they see during the current election cycle. Know what you want to change in election equipment before someone raises a question. Make sure that all of the changes clear through state and federal certification. Seek any legislative changes you might need. If you suddenly shift the primary, like we did in Illinois, to the first week in February, do a mailing to all of your poll workers with return cards – to make sure they're not going to Florida or Arizona on one of the coldest weeks of Chicago's winter.

Planning also means building instructional systems and materials that will help your 14,000 poll workers understand the rules and know what to do to keep the polling place functional and running smoothly. We have samples of our 72-page Judge of Election Handbook for 2007. I would have brought the 2008 edition, but for the fact that we are still waiting on the Governor and the Legislature to be sure pending legislation becomes the law.

The next key is partnerships. You must communicate steadily with political leaders, community groups, the schools and community colleges, non-governmental organizations, civic organizations, leaders of ethnic groups, religious leaders. Everyone likes a steady flow of information. No one likes a surprise.

Our recent municipal elections marked one of the few times that we did NOT, I repeat, did NOT have to put out a call for more poll workers in the weeks before Election Day. One key reason was forging a valuable relationship with the Mikva Challenge. We have always had a strong showing among student poll workers – those who can serve as a poll worker even if they're not old enough to register to vote. Under Illinois law, these honor-roll high school seniors must be recommended by their principals and must complete training. Once they do, they have the same authority as the other poll workers.

This is a wonderful opportunity for young adults to become engaged in the franchise. This year, with the help of the people at the Mikva Challenge, we shattered the old record for student poll workers. We had more than 900 high-school poll workers. Under pending legislation, that program will grow to include high-school juniors. Then, we might be able to retain the services of these students for more than one election.

Next, we prepared for the change in election equipment under HAVA by hiring tech-savvy college students to serve as Polling Place Administrators or "PPAs." Their sole job was to be on hand if there was any technological issue. Through a partnership with People for the American Way, we had 1,900 tech-savvy college students – one for every polling place. And the transition to the new equipment has gone rather smoothly.

Lastly, all of this requires **plenty** – plenty of resources. We are fortunate to have the support of elected and appointed officials and both the Republican and Democratic committeemen. All of them have been willing to support appropriating adequate resources to help make sure our elections run smoothly.

The PPA program will cost $300 per college student for training and service, but they know that is money wisely spent to prevent any sort of balloting crisis.

Likewise, it's costly to do our pre-election mailings to voters to alert them to coming changes in the Election apparatus. Even a simple post-card mailing will cost more than $400,000, almost entirely postage. A brochure costs even more.

But those mailings, and our many partners in the print and electronic news media, helped the voters know what to expect come Election Day.

We are continuing on that same course, because this will be the first Presidential Election since we began using optical-scan and touch-screen equipment. Based on historic turnout trends, that means many voters will be using these systems for the very first time in 2008.

We will use our same strategy of:

- **Planning**
- **Partnerships**
- **Plenty of Resources.**

With that, I look forward to answering your questions.

JUDGE OF ELECTION HANDBOOK

2007

February 27 –
Municipal General Election

April 17 –
Municipal Runoff and Supplementary
Aldermanic Elections (if necessary)

WWW.CHICAGOELECTIONS.COM

Issued by the

Board of Election Commissioners
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(For the hearing impaired only)
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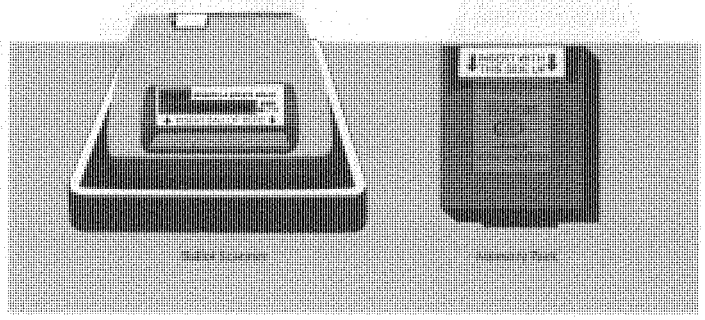
CHAPTER

1 Important Information About This Election

All judges of election must read this handbook so that they may familiarize themselves with the equipment and procedures that will be utilized at the election(s). These include:

Optical Scan Voting Unit (Ballot Scanner)—Every precinct will have an optical scan voting unit, which consists of a ballot scanner, ballot box and official ballots. Voters will make their choices by marking the ballot that contains the offices and names of candidates. The voters will use a ballot marker to connect the arrow to the right of the candidates' names. Once the voter completes his or her voting, the ballot will be fed into the ballot scanner. The scanner will read the ballot choices, and inform the voter of possible errors, such as, voting for too many candidates for the same office (overvote), not voting for any candidates (blank ballot) and no judge's initials.

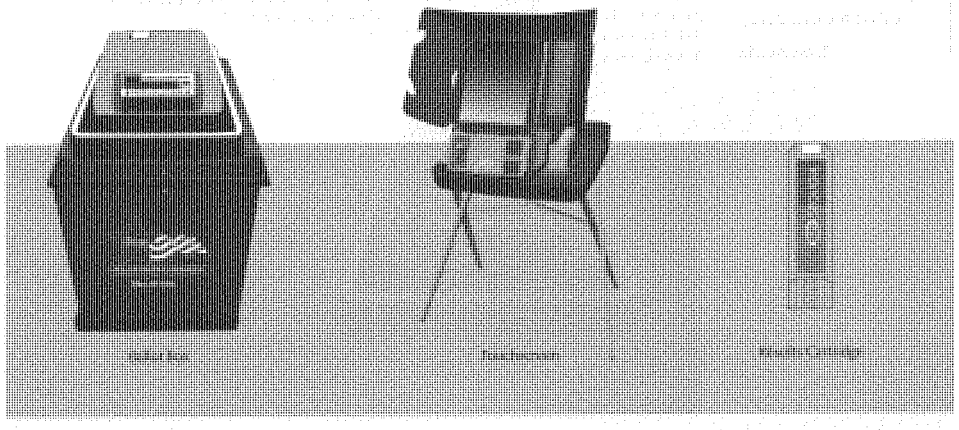
Memory Pack—The memory pack is located inside the ballot scanner. YOU DO NOT NEED TO INSERT THE MEMORY PACK. It will store the votes cast on the ballot scanner and will be used to transmit the results to the Board's office after the polls close.



Ballot Box—The ballot scanner unit will sit atop a ballot box, which will store the voted ballots. The ballot box will be assembled by the judges of election prior to the opening of the polls.

Touchscreen Voting Unit—Every precinct will have a touchscreen voting unit. The touchscreen unit is designed to allow people with disabilities, such as the blind, to vote privately and independently. The touchscreen unit comes with audio headphones and a controller to guide the sight-impaired through the balloting process. However, if the touchscreen is not in use by a disabled person, any voter may request to cast their ballot on this equipment. The touchscreen voting unit also incorporates a printed record of each vote so that voters may review a paper record of their selections, prior to finalizing their ballot. The paper ballot is retained within the touchscreen unit to provide a permanent printed record of the election.

Results Cartridge—The results cartridge is located inside the touchscreen. YOU DO NOT NEED TO INSERT THE RESULTS CARTRIDGE. It will store the votes cast on the touchscreen and will be used to transmit the results to the Board's office after the polls close.

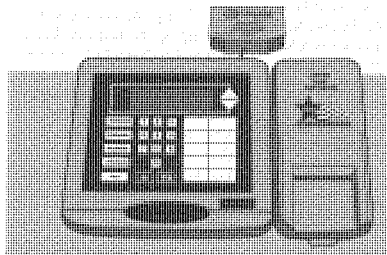


Voter Card Activator—The voter card activator has multiple tasks. It activates a voter card for the touchscreen unit based upon the ballot style for each voter. After the polls close, the activator consolidates the results from the touchscreen and the ballot scanner and produces results tapes as a paper record of the final vote totals. It also transmits the consolidated results to the Board's central computer.

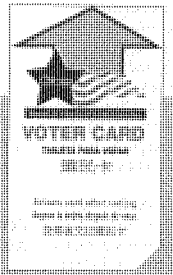
Voter Card—The voter card is used to activate the touchscreen voting unit. The judge of election will activate the card and give it to the voter. The card is longer than in previous elections, therefore, a portion of the card will stick out when the card is inserted. This will make it easier to insert and will prevent the card from becoming stuck inside the unit.

Early Voting—State law allows for voters to cast their ballots during the 22nd through the 5th day prior to an election. This law means that many of the voters in your precinct may have voted early. They cannot cancel this vote and cast a ballot on election day. A list will be provided of all persons who voted early. Any voter who votes Early **cannot** vote in the polling place on election day.

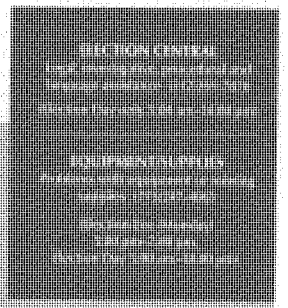
PLEASE NOTE: Illinois law no longer requires that absentee ballots be counted in the polling place. Instead they will be counted at the Board's central office. Individuals who requested an absentee ballot prior to election day may vote in the polling place after the required affidavit is completed. See page 43 for these procedures.



Voter Card Activator



Voter Card



CHAPTER

2

Important Information About Judges of Election

All judges of election must arrive at the polling place no later than 5:00 am on election day.

All judges, who attended a mandatory full-credit training class prior to either the November 2006, February 2007 or April 2007 elections, will receive $50 for attending the class. Judges are only required to attend one full-credit training class. No additional payment is given for attending a refresher training class. You must work at your assigned polling place on election day in order to receive the $50 payment for training.

Appointment/Assignment

If you have been assigned, but cannot serve as a judge of election, please call the judge of election department at 312-269-7984 prior to election day. If you have been assigned as the key envelope judge, but do not want the responsibility, call the judge of election department at 312-269-7984.

The Board of Elections appoints a minimum of 5 judges of election to serve in each election precinct. In even-numbered precincts, 3 Democratic judges and 2 Republican judges are assigned; in odd-numbered precincts, 3 Republican judges and 2 Democratic judges are assigned. Some precincts may have more than 5 judges assigned.

Judges of election who are assigned to work outside their home precinct should call the Board of Elections at 312-269-7967 to find out about voting prior to election day.

It is imperative that you report to the precinct indicated on your assignment letter. Reporting to a precinct where you are not assigned may result in either no payment or a delay in payment. If you are unsure of your assignment, call the judge of election department at 312-269-7984.

It is important that each judge of election:

1) Wear the appropriate badge for the political party that they are representing (be sure to fill in your name and the precinct and ward where you are assigned);
2) Read and sign the Oath of Office for Assigned Judge of Election (Form 9);
3) Complete and sign the Judge of Election Pay Voucher (Form 194)

Polling Place Administrators

In most polling places, a polling place administrator has been assigned to assist the judges of election with the electoral process, particularly the technical aspects of operating the voting equipment. The polling place administrators are temporary employees of the Board of Elections and have received extensive training. They are being assigned to polling place locations and, in some instances, will assist multiple precincts.

They do not have the same authority as the judges, but are there to assist you in your election duties.

The polling place administrator must not sign the Judge of Election Pay Voucher (Form 194). Instead, they must sign the Polling Place Administrator Payroll Sheet and Payroll Card. Both documents must be returned with the Judge of Election Pay Voucher (Form 194) in the Black Return Bag. The payroll sheet and payroll card are located in Envelope 1.

Please welcome them to your polling place.

Swear-In Judges

If an assigned judge of election does not report to the polling place on election day, the other judges may "swear-in" a person to serve as a judge. This person must be a registered voter within the precinct and must represent the same political party as the assigned judge who has not arrived. You cannot swear-in a person earlier than 6:15 am. It is possible that the assigned judge is simply running late. If the assigned judge does report for duty, the swear-in judge must leave and the assigned judge must begin working. Both of these individuals will sign the Pay Voucher (Form 194) indicating the exact hours worked (for example: swear-in judge 6:15 am to 8:30 am and assigned judge from 8:30 am to the close of the polls).

If all of the assigned judges have reported to the polling place, you may not swear-in any extra judges. If you feel you are in need of extra help, even if all of the assigned judges have reported to the polling place, please call ELECTION CENTRAL at 312-269-7870.

The polling place administrator cannot be sworn in as a swear-in judge.

Stand-By Judges

Stand-by judges are trained agents of the Board of Election Commissioners and do not represent a political party. They are available to any precinct that may need assistance in the opening or closing of the polling place, where assigned judges have not reported and you are unable to swear-in another person to work. Please call ELECTION CENTRAL at 312-269-7870 if you require stand-by judge assistance. Once the stand-by judges have assisted you in opening or closing the polling place, they must return to the Board's office.

Student Judges

A student judge is a high school senior who may or may not be 18 years of age or a registered voter. Illinois law allows for these individuals to serve as judges of election. Student judges share the same authority, pay and responsibilities as all other judges in the precinct.

Responsibilities of Judges of Election

1. **Conduct the election fairly and properly.**
   A. Judges of election are required to follow the instructions set forth in this handbook. ***If you are unsure or unclear of any instructions or procedures contained in this handbook, please call the Board at 312-269-7984 (prior to election day) or ELECTION CENTRAL at 312-269-7870 (on election day).***
   B. The Board of Elections may remove any judge for misbehavior or neglect of duty.
   C. Judges may not remove other judges. Call ELECTION CENTRAL 312-269-7870 if there is a problem.
2. **Keep control of the polling place.**
   A. You, the judges of election, are in complete control of the polling place. You have the authority and responsibility to keep the peace and to cause any person to be removed for interfering with the election process or violating any election laws. You must call ELECTION CENTRAL at 312-269-7870 before removing any individual.
   B. Make sure the voting equipment is set up properly and is not tampered with during voting hours. If any voting equipment or materials have been damaged or are not working properly, you must immediately call EQUIPMENT/SUPPLIES at 773-247-4065.
   C. Enforce the no smoking or drinking of alcoholic beverages rule. Some polling places do not allow food or drink in the voting room. You must follow the instructions set forth by the polling place owner.
3. **Share election duties**
   A. All judges must share the responsibilities, by rotating duty stations during the day.
   B. All decisions must be made by a majority vote of all judges.

C. There is not a chief or head judge. All judges have equal authority.

4. Keep the polling place open and operating between the hours of 6:00 am and 7:00 pm

A. All judges must report to their assigned polling place no later than 5:00 am on election day.

B. The polling place must be opened promptly at 6:00 am and not be closed until 7:00 pm. Voters who are in line before 7:00 pm must be allowed to vote.

C. If necessary, judges may leave the polling place, one at a time, for a reasonable amount of time.

5. Maintain the Campaign Free Zone

Electioneering is prohibited within 100 feet of a polling place. Such behavior includes the soliciting of votes, wearing candidate buttons or badges, hanging campaign posters, distributing sample ballots or campaign literature, and talking about candidates, political parties and/or referenda.

Each polling place will have two 18" blue cones with the wording "No electioneering beyond this point" printed on each cone in English, Spanish and Chinese. A 100 foot cord will be provided for you to measure and mark off the 100 foot area.

The 100 feet is measured from the room where voting is conducted. However, the following applies:

A. If a polling place room is located within a building that is a public or private school, a church, an organization founded for the purpose of religious worship or a private business, and the distance of 100 feet ends within the interior of the building, then the cones shall be placed outside the building at each entrance used by voters. Also, a church or private school may choose to apply the Campaign Free Zone to its entire property. Then the cones must be placed near the property boundaries leading to the entrances used by the voters.

B. If the polling place is located within a private or public building, other than a school, church or private business, and the polling place room is located on the ground floor, then the cones shall be placed 100 feet from each entrance to the polling place room. If the 100 feet ends within the building, the cones shall be placed at the exact spot where the 100 feet ends.

C. If the polling place is located in a private or public building, other than a school, church or private business, and on a floor above or below the ground floor, then the cones shall be placed 100 feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling place is located. If the 100 feet ends within the building, the cones shall be placed at the exact spot where the 100 feet ends.

Electioneering is allowed, by law, beyond the Campaign Free Zone during the time that a polling place is open on election day. Individuals have the right to engage in political discussions, pass out literature, etc. on any polling place property while the polls are open, as long as they are beyond the Campaign Free Zone.

Board of Elections personnel will be available on election day to assist judges who are having difficulty marking off the Campaign Free Zone. Please call ELECTION CENTRAL at 312-269-7870 if you are in need of assistance.

Remember: Only the area within the Campaign Free Zone is the responsibility of the Judges of Election. You are not required to monitor or patrol the area outside of the Campaign Free Zone.

CHAPTER

3 Who's Allowed in the Polling Place

Voters, while in the process of voting, are allowed in the polling place without any type of credential. All other individuals must have a credential in order to enter the polling place. They include:

Board of Elections Field Investigators or Agents

Board Field Investigators have an official credential to show judges of election. The investigators keep this credential. However, if a Field Investigator handles election materials, then they must give a letter of authority (from the Board of Elections) to the judges. The letter of authority should be returned in Envelope 47E.

The Field Investigator will periodically check on the polling place during the day. Other agents from the Board of Elections may appear at your polling place. All Board of Elections' agents must present proper credentials.

Other Law Enforcement Officers

After displaying their official credentials, representatives of the United States Attorney's Office, the Illinois Attorney General's Office, the Cook County State's Attorney's Office, the Chicago Corporation Counsel's Office and the State Board of Elections, are entitled to:

- Enter the polling place;
- View the polling place and election procedures;
- Station themselves where they can see the information on the applications for ballot;
- Handle and inspect the applications for ballot, affidavits, pollwatcher credentials and voting equipment.

In any precinct where election materials are handled, the representative shall surrender to the judges of election a copy of a letter of authority from the Board of Elections containing the name of the representative. No representative from any other office is authorized to handle election materials. The letter of authority should be returned in Envelope 47E.

Call ELECTION CENTRAL at 312-269-7870 should any questions arise.

Chicago Police Officers

Chicago Police Officers are assigned to periodically visit polling places. In some precincts, a police officer is stationed in the polling place. If a police officer is needed for an election-related matter, call ELECTION CENTRAL, at 312-269-7870. If there is an issue involving public safety, call 911.

Media and Exit Pollsters

Members of the news media are issued a special media credential that authorizes admission to the polling place to photograph, with the permission of the judges and voters. Media personnel may not, in any way, interfere with the conduct of the election.

Members of the news media and other authorized organizations presenting "exit polling" credentials to the judges of election may interview voters outside the polling place, even if they are within the Campaign Free Zone.

POLLWATCHERS

A pollwatcher is a person who represents a candidate, political party, citizens' organization, or a proponent or opponent of a question of public policy. The following are examples of who might be a pollwatcher:

Candidate
Precinct Captain
Alderman/Committeeman
Checker/Watcher

Although these individuals may use these terms to describe themselves, they are all POLLWATCHERS. All pollwatchers must be registered voters in the State of Illinois. A pollwatcher is required to have a credential in order to stay in the polling place and observe.

Number of Pollwatchers allowed in a **precinct** at the same time are:

- Two (2) pollwatchers per candidate;
- Two (2) pollwatcher per political party;
- One (1) pollwatcher per qualified citizens' organization;
- One (1) pollwatcher per proponent or opponent of a question of public policy.

A credential is issued by the Board of Elections and stamped or signed by a candidate whose name appears on the ballot, or the presiding officer of a citizens' organization. The credential must be signed by the pollwatcher and given to the judges when the pollwatcher enters the polling place. Return all credentials in Envelope 47E.

Pollwatchers may substitute for each other during the day as long as the number of pollwatchers in a precinct, at the same time, does not exceed the number allowed. Each pollwatcher must present and surrender their own credential to the judges of election. If a majority of the judges of election determine that the polling place has become overcrowded with pollwatchers so as to interfere with the orderly conduct of the election, the judges shall, by lot, limit pollwatchers to a reasonable number. Call ELECTION CENTRAL at 312-269-7870 for assistance.

Pollwatcher conduct

Pollwatchers, with proper credentials, may remain in the polling place all day. They may station themselves where they can see the actions of the judges. Pollwatchers may not interfere with the orderly conduct of the election and may not handle election materials. Pollwatchers may bring violations of the law or improper procedures to the judges' attention.

Pollwatchers may call ELECTION CENTRAL at 312-269-7870 with questions.

To enter a polling place:

A. The pollwatcher must give the judges of election a credential;

B. The pollwatcher must have a separate credential for each precinct visited;

C. The pollwatcher may leave and return without an additional credential.

Before the polls open pollwatchers may:

A. Observe as the equipment is checked and the polling place set up;

B. Inspect the voting equipment;

C. View the election materials and forms, but not handle the election materials;

During voting hours pollwatchers may:

A. Stand or sit close enough to observe all proceedings and view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot remains intact;

B. Not be within 5 feet of the ballot scanner or touchscreen unit while voters are voting;

C. Hear the judges of election call the voter's name and address;

D. Inspect the voting equipment when not in use by voters;

E. Challenge the qualifications or identity of a person appearing to vote;

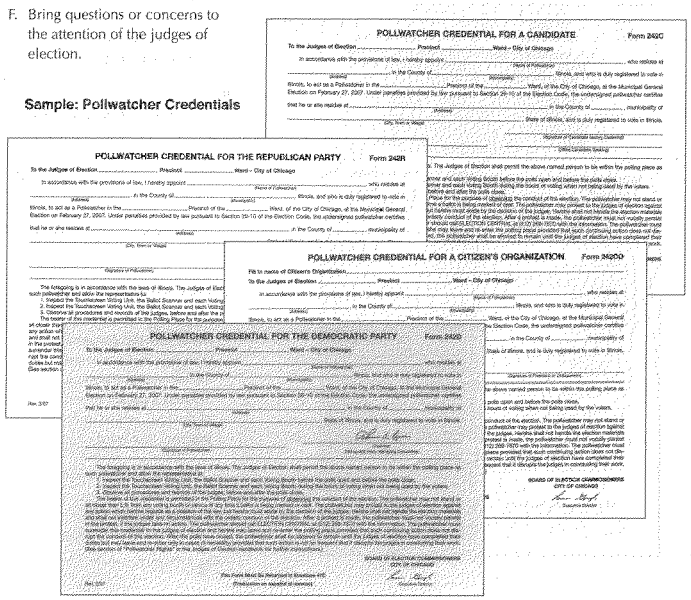
F. Bring questions or concerns to the attention of the judges of election.

After the polls close, pollwatchers may:

A. Observe the consolidating of the results;

B. Obtain an Official Election Results Report, only after the judges have printed the results tapes needed to complete their duties.

Sample: Pollwatcher Credentials


POLLWATCHER CREDENTIAL FOR A CANDIDATE Form 242C

POLLWATCHER CREDENTIAL FOR THE REPUBLICAN PARTY Form 242R

POLLWATCHER CREDENTIAL FOR A CITIZEN'S ORGANIZATION Form 242CO

POLLWATCHER CREDENTIAL FOR THE DEMOCRATIC PARTY Form 242D

CHAPTER

4 Check Election Supplies

- All election equipment and supplies are delivered to the polling place in the blue Election Supply Carrier (ESC). This ESC is on wheels, which can be locked to make it stationery.

- One judge will be given the key to the ESC and should contact the other judges to arrange to visit the polling place the day before the election to check the equipment and supplies. The polling place administrator also will be provided with the ESC key.

1. Open the Election Supply Carrier (ESC).

A. Make sure the correct ESC for your precinct and ward was delivered to the polling place. There is a sticker on each side of the ESC, which indicates the precinct and ward.

B. Break the green seal.

C. Using the ESC key, unlock the door and remove the key. In order to open the door, push on the area where the key was inserted. This will release the latch and open the doors. Do not attempt to break the lock on the ESC. You must use the key to unlock the ESC.

2. Check that the proper equipment and supplies, for your precinct and ward have been delivered to the polling place. The Supply List (Form 21) located on the ESC door, should be used to verify that the correct supplies have been delivered.

Note—Do not:

- unwrap the plastic from the ballots
- sign or initial any forms
- plug in any of the voting equipment or attempt to test it.

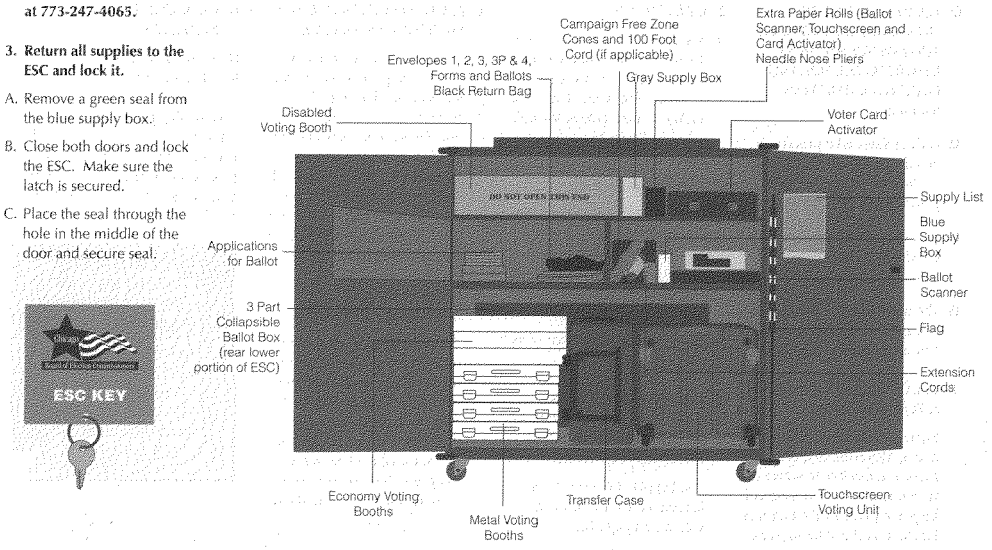
If any supplies are missing, call EQUIPMENT/SUPPLIES at 773-247-4065.

3. Return all supplies to the ESC and lock it.

A. Remove a green seal from the blue supply box.

B. Close both doors and lock the ESC. Make sure the latch is secured.

C. Place the seal through the hole in the middle of the door and secure seal.



Inside the Election Supply Carrier (ESC)

Campaign Free Zone Cones and 100 Foot Cord (if applicable)

Extra Paper Rolls (Ballot Scanner, Touchscreen and Card Activator) Needle Nose Pliers

Envelopes 1, 2, 3, 3P & 4, Forms and Ballots Black Return Bag

Gray Supply Box

Disabled Voting Booth

Voter Card Activator

Supply List

Blue Supply Box

Applications for Ballot

Ballot Scanner

3 Part Collapsible Ballot Box (rear lower portion of ESC)

Flag

Extension Cords

Economy Voting Booths

Metal Voting Booths

Transfer Case

Touchscreen Voting Unit

CHAPTER

5 Setting Up the Polling Place

ELECTION DAY - 5:00 AM TO 6:00 AM

- **ALL JUDGES OF ELECTION AND POLLING PLACE ADMINISTATORS MUST REPORT TO THE POLLING PLACE NO LATER THAN 5:00 AM**
- Pollwatchers, with proper credentials, may enter at 5:00 am to view the setting up of the polling place.
- No one, including judges of election, may vote before 6:00 am.
- The polling place administrator will assist the judges with setting up the voting equipment.

1. CHECK POLLING PLACE FOR A PORTABLE RAMP

Some polling places will have a ramp delivered in order to make it accessible to voters with disabilities. The ramp will be put in place by the Board of Elections and will be in place by 5:45 am. Do not remove the ramp until the polling place closes at 7:00 pm.

2. OPEN THE ESC

A. Make sure the correct ESC, for the precinct and ward you have been assigned to, was delivered to the polling place. There is a sticker on each side of the ESC, which indicates the precinct and ward.

B. Break the green seal.

C. Using the ESC key, unlock the door and remove the key. In order to open the door, push on the area where the key was inserted. This will release the latch and open the doors.

D. Place the flag at the door of the polling place.

3. CHECK THAT YOUR ESC CONTAINS THE EQUIPMENT AND SUPPLIES FOR YOUR PRECINCT AND WARD

The Supply List (Form 21) is located on the ESC door, as well as, on page 10.

4. JUDGE OF ELECTION OATH OF OFFICE AND BADGE

Read and sign the Oath of Office for Assigned Judges (Form 9). Wear the badge of the political party you are representing. Fill in your name and the precinct and ward where you are working. You must wear the badge for the duration of the day. Swear-In Judges must read and sign the Oath of Office for Swear-In Judge (Form 4).

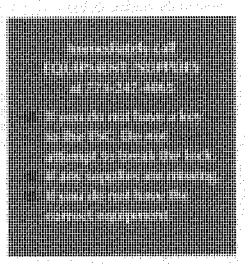
5. POLLING PLACE ADMINISTRATOR BADGE

The polling place administrator must fill in his or her name and precinct and ward where they are working. In polling places with more than one precinct, they must indicate the precinct and ward where they were assigned. The badge must be worn for the duration of the day.

6. CAMPAIGN FREE ZONE MATERIALS

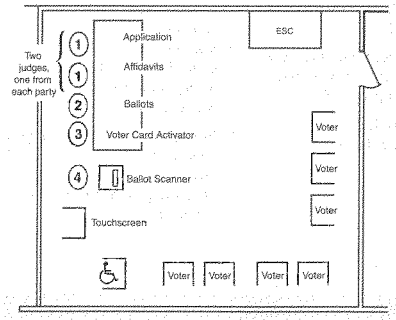
- 2 - 18" Blue Cones
- 100 foot cord

Each polling place will have the Campaign Free Zone materials delivered to it in the ESC. In a polling place with more than one precinct, only one set of materials will be provided.



SUGGESTED POLLING PLACE ARRANGEMENTS

Single Precinct



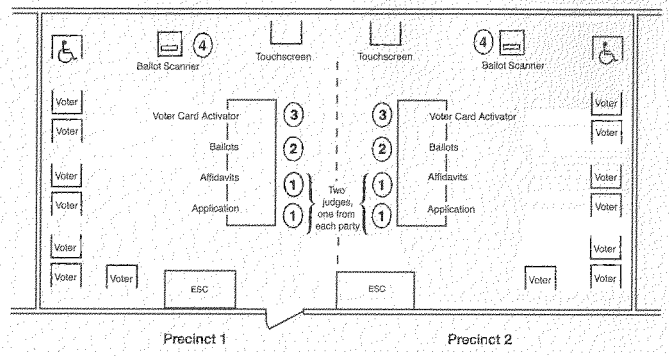
ELECTION CENTRAL
Legal, investigative, procedural and language assistance (312)269-7870

(Election Day only 5:00 am–10:00 pm)

EQUIPMENT/SUPPLIES
Problems with equipment or missing supplies (773)247-4065

(Election Eve (Monday) 5:00 pm–7:00 pm, Election Day 5:00 am–10:00 pm)

Double Precinct



7. ASSEMBLY OF METAL VOTING BOOTHS

Every ESC contains 4 metal voting booths and 3 economy voting booths (Pollstars). Space permitting in the polling place, you should set up every booth.

The metal voting booths no longer contain a ballot booklet. Instead, they have been fitted with a flat writing surface.

A. Remove all metal voting booths from the ESC.

B. Place the booth on a table with the Board of Elections sticker facing up and open the case.

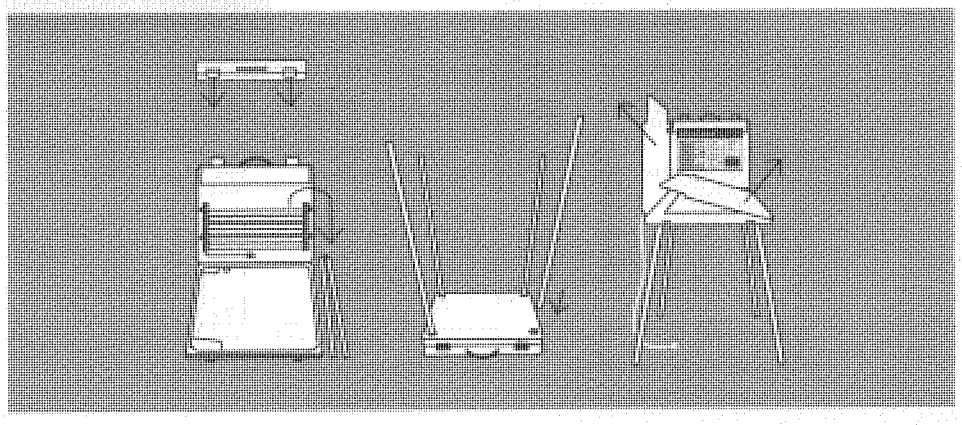
C. Remove the legs from the lid and put each leg section together.

D. Close and lock the lid. Turn the case over on the table. Insert the legs, one at a time, into each hole on the bottom of the booth. Push the legs in tightly using twisting motion until snug.

E. Pick up booth, turn over carefully (making sure the legs are secured) and stand on legs. Open and hold lid; unwrap electric cord at bottom of lid.

F. Tape the Voting Instructions sign (Form 255) to the privacy screen. Form 255 can be found in Envelope 2.

G. Hook side panels to lid using clips at the top of each panel.



1.

8. ASSEMBLY OF ECONOMY VOTING BOOTHS (POLL-STARS)

A. Slide booth from container.

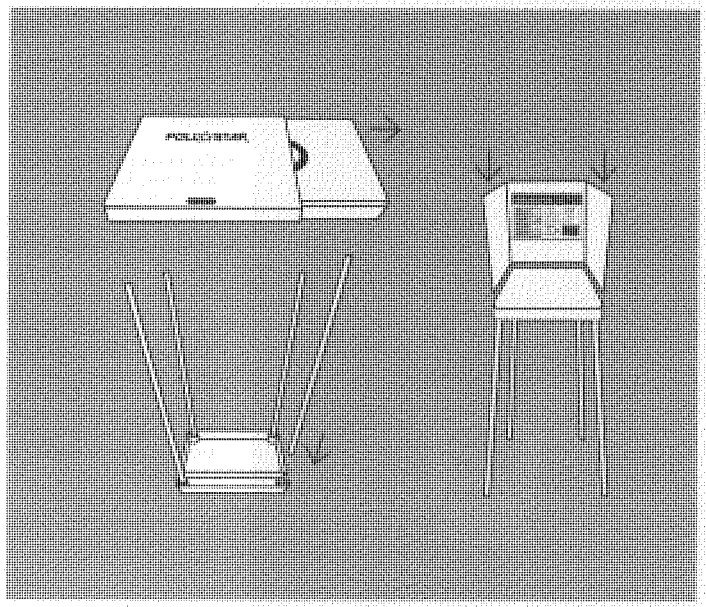
B. Put each leg section together. Insert the legs, one at a time, into each hole on the bottom of the booth.

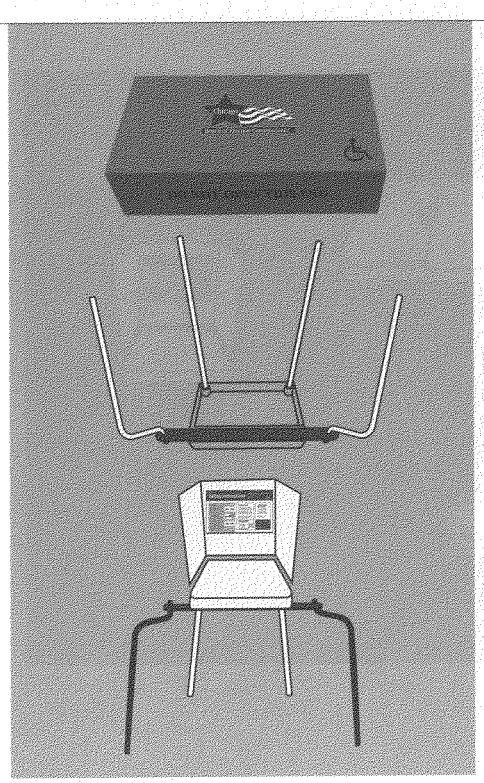
C. Turn booth over and put privacy screen into slots on base.

D. Steady booth by spreading legs slightly.

E. Tape the Voting Instructions sign (Form 255) to the privacy screen.

F. Hang a clip-on light fixture, found in the gray supply box, on the privacy screen.





9. ASSEMBLY OF DISABLED VOTING BOOTH.

A voting booth, specially designed for voters with disabilities, must be assembled and available for any voter's use.

A. The components for the disabled voting booth are in a large gray box found in the ESC. (See picture at left.)

B. Slide the voting booth out of the box.

C. Put straight legs into holes at the rear of the base. Put curved legs into holes in the front of the base. You will notice that the table has been equipped with an extension to make the legs wider. The curved legs can be widened to make for easier entry by a voter in a wheelchair or scooter.

D. Turn booth over, put privacy screen into slots on top of base and steady by spreading the legs.

E. Tape the Voting Instructions sign (Form 255) to the privacy screen.

F. Assemble chair by pulling out on the arms and pressing down on the seat. Place chair and booth where a voter with a disability or elderly voter may use it.

G. Do not allow voters to apply weight or lean on the disabled voting booth.

10. ARRANGE THE VOTING BOOTHS IN THE POLLING PLACE

Put the open side of each voting booth towards a wall, if possible. (See diagram on page 13). It is important that each voter has privacy while voting. Plug in the electric cords and plug booths into each other. Make sure the electric cords will not cause a voter to trip and fall. Use tape to secure the cords to the floor, if necessary.

11. ASSEMBLY OF THE BALLOT BOX FOR THE BALLOT SCANNER

The components for the ballot scanner ballot box are located in the ESC. Make sure to follow the instructions and illustrations shown so that the ballot box and ballot scanner are set up correctly.

A. Remove the three components (top, bottom and collapsible body) from the ESC.

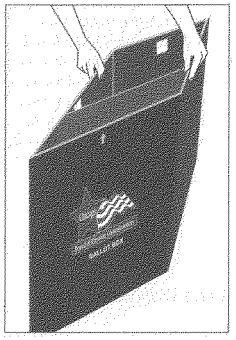
B. Place the bottom of the box on the ground.

C. Unfold the collapsible body into a box and place on bottom. Secure the bottom to the body by using the Velcro straps. **The white arrow and the Board seal are on the front of the box.**

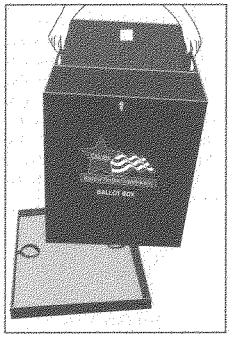
D. Place the top of box on the body. The white arrow on the top must line up with the white arrow on the body.

E. Secure the top to the body by using the Velcro straps.

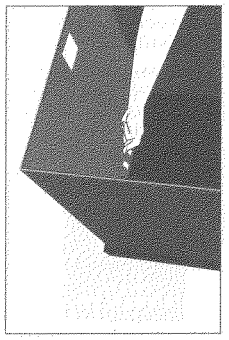
F. Place ballot scanner on the top of the ballot box making sure that the front of the ballot scanner is facing the front of the ballot box.



17-C(1)



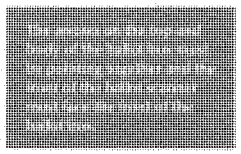
17-C(2)

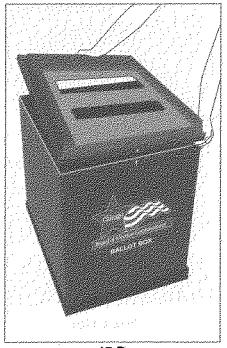


17-C(3)

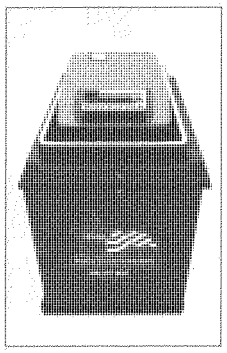
G. Secure ballot scanner to ballot box by threading the seal through the holes.

Note: There is a divider inside the box that creates two sections. The ballot scanner will separate ballot cards, with write-in votes, into the front section of the ballot box. Ballot cards without write-in votes will fall into the back section of the ballot box.





17-D



17-F

12. SET UP THE BALLOT SCANNER

Ballot Scanner must remain plugged in ALL DAY! If there is a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

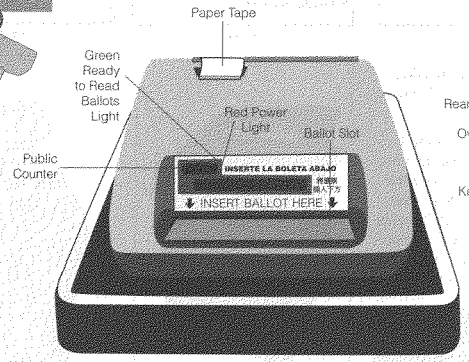
The ballot scanner has a public counter, a paper tape and keypad. The public counter will count the number of ballots accepted by the ballot scanner, and the paper tape will display messages and instructions to the judges of election. The keypad is located on the back of the ballot scanner (underneath the door).

A. Remove ballot scanner key from blue supply box. Unlock rear door of ballot scanner and verify that red seal is attached to memory pack door. If memory pack door is slightly opened, push door closed. Make sure the power cord is plugged into the rear of the ballot scanner.

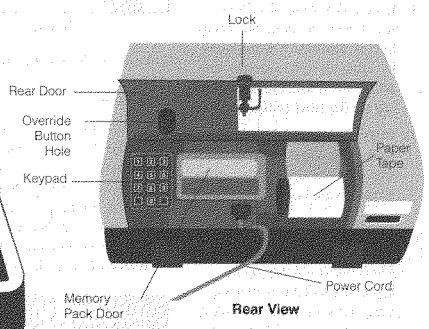
B. Plug the power cord into extension cord, if necessary, and then into 3-hole electrical outlet. If the precinct does not have a 3-hole outlet, plug the cord into the special adapter, found in the gray supply box, and then into a 2-hole electrical wall outlet.

C. As soon as the ballot scanner is plugged in, it will begin operating. Make sure the red power light (on the front of scanner) is ON.

BALLOT SCANNER



Front View



Rear View

(THE MEMORY PACK WILL BE INSIDE THE SCANNER UPON DELIVERY TO THE POLLING PLACE)

SEQUOIA OPTECH INSIGHT
21st Century Optical Ballot Counting System!

HPX. K/K1. 42. 050816. 1100
HARDWARE DIAGNOSTICS PASSED

APX 2.12 050905. 1320
Insight serial number is 503,421
Protective counter number is 127

TUES., FEBRUARY 27, 2007 5:15:00 AM
5:15:10 ALL CHECKSUMS O.K.

CHICAGO GENERAL ELECTION

Election parameter data created from
EMS database of 12:00:00 PM, 02/01/07

TUES., FEBRUARY 27, 2007 5:15:11 AM

BALLOT REPORT

Insight serial number is 503,421
Protective counter number is 127

Precinct 0001
- COUNTED 000
- NOT COUNTED 000
= TOTAL BALLOTS CAST 000

19-D/E

D. A morning zero tape will automatically print from the ballot scanner. DO NOT SIGN OR REMOVE THE MORNING ZERO TAPE! It must remain attached to the ballot scanner until after the polls close.

TUES., FEBRUARY 27, 2007 5:15:11 AM

Precinct 0001, Ward 51
Current ballots cast = 000

Polls open, OK to read ballots

19-F

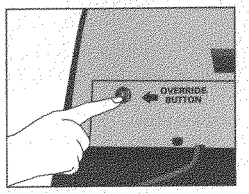
E. After the zero tape prints, the message "ALL CHECKSUMS O.K." must appear on the tape under the date of the election and the time of day.

F. Review the bottom of the tape. The following information should appear:
- date of election and time of day
- precinct and ward
- current ballots cast = 000
- polls open, OK to read ballots

G. Every judge should become familiar with the override button. It is visible through the hole in the door on the back of the ballot scanner and is the number 3 on the keypad. This button will be pressed if a voter wants to override an overvoted or blank ballot.

H. The green "Ready to Read Ballots" light should be ON. This means the ballot scanner is ready to accept ballots. Close and lock the rear door of the ballot scanner and place key back in the blue supply box.

I. Verify that the public counter is at 0000. Once the voting begins, the public counter will count the number of ballots that have been accepted by the ballot scanner. After the first ballot is accepted, the paper tape will print a message and advance the paper. It will not print or advance for every ballot accepted thereafter, unless a ballot error is detected.



19-G

J. The paper tape will display messages to the judges on how to process overvoted, blank, uninitialed, defective or jammed ballots.

Troubleshooting Guide For Ballot Scanner

Category	Scenario	Action
POWER	The scanner power cord is accidentally unplugged from AC outlet or from the back of the unit.	Plug the power cord back into the electrical outlet or the back of the unit. Header information will print and scanner is ready to continue processing ballots.
	After the unit is plugged in, the scanner will not print the morning zero tape and the public counter shows 0000. The red and green lights may or may not be on.	Check cord connection to the electrical outlet and check that the cord is connected to the ballot scanner in the rear access compartment. You will need to use key to unlock door on ballot scanner. Plug the ballot scanner into a different electric outlet. Refer the problem to the Polling Place Administrator OR **if problem still occurs, call EQUIPMENT/SUPPLIES at 773-247-4065.**
	Power failure/outage at the polling place	Proceed with the election, process ballots using the ballot box portion of the ESC until power is restored. (Refer to page 52 for instructions.) When power is restored, plug in ballot scanner. Refer the problem to the Polling Place Administrator OR **call ELECTION CENTRAL at 312-269-7870.**
PUBLIC COUNTER	When opening the polls on election morning, the public counter shows a number instead of 0000.	The ballot scanner may not have been initialized. Proceed with the election using the ballot box portion of the ESC. (Refer to page 52 for instructions.) Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
FIRST BALLOT CAST IS REJECTED	First ballot cast on election morning is rejected and message "jammed ballot" is printed on the tape.	Check to make sure that the slots on the bottom of the ballot scanner correspond with the slots on the top of the ballot box. You will need to break the seal in order to lift ballot scanner. Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**

Category	Scenario	Action
THE BALLOT SCANNER DOES NOT ACCEPT BALLOTS	During voting hours the ballot scanner stops accepting ballots.	Check to make sure that the red and green lights are on. If not, check that the power cord is plugged into outlet or extension cord. If the power cord is plugged in, try another outlet. If power is not restored, continue election process using the ballot box portion of the ESC. (Refer to page 52 for instructions.) Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
	The ballot scanner stops processing and a checksum error message prints.	Continue processing ballots using the ballot box portion of the ESC. (Refer to page 52 for instructions.) Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
PAPER ROLL	Red line begins to show on the edge of tape.	The paper roll is running out of paper. Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
BALLOT ERROR	Ballots marked incorrectly by the voter and returned to the voter with message "Overvoted Office" or "Blank Ballot."	Voter has choice of correcting their ballot or leaving it "as is" (override the message). To override, press the override button (number 3) on the back of the ballot scanner.
	"No Initials"	Voter must remove ballot from ballot scanner and return to judge at Station #2 for initials. You cannot override a ballot that has not been initialed by an election judge.
	Ballots that have physical ballot errors such as light printing, torn, or wrinkled.	To avoid ballot jams, ballots that are torn or wrinkled should be duplicated and not inserted into ballot scanner. Ballots that are returned due to light printing, should be surrendered and the voter receive a new ballot to vote.

(continued)

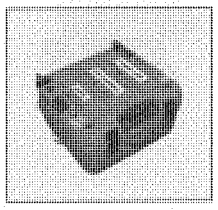
Troubleshooting Guide For Ballot Scanner *(continued)*

Category	Scenario	Action
BALLOT ERROR *(continued)*	"Defective ballot" or "Startbar detect"	When the ballot is returned with a "Startbar detect" or defective ballot error, the defective ballot should be re-inserted in a different orientation, the ballot may have entered the ballot scanner skewed and the tabulator was not able to read it correctly. If the ballot continues to be rejected, you should spoil the ballot and issue the voter a new one. There may be marks on the ballot which are creating the defective ballot message. Instruct the voter to check that no marks have been made outside the target areas, including the judge's initials' box.
	"Wrong security ID"	"Wrong Security ID" message means that the ballot does not match the ballot coding for that precinct or split, The voter surrenders the ballot and receives correct ballot for their precinct or split.
BALLOT JAM	Ballot is jammed and cannot be removed or is torn inside the ballot scanner.	Carefully try to remove the ballot. Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.** Continue voting process by placing ballots into the ballot box portion of the ESC. (Refer to page 52 for instructions.)
	Ballot is jammed in the process of voting.	The ballot scanner will print the message that the ballot "has been processed" or that the "ballot has not been processed".
	"Ballot Has Been Processed"	If the ballot has been processed, pull the ballot from the slot and drop into the corresponding bin of the ballot box.
	"Ballot Has Not Been Processed"	If the ballot has not been processed, pull the ballot from the slot and re-insert the ballot into the ballot scanner to be counted.

13. SET UP OF TOUCHSCREEN VOTING UNIT
(Two judges and the polling place administrator must set up the touchscreen)

Removal of Audio Components, Leg Assembly and Power Cord

A. The touchscreen should be placed on the floor with the storage covers facing up. The storage covers are marked "Audio", "Leg Assembly" and "Power Cord". Also, the yellow and black holes will be facing up.



NOTE: If easier for the judges, this step could be performed with the unit on a table.

B. Remove each cover and remove the contents. Replace the covers. Unit should remain on the floor or table. Place power cord and audio headphones and strap to the side.

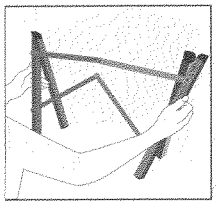
Assembly of Legs

NOTE: The leg assembly is a one-piece unit.

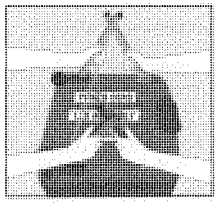
A. Pull the leg assembly apart so that the upper brace is fully extended and the lower brace is bent upward. AT THIS POINT, THE UPPER AND LOWER BRACES ARE NOT CONNECTED.

B. Place the black bottom ends into the black slots. Place the yellow bottom ends into the yellow slots. Press the legs into the slots until you hear a "click".

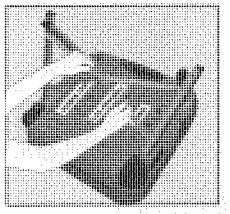
C. Once the legs are securely in place, insert the pin located on the upper brace into the hole located on the lower brace. The braces should resemble an "X".



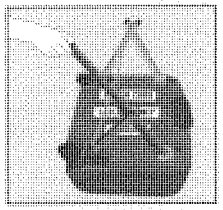
23-A



23-B



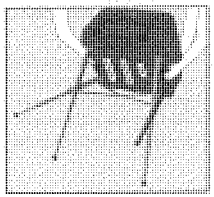
23-C



23-D

D. Extend the lower portions of each leg until the retention pins "click" into place. Make sure the legs are completely extended.

E. Two judges should carefully roll the unit on its side with the main handle facing up and then lift the unit off the floor or table and onto its legs.



23-E

Opening the touchscreen unit

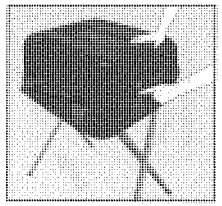
A. Unfasten the four latches and remove the lid. Each latch has a silver locking tab, which must be pushed to the left for the latch to be unlocked. Place the lid inside the ESC.

B. Remove the privacy panels and curtain from the unit and set aside.

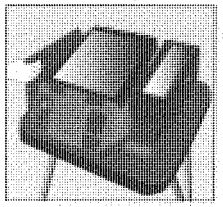
NOTE: THE PRINTER IS ATTACHED TO THE TOUCH-SCREEN UNIT AND MUST REMAIN ATTACHED. MAKE SURE THE CABLE IS SECURELY PLUGGED INTO THE PRINTER AND THE TOUCHSCREEN.

C. Gently raise the screen and printer and place the positioning bar in the second position. Printer cable should be plugged into both the printer and touchscreen.

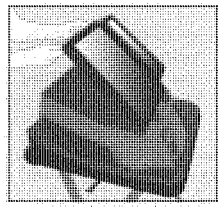
D. Attach the left privacy panel to the left side of the touchscreen. Attach the right privacy panel to the right side of the printer. You will hear a click when the privacy panels are completely inserted. Using the Velcro, attach the privacy curtain to the top portion of the privacy panels. The privacy curtain should be attached so that the flap covers the back of the touchscreen and printer.



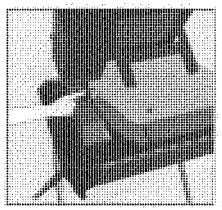
24-A



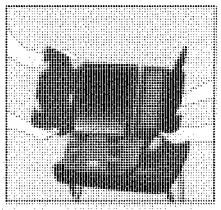
24-B



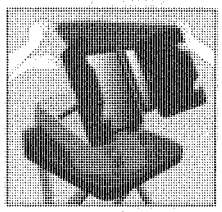
24-C-1



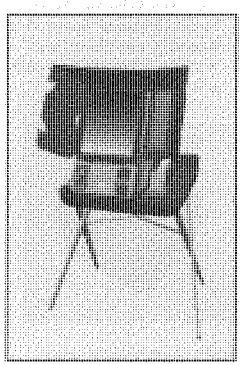
24-C-2



24-D-1



24-D-2



24-D-3

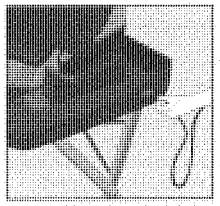
Powering Up the Touchscreen

A. Plug the power cord into the right side of the touchscreen then into either a wall outlet or extension cord. Make sure the cord will not cause a voter to trip and fall. Use tape to secure the cord to the floor, if necessary. Once the unit is plugged in, the green AC ON light must be lit, if not, plug into a different outlet. The AC ON light is located above the plug on the right side of the unit.

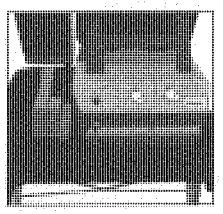
B. Verify that a red seal is on the Cartridge Ports (results cartridge) door. If the seal is missing, immediately call ELECTION CENTRAL at 312-269-7870.

C. Press the red Power switch located on the back of the unit.

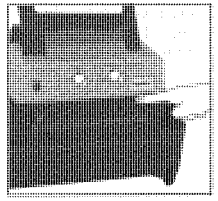
D. The unit will take a few minutes to power up. Wait for instructions that will appear on the screen.



25-A



25-B



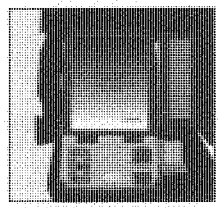
25-C

E. When the message ***"Ready to Open Official Election Polls. To begin voting move the dial to OPEN"*** appears on the screen, break the yellow seal on the Polls Open/Close door and open the door (remove the red seal that is located under the door). Turn dial to OPEN. Close the door and secure with the red seal.

Important: The polls must remain OPEN all day. Make sure the red seal is placed on the door.

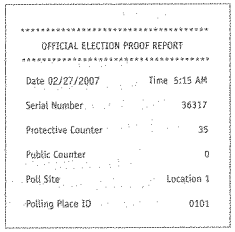
F. Once the polls have been opened, an Official Zero Proof Report will print on the printer. DO NOT PRESS THE "ZERO PROOF REPORT" BUTTON. Verify that your precinct and ward is printed on the zero tape.

The Official Zero Proof Report must not be removed from the printer at this point. Make sure the pollwatchers in your precinct view the zero tape.



25-E

Paper Tape



****

OFFICIAL ELECTION PROOF REPORT

****

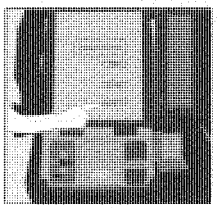
Date 02/27/2007	Time 5:15 AM
Serial Number	36317
Protective Counter	35
Public Counter	0
Poll Site	Location 1
Polling Place ID	0101

G. After the zero proof report finishes printing, the screen will display the message "Waiting For First Voter". Touch "Start Voting".

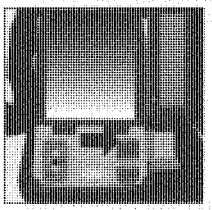
H. You will notice two green lights on the front of the touchscreen, one on the printer and one below the screen. If the green light on the printer is flashing have the Polling Place Administrator correct the problem or call EQUIPMENT/SUPPLIES at 773-247-4065.

I. Verify that the public counter located at the bottom of the screen shows 0. If not, call EQUIPMENT/SUPPLIES at 773-247-4065.

J. The front of the touchscreen should be facing a wall, so that the voter can have privacy while voting.



26-G



26-H

Attaching the Audio Headphones

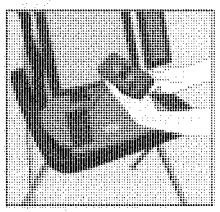
NOTE: ONLY ATTACH THE HEADPHONES WHEN A VOTER IS USING THE AUDIO BALLOT. DO NOT LEAVE HEADPHONES PLUGGED INTO THE CONTROLLER ALL DAY. NOTE: THE AUDIO CONTROLLER IS ATTACHED TO THE TOUCHSCREEN. IT MUST BE PULLED OUT FROM THE UNIT TO USE.

Follow these steps when a voter requests an audio ballot:

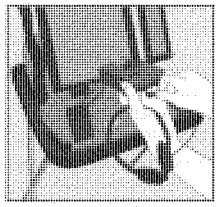
A. Lift the audio controller away from the unit. Plug the headphones into the bottom of the controller.

B. Place a set of headphone covers on the headphones. After the voter uses the headphones, remove and dispose of the used covers and replace with new covers. Place the remaining headphone covers at Station #3.

C. The headphones can be placed on the back of the unit when not in use by a voter.



26-A



26-A

Troubleshooting Guide For Touchscreen Unit

Category	Scenario	Action
POWER	Accidentally turn power switch OFF.	Turn power switch back to ON.
	Green power light on back of unit is not lit	Check cord connections. You may need to plug unit into a different outlet. Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
	Blank screen	Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
	Power failure/outage at Polling Place	The Touchscreen unit has a back-up battery which will keep the unit operating for 1 hour after the power failure. **Immediately call ELECTION CENTRAL at 312-269-7870.**
MANUAL ACTIVATION	If card activator fails	Switch touchscreen to manual activation. Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
INVALID VOTER CARD MESSAGE	Remove card	Press and release the green button on the back of the touchscreen unit.
	"Vote save error. Ballot Cast"	To remove the voter card, press and release the green activate button on the back of the touchscreen. Confirm to the voter that their ballot has been completed and cast. Wipe the voter card chip (on reverse side of card) with a soft cloth. If needed, check the card status by pressing Card Status on the voter card activator and inserting the voter card.
	"Vote save error. Ballot Not Cast"	To remove the voter card, press and release the green activate button on the back of the touchscreen. Activate a new voter card and have the voter re-vote. Wipe the old voter card chip (on reverse side of card) with a soft cloth.

(continued)

Troubleshooting Guide For Touchscreen Unit *(continued)*

Category	Scenario	Action
CARD STUCK	Voter card will not eject from the touchscreen unit. Voter card inserted, but screen does not change or "Please contact poll worker" message appears	Press and release the green button on the back of the unit or press and hold the red power switch until the screen goes completely dark. Turn the unit back on by pressing and holding the red power switch for one second. The card should eject once the unit powers on. If the card remains stuck, pull the card out using the extension or the pliers (located inside the ESC). **If voter card remains inside unit, call EQUIPMENT/SUPPLIES at 773-247-4065.**
VOTER FLED	Voter left polling place while in the process of voting.	Refer the problem to the Polling Place Administrator OR **call ELECTION CENTRAL at 312-269-7870.**
CANCEL ACTIVATION	If voter gets the wrong ballot style.	Cancel activation. Refer the problem to the Polling Place Administrator OR **call ELECTION CENTRAL at 312-269-7870.**
TOUCHSCREEN PRINTER	Printer paper low	Ensure that the cable is securely plugged into the printer and the touchscreen (if connected properly, paper is low and should be replaced). All judges of election must sign the end of the used paper roll and place inside the transfer case. Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
	Printer offline	If green light on printer is flashing or printer offline/printer error message appears. Ensure that the cable is securely plugged into the printer and the touchscreen. Press Retry on the screen (if available). Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
	Printer jam	Unplug power on printer. Refer the problem to the Polling Place Administrator OR **call EQUIPMENT/SUPPLIES at 773-247-4065.**
DIRTY TOUCHSCREEN	Periodically checking for fingerprints	Clean screen with anti-static wipe provided in gray supply box. Do not use any other product to clean the screen.

14. SETTING UP THE VOTER CARD ACTIVATOR

The voter card activator has a message window that will display messages to the judges of election. Some of the messages will remain until they are cleared by the judges. Press either YES or NO to clear the screen.

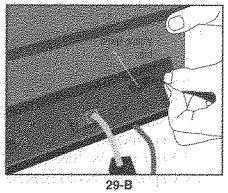
A. Verify that the voter card activator is for the correct precinct and ward by looking at the sticker located on the unit.

If the voter card activator is not for your precinct, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

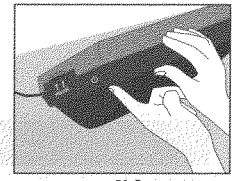
B. The power cord and power supply should be attached. The power supply is plugged into the back of the unit and the power cord should be plugged into either a wall outlet or extension cord.

C. Turn the power to ON. The power switch is located under the left side of the unit. There is no door covering the power switch.

The voter card activator must be turned ON before the opening of the polls.

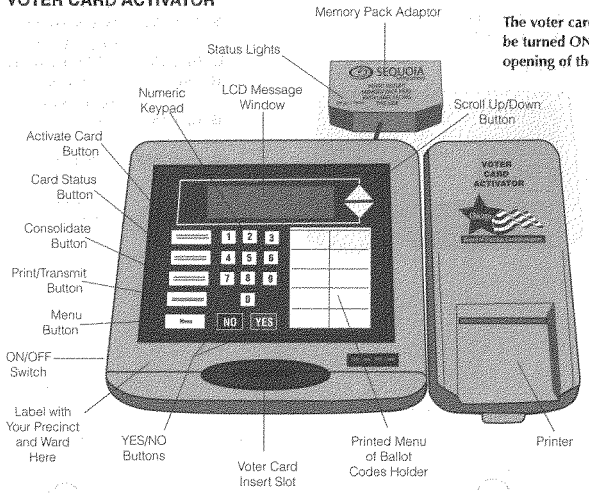


29-B



29-C

VOTER CARD ACTIVATOR

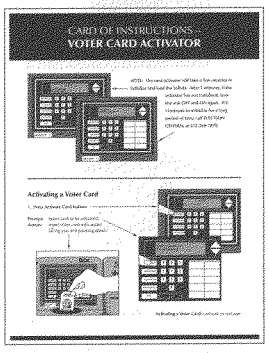


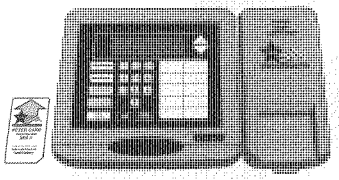
D. The voter card activator will take a few minutes to power up.

E. After the unit is powered up, press "Menu", then the number 5 (print), then the number 4 (zero report), then the number 1 (all precincts). A zero report will begin to print. Remove the zero report and place inside the transfer case.

F. Remove the voter cards from the blue supply box and place next to the voter card activator. Each precinct is being supplied with 5 voter cards, which can be reactivated during election day. It is important that the voters are instructed to return the voter cards to the judges after voting. **Do not pre-activate voter cards. Voter cards should only be activated after the voter has been verified.**

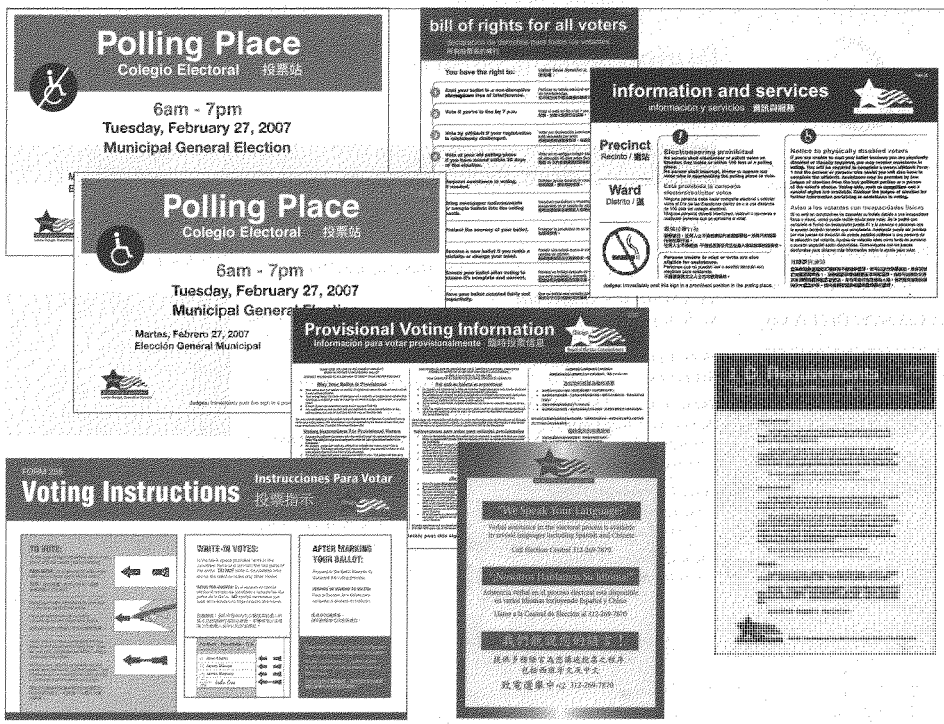
G. Make sure the card of instructions is placed next to the voter card activator.





15. POST ALL SIGNS CONTAINED IN ENVELOPE 2

- **Form 25** "Information and Services" sign
- **Form 177** "Polling Place" sign
- **Form 177A** "Accessible Entrance" sign (if applicable)
- **Form 177AE** "Alternate Entrance" sign (if applicable)
- **Form 250** "We Speak Your Language" sign
- **Form 251** "ID Required" sign
- **Form 253** "Voter's Bill of Rights" sign
- **Form 255** "Voting Instructions" sign
- **Form 255P** "Provisional Voting Information" sign
- **"How to Vote Your Ballot" sign**


Polling Place
Colegio Electoral 投票站
6am - 7pm
Tuesday, February 27, 2007
Municipal General Election
Polling Place
Colegio Electoral 投票站
6am - 7pm
Tuesday, February 27, 2007
Martes, Febrero 27, 2007
Elección General Municipal
bill of rights for all voters
You have the right to:
information and services
información y servicios
Precinct
Recinto / 選站
Ward
Distrito / 區
Provisional Voting Information
Información para votar provisionalmente
Voting Instructions
Instrucciones Para Votar
投票指示
TO VOTE:
WRITE-IN VOTES:
AFTER MARKING YOUR BALLOT:
"We Speak Your Language"
Voting assistance in the national process is available in several languages including Spanish and Chinese.
Call Election Central 212-269-7670.
¡Nosotros Hablamos su Idioma!
Asistencia votar en el proceso electoral está disponible en varios idiomas incluyendo Español y Chino.
Llame a la Central de Elección al 212-269-7670.
我們支持您的語言！
選舉期間提供多種語言的投票程序，包括西班牙文及中文。
致電選舉中心 212-269-7670

CHAPTER

6

During Voting Hours

Election Day 6:00 am to 7:00 pm

At 6:00 am announce that the polls are open!!

PRIOR TO OPENING THE POLLING PLACE, THE JUDGES MUST DECIDE ON DUTY STATIONS AND SET UP THE JUDGES' TABLE.

JUDGES' STATION #1

Two judges, one from each political party, must sit at Station #1. Their duties include: issuing Applications for Ballot (Form 14); processing of affidavits and verifying voters' signatures.

Items That Must Be Placed At Station #1:

Form 14 Application for Ballot Spindle with Blue Cover
Correction Sheet
Signature Capture Form

Form 1 Consolidated Voter Affidavits (1S, Spanish; 1C, Chinese, if applicable)

Form 1A Notice of Person Providing Assistance

Form 48 Cancellation of Absentee Ballot Affidavit

Form 276P Provisional Voter Affidavit

Envelope 47E Return of Completed Oaths, Affidavits and Pollwatcher Credentials

Envelope 48E Return of Form 48

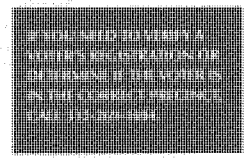
Supplemental Poll List

Precinct List of Early Voting and Grace Period Voters*

Precinct List of Absentee Voters*

*These lists will be included in the Election Judge Key Envelope. It is imperative that you refer to these lists prior to issuing a ballot.

For voters who require foreign language assistance, call ELECTION CENTRAL at 312-269-7870



PROCESSING OF VOTERS

1. **Ask voter's name and address.**

Find the pre-printed Application for Ballot (Form 14) and carefully tear it out of the pad at the perforation.

The left side of the Application for Ballot contains a digitized image of the voter's signature. There is no longer a Signature Book. You will use the signature contained on the Application for Ballot to compare the voter's signature.

Important: Check the Precinct List of Early Voting and Grace Period Voters. If a voter's name appears on the list, that person cannot vote in the polling place on election day. Call ELECTION CENTRAL at 312-269-7870 if a voter, whose name appears on the list, insists on voting.

Also check the Precinct List of Absentee Voters. If a voter's name appears on the list, refer to page 43 for procedures on processing the voter.

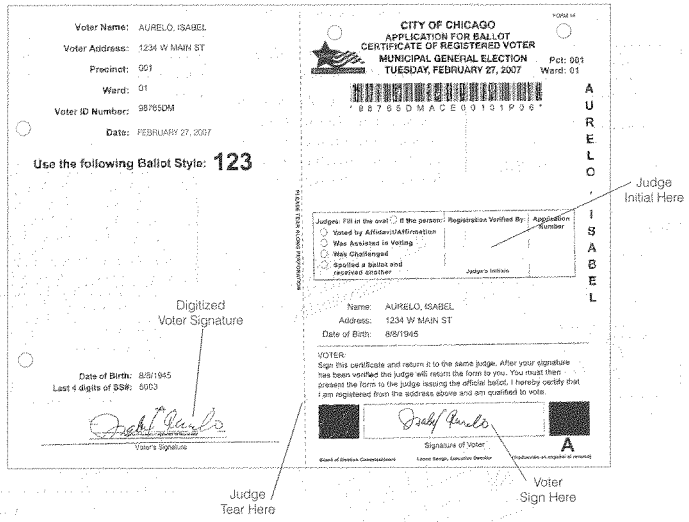
2. **The voter verifies his or her name and address on pre-printed application.**

3. **The voter must sign the Application for Ballot in "Signature of Voter" box.**

4. **Call out loud the voter's name and address.**

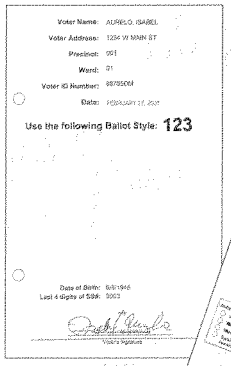
Note: Spanish and Chinese (if applicable) facsimiles of Form 14 are included in your supplies.

Sample - Application for Ballot Form 14



5. **Compare voter's signature.**

Both judges must compare the signature on the left side of the Application for Ballot, which is attached to the spindle, to the signature voter placed in the "Signature of Voter" box.



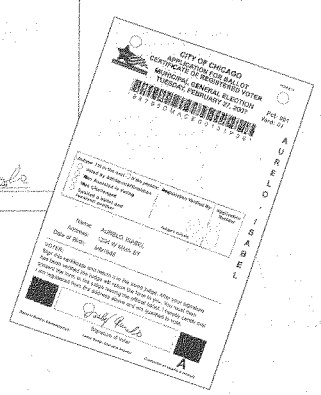
6. **Judges approve signature.**

One judge must initial the "Registration Verified By" box on the application.

If the signatures do not compare or the voter is otherwise challenged, consult Page 40.

7. **No signature on left side of Application for Ballot.**

Have the voter sign the Signature Capture Form. The judge must print the voter's name and Voter I.D. Number, which is located on the left side of the Application for Ballot (Form 14). Ask the voter to provide specific information contained on the left side of their Application for Ballot (date of birth or social security number).



8. **Give approved Application for Ballot to voter.**

Once the Application for Ballot (Form 14) has been approved and initialed by judges, give it to the voter.

WHAT IF?

A. **More than one pre-printed Application for Ballot for a voter.**
Remove all applications for that voter and clip them together. Make a note of the duplicate applications on the Correction Sheet.

Pink Form 14

B. **Pink pre-printed Application for Ballot.**
Voter's registration was challenged as a result of the mail canvass. Voter must complete Box #2 on the Consolidated Voter's Affidavit (Form 1).

C. **Both pink and white pre-printed Application for Ballot for a voter.**
Remove both and have voter sign white application, provided the voter still resides at the same address. Clip both applications together and make a note of the duplicate applications on the Correction Sheet.

D. **Gray pre-printed Application for Ballot.**
Voter is required to provide identification prior to voting. Acceptable identification is as follows:

- a current and valid photo ID, or
- a current utility bill, bank statement, government check, paycheck or other government document that shows the voter's name and address.

This voter *will not* be required to complete an affidavit after providing the acceptable identification. The judges are not required to indicate what type of identification was provided.

If the voter does not have identification, refer to Pages 40 and 47 for procedures on Provisional Ballots.

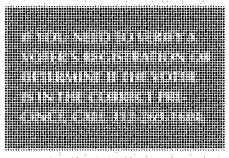
E. **No pre-printed Application for Ballot, but voter's name is on the printed pollsheet or the supplemental poll list.**
Remove blank Application for Ballot from back of pad and print voter's name on it. Voter must print his or her address and sign the blank application. The voter must complete Box #1 on the Consolidated Voter's Affidavit (Form 1).

F. **Voter makes mistake on pre-printed application.**
Judge and voter must complete a blank application and clip it to the pre-printed application.

Note: Voters who are physically disabled and want to vote using the audio ballot on the touchscreen unit should be directed to Station #3 for issuance of a voter card. Voters with disabilities must be given priority to the touchscreen unit. Non-disabled voters will have to wait to use the touchscreen unit if a disabled voter, who wishes to vote on the touchscreen unit, is in your polling place. Voters who are voting a Provisional Ballot must also vote on the touchscreen unit.

Gray Form 14

WHO MAY VOTE



Only those individuals who fall into one of the categories listed may vote in the precinct on election day.

1. **Pre-printed Application for Ballot (Form 14).**

Any voter who has a pre-printed Application for Ballot (Form 14) and who currently resides at the address listed on the application, may vote without signing an affidavit, unless his or her qualifications are successfully challenged or his or her name appears on the Precinct List of Early Voting and Grace Period Voters.

2. **Voting by Consolidated Voter's Affidavit (Form 1)**

An affidavit is a sworn statement made in support of a person's qualifications to vote. Depending on the reason, the judge must complete the affidavit, the appropriate box on the front of the form must be checked and supporting affidavits on the back must be signed or two pieces of acceptable identification must be provided. A judge of election can sign a supporting affidavit as a "Registered Voter" if the judge lives within the precinct.

Spanish and Chinese (if applicable) facsimiles of Form 1 are included in the supplies.

The categories for Form 1 are as follows:

A. No Application for Ballot (Form 14) - Box #1
Name is on printed poll sheet or supplemental list of voters for this precinct, but there is no Application for Ballot (Form 14) with signature. **Complete Supporting Affidavit A** on back.

B. Canvass Challenge - Box #2
A voter whose registration was challenged during the mail canvass, but still resides at the address listed on the pink Application for Ballot (Form 14). Voter must complete the Affidavit (Form 1), check Box #2 and provide acceptable identification to the judges of election.

Acceptable identification includes:

- driver's license
- social security card
- utility bill
- employee or student identification card
- credit card
- civic, union or professional association membership card
- public assistance card
- library card

A verification of registration card is NOT acceptable.

C. Change of Address - Box #3
A voter who has moved within 30 days prior to the election and still resides within the State of Illinois. Voter must complete the Affidavit (Form 1), check Box #3 and complete the Supporting Affidavit B on the back of the form or provide two pieces of acceptable identification.

D. Assisted Voter - Box #4 or #5
A voter, who qualifies for assistance, must make request to the judges of election for assistance.

A voter, who is unable to speak, read or write the English language, must complete the Affidavit (Form 1) check Box #4 and complete the Supporting Affidavit C on the back of the form.

A voter who, because of a physical disability, is unable to mark his or her ballot must complete the Affidavit (Form 1) check Box #5 and complete the Supporting Affidavit C on the back of the form.

Sample – Consolidated Voter's Affidavits Form 1 (front)

STATE OF ILLINOIS } ss.
COUNTY OF COOK }

CHICAGO BOARD OF ELECTION COMMISSIONERS
CONSOLIDATED VOTER'S AFFIDAVIT

FORM 1
(for judge)
Vol.
Pct.

I, _____ (PLEASE PRINT NAME), do solemnly swear (or affirm) that I am a citizen of the United States, of the age of 18 years or over, that I have resided in this State and in this precinct and ward for 30 days next preceding this election (or I have moved as indicated below), that I have not voted at this election, that I am a duly qualified voter in every respect and that I reside at _____ (PLEASE PRINT ADDRESS)

Judge Complete Name and Address

CHECK APPROPRIATE BOXES AND COMPLETE SUPPORTING AFFIDAVITS ON REVERSE SIDE (if necessary)
(Refer to Judge of Election Handbook for complete instructions)

☐ 1. NO APPLICATION FOR BALLOT (Form 14) — My name appears on the printed poll sheet or supplemental list of voters for this precinct and my name has not been erased or withdrawn from the registration records. Complete Supporting Affidavit A on back.

☐ 2. CANVASS CHALLENGE — I still reside at the above address and was canvassed in error at the last canvass and I have provided the judge of election with two pieces of identification, one with my current residence address. No Supporting Affidavit required.

Two pieces of identification must be presented, one with current residence address. Specify the type of identification and record the number.

Identification: 1. _____ 2. _____

☐ 3. CHANGE OF RESIDENCE — I have changed my address within the last 30 days from _____ to the address shown above within the State of Illinois. Complete Supporting Affidavit B on back OR two forms of I.D. required.

If Supporting Affidavit B on back is not completed, then two pieces of identification must be presented, both with current residence address, one postmarked within the last 30 days. Specify the type of I.D. and record the number.

Identification: 1. _____ 2. _____

ASSISTED VOTER

☐ 4. CANNOT READ, WRITE OR SPEAK ENGLISH — I cannot read, write or speak the English language and hereby request assistance. Complete Supporting Affidavit C on back.

OR

☐ 5. PHYSICAL DISABILITY — By reason of a physical disability of _____ I am unable to mark my ballot and hereby request assistance. Complete Supporting Affidavit C on back.

OR

☐ 6. ARMED FORCES — I have been engaged in the military or naval service of the United States within the last 60 days and, because of such service, I have been unable to register to vote and I have maintained a legal residence in this precinct for 30 days next preceding this election. Complete Supporting Affidavit D on back.

☐ 7. CHANGE OF NAME — I am the same person now registered under the name of _____ and that I still reside in said precinct. No Supporting Affidavit required.

Intentionally left blank

Judge Check Appropriate Box

Subscribed and sworn to before me this _____ day of _____, 20____ A. D.

_____
Judge of Election

Date of Birth _____

Signature of Voter _____

Judge Sign Here

Voter Sign Here

RETURN THIS AFFIDAVIT IN ENVELOPE #7E

37

Language Assistance

As required by Section 203 of the Federal Voting Rights Act, the Board of Elections provides election materials in English, Spanish and Chinese.

Judges of election may provide assistance to foreign speaking voters by using the book "We Speak Your Language", which provides voting instructions in 16 languages. If verbal assistance in a foreign language is required, call ELECTION CENTRAL at 312-269-7870.

The voter may be assisted by a person of his or her choice. If the voter needs assistance, but has no one to assist him or her, two judges, one from each political party, shall assist the voter.

Both the person giving assistance and a judge of election must complete the Supporting Affidavit C on the back of the Affidavit, Form 1. The person giving assistance must be handed a copy of Form 1A. The judge of election must also indicate that the voter received assistance by checking the "Was Assisted in Voting" box on the Application for Ballot (Form 14).

Intoxication is not a valid reason for receiving assistance in voting.

No voter maybe assisted by the voter's employer or agent of that employer or an officer or agent of the voter's union.

Voters may receive formal assistance on either the ballot scanner or the touchscreen unit after the Form 1 has been completed.

A voter who uses the audio controller and headphones is not required to complete Form 1.

E. Members of the United States Armed Forces or Veterans - Box #6

Members of the United States Armed Forces on active duty or veterans separated from active duty within 60 days prior to the election (who have resided in the precinct for 30 days) may vote without being registered to vote. Voter must provide proof of the above and complete the Affidavit (Form 1), check Box #6 and complete Supporting Affidavit D on the back of the form. A spouse or dependent of a person in this category does not qualify to vote under this provision and must be registered to be eligible to vote. Voters must complete blank Application for Ballot (Form 14).

F. Change of Name - Box #7

Voter who has changed his or her name, but continues to reside within the precinct and is registered to vote under the former name, may vote after completing the Affidavit (Form 1) and checking Box #7. This affidavit will be used to cancel the voter's registration under his or her previous name and register him or her under the new name.

Sample – Consolidated Voter's Affidavits Form 1 (back)

STATE OF ILLINOIS }
COUNTY OF COOK } ss.

SUPPORTING AFFIDAVITS
Judge of Election - you must complete and sign box E at bottom.

A **Complete when box 1 on the front is checked. Two supporting signatures required.**

We, _____, and _____, do solemnly swear (or affirm) that we are registered voters in the ____ precinct and _____ ward, Chicago, Cook County, State of Illinois, and that we reside at _____ and _____ respectively, in said precinct, and that we know the aforesaid applicant to vote and that he/she resides at _____, and that he/she is the same person whose name appears upon the printed poll sheet or supplemental list of voters of this precinct.

_____ Signature of First Registered Voter

_____ Signature of Second Registered Voter

B **Complete when box 3 on the front is checked if voter does not present two forms of I.D.**

I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am well acquainted with the person whose voter is now offered; that I verily believe such person to have been an actual bona fide resident and registered voter of this precinct and that he/she maintained a legal residence therein at some time within the 30 days next preceding this election.

_____ Signature of Registered Voter

C **Complete when box 4 or 5 on the front is checked.**

We do hereby certify that at this election, I/we are qualified and gave assistance to _____ whose sworn affidavit appears on the reverse side.

I further state that I did not attempt to influence the voter's choice of candidate(s), party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

_____ Signature of Person Selected by Voter for Assistance

OR

_____ Signature of Democratic Judge

_____ Signature of Republican Judge

D **Complete when box 6 on the front is checked.**

I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am acquainted with _____ that I verily believe him/her to be or to have been an actual bona fide resident of this precinct and I verily believe that he/she has maintained, a legal residence therein, 30 days next preceding this election.

_____ Signature of Registered Voter

E **Judge of Election - you must complete and sign where indicated**

Signed and sworn to before me this _____ day of _____, _____.

Judge Sign Here

_____
Judge of Election
(Cannot be either judge who signed box C affidavit)

Challenging a Person's Right to Vote

A voter may be challenged on the basis of qualifications or identity by a judge of election, a pollwatcher or by another voter. The challenger must state a specific reason for objecting to a person's right to vote. **The challenger must direct the objection to the judges of election and not to the person being challenged.**

Guidelines for Deciding a Challenge

The judges must be fair and impartial in deciding whether to uphold or deny the challenge. The voter must have the opportunity to present evidence as to his or her identity or qualifications to vote before the judges decide on the challenge.

Judges of Election should:

- Ask the voter to display current identification with his or her name, address and photograph, if available.
- Ask the voter to provide specific information contained on the left side of their Application for Ballot (date of birth or social security number).
- Ask the challenger to provide proof to substantiate his or her challenge, if the challenge is not based on first-hand knowledge.

After all evidence has been given, all judges of election must vote on the challenge.

- If a majority of the judges reject the challenge, the voter may vote without completing an affidavit.
- If a majority of the judges agree that the voter is not qualified to vote in the precinct, the voter must be advised of the reason for the judges' decision and the voter must be permitted to vote a Provisional Ballot. Polling place administrators do not have the right to vote on these challenges.

VOTING A PROVISIONAL BALLOT

To verify if a voter is in the correct precinct, call 312-269-1604

Any voter who falls into one (or more) of the following categories may vote a provisional ballot:

- No pre-printed Application for Ballot (Form 14) and name not listed on the Precinct Poll Sheet or Supplemental Poll List for the precinct in which the person seeks to vote.
- Voter is challenged by a judge of election, pollwatcher or voter and a majority of the judges of election agree with the challenge.
- First time, mail-in registrant who is required to provide ID, but does not have any ID. Pre-printed Application for Ballot (Form 14) is gray for this voter. Voter must submit ID to the Board of Elections within 48 hours of the close of the polls in order for their provisional ballot to be counted.
- Voting during a Court ordered extension of polling place hours.*

*If this category involves your precinct, you will be notified prior to the close of the polling place and given proper instructions on how to carry out this process.

Before issuing the person a provisional ballot, a judge of election must verify that he or she is in the correct precinct by checking to see if the voter's address is within the precinct boundaries. A judge may look at the precinct poll sheet containing the addresses of registered voters in the precinct or the judge may call the **Board of Elections at 312-269-1604**. If the voter's address is outside of the precinct boundaries, the judges of election must instruct the voter to go to the correct polling place. The judges of election or the voter may call the **Board of Elections at 312-269-1604**.

If the polling place has more than one precinct, make sure the voter is at the correct precinct.

IF THE PERSON INSISTS ON CASTING A PROVISIONAL BALLOT IN THE WRONG PRECINCT, THE PERSON MUST BE PERMITTED TO DO SO. HOWEVER, THE JUDGES OF ELECTION MUST INFORM THE PERSON THAT *HIS OR HER PROVISIONAL BALLOT WILL NOT BE COUNTED.*

Completing a Provisional Voter Affidavit

The voter and a judge of election must complete the 3-part Provisional Voter Affidavit (Form 276P) prior to voting. The voter may provide information to the judges to support his or her claim to be a registered voter. Additional documentation supplied by the voter should be placed in the plastic sleeve on the reverse side of the affidavit.

The process for issuing a Provisional Voter Affidavit (Form 276P) is as follows:

1. Write the date of election, the precinct and the ward on the top portion of the affidavit.

2. Complete Section A of the affidavit, including the reason for voting a provisional ballot.

3. You must determine the correct ballot style to give to the voter. If the voter has a pre-printed Application for Ballot (Form 14), the ballot style will be listed on the left side of the application. Print the ballot style on the Provisional Voter Affidavit (Form 276P). If there is no pre-printed Application for Ballot (Form 14) and you cannot determine the correct ballot style, call the **Board of Elections at 312-269-1604**.

4. Have the voter complete Section B. Make sure it is filled out completely.

5. If the voter has a pre-printed Application for Ballot (Form 14) have the voter sign the application and place it in the plastic sleeve. **Do not number the Application for Ballot.**

6. Give the Provisional Voter Affidavit (Form 276P) to the voter and have the voter proceed to Station #3. Also, instruct the voter to read the Provisional Ballot Information Sign (Form 255P) that is posted in the polling place.

Voters who are voting a provisional ballot must vote on the touchscreen voting unit.

ENVELOPE **3P** Ward

Provisional Voting Materials Enclosed

Judges of Election

Open this envelope and use these materials ONLY for Provisional Voters. For complete details, consult the Judge of Election Handbook. If you have any questions, call ELECTION CENTRAL at 312-269-7870.

PROVISIONAL VOTING MATERIALS

State of Illinois)
) SS.
County of Cook)

Form 2160
Rev. 2007

PROVISIONAL VOTER AFFIDAVIT

SECTION A (must be completed by a Judge of Election)

Date of Election: __/__/____ Precinct: _____ Ward: _____

Provisional ID #: _____ Ballot Style: _____
(Same as Generated Provisional ID Report printed by the Card Automator)

Check the reason(s) the person is voting a provisional ballot:

- ☐ No pre-printed application for ballot and name not listed on the precinct poll sheet or supplemental poll list for the precinct in which the person seeks to vote
- ☐ Voting status has been challenged and the judge of election agree with the challenge
- ☐ A Federal or State Court has extended the closing of voting hours beyond 7 PM
- ☐ Voter registered to vote by mail and was required to show ID before voting and was unable to do so

Facts that support or oppose the allegation that the person is not eligible to vote:

_____

_____

Signature of Judge _____ Printed name of Judge _____

SECTION B (must be completed by Voter)

VOTER MUST INCLUDE ALL INFORMATION BELOW IN ORDER TO CHECK THE AFFIDAVIT TO BE PROCESSED. INCOMPLETE AFFIDAVITS MAY CAUSE THE PROVISIONAL BALLOT TO NOT BE COUNTED

PRINT CLEARLY

1.	Last Name	First Name	Middle
2.	Home Address	Apt or Unit #	Zip Code
3.	Date of Birth (month/day/year)	4. Sex M F	5. Telephone # ( )
6.	6. Driver's License # OR	7. State ID # OR	Last 4 digits

I affirm that I: am a citizen of the United States; am 18 years of age or older; have resided in this State and in this precinct for 30 days preceding this election; have not voted in this election; am a duly registered voter in every respect; and am eligible to vote in this election.

_____
Signature of Voter (must include signature)

BOARD OF ELECTION COMMISSIONERS TERMINAL

PROVISIONAL VOTER AFFIDAVIT CARRIER ENVELOPE

Precinct

Date of El

THIS ENVELOPE MUST REMAIN ON THE JUDGE'S TABLE AT STATION 3

Instructions to Judges of Election:

1) Fill in Precinct, Ward and Date of Election above.
2) Place only the completed Provisional Voter Affidavits (Form 2160P), in this envelope.
After 7:00 pm, count the number of Provisional Voter Affidavits (Form 2160P) inside this envelope.

Number of Completed Provisional Voter Affidavits enclosed _____
This number must be recorded on the Certificate of Results, Form 60

3) Seal this envelope and have each judge signifier name across the flap.
4) Return this envelope to the designated Polling Place for your Ward along with other materials to be returned.

ONLY COMPLETED PROVISIONAL VOTER AFFIDAVITS COMES FIRST AND TO BE PLACED INSIDE THIS ENVELOPE
UNUSED PROVISIONAL VOTING MATERIALS MUST BE PLACED INSIDE THE TOP

Form 2160

PROVISIONAL VOTER AFFIDAVIT

Form 2160
Rev. 2007

_____ Date of Election _____ Precinct _____ Ward

PLASTIC SLEEVE

Open flap here to insert the Generated Provisional ID Report* printed by the Card Automator, along with any other supporting documentation.

*This must be included in the plastic sleeve.

IMPORTANT: The Provisional Voter Affidavit on the reverse side must be completed by both the Judge and Voter

1. Make sure the Affidavit is filled out completely, including the reason for voting a provisional ballot, the voter's ballot style, the voter's name, address and signature.
2. Remove the pink copy of the Provisional Voter Affidavit and give it to the Voter. Direct the Voter to read the instructions on the back side of the Provisional Voter Affidavit.
3. The original Provisional Voter Affidavit must remain attached to this card.
4. Indicate a provisional ballot voter card. Record the Provisional ID # on the space provided on the Affidavit. The Provisional ID # is on the Generated Provisional ID Report printed by the Card Automator.
5. Place the receipt and any supporting documentation, given to you by the voter, inside the plastic sleeve above.
6. Direct the voter to the touchscreen voting area. Remember: Voters with disabilities must be given priority to the touchscreen voting unit.
7. Instruct the voter to return the voter card to the judge at Station #2 once they complete voting.
8. Place this Affidavit in the Provisional Voter Affidavit Carrier Envelope 3 (located at Station #3).

Cancellation of Absentee Ballot Affidavit, Form 48

If a voter's name appears on the Precinct List of Absentee Voters, they must complete this affidavit prior to voting. The voter must indicate which category authorizes his or her voting in the polling place.

1. I have submitted my absentee ballot to the judges of election for cancellation.
2. I have submitted a portion of my torn and/or mutilated absentee ballot to the judges of election for cancellation.

Sample – Absentee Ballot Affidavit Form 48

STATE OF ILLINOIS }
}SS.
COUNTY OF COOK }

CHICAGO BOARD OF ELECTION COMMISSIONERS

CANCELLATION OF ABSENTEE BALLOT AFFIDAVIT

FORM 48
Rev. 1/96

PA _____
L _____
WA _____

I, _____ do solemnly swear (or affirm) that I am a citizen of the
PLEASE PRINT NAME

United States, of the age of 18 years or over, that I have resided in this State and in this precinct and ward for 30 days next preceding this election, that I have not voted at this election further than by absentee as indicated below; that I am a duly qualified voter in every respect and that I reside at _____
PLEASE PRINT ADDRESS

PLEASE CHECK ONE OF THE FOLLOWING CATEGORIES.

☐ 1. I have submitted my absentee ballot to the judges of election for cancellation.

☐ 2. I have submitted a portion of my torn and/or mutilated absentee ballot to the judges of election for cancellation.

☐ 3. I applied for but never received my absentee ballot.

☐ 4. I received a notice that the Board rejected my absentee ballot.
Judges: Please confirm using the Precinct List of Absentee Voters (if Ballot Status is "R")]

☐ 5. I returned my absentee ballot but the Board did not receive it.
Judges: Please confirm using the Precinct List of Absentee Voters (if Return Date is blank)]

Subscribed and sworn to before me this _____ Date of Birth _____
day of _____, 20 _____ A.D. Signature Of Voter _____
_____
Judge of Election

RETURN THIS AFFIDAVIT IN ENVELOPE 48E

3. I applied for, but never received, my absentee ballot.
4. I received a notice that the Board rejected my absentee ballot.
5. I returned my absentee ballot but the Board did not receive it.

Once this form has been completed, both the voter and a judge of election must sign the form.

Form 48 must be returned to the Receiving Station in Envelope 48E.

JUDGES' STATION #2

One judge, from either party, must sit at Station #2. The duties include: initialing and issuing ballots; numbering the Applications for Ballot (Form 14) and placing them on the white spindle.

Items That Must Be Placed At Station #2:

Official Ballots
Privacy Sleeves
Ballot Markers
Ballot Markers with Grippers
Orange Demonstration Ballots
Large Ballot Viewer
Spindle with White Cover for completed Applications for Ballot (Form 14)
Envelope S – Spoiled Ballots

IMPORTANT:
The white spindle, containing numbered Applications for Ballot (Form 14) must be placed between Station #2 and Station #3. Voters should be processed one at a time; there must never be voters at Station #2 and Station #3 at the same time. This could create a duplication of numbers on the Applications for Ballot (Form 14)

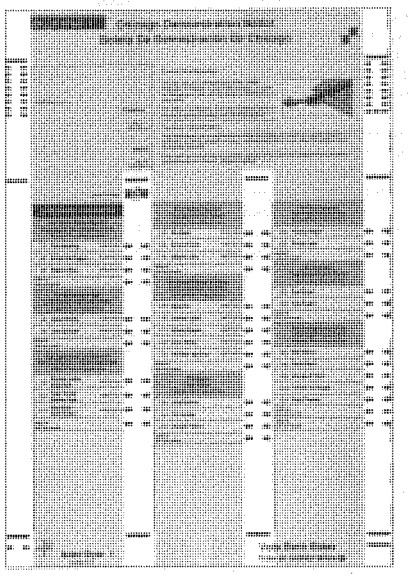
ISSUING OF BALLOTS

1. Ensure that the Application for Ballot (Form 14) has been initialed by a judge of election. If not, the voter must return to Station #1 for signature verification and judge's initials.

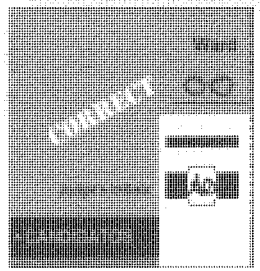
2. Number the completed Application for Ballot (Form 14). Numbers should be placed in the "Application Number" box beginning with the number 1 or the next consecutive number.

3. After the application has been numbered, place it on the white spindle with the number 1 being on the bottom. If you have voided an Application for Ballot, place it on the spindle, but do not number the voided application.

Sample Demonstration Ballot



Sample Judge's Initials (Correct)



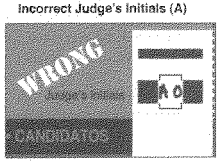
4. Using the ballot marker, initial only the ballot being issued. The initials must be contained within the box. DO NOT MARK OUTSIDE THE BOX OR UNDERLINE THE INITIALS. If marks are made outside the box, the ballot could be rejected as Defective. Keep the initials inside the box.

   A. There is an invisible line that runs down the center of the initials box. The initials must cross this invisible line.

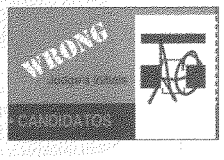
   B. Make sure the initials do not go outside the box. Marks made outside the box could result in a Defective ballot.

   C. Do not underline the initial either inside the box or outside the box. Marks made outside the box could result in a Defective ballot.

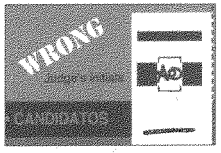
Incorrect Judge's Initials (A)

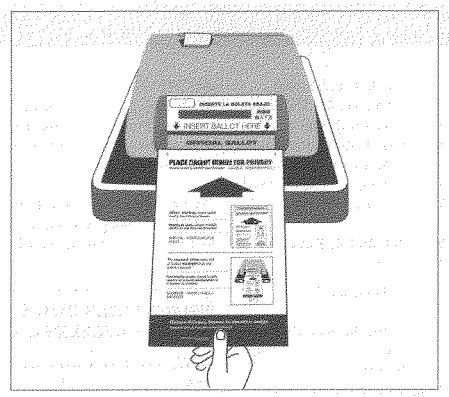


Incorrect Judge's Initials (B)



Incorrect Judge's Initials (C)





Also, indicate the precinct and ward on the lines provided on the ballot.

5. Issue a privacy sleeve and ballot marker to the voter and instruct them to place the ballot inside the sleeve when they leave the voting booth and proceed to the ballot scanner.

6. Offer a demonstration to the voter on how to correctly mark the ballot. Use the ORANGE demonstration ballot to allow the voter to practice. The demonstration ballots are not to leave the judges' table.

7. **After voting, the voter should proceed to the ballot scanner (Station #4). The voter must return the privacy sleeve and the ballot marker to the judge at Station #4. A Ballot Receipt (Form 10) should be issued at Station #4 after the voter has completed voting.**

JUDGES' STATION #3

One judge, from either party, must sit at Station #3. The duties include: activating voter cards; numbering the Applications for Ballot (Form 14) and placing them on the white spindle; and issuing Ballot Receipts (Form 10).

Items That Must Be Placed At Station # 3:

Voter Card Activator
Voter Cards
Card of Instructions for Voter Card Activator
Ballot Receipts (Form 10)
Headphone Covers for Audio Headphones
Spindle with White Cover for completed Applications for Ballot (Form 14)
Envelope P -- Provisional Voter Affidavit Carrier Envelope

IMPORTANT:
Again, only process voters one at a time so there is no duplication of numbers on the Applications for Ballot (Form 14).

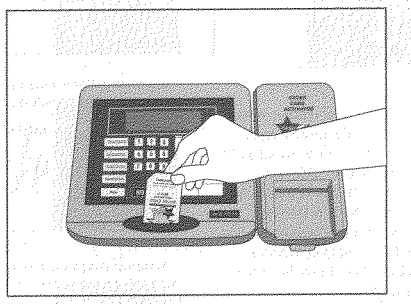
Refer to pages 47-49 for instructions on activating voter cards for provisional ballots and audio ballots.

ISSUING VOTER CARDS FOR TOUCHSCREEN UNIT

NOTE: Do not pre-activate voter cards. The voter cards should only be activated after a voter has been verified.

1. Ensure that the Application for Ballot (Form 14) has been initialed by a judge of election. If not, the voter must return to Station #1 for signature verification and judge's initials.
2. Number the completed Application for Ballot (Form 14). Numbers should be placed in the "Application Number" box beginning with the number 1 or the next consecutive number.

IMPORTANT: THERE ARE PROMPTS WHICH APPEAR ON THE MESSAGE WINDOW THAT WILL REMAIN UNTIL CLEARED BY A JUDGE. PRESS YES OR NO TO CLEAR THE SCREEN.



3. Press Activate Card on the card activator and follow the prompts:

Prompt: "Insert card to be activated";
Action: Insert voter card with arrow facing you and pointing down;

Prompt: "Enter ballot code and press YES";
Action: Press 1 (The ballot code for all precincts is the number "1");

Prompt: "Activating Card";
Action: Wait until card is activated;

Prompt: "Card activated please remove"
Action: Remove card and issue to voter

4. Spindle Application for Ballot (Form 14). After application has been numbered, place it on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.

5. Direct the voter to the touchscreen voting unit. Instruct the voter to review the instruction card on the right privacy panel of the touchscreen voting unit. YOU CANNOT DEMONSTRATE HOW TO VOTE ON THE TOUCHSCREEN UNIT, VOTERS MUST REVIEW THE INSTRUCTION PANEL.

6. **After voting, the voter must return the voter card to the judge at Station #3. Issue a Ballot Receipt (Form 10) once the voter has returned the voter card.**

NOTE: During the day, one judge should check for fingerprints or smudges on the touchscreen. If necessary, use the anti static wipe, which is located in the gray supply box, to clean the screen. ***Do not use any other product to clean the touchscreen.***

Activating a Provisional Ballot Voter Card

1. The voter must give the Provisional Voter Affidavit (Form 276P) to the judge at Station #3.

2. Make sure the voter and the judge at Station #1 have completed the Provisional Voter Affidavit (Form 276P), including the reason for voting a provisional ballot; the voter's ballot style; the voter's name, address and signature.

3. Press Menu, the number 1 on the keypad (provisional ballot) and follow the prompts:

Prompt: "Insert card to be activated";
Action: Insert voter card with arrow facing you and pointing down;

Prompt: "Enter ballot code and press YES";
Action: Press 1 (The ballot code for all precincts is the number "1");

Prompt: "Activating Card";
Action: Wait until card is activated;

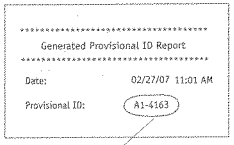
Prompt: "Card activated please remove"
Action: Remove card and issue to voter

4. Once the voter card is activated, a Generated Provisional ID Report will print from the card activator. The message window will show a Provisional ID # (which will also be included on the ID Report).

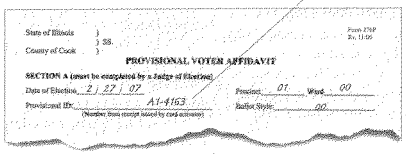
5. You must record the Provisional ID # on the Provisional Voter Affidavit (Form 276P). Place the ID Report inside the plastic sleeve on the Provisional Voter Affidavit (Form 276P).

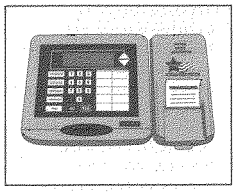
6. Give the voter the pink copy of Provisional Voter Affidavit (Form 276P).

48-5



Form 276P





7. Remind the voter that if they are required to provide the Board of Elections with additional documentation in order for their provisional ballot to be counted, they must do so within 48 hours of the close of the polls. The Board's address is included on pink copy of the affidavit.

8. **Voter must return the voter card to Station #3 once they have completed their ballot. Provisional voters are not issued a ballot receipt.**

9. **Place completed Provisional Voter Affidavit (Form 276P) inside Envelope P.**

Activating a Voter Card for an Audio Ballot

1. Ensure that the Application for Ballot (Form 14) has been initialed by a judge of election. If not, the voter must return to Station #1 for signature verification and judge's initials.

2. Number the completed Application for Ballot (Form 14). Numbers should be placed in the "Application Number" box beginning with the number 1 or the next consecutive number.

3. Press Menu, the number 2 on the keypad (audio ballot) and follow the prompts:

Prompt: "Insert card to be activated";
Action: Insert voter card with arrow facing you and pointing down;

Prompt: "Enter ballot code and press YES";
Action: Press 1 (The ballot code for all precincts is the number "1");

Prompt: "Activating Card";
Action: Wait until card is activated;

Prompt: "Card activated please remove"
Action: Remove card and issue to voter

4. Spindle Application for Ballot (Form 14). After application has been numbered, place it on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.

5. The judge at Station #3 should direct the voter to the touchscreen unit and assist with the audio controller and headphones, if needed. A judge must remain at the touchscreen until the voter inserts the voter card. Once the voter inserts the card, follow the instructions on the screen by checking the headphone connection and pressing OK.

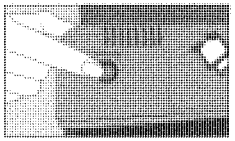
   Once the voter finishes voting, unplug the headphones, remove and dispose of the used covers and replace with new covers. If the voter wishes to use his or her own headphones, the judge should plug the voter's headphones into the audio controller.

   For visually impaired voters, inform the voter that the lower right corner of the voter card is cut so that the voter will know how to insert it into the touchscreen unit.

6. **After voting, the voter must return the voter card to the judge at Station #3. The judge at Station #3 may assist the voter in returning the voter card, if necessary. Issue a Ballot Receipt (Form 10) once the voter has returned the voter card.**

Activating a Voter Card for an Audio/Visual or Sip & Puff Ballot

The green activate button on the back of the touchscreen must be used to activate the following types of ballots:



49-1

Audio Visual Ballot
This function is for a voter who chooses to vote a ballot that uses both the audio and visual ballot. While using this function, the voters can hear the audio ballot but must make their choices by touching the screen.

SIP & PUFF Ballot
Voters who use the Sip and Puff ballot will bring their own Sip and Puff Device.

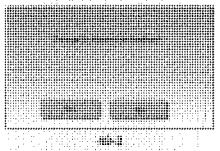
NOTE: You will need to know the voter's ballot style in order to activate a ballot. Refer to the Application for Ballot (Form 14) to determine the voter's ballot style.

To activate these ballots, you must:

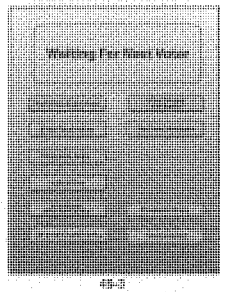
1. Press and hold the green activate button until you hear one beep, release the button and press and hold it again until you hear a second beep;

2. Press Yes for Manual Activation (if this screen does not appear, press and hold the green activate button again until you hear a third beep);

3. Press Audio Visual Voting or SIP & PUFF Audio Voting (if this voter is voting a Provisional ballot, press Provisional Audio Visual or Provisional SIP & PUFF);



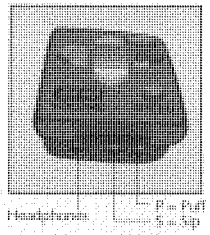
49-2



49-3

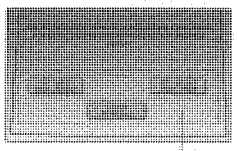
IMPORTANT: Make sure the headphones are plugged into the audio controller. Ask the voter if they require assistance with the headphones.

4. For the SIP & PUFF Audio Voting, plug the SIP & PUFF device into the audio controller (S = Sip, P = Puff);



When the "waiting for next voter" screen appears:

1. Press and release (do not hold) the green button and the ballot style screen will appear;
2. Choose the voter's ballot style.



For SIP & PUFF voting:
The voter will choose the configuration that they prefer to use:

SIP for Next and PUFF for Select or SIP for Select and PUFF for Next

After the voter finishes voting

1. The "waiting for next voter" screen will appear;
2. Press and hold the green activate button until you hear one beep, release the button and press and hold it again until you hear a second beep;
3. Press Yes for Auto Activation (if this screen does not appear, press and hold the green activate button again until you hear a third beep);

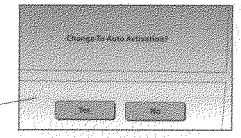
Checking the Status of a Voter Card

You can check the status of a voter card by using the 'Card Status' button on the card activator.

Press the Card Status button and follow the prompts:

Prompt: "Insert card to be checked";
Action: Insert voter card with arrow facing you and pointing down;

Prompt: "To check card press YES"
Action: Press Yes



50-3

If voter card was activated and used, the following message will appear:

"Used...date of election and time"

If voter card was activated and not used, the following message will appear:

"Not Voted...ballot code...date of election and time"

If a voter attempts to insert a voter card into the touchscreen after he or she votes, the following message will appear on the touchscreen:

"The voter card is not valid. Please ask for assistance"

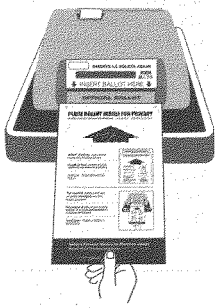
To eject the voter card, the judge must press and release the green button on the back of the touchscreen unit.

JUDGES' STATION #4

One judge, from either party, is assigned to Station #4.

Item to be placed at Station #4:
Ballot Receipts (Form 10)

After voting, the voter should place the ballot inside the privacy sleeve and proceed to the ballot scanner. With the ballot inside the privacy sleeve, the voter must hold the sleeve at the bottom and insert the ballot into the ballot scanner. Instruct the voter not to hold the ballot too tightly as they are feeding it into the ballot scanner.



The judge at Station #4 should never stand directly over the ballot scanner when the voter is inserting the ballot. Give the voter privacy while inserting their ballot or when reviewing the ballot if it is rejected.

If the ballot is accepted, the public counter will increase by one. The paper tape will not advance.

The ballot scanner will reject ballots for the following reasons:

- No judge's initials;
- Overvoted ballot (voted for too many candidates within an office);
- Blank ballot (no votes cast for any candidate or referenda or ballot was improperly marked).
- Defective ballot (ballot that was damaged and cannot be accepted by the ballot scanner)
- Wrong ballot style (the ballot style inserted was for a different precinct)

If a ballot is rejected, the following messages will appear on the paper tape:

Ballot Missing Initials or Precinct #

Voter must take ballot back to Station #2 for judge's initials and precinct number. Be sure to instruct the voter to place their ballot inside the privacy sleeve. **You cannot override a ballot without judge's initials.**

IMPORTANT: IF AN OVERVOTE OR BLANK BALLOT OCCURS, DO NOT REMOVE BALLOT FROM BALLOT SCANNER UNTIL THE VOTER DECIDES IF THEY WANT TO CORRECT THEIR BALLOT OR LEAVE IT "AS IS".

Overvote

Ask the voter if they want to correct their ballot or leave it "as is". Explain to the voter that, if the ballot is processed "as is", the votes for the office/referenda where the overvote occurred will not be counted. All other votes cast correctly will be counted.

The judges must not review the voter's ballot.

If voter wants the ballot to be processed "as is", press the "Override" button (number 3) on back of the ballot scanner. If voter wants to correct ballot, remove the ballot from the ballot scanner and instruct the voter to return to Station #2 for a new ballot.

The overvoted ballot must be marked spoiled, folded and placed in Envelope S.

No Votes Recorded

Ensure that the voter followed the instructions on how to properly mark their ballot choices. If necessary, have the voter return to Station #2 for a demonstration. **The judges must not review the voter's ballot.**

Ask the voter if they want to correct their ballot or leave it "as is". If the voter wants the ballot to be processed "as is", press the "Override" button (number 3) on the back of the ballot scanner. If the voter wants to correct the ballot, remove it from the ballot scanner and instruct the voter to return to Station #2 for a new ballot.

The blank ballot must be marked spoiled, folded and placed in Envelope S.

Defective Ballot - A

Defective or damaged ballots that cannot be read by the ballot scanner.

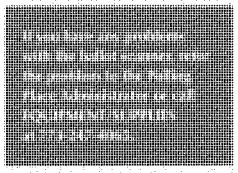
Pull the ballot out and insert it again into the ballot scanner. If the ballot error message still appears, pull the ballot out of the ballot scanner and have the voter return to Station #2 for a new ballot.

There may be marks on the ballot which are creating the defective ballot message. Instruct the voter to check that no marks have been made outside the target areas, including the judge's initials' box.

Defective Ballot – B

Ballot with incorrect ballot style was inserted into the ballot scanner.

If this is a polling place with more than one precinct, make sure the voter is at the correct ballot scanner. If not, pull the ballot out and direct the voter to the correct ballot scanner.



Once the ballot is accepted by the ballot scanner, the voter must return the privacy sleeve and ballot marker to the judge at Station #4 and the judge should issue a Ballot Receipt (Form 10).

Spoiled Ballot Procedures

If a voter makes a mistake or if the ballot is overvoted or blank, the voter may be issued a new ballot. Follow these procedures for spoiling a ballot:

1. Print "SPOILED" across the front and back of the ballot and initial.
2. Fold and place the spoiled ballot in Envelope S – Spoiled Ballots. Do not seal Envelope S until after the close of the polls.
3. Mark the oval "Spoiled ballot – received another" on the voter's Application for Ballot (Form 14) on the white spindle.
4. Initial a new ballot. Remember to fill in the precinct and ward.
5. Direct voter to any voting booth.

EMERGENCY INSTRUCTIONS

During Voting Hours

If the ballot scanner stops operating properly, refer the problem to the polling place administrator. If there is a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

While the polling place administrator inspects the ballot scanner, you should:

1. Make sure the ballot box portion of the ESC is empty.
2. Use an orange seal to secure ballot box. Orange seals are located in the blue supply box.
3. As voters finish voting, they must drop the ballot into the ballot box on the left side of the ESC. The privacy sleeve is not deposited into the ballot box.
4. Do not remove these ballots until after the polls close. See Page 56 for instructions on processing these ballots.

Assistance for the Elderly and Voters with Disabilities

1. Inaccessible Polling Places

An elderly voter or a voter with a disability who cannot enter a polling place that is inaccessible may:

- Request assistance in entering the polling place; or
- Request to vote outside the polling place.

If the voter requests assistance in entering the polling place, judges of election may give such assistance provided it can be given safely. Such assistance may include, but is not limited to, opening doors or escorting the voter to an alternate building entrance that is accessible.

If the voter requests to vote outside the polling place, two judges of election, one from each political party, shall deliver an Application for Ballot (Form 14); a ballot; a ballot marker and a curbside voting privacy sleeve to the voter at the nearest point to the entrance of the polling place that the voter can reach. That point may be in an automobile at the street curb or parking lot nearest the polling place. However, a ballot cannot be delivered to the voter more than 50 feet from the entrance to the building in which the polling place is located.

The voter is be required to complete the entire voting process, including the Application for Ballot (Form 14). The judges of election shall compare the voter's signature with the signature on the left side of the application. One of the judges of election must fill in the precinct and ward and initial the ballot scan ballot before giving it to the voter. The voter must be allowed to mark his or her ballot in secrecy.

After the voter has completed his or her ballot and placed the ballot inside the privacy sleeve, the two judges of election shall, without opening the privacy sleeve or inspecting the ballot, return to the polling place and give it to the judge of election at Station #4. This judge will insert it into the ballot scanner.

If the voter requires assistance in marking his or her ballot, follow the procedures for "Assistance in Voting". (See Page 54.)

Any elderly voter or a voter with a disability, who requests assistance in entering the polling place or who votes outside the polling place may make such request to the Board of Elections before election day. If such request is given and the voter provides the hour in which he or she expects to arrive to vote, the Board of Elections will notify the judges of election who will check the building entrance at 10 minute intervals during the designated hour of the voter's arrival.

On election day, an elderly voter or a voter with a disability may request assistance from the judges of election through a cell phone call, by a notification device or by sending someone into the polling place to alert the judges of election that assistance is being requested.

Signs Indicating Accessibility Route to Polling Place

If the accessible entrance to the polling place is different from the one used by other voters, make sure the Alternate Voter Entrance Sign (Form 177AE) which was mailed with the polling place sign, has been posted. If the polling place owner or manager has not posted it, remove the sign from Envelope 2 and post it with the arrow facing in the correct direction immediately in a prominent position near the polling place sign. Also post the Accessible Entrance Sign (Form 177A) at the accessible entrance.

The Information and Services Sign (Form 25) included in Envelope 2, is printed in very large type, in order for visually impaired voters to read it. Post the sign on the wall of the polling place.

Door Bells

Polling places that have heavy doors are equipped with door bells, which are placed just outside the entrance to the polling place. When the voter rings the bell, a judge of election will come and open the door for the voter.

Threshold Ramps

Polling places where the door threshold is such that a voter in a wheelchair has difficulty entering, are equipped with threshold ramps. The threshold ramps will make for easier entry into the polling place.

In addition, judges of election assigned to a polling place that is not physically accessible should frequently check the entrance to determine if there are voters in need of assistance.

2. Assistance in Voting

The touchscreen voting unit is equipped with an audio ballot and headphones. Along with a port for the headphones, the audio controller also contains ports for a sip and puff device, which the voter will bring with them to the polling place.

A voter may also choose to vote the audio/visual ballot, which will allow the voter to hear the ballot through the headphones and see the ballot on the screen. While voting an audio/visual ballot, the voter must make their selections on the screen, they cannot use the audio controller.

A physically disabled voter may also request assistance from a person of his or her choice or by two judges, one from each political party. No voter may be assisted by an employer or an agent of that employer or an officer or agent of the voter's union. Intoxication shall not be regarded as a physical disability.

The following are the procedures for a voter who requests assistance:

A. At Station #1, the voter must complete the Application for Ballot (Form 14) and the judges of election must compare the voter's signature and initial the application.

Voter receiving assistance must complete Box #5 on Form 1. Persons providing assistance must also complete Form 1. Other than judges of election, persons providing assistance must also be given a copy of Form 1A.

B. The voter will bring the application for ballot (Form 14) to the judge of election at Station #2 or #3. Remember: If Station #2 or Station #3 is busy, the voter will have to wait until both stations are free.

C. The judge of election at Station #2 or #3 (depending on which voting system the voter chooses) must number the Application for Ballot (Form 14) place it on the white spindle and initial and issue an ballot scan ballot or voter card to the voter. Remember to also include the precinct and ward on the ballot scan ballot.

D. The judge of election shall direct the voter to any open voting booth or to the touchscreen voting unit.

In the voting booth or at the touchscreen voting unit, those providing the assistance cannot attempt to influence the voter's choice of candidates, party or issues on the ballot and shall mark the ballot as directed by the voter. All vote choices are to remain confidential.

Courtesies

- Be alert to the needs of voters with disabilities.
- Be considerate of the extra time it might take for the elderly or a person with a disability to complete the voting process.
- Provide unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person who is deaf or hard of hearing.
- Do not shout or speak in a person's ear.
- If full understanding is doubtful, write a note to the person who is deaf or hard of hearing.
- Before providing assistance to someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is blind or visually impaired by letting the person know who and where you are.

3. Voting Aids

Touchscreen Voting Unit with Audio Ballot and Headphones

The judges of election will activate the audio ballot on the voter card, which the voter will insert into the touchscreen voting unit. Judges may assist the voter with the audio controller and the headphones. Disposable covers will be available for the headphones.

Sip and Puff Device

While using the audio ballot and headphones, a voter may also use a sip and puff device (provided by the voter). The sip and puff device should be plugged into the audio controller, to the right of the port where the headphones are plugged in.The touchscreen voting unit must be activated manually when using a sip and puff device. A judge may place the headphones on the voter and set the audio controller either in the voter's lap or attach it to the voter's wheelchair.

Audio/Visual Ballot

Along with an audio ballot, the voter also has the option of viewing their choices on the screen or having the screen remain blank. The touchscreen must be activated manually when using the audio/visual ballot. When using the audio/visual ballot, the voter must use the screen when making their ballot choices. They cannot use the audio controller if the ballot is displayed on the screen.

This type of assistance is not formal assistance in voting and no affidavit is needed. If the voter requests formal assistance, follow the procedures for Assistance in Voting.

Large Ballot Viewers

Ballot viewers, which are specially designed to enlarge the print on the ballot are available in all polling places. To use properly, the viewer should be held by the blue ball handle.

Ballot Marker Grippers

Two ballot markers for the ballots have been equipped with pen grippers. These grippers make it easier for voters to mark their choices on the ballot.

CHAPTER

7 Closing the Polls

Election Day 7:00 pm

At 6:30 pm announce that the polling place will close in 30 minutes. At 7:00 pm announce that the polls are closed. Bring in the flag. Lock the polling place door or ask the police officer to stop other voters from entering the polling place. However, voters in line at 7:00 pm, no matter how long the line, must be allowed to vote.

Pollwatchers, with proper credentials, may remain in the polling place after the polls close. Pollwatchers must remain inside the polling place. If they leave after 7:00 pm, you do not have to allow them to re-enter. Field investigators, stand-by judges and any federal, state, county or city law enforcement official on election day assignment may enter and remain in the polling place before and after the polls close.

ABSENTEE BALLOTS WILL NO LONGER BE COUNTED AT THE POLLING PLACE. INSTEAD THEY WILL BE COUNTED AT THE BOARD'S CENTRAL OFFICE.

Open Envelope 4 and remove ALL items.

As you proceed with closing the polls, you will need to record information on the Certificate of Results (Form 80), which is located in Envelope 4.

EMERGENCY INSTRUCTIONS

After the Polls Close:

If the ballot scanner stopped operating during voting hours and voted ballots were placed inside the ballot box located in the ESC, you must:

A. Break the orange seal on the ballot box.

B. Remove voted ballots from the ballot box.

C. Insert each ballot into the ballot scanner.

D. If a ballot is rejected, press the "Override" button (number 3) located on the back of the ballot scanner.

E. If a ballot is rejected because of an voter's mistake, determine if the ballot was issued properly and, if so, initial the ballot with the ballot marker and re-insert it into the ballot scanner.

F. If a ballot is defective or damaged, see page 57 for Processing Defective or Damaged Ballots.

Processing Defective or Damaged Ballots

If the ballot scanner stopped working during the day and ballots were placed inside the ballot box located within the ESC, it is possible that the ballot scanner will not accept these ballots. If this happens, two judges, one from eacvh political party, must make duplicate ballots.

A. every ballot that cannot be read by the ballot scanner must be marked "Damaged Ballot" and numbered starting with the number "'1".

B Make sure you choose the same ballot style as the damaged ballot.

C. At the top of the new ballot, write "Duplicated Damaged Ballot" and give it the same number as the damaged ballot. Do not write this information in the area where the candidates' names or referenda are listed.

D. Initial the duplicated damaged ballot, fill in the precinct and ward and mark the same choices ferom the damaged ballot.

E. Insert the "Duplicated Damaged Ballot" into the ballot scanner.

F. Place the "Damaged Ballot" inside Envelope D – Damaged Ballots.

Record the number of completed Provisional Voter Affidavits (Form 276P)

A. All completed Provisional Voter Affidavits (Form 276P) must be placed in Envelope P and returned to the receiving station. The receipt that is produced by the card activator and any supporting documentation that the voter provided must be placed inside the plastic sleeve on the affidavit, along with the voter's pre-printed Application for Ballot (Form 14), if applicable.

B. Count the number of completed Provisional Voter Affidavits (Form 276P) and record that number on the outside of Envelope P.

C. Record the number of completed Provisional Voter Affidavits (Form 276P) on each copy of the Certificate of Results (Form 80).

D. If a voter or judge made a mistake on a Provisional Voter Affidavit (Form 276P) and the affidavit was spoiled, it must be placed inside Envelope P. You do not need to record the number of spoiled Provisional Voter Affidavits.

E. If you did not have any provisional voters in your precinct, record the number 0 on the outside of Envelope P and return it to the receiving station.

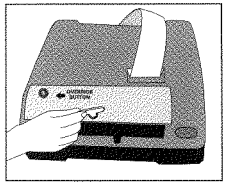
F. Record the ward, precinct and date of election on the outside of Envelope P.

G. Place all UNUSED Provisional Voter Affidavits (Form 276P) inside the ESC.

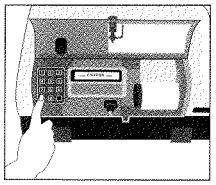
Closing the Ballot Scanner and Removing the Memory Pack

Check that all voted ballots have been inserted into the ballot scanner. Make sure there are not any voted ballots inside the ESC ballot box.

1. **Unlock ballot scanner rear door.**
   Remove the ballot scanner key from the blue supply box. Unlock the rear door of the ballot scanner located on the back of the unit.



56-1



58-2

2. **Close the polls on the ballot scanner.**
Press the "Print Totals" button. The following messages will appear on the tape:

■ Message: Have all absentee ballots been read?
If YES, press 0;
If NO, press 9

NOTE: THERE WILL NOT BE ANY ABSENTEE BALLOTS IN THE PRECINCT. MAKE SURE ALL BALLOTS HAVE BEEN READ.

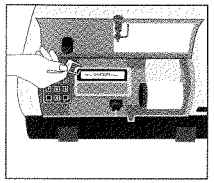
■ Message: Ready to close polls?
If YES, press 0;
If NO, press 9

3. **Printing of the Results Tape.**
If you have answered YES by pressing 0 to both messages, the results tape will immediately begin to print.

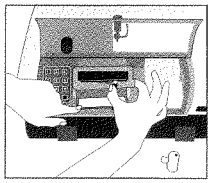
4. Record the number from the public counter on each copy of the Certificate of Results (Form 80).

5. **Remove the morning zero/ report tape from the Ballot Scanner.**
Tear the printed tape off the ballot scanner and place inside the transfer case.
DO NOT GIVE COPIES OF THE BALLOT SCANNER PRINTED TAPE TO THE POLLWATCHERS.

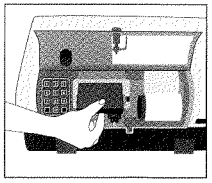
6. **Unplug the Ballot Scanner and Remove Memory Pack.**
The ballot scanner must be unplugged before removing the memory pack.



58-6 (a)



58-6 (b)



58-6 (c)

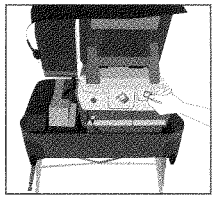
To remove memory pack you must:

- Break the red seal on the memory pack door.
- Hold the memory pack door open; lift the lever up and slide it to the right. The memory pack will partially slide out.
- Remove the memory pack.
- Slide the lever back into its original position and close the memory pack door.
- Close and lock the ballot scanner rear door. Place the key back inside the blue supply box.

IMPORTANT: THE JUDGES MUST KEEP POSSESSION OF THE MEMORY PACK WHILE IN THE POLLING PLACE. DO NOT LEAVE ON A TABLE UNATTENDED.

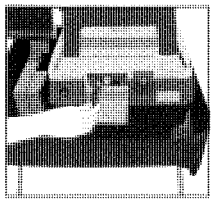
Closing the Touchscreen and Removing the Results Cartridge

1. **Close Polls.**
   Break the red seal located on the Polls Open/Close door and open the door. Move the dial to Close. The results tape will automatically print. You do not need to press the "Results Report" button.



59-1

2. **Recording the Public Counter number.**
   Record the number from the Public Counter (located on the lower left side of the screen) on each copy of the Certificate of Results (Form 80)



59-4

3. **Turn Power OFF.**
   Press the Power switch (do not hold). The unit will take a few minutes to completely power down and the screen will become blank.

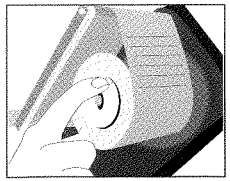
4. **Remove the Results Cartridge.**
   Make sure the unit has completely powered down and the screen is blank before removing the results cartridge. Break the red seal on the Cartridge Ports door and open the door. Remove the results cartridge.

   IMPORTANT: THE JUDGES MUST KEEP POSSESSION OF THE RESULTS CARTRIDGE WHILE IN THE POLLING PLACE. DO NOT LEAVE ON A TABLE UNATTENDED.

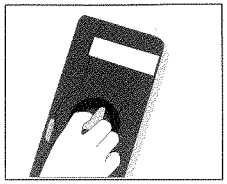
5. **Remove the Paper Roll from the Touchscreen Printer.** NEW
   The printer is to remain attached to the touchscreen. DO NOT REMOVE PRINTER.

   Break the red seal, A) twist off the wing nut and B) remove the printer cover. C) Tear or cut the paper between the two rollers (on the face of the printer). D) Push the yellow locking tab and slide the used paper roll and black sleeve off the yellow reel. Place the printer cover back on the printer.

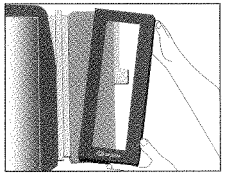
6. **Sign and place used paper roll inside the transfer case.**
   All judges of election must sign at the end of the used paper roll. Tape the loose end of the paper to the roll and place the used paper roll inside the transfer case.



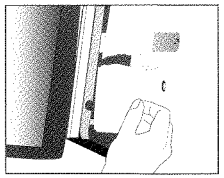
59-5-D



59-5-A



59-5-B



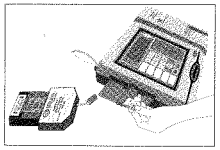
59-5-C

Consolidating and Transmitting the Results and Printing the Results Tapes

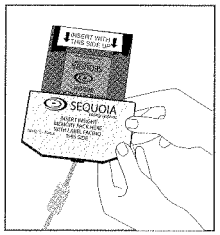
The voter card activator will consolidate the results from the memory pack and results cartridge at the same time. DO NOT CONSOLIDATE THESE DEVICES SEPARATELY.

Consolidating the Results

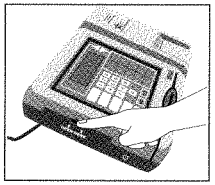
1. Insert the Memory Pack into the adapter connected to the voter card activator. **When the blue light goes on, push the memory pack into the adapter a little further.**
2. Open the left side door on the card activator.
3. Insert the Results Cartridge into the left side of the card activator in the USB 2 port.



60-3



60-1

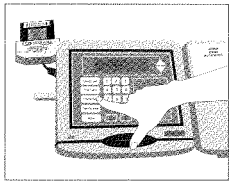


60-2

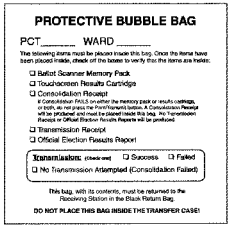
4. With both the Memory Pack and Results Cartridge inserted into the card activator, press the "Consolidate" button.
5. The message window will read "Consolidating" and show the serial # of the ballot scanner and the touchscreen.
6. A Consolidation Receipt will print once consolidation has completed. Review the receipt to determine if the consolidation was successful. Do not remove the Consolidation Receipt.

   IF CONSOLIDATION IS SUCCESSFUL, DO NOT REMOVE THE MEMORY PACK OR RESULTS CARTRIDGE AT THIS POINT.

IMPORTANT: IT IS POSSIBLE THAT CONSOLIDATION MAY FAIL ON ONE OR BOTH OF THE DEVICES. YOU MUST CHECK THE CONSOLIDATION RECEIPT TO FIND OUT IF CONSOLIDATION WAS SUCCESSFUL OR IF IT FAILED.



60-4



PROTECTIVE BUBBLE BAG

PCT_____ WARD _____

The following items must be placed inside this bag. Once the items have been placed inside, check off the boxes to verify that the items are inside:

- ❑ Ballot Scanner Memory Pack
- ❑ Touchscreen Results Cartridge
- ❑ Consolidation Receipt
  - If Consolidation FAILS on either the memory pack or results cartridge, or both, do not press the Print/Transmit button. A Consolidation Receipt will be produced and must be placed inside this bag. No Transmission Receipt or Official Election Results Reports will be produced.
- ❑ Transmission Receipt
- ❑ Official Election Results Report

Transmission: (Check one) ❑ Success ❑ Failed
❑ No Transmission Attempted (Consolidation Failed)

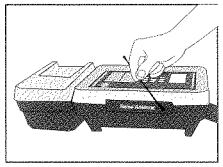
This bag, with its contents, must be returned to the Receiving Station in the Blue Return Bag.

DO NOT PLACE THIS BAG INSIDE THE TRANSFER CASE!

IF CONSOLIDATION FAILS, DO NOT PROCEED WITH TRANSMITTING AND PRINTING. TURN THE UNIT OFF, REMOVE THE MEMORY PACK, THE RESULTS CARTRIDGE AND THE CONSOLIDATION RECEIPT AND PLACE ALL 3 INSIDE THE BUBBLE BAG. CHECK 'NO TRANSMISSION ATTEMPTED' ON THE PROTECTIVE BUBBLE BAG AND RETURN THE BUBBLE BAG TO THE RECEIVING STATION.

Transmitting and Printing the Official Election Results Report

1. Raise the antenna located on the back of the card activator.



61-1

2. Press the "Print/Transmit" button.

3. The message window will ask, "Have you consolidated all cartridges? YES/NO"

4. Once you are sure consolidation was successful on both the memory pack and the results cartridge, press YES.

5. The message window will read 'transmitting'. Once transmission has occurred, a Transmission Receipt will print. Review the receipt to determine if transmission was successful. Immediately following the Transmission Receipt, the Official Election Results Reports will begin to print. The card activator will print 12 Official Election Results Reports. Each judge must sign at the bottom of every Official Election Results Reports. The first Official Election Results Report will also contain the Consolidation Receipt and Transmission Receipt. You must place these tapes inside the bubble bag.

The second Official Election Results Report must be taped to a wall where all pollwatchers can view it.

Attach one of the Official Election Results Reports to each of the five Certificates of Results (Form 80).

If transmission fails, do not attempt to transmit again. Check "Transmission Failed" on the label on the protective bubble bag. If the transmission is successful, check "Transmission Success."

6. The remaining Official Election Results Reports may be issued to the pollwatchers.

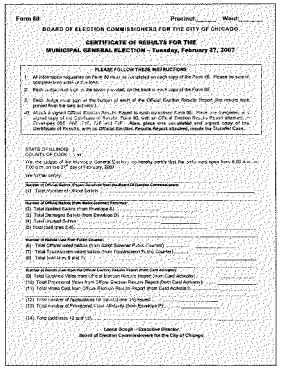
To print additional reports:

Press the Menu button, then the number 5, then the number 4;

Press the number 1 and YES;

This function will produce one report. Repeat the steps until the number of reports needed is printed.

Sample – Form 80



Form 80 Precinct_____ Ward_____

BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO

CERTIFICATE OF RESULTS FOR THE
MUNICIPAL GENERAL ELECTION - Tuesday, February 27, 2007

PLEASE FOLLOW THESE INSTRUCTIONS

1. All information requested on this Form 80 must be completed on each copy of the Form 80. Please be sure it stamped on one side of it only.
2. Each judge must sign in the space provided, on the back of each copy of the Form 80.
3. Each Judge must sign at the bottom of each of the Official Election Results Report (the results tape printed that has been activated).
4. Place one copy of the Official Election Results Report in each envelope Form 80. Place one complete, signed copy of the Official Election Results Tape, Form 80, with an Official Election Results Report attached, in Envelopes 667, 668, 669, 670 and 671. Also, place one unsealed and signed copy of the Certificate of Results, with an Official Election Results Report attached, inside the Transfer Case.

STATE OF ILLINOIS)
COUNTY OF COOK) ss:

We, the judges of the Municipal General Election, do hereby certify that the polls were open from 6:00 A.M. to 7:00 p.m. on the 27th day of February, 2007.

We further certify:

Number of Official Ballots Received from the Board of Election Commissioners

(1) Total Number of Official Ballots _____

Number of Official Ballots from Ballot Scanner Memory

(2) Total deposited ballots (from Envelope 2) _____
(3) Total Damaged Ballots (from Envelope 2) _____
(4) Total Unused Ballots _____
(5) Total (add lines 2-4) _____

Number of Ballots Cast from Public Counter

(6) Total Official voted ballots (from Ballot Scanner Public Counter) _____
(7) Total Provisional ballots (from Provisional Public Counter) _____
(8) Total (add lines 6 and 7) _____

Number of Ballots Cast from Official Voting Booths (from Card activator)

(9) Total Counter Votes from Official Election Results Report (from Card activator) _____
(10) Total Provisional Votes from Official Election Results Report (from Card activator) _____
(11) Total votes Cast from Official Election Results Report (from Card activator) _____

(12) Total number of Applications for Special Vote (Vote-at-Home) _____
(13) Total number of Provisional Your Ballot Envelopes _____

(14) Total (add lines 12 and 13) _____

James Scogin – Executive Director
Board of Election Commissioners for the City of Chicago

7. Turn the unit OFF and remove the Memory Pack and Results Cartridge. Insert the Memory Pack, Results Cartridge and first Official Election Results Report (with Consolidation Receipt and Transmission Receipt attached) inside the bubble bag. Complete the label on the outside of the bubble bag.

The Bubble Bag must be returned to the receiving station in the black return bag.

PROTECTIVE BUBBLE BAG

PCT_____ WARD _____

The following items must be placed inside this bag. Once the items have been placed inside, check off the boxes to verify that the items are inside:

- ☐ Ballot Scanner Memory Pack
- ☐ Touchscreen Results Cartridge
- ☐ Consolidation Receipt
  - If Consolidation FAILS on either the memory pack or results cartridge or both, do not press the Print/Transmit button. A Consolidation Receipt will be produced and must be placed inside the bag. No Transmission Receipt or Official Election Results Reports will be produced.
- ☐ Transmission Receipt
- ☐ Official Election Results Report

Transmission: (Check one) ☐ Success ☐ Failed
☐ No Transmission Attempted (Consolidation Failed)

This bag, with its contents, must be returned to the Receiving Station in the Black Return Bag.

DO NOT PLACE THIS BAG INSIDE THE TRANSFER CASE!

8. You must review the Official Election Results Reports and determine if any valid write-in votes have been cast. To do so, look at the area at the bottom of the taped marked "Write In Detail (Edges)". If a name(s) appears under this column, refer to the list of valid write-in candidates and, if the candidate is valid, record the information on each copy of the Certificate of Results, (Form 80).

9. **Remove the voted ballots from the ballot box.**
Cut the tie bar seals on the side of the ballot scanner. Lift ballot scanner off the ballot box and place it inside the ESC. Lift the top of ballot box off the collapsible body (make sure to unfasten the Velcro straps under top). Remove the voted ballots from the front section of the ballot box, which contains ballots with write-in votes. See Step 10 Processing voted ballots with valid write-in votes for processing write-in votes. Remove the voted ballots from the back section of the ballot box.

10. **Processing voted ballots with valid write-in votes.**
Write in votes may only be counted for candidates who have filed a Declaration of Intent with the Board of Elections. The list of valid write-in candidates will be delivered in the Election Day Envelope. You must check each office for write-in votes.

For assistance in processing valid write-in votes, call ELECTION CENTRAL at 312-269-7870.

The ballot scanner will separate ballots with write-in votes and deposit them into the front section of the ballot box. This includes ALL write-in ballots, not just the ones with valid write-in votes. The judges must review each write-in vote to verify if the write-in vote and candidate are valid.

A. Review each office to determine if a write-in vote was cast.

B. A write-in vote must contain the following:

- Name of Write-In Candidate;
- A solid mark in the target area;
- A judge's initials on the ballot;
- No identifying marks.

C. Consult the list of write-in candidates to determine whether any write-in votes may be counted. If there are no valid write-in candidates on the list, proceed to Steps 11 and 12.

D. If a valid write-in vote is present for a candidate whose name appears on the list of valid write-in candidates, you must complete the reverse side of each copy of the Certificate of Results (Form 80) with all the required information.

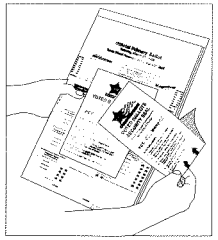
E. Fold and place all voted ballots, with valid write-in votes, in Envelope W. Place Envelope W inside the TRANSFER CASE.

F. If an overvote is created, as a result of a write-in vote, it will be corrected by the Board's Canvassing Board during the official canvass.

G. You must also record the number of valid write-in votes from the touchscreen unit on the Certificate of Results (Form 80). See Step 8 for procedures for processing these write-in votes.

11. **Place voted ballots inside plastic bag and close bag.**
Remove the plastic bag from the transfer case. Place the ballots inside the plastic bag and close the bag. Record the precinct and ward on the label.

12. **Seal and sign the bag.**
Place the Voted Ballots Security Seal over the recloseable seal. Record the precinct and ward on the seal. All judges of election must affix their signature on the security seal.



62-12

Count all spoiled ballots.

1. Remove and count the ballots marked "Spoiled" from Envelope S.

2. Enter the number of spoiled ballots on each copy of the Certificate of Results (Form 80).

3. Return the ballots to Envelope S and seal the envelope.

4. All judges of election must sign across the sealed flap.

5. Place Envelope S into the transfer case.

Count all damaged ballots.

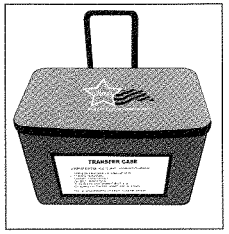
1. Remove and count the ballots marked "Damaged Ballot" from Envelope D.

2. Enter the number of damaged ballots on each copy of the Certificate of Results (Form 80).

3. Return the ballots to Envelope D and seal the envelope.

4. All judges of election must sign across the sealed flap.

5. Place Envelope D into the transfer case.



Transfer Case

Count all UNUSED ballots.

1. Count the number of unused official ballots (do not include the orange demonstration ballots). There are 50 ballots to a bundle.

2. Enter the number of **unused** official ballots on each copy of the Certificate of Results (Form 80).

3. Place unused ballots inside the ESC.

Complete the Certificate of Results (Form 80) and Sign.

1. Make sure each copy of the Certificate of Results (Form 80) is completed. Do not leave any lines blank. If you do not have any spoiled, objected to or damaged ballots indicate 0 on those lines.

2. All judges of election must sign each Certificate of Results (Form 80) where indicated.

3. Place copies of the Certificate of Results (Form 80) in Envelopes 65E, 66E, 71E and 72E. An Official Election Results Report from the card activator must be attached to each Certificate of Results.

4. Seal the envelopes and sign across each flap.

5. A completed Certificate of Results (Form 80), with an NEW Official Election Results Report attached, must be placed inside the transfer case.

IMPORTANT:
All items on the "List of Items to be returned to the Receiving Station," which is included in the plastic sleeve on the outside of the transfer case, must be placed inside the transfer case.

- Official Zero Proof Report from Card Activator
- Sealed plastic bag containing voted ballots
- Envelope S - Spoiled Ballots
- Envelope D - Damaged Ballots
- NEW Envelope W - Write-In Ballots
- Tape from Ballot Scanner
- NEW Certificate of Results (Form 80) with Official Election Results Report attached
- NEW Paper Roll(s) (from Touchscreen Printer). LEAVE PRINTER ATTACHED TO THE TOUCHSCREEN.

After ensuring that all items listed above have been placed inside the transfer case, zipper the transfer case closed and secure with a red seal.

DO NOT PLACE TOUCHSCREEN RESULTS CARTRIDGE OR BALLOT SCANNER MEMORY PACK INSIDE TRANSFER CASE OR ESC!!!!

Place the following items in the ESC.

All equipment and unused election supplies must be placed back inside the ESC. Make every attempt to return these items in the same location as when the ESC was delivered (check the Supply List, Form 21). All voting equipment that you assembled must be disassembled and placed back inside the ESC.

Items to be placed inside the ESC include:

- All unused supplies;
- All unused official ballots;
- All orange demonstration ballots;
- Ballot Privacy Sleeves and Curbside Voter Privacy Sleeve;
- Blue supply box;
- Gray supply box;
- Voting aids;
- Blue cones and measuring tape;*
- Touchscreen voting unit;
- Card activator;
- Ballot scanner;
- Ballot box (top, bottom and collapsible body);
- Metal, economy and disabled voting booths;
- Flag (on door);
- All extension cords.

*These items must be returned to the same ESC that they were delivered in to the polling place.

Once all the items are placed back inside the ESC:

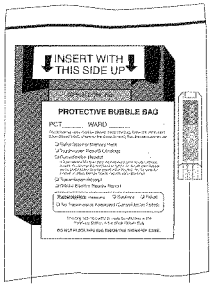
Close the ballot box portion.

Close both doors, secure the latch and lock the door with the key. Place a green seal on the outside of the door. Place ESC key in the Black Return Bag (for return to the receiving station).

Place the following items in the Black Return Bag (replaces the brown shopping bag) for return to the Receiving Station.

- Bubble bag containing the results cartridge, memory pack and first copy of Official Election Results Report (with Consolidation Receipt and Transmission Receipt attached).

IMPORTANT: COMPLETE THE FORM ON THE OUTSIDE OF THE BUBBLE BAG.



- Envelope 14E containing completed Applications for Ballot (Form 14) with white cover
- Envelopes 65E, 66E, 71E and 72E
- Envelope 47E containing completed oaths, affidavits and pollwatcher credentials
- Envelope 48E containing Form 48 Cancellation of Absentee Ballot Affidavits
- Envelope P containing completed Provisional Voter Affidavits (Form 276P)
- Judge of Election Pay Voucher (Form 194)
- NEW Polling Place Administrator Payroll Sheet and Payroll Card
- ESC key(s)
- Unused Applications for Ballot (Form 14) with blue cover.

Please leave the polling place neat and clean.

THANK YOU FOR SERVING AS A JUDGE OF ELECTION!

Election Terms

Affidavit - A sworn statement presented in support of a person's qualifications to vote.

Application for Ballot (Form 14) - The form a voter signs to apply for a ballot, which contains the signature of the voter and information relating to the identity of the voter.

Assistance - The act of helping a person to vote. Only voters with a physical disability or voters, who cannot speak, read or write English are entitled to request assistance.

Audio Ballot with Headphones - Visually impaired voters can vote privately and independently by using the audio ballot and headphones on the touchscreen voting unit. The judges will activate a voter card with the audio ballot. Voters who use a sip and puff device can also use the audio ballot and headphones.

Ballot Box - The ballot scanner will sit atop a ballot box, which will store the voted ballots. The ballot box consists of three parts; top, bottom and collapsible body and will need to be assembled by the judges. The ballot box has two sections, the front section for ballots with write-in votes and the back section for ballots without write-in votes. The ballot scanner will automatically separate ballots into the front and back sections of the ballot box.

Ballot Scanner - The unit used to record the votes cast on the ballots. The ballot scanner will reject ballots that are not initialed by a judge, overvoted or blank.

Ballot Style - The three digit number that determines which ballot a voter should be issued. The ballot style can be found on the voter's pre-printed Application for Ballot (Form 14).

Ballot Viewer - A plastic magnifier that enlarges the print on the ballot scan ballots.

Blank Ballot - A ballot with no votes cast on it or marks that cannot be read by the ballot scanner.

Campaign Free Zone -The area outside the polling place room where electioneering is prohibited. This area must be marked off by the two blue cones.

Certificate of Results (Form 80) - The form used to record the number of votes cast. A copy of the Official Election Results Report from the card activator must be attached to each Form 80.

Challenge - An objection made to the election judges concerning a person's identity or qualifications to vote.

Credential - An official document presented by all pollwatchers in order to remain in the polling place.

Curbside Voting - A method of voting used by a voter who is unable to enter an inaccessible polling place. Two judges, one from each political party, will bring the voting materials to the voter at a point where forward motion is no longer possible, but in no case shall the judges go beyond 50 feet from the entrance of the polling place.

Disabled Voting Booth - A voting booth that is designed for voters in wheelchairs. Voters who utilize the disabled voting booth will vote on the ballot. The disabled voting booth also has a chair for voters who cannot stand for long periods of time. When not in use by a disabled voter, the booth can be used by non-disabled voters.

Early Voting - From the 22nd day through the 5th day before the election, voters can vote at Early Voting sites designated by the Board of Elections. A voter does not need a reason to early vote, but must provide a government issued photo ID when requesting an early voting ballot. Persons who cast early voting ballots ***cannot*** vote in the polling place on election day.

Electioneering - The urging of a vote for or against a candidate, political party or referendum. This includes the wearing of campaign buttons, badges or signs, distribution of campaign literature or verbal communication.

Election Supply Carrier (ESC) - The big blue box that is delivered to the polling place prior to election day and contains all the equipment, supplies and materials.

Memory Pack - The device that will record the votes cast on the ballot scanner. The memory pack will be in the ballot scanner when delivered to the polling place. After all ballots have been processed, the judges will remove the memory pack and consolidate the results (with the results cartridge) in the voter card activator.

Official Ballots - The paper ballot that will contain the names of the candidates, offices and referenda. The voters will use a ballot marker to complete the arrows for the candidates of their choice.

Official Election Results Report - The tape which is printed by the voter card activator that contains the consolidated results from the touchscreen unit and the ballot scanner.

Override Button - The #3 button on the ballot scanner keypad, which, at the voter's discretion, can be used to override ballots that contain overvotes or are blank.

Overvoted Ballot - A ballot that contains more votes than allowed for an office.

Pollwatcher - A representative of a candidate, political party or civic organization who is allowed, by law, to be in the precinct and observe the election process. All pollwatchers must surrender a credential to the judges.

Precinct Poll Sheet - List of registered voters within a precinct. List is arranged by street addresses.

Provisional Ballot - A ballot that is cast by certain categories of voters, but is not counted on election day. Voters who vote a provisional ballot will vote on the touchscreen voting unit. The Board of Elections has 14 days after the election to process provisional ballots. A provisional voter can contact the Board to find out if the provisional ballot was accepted or rejected.

Results Cartridge - The device that will record the votes cast on the touchscreen voting unit. The results cartridge will be in the touchscreen unit when delivered to the polling place. After the polls close, the judges will remove the results cartridge and consolidate the results (with the memory pack) in the voter card activator.

Spoiled Ballot - An ballot scan ballot on which a voter has made a mistake. The ballot scan ballot must be returned to the judges and a new ballot scan ballot will be issued.

Touchscreen Printer - The touchscreen unit contains a printer which will create a paper record of every vote cast on the unit.

Touchscreen Voting Unit - The voting unit specifically designed for voters with disabilities. Visually impaired voters can vote privately and independently by using the audio ballot and headphones. Voters who use a sip and puff device also can use the audio ballot on the touchscreen.

Transfer Case - The large blue case (with a handle and wheels) that is used to return materials to the receiving station on election night. The list of materials required to be returned will be contained in the plastic window on the outside of the transfer case.

Voter Card - The card used to activate the touchscreen voting unit. The voter card will be activated with the ballot style of the voter. The voter card also is used to activate a provisional ballot and an audio ballot. The voter card will not contain any other information regarding the voter.

Voter Card Activator (Card Activator) - The device used to 1) activate voter cards for the touchscreen; 2) consolidate the votes cast from the results cartridge (touchscreen unit) and memory pack (ballot scanner); and 3) print Official Election Results Reports and transmit the results to the Board's central computer.

Forms Index

PAGE REFERENCES

Form 1 Consolidated Voter's Affidavit is used by voters who are required to complete an affidavit prior to voting. The reasons for completing the Form 1 are outlined on the form. Make sure the affidavit is completed in full. Form 1 is located in Envelope 3 and all completed Form 1's must be returned in Envelope 47E. Spanish and Chinese facsimiles are also available. — 36, 37, 38, 39, 54

Form 10 Ballot Receipt is issued to all voters (except provisional voters) when they finish voting. For voters who use the touchscreen unit, the ballot receipts will be issued at Station #3 once the voter has returned the voter card. For voters who use the ballot scan ballot, the ballot receipts will be issued at Station #4 once the voter has returned the privacy cover and ballot marker. — 45, 46, 47, 49, 51

Form 14 Applications for Ballot (white) is required to be completed by all voters who vote on election day. The applications are pre-printed with the voter's name, address and other information relative to the voter. The applications are delivered in the ESC in a spindle with a blue cover. When a voter applies to vote, the judges will remove the right side of the application (at the perforation) and give it to the voter to sign. The left side of the application contains an image of the voter's signature, which the judges will use to make a signature comparison. Once the comparison is made, the application will be initialed and numbered by the judges and placed on a spindle with a white cover. After the polls close, both the blue covered spindle (with unused applications) and the white covered spindle (with completed applications) are placed inside the black return bag for return to the receiving station. Blank applications for ballot are included in the back of the booklet for voter's who do not have a pre-printed application. Spanish and Chinese facsimiles are also available. — 32, 33, 34, 35, 36, 38, 40, 41, 44, 45, 46, 47, 48, 49, 52, 53, 54, 57, 64

PAGE REFERENCES

Form 14 Application for Ballot (Gray) - This application is the same as the white application; except that this voter registered to vote by using the mail-in registration form and is required to provide acceptable identification prior to voting. If identification is provided, this voter does not need to complete an affidavit. If the voter does not provide identification, they can vote a provisional ballot. In order for the provisional ballot to be counted, the voter must, within 48 hours after the polls close, provide the Board with identification. The types of acceptable identification are included on the application. — 35, 40

Form 14 Application for Ballot (Pink) - This application is the same as the white application; except that this voter was challenged during the Board's mail canvass. The voter may vote after completing the Consolidated Voter's Affidavit (Form 1) and providing two pieces of identification. The types of acceptable identification are included on the application. — 34, 35

	PAGE REFERENCES
Form 21 Supply List contains the equipment, supplies and materials located in the Election Supply Carrier (ESC), all of which the judges will need to run the polling place on election day. If the phrase "if applicable" appears next to an item, it means that your ESC may not contain that particular item.	10, 12, 64
Envelope 47E Envelope for Return of Credentials, Oaths and Affidavits - This includes all completed Consolidated Voters' Affidavits (Form 1) and Pollwatcher Credentials. The Correction Sheet and the Signature Capture Form must also be returned in Envelope 47E.	7, 8, 64
Form 48 Cancellation of Absentee Ballot Affidavit is completed by a voter who requested an absentee ballot, but appears in the polling place on election day to vote.	32, 43, 64
Form 48E Envelope for Return of Form 48 Cancellation of Absentee Ballot Affidavit - All completed Form 48's must go into Envelope 48E and be delivered to the receiving station.	32, 43, 64
Form 80 Certificate of Results is used to keep track of all ballots and votes cast. An Official Election Results Report (from the card activator) must be attached to each Form 80. The reverse side of the form contains information regarding write-in candidates and votes and must be completed by the judges. All judges of election must sign the Form 80. Once completed, these forms are placed in Envelopes 65E, 66E, 71E and 72E. A completed Form 80, with an Official Election Results Report attached, must also be placed inside the transfer case.	56, 58, 61, 62, 63
Form 194 Judge of Election Pay Voucher must be completed by all judges in order for the Board to issue payment for working on election day. The payroll voucher is located in Envelope 1 and must be returned to the receiving station in the black return bag.	4, 64
Form 255 Voting Instructions Sign is placed, by the judges, in the metal, economy and disabled voting booths. Use tape to secure the signs to the booths. The sign is located in Envelope 2 and can remain in the voting booths when closing the polls.	14, 15, 16, 31
Form 276P Provisional Voter Affidavit is used by voters who fall into certain categories. The affidavit is a 3-part form and must be completed by both the voter and a judge. The pink copy of the affidavit is given to the voter as a receipt. On the reverse side of the affidavit there is a plastic sleeve in which the Generated Provisional ID Report (issued by the card activator), the pre-printed application for ballot (Form 14, if any) and any supporting documentation given by the voter should be placed. Voters who vote a provisional ballot will use the touchscreen voting unit. The provisional voter affidavits are located in Envelope 3P and must be returned in Envelope P.	41, 42, 48, 57, 64

	PAGE REFERENCES
Ballot Privacy Sleeve - Used to provide secrecy of the ballot once the voter has completed voting. The privacy sleeves are located inside the ESC and should be returned to the ESC when the polls close.	45, 51
Official Election Results Report is the tape produced by the voter card activator once the results from ballot scanner memory pack and touchscreen results cartridges have been consolidated. The tape is attached to each Certificate of Results (Form 80). All judges must sign at the bottom of the Official Election Results Report.	61, 62, 63, 64
Correction Sheet - This form is included with the applications for ballot on the blue spindle. If a voter or a judge finds an error on a voter's application for ballot, the judge must make note of the error on the correction sheet. Return the Correction Sheet in Envelope 47E.	32, 34
Morning Zero/Report Tape - The morning zero tape will automatically print once the ballot scanner is plugged in on election morning and must remain attached to the ballot scanner all day. When the ballot scanner is closed after all the ballots have been processed, the report tape will print. The report tape will contain the ballot error messages that occurred during election day and the unofficial results from the ballots processed by the unit. The morning zero/report tape should be removed from the ballot scanner and placed inside the transfer case. Do not give copies of this tape to anyone inside the polling place.	19, 58, 63

	PAGE REFERENCES
Polling Place Administrator Payroll Sheet and Payroll Card - These forms must be completed by the polling place administrator (if applicable). No judge of election should complete or sign these forms. Both forms must be returned with the Judge of Election Pay Voucher (Form 194) in the black return bag.	4, 64
Seals - There are various seals included in your supplies and on the equipment. They are located in the blue supply box.	10, 11, 64
Red Seals - Red means STOP. Do not break a red seal until after the polls close. Red seals are on the following equipment when delivered to the polling place: the ballot scanner memory pack door; the touchscreen printer, the results cartridge door and the Polls Open/Closed door (after the polls have been opened). A red seal will be placed on the transfer case after all the required items have been placed inside.	18, 25, 57, 58, 59, 64
Yellow Seal - Yellow means CAUTION. The touchscreen unit Polls Open/Closed door will have a yellow seal on it when delivered to the polling place. After the unit is turned ON, the judge will break the yellow seal, open the door, remove the red seal and OPEN the polls. Once the polls have been opened, the judge will close the door and place the red seal on the door.	25

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Green Seal - Green means GO. The ESC will have a green seal on the outside door when delivered to the polling place. The judges will break the seal and use the ESC key to unlock the door. DO NOT BREAK THE LOCK ON THE ESC. If the judges visit the polling place prior to election day to check the supplies make sure you place another green seal on the door before you leave. After all the necessary equipment, supplies and materials are placed back inside the ESC on election night, close and lock the ESC and place another green seal on the door.	10, 11, 12
Orange Seal - There is no real reason, we just like the color orange. The orange seal will be used to secure the ballot box inside the ESC. In the event you ballot scanner stops working on election day, remove all items from the ballot box, close it and secure it with an orange seal. The open slot on the left side of the ESC is for the depositing of ballots if the ballot scanner is not working.	52, 56
Signature Capture Form - This form is used when a voter's signature is missing from the Application for Ballot (Form 14). The voter must sign the form and the judge must print the voter's name and Voter ID number which is located on the application. Return the Signature Capture Form in Envelope 47E.	32, 34

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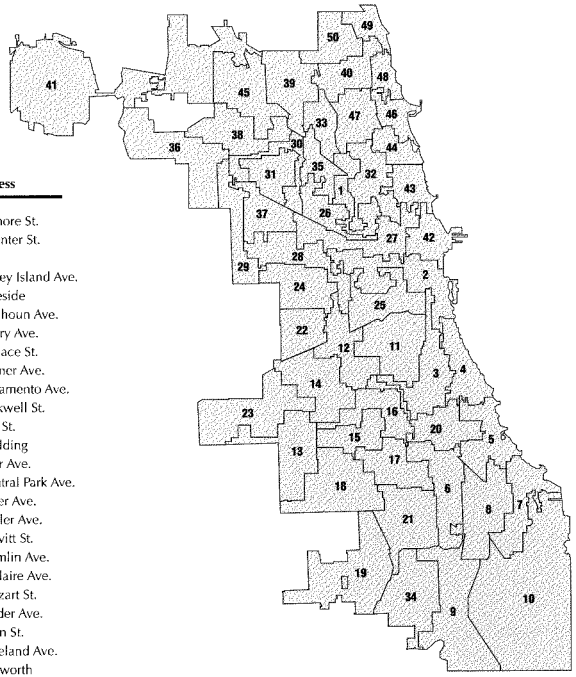
Two judges, one from each political party, should return all required items to the receiving station on election night.

Wards	School	Address
1 & 27	Andersen School	1148 N. Honore St.
2 & 25	Galileo Scholastic Academy	820 S. Carpenter St.
3 & 4	M.L. King High School	4450 S. Ellis
5 & 20	Hyde Park Career Academy	6220 S. Stoney Island Ave.
6 & 8	Arthur Ashe School	8505 S. Ingleside
7 & 10	Bright School	10740 S. Calhoun Ave.
9 & 34	Songhai Learning Center	11725 S. Perry Ave.
11 & 12	McClellan School	3527 S. Wallace St.
13 & 23	Pasteur School	5825 S. Kostner Ave.
14 & 22	Gunsaulus School	4420 S. Sacramento Ave.
15 & 16	Gage Park High School	5630 S. Rockwell St.
17 & 21	Mahalia Jackson School	917 W. 88th St.
18 & 19	Owen School	83rd & Spaulding
24 & 28	Melody School	412 S. Keeler Ave.
26 & 35	Funston School	2010 N. Central Park Ave.
29 & 37	Frederick Douglass School	543 N. Waller Ave.
30 & 31	Nixon School	2121 N. Keeler Ave.
32 & 47	Coonley School	4046 N. Leavitt St.
33 & 39	Haugan School	4540 N. Hamlin Ave.
36 & 38	Foreman High School	3235 N. Leclaire Ave.
40 & 48	Jamieson School	5650 N. Mozart St.
41 & 45	Farnsworth School	5415 N. Linder Ave.
42 & 43	Ogden School	24 W. Walton St.
44 & 46	LeMoyne School	851 W. Waveland Ave.
49 & 50	Sullivan High School	6631 N. Bosworth



Important Phone Numbers

Absentee Ballot Department ..... (312)269-7967
Judges of Election Department ..... (312)269-7984
Polling Places Department ..... (312)269-7976
Registration Department ..... (312)269-7960
To verify proper Precinct Polling Place ..... (312)269-1604

For any individual who requires verification of registration status ..... (312)269-1604
TTY (for the hearing impaired and deaf) ..... (312)269-0027

ELECTION CENTRAL
Legal, investigative, procedural and language assistance ..... (312)269-7870
(Election Day only from 5:00 am to 10:00 pm)

EQUIPMENT/SUPPLIES
Problems with equipment or missing supplies ..... (773)247-4065
(Election Eve (Monday) from 5:00 pm to 7:00 pm,
Election Day from 5:00 am to 10:00 pm)

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Ms. LOFGREN. Ms. Purcell, we would be delighted to hear from you.

STATEMENT OF HELEN PURCELL, RECORDER, MARICOPA COUNTY

Ms. PURCELL. Thank you, Madam Chair, members of the committee.

You have my written testimony which has supporting examples of a few of the key points I would like to make today.

We expect a lot of our poll workers. As you mentioned, Madam Chair, they arrive at the polling place before dawn, they perform increasingly complicated procedures and serve as a gateway to the democratic process for all voters on election day.

We understand that providing training and instructional tools to poll workers is critical for a successful election. In Maricopa County, 83 percent of our poll workers attended training classes for the general election in 2006. Almost 1,000 workers have obtained premium status by attending an additional 8 hours of training. Every election, hundreds attend bilingual training class, providing language assistance to limited-English-proficiency voters. Yet training continues to be a challenge in conducting the election.

Training responsibilities fall on the local jurisdictions, as they should. Maricopa County has 1,142 polling places and hires in excess of 7,000 workers on election day.

Regardless of the size, there are some essential training questions which have universal applications: core curriculum, training formats, on-the-job training materials, training incentive strategies, and program evaluation.

The Election Assistance Commission has recently produced a Poll Worker Guidebook of professional practices which contains a myriad of possible ways to augment an existing program in these areas.

Every poll worker in America needs to get instructions on voting equipment operations, polling place procedures, how to provide effective voter assistance, sensitivity training regarding voters with disabilities, and, of course, security issues.

There is a challenge with the multiple types of equipment now present in the polling place as a result of the Help America Vote Act. New technology can be daunting to the poll workers. But equipment is only a single facet of what a poll worker must know.

The worker must make sure that the voter is in the correct polling place, which ballot style the voter is to receive. In Arizona, we rely on the worker to implement and uphold our new voter-initiative ID requirements. This means advising the voter that although they were able to use their passport to prove their citizenship when they registered to vote, because it doesn't have an address on it, they cannot use it as a proof of identity to get a ballot on election day. Voters could easily believe that the worker does not understand the ID requirements, when, in fact, they are following the strict letter of the law.

Training formats need to take into consideration various learning styles. Some learn by doing, others by reading. Still others learn by pictures or graphics and hearing the information. An effective program is a combination of the training formats: providing class-

room, video/DVD, on-line and written options for potential workers to access the tools they need in the time leading up to election day.

Pre-election training is obviously not enough. Providing tools which the workers can utilize on election day as a quick guide is critical. A practice that we have found to be beneficial is to provide duty cards, a one-page summary of the responsibilities of each position in the voting processing line.

If training were mandatory, 1,148 workers hired last November in our county would not have been allowed to work. Would voters be better served? I think not.

Prior to serving voters as county recorder, I worked for the political party as their poll worker recruitment manager. It was not uncommon to lose 100 workers the week before the election or even the weekend before. In Arizona, a lot of our primary elections fall after—the day after Labor Day, and that makes it extremely difficult.

Regardless of the training strategy that is employed, its efficiency must be evaluated and tracked. We survey our workers to determine if they felt trained properly for election day, and we also have voter assistance surveys available to the voter. We received more than 8,000 responses. Over 98 percent of the voters responded the workers were helpful. But what happens when they are not, or they are either unable or unwilling to provide assistance?

Many jurisdictions get their workers directly from political parties and have no ability to dismiss rogue voters or retire those who are no longer willing and able to do the work. Our jurisdiction has the ability to hire youth workers, 16- and 17-year-olds, and that has been extremely helpful to us with the new equipment, because, as one of the panelists mentioned, they can handle that very easily.

In closing, there is one last element of the training that we have not discussed, and that is personal experience of working at the polls to determine what goes on at the polls. I require that my staff work as poll workers at least once during their career. While sitting as a member of the Technical Guidelines Committee as we worked on the Voluntary Voting System Guidelines to the EAC, the National Institute of Standards and Technology not only chaired our committee, but provided technical assistance to the production of the guidelines. So that they could better understand what is required of the workers and the level of their expertise, members of the NIST team worked at the polling places. I know certain requirements that had been proposed were quickly abandoned after they did that.

I might suggest that you ask your staff if they have served as poll workers. I wish that we could get more government workers and business people to work at the polls. First-hand knowledge is indispensable.

I would be happy to take any questions. Thank you, Madam Chair.

Ms. LOFGREN. Thank you.

[The statement of Ms. Purcell follows:]

Committee on House Administration
Subcommittee on Elections Hearing

"The Importance of Poll Workers: Best Practices and Recommendations"

Testimony of the Honorable Helen Purcell, Maricopa County Recorder

Madam Chair and Members of the Committee;

Thank you for the opportunity to speak with you today. I refer you to my written testimony for elaboration and supporting examples of the few key points I would like to address this afternoon.

We expect a lot of our poll workers. They arrive at the polling place before dawn, execute ever increasingly complicated election procedures, and serve as the gateway to the democratic process for all voters who chose to vote at the polls on Election Day. Election administrators understand that providing training and instructional tools to poll workers in order to enable them to execute their responsibilities on Election Day is critical for a successful election. In Maricopa County 83% of our poll workers attended training class for the General Election in 2006. Almost a thousand workers have attained a Premium status by attending 8 additional hours of training. Every election hundreds attend a bilingual training class on providing language assistance to limited English proficiency voters. Yet, training continues to be a challenging facet of conducting an election.

Training responsibilities fall on the local jurisdictions, as they should. Maricopa County has 1142 precincts and hires an excess of 7,000 workers. Regardless of size there are some essential training questions which have universal applications: core curriculum, training formats, on- the-job training materials, training incentive strategies, and program evaluation. The Election Assistance Commission (EAC) has recently published a Poll Worker Guidebook of professional practices which contains a myriad of possible ways to augment an existing program in these areas.

Core Curriculum

Every poll worker in America needs to get instruction on voting equipment operations, polling place procedures, how to provide effective voter assistance, sensitivity training regarding voters with disabilities, and proper security measures. This is a challenge with the multiple types of equipment now present in the polling place as a result of the Help America Vote Act. New technology can be daunting to poll workers. In last year's General Election we experienced

"poll worker flight" at training class when they saw the new equipment and became overwhelmed with the elevation of our expectations of them.

Equipment is only a single facet of what a poll worker must know. Is the voter in the correct polling place? Which ballot style is the voter to receive? In Arizona we also rely on the worker to implement and uphold our new voter-initiative ID requirements. This means advising the voter that although they may have used their Passport to prove their citizenship when they registered to vote, because it doesn't have an address on it they cannot use it as proof of identity to get a ballot on Election Day. Voters could very easily believe that the worker does not understand the ID requirements when, in fact, they are following the letter of the law.

Training Format

Training formats need to take into consideration varied learning styles with special consideration for adult learners. Some learn by doing. Others learn by reading. Still others learn by pictures and graphics or by hearing the information. An effective program is a combination of training formats as well as access points. Providing classroom, video/DVD, online, and written options allows for potential workers to access the tools they will need in the time leading up to the election.

On-the Job Training

Pre-election training is obviously not enough. Providing tools which the workers can utilize on Election Day as quick reference guides is critical. A practice that we have found to be beneficial is to provide "Duty Cards" which are a truncated, one-page summary of the responsibilities at each position in the voter processing line.

Incentive

If training were mandatory then 1148 workers hired last November in our county would not have been allowed to work. Would our voters have been better served? Prior to serving voters as the County Recorder I worked for the political party as their poll worker recruitment manager. It was not uncommon to loose a few hundred workers in the last week, sometimes the last weekend, before an election making it impossible to get the new workers to a training class. In Arizona our hiring for the Primary is further complicated by Labor Day weekend. For many elections we fill the vacancies by working the phones for 18 hour a day and requiring training attendance would be another yet obstacle in finding workers.

Evaluation

Regardless of the training strategy that is employed its efficacy must be evaluated and tracked. We survey our workers to determine if they felt training prepared them for Election Day and also have Voter Assistance Surveys available to voters. We received more than 8,000 voter

surveys last November; over 98% of the voters responded that the poll workers were helpful. But what happens when they are not, or if they are either unable or unwilling to execute their duties? Many jurisdictions get their workers directly from the political parties and have no ability to dismiss rogue workers or retire those who are no longer able to fulfill what is required of them. Other jurisdictions do not have the ability to hire youth workers who possess the technical savvy necessary in the post-HAVA environment. Budgetary confines can also restrict the quality and quantity of training materials and sessions. It is not always training that is the source of problems.

In closing there is one last element to training that we have not discussed and that is the personal experience working the polls of those who determine what happens in the polls. I require that my staff work as poll workers at least once in their career. While sitting as a member of the Technical Guidelines Development Committee (TGDC) as we worked on recommending Voluntary Voting Systems Guidelines (VVSG) to the EAC, the National Institute of Standards & Technology (NIST) not only Chaired our Committee but provided technical assistance to the production of the Guidelines. So that they could better understand what is already required of our workers, the level of their technical expertise, and the time constraints placed on them, members of the NIST team worked at the polls in the 2006 election. I know that certain requirements which had been proposed were quickly abandoned because of those personal experiences. I might suggest that you ask your staff if they have served as a poll worker and if so what their experience was like. First hand knowledge is indispensable.

Thank you again for the opportunity to share my experiences. I look forward to answering any questions you may have.

MARICOPA COUNTY ELECTIONS DEPARTMENT

Election Boardworker Training Manual November 2007

Helen Purcell, COUNTY RECORDER
Karen Osborne,ELECTIONS DIRECTOR

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CORRESPONDENCE ADDRESSES

Recruitment:
Maricopa County Elections Department
222 E Javelina Drive
Mesa, AZ 85210

Registration/Downtown Office:
Maricopa County Elections Department
111 S 3rd Ave Ste 102
Phoenix, AZ 85003-2294

INTRODUCTION

Thank you for providing the essential public service of becoming an Election Day precinct board worker! This manual is produced to assist you in understanding the required procedures at the polling place. The accuracy and efficiency of elections are only as good as you and your fellow board workers, so please read this manual carefully. Election laws, procedures and requirements change, so it is important that you do not rely on past memory or experience and that you follow this manual. If you have any questions, ask or your inspector or trouble shooter, call your recruiter, or call the HOTLINE. There should also be an opportunity to ask an instructor at training classes. If you have not been scheduled for a training class, please call your recruiter.

Thank you again for your commitment to your community and for being on the front line of our democracy, ensuring that all voters will have equal access to readily participate in our electoral process.

Best regards,
Tonia A. Tunnell
Assistant Director for Board worker Recruiting and Training

IMPORTANT TELEPHONE NUMBERS

BOARD WORKER HOTLINE 602-506-2010

THIS PHONE NUMBER IS FOR BOARD WORKERS ONLY.

Hours of Operation:

Monday preceding Election Day	12:00 NOON – 8:00 PM
Election Day	5:30 AM – All ballots received at Receiving sites

PUBLIC ELECTION INFORMATION 602-506-1511

THIS NUMBER IS FOR VOTERS AND OTHER MEMBERS OF THE PUBLIC.

Hours of Operation:

Monday – Friday	8:00AM – 5:00 PM
On Election Day	5:30 AM – 8:00 PM.

24 Hour pre-recorded information available when phones not staffed.

RECRUITMENT:

THESE NUMBERS ARE FOR BOARD WORKERS TO ADDRESS EMPLOYMENT/PAYROLL ISSUES.

CINDY	602-506-3407
MONICA	602-506-7554
ALICIA	602-506-1519

BI-LINGUAL BOARD WORKER PROGRAM:

IF YOU ARE FLUENT IN ENGLISH AND SPANISH AND WOULD LIKE TO SERVE AS A BI-LINGUAL BOARD WORKER, PLEASE CONTACT:

LETICIA	602-506-2306

ELECTIONS BACKGROUND
General Information that is Good to Know

Laws that Affect Elections

There are many state and federal laws that impact elections in Arizona. Generally, federal laws dictate to the states how things should be done, and Arizona statutes and the Secretary of State's Procedure Manual, which has the force of law, implements those federal requirements as well as adding additional requirements. Arizona laws regarding elections are generally found in Titles 16 or 19 of the Arizona Revised Statutes. Three of the federal laws that impact elections are the Voting Rights Act of 1965, the Americans with Disabilities Act of 1990, and the Help America Vote Act of 2002.

The **Voting Rights Act** prohibits discrimination in voter eligibility, registration and polling place procedures based on race or color. It is under this Act that the federal Department of Justice requires elections departments in Arizona to pre-clear all new election laws and procedures before they are allowed to go into effect. It is also this Act that reqnires Arizona to produce all election materials, including the ballot, be printed in Spanish and that language assistance be available in certain polling places.

The **Americans with Disabilities Act (ADA)** prohibits discrimination against individuals that have a physical or mental disability and sets forth requirements regarding access to the polling place and voting. These include requirements regarding parking availability, the use of ramps, and accessible voting booths. The ADA also requires that individuals that can not come into the polling place be allowed to vote using curb-side voting, which will be discussed at greater length later in this manual.

The **Help America Vote Act (HAVA)** mandates that all individuals that come into a polling place be allowed to vote. If a voter's eligibility is in question, this law requires that the voter be allowed to vote a provisional ballot. HAVA also mandates that voting systems provide a voter the opportunity to spoil their ballot and receive another one if the voter has over-voted – voted for more candidates that are to be elected to an office, for example. This is why it is so important to ensure that voters always place their ballots in the Insight unless the voter is voting a provisional ballot or there is an emergency situation, such as a power outage.

Proposition 200

In the November 2004 election, voters in Arizona approved Proposition 200. This proposition requires, among other things, that before an individual is allowed to register to vote for the first time in a county in Arizona that they prove that they are a United States Citizen. Additionally, it requires that before a voter is allowed to vote at the polling place, the person must show proof of their identity. Both of these requirements will be discussed later in this manual.

IMPORTANT INFORMATION

BOARD WORKER COURTESY

The primary mission of Board workers is to assist voters so that they can vote properly. This requires you to provide good customer service, even under sometimes difficult situations. Board workers should always maintain a peaceful and quiet atmosphere in the polling place. Loud talking and other noises such as radios, computers, etc. make it difficult for voters to concentrate. Additionally, there is absolutely no discussion of politics allowed. Even if it is an issue that is not on the ballot, please do not discuss politics!

NO SMOKING PLEASE

No smoking by any person is allowed in or within 75 feet of the polling place. Be sure to post the no smoking signs.

LIMITED USE OF CELLULAR TELEPHONES

Cellular telephones are permitted in the polling place for *limited use only* by voters *and* board workers. Please do not spend the day conducting personal business on your cell phone.

NO CAMERAS

Pursuant to ARS 16-515, cameras (video or otherwise) *are prohibited* within the 75 foot limit **while the polls are open.** However, we are not concerned if a voter has a cellular phone that is equipped with a digital camera; unless that voter attempts to use the camera function.

NO POWER OF ATTORNEY FOR VOTING

Even if a person has been granted power of attorney, they cannot vote on behalf of another person.

ELECTIONEERING

Pursuant to 16-515, electioneering is prohibited within 75 feer of the main outside entrance of a polling place. Campaign material including, but not limited to, t-shirts, buttons, hats, signs, stickers, etc is expressly prohibited and may not be worn or displayed within the 75 foot limit. Voters may carry information, including political literature, to assist them in voting, but they must be discreet and not display it. Be sure to check the booths periodically to ensure that no literature was left behind.

Pursuant to 16-411(h) individuals are allowed to electioneer and engage in political activity outside the 75 foot area in public areas and parking lots used by voters. If you have any questions about this on Election Day, please call the Hotline.

I VOTED STICKERS

Sometimes it seems that one of the most important parts of voting for voters is receiving the "I voted" stickers. Please make sure these are available for voters to take and stick on themselves, but also ensure that these stickers do not end up stuck on inappropriate things such as polling place walls, tables, or voting equipment.

SAFETY IN THE POLLING PLACE

Reasonable safety precautions need to be taken in a polling place during Election Day. Please ensure the following:

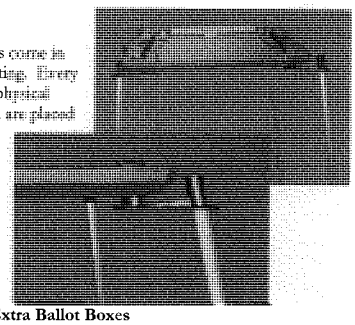
- Voter traffic ways are clear of debris
- Extension cords are out of the way or covered with cord cover
- Chairs are behind tables or off to the side
- Electrical appliances, such as a coffee pot, have prior approval of the facility owner/manager and are out of the way of voter traffic flow and the reach of small children.

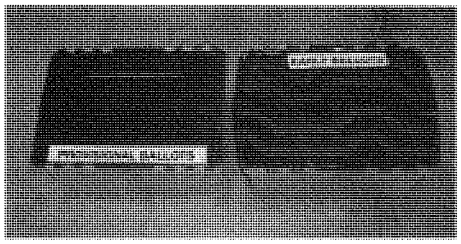
ACCIDENTS OR INJURIES

Call 9-1-1 for any accident or injury requiring emergency treatment. Please also report any accident or injury by calling the hotline at 602-506-2010.

ELECTION EQUIPMENT

Voting Booths
Every polling place will receive voting booths (typically 6-10). Booths come in packages of two and need to be assembled at the Monday set up meeting. Every polling place should receive at least one **RED** booth for voters with physical disabilities. The red booth comes with two black leg extenders which are placed in the leg holes at the front of the booth. This gives additional room at the front of the booths so that individuals with wheelchairs can more comfortably fit at the booth.

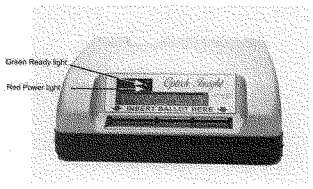




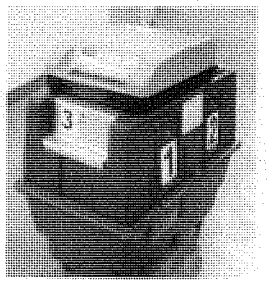
Extra Ballot Boxes
Each polling place will also receive two extra ballots boxes. The one with a **RED** lid is for Provisional Ballots and will be sealed with the red wire seal on election morning. The one with a **BLUE** lid is for Early Ballots that may be dropped off at your polling place and will be sealed with the blue beaded seal on election morning. Both of these boxes will be transported to the receiving site at the close of the polls. Provisional ballots and Early ballots will be discussed later in this manual.

Insight & Ballot Box
Maricopa County primarily uses optical scan equipment for voting. Every polling place will have a unit.

The top portion of the unit is called the **Insight.** The ballots are inserted at the front of the unit for scanning and tabulation.



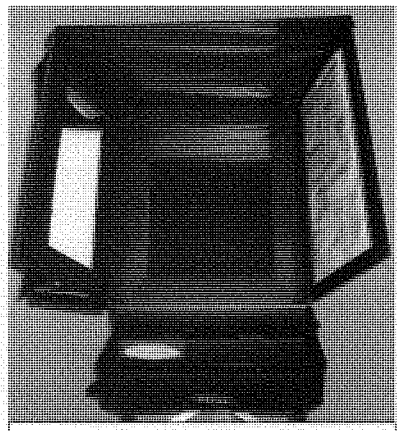
The bottom portion of the unit is the **ballot box.** Note that there are three doors on the ballot box. Door 1 is where write-in ballots are deposited by the Insight after scanning. Door 2 is where all ballots without write-ins are deposited by the Insight after scanning. Door 3 is where misread ballots are placed by the voter or where ballots are placed if there is an emergency.



Edge Touch screen and Card Activator

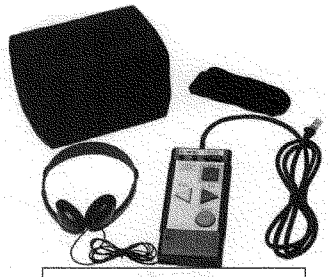
This Primary Election, in compliance with the Help America Vote Act, Maricopa County is introducing the Edge touch screen voting equipment to allow voters with physical disabilities to vote independently. This equipment will be marked with handicap stickers and should be reserved for voters indicating that they require its use.

To vote on the Edge, a voter inserts a voter card which will first be activated using the Card Activator by a Board Worker. This card will tell the Edge, which precinct and particular ballot the voter needs. The voter makes their choices by touching the screen. When the voter is finished, they will have an opportunity to review their ballot, first on the screen, then on the printed paper audit tape attached on the left side of the screen. When the voter is satisfied with their choices, the voter casts his or her ballot, the paper audit tape advances up into the printer to ensure secrecy of the ballot, and the card is deactivated and ejected to be returned to the Board Worker.



Front view of Edge Touch Screen

Alternatively, the voter may use the audio attachment which will read the ballot to the voter and the voter will make their choices using the different shaped buttons on the audio key pad. The voter still has an opportunity to review their choices and make changes before casting their ballot.



Audio attachment for Voters with Visual Disabilities

More information on the set-up, use and closing of the Edge touch screen is found in the separate Edge Training and Operations Manual. If you do not have a copy of this manual, please check with your Trouble shooter or call the Hotline.

NEW

LOCATION OF THE EDGE CARDS HAS CHANGED

The Activator cards will now be found in the Inspector's packet. At the end of the night, please return the cards to front of the Signature roster in the same pencil pouch where the signature guide is located.

COMMON COURTESIES & GUIDELINES FOR VOTERS WITH ASSISTANCE NEEDS

ALL voters deserve courteous & respectful attention in exercising their rights as citizens to vote *regardless of race, color, ethnicity, gender, physical or language ability.* Inappropriate comments will not be tolerated in the polling place and will result in your immediate dismissal.

Voters have different barriers that they must over come—both Physical and Language. Board Workers assist voters in different ways. The backs of Duty Cards contain Voter Instructions for each step in the processing line in English and in Spanish. These are also helpful for use with individuals with hearing problems.

Voters may bring in anyone of their choice to assist them, as long as that person is not a candidate listed on the ballot. Additionally, a voter may, at their option, be assisted by ***two board workers of opposite political party affiliation***.

If Board Workers assist a voter:

Distinctly state to the voter the names of all candidates for each office or the written description of the ballot measures and ask the voter how they wish to vote in each instance.

Mark the ballot indicating the voter's choices.

- Do not attempt, in any way, to influence the voter's choices—***do not give personal opinions or advice***.

Physical Assistance:

General Guidelines

If you offer assistance, wait until the offer is accepted. Then listen to or ask for instructions as to how to assist.

Relax. Don't be afraid to ask questions when you are unsure of what to do.

Be patient. Take as much time as is necessary.

Treat all voters with dignity, respect and courtesy.

Visual

Identify yourself to the voter by telling them who and where you are.

Offer your arm rather than taking the blind or visually impaired voter's arm.

Offer the Signature Guide at the Signature Roster to aid the voter in signing their name.

Notify the voter if you are leaving them alone.

If you are offering the voter a seat, gently place the voter's hand on the back of the chair so they can locate the seat.

Be descriptive when giving directions. Often voters with a visual disability are oriented to the clock. Example: "the early ballot box is 3 feet ahead of you sitting on a low table waist-high at 11:00 ".

Hearing

Rephrase don't repeat your statements. Sometimes different words are heard and understood better than others.

Have a pad of paper and pen handy for communicating.

Speak directly to the voter (not their companion), speak clearly and use short, simple sentences. Don't shout.

Keep your hands and other objects away from your mouth and do not chew gum.

Speech

If you do not understand something that the voter has said, do not pretend that you did. Ask them to repeat what he or she said and then repeat it back to the voter to be sure you understood correctly.

Try to ask questions that require a short answer or nod of the head.

Do not speak for the voter or attempt to finish the voter's sentences.

Do not confuse an inability to easily communicate with a lack of intellect.

Cognitive

Be patient, flexible, and supportive. Take time to understand the voter and make sure the voter understands you.

Try to limit distractions and keep things simple—take one task at a time.

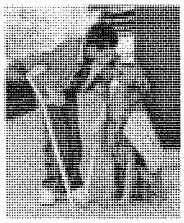
Offer assistance completing forms or understanding written instructions and provide extra time for decision-making.

Wait for the individual to accept the offer of assistance; do not "over-assist" or be patronizing.

- Be sure signage is posted designating where to start and how to mark the ballot.

Service Animals

Be aware that service animals should always be admitted into the polling place. **Service animals are highly trained and need no special care nor attention.**



Many people with disabilities (physical & psychiatric) use service animals

Dogs, cats, monkeys, pigs and horses are all used depending on circumstances

Do not interact with the service animal. Do not call it, feed it, or pet it without permission.

Many service animals wear a special vest or scarf but it is NOT required.

Mobility

Pay attention to clutter or barriers that impede access.

Ask the voter if they need your assistance. Do not assume that a voter in a wheelchair wants you to push them.

Do not lean on a wheelchair or other assistive device.

If a ramp has been provided at the polling place, please check it throughout the day to make sure that it hasn't worked itself away from the door threshold.

If a voter is not able to come into a polling place, curbside voting is available. See page 28 for this procedure.

USE PLENTY OF SIGNS TO INDICATE THE WAY TO THE DISABLED VOTERS ENTRANCE INTO THE POLLING PLACE.

Language Assistance:

Section 203 of the Voter's Rights Act of 1965 requires that voters who need language assistance receive it at the polls and at every stage of the electoral process. Maricopa County is legally obligated to provide language assistance and materials in the Spanish and Tohono O'Odham languages.

We provide language assistance in a number of ways:

- Ballots and signage texts are done in both English and Spanish.

  We staff Spanish-speaking Board Workers in areas identified as having voters who may need assistance.
- A Spanish Election Terminology Glossary is provided and can be found in the Polling Place Supplies. This Glossary ensures that common translations are used in a uniform manner in Maricopa County.

  Voter instructions are listed in both English and Spanish on the back of the Boardworker Duty Card to communicate to the voter what is needed of them at each stage of the voter processing line. Audio instructions in O'Odham are available in designated precincts.

  If you do not have a Boardworker that speaks Spanish, call the Hotline and we will speak to the voter directly, or have a Spanish-speaking Trouble Shooter go out to assist you.

In the end, it's all about good customer service:
Be patient, make eye contact, allow the voter to tell you what they need, and make reasonable accommodations.

VOTER REGISTRATION INFORMATION

Voter registration cutoff date is 29 days before an Election.

DECEASED INDIVIDUALS-WHOSE NAME STILL APPEARS ON THE VOTER ROLLS

PLEASE FILL OUT A POLLING PLACE INCIDENT/INFORMATION REPORT - WE NEED SOMETHING IN WRITING IN ORDER TO REMOVE A PERSON FROM THE VOTER ROLLS.
This information can be provided by anyone, they do not need to be a family member. However, they should include vital information that will enable us to identify the correct person to be removed. (i.e. date or place of birth of the deceased, mother's maiden name, something that gives us the ability to reasonably assume that they possess personal knowledge of the deceased individual). We also need their name and contact information. If someone gives you this verification in writing, simply place it in the front pocket of the Signature Roster, with the Payroll Voucher. ****DO NOT WRITE IN THE SIGNATURE LINE NEXT TO THE VOTER'S NAME.****

INDIVIDUALS WHO HAVE MOVED WITHIN MARICOPA COUNTY – GO TO YOUR NEW POLLING PLACE

Voters who have moved within Maricopa County need to vote in the precinct where they now live and will be required to vote a provisional ballot. By filling out the provisional ballot form, their address will be updated, so there is no need to fill out a separate voter registration form.

OTHER VOTER INFORMATION CHANGES

Voter registration forms must be filled out by voters who wish to do the following:

- Change their political party affiliation
- Change their name only
- Update their mailing address, if not voting a provisional ballot
- New registration*

VOTERS MAY NOW REGISTER OR UPDATE THEIR REGISTRATION ON LINE!

Go to **www.servicearizona.com** and click on voter registration. You will need your driver's license number for this process.

PLEASE BE AWARE!! ***Proposition 200, passed by the voters November 2004, requires that individuals registering to vote for the first time in Maricopa County prove that they are a U.S. citizen and therefore eligible to register. Documents required for this proof are listed on the back of voter registration forms. The most convenient method to prove citizenship is for the registrant to list their full Arizona Driver's License Number or Non-Operating ID Number, as long as it was issued after October 1, 1996. For more information, please refer the registrant to the back page of the voter registration form or to the Maricopa County Public Information number at (602) 506-1511.***

BOARD WORKER DUTIES

The primary duty of every Board worker is to assist voters, so that they may vote properly. This is your mission, your call, your priority. With the exception of the duties of the Inspector, the duties that each Board Worker might be assigned are subject to change and this duty list is just a guide line. Ultimately, it is the responsibility of **ALL** Board Workers to work as a team to assist all voters in a manner using good customer service and to complete all Election Day procedures.

INSPECTOR

- The team leader in charge of the polling place, has the ultimate responsibility of ensuring that all voters receive good customer service and that procedures at the polling place are done completely and correctly.
- Assigns board workers to various tasks to ensure that the resources of the Board Worker team are best utilized and that everyone has time to take necessary meal and rest breaks.
- Arranges the Monday set-up meeting time and calls and informs other board workers of that time.
- Verifies all items on the Inspector check list, which must be signed and returned with the payroll voucher.
- Ensures that both the Insight and Edge voting units are set-up, monitored, and are closed properly.
- Will deliver the ballots to the receiving site, accompanied by another board worker.

JUDGE

- Ensures that all voters are assisted with good customer service to enable them to vote properly.
- May be assigned to the Signature Roster.
- May be assigned to issue ballots and demonstrate marking the ballot.
- May be assigned to oversee the Provisional Ballot Procedure.
- May be assigned to monitor Insight and/or Edge.
- May be assigned to deliver the memory pack to the receiving site or accompany the Inspector when delivering the ballots to the receiving site.
- **Any other duty assigned by the Inspector.**

CLERK

- Ensures that all voters are assisted with good customer service to enable them to vote properly.
- May be assigned to the Signature Roster.
- May be assigned to the Poll List.
- May be assigned to issue ballots and demonstrate marking the ballot.
- May be assigned to monitor Insight and/or Edge.
- May be assigned to deliver the memory pack to the designated receiving site.
- **Any other duty assigned by the Inspector.**

MARSHAL

- Ensures that all voters are assisted with good customer service to enable them to vote properly.
- Preserves order in the polling place and inside the 75 foot zone.
- Directs voters in line with "voted" Early Ballots to step out of the line and deposit their ballots into the BLUE Early Ballot box.
- Performs as a relief person for other board members.
- Announces the opening, and closing of the polls.
- Ensures all voters in line at 7:00 P.M. are allowed to vote.
- May be assigned to deliver the memory pack to the receiving site or accompany the Inspector when delivering the ballots to the receiving site.
- **Any other duty assigned by the Inspector.**

BEFORE THE ELECTION

Arranging the Monday Set-up Meeting

The Inspector should receive a Board Worker Roster in the mail, which lists a variety of information that will be needed in the next few days. **As soon as you receive this information, please contact the facility to arrange the Monday set-up meeting.**

- The polling place contact person's name and number to arrange for your set-up meeting is on the top of the sheet. The meeting should be scheduled to take place the Monday before the election, sometime after 12:00 NOON. Please do not arrange to set-up the polling place prior to noon on Monday. We cannot guarantee delivery of supplies before that time. When you are talking to the contact person, please find out who is responsible for opening the facility on Election Day and get a true EMERGENCY NUMBER; wherever they will be at 5:30 AM!
- Once you have arranged the set-up meeting, please call all of the Board Workers assigned to your polling place to let them know when and where to meet for the set-up meeting.
- Call your Recruiter to let them know what time the set-up meeting will be taking place and the name and emergency phone number of the person responsible for opening the facility of Election Day. This information will be shared with last minute hires and the Trouble-Shooter that will be assigned to your area.

Trouble Shooters

- All polling places will have a **Trouble Shooter** assigned for Election Day. The Trouble Shooter will be carrying extra supplies, and they are in constant radio contact with Election Central should any problems arise.
- Your Trouble Shooter will verify that all procedures in the polling place are being done correctly including that the Inspector is filling out the **Inspector Checklist** on the appropriate day and time.
- Trouble Shooters will have I-9 forms for boardworkers who have not worked for Maricopa County Elections before to fill out and these Board workers will need to show identification. If the form was filled out incompletely in the past, you will need to fill it out again.
- Trouble Shooters are assigned the Saturday before the election; **they will contact the Inspector after class ends at noon**. Recruiters do not have the Trouble Shooter assignments, so please be patient and wait for the Trouble Shooter to call.

Inspector Packet

The Trouble Shooter will deliver the Inspector Packet to the home of the Inspector over the weekend prior to the Election. Please take the time to review the contents of the packet with the Trouble Shooter to ensure that everything is included. The Packet should contain:

- **Payroll voucher.**
- **An Inspector Checklist** will be attached to the Payroll Voucher.
- **Precinct Ballot Report** will be attached to the Payroll Voucher. This report lists all of the statistics of your election and ensures security of voting equipment by confirming and listing seal numbers.
- **Precinct Identification Labels** – these labels are precinct specific and must be placed on the specific items that are sent to Election Central after the polls close so that they can be identified
- **A list of official write-in candidates** (If applicable).
- **Precinct Maps**.
- **Monday Set-up and Closing Procedure Task Lists** ⇦ NEW!
- **Add-on and/or Deletions List** - list names of voters who need to be added to or deleted from the Signature Roster and Precinct Registers after they were printed.
- **Early voting list and addendum, if applicable** – list of voters who have requested an early ballot.
- **The Election Hotline** telephone number 602-506-2010
- **Sample ballots - Please Post two (2) of each style.**
- **Keys to the Insight Ballot Tabulation Machine.**
- **Three (3) Activator Cards for the Edge Voting Machine.** ⇦ NEW!
- **2 Maps to Receiving Site** for the delivery of the Memory Pack & the Bags and Boxes at the end of the night.
- **Boardworker Surveys** – All Boardworkers please fill out and put it in the front pocket of the Signature Roster.
- **Any late notice or other item that could not be distributed with the supplies.**

MONDAY SET UP MEETING

IT IS IMPORTANT THAT ALL SET UP MEETING PROCEDURES ARE DONE COMPLETELY.
Errors in supplies or problems with set-up need to be discovered on Monday.
Please contact the Hotline at 602-506-2010 as soon as a problem or error is discovered, so that it can be fixed before Election Day!

Many election boards will have new members who have never served before. For their benefit, the Inspector should:

- Discuss, ***in detail***, the duties of each board position by reviewing the duty cards
- Assign each board member their duties using the Set-up Task Lists beginning on page 14.
- Discuss the voting procedures to be followed on Election Day, including ID requirements.

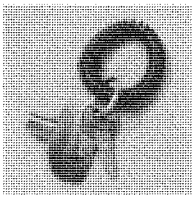
Other things to note during the set-up meeting and/or Monday evening:

Payroll Voucher
Please have everyone at the set up meeting initial the payroll voucher. This is also the time for each Board Worker to ensure that their name, address and other information is correct. Unless the payroll voucher says "On File", check to ensure that your social security number is correct.

Who is Opening the Polling Place for you on Election Day Morning?
Do you know how you are getting back into the facility or who are you going to call at 5:30 a.m. if the facility is not open?

Handicapped Parking Spaces
On Election Day, even if you have a handicap sticker on your vehicle, please consider leaving those designated parking spaces for the voters to use. At 5:30 a.m. there should be plenty of parking that is adjacent to the handicap spaces. If needed, ask one of your fellow board workers to move your car after you have gotten to the facility.

Election Day Provisions
Please remember to bring food, beverages and any required medications that you will need on Election Day. Also, bring something to keep you occupied during non-busy times when no voters are present. Leaving the polling place once the polls open is prohibited, so come prepared!



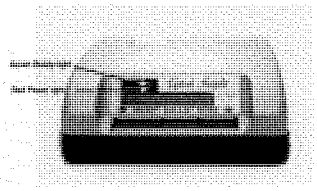
Insight Keys and Edge Activator Cards
Don't forget to bring the Insight keys and Edge Activator cards back on Election Day!

Shoes, Shirt, Service!
Please remember to dress appropriately for the polling place and come with a cheerful mood ready to assist voters. Clothing may be casual, but should be clean and not have any holes or be too revealing. Remember you are there to assist voters, so you don't want to wear anything or behave in a manner that would distract from that mission!

SET UP TASK LISTS

INSIGHT & TASKS:
BOARDWORKERS #1 (INSPECTOR): Name #1

- ☐ Break the seal and open the **RED** extra ballot box. Remove all supplies. Give Boardworker #4 the Precinct Registers and Signature Roster. Give Boardworker #6 the shrink-wrapped supply packages.
- ☐ Make sure that there is a **SILVER DOOR** sticking out between the Insight and the large blue ballot box - this allows the ballots to drop into the ballot box after they are scanned.
- ☐ Using the **LITTLE KEY,** unlock and open **Doors #1 & #2** of the Insight ballot box and remove the Official Ballots, and the Black and Green Canvas Bags. Give ballots to Boardworker #3.
- ☐ Check to ensure there are dividers between Doors #1, #2 & #3. ***If there is not, call the Hot line.***
- ☐ Using the little key unlock and open Door #3 and make sure the ballot box is empty. Relock Door #3 and keep it closed unless there is an emergency on Election Day.
- ☐ Compare your Precinct/CPC number with the number on the back of the Insight. If you are not sure what your number is, it is on the Inspector packet. ***If these numbers don't match, call the Hotline.***
- ☐ Move the entire unit to the electrical outlet nearest the polling place exit. Use the BIG key to open the back door of the Insight. Make sure that the **SEAL** on the memory pack door has not been broken. If it is broken, call the Hotline to have a Trouble Shooter replace the seal as soon as possible.



- ☐ Pull the electrical cord from the back of the Insight and fit it into the cord slot. Plug the cord into the electrical outlet. The **RED POWER LIGHT** on the front of the unit should now be lit. A **ZERO TAPE** will print; this tape contains all of the candidates and/or issues that will appear on the ballot within your Precinct. Make sure the zero tape reads the same precinct as where you have been assigned.
- ☐ **Two board workers should** compare the zero tape to the ballots making sure that everything matches. **Do not remove the totals tape from the Insight; this tape will remain until you are doing your close out procedures.**
- ☐ Inspector notes the number of ballots received as indicated by Board worker #3 (see page 15) and signs at the end of Line 1.
- ☐ Make sure that the digital read out on the front of the Insight reads **ZERO.** After the **ZERO TAPE** finishes a green ready light will be displayed next to the red power light; make sure BOTH lights on the Insight are lit. Once you have verified that both lights are lit up, your Insight has passed inspection.
- ☐ Unplug the Insight and carefully place the head of the plug back into the cord slot of the Insight and lock the door with the Big Key.
- ☐ Once Board worker #3 has finished counting the ballots, place them and the green and black bags back into the ballot box and lock Doors # 1 and #2 with the Little Key.

EDGE TASKS

BOARDWORKER #2 (JUDGE OR CLERK):

☐ Refer to and follow the steps for setting up the Edge and Card Activator that are listed in the separate Edge Training and Operations Manual. If you have any questions, ask your Inspector, Trouble shooter or call the Hotline at 602-506-2010.

BALLOT TASKS:

BOARDWORKER #3 (JUDGE OR CLERK):

☐ Count the packages of official ballots received from the Inspector. They are shrink-wrapped in packages of **100**. ***DO NOT OPEN THE PACKAGES TO COUNT THE BALLOTS.*** You may notice that the printer put labels on the ballots saying something like "1 of 12". We do not send all ballots to the polling place. Other packages are in a secured location in the warehouse or were used for early voting. Please ignore these labels and just count the number of packages that you have.

☐ Check the top ballot in each package and verify the precinct name and number is correct. If you have any questions about your precinct name or number, it is printed on the Inspector packet. If the name or number on any ballot does not match, ***please call the hotline immediately!***

☐ ***Advise the Inspector of the number of ballots. These numbers are written on the Precinct Ballot Report, which will be attached to the Payroll Voucher.***

☐ Place the ballots along with the green and black canvas bags back into the ballot box of the Insight.

☐ Help the other Boardworkers with any unfinished tasks.

SIGNATURE ROSTER AND PRECINCT REGISTER TASKS:

BOARDWORKER #4 (JUDGE OR CLERK):

Signature Rosters and Precinct Registers are printed 45 days out from Election Day, but voter registration cut-off is 29 days out from Election Day. Therefore, lists of add-ons, deletions and those who requested an early ballot are how we remedy those last minute changes. These modifications are found in the Inspector Packet. Everything written in the Signature Roster should be done in black ink. **Please do not put alpha tabs on the Signature Roster pages**. We cannot scan the pages through the computer if you do this.

☐ **Add-on List –** This YELLOW paper list is pre-punched with three holes, so that it can be placed in the back of the Signature Roster. You are also provided three copies to be placed in the back of the Green and Pink Precinct Registers. The Register Numbers will begin with an **"A" (A0001) for Add-on voters.**

☐ **Deletion List –** Cross through the names & addresses of the voters who appear on the Deletion List in the Signature Roster AND Pink and Green Precinct Registers. When finished with the Deletion List place the list back into the Inspector Packet.

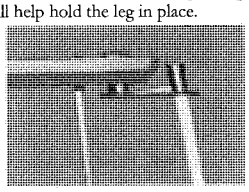
☐ **Early Voters List-** Using the list of early voters find the voter's name in BOTH the Signature Roster and Pink Precinct Register and place an **X** in the EV box next to the voter's name. If the voter's name does not appear in the front portion of the Signature Roster or Register, check the TAN colored pages (INACTIVE VOTERS) and then check the YELLOW Add-on sheets. **NOTE: It is not necessary to mark EVs in the Green Precinct Registers.**

- ☐ **DO NOT WRITE OR MAKE ANY MARKS IN THE SIGNATURE BLOCK OF THE ROSTER.** ***THE SIGNATURE BLOCK MUST REMAIN BLANK.*** Any marks will be interpreted by the computer as a signature when the Signature Rosters are scanned on election night, causing an audit problem.
- ☐ Put the Precinct Registers & the Signature Roster into the Red Provisional Extra Ballot Box for the night. DO NOT SEAL THE RED OR BLUE EXTRA BALLOT BOXES UNTIL ELECTION MORNING.

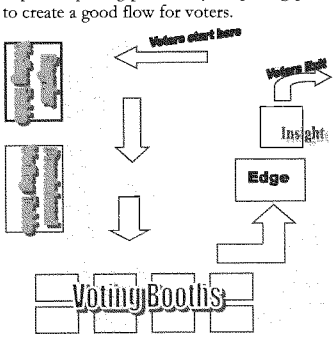
BOOTH TASKS:

BOARDWORKER #5 (MARSHAL): Name #5

- ☐ Set up all voting booths that have been delivered. Helpful hint: once you have inserted the metal pole leg in the bottom of the voting booth be sure twist the leg into place, this will help hold the leg in place.
- ☐ Make sure that the handicapped voting booth is set-up using the black leg extenders in the front of the booth. The extender is inserted where the metal pole leg would otherwise be inserted in the bottom of the ballot booth and the metal pole leg is inserted at the other end of the extender.



- ☐ Make sure you have the appropriate sign within each voting booth instructing voters as to how to mark the ballot.
- ☐ Arrange the voting booths so that there will be a logical flow of voters within the polling place. Pictured below is the optimal set up for a polling place. If your polling place room cannot accommodate this set up, do the best you can to create a good flow for voters.



- ☐ When you are finished setting up the booths, help the other Boardworkers with any unfinished tasks.

SUPPLIES & SIGNS TASKS
BOARDWORKER #6 (CLERK)

- ☐ Open all supply packages and check the contents against the **ELECTIONS SUPPLIES INVENTORY LIST**. If any items are missing, please call the **Hotline** or ask your Trouble Shooter for the missing supplies.

- ☐ Find the Precinct Identification Labels in the Inspector Packet –place them on the following items for easy identification:
  - BLUE POLL LIST
  - CLEAR OFFICIAL ENVELOPE
  - LARGE YELLOW ENVELOPE MARKED "WRITE-IN BALLOTS"
  - LARGE WHITE ENVELOPE MARKED "MIS-READ BALLOTS"
  - PINK PROVISIONAL BALLOT SIGNATURE ROSTER

- ☐ If this election includes candidates, post in a place where voters can easily read, the red & white **WRITE-IN CANDIDATES SIGN** found in the election supplies. Tape the **LIST OF AUTHORIZED WRITE-IN CANDIDATES** found in the Inspector Packet on the write-in candidates sign. If there are no write-in candidates, write "NO WRITE-INS" on the red & white poster.

- ☐ Post in the polling place room (not outside, not in the hall…) in a place where voters can easily read:
  - 2 **SAMPLE BALLOTS OF EACH BALLOT STYLE** (found in the Inspector Packet)
  - 2 **INSTRUCTIONS TO VOTERS AND ELECTIONS OFFICERS & RIGHT TO VOTE A PROVISIONAL BALLOT SIGN** (found in the supplies).
  - 2 **NO SMOKING SIGNS/TURN OFF YOUR CELL PHONE** (found in the supplies)
  - **2 REQUIRED IDENTIFICATION AT THE POLLS SIGNS** (found in the supplies).

- ☐ Place all extra supplies back into the Red Provisional Extra Ballot Box for the night. **DO NOT SEAL THE EXTRA BALLOT BOXES UNTIL ELECTION MORNING**.

- ☐ Check the pathway that will be used on Election Day for disabled voters. Ensure there is a clear pathway that is accessible. **Please call the Hotline** if a ramp or other item to assist with accessibility is needed.

- ☐ Help the other Boardworkers with any unfinished tasks.

NOTES

ELECTION DAY

Good Morning!

State Law requires the board workers to be at the polling place by 5:30 a.m. on Election Day.

A.R.S. 16-565.
In part:
A. At least thirty minutes before the opening of the polls the precinct election officers shall assemble at the polling place.

BEFORE THE POLLS OPEN

- ☐ Find the Signature Roster. On the 3rd page is the oath of office. All Board Workers must take the OATH OF OFFICE. This oath now includes faithfully and correctly checking Identification at the Polls. Please keep the Oath of Office in the Signature Roster binder. Do not tear it out or otherwise remove it.
- ☐ All Board Workers must sign underneath the OATH OF OFFICE.
- ☐ Please write your name in the manner that you wish to be addressed on a Board Worker Name Badge and wear it all day.
- ☐ Once the board has been sworn in, make sure that everyone signs and notes the time they arrived on the payroll voucher. Please have each person verify their name, address and other information on the payroll voucher. Unless it says "On File" next to the SSN space, please confirm or write your correct social security number. **The address on the payroll voucher is where we will be mailing your check, so please make sure it is correct!**

Hiring out of Line & No Shows

Should you have vacancies arise on Election Day, please call the Hotline at 602-506-2010. Depending on how busy your polling place is expected to be, the Inspector may be asked to hire additional board workers out of line. Please be sure that the following process is followed:

- For the Boardworker that failed to work please write "NO SHOW" on the Payroll Voucher
- Be sure that the new board member is a registered voter by calling the Hotline or your recruiter to confirm.
- Be sure that the new board member takes and signs the Oath of Office in the front of the Poll List
- Have the new boardworker add their name, address, social security and phone number to the payroll voucher. Be sure that they sign the voucher along with the rest of the board.

Election Day Opening Procedures

1 Open the Insight

☐ **Plug in the Insight**. A zero tape will print. All results on the tape must be zero. **Do not tear off the tape!** It must remain attached to the Insight along with the tape that ran during the Monday set up meeting. The digital readout must also register zeroes.

☐ Make sure the **back door of the Insight** is locked using the **Big key**.

☐ While the tape is printing, check the arrangement of the polling place to be sure the voting booths and Insight are in plain view.

☐ Open **Doors #1 and #2** of the Insight ballot box with the **Little Key** and remove the Official Ballots and the Black and Green Canvas Bags.

☐ The Insight's Ballot Box **(Doors #1, 2 and 3)** should be carefully examined by the Board. Make certain each compartment is empty.

☐ Close and lock **Doors #1 and #2** with the **Little** key. **These Doors will not be opened again for any reason until after the close of the polling place.**

MON., NOVEMBER 18, 2002 2:29:13 PM
==========
VOTE TOTALS REPORT
==========
PRECINCT 0100

SEQUOIA VOTING SYSTEMS
DEMONSTRATION ELECTION
OPTECH INSIGHT

BALLOTS COUNTED
- TOTAL ----------000

STRAIGHT PARTY

VIR – VIRGINIA PARTY ----------000
OHI – OHIO PARTY ----------000
CAL – CALIFORNIA PARTY ----------000
YRK – NEW YORK PARTY ----------000

U. S. PRESIDENT AND VICE PRESIDENT

ZACHARY TAYLOR
and MILLARD FILLMORE ----------000
BENJAMIN HARRISON
and ADLAI E. STEVENSON ----------000
CHESTER A. ARTHUR
and THOMAS A. HENDRICKS ----------000
THEODORE ROOSEVELT
and CHARLES W. FAIRBANKS ----------000
WRITE-IN ----------000

U. S. SENATOR

VIR - EVERETT DIRKSEN ----------000
OHI - CHARLES CURTIS ----------000
CAL - JOHN HANCOCK ----------000
YRK - NELSON W. ALDRICH ----------000

☐ Ensure that Door #3 and the slot in the door is closed and locked. Door #3 must remain closed unless there is an emergency, such as:

- ***A Misread Ballot (NOT spoiled)***
- ***There is a power failure***
- ***Insight not working***

As soon as the emergency is resolved, Door #3 should be again closed and the door locked. Any ballots that are put in Door #3 during the emergency should remain there until the closing of the polls.

2 Open the Edge Touch Screen Equipment, including the Card Activator

☐ **Using the EDGE Training and Operations Manual**, follow the procedures for opening the polls for the Edge touch screen equipment, both the Edge and the Card Activator.

3 Extra Ballot Boxes & Supplies Set-up

☐ Open the RED provisional ballot box and remove all of the items inside.

☐ Make sure the extra ballot boxes are empty. Close and seal the BLUE Early ballot box and the RED Provisional ballot box with a seal on each side of the box (use 2 seals). **(THESE WILL REMAIN SEALED UNTIL THEY REACH ELECTION CENTRAL TONIGHT.)**

☐ Place the following items on **Table 1**:
Signature Roster/ Black ballpoint pens
Poll List / two Green Precinct Registers / Black pens
Ballots / Goldenrod Voting Procedure Demonstration Sheet / Secrecy Folders

SAMPLE OF HOW TABLE #1 SHOULD BE SET UP

*Signature Roster A-Z * List of Required Proof of Identification Position Duty cards	*Blue Poll List with Precinct Label Attached *Green Precinct Register	*Ballots Register *Secrecy Folders *Gold Voting Procedure Demonstration Guides

☐ **Table 2** should be set-up for **PROVISIONAL BALLOTS**. Use the following items:
Provisional Ballot Forms
Precinct Map
Polling Place List
Provisional Ballot Envelopes
Pink Precinct Register
Pink Provisional Ballot Signature Roster List
Goldenrod Voter Procedure Demonstration Sheet
One package of each type of Ballots
Proof of Identification Form (Pink ½ Sheet)
List of Locations to Present Proof Of ID after Election Day

SAMPLE OF HOW TABLE #2 SHOULD BE SET UP

*Precinct Map *Magnifying Sheet *Provisional Ballot Forms *Provisional Ballot Envelopes	*Ballots *Pink Precinct Register *Pink Provisional Ballot Signature Roster List *Black Ballpoint Pens	*Polling Place List *Proof of ID Form *List of Locations to Present Proof of ID after Election Day

☐ Place one ***UNCAPPED*** special black ballot marking pen in each voting booth.

4 Post all Required Signage

☐ The Marshal places the three **75 FOOT LIMIT** signs in **3** different directions **75 feet** from the ***MAIN ENTRANCE*** to the polling place.

Petition circulators, campaign workers, candidates, the news media, and any other person who is not voting must remain outside the 75 foot limit while the polls are open.

☐ Place all other signs (arrows, etc.) to ensure easy identification of and access to the polling place. The first sign that voters would see from the street is the most important. Use the ***BIG YELLOW SANDWICH BOARD SIGN*** at this location and work in towards the polling place to ensure the directions are clear. Pay special attention if there is more than one entrance into the facility where the polling place is located.

☐ Place the big ***ORANGE SANDWICH BOARD SIGN*** that notifies voters about the availability of voter assistance and identification requirements at the entrance of the facility. As the day goes on, if a line develops at your polling place, this sign should be moved further out towards the end of the line.

☐ Ensure that there is enough handicapped parking. If Board workers parked in these spaces, arrange for them to be re-parked in a space near by to free up the space. If need be, place signage in regular parking spaces, designating them handicapped parking for the day. Place all handicapped parking signs near curb cuts so that voters with disabilities have easy access to the curb cuts.

☐ Clearly mark the path from the handicapped parking to the accessible entrance to the polling place (if a separate entrance) and on into the room in which the Poll is located.

The Marshal announces the opening of the polls at *6:00 A.M. SHARP!*

VOTING PROCEDURES

This section will lay out step by step instructions for the Board Workers, detailing exactly what needs to be done from the time the voter walks in the door to the time he/she inserts their ballot into the Insight.

So, WHO can vote?

The Help America Vote Act is very clear in its mandate that **every individual has the right to vote and that no one should be turned away.** However, there are limitations on whether that vote will be counted. In Arizona, only registered voters in the correct precinct that have not voted early and have proven their identity and current address will have their vote counted. Therefore, it is very important that while everyone is offered the opportunity to vote, you as Board workers ensure that voters are in the correct precinct and that if all criteria are not met, the voter votes a Provisional Ballot.

☒ Voters whose names and address appear in the SIGNATURE ROSTER, either as Active, Inactive, or Add-on voters, who still live at the address listed and who have produced the required proof of identification **vote by the standard voting procedures**. For the purposes of showing identification, if the voters residential OR mailing address listed in the signature roster matches the required proof of identification, the voter uses **the standard voting procedure.**

☒ Voters who surrender a County Recorder's Certificate authorizing the addition of their name to the Signature Roster and who have produced the required proof of identification votes by the **standard voting procedure.** The voter's name is added to the Signature Roster as if they were part of the Add-On List and the register number will be the next consecutive "A" number.

☒ If the name and/or address on the Identification does not match the name and address, residential or mailing, in the Signature Roster, the voter MUST vote a Provisional Ballot, **BUT DOES NOT HAVE TO RETURN TO SHOW FURTHER IDENTIFICATION.**

☒ Voters who are in the Signature Roster but have moved within the precinct to another address **must vote a Provisional Ballot**.

☒ Voters who have recently moved into the precinct, and were previously registered in Maricopa County **must vote a Provisional Ballot**.

☒ Voters who are in the Signature Roster but are marked as having requested an Early Ballot **must vote a Provisional Ballot**.

NOTE: Provisional Ballots and Identification

If an individual is voting a Provisional Ballot, the voter must still produce the required proof of identification. If the voter does not have the required proof of identification, they may still vote a Provisional Ballot, but will be required to return with that proof of identification within 3 days in order for their vote to be counted.

☒ Voters who are in the Signature Roster but have moved within the precinct to another address and also need to change their name **must vote a Provisional Ballot**.

☒ Voters whose names appear in the SIGNATURE ROSTER, but DO NOT have the required proof of identification **must vote a Provisional Ballot and return to show identification within 3 days**.

- If the voter does not have one photo ID from List #1 or two other non-photo IDs from List #2, they MUST vote a Provisional Ballot and return within 3 days to show identification.
- If the voter has only one item from List #2, they MUST vote a Provisional Ballot and return.

REQUIRED PROOF OF IDENTIFICATION

******Every voter is required to show proof of identity at the polling place before receiving a ballot. [A.R.S. § 16-579 (A)]******

LIST #1 Photo identification with name and address – ONE (1) REQUIRED
The following are acceptable forms of identification if it has the voter's photograph, name, and address that matches the voter's address (residential or mailing) shown on the Signature Roster:

Valid Arizona driver license
Valid Arizona non-operating identification license
Tribal enrollment card or other form of tribal identification
Valid United States federal, state, or local government issued identification

An identification is "valid" unless it can be determined on its face that it has expired.

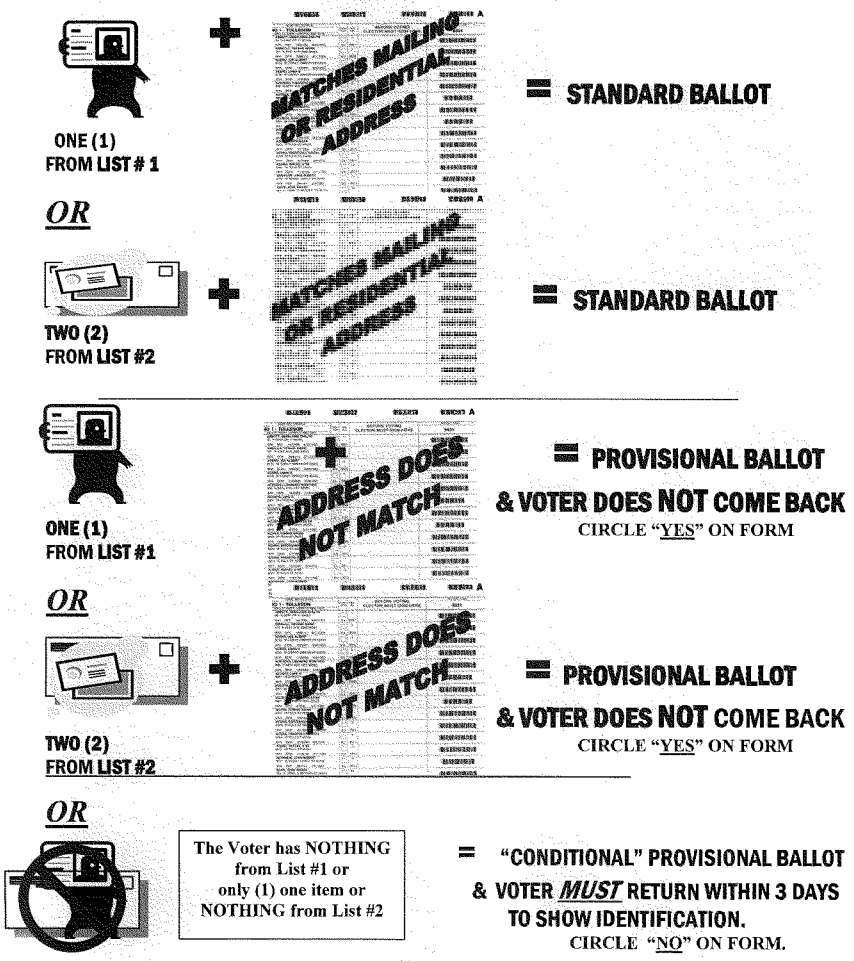
OR

LIST #2 Non-photo identification (name & address only) – TWO (2) REQUIRED
The following are acceptable forms of identification without a photograph that bear the voter's name and address, as long as the name and address on EACH ITEM matches the voter's address (residential or mailing) on the Signature Roster:

Utility bill dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television.
Bank or credit union statement dated within ninety days of the date of the election
Valid Arizona Vehicle Registration
Vehicle insurance card
Indian census card
Property tax statement of the voter's residence
Tribal enrollment card or other form of tribal identification
Recorder's Certificate or Voter Registration Card
Valid United States federal, state, or local government issued identification
Any "Official Election Material" mailing bearing the voter's name and address

• • • •

THE HELP AMERICA VOTE ACT IS CLEAR: EVERY VOTER GETS A CHANCE TO VOTE
DO NOT PROHIBIT ANYONE FROM VOTING!

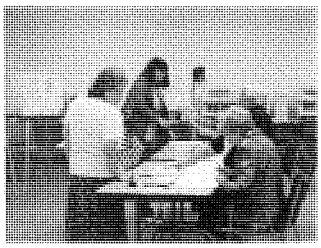


STANDARD VOTING PROCEDURE

Voters who show the required proof of identification that: matches the name and address (mailing or residential) which is on the Signature Roster; or who also submit a County Recorder's Certificate to the board will vote by the standard voting procedure. This procedure is as follows:

1) The voter begins at the Board Worker assigned to the Signature Roster and announces his/her full name and address. The voter presents the required proof of identification to verify their identity. See Page 17, for the lists of acceptable forms of identification. The address on the identification can match either the residential address or mailing address listed in the Signature Roster.

2) The BOARD WORKER locates the voter's name in the Signature Roster, either in the list of **Active** voters (white sheets), **Inactive** Voters (tan sheets) or **Add-ons** (yellow sheets) and verifies that the address is correct. If the voter does not appear in any of the three places in the Signature Roster, does not have the required proof of identification, lives at a different address, needs to update their name, or if the EV box is marked, the voter will need to report to the Provisional Ballot table.



3) If the voter has the required proof of identification, his/her name and address is correct in the Signature Roster, and the EV box is not marked, the Board Worker asks the voter to sign the signature block next to their name.

4) The Board Worker working the Signature Roster locates the voter's register number located in the roster in the column to the right of the EV column and tells the Poll List Clerk and Board Worker issuing ballots the voter's register number. **If the voter indicates that they want to use the Edge Touch screen voting equipment to vote, at this point the voter needs to be referred to the Board worker who will follow the procedures indicated in the "EDGE Training and Operations Manual."**

5) The Poll List Clerk locates the voter's name in the green Precinct Register and enters the voter's name and Register Number on the next available line of the Poll List. The Register Number for an "Inactive" voter is preceded with the letter "**I**". Add-ons are preceded with the letter "A".

6) The Board Worker issuing the ballots:
   a. looks up the voter by Register Number in the Precinct Register and determines the correct ballot to be issued by looking at the far right hand column for the correct color code, if applicable.
   b. selects the proper ballot and gives it to the voter. Also offer the voter a secrecy folder.
   c. Using a goldenrod Demonstration Ballot, show the voter how to properly mark the ballot using a single line to connect the head and the tail of the arrow. Explain that a special black ballot marking pen must be used and that a single line is sufficient to connect the arrow.

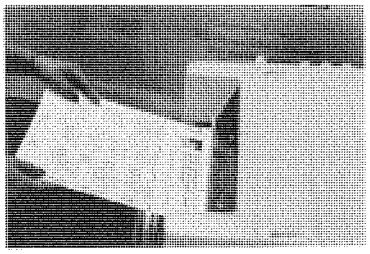
   d. Explain how to do a write-in, if applicable. Remember that the voter must write in the candidate's name **AND** connect the head and tail of the arrow next to the name written in.
   e. Be sure to remind the voter to vote **BOTH** sides of the ballot, if applicable.
   f. Explain that damaged or mis-marked ballots must be spoiled and a replacement ballot will be issued. **LIMIT 3**.
   g. Explain how the ballot is inserted into the Insight by the **Voter**.

7) The voter enters a voting booth and marks the ballot with the black ballot marking pen. The pen is left in the

booth. Periodically, check the booths and make sure that each booth has a black ballot-marking pen.

8) After voting, the voter puts the official ballot in the secrecy folder, if used, and goes to the Insight. The voter removes the official ballot from the secrecy folder, if used, and inserts the ballot into the Insight. The ballot can be inserted in the Insight in any direction except sideways - upside down, backwards, frontwards, it doesn't matter.
9) The voter gives the secrecy folder, if used, to the Board Worker.

Do not insert the ballot in the Insight for the voter unless the voter asks for your assistance. The Board Worker should stand to the side or back of the Insight and make no attempt to look at ballots as they are inserted. *REMEMBER: THE BALLOT IS SECRET.*



UNDER-VOTED BALLOT

A voter does not have to vote for each and every candidate or issue on the ballot. This is called **under-voting**. The Insight does **not** reject a ballot because of an under-vote.

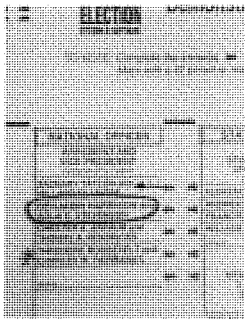
OVERVOTED BALLOT

If a voter has voted for more candidates than are to be elected to an office, the Insight will reject the ballot, return it to the voter, and print out an error message on the tape. **Do not just remove the ballot and look at it. Please read the message on the tape.** The message **"OVERVOTED BALLOT"** and the office or issue that was over voted will print on the tape in red ink. The Board Worker managing the Insight should read the message to the voter (while leaving the ballot in the Insight), allowing the voter to do one of the following:

1. **The ballot can be spoiled**. If the voter wants to spoil the ballot, the voter should firmly grasp both sides of the ballot and pull the ballot from the Insight. The ballot will be spoiled and a replacement ballot issued to the voter, using the procedure on page 26. During this time, let other voters continue to vote. KEEP THE LINE AT THE INSIGHT MOVING!

2. **The Overvote can be overridden.** If the voter does not wish to spoil their ballot and vote a replacement, and at the request of the voter, the BOARD WORKER can press the "3" key exposed on the back panel of the Insight (be sure to leave the ballot in the Insight when pressing the #3 key). The Insight will accept the ballot and everything on the ballot will be counted *except* the office or issue that was overvoted. **Never press the 3 key to override and accept a voter's ballot without the voter's permission.**

UNVOTED BLANK BALLOT



If a voter has inserted an "unvoted" blank ballot in the Insight, the Insight will reject the ballot, return it to the voter, and print out an error message on the tape. **Do not just remove the ballot and look at it. Please read the message on the tape.** The boardworker reads the message to the voter (while leaving the ballot in the Insight) allowing the voter to do one of the following:

1. **If the ballot was simply mis-marked the voter can vote that ballot.** The ballot can be removed from the Insight by the voter by grasping the ballot on both sides and pulling. The Board worker should again demonstrate the correct way to mark the ballot and the voter should return to a booth and mark the ballot correctly with the special ballot marking pen. During this time, let other voters continue to insert their ballots into the Insight.

2. **The blank ballot can be overridden.** At the request of the voter, if the voter intentionally voted a blank ballot, the BOARD WORKER can press the 3 key while the ballot is still in the Insight and the Insight will accept the ballot, but nothing will be counted. **Never press the 3 key to override and accept a voter's ballot without the voter's permission.**

MISREAD BALLOTS

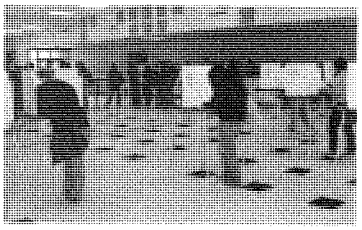
If a ballot is misread, meaning that for some reason the Insight is not able to process the ballot, the Insight will return the ballot to the voter. A message will print on the tape. A misread ballot can be one of the following:

- A damaged ballot.
- Misprinted ballot.
- Voter marked ballot in the heading.
- Incorrect ballot such as a ballot from another precinct.
- Voter inserts ballot into wrong Insight in a co-located polling place.

In the case of a misread ballot, the ballot should be spoiled and a replacement ballot issued. If the voter will ***not*** vote a replacement ballot, using the Little Key, unlock Door #3 have the voter place the misread ballot in **Door #3.** The Insight will not accept a misread ballot, so attempting to use the 3 key will not work. **Ballots that are placed in Door #3 must remain there until the polls are closed.** ***Be sure to instruct the voter that the misread ballot that is placed in Door #3 will be tabulated at election central later that night.***

REGARDING VOTING BOOTHS

- Periodically check the voting booths to make sure that there is no electioneering material or trash left behind by the voters.
- Remove all pens and pencils that were not included in your supplies.



SPOILED BALLOTS

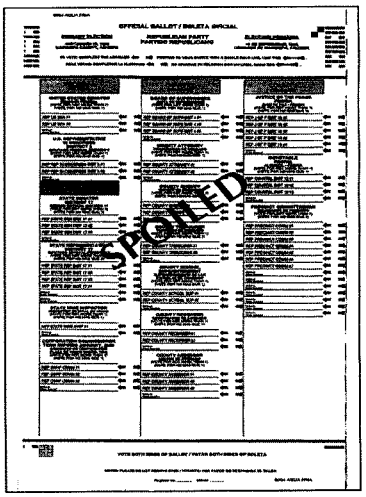
1) If a voter makes a mistake on the ballot, it may be exchanged for another. However, no more than 3 ballots may be issued to one voter.

2) The word "**SPOILED**" is written across both sides of the spoiled ballot by **the voter**. If the voter wishes, the Board Worker may write the word "SPOILED" across both sides of the ballot.

3) Place the spoiled ballot in the Clear Plastic Official Envelope immediately. **The voter may have only one ballot in their possession at a time.** You may want to put a secrecy folder in the Official Envelope to protect the secrecy of any ballots. **Do not put spoiled ballots into door #3.** Door #3 is reserved for live ballots to be counted and if a spoiled ballot is placed there, a voter could end up voting twice!

4) Ensure that one of your precinct/district labels has been affixed to the Clear Official Envelope.

5) The Board Worker shall look up the voter's name in the Precinct Register, select the proper ballot and issue it to the voter.



EARLY BALLOT PROCEDURE

HINT: Everything concerning Early Ballots is Blue:

Blue Ballot box lid; Blue beaded box seals; Blue Early Ballot Envelope

Voted Early Ballots can be dropped off at any polling place on Election Day. Voters with Early Ballots may step to the front of the line to deposit the ballot sealed in its early ballot envelope into the Blue Early Ballot Box.

If the voter has their early ballot, but does not have their Early Ballot envelope, give the voter a blue Early Ballot envelope. Please be sure that the voter not only signs the envelope, but also fills out all of the required information listed on the back of the envelope. If the identity of the voter can not be confirmed by Elections Department staff, the vote cannot be counted.

If a voter has their Early Ballot, but they have changed their mind on a vote or otherwise have spoiled their ballot, they need to write "SPOILED" across the ballot that they brought with them (which is then placed in the Clear Official Envelope) and must vote a Provisional Ballot and provide the required proof of identification. **As always, Provisional Ballots will only be counted if the voter is in their correct precinct!**

CURBSIDE VOTING PROCEDURE

The Americans with Disabilities Act of 1990 establishes guidelines for the accessibility of facilities to the disabled community. Where accessibility is not achievable, the Secretary of State has established an alternate voting procedure. **For precincts determined to be inaccessible**, a sign notifying any disabled voters of the alternative method for voting is included in the precinct supplies. Post the sign near the disabled parking signs in the parking lot.

1. The disabled voter should relay a message through a companion, or other nearby person, to the election board that he/she wishes to vote.

2. The Marshal goes out to the disabled voter with a **Disabled Voter Signature Affidavit** found in the precinct supplies and assists the voter as needed in filling out the form. (Ask the voter how they would like you to assist them!) The Marshal also needs to ask for the required Proof of Identification as listed on Page 22 and ensure that the name and address on the Affidavit matches the identification presented.

3. If the voter has the required identification, the Marshal returns to the polling place and gives the Disabled Voter Affidavit to the Board Worker at the Signature Roster, who verifies the voter's registration on the Signature Roster. If the address matches, enter "DISABLED VOTER" in the signature block next to the voter's name. The clerk enters the voter's name into the Poll List. However, if the address on the Disabled Voter Affidavit is different from the address in the Signature Roster, the voter must vote a Provisional Ballot. See #4 below.

4. If the voter does not have the necessary identification, the voter is required to vote a Provisional Ballot. The Marshal returns to the polling place and proceeds to the Provisional Ballot table and gives the Disabled Voter Affidavit to the Board Worker at the Provisional Ballot table, who will fill out a Provisional Ballot form using the proper procedure and enter "DISABLED VOTER" in the signature block next to the voter's name in the PINK Provisional Signature Roster. The Board Worker then gives the Affidavit to the Board Worker with the Signature Roster who puts the Affidavit in the front pocket with the payroll voucher.

5. Using the voter's register number, the Board Worker determines the correct ballot. If the voter is required to vote a Provisional Ballot and their name is not found in a Precinct Register, it may be necessary for the Marshal to return to the voter with the precinct map to determine exactly where the voter lives and which is the appropriate ballot.

6. The Inspector directs 2 Board Workers, of opposite political party affiliation, to proceed to the voter's vehicle with BOTH PAGES of an official ballot, special black ballot marking pen and **secrecy folder**. The voter signs the affidavit, votes the ballot and places it in the secrecy folder. If the voter is voting a Provisional Ballot, the ballot is placed into the Provisional Ballot envelope.

7. The 2 Board Workers return to the voting area and, if voting using the standard method, present BOTH PAGES of the ballot to the Board Worker at the Insight. The Board Worker removes the ballot from the secrecy folder and puts the ballot in the Insight. If the voter voted a Provisional Ballot, the envelope containing the Provisional Ballot is placed in the RED extra ballot box.

PROCEDURE FOR VOTERS WITH DISABILITIES WISHING TO VOTE USING THE EDGE TOUCH SCREEN EQUIPMENT

If a voter indicates that they are disabled and would like to use the Edge touch screen voting unit to vote independently, please refer to the separate Edge Training and Operations Manual to assist the voter. Please do not challenge the voter or ask the specifics of their disability, if they state that they require the use of the Edge. Also, even though the equipment is designed to enable voters to vote independently, this does not prohibit the voter seeking assistance if needed. If you have any questions about how to use the Edge, call the Hotline at 602-506-2010.

PROVISIONAL BALLOT PROCEDURE

There are the **seven** reasons why someone may be required to vote a Provisional Ballot:

- ✓ The voter does not have the required proof of identification.
- ✓ The voter's name does not appear in the Signature Roster.
- ✓ The Voter has moved WITHIN THE PRECINCT.
- ✓ The Voter has moved INTO THE PRECINCT from within the county.
- ✓ The Voter has been issued an Early Ballot.
- ✓ The Voter has changed their name.
- ✓ The Voter is challenged at the polling place.

HINT: Everything concerning Provisional Ballots is Red or Pink:
☆Red Ballot box lid
☆Pink Provisional Ballot Form
☆Pink Provisional Signature Roster

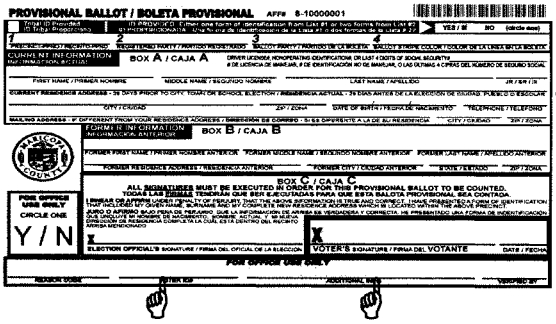
Once it has been determined that the voter needs to vote a Provisional Ballot, they must go to the Provisional Ballot Table and the following procedure must be followed:

1) Verify the voter's address on the precinct map. Determine whether or not the voter lives in the precinct. **In order for the ballot to be counted, the voter must live the your precinct at which they vote**. If the voter does not live within the precinct, carefully determine in what precinct they live and look up the address for that polling place using the list provided. If there is a problem identifying the proper precinct where the voter should vote, direct them to the voter assistance line 602-506-1511.

2) Ask the voter to show you the required proof of identification, as listed on page 17. You must circle YES or NO at the top of the pink Provisional Ballot form. **If the voter has picture identification but the address does not match the residential nor mailing address in the Signature Roster, the voter votes a provisional ballot, BUT THE BOARDWORKER CIRCLES "YES" BECAUSE THE VOTER IS NOT REQUIRED TO RETURN.** Circle "NO" ONLY IF: the voter has no identification at all OR if the voter has only one piece of identification from List # 2. Only in these two cases does the board worker circle "NO" at the top of the provisional ballot form. **If the answer is NO, the voter may still vote a Provisional Ballot, but instruct the voter that they must provide identification within 3 days after the election to in order for their vote to count and give them the list of locations where they may go to have their identification verified.**

3) Detach the pink Provisional Ballot Receipt, provide it to the voter, and then complete the Provisional Ballot Form--**BE SURE TO INCLUDE THE PRECINCT NUMBER ON LINE #1.** **One BOARD WORKER** must sign the form **ALONG** with **THE VOTER** in order for the ballot to be counted.

Write Precinct Number



Board Worker signs *Voter signs*

Circle Yes or No

Write AZ Driver's License or Last 4 digits of SSN

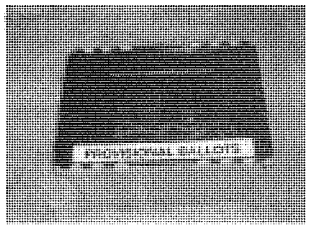
4) Look up the name and address of the voter in the PINK Precinct Register, looking in the "active," "inactive," as well as the "add-on" pages.

5) Write the voter's name in the PINK Provisional Signature Roster. If you circled "NO" on the pink cover page of the Provisional Ballot form, check the box next to the printed name.

6) Have the voter sign their name in the signature block next to their name in the Pink Provisional Signature Roster.

7) Attach the form to the outside of the Provisional Ballot manila envelope. **Give the envelope to the voter.**

8) To determine the correct ballot, refer to the Pink Precinct Register, looking at the right hand column for the correct color/party code. Give the correct ballot to the voter. If the voter's name is not in the Register, refer to the precinct map, determine where the voter lives and the correct ballot that should be given to the voter.



9) ***Fold the ballot in half*** and give it to the voter. Secrecy folders should be made available to those voters that prefer to use them.

10) The voter proceeds to a **Voting Booth** and marks their ballot with the Ballot Marking Pen.

11) The voter places BOTH PAGES of the voted ballot in the **PROVISIONAL BALLOT ENVELOPE**, closes and seals the envelope, and then drops it into the **Extra Ballot Box** with a **Red Lid**.

DO NOT ALLOW PROVISIONAL BALLOTS TO GO INTO THE INSIGHT!

Individuals with Protected Addresses

Certain individuals, including Peace Officers, Judges, Prosecutors, Public Defenders and individuals with an order of protection or injunction against Harassment, may petition the court stating they are afraid for their safety. If the court agrees, they will order certain public documents that include the person's name and address including their voter registration. Therefore, these voters will not show up in any Signature Roster and if they go to the polls, will be required to vote a Provisional Ballot. **THESE VOTERS ARE STILL REQUIRED TO SHOW IDENTIFICATION. However, when filling out the Provisional form, instead of writing the individual's address, write the words "ADDRESS PROTECTED".** Elections staff have a particular procedure for confirming the identity and address for these individuals.

IF THE VOTER RETURNS TO THE POLLING PLACE WITH REQUIRED I.D.

If the voter returns to the polling place with required ID after voting a Provisional Ballot:

1) Does the voter have required ID from **List #1 or List #2** as shown on **Page 17** of this manual?

2) If the answer is yes, please fill out a pink "Proof of Identification" form, sign it and have the voter sign it and deposit it in the Red Provisional Ballot Box. **DO NOT OPEN THE RED PROVISIONAL BALLOT BOX FOR ANY REASON.**

3) **THE VOTER MUST SHOW UP IN PERSON WITH THEIR IDENTIFICATION**.

MARICOPA COUNTY

PROOF OF IDENTIFICATION

USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH ONE PHOTO ID FROM LIST #1 OR TWO NON-PHOTO IDS FROM LIST #2

PRECINCT/CPC NUMBER: _____

FIRST NAME/PRIME NOMBRE | MIDDLE NAME/SEGUNDA NOMBRE | LAST NAME/APELLIDO NOMBRE

CURRENT RESIDENCE ADDRESS/RESIDENCIA ACTUAL

CITY/CIUDAD | ZIP/ZONA | TELEPHONE/TELEFONO

VOTER'S SIGNATURE/FIRMA DEL VOTANTE | **BOARD WORKER SIGNATURE/FIRMA OFICIAL DE ELECCIONES**

PLEASE DEPOSIT THIS IN THE RED PROVISIONAL BALLOT BOX.
POR FAVOR DEPOSITE ESTO EN LA URNA ROJA PARA BOLETAS PROVISIONALES.

9/05 ID PROOF AT POLLS

CLOSING OF THE POLLS

The Marshal announces the closing of the polls at 1 hour, 30 minutes, 15 minutes, and 1 minute before, and at the moment of closing, which is 7:00 P.M. **All eligible voters in the line at 7:00 P.M. are allowed to vote.** Please check to ensure you are using is the correct time, so we do not close the poll early.

After the last person has voted, use these task lists and check off ✓each item as you complete it. Every teammember has a task. Please work together to get the job done quickly and accurately.

Inspector and One Judge:
The Inspector and a Judge should close the Insight and Edge and place all of the voted ballots in the proper place:

____ 1) **Open Door #3 with the little key** and remove any and all ballots. **At this point, remove ballots from this bin only.**

a. Insert each ballot from Door #3 into the Insight. **Scan only the ballots from Door #3.**

b. If any ballot cannot be read, the Insight will return it. Do **not** remove the ballot. **READ THE MESSAGE ON THE TAPE**. If the ballot has an ***Overvote or if it is blank***, press **the 3 Key** and the ballot will be accepted.

c. **If a ballot misreads**, remove it from the Insight and put it in the Large White Envelope marked **"MISREAD BALLOTS". (Please ensure the envelope has a precinct label attached.)**

d. Count the number of Misread ballots and write that number on the front of the envelope in the space provided. Seal the White Envelope with a red and white official seal and the Inspector and 2 Judges sign across the seal onto the envelope. Place the labeled and sealed White Misread Ballot Envelope in the **Green Canvas Bag**.

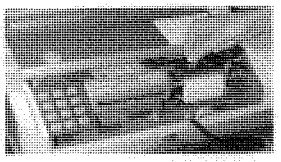
Public Observation of Closing of the Polls

After the last person has voted, anyone can observe the closing of the polls. Pictures can be taken as long there aren't any close-ups of the Edge totals screens or tape or the Insight tapes. However, the public cannot interfere with the closing process and it is prohibited by law to release any election result at the polling place.

ELECTION RESULTS CANNOT BE RELEASED AT THE POLLING PLACE!

____ 2) **Using the Big key,** unlock the back panel of the Insight which displays the entire keypad.

____ 3) Press the **"PRINT TOTALS"** key on the keypad. A message will print out on the tape, **"Press 0 if it is okay, Press 9 if it is not." Press 0 only if you have completed Step 1**. Totals Tape #1 will print.

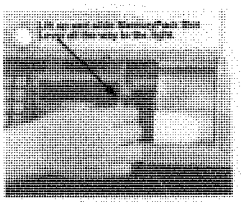


_____ 4) After Totals Tape #1 has printed, tear off the entire tape. (Monday zero tape, election morning zero tape and the entire history of Election Day should be attached.) Fold & place it in the Pink Bubble Pack bag found in your supplies.

____ 5) Press the Print Totals Key and Tape #2 will print. When it is finished, tear off the tape and place it in the Black Canvas bag.

____ 6) STOP Unplug the Insight. ***Warning:*** *If you remove the Memory pack without unplugging the Insight, the memory pack may be damaged, making the information unreadable.*

____ 7) Break the seal on the Memory Pack door and open it.



CLOSING THE POLLS CONTINUED.....

____ 8) **Lift** and move the lever to the right to remove the Memory Pack.

____ 9) **Lift** and push the lever back to the left. Close the Memory Pack door.

____ 10) Place the Memory Pack in the pink bubble bag along with **Totals Tape #1.**

____ 11) **Close the Edge Machine**: (For detailed pictures, see Edge Manual)

____ a. Break the seal on the **Polls Open/Closed** switch cover by twisting it.

_____b. Place the broken seal in the Seals bag.

_____c .Lift up the cover and turn the **Polls** switch to the **Closed** position.

_____d. The **Official Results Report** will show on the LCD viewing screen. Press **Print Report**.

STOP: Be sure the printer has completely finished printing before proceeding.

_____e. When it is done printing, press **DONE**. The screen displays **Qualified Votes, Provisional Votes, and Total Votes**. Record these Numbers on the **Precinct Ballot Report.**

_____f. On the back of the Edge, lift up the **Power** switch cover and turn it to the **Off** position.

_____g. Twist and break the seal on the Results Cartridge door and place it in the SEALS bag.

_____h. Open the Results Cartridge door and remove the results cartridge hy pulling it straight out.

_____i. Place the Results Cartridge in the pink bubble bag with the Totals Tape #1 and the Insight Memory Pack.

____ 12) Zip lock the pink bubble bag. ***Do not write on or place any labels on the pink bubble bag.*** **This is not a disposable bag.**

____ 13) The Judge or other person designated shall **IMMEDIATELY DELIVER** the pink bubble bag containing the **Insight Memory Pack, Edge Memory Cartridge and Totals Tape #1** to the designated Memory Pack Site (map is provided in the Inspector Packet). This Board Worker delivering the Memory Pack does not have to return to the polling place after completing the delivery.

____ 15) Using the **Little key**, unlock and remove all the **ballots** from **Door #2** and place them into the **Black Canvas Bag along with Totals Tape #2** without an envelope. Check the ballot box carefully to ensure that you do not leave any ballots inside. **DO NOT SORT THROUGH THE BALLOTS IN ANY WAY. NOTHING ELSE GOES IN THIS BAG.**

____ 16) **Zip and seal the zipper** on the **Black Canvas Bag**.

____ 17) Using the **little key**, unlock and remove the **ballots** from **DOOR #1:**

a) Check the ballot box carefully to ensure that you do not leave any ballots inside.

b) Count the number of hallots from **Door #1** and write the number in the space on the outside of the Large Yellow Envelope marked "ALL BALLOTS FROM DOOR #1 OF THE INSIGHT (WRITE IN BALLOTS)".

c) Place the ballots inside the Yellow Envelope. Seal with a red and white official seal and the Inspector and 2 Judges sign across the seal onto the envelope. If one of the Judges left to deliver the Memory Pack, have the Marshal sign. Please be sure one of the **precinct labels** is attached to the envelope and place the labeled Envelope in the **Green Canvas Bag**.

CLOSING THE POLLS CONTINUED.....

____ 18) **Referring to the EDGE Training and Operations manual**, remove the Printer from the Edge unit and place it into the Edge printer bag. Zip and seal the zipper on the printer bag.

____19) Also as instructed by the Edge Manual, unplug the Card Activator and place it into the Card Activator bag along with its electrical cord and all Edge voting cards. Zip and seal the zippers on the Card Activator bag and place near the Insight. Election Department staff will pick up.

____20) Still referring to the EDGE training and Operations manual, finish closing up the Edge Voting unit and place it near the Insight. Place the audio equipment in its carrying case and place inside the blue Insight ballot box. Election Department staff will pick up.

Judge and one Clerk:
A Judge and Clerk, or the Board workers assigned to these tasks, should work to close the paper work:

____ 1) Make sure that everyone has **signed and written time ended on the Payroll Voucher.** Make sure that before the Board worker delivering the Memory Packs leaves for the receiving site that he/she has signed the payroll voucher.

_____2) Work with the Inspector to get the necessary information to fill in the **Precinct Ballot Report,** which is attached to the Payroll Voucher. **The Inspector and two Judges need to sign the Precinct Ballot Report**. If a Judge left to deliver the pink bubble pack, have the Clerk sign.

____ 3) The **Provisional Ballot Signature Roster** is done as follows:
a) Make sure you have written the precinct number at the top of the each set of Provisional Ballot Roster pages.
b) Tear out the WHITE COPIES and put them in the front pocket of the Signature Roster.
c) Tear out the YELLOW COPIES and put them inside the cover of the Blue Poll List.
d) Tear out the PINK COPIES and put them in the CLEAR OFFICIAL ENVELOPE.
e) Put the Provisional Ballot Roster (minus all of the above pages) in the **Green Canvas Bag**.

____ 4) **ONLY THESE ITEMS GO INTO THE *CLEAR* OFFICIAL ENVELOPE:**
a) Spoiled Ballots
b) Pink copies of the Poll List
c) Challenge List (if used)
d) Pink copies of the Provisional Ballot Signature Roster

____ 5) **Fold the flap over and seal the Clear Official Envelope** with the red and white paper seal, "Place across Flap of Envelope." The Inspector and 2 Judges sign across the seal onto the envelope. If one of the Judges left to deliver the Memory Pack, have the Marshal sign. **(Please ensure a precinct label is attached to the envelope.)**

____ 6) Ask the Inspector to **sign the certification** in the back of the Signature Roster.

____ 7) Put the following in the front pocket of the **Signature Roster** (white 3-ring binder):
a) Signed Payroll Voucher.
b) Completed and Signed Inspector Checklist
c) Completed and Signed Precinct Ballot Report
d) white pages of the Provisional Ballot Signature Roster
e) any curb-side voter affidavits, if used
f) Board worker surveys, and
g) any other important information you wish the Elections Department to know about.

____8) Place the three (3) Edge Activator Cards in the pencil pouch located at the front of the Signature Roster, where the Signature guide is located. ⇦ **NEW!**

CLOSING THE POLLS CONTINUED.....

____ 9) **ONLY THESE ITEMS GO INTO THE GREEN CANVAS BAG:**

a) Signature Roster (white 3 ring binder) containing the contents listed on #7
b) Clear Official Envelope – sealed with red and white paper seal
c) Blue Poll List minus pink copies, and including yellow pages from Prov. Ballot Signature Roster.
d) Pink Provisional Signature Roster minus the white, yellow and pink copies
e) Misread Ballots (in Misread Ballots Envelope) --From Insight Door # 3
f) Write- in Ballots (in Write-in Envelope) --From Insight Door #1
g) Completed voter registration forms (in small manila envelope)
h) Seal bag with all broken and unused seals.
i) Keys to the Insight ***(AFTER COMPLETION OF CLOSING PROCESS)***

____ 10) Zip the zippers on the **Green Canvas Bag, but do not seal yet!** (You still need your Insight keys, which will go into this bag.)

____ 11) Place the long red and white "Official Ballot Box Seal" over the slots of the **Red Provisional Ballot Box** and **Blue Early Ballot Box**, ***EVEN IF THE BALLOT BOXES ARE EMPTY.***

____ 12) Place all other supplies, unused ballots, Precinct Registers, etc. in the **blue Insight ballot box**.

Marshal and Clerk(s):
The Marshal and any other Clerks, or the Board workers assigned to this task should begin to return the polling place to how it was found before the Monday Set up meeting:

____ 1. Take apart the voting booths and place near the Insight.
____ 2. Remove all paper signs and arrows both inside and outside and throw them away in the trash bag provided in pen bag. Throw away any uncapped ballot marking pens.
____ 3. Retrieve and place the yellow and orange sandwich board signs next to the voting booths near the Insight.
____ 4. Clean up all areas used and rearrange any tables or chairs that you may have moved for the Election.
____ 5. Assist with the other tasks as needed.

Final Procedures – All Board workers:

____ 1) Carefully place the head of the electrical cord back into the cord slot in the back door of the Insight. ***Do not remove the Insight from the Ballot Box.*** Lock the door with the **BIG key**.

____ 2) Using the **Little key** make sure all doors of the blue Insight ballot box are locked. **Put the Insight keys into the Green Canvas bag. Now seal the bag.**

____ 3) Place all precinct supplies and equipment in **plain view** or in a place designated by the polling place owners for pick up by the County Elections Department after the election.

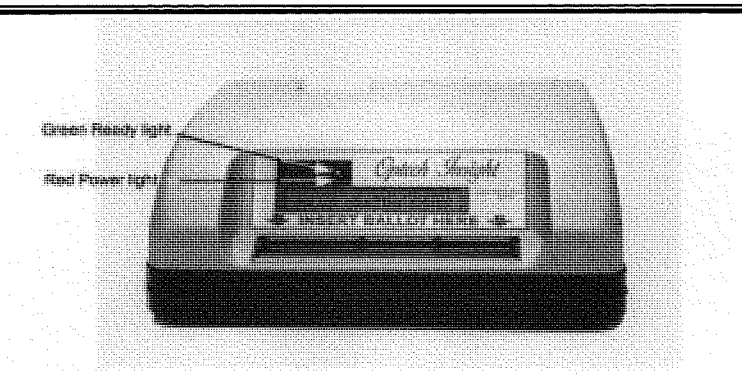
____ 4) Take one last look to ensure everything is back in place, and is neat and tidy. Turn out the lights, turn off the A/C or heating and lock the door before you leave the polling place. Some inspectors receive keys from the facility; please be sure to return them in a timely fashion (within a couple of days).

____ 5) After each step has been completed for closing the polls, the Inspector, accompanied by a Judge, immediately delivers the following items to the ***DESIGNATED RECEIVING SITE***:

1) **Black Canvas Bag** 2) **Green Canvas Bag**
3) **Early Ballot Box** 4) **Provisional Ballot Box**
5) **Edge Printer Bag**

THANK YOU AGAIN FOR YOUR DEDICATION AND SERVICE!!

INSIGHT INFORMATION



PLEASE CONTACT THE HOTLINE ROOM IMMEDIATELY, IF YOU HAVE ANY PROBLEMS WITH THE INSIGHT.

POWER FAILURE or PROBLEM WITH THE INSIGHT:

If the power goes out in the polling place or there is a problem with the Insight in any way that prevents the standard method in voting, voting should continue without disruption by following these simple steps:

1. Voters will continue to sign in and receive their ballots
2. The inspector will open door #3 on the ballot box, it is the metallic door right under front of the Insight. Open the slot in the door, then close and lock the door (with the slot open).
3. Voters will mark their ballots as usual; however the voter will deposit their ballot in the slot of door #3
4. Voters will continue to deposit their ballots into the slot of door # 3 until the Insight has become operable.
5. Once the Insight is operating properly, the Inspector will close the slot of door #3 and lock door #3.

BALLOTS THAT HAVE BEEN DEPOSITED IN DOOR #3 WILL STAY THERE UNTIL THE CLOSING OF THE POLLING PLACE

CHANGING THE INSIGHT TAPE:

Once the color notification strip appears on the Insight tape you have approximately 15 feet of tape left. Call the Hotline and we will send your Trouble Shooter to assist in changing out the tape.

MESSAGES PRINTED ON THE INSIGHT TAPE

BALLOT STUCK IN THE BALLOT PATH
Have the voter pull the ballot out from the front entry slot of the Insight, gently, with two (2) hands and re-insert it. **If the ballot is not visible**, lift the side of the Insight and have the voter pull the ballot from one of the exit slots underneath the *Insight.* **Follow the instructions on the tape** to either re-feed the ballot or place the ballot in the appropriate slot under the Insight for the bin before the Insight is lowered onto the pegs.

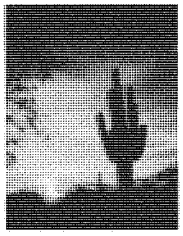
BALLOT JAMMED WHEN RETURNING TO VOTER
If the Insight message reads, "BALLOT HAS **NOT** BEEN PROCESSED," lift the *Insight* on its side if necessary, have the voter remove the ballot and re-insert it into the *Insight* after the *Insight* has been lowered onto the pegs.

BALLOT JAMMED WHEN RETURNING TO VOTER
If the *Insight* message reads, "BALLOT HAS BEEN PROCESSED," lift the *Insight* on its side, have the voter remove the ballot from the Insight and **place it in the slot under the Insight for the bin as directed by the tape.** Lower the Insight onto the pegs.

BALLOT APPEARS TO BE STUCK IN THE CENTER/REAR OUTPUT SLOT
If the *Insight* message reads, '**BALLOT HAS BEEN PROCESSED**,' lift the *Insight* on its side, have the voter remove the ballot and ***place it in the slot under the Insight for the bin as directed by the tape.*** Lower the *Insight* onto the pegs.

BALLOT APPEARS TO HAVE BEEN REMOVED! PLEASE RE-INSERT IT!
The voter inserted the ballot in the *Insight* but held onto it and pulled it back out. Instruct the voter to re-insert the ballot and let go of it.

ERROR READING BALLOT
If the Insight message reads, "ERROR READING BALLOT," have the voter take the ballot out and re-insert it in a different way (for example, upside down). If it still cannot be read, follow the procedures for a Misread ballot on page 21.



Maricopa County Elections Department
2007 Premium Board Worker Training

Day 1
Welcome & Overview

Introduction - Laws & Procedures; Election Process

Positions and Duties - All the partners in Elections

Inspector Packets

The Monday Set-up Meeting - Creating the Atmosphere for Success

Supplies - How & Why they are packed as they are: How they should be returned

BREAK

Standard Voting - How to operate and troubleshoot Insight

Voter Registration - Requirements to register, why there are three colors in the Signature Roster, and how to clear off the dead

Identification at the Polls

Provisioual Ballots

GIS - How precinct lines are drawn & maps are made

TEST

Day 2
Welcome & Overview of the Day

ADA Sensitivity training

Curbside Affidavit procedure

The Edge - how to operate and troubleshoot - hands on training

BREAK

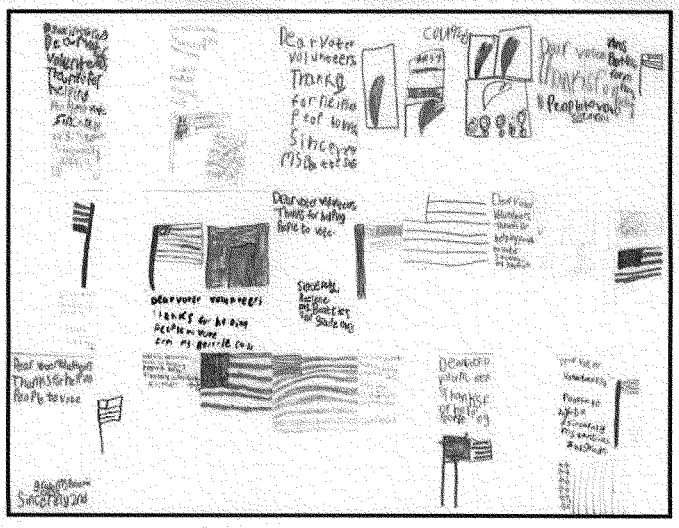
The Voters Rights Act, Bilingual Board Workers and Language Accessibility

Managing Conflict & Crisis – How to enforce laws & what to do when things go wrong

Closing Procedures

After Election night - How and when you get paid; what happens to those notes and surveys; etc.

TEST



Letters to County Recorder Helen Purcell from Buckeye Elem. 2nd Grade Class

Bilingual Boardworker Training

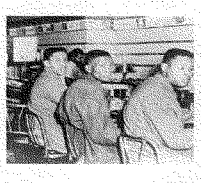
Maricopa County Elections Department
Jurisdictional Elections
March 13th, 2007

Mission Statement

Maricopa County Elections Department's Assistance Program strives to ensure equal access to the electoral process for all its citizens and to provide the assistance some voters may require based on physical or mental abilities, mobility concerns, or language skill sets.

HISTORICAL & LEGAL BACKGROUND

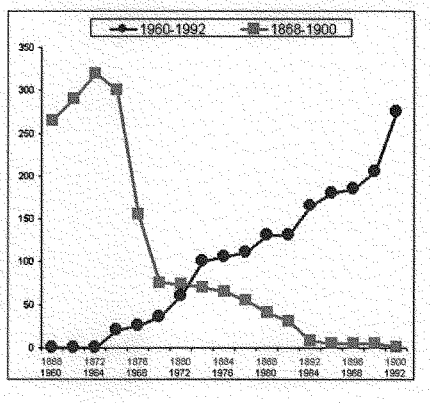
Civil Rights in the 1960's



1865:
End of Civil War

1870:
15th Amendment

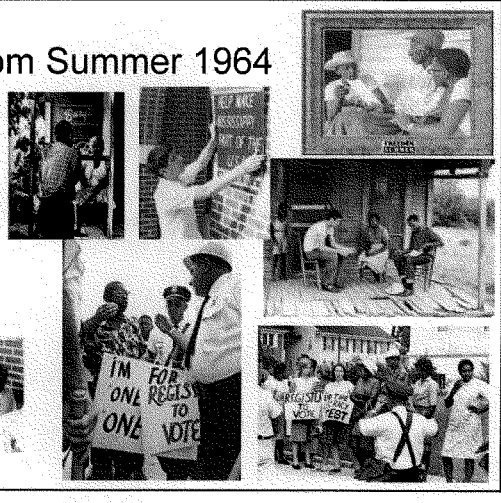
1870s:
New Southern
State Constitutions
Literacy Tests & the
"Grandfather Clause"

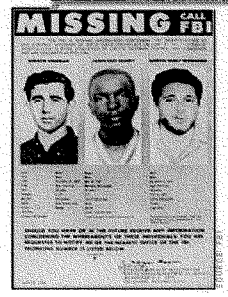


Voter Registration totals follow this same trend

Freedom Summer 1964

Students from all over the country head South to register voters.

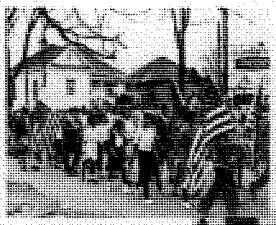


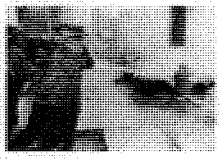


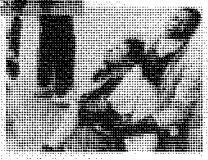
Violence culminated that summer with the disappearance and murder of 3 voter registration workers in Mississippi.

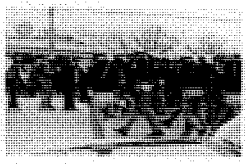
March 25, 1965

Bloody Sunday





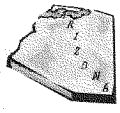




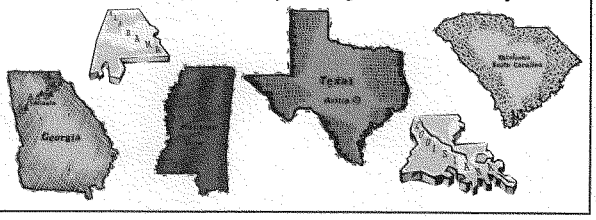
1965 Voting Rights Act

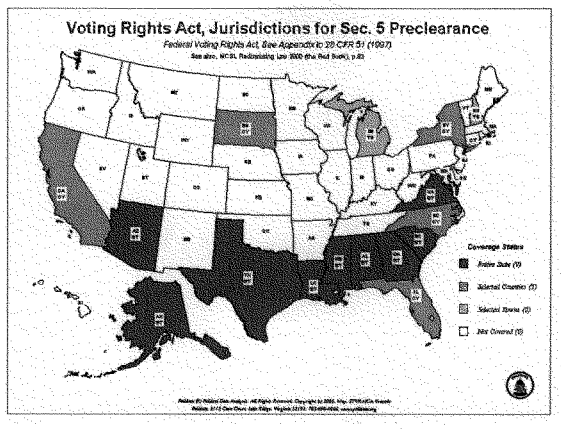
Overview:

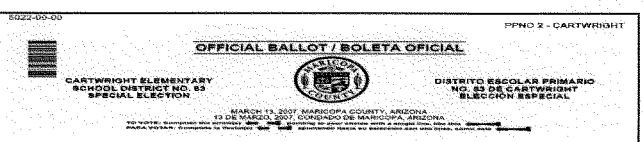
- Enacted by President Lyndon B Johnson within months after the marches
- Outlaws such measures as literacy or other tests used as prerequisite for obtaining a ballot.
- Any voter requiring assistance may receive it from the person of their choice other than the voter's employer or agent of that employer or officer or agent of the voter's union. (EXCEPTION: Arizona State Law prohibits candidates from assisting the voters in casting their ballots.)



Section 5: All or part of 16 states covered that all changes to voting processes must be pre-cleared by the Department of Justice Civil Rights Division to ensure that any change will not adversely effect a segment of the population or disenfranchise any voters by having a discriminatory effect.







1975 Amendments

- In 1975 the Voting Rights Act was amended to include protection to voters of language minorities.
- Ensures that members of a language minority must have the ability to participate effectively in the electoral process, and that this includes ballot language.

Section 203: Counties and townships with significant populations of citizens with limited English proficiency (whose language of choice is either Spanish, Native American, Native Alaskan, or one of the Asian languages) must provide language assistance to those voters at all stages of the electoral process.

ASSESSING THE POLLING PLACE

- It is the responsibility of every boardworker to make sure that the polling place is set up in as efficient a manner as possible to accommodate the voters and that all procedures are being followed.
- Notify Election Central if you need additional boardworkers to provide language assistance.
- Trouble Shooters will stop in to help with any questions you have.
- You can also call the hotline, we have translators on staff.

GUIDELINES FOR ASSISTANCE

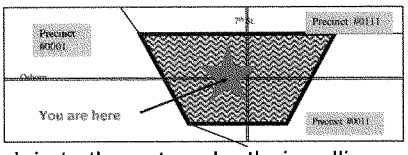
We assist voters in two general ways:

1. In aiding the voter in getting processed

2. In the act of actually casting their ballot

In Processing:

- Make sure the voter is in correct polling place & advise of correct facility if they are not.
- Use the map to help the voter locate the correct polling place.

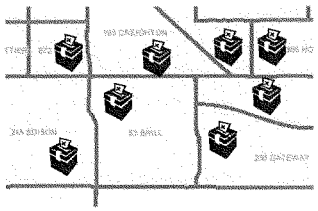


- Be able to explain to the voter why their polling place may have moved

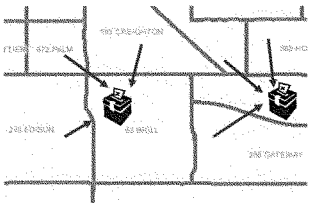
Why do polling places change in the spring elections?

- County-wide elections have one PP in each Precinct.
- Jurisdictional elections consolidate multiple precincts into one PP.
- City/Town Clerks & School Superintendents select the PP for their elections, MCED is a vendor.

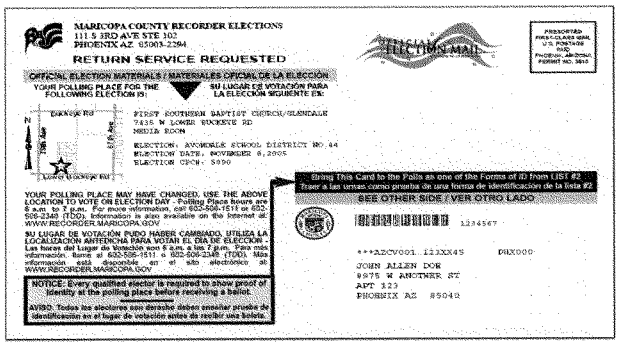
County Wide Election:
8 Polling places



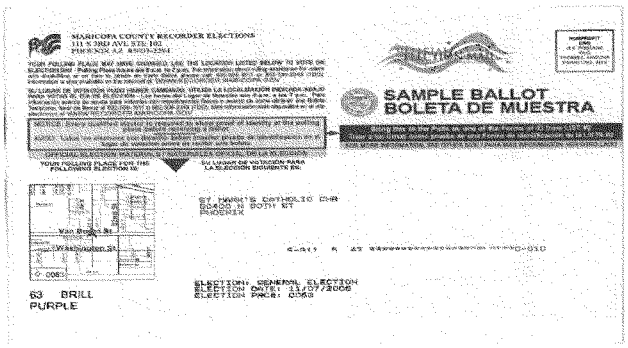
Consolidated Election:
2 Polling Places



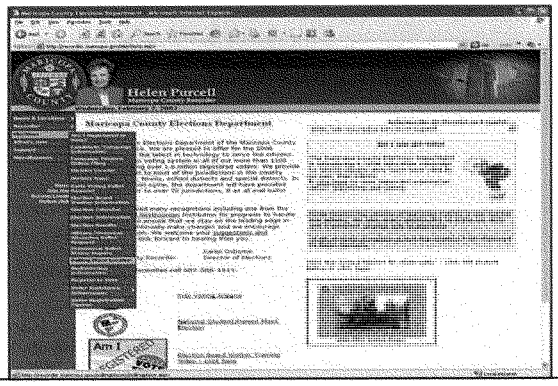
Where can the voter get PP information?



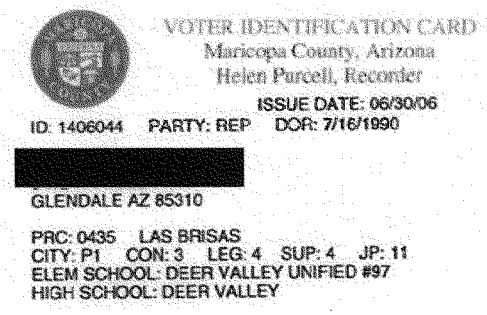
Where can the voter get PP information?



Where can the voter get PP information?



PP are NOT listed on the Voter ID, Districts are:



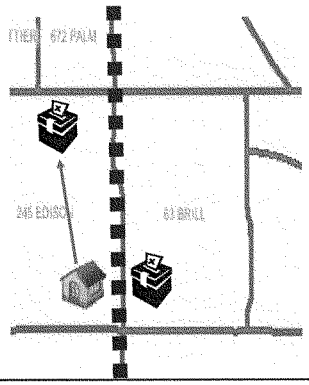
How do we explain to the Voter:

- Polling place changes?

How to locate their PP?

- Voter ID card information?

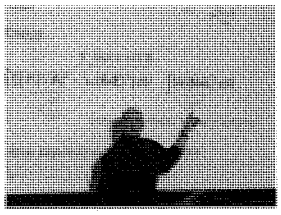
Why do voters have to vote in home precinct?



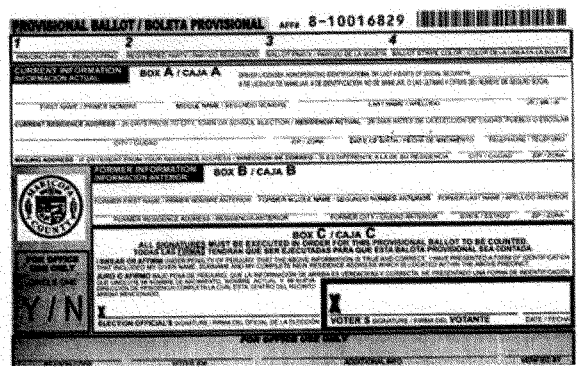
- Even if the voter lives across the street from the PP they may live in another voting District.
- Voters need to have races and questions on their ballot that they are qualified to vote for.
- A provisional ballot in Brill will not contain District 13 candidates.

How do we explain to the Voter:

- That they need to vote in their home precinct?

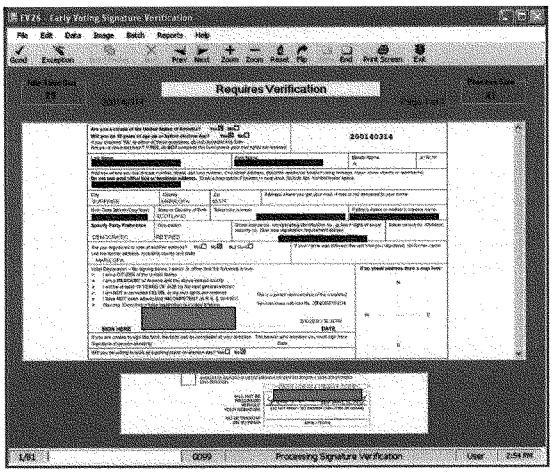


What HAS to be filled out on the Provisional Form?



Why do voters have to sign the Prov Form or EV Envelope?

- Provisional Ballots and Early Ballots go through signature verification
- MCED has digitized images of the voter's registration forms, early ballot requests, etc. on file that are compared:



When does a Provisional NOT count?

- Voter isn't registered
- Voter registration received after deadline
- Voter didn't sign Prov Form, or their signatures didn't match
- Voter in wrong polling place
- Not enough information on Prov Form to identify the voter
- Early ballot was received and counted
- Voter does not present ID either at PP or during the 3 days after the election

How do we explain to the Voter:

- That the provisional form will update their registration?

- Why we need their date of birth (last four of the SSN, previous address, etc)?

- Why they have to sign the provisional form/envelope?

In Processing:

- Check identification of the voter to ensure it meets the new requirements.
- Advise the voter of their options if they do not have ID
- Assistance tools to be used in processing the voter thru the line:
  - Voter Instruction Guides (back side of the Duty Card)
  - Glossary of Election Terminology
  - List of Identification Options

Voter Instruction Guides

- The Duty Cards are a brief synopsis for the boardworker of what must happen at each point along the processing line.
- The Voter Instructions are a concise summary of what we need from the voter at that stage in the line.
- They include both English and Spanish instructions:

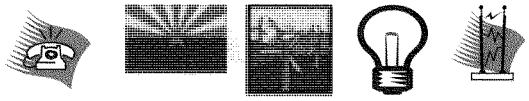
1. Please give the boardworker your Name and Current Address
Por favor déle al oficial de elecciones su Nombre y Dirección Actual

HELLO MY NAME IS:
HOLA MI NOMBRE ES:

- And a picture to help you communicate with the voter what it is we need from them.

How to use the Glossary

- As a study guide to familiarize yourself with terminology you may need to use to assist a voter
- As a communication tool to clarify a voter's question. Perhaps they do not understand your choice of words for "Corporation Commission" but by looking at the Glossary and seeing the 2 translation options and the pictures the meaning becomes clear to the voter:



Corporation Commission:
Comisario de Corporación (Comisionado de Sociedades Anónimas)

Proposition 200 & the Effects on Voting

Prop 200 impacts elections in 2 ways:

- Voter Registration
  & proof of *citizenship*

- Voting at the Polls on Election Day
  & proof of *identity*

Voters have 3 options at the polls:

1. Provide ONE form of photo ID off LIST ONE

   or

2. Provide TWO forms of non-photo ID off LIST TWO

   or

3. Vote a provisional ballot and provide ID within THREE days at an ID Verification Site.

PASSPORT IS NOT ON LIST 1

WHY?

_____

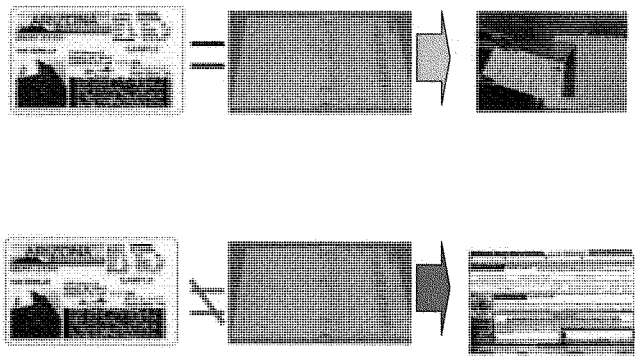
_____

MILITARY ID IS NOT ON LIST 1

WHY?

_____

_____



Votes provisional ballot. Voter DOES NOT have to return.

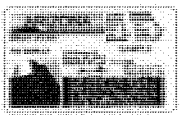
Voter DOES NOT have to provide any other ID.

Votante #1:

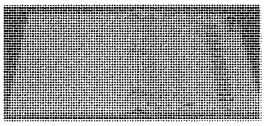
Adam Q. Jefferson

- Se mudó recientemente al recinto y actualizó su registración con el Departamento de Elecciones
- Actualizó su información con MVD en línea pero no pagó los $4.00 para recibir una licencia de manejo nueva
- Todas las utilidades en su casa están a nombre de su esposa.

VOTANTE #1:



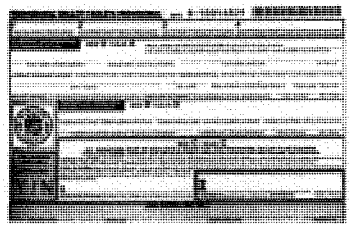
La licencia dice:
Adam Q. Jefferson
1234 History Lane
Scottsdale, AZ 85000

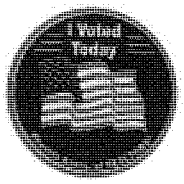


El Registro de Firmas dice:
Adam Q. Jefferson
4567 Memorial Pkwy*
Scottsdale, AZ 85001

*éste es el lugar de votación para Memorial Pkwy

Votes provisional ballot DOES NOT have to return.

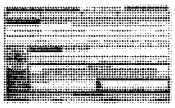




If the ID address does not match the Signature Roster:

- The voter DOES NOT have to provide other ID
- The voter DOES NOT get turned away
- The voter DOES NOT get a standard ballot

- The voter DOES have to vote a provisional ballot *or* provide some other ID to vote a standard ballot



LIST TWO:
TWO REQUIRED

Non-Photo ID Options Bearing Name & Address

- Utility Bill of the elector dated within 90 days of the date of the election. Utility bill may be for:
  - Electric
  - Gas
  - Water
  - Solid waste
  - Sewer
  - Telephone
  - Cellular phone
  - Cable television

LIST TWO cont.:
TWO REQUIRED

Non-Photo ID Options Bearing Name & Address

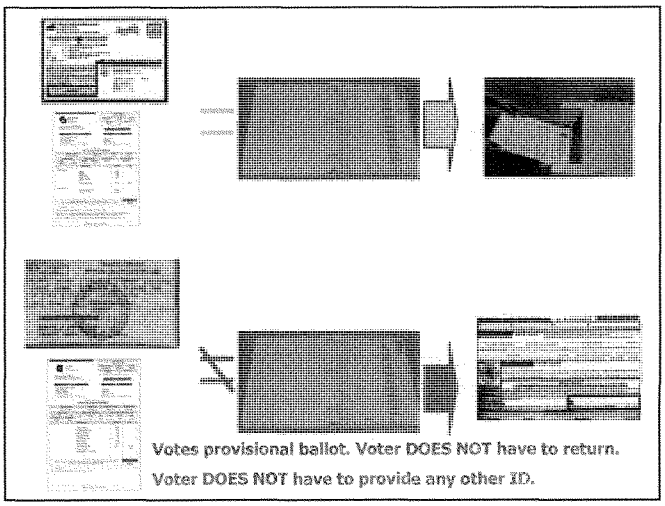
- Bank or credit union statement dated within 90 days of the date of the election.
- Valid Arizona vehicle registration
- Vehicle insurance card
- Indian census card
- Tribal enrollment card or other form of tribal identification

LIST TWO cont.: TWO REQUIRED

Non-Photo ID Options Bearing Name & Address

- Property tax statement of the elector's residence
- Valid United States federal, state, or local government issued identification
- Voter registration card or Recorder's certificate
- Any "Official Election Material" mailing bearing the elector's name and address.

- Publicity Pamphlet addressed to individual voter (not household)
- Yellow Polling Place Notification Card addressed to individual voter (not household)
- Sample Ballot

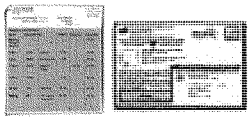


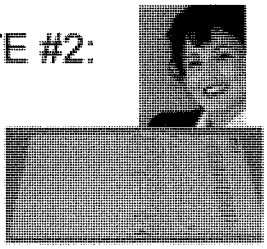
Votante #2:

Leticia Garcia

- La votante ha vivido en el recinto por años, pero en casas diferentes.
- Trabajó como oficial de elección bilingüe antes de empezar una familia hace algunos años.
- No ha votado en algún tiempo.

VOTANTE #2:



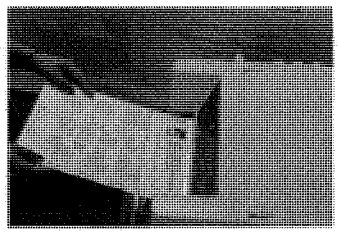


2 IDs sin foto dicen:
Leticia Garcia-Martinez
4567 E. Liberty Lane
Peoria, AZ 85000 &
Leticia Garcia
4567 E. Liberty Lane
Peoria, AZ 85000

El registro de firmas dice:
Leticia Garcia
4567 E. Liberty Lane
Peoria, AZ 85000

Ask yourself:
"Is this REASONABLY the Voter?"

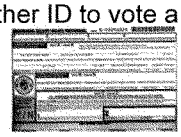
Votes standard ballot DOES NOT have to return.



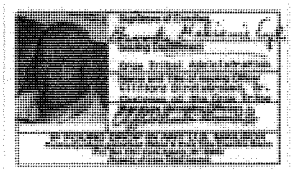
If the ID addresses do not match the Signature Roster:

- The voter DOES NOT have to provide other ID
- The voter DOES NOT get turned away
- The voter DOES NOT get a standard ballot

- The voter DOES have to vote a provisional ballot *or* provide some other ID to vote a standard ballot

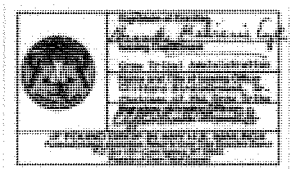


Exception:



- If they have a Tribal ID that has :
  - Photograph
  - Name
  - Date of Birth
  - Social Security Number
  - BUT no address
- They would vote a provisional ballot, but **DO NOT** have to return with other ID

Exception:



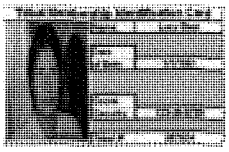
- If they have a non-photo Tribal ID that has:
  - Name
  - Date of Birth
  - Social Security Number
  - BUT no address
- They would vote a provisional ballot, but **DO NOT** have to return with other ID

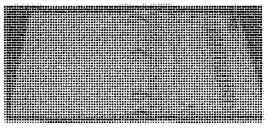
Votante #3:

Lucy Bear

- Lucy no maneja y vive en una villa rural.
- No tiene teléfono y el recibo de electricidad está a nombre de su esposo.
- Tiene una tarjeta de ID tribal que tiene su Nombre, Número de Seguro Social, y fecha de Nacimiento

VOTER #3:

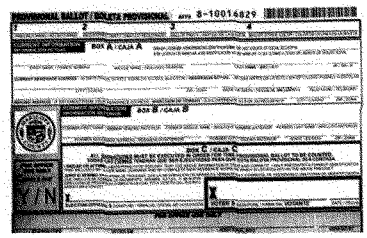




La ID tribal dice:
Lucy Bear
DOB: 1/1/1961
SSN: 123-45-6789
Tribal #: 987654

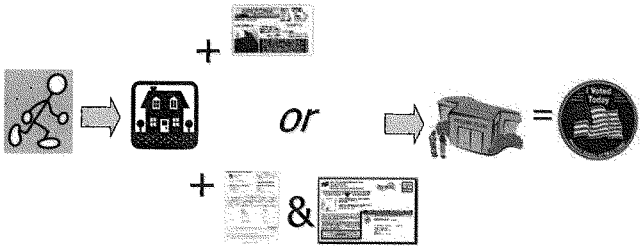
El registro de firmas dice:
Lucy Bear
4567 E. Liberty Lane
Gila Bend, AZ 85000

Votes provisional ballot *DOES NOT* have to return.



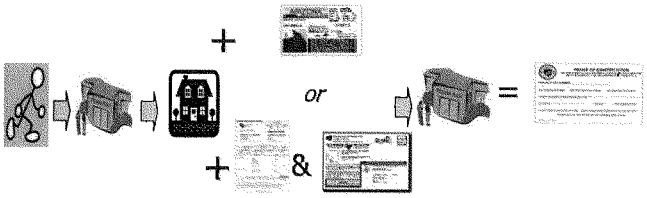
Insufficient ID or no ID at all:

- If the voter has insufficient identification or no ID, the voter can go home and get ID, return to the polling place, and vote a Standard Ballot:



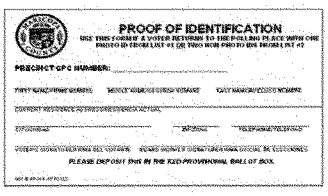
Insufficient ID or no ID at all:

- Or the voter can vote a Provisional Ballot, but identification will still be necessary in order for the ballot to be processed.
- The voter can go home, get ID, and return to the polling place while the polls are open:



The voter chooses to return to the polls with ID:

- When the voter returns, the Boardworkers will review the ID, fill out a form showing that ID was validated, and insert the form in the Provisional Ballot Box. The form and the ballot will be matched up and the vote processed.

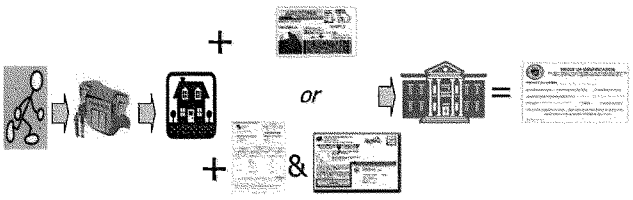

PROOF OF IDENTIFICATION

PRECINCT-CPC NUMBER:

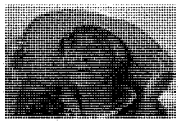
PLEASE DEPOSIT THIS IN THE RED PROVISIONAL BALLOT BOX.

Insufficient ID or no ID at all:

- If the voter does not return to the polls, they can provide sufficient ID for the 3 days following a Federal General Election. Identification sites will be located:
  - At all 3 County Recorder's Offices
  - Town & City Clerk's Offices
  - Early Voting Sites
  - Other sites: Libraries, Community Colleges, etc.



Votante #4:



Olive Fitzgerald

- Olive ha sido viuda por 5 años pero aún ha dejado muchos recibos en nombre de su esposo.
- Ya no maneja.
- Su hija se hace cargo de todos sus asuntos financieros.

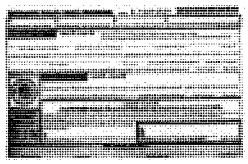
VOTANTE #4:

IDs sin foto dicen:
Olive Fitzgerald
1234 History Lane*
Mesa, AZ 85000 &
Mrs. James Fitzgerald
1234 History Lane
Mesa, AZ 85000

El registro de firmas dice:
Olive Fitzgerald
1234 History Lane
Mesa, AZ 85000

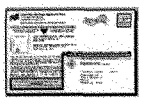
* Éste es el lugar de votación para History Lane

Votes provisional ballot *DOES* have to return with ID.

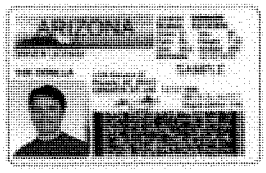


OR

&



The ID Game:

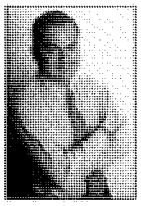


Jeff Hernandez
123 S 3rd St
Phoenix, AZ 85000

Jeff Hernandez
123 S 3rd St
Phoenix, AZ 85000

Voter is in the PP for 123 S 3rd St

The ID Game:



Steve Rios
123 S 3rd St
Phoenix, AZ 85000

January 2007:

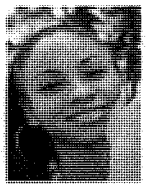
Steve Rios
123 S 3rd St
Phoenix, AZ 85000

February 2007:

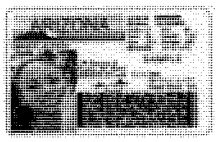
Steve Rios
123 S 3rd St
Phoenix, AZ 85000

Voter is in the PP for 123 S 3rd St

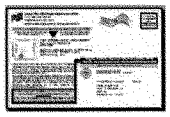
The ID Game:



Estella Ramos
123 S 3rd St
Phoenix, AZ 85000



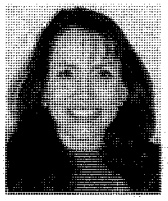
Estella Ramos
987 Bell Rd
Peoria, AZ 85000

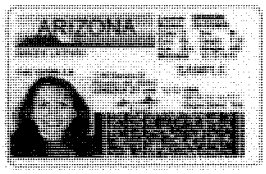


Estella Ramos
123 S 3rd St
Phoenix, AZ 85000

Voter is in the PP for 123 S 3rd St

The ID Game:



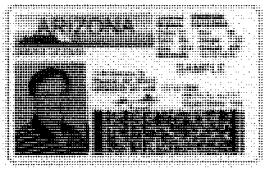


Anna Rodriquez
123 S 3rd St
Phoenix, AZ 85000

Anna Rodriquez
987 Bell Rd
Peoria, AZ 85000

Voter is in the PP for 123 S 3rd St

The ID Game:



Frank Lopez
987 Bell Rd
Peoria, AZ 85000

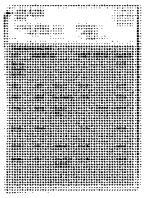
Frank Lopez
987 Bell Rd
Peoria, AZ 85000

Voter is in the PP for 123 S 3rd St

The ID Game:

Anita Lujan-Jones
123 S 3rd St
Phoenix, AZ 85000

Anita Lujan
123 S 3rd St
Phoenix, AZ 85000

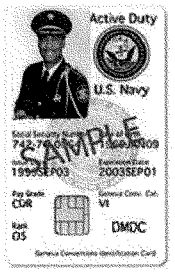


Anita L. Jones
123 S 3rd St
Phoenix, AZ 85000

Voter is in the PP for 123 S 3rd St

The ID Game:

Tony Jones
123 S 3rd St
Gilbert, AZ 85000



Tony Jones

Voter is in the PP for 123 S 3rd St

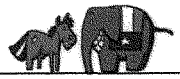
In the Act of Voting:

If the voter needs assistance reading or marking the ballot they will now have three choices:

1) Bring in someone to assist them
2) Have 2 boardworkers, one of each political party, assist them
3) Vote on the touch screen machine using the audio headset with Spanish translation

In the Act of Voting:

- Impartial—Boardworkers may not provide personal opinions or lead the voter. They must simply present the materials.
- Must have 2 Boardworkers of opposite political party affiliation (a Democrat & a Republican) assist the voter if the assistance includes reading the ballot to the voter, translating the ballot to the voter, or physically marking the ballot for the voter.



Reading/Marking the ballot

- Explain the process
  - What election it is
    - "This is the Primary Election to select candidates for the General Election in November."
    - "This is a school district bond election."
  - Ballot overview
    - "There are 4 offices and 2 questions"
    - "The ballot is about 2 pages long"

Reading/Marking the ballot

- Procedures:
  - "There are two of us here to help you; one of us will read the ballot and the other will mark your selections."
  - "We will read all of the candidate's names, let us know who you want to vote for."
  - "You may change your mind before the ballot is cast."
  - "We will read back your choices when we are done to make sure we have recorded them correctly."

Reading/Marking the ballot

- Reading the ballot:
  - State the Office,
  - Read all the information beneath the office heading
  - Vote for #
  - Read Candidate's names (parties when applicable)
- Check Voter's understanding
  - "Do you have any questions?"
  - "Are you able to hear me ok?"
  - "Am I reading too fast? Would you like me to slow down?"
- Summarize the ballot prior to casting the vote
  - "We will now read back your selections. If they are correct your ballot will be cast"

Situation 1:

- Voter asks:

"You have been so helpful and must know so much about elections, how would you vote on this issue?"

- Your answer:

"_____
_____
_____
_____
_____
_____
_____
_____"

Situation 2:

- You are reading and marking a ballot for the voter *along with another Boardworker.*
- Voter advises you of how they want to vote/who they want to vote for.

- Possible responses:

"_____
_____
_____
_____
_____
_____
_____
_____
_____"

Situation 3:

- You have read the ballot question to the voter and they say:

  "I don't really care about that and have no opinion. Do I have to vote on it?"

- Possible Responses:

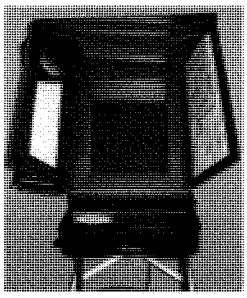
"_____
_____
_____
_____
_____
_____
_____
_____
_____"

Remember

- When you are assisting a voter in marking their ballot or in reading the ballot to them to maintain their privacy as much as possible
- Try not to yell out their choices so that the entire polling place can hear—however, sometimes you may need to in order for the voter to hear you.

In the Act of Voting:

- The Edge touch screen voting devise will allow the voter to maintain the privacy of their vote.
- It has both written and audio Spanish.
- Standard and Large Print is available



In the Act of Voting:

If voters express concern or apprehension over the use of a touch screen device, let them know that you are sorry that they feel that way and:

- The machine is there if they choose to use it.
- The machine has a paper audit trail.
- The boardworkers would be happy to assist them in voting a standard ballot.

Protecting Voter's Rights:

▪The voter can bring in someone of their choice to assist them—but be cognizant of the fact that some individuals will attempt to intimidate the voter into taking them into the polls with them.

▪Notify the Hot Line immediately if ***anyone*** witnesses voter intimidation

▪If, at anytime, you are confronted by another voter with questions about why we are providing another language in the polling place, simply reply that "Federal law requires us to provide language assistance." *& what law is that??*

Numbers to Keep:

- Tammy Patrick
  Federal Compliance Officer
  602-506-1270
  tpatrick@risc.maricopa.gov
- Leticia Ramos
  Bilingual Coordinator:
  602-506-2306
  lramos@risc.maricopa.gov
- Public Information Line: 602-506-1511
- Boardworker Hotline: 602-506-2010
  Hours of Operation:
  Monday before election starting at 12 Noon until all Set-ups are completed
  &
  Election Day starting at 5:30 AM until all Polls are closed and supplies are delivered

Common phrases and translations you may encounter at the polls:

1. What is your name and current address?
   Cuál es su nombre y dirección actual?

2. Please sign next to your name.
   Por favor firme al lado de su nombre.

3. Your name does not appear in the Signature Roster, please go to the Provisional Ballot Table to be sure you are in the correct polling place.
   Su nombre no aparece en el registro de firmas, por favor vaya a la mesa de boletas provisionales para asegurarse de que usted se encuentra en el lugar de votación correcto.

4. Do you have some type of identification from this list with your name and current address?
   Tiene usted algún tipo de identificación de ésta lista con su nombre y dirección actual?

5. Please complete the arrow to mark your vote.
   Por favor complete la flecha para marcar su voto.

6. If you need help, a Boardworker is here to help you.
   Si necesita ayuda, un Oficial de Elección está aquí para ayudarlo/a.

7. Vote both sides of the ballot.
   Vote ambos lados de la boleta.

8. Vote for not more than _____. (One, Three, etc.)
   Vote por no más de___

9. Please find your home on the map to ensure you are in the correct polling place.
   Por favor encuentre su hogar en el mapa para asegurarse que está en el lugar de votación correcto.

10. The polls close at 7:00 PM. Anyone in line at that time will be allowed to vote.
    Las urnas cierran a las 7:00 PM. A quien esté en línea a ésa hora se le permitirá votar.

11. By any chance is your address protected?
    Existe la posibilidad de que su dirección esté protegida?

12. If you don't have ID from this handout you can vote a provisional ballot but will need to either come back with ID while the polls are open, or go to an ID verification site within 3 days.

Si no tiene una ID de éste folleto usted puede votar una boleta provisional pero necesitará regresar ya sea con ID mientras las urnas están abiertas, o ir a un sitio de verificación de ID en 3 días.

A. We have many different situations that we need to address in the polling place. Please write the letter of the best solution on the line before the voter's situation.

1. ___Voter is not in Signature Roster.
2. ___Voter tells you they are not registered.
3. ___The voters driver license has their old address, the address in the Signature Roster is current and the address the voter gave you.
4. ___Voter has campaign materials in their hand that they want to bring into the polling place to use while voting.
5. ___The voter does not have any ID to present.
6. ___The voter is listed in the Signature Roster as Ana Garcia-Lopez, 1234 Happy Lane. Her license says: Ana G. Lopez, 1234 Happy Lane.
7. ___The voter left their glasses at home and needs assistance reading and marking the ballot.
8. ___You have determined that the voter is in the wrong polling place—this is not their precinct.
9. ___Voter wants to drop off their early ballot.
10. ___Voter is wearing a t-shirt with a candidate's name on it.

A. Two Boardworkers must impartially assist the voter in casting their ballot—one Democrat and one Republican.

B. Early Ballots can be dropped off at any polling place. As a courtesy we make sure the voter has signed and dated the envelope; they do not need to sign the Signature Roster, have their name entered on the poll list, or show ID.

C. Voter signs in at Signature Roster and votes a Standard Ballot. This is reasonably the same person.

D. Voters must be registered 29 days prior to the election to be a qualified elector. The voter can fill out a voter registration form (provided they have proof of citizenship on them) so that they can vote in the next election.

E. Any material being used by the voter must be carried in such a way that other voters cannot read or be influenced by it.

F. Voter is sent to the Provisional Ballot Table to vote a Provisional Ballot since the addresses do not match up. They do not have to return.

G. Voter is sent to the Provisional Ballot Table to determine if they are in the correct polling place.

H. Advise that it is not legal to campaign inside of the 75 foot limit.

I. The voter will vote a Provisional Ballot but will have to return with ID either while the polls are open or to an ID Verification Site in order for the ballot to be processed.

J. Using the facility list, direct voter to correct polling place. Call Voter Information Line if cannot determine where the voter needs to go (602-506-1511).

B. Please specify if the following statements are True or False:

1. Voters registering for the first time must show proof of US citizenship.	**T**	**F**
2. Voters updating their registration must show proof of US citizenship.	**T**	**F**
3. Voters can drop of an Early Ballot at any polling place.	**T**	**F**
4. Voters must cast their ballot in their home precinct in order for it to count.	**T**	**F**
5. All eligible Early Ballots (signed, dated, with verified signatures) are counted.	**T**	**F**
6. Voters cannot bring in a child to give them language assistance.	**T**	**F**
7. You can deny a voter the right to vote a provisional ballot.	**T**	**F**
8. Boardworkers can provide personal opinions while translating the ballot.	**T**	**F**
9. If my driver license address does not match I must return with other ID.	**T**	**F**
10. Candidates may provide assistance to voters.	**T**	**F**

Answer Key:

A. Matching Situations to Solutions

1. G
2. D
3. F
4. E
5. I
6. C
7. A
8. J
9. B
10. H

B. True or False

1. T
2. F
3. T
4. T
5. T
6. F
7. F
8. F
9. F
10. F

Board Worker Survey – Primary 2006

Please complete and either include with the Payroll Voucher in the front pocket of the Signature Roster or mail back to us at: Maricopa County Elections, 222 E Javelina Dr, Mesa, AZ 85210

1. How was your experience with your Recruiter for this election? Recruiter name:_____
Excellent _____ Very Good ____ Good _____ Fair _____ Poor_____ Comments: _____

2. How was your experience with your fellow Board Workers for this election?
Excellent _____ Very Good ____ Good _____ Fair _____ Poor_____ Comments: _____

3. Did the training adequately prepare you for Election Day? Yes ____ No____ If No, what could have been covered better: _____

4. Were all of your supplies at your polling place and ready for use when you reported for your set up meeting?
Yes ___ No____ If No, what was not ready:_____

5. Did you encounter any difficulties with Set-Up? Yes ___ No____ Comments: _____

6. Did the facilities meet the requirements for a polling place? (Handicap accessible, enough lighting, space...)
Yes ___ No____ If No, please advise as to what changes are needed or any alternative facilities: _____

7. How was your experience with your Trouble Shooter for this election? Trouble Shooter's name:_____
Excellent _____ Very Good ____ Good _____ Fair _____ Poor_____ Comments: _____

8. Did you have any problems setting up, using, or closing the EDGE? Yes____No___ Comments:_____

9. Did you have any voters today that required language assistance? Yes___ No ___ If Yes, did you have a Bi-lingual Boardworker available to them? Yes___ No ___ Approximately how many voters did they assist?_____

10. Have you received any post-election feedback from us from previous elections? Yes ____ No____ If yes, did you find it helpful? Yes___ No ___ How can we improve on our communication?_____

11. Do you have any other suggestions or comments? _____

(continue on back if needed)

Name (optional)_____ Position on Board: Inspector Marshal Judge Clerk
(circle one)

The Maricopa County Elections Department *THANKS YOU* for fulfilling this vital role in our democratic process!

ELECTION DATES

YEAR	ELECTION	DATE	REG CUTOFF
2007	Consolidated Election	March 13	February 12
	Consolidated Election	May 15	April 16
	Consolidated Election	September 11	August 13
	Consolidated Election	November 6	October 8
2008	Presidential Preference	February 5	January 6
	Consolidated Election	March 11	February 11
	Consolidated Election	May 20	April 21
	Primary Election	September 2	August 4
	General Election	November 4	October 6
2009	Consolidated Election	March 10	February 9
	Consolidated Election	May 19	April 20
	Consolidated Election	September 1	August 3
	Consolidated Election	November 3	October 5
2010	Consolidated Election	March 9	February 8
	Consolidated Election	May 18	April 19
	Primary Election	August 31	August 2
	General Election	November 2	October 4
2011	Consolidated Election	March 8	February 7
	Consolidated Election	May 17	April 18
	Consolidated Election	September 6	August 8
	Consolidated Election	November 8	October 10
2012	Presidential Preference	February 28*	January 30
	Consolidated Election	March 13	February 13
	Consolidated Election	May 15	April 16
	Primary Election	September 4	August 6
	General Election	November 6	October 8
2013	Consolidated Election	March 12	February 11
	Consolidated Election	May 21	April 22
	Consolidated Election	September 3	August 5
	Consolidated Election	November 5	October 7

**Presidential Preference Election Date Subject to Change Pending Governor's Decision*

16-531. Appointment of election boards and tally boards; qualifications

A. When an election is ordered, and not less than twenty days prior to a general or primary election, the board of supervisors shall appoint for each election precinct one inspector, one marshal, two judges and not less than two clerks of election. The inspector, marshal, judges and clerks shall be qualified voters of the precinct for which appointed, unless there is not a sufficient number of persons available to provide the number of appointments required. The inspector, marshal and judges shall not have changed their political party affiliation or their no party preference affiliation since the last preceding general election, and if they are members of the two political parties which cast the highest number of votes in the state at the last preceding general election, they shall be divided equally between these two parties. There shall be an equal number of inspectors in the various precincts in the county who are members of the two largest political parties. In each precinct where the inspector is a member of one of the two largest political parties, the marshal in that precinct shall be a member of the other of the two largest political parties. Whenever possible, any person appointed as an inspector shall have had previous experience as an inspector, judge, marshal or clerk of elections. If there is no qualified person in a given precinct, the appointment of an inspector may be made from names provided by the county party chairman. If not less than ninety days prior to the election the chairman of the county committee of either of the parties designates qualified voters of the precinct, or of another precinct if there are not sufficient members of his party available in the precinct to provide the necessary representation on the election board as judge, such designated qualified voters shall be appointed. The judges, together with the inspector, shall constitute the board of elections. Any registered voter in the election precinct, or in another election precinct if there are not sufficient persons available in the election precinct for which the clerks are being appointed, may be appointed as clerk.

B. If the election precinct consists of fewer than two hundred qualified electors, the board of supervisors may appoint not fewer than one inspector and two judges. The board of supervisors shall give notice of election precincts consisting of fewer than two hundred qualified electors to the county chairmen of the two largest political parties not later than thirty days before the election. The inspector and judges shall be appointed in the same manner by party as provided in subsection A of this section.

C. If a nonpartisan election is ordered, not less than twenty days before the election the governing board holding the election shall appoint, without consideration for political party, a minimum of three election workers for each polling place. The election workers shall consist of at least one inspector and two judges. Whenever possible, they shall be qualified electors of the precinct located within the district, without consideration for political party.

D. Where the election precinct consists of three hundred fifty or more qualified electors, the board of supervisors may in addition to the board of elections appoint a similar board to be known as the tally board. The tally board shall take custody of the ballots from the closing of the polls until the tally of the ballots is completed. The tally board shall consist of the inspector of the board of elections, two judges and not less than two clerks. The inspector and two judges shall be appointed to provide as equal as practicable representation of members of the two largest political parties on the board in the same manner as provided for the election boards. Any registered voter in the election precinct, or in another election precinct if there are not sufficient persons available in the election precinct for which the clerks are being appointed, may be appointed as clerk. A member appointed to serve on the tally board, with the exception of the inspector of the board of elections, shall not be appointed to serve on the board of elections. The inspector of the board of elections shall be a member of the tally board and during such time shall act as the supervisor of the tally board. No United States, state, county or precinct officer, nor a candidate for office at the election, other than a precinct committeeman or a candidate for the office of precinct committeeman, is qualified to act as judge, inspector, marshal or clerk.

E. If an electronic voting system is in use the write-in ballots shall be tallied by a board of elections consisting of one inspector and two judges who are appointed in the same manner by party as provided in subsection A of this section.

F. At least ten days before a special election, the governing body conducting the election may in like manner appoint a special tally board or boards for the specific purpose of tallying the ballots on the closing of the polls. The tally boards shall consist of at least one inspector and two judges. The inspector of the board of elections shall act as the supervisor of the tally board.

G. Notwithstanding any other law, the board of supervisors may appoint to an election board to serve as a clerk of election a person who is not eligible to vote if all of the following conditions are met:
1. The person is a minor who will be at least sixteen years of age at the time of the election for which the person is named to the election board.
2. The person is a citizen of the United States at the time of the election for which the person is named to the election board.
3. The person is supervised by an adult who has been trained as an elections officer.
4. The person has received training provided by the officer in charge of elections.
5. The parent or guardian of the person has provided written permission for the person to serve.

H. A school district or charter school shall not be required to reduce its average daily membership or average daily attendance, as defined in section 15-901, for any pupil who is absent from one or more instructional programs as a result of the pupil's service on an election board pursuant to subsection G of this section.

I. A school district or charter school shall not count any pupil's absence from one or more instructional programs as a result of the pupil's service on an election board pursuant to subsection G of this section against any mandatory attendance requirements for the pupil.

J. Nothing in this section shall prevent the board of supervisors or governing body from refusing for cause to reappoint, or from removing for cause, an election or tally board member.

16-532. Instruction of election board inspectors and judges; certificate of qualification; optional training; instruction of counting center election officials

A. Not more than forty-five days prior to an election the board of supervisors or other authority in charge of elections shall conduct a class for the instruction of inspectors and judges of the election board in their duties, which shall include instruction in the voting system to be used and the election laws applicable to such election. Each election board member receiving instructions and properly qualified shall receive a certificate of qualification. Only inspectors and judges of the election board who have received the required instruction class shall serve at any election, except as provided pursuant to sections 16-533 and 16-534. Other members of the election board may be trained at the same time.

B. The instructor of election board members shall be qualified in election law and shall have had practical experience in the election process such person is teaching.

C. The election authority in charge of the instructional classes may conduct multiple sessions to insure that election board members receive adequate instruction.

D. The board of supervisors or other officer in charge of elections may approve an alternate method of instruction and testing for election board members. Each election board member who successfully completes the instruction shall be

certified as a premium board worker. This instruction may include at least eight classroom hours of instruction and shall include a written examination on election law and election procedures. Except as provided in subsection E of this section, a certified premium board worker shall not be required to receive additional instruction for at least thirty months from the date of that worker's individual certification. The board of supervisors may approve additional compensation for certified premium board workers.

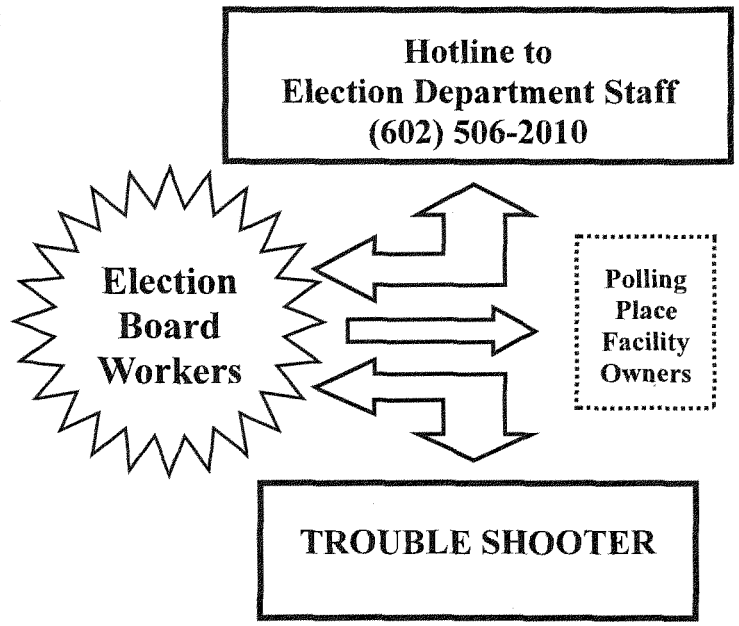
E. The board of supervisors or other authority in charge of elections may require additional training at any time for any or all election board workers, including premium board workers. The board of supervisors or other authority in charge of elections shall notify election board workers in writing of changes in the law regarding elections or changes in election procedures. This notification shall be made immediately preceding the election in which the statutory change or procedural change regarding election law becomes effective.

F. Not more than forty-five days prior to the day of an election utilizing a punch card method of voting and electromechanical tabulation of ballots, the board of supervisors or other authority in charge of elections shall conduct a class for the deputized counting center election officials in their duties.

PARTNERS INVOLVED IN ELECTIONS

ELECTION DEPARTMENT
BOARD WORKERS
SECRETARY OF STATE
GOVERNOR
ATTORNEY GENERAL
U.S. DEPARTMENT OF JUSTICE
COUNTY ATTORNEY
COURTS
COUNTY SCHOOL SUPERINTENDENT
SHERIFF'S OFFICE
COUNTY RECORDER
COUNTY TREASURER
POLLING PLACE FACILITIES
BOARD OF SUPERVISORS (BOS)
CLERK OF THE BOS
COUNTY PURCHASING DEPT.
PRINTERS
EQUIPMENT VENDORS
CITY & TOWN CLERKS
SCHOOL DISTRICTS
CANDIDATES
POLITICAL PARTIES
VARIOUS INTEREST GROUPS
MEDIA

PARTNERS ON ELECTION DAY



BOARD WORKER ROLES & DUTIES

INSPECTOR

- The team leader in charge of the polling place, the Inspector has the ultimate responsibility of ensuring that all voters receive good customer service and that procedures at the polling place are done completely and correctly.
- Assigns board workers, including themselves, to various tasks and duties to ensure that the resources of the Board Worker team are best utilized so that all voters are assisted with good customer service and that all Board workers have time to take necessary meal and rest breaks.
- Arranges the Monday set-up meeting time with the polling place facility and calls and informs other board workers and the recruiter of that time.
- Verifies that all necessary items are included in the Inspector's Packet and signs for its contents, the Insight keys and Edge voter cards.
- Verifies all items on the Inspector check list, which must be signed and returned with the payroll voucher.
- Ensures that both the Insight and Edge voting units are set-up, monitored, and are closed properly.
- Will deliver the ballots and other required items to the receiving site, accompanied by another board worker.

JUDGES

- Ensures that all voters are assisted with good customer service so they may vote properly.
- May be assigned to the Signature Roster.
- May be assigned to issue ballots and demonstrate marking the ballot.
- May be assigned to oversee the Provisional Ballot Procedure.
- May be assigned to monitor Insight and/or Edge.
- May be assigned to deliver the memory pack to the receiving site or accompany the Inspector when delivering the ballots to the receiving site.
- **Any other duty assigned by the Inspector.**

MARSHAL

- Ensures that all voters are assisted with good customer service so they may vote properly.
- Announces the opening and closing of the polls.
- Preserves order inside the 75 foot zone.
- Directs voters in line with voted Early Ballots to deposit them into the Early Ballot box.
- Performs as relief worker for other positions
- Ensures all voters in line at 7:00 P.M. are allowed to vote.
- May be assigned to deliver the memory pack to the receiving site or accompany the Inspector when delivering the ballots to the receiving site.
- **Any other duty assigned by the Inspector.**

CLERKS

- Ensures that all voters are assisted with good customer service so they may vote properly.
- May be assigned to the Signature Roster.
- May be assigned to the Poll List.
- May be assigned to issue ballots and demonstrate marking the ballot.
- May be assigned to monitor Insight and/or Edge.
- May be assigned to deliver the memory pack to the designated receiving site.
- **Any other duty assigned by the Inspector.**

TROUBLE SHOOTER

While Trouble Shooters are not an official member of the Polling Place Election Board, they are an important partner.

- They are in constant radio contact with Election Central should any problems arise. • They carry extra supplies and equipment.

They are required to verify that all procedures in the polling place are being done correctly and carry out instructions from Election Central to remediate any problems that has been brought to the Election Department's attention. • They fill out I-9 forms for new boardworkers

Trouble Shooters are assigned the Saturday before the election; they will contact the Inspector after class ends.

Recruiters do not have the Trouble Shooter assignments, so please be patient and wait for the Trouble Shooter to call.

The Monday Set-Up Meeting
Creating the Atmosphere for Success

The Monday Set-up meeting is your opportunity to set the tone for the Election. Often this will be the first time you are meeting facility owners/managers and your fellow board workers for the first time. This is your chance to ensure a positive, cooperative relationship is started.

Facility Owners/Managers

- Introduce yourself to the facility owners and thank them for allowing us to hold an election at their place.
- Ask them if they have any special requirements of you. It is best to know expectations up front, rather than having angry people later.
- Ask them who is planning to open the facility for you Election Morning, or if possible, ask for a key and offer to open up yourself. If they are not comfortable with that arrangement, ask for the HOME & MOBILE phone numbers of the person that will be opening for you.
- Ask them where the bathrooms are, and if a key is needed for them.

Fellow Board Workers

- Be on time to the meeting. If you are late, it increases the burden on your fellow board workers as they have to do your tasks, or wait for you to complete them.
- Many election boards will have new members. Be sure to introduce the entire board to each other. Even if you have worked together before, reintroduce each other again to save the embarrassment of someone having to admit a forgotten name.
- For the benefit of all workers, the Inspector should:
  - Discuss, ***in detail***, the duties of each board position by reviewing the duty cards
  - Assign each board member their duties using the Set-up Task Lists beginning on page 14 of the Manual.
  - Discuss the procedures to be followed on Election Day, including ID and the use of the Edge.

Set Up Meeting Tasks

- It is important that all set up meeting procedures are done completely. Errors in supplies or problems with set-up need to be discovered on Monday.
- Set up tasks are broken down so that everyone has something to do. Tasks begin on page 14.

Payroll Voucher

- Please have everyone at the set up meeting initial the payroll voucher. This is also the time for each Board Worker to ensure that their name, address and other information is correct. Unless the payroll voucher says "On File", check to ensure that your social security number is correct.

Handicapped Parking Spaces

- If anyone has a handicap sticker on their vehicle, discuss a plan so that you can leave those designated parking spaces for the voters to use. At 5:30 a.m. there should be plenty of parking that is adjacent to the handicap spaces. If needed, ask one of your fellow board workers to move your car after you have gotten to the facility.

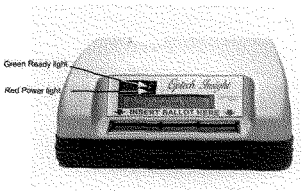
Facility Amenities

- Check out the facilities available for food storage and preparation. Some, facilities have refrigerators, microwaves, and/or coffeepots. If one is not available, check with the facility owner/manager before bringing one of your own, if desired.
- Ensure that everyone has this same information so that they can plan accordingly. Remind everyone that they can not leave during Election Day, so they need to bring everything they may need with them in the morning.

SET UP TASK LISTS

INSIGHT:
BOARDWORKERS #1 (INSPECTOR): & 2

- ☐ Break the seal and open the **RED** extra ballot box. Remove all supplies. Give Boardworker #4 the Precinct Registers and Signature Roster. Give Boardworker #6 the shrink-wrapped supply packages.
- ☐ Make sure that there is a **SILVER DOOR** sticking out between the Insight and the large blue ballot box - this allows the ballots to drop into the ballot box after they are scanned.
- ☐ Using the **LITTLE KEY,** unlock and open **Doors #1 & #2** of the Insight ballot box and remove the Official Ballots, and the Black and Green Canvas Bags. Give ballots to Boardworker #3.
- ☐ Check to ensure there are dividers between Doors #1, #2 & #3. ***If there is not, call the Hot line.***
- ☐ Using the little key unlock and open Door #3 and make sure the ballot box is empty. Relock Door #3 and keep it closed unless there is an emergency on Election Day.
- ☐ Compare your Precinct/CPC number with the number on the back of the Insight. If you are not sure what your number is, it is on the Inspector packet. ***If these numbers don't match, call the Hotline.***
- ☐ Move the entire unit to the electrical outlet nearest the polling place exit. Use the BIG key to open the back door of the Insight. Make sure that the **SEAL** on the memory pack door has not been broken. If it is broken, call the Hotline to have a Trouble Shooter replace the seal as soon as possible.



- ☐ Pull the electrical cord from the back of the Insight and fit it into the cord slot. Plug the cord into the electrical outlet. The **RED POWER LIGHT** on the front of the unit should now be lit. A **ZERO TAPE** will print; this tape contains all of the candidates and/or issues that will appear on the ballot within your Precinct. Make sure the zero tape reads the same precinct as where you have been assigned.
- ☐ **Two board workers should** compare the zero tape to the ballots making sure that everything matches. **Do not remove the totals tape from the Insight; this tape will remain until you are doing your close out procedures.**
- ☐ Inspector notes the number of ballots received as indicated by Board worker #3 (see page 15) and signs at the end of Line 1.
- ☐ Make sure that the digital read out on the front of the Insight reads **ZERO.** After the **ZERO TAPE** finishes a green ready light will be displayed next to the red power light; make sure BOTH lights on the Insight are lit. Once you have verified that both lights are lit up, your Insight has passed inspection.
- ☐ Unplug the Insight and carefully place the head of the plug back into the cord slot of the Insight and lock the door with the Big Key.
- ☐ Once Board worker #3 has finished counting the ballots, place them and the green and black bags back into the ballot box and lock Doors # 1 and #2 with the Little Key.

EDGE TASKS:

Refer to the separate Edge Training and Operations Manual for detailed instructions and pictured instructions for setting up the Edge touch screen unit and card activator.

- ☐ With another Board worker, lift the Edge unit, which at this point looks like a suitcase, onto the table provided, so that the traveling wheels are on top. Please do not remove the legs that are stored inside the Edge unit unless you must use them.
- ☐ Unfasten the top cover clasps—2 on each side of the case—and remove the cover. Remove the power cord from the storage area in the top cover.
- ☐ Locate the power receptacle at the rear of the unit. Plug the power cord into the Edge voting unit power receptacle (AC In). When finished, store the top cover in a safe location.
- ☐ Follow the steps below to attach the printer to the Edge voting machine:
  - ☐ **Ensure the power is off** and the privacy panels are in the closed position.
- ☐ Break the seal on the printer carrying case and **place the broken seal** in the **Seal bag**.
- ☐ **Remove the printer from the carrying case**. Ensure that the printer also has a seal on it, securing the printer cover to the printer. **DO NOT BREAK THIS SEAL**. The number on this seal should match the seal number listed on the precinct ballot report. If it does not, call the Hotline at 602-506-2010.
- ☐ With the viewing screen still down and privacy screens still closed, position the printer so the paper printout is facing up, the orange seal facing outside, and the printer cord facing inside. **Slide the printer into the bracket sleeve** on the left side of the viewing screen starting at the top of the sleeve (at the back of the unit) and moving down (towards the front of the unit).
- ☐ Using both hands, **raise the LCD viewing screen and printer**. Holding onto the screen with one hand, raise the black LCD positioning bar with the other hand and insert into a positioning groove.
- ☐ Attach the printer cables to the Edge by inserting the power plug **first** and then attaching the printer cable to its left by firmly tightening each of the screws. The word TOP on the cable head signifies the top of the cable.
- ☐ Find the Audio Equipment, which will be in a separate black case. Standing to the rear or side or the unit, connect the audio voting accessory cable to the Edge serial port labeled Audio as shown left.. The "clip" of the cable, which looks similar to a phone cable, faces right when standing at the back of the machine.
- ☐ Connect the audio accessory headphones jack to the audio voting accessory, pushing the cable all the way into the unit. If the voter has a sip/puff mechanism (the voter would bring this), this would also be attached to the audio voting accessory.
- ☐ Open the Edge privacy panels.
- ☐ Take off the black privacy curtain from the left privacy panel and reattach to the outside of the left privacy panel and the side of the printer so that the voter can see the printout through the rectangular hollow in the left panel. This allows the voter to see the printout of how they have voted with privacy.
- ☐ If not already attached, secure the top curtain to the Velcro on the back of both privacy panels.

- ☐ **Now, Turn on the Power:** The charging light may also be illuminated. Plug the Edge into a wall outlet. Make sure that each voting unit's green AC power light (located on the rear panel next to the power cord receptacle) is illuminated.

- ☐ Raise the switch cover marked **Power On/Off**. Turn the power switch to the **On** position and close the cover.

- ☐ Face the front of the machine. The Sequoia logo will be displayed briefly before the unit is ready. This process may take several minutes. Verify that the green printer light at the bottom front of the printer is illuminated.

- ☐ **Check the screen**: it should read as shown to the left.
- ☐ Press **Zero Proof Report**. A Zero Proof Report will show on the screen. Go through every page, checking to ensure that the ballot is for the correct precinct, all results are zero, the PUBLIC counter is zero, and the ballot matches the candidates and issues on the paper ballots in your precinct. When you get to the end of the ballot, ☐ press **PRINT REPORT**. When the printer is done printing, ☐ press ***DONE***. *This will take you back to the original screen, shown to the left.* ☐ Turn the power to the **OFF** position until Election morning, but leave it plugged in.

CARD ACTIVATOR

- ☐ Break the seal on the Card Activator bag and place broken seal in the seal bag.
- ☐ Remove the Card Activator, and power adaptor from the carrying case. **Voter cards will be included in the Inspector Packet**. If you do not have voter cards, check with your Trouble shooter or call the Hotline.
- ☐ Check the tag on the Card Activator to ensure that it is the correct precinct. If is not, call the Hotline.
- ☐ Plug the power adaptor cord into the Card Activator power socket located at the back of the unit. The flat part of the adaptor cord faces up. Plug into a wall outlet..
- ☐ Turn the **Power** switch to **On** position located on the left of the unit.

- ☐ After turning power on, the Card Activator goes through a series of short self tests, and the following message will appear in the screen: *****HAAT version 1.0.79L*****
  If you do not see this message, call the Hotline at 602-506-2010.

- ☐ Turn the power **OFF** on the Card Activator until Election Day morning, but leave it plugged into the wall outlet. This will allow the Card Activator to receive a full charge of its emergency back-up battery, making you fully prepared if the electricity goes out.

BALLOT TASKS:

BOARDWORKER #3 (JUDGE OR CLERK):

- ☐ Count the packages of official ballots received from the Inspector. They are shrink-wrapped in packages of **100**. ***DO NOT OPEN THE PACKAGES TO COUNT THE BALLOTS.*** You may notice that the printer put labels on the ballots saying something like "1 of 12". We do not send all ballots to the polling place. Other packages are in a secured location in the warehouse or were used for early voting. Please ignore these labels and just count the number of packages that you have.
- ☐ Check the top ballot in each package and verify the precinct name and number is correct. If you have any questions about your precinct name or number, it is printed on the Inspector packet. If the name or number on any ballot does not match, ***please call the hotline immediately!***
- ☐ Check to ensure that you have Spanish language versions of your ballots. If you do not, ***please call the hotline immediately!***
- ☐ ***Advise the Inspector of the number of ballots. These numbers are written on the Precinct Ballot Report, which will be attached to the Payroll Voucher.***
- ☐ Place the ballots along with the green and black canvas bags back into the ballot box of the Insight.
- ☐ Help the other Boardworkers with any unfinished tasks.

SIGNATURE ROSTER AND PRECINCT REGISTER TASKS: BOARDWORKER #4 (JUDGE OR CLERK):

Signature Rosters and Precinct Registers are printed 45 days out from Election Day, but voter registration cut-off is 29 days out from Election Day. Therefore, lists of add-ons, deletions and those who requested an early ballot are how we remedy those last minute changes. These modifications are found in the Inspector Packet. Everything written in the Signature Roster should be done in black ink. ***Please do not put alpha tabs on the Signature Roster pages.*** We cannot scan the pages through the computer if you do this.

- ☐ **Add-on List –** This YELLOW paper list is pre-punched with three holes, so that it can be placed in the back of the Signature Roster. You are also provided three copies to be placed in the back of the Green and Pink Precinct Registers. The Register Numbers will begin with an **"A" (A0001) for Add-on voters.**

- ☐ **Deletion List –** Cross through the names & addresses of the voters who appear on the Deletion List in the Signature Roster AND Pink and Green Precinct Registers. When finished with the Deletion List place the list back into the Inspector Packet.

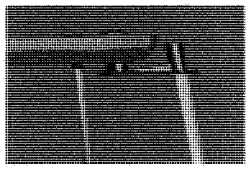
- ☐ **Early Voters List-** Using the list of early voters find the voter's name in BOTH the Signature Roster and Pink Precinct Register and place an **X** in the EV box next to the voter's name. If the voter's name does not appear in the front portion of the Signature Roster or Register, check the TAN colored pages (INACTIVE VOTERS) and then check the YELLOW Add-on sheets. **NOTE: It is not necessary to mark EVs in the Green Precinct Registers.**

- ☐ **DO NOT WRITE OR MAKE ANY MARKS IN THE SIGNATURE BLOCK OF THE ROSTER.** ***THE SIGNATURE BLOCK MUST REMAIN BLANK.*** Any marks will be interpreted by the computer as a signature when the Signature Rosters are scanned on election night, causing an audit problem.

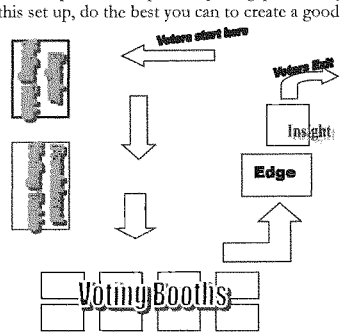
- ☐ Put the Precinct Registers & the Signature Roster into the Red Provisional Extra Ballot Box for the night. DO NOT SEAL THE RED OR BLUE EXTRA BALLOT BOXES UNTIL ELECTION MORNING.

BOOTH TASKS:
BOARDWORKER #5 (MARSHAL):

- ☐ Set up all voting booths that have been delivered. Helpful hint: once you have inserted the metal pole leg in the bottom of the voting booth be sure twist the leg into place, this will help hold the leg in place.
- ☐ Make sure that the handicapped voting booth is set-up using the black leg extenders in the front of the booth. The extender is inserted where the metal pole leg would otherwise be inserted in the bottom of the ballot booth and the metal pole leg is inserted at the other end of the extender.



- ☐ Make sure you have the appropriate sign within each voting booth instructing voters as to how to mark the ballot.
- ☐ Arrange the voting booths so that there will be a logical flow of voters within the polling place. Pictured below is the optimal set up for a polling place. If your polling place room cannot accommodate this set up, do the best you can to create a good flow for voters.



- ☐ When you are finished setting up the booths, help the other Boardworkers with any unfinished tasks.

SUPPLIES & SIGNS TASKS:
BOARDWORKER #6 (CLERK):

- ☐ Open all supply packages and check the contents against the **ELECTIONS SUPPLIES INVENTORY LIST**. If any items are missing, please call the **Hotline** or ask your Trouble Shooter for the missing supplies.

- ☐ Find the Precinct Identification Labels in the Inspector Packet –place them on the following items for easy identification:
  - BLUE POLL LIST
  - CLEAR OFFICIAL ENVELOPE
  - LARGE YELLOW ENVELOPE MARKED "WRITE-IN BALLOTS"
  - LARGE WHITE ENVELOPE MARKED "MIS-READ BALLOTS"
  - PINK PROVISIONAL BALLOT SIGNATURE ROSTER

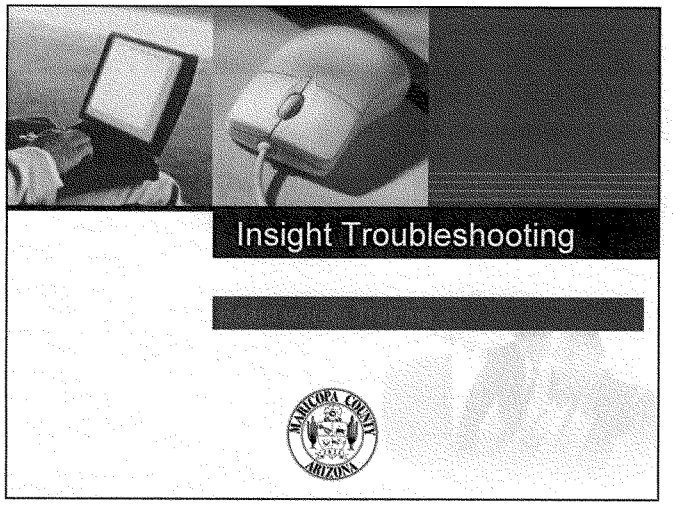
- ☐ If this election includes candidates, post in a place where voters can easily read, the red & white **WRITE-IN CANDIDATES SIGN** found in the election supplies. Tape the **LIST OF AUTHORIZED WRITE-IN CANDIDATES** found in the Inspector Packet on the write-in candidates sign. If there are no write-in candidates, write "NO WRITE-INS" on the red & white poster.

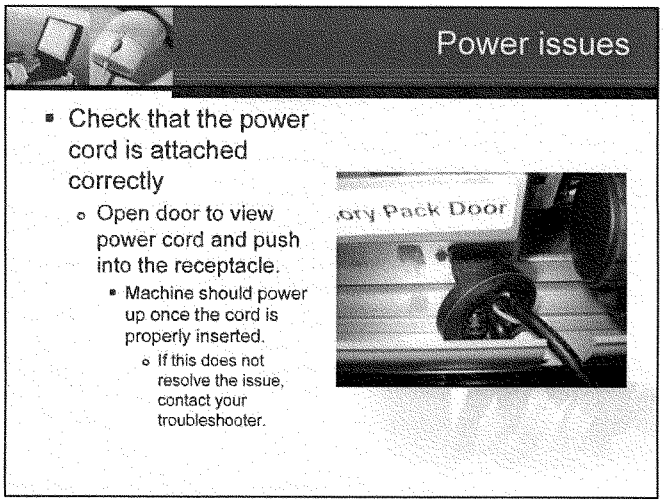
- ☐ Post in the polling place room (not outside, not in the hall…) in a place where voters can easily read:
  - 2 **SAMPLE BALLOTS OF EACH BALLOT STYLE** (found in the Inspector Packet)
  - 2 **INSTRUCTIONS TO VOTERS AND ELECTIONS OFFICERS & RIGHT TO VOTE A PROVISIONAL BALLOT SIGN** (found in the supplies).
  - 2 **NO SMOKING SIGNS/TURN OFF YOUR CELL PHONE** (found in the supplies)
  - **2 REQUIRED IDENTIFICATION AT THE POLLS SIGNS** (found in the supplies).

- ☐ Place all extra supplies back into the Red Provisional Extra Ballot Box for the night. **DO NOT SEAL THE EXTRA BALLOT BOXES UNTIL ELECTION MORNING**.

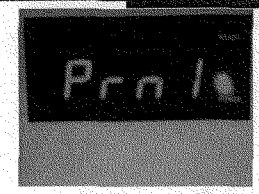
- ☐ Check the pathway that will be used on Election Day for disabled voters. Ensure there is a clear pathway that is accessible. **Please call the Hotline** if a ramp or other item to assist with accessibility is needed.

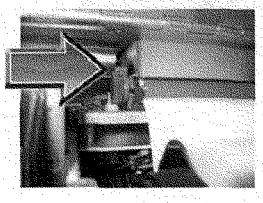
- ☐ Help the other Boardworkers with any unfinished tasks.


Insight Troubleshooting
MARICOPA COUNTY
ARIZONA


Power issues
Check that the power cord is attached correctly
Open door to view power cord and push into the receptacle.
Machine should power up once the cord is properly inserted.
If this does not resolve the issue, contact your troubleshooter.
ory Pack Door

Prn1 error

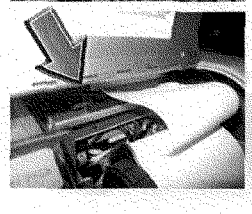




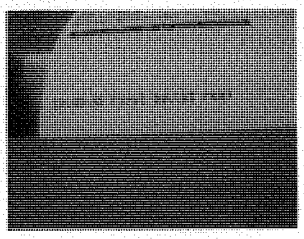
- *When Insight is* powered up, you may encounter a Prn1 error. This is because the lever on the printer is not in the correct position.
  - Open door to view printer and pull lever on the left side towards you to lock it in.

Prn2 error

- Prn2 error occurs when the paper is not inserted into the printer correctly.
  - Insert paper into the printer (under the *roller) and push the* paper feed button to advance it.
    - (be sure to check that the lever is in the locked position.)



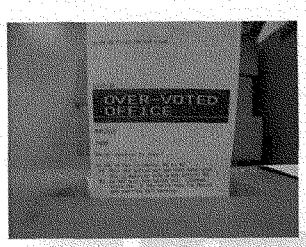
Tape Messages



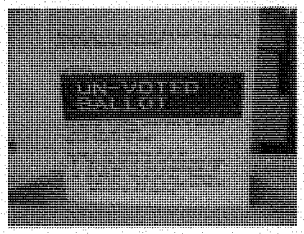
- First ballot read
  - This appears after the first ballot has been read without any errors (i.e. overvoted, blank, or defective)

Overvoted Message

- The overvoted message appears if the voter chooses more than the vote for number in an office. (The ballot will be kicked back out.)
  - You have two options:
    - 1. Pull the ballot out and have voter try it again or vote a new ballot; OR
    - 2. Do NOT pull the ballot out. Instead, press the "3" key to re-read the ballot and override this warning.



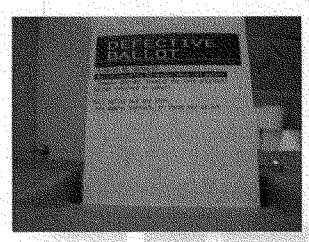
Un-voted ballot message



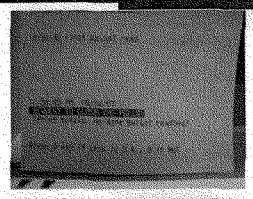
- This message appears if the voter does not vote the offices on the ballot.
  - You have 2 options:
    - 1. Pull the ballot out and then have voter try it again or vote a new ballot; OR
    - 2. Do NOT pull the ballot out. Instead, press the "3" key to re-read the ballot and override this warning.

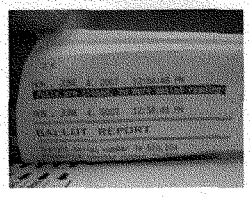
Defective Ballot message

- This message occurs if there is an extraneous mark somewhere in the read path.
  - Pull ballot out and then try again, correct, or issue new ballot.
    - (Trying the ballot in a different orientation usually corrects this, unless the voter marked the header or orientation bar lines. In which case, they <u>must</u> vote a NEW BALLOT.)



Closing the polls message

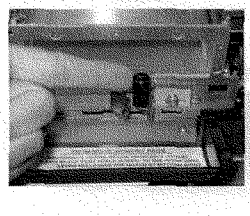


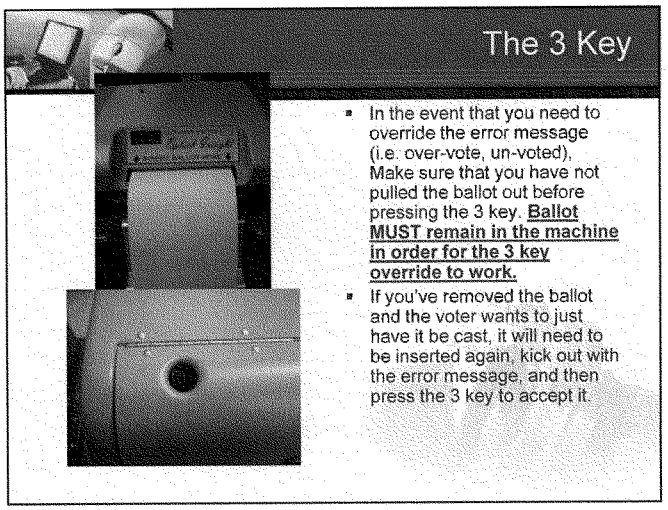


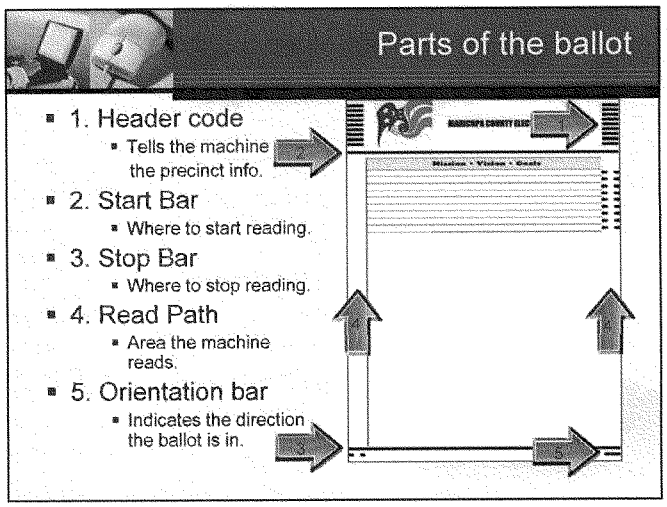
- *This message* appears after pressing the print totals button when it's time to close the polls.
  - Press 0 key if this is O.K., 9 if NOT
    - (If the 0 was pressed, then the "Polls are closed, no more ballot reading" message will appear before the ballot report.)

Memory Pack Door

- Election Day, the Memory Pack Door will be sealed. (top left corner)
- To remove the pack: break seal, open door, then lift the lever and move to the right. (instructions are printed inside the Memory Pack Door.)
- **NEVER** open the door and remove memory pack while the Insight is plugged in. (You'll also hear a beeping sound indicating that the machine is plugged in.)




The 3 Key
In the event that you need to override the error message (i.e. over-vote, un-voted), Make sure that you have not pulled the ballot out before pressing the 3 key. Ballot MUST remain in the machine in order for the 3 key override to work.
If you've removed the ballot and the voter wants to just have it be cast, it will need to be inserted again, kick out with the error message, and then press the 3 key to accept it.


Parts of the ballot
1. Header code
Tells the machine the precinct info.
2. Start Bar
Where to start reading.
3. Stop Bar
Where to stop reading.
4. Read Path
Area the machine reads.
5. Orientation bar
Indicates the direction the ballot is in.

Signature Roster Book Process

Originally presented by
Angela Rios
Voter Registration
Maricopa County Elections

Introduction

Signature Rosters and Precinct Registers are printed 45 days prior to Election Day.

Voter registration cut-off is 29 days prior to Election Day.

Therefore Add-ons and Deletes are sent in the INSPECTOR PACKET to make any last minute changes.

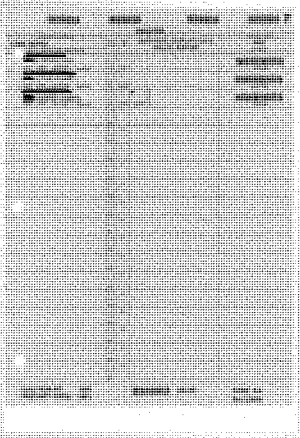
Inactive list

Voters who are on this list have been sent two mailing to the residence and/or mailing address.

If they have not responded they are placed on inactive status.

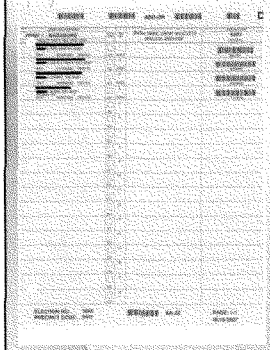
After "no activity" in two Federal Elections they are removed from the voter file.

If the voter indicates that they are at the same address, they vote, sign a petition, re-register, or contact our office, they are "restored" and placed back on the Active Voter roster.

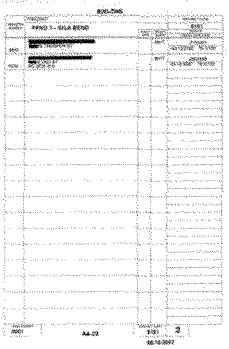


Add-on list

Lists all voters who have registered after the roster was printed and are eligible to vote. These YELLOW pages should be placed in back of the SIGNATURE ROSTER binder.



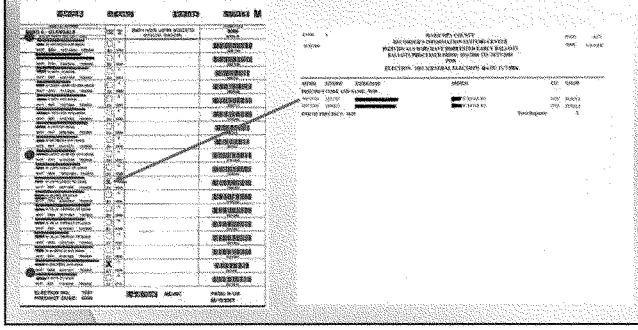
The white Add-On pages should be placed in back of the Register (pink and green).



Early Voting List

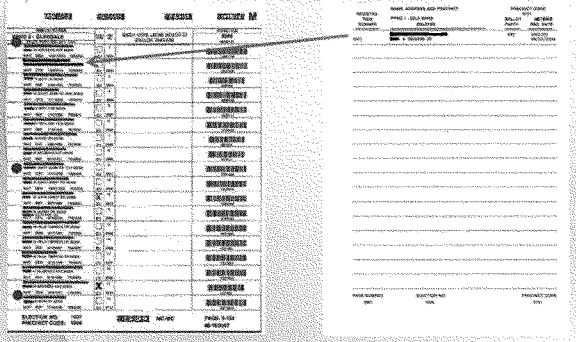
Using the list of early voters find the voter's name in BOTH the Signature Roster and Pink Precinct Register and place an X in the EV box next to the voter's name.

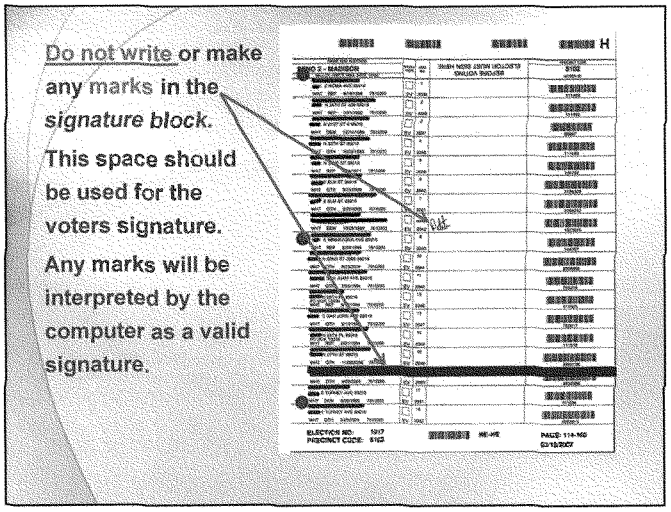
If the voter's name does not appear in the Active portion of the Signature Roster, check the Inactive section and the Add-On list. Place this list back in the inspector packet and not in the signature roster binder.

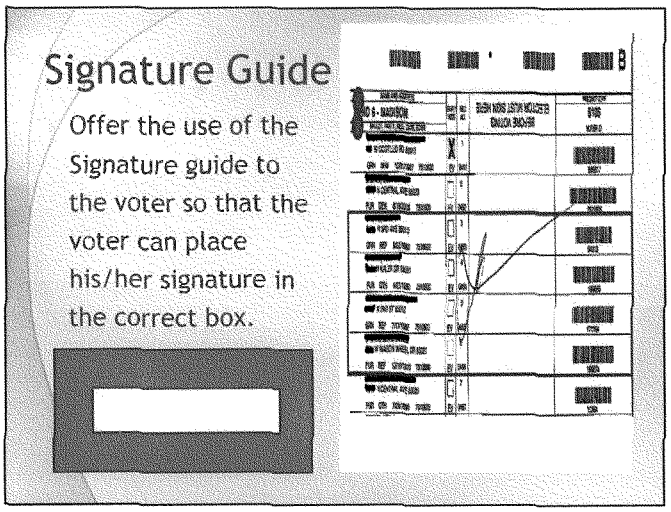


Deletion List

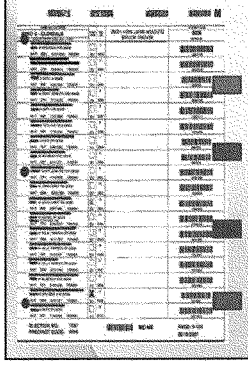
Cross through the name and address of the voters who appear on the Deletion List in the SIGNATURE ROSTER and the Register (pink and green). Place this list back in the inspector packet and not in the signature roster binder.




Do not write or make any marks in the signature block.
This space should be used for the voters signature.
Any marks will be interpreted by the computer as a valid signature.


Signature Guide
Offer the use of the Signature guide to the voter so that the voter can place his/her signature in the correct box.

Scanning of the Signature Roster Books



We cannot scan the signature pages through the scanners if you place:

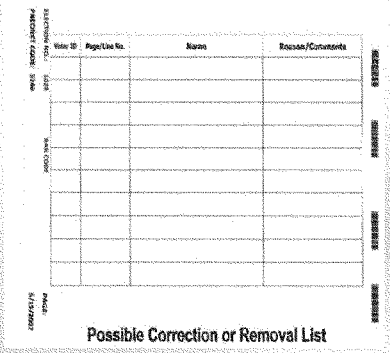
- Alpha Tabs or inserts
- Masking Tape
- Staples
- Paper Clips
- Post It Notes

Removing Deceased Voters

This form is used for:

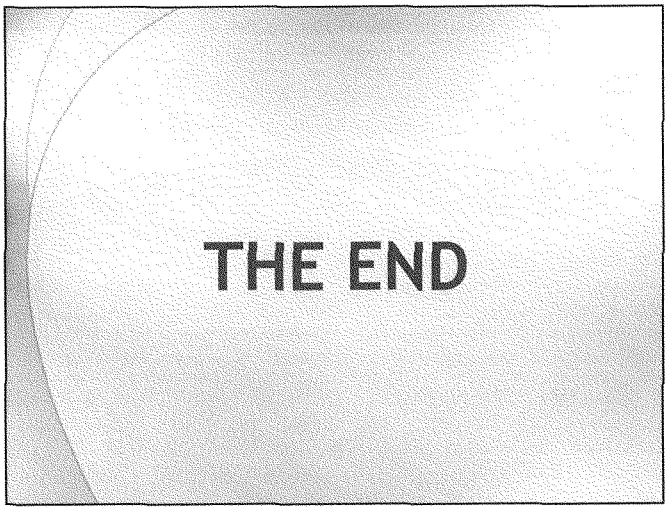
- Corrections
- Cancellations

Place in front of the Signature Roster Book.



Voter ID	Page/Line No.	Name	Reason/Comments

Possible Correction or Removal List


THE END

Identification at the Polls

Angela Rios
Jasper Altaha
Voter Registration
Maricopa County Elections

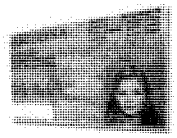
- Every voter is required to show proof of identity at the polling place before receiving a ballot. A.R.S. § 16-579

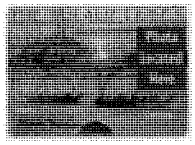
Required Proof of Identification

- **LIST 1- Photo Identification**
- One form of identification is required.
- The following are acceptable forms of identification:
  - Photograph
  - Name
  - Address that matches the voter's residential or mailing address shown on the Signature Roster.

Identification from List 1 con't.:

- Valid Arizona driver license
- Valid Arizona non-operating ID
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification
- If the identification is expired do not use.





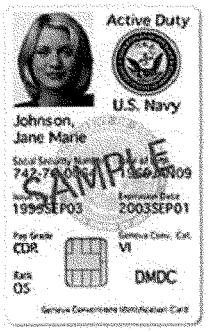
PASSPORT IS NOT ON LIST 1

Passport can be used for registering to vote, but not for Identification at the Polls.

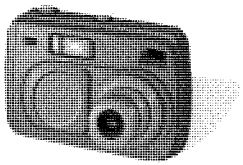
- **WHY?**
- **NO ADDRESS!**

MILITARY ID IS NOT ON LIST 1

- WHY?
- NO ADDRESS!



- What happens if the voter does NOT have a photo ID?



List 2 Non-Photo Identification

- Two documents are required from list 2
- The following are acceptable forms of identification without a photograph that bear:
  - Name
  - Address on each item matches the voter's residential or mailing address on the Signature Roster

List 2 Non-Photo con't.:

- Utility bill dated within 90 days of the date of the election (e.g. electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable)
- Bank or credit union statement
- Valid Arizona Vehicle Registration
- Vehicle insurance card

List 2 Non-Photo con't.:

- Indian census card
- Property tax statement of the voter's residence
- Tribal enrollment card or other form of tribal identification
- Recorder's Certificate or Voter Registration Card
- Valid United States federal, state, or local government issued identification

List 2 Non-Photo con't.:

- Any mailing that has "Official Election Material" and shows the voter's name and address

Publicity Pamphlet addressed to individual voter (not household)

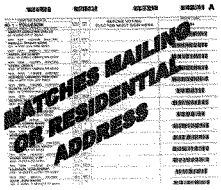
Yellow Polling Place Notification Card addressed to individual voter (not household)

Sample Ballot

The End

THE HELP AMERICA VOTE ACT IS CLEAR: EVERY VOTER GETS A CHANCE TO VOTE
DO NOT PROHIBIT ANYONE FROM VOTING!

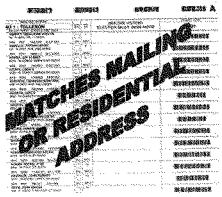
ONE (1)
FROM LIST # 1



= **STANDARD BALLOT**

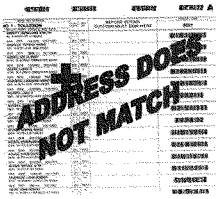
OR

TWO (2)
FROM LIST #2



= **STANDARD BALLOT**

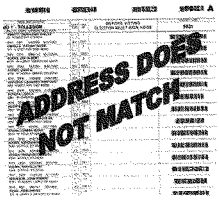
ONE (1)
FROM LIST #1



= **PROVISIONAL BALLOT**
& VOTER DOES NOT COME BACK
CIRCLE "YES" ON FORM

OR

TWO (2)
FROM LIST #2



= **PROVISIONAL BALLOT**
& VOTER DOES NOT COME BACK
CIRCLE "YES" ON FORM

OR

The Voter has NOTHING
from List #1 or
only (1) one item or
NOTHING from List #2

= **"CONDITIONAL" PROVISIONAL BALLOT**
& VOTER *MUST* RETURN WITHIN 3 DAYS
TO SHOW IDENTIFICATION.
CIRCLE "NO" ON FORM.

10/1/2007

PROVISIONAL BALLOT PROCESS

Originally developed by
Angela Rios
Voter Registration
Maricopa County Elections

PROVISIONAL BALLOT PROCESS

Why a voter votes a Provisional Ballot?

- Identification does not match signature roster § 16-579
- Does not provide proper identification § 16-579
- Name does not appear in signature roster §§ 16-135, 16-584
- Moved to a new address § 16-584
- Issued an Early Ballot § 16-579
- Changed their name § 16-137
- Voter is challenged § 16-584

PROVISIONAL BALLOT PROCESS

Identification Doesn't match Residential or Mailing Address in Signature Roster

- If the Voter has 1 items from List 1 or 2 items from List 2, but the address(es) do not match the Signature Roster
  - Forms of identification with photo, name, and address (1)
  - Forms of identification without photo, but must have name and address (2)
- Voter does NOT have to return to show further proof of identification.

PROVISIONAL BALLOT PROCESS

Conditional Provisional

§ 15-237

- Does not provide one item from List 1 or 2 items from List 2
  - Forms of identification with photo, name, and address (1)
  - Forms of identification without photo, but must have name and address (2)
- Must provide proof of identity within five business days for a General Election and three days for any other election

PROVISIONAL BALLOT PROCESS

Name not in Signature Roster…

- Check for hyphenated names, surname and/or nicknames
- Check Active, Inactive, and Add-On List
- Protected Voters § 16-153

PROVISIONAL BALLOT PROCESS

New Residence Ballot…
§ 16-135

- Must vote in their new precinct/polling place
- Indicate new and former address on Provisional Ballot form
- Provisional Ballot form will update their Voter Registration Record

PROVISIONAL BALLOT PROCESS

Voter was issued an Early Ballot...

- Encourage voter to vote their Early Ballot if they have it with them – extra envelops available in supplies if needed.
- Voter may have spoiled, lost or never even received their Early Ballot – still must vote Provisional!
- Voted Early Ballots can be dropped off at any polling place

PROVISIONAL BALLOT PROCESS

Name Change...

- Data entry error
- Indicate new and former name on Provisional Ballot form
- Provisional Ballot form will update their Voter Registration Record

PROVISIONAL BALLOT PROCESS

Provisional Ballot Procedures...

- Ask for Identification in the same manner as the Signature Roster *Do not keep personal identification*
- Verify address on map
- Voter or Election official can complete Provisional Ballot form
- Voter and Election official BOTH need to sign Provisional Ballot form

PROVISIONAL BALLOT PROCESS

Polling Place Procedures Cont'...

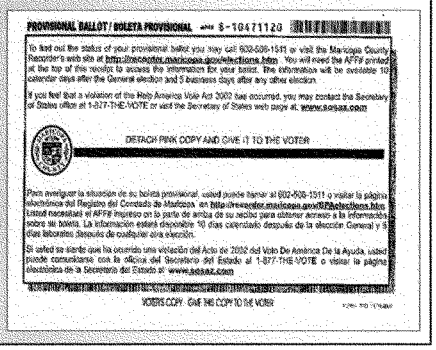
- Attach Provisional Ballot form to the envelope and issue ballot
- Write voter's name and have voter sign in the Provisional Roster book
- Voted ballot is placed inside Provisional Ballot envelope and deposited in ballot box

10/1/2007

PROVISIONAL BALLOT PROCESS

Provisional Ballot Form...

- The top copy is given to the voter to check their ballot status.



PROVISIONAL BALLOT / BOLETA PROVISIONAL 8-10471120

To find out the status of your provisional ballot you may call 602-506-1511 or visit the Maricopa County Recorder's web site at http://recorder.maricopa.gov/elections.htm. You will need the AFFIX printed at the top of this receipt to access the information for your ballot. The information will be available 10 calendar days after the General election and 5 business days after any other election.

If you feel that a violation of the Help America Vote Act 2002 has occurred, you may contact the Secretary of States office at 1-877-THE-VOTE or visit the Secretary of States web page at: www.sosaz.com

DETACH PINK COPY AND GIVE IT TO THE VOTER

Para averiguar la situación de su boleta provisional, usted puede llamar al 602-506-1511 o visitar la página electrónica del Registro del Condado de Maricopa en http://recorder.maricopa.gov/elections.htm. Usted necesitará el AFFIX impreso en la parte de arriba de su recibo para obtener acceso a la información sobre su boleta. La información estará disponible 10 días calendario después de la elección General y 5 días laborales después de cualquier otra elección.

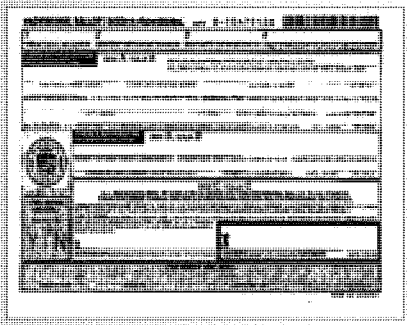
Si usted se siente que ha ocurrido una violación del Acto de 2002 del Voto De América De la Ayuda, usted puede comunicarse con la oficina del Secretario del Estado al 1-877-THE-VOTE o visitar la página electrónica de la Secretaria del Estado al www.sosaz.com

VOTERS COPY - GIVE THIS COPY TO THE VOTER

PROVISIONAL BALLOT PROCESS

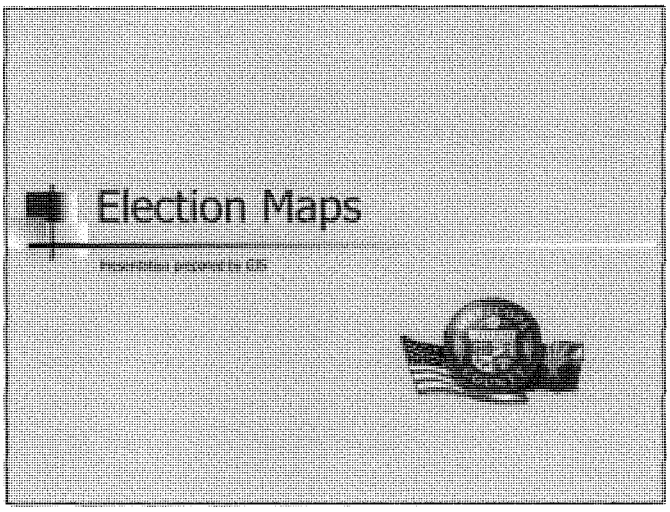
Provisional Ballot Form...

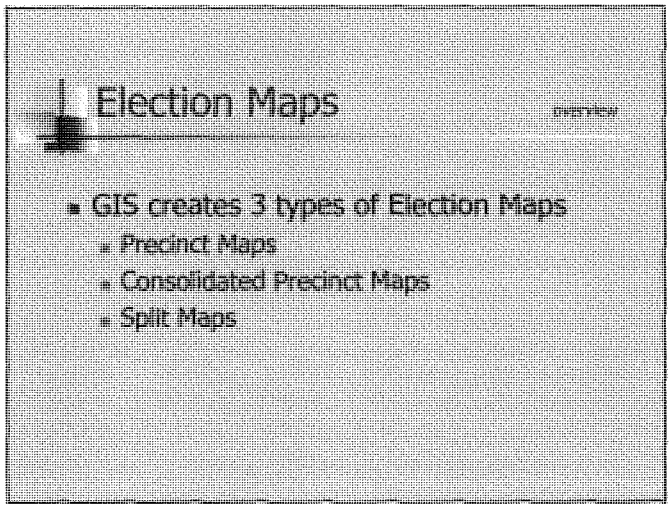
- All remaining copies remain with envelope



- The End

10/1/2007

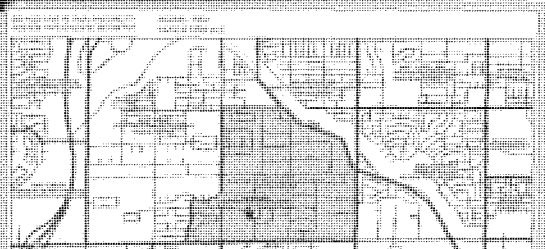

Election Maps
Presentation prepared by GIS


Election Maps
Overview
GIS creates 3 types of Election Maps
Precinct Maps
Consolidated Precinct Maps
Split Maps

Precinct Maps

- These maps are for elections that utilize all precincts.
- A map is created for each polling place.
- These maps show the present precinct and polling place, as well as portions of the surrounding precincts and polling places.

Precinct Maps



Consolidated Precinct Maps

overview

- These maps are created for consolidated precinct elections.
  Example: local elections
- A map is created for each election.
  Example: City of Glendale

Consolidated Precinct Maps

sample map

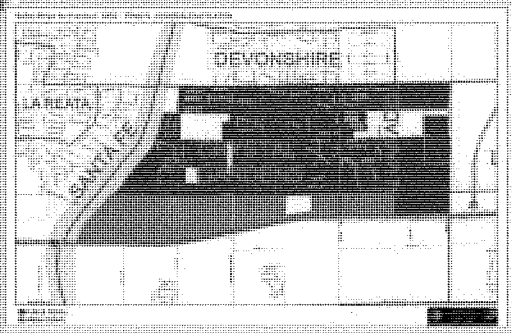
Split Maps

overview

- These maps are sometimes referred to as "ballot stripe" maps.
- Supplied only to polling places in which splits are involved.
- Show areas where boundaries overlap.
  Example: Uniform School District and City of Avondale
- Used to determine ballot

Split Maps

sample map



Online District Locator

overview

- Web-based application designed to assist voters determine their districts
- Easy to use
- Must have valid address
- Input address - Receive districts

Online District Locator

location

- Accessing the District Locator

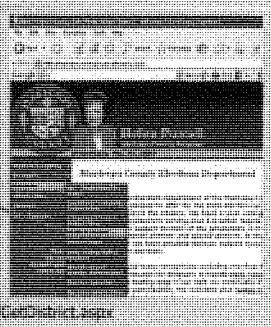
From Elections Homepage

http://recorder.maricopa.gov/elections.aspx

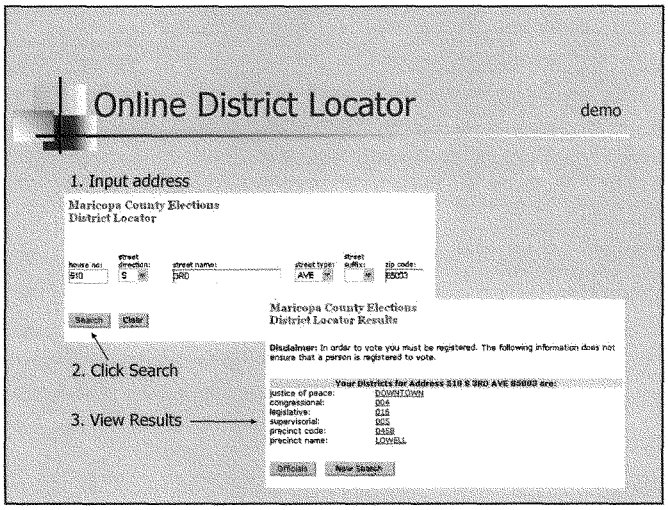
OR

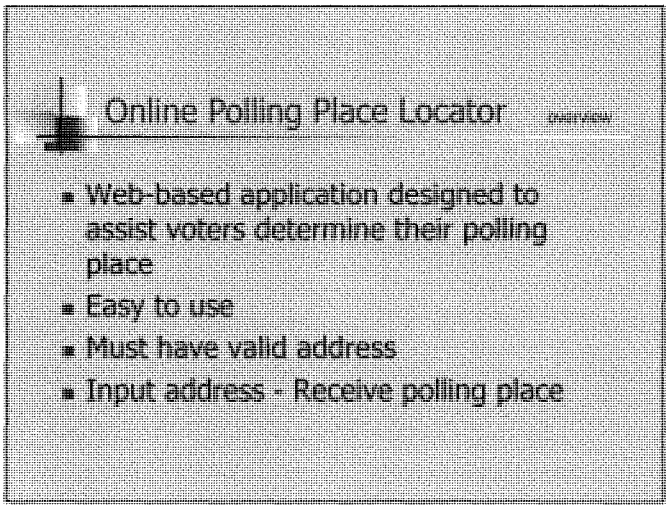
Directly from URL

http://recorder.maricopa.gov/pollingplace05/GetDistrict.aspx

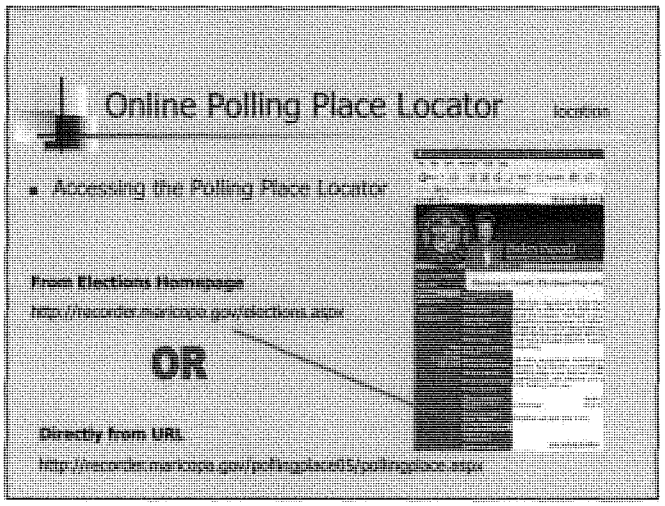


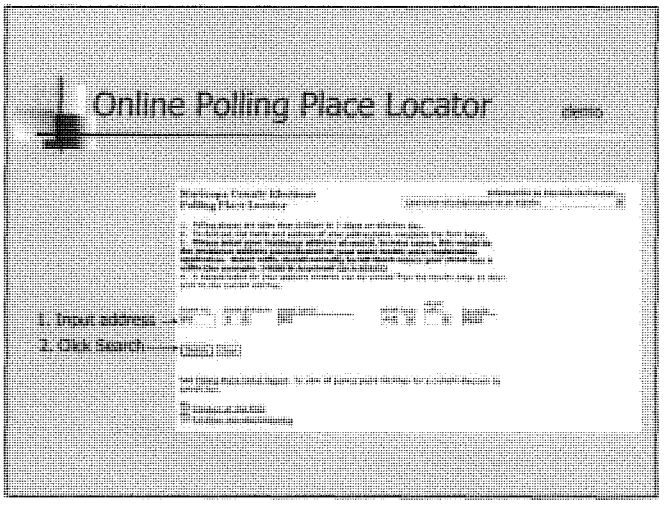
10/1/2007


Online District Locator
demo
1. Input address
Maricopa County Elections
District Locator
2. Click Search
3. View Results
Maricopa County Elections
District Locator Results


Online Polling Place Locator
OVERVIEW
Web-based application designed to assist voters determine their polling place
Easy to use
Must have valid address
Input address - Receive polling place

10/1/2007


Online Polling Place Locator
Accessing the Polling Place Locator
From Elections Homepage
OR
Directly from URL

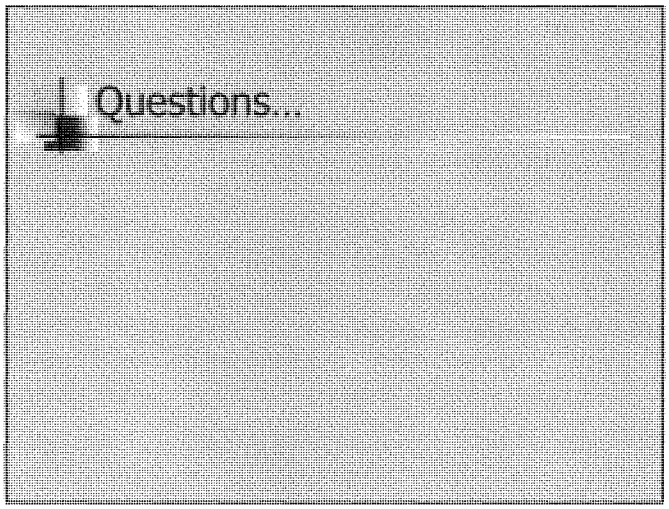

Online Polling Place Locator
1. Input address
2. Click Search

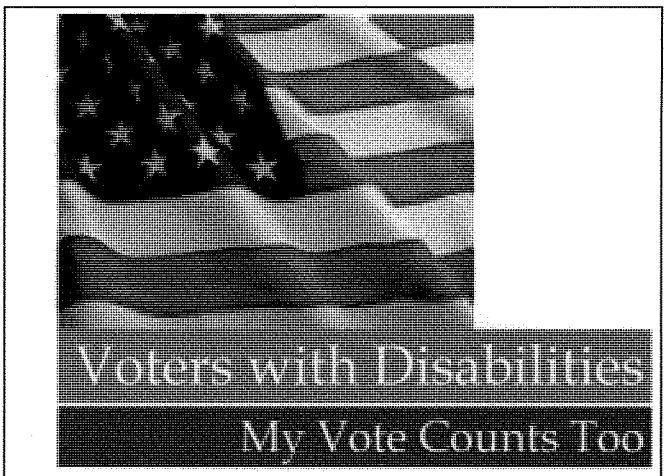
Streets and Boundaries Map Data

- The Elections Department acquires streets and city boundary data from jurisdictions (cities, county, etc.).
- The Election Maps reflect what we receive.
- Our streets and boundaries are as accurate and up to date as the data we receive.

Summary

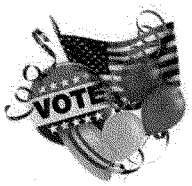
- Precinct Maps (General Elections)
- Consolidated Precinct Maps (Consolidated Elections)
- Split Maps (Table of Cities)
- Online District Locator
  (http://recorder.maricopa.gov/pollingplaces/PollingPlaceGetDistrict.aspx)


Questions...



"If democracy is worth fighting for, then its true value should be measured at the ballot box."

Helen Purcell,
Maricopa County Recorder



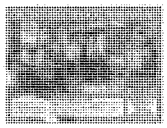
Mission Statement

Maricopa County Elections Department's Assistance Program strives to ensure equal access to the electoral process for all its citizens and to provide the assistance some voters may require based on physical or mental abilities, mobility concerns, or language skill sets.

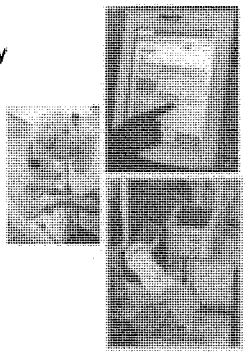
1990 American Disabilities Act (ADA)

- Requires public entities to provide program access, reasonable modification of policy, and auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of service, program or activity conducted by a public entity

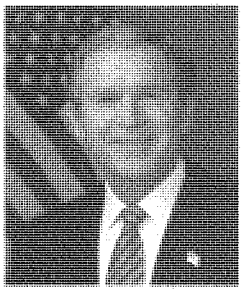
2002 Help America Vote Act (HAVA):



- New federal legislation enabling greater opportunity for access and participation in the election process, including provisions regarding accessible voting technologies in polling places by 2006.
- Established the universal practice of a Provisional Ballot option across the country.

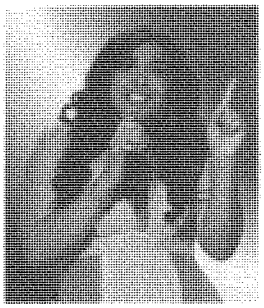


George W. Bush
43th President



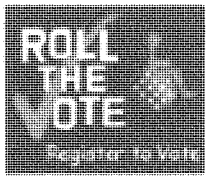
62 million votes

Jordin Sparks
2007 American Idol



75 million votes

Voter Demographics



Senior Citizens represent 13.5% of Americans
Voting Rate: 80%

Labor Unions represent 8% of Americans
Voting Rate: 90%

People with disabilities represent 20% of Americans
Voting Rate: 35%

Misperceptions

Discomfort or pity because of a perceived poor quality of life.

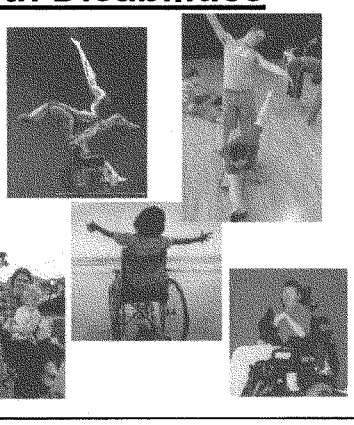
People with disabilities do not want pity, nor do they want to be glorified for "courageously" coping with everyday life.

People with disabilities experience a positive quality of life to the same degree as other people. People with disabilities want to be treated with respect and as equals with their non-disabled peers.

"You don't have to make it EASY for me, you just have to make it possible!"

People With Disabilities

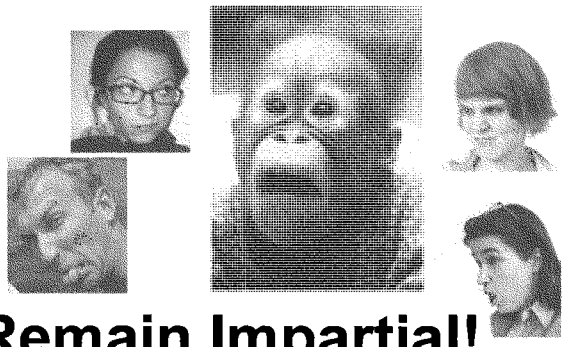
- Attend school
- Work
- Drive
- Raise families
- Enjoy life



Guidelines For Assistance

- Treat adults as adults.
- Address people who have disabilities by their first names only when extending the same familiarity to all others.
- If you offer assistance, wait until the offer is accepted. Then listen to or ask for instructions.
- Don't be afraid to ask questions when you are unsure of what to do.
- Relax. Don't be embarrassed if you happen to use common expressions such as "See you later" that seem to relate to a person's disability.
- Be patient. Take as much time as is necessary.
- Treat all voters with dignity, respect and courtesy.

When Assisting Voters



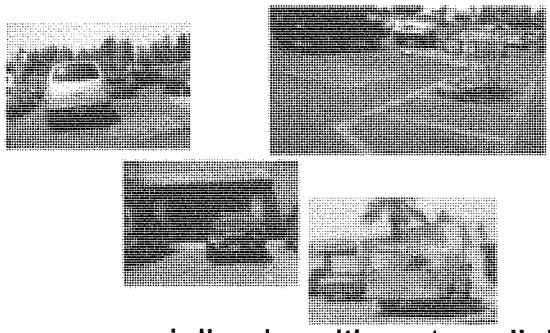
Remain Impartial!

Parking

Need to ensure that parking meets the needs of those voters with mobility concerns:

- Are the spaces designated?
- Is the path into the polling place clearly marked with signage?
- Is the same entrance used or is there another with a ramp?

If you use it,
you know how precious it is…

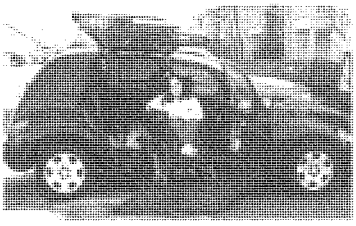


… especially when it's not available

Parking

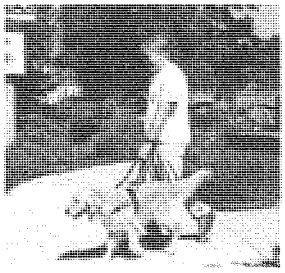
- If you use accessible parking
  - Try to keep the spaces free for voters
  - Brainstorm at set-up meeting to free up spaces during the hours the polls are open

"My voting experience can end in the parking lot if I can't get out of my vehicle."



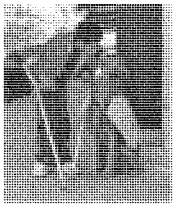
Service Animals

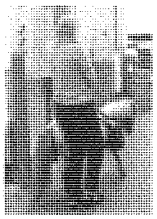
- Most commonly Guide Dogs to assist those with visual impairments



Service Animals

- Many people with disabilities (physical & psychiatric) use service animals
- Dogs, cats, monkeys, pigs and horses are all used depending on circumstances





Service Animals

- Do not interact with the service animal
  - Do not call it,
  - Do not try feed it,
  - Do not try to pet it
- Many service animals wear a special vest or scarf but it is NOT required.
- Pet vs. Service Animal; You may ask:
  - Are you disabled?
  - Is this a service animal?

Don

- BA, CIS
- Author
- Fisherman
- Beer Connoisseur
- Early Intervention Coordinator

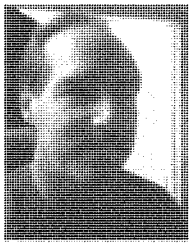
- Quadriplegic
- Uses Power Wheel chair
  - less agile than a manual chair; cannot climb uneven surfaces
- Limited use of hands
  - Can sign by mark or designate a signer

Mobility

- Pay attention to clutter or barriers that impede access.
- Ask the voter if they need your assistance in entering or exiting the polling place, do not assume that they want you to push them.
- Do not lean on a wheelchair or other assistive device.
- Do not patronize people who use wheelchairs by patting them on the head or shoulder.
- Offer assistance if the individual appears to be having difficulty opening a door.

David

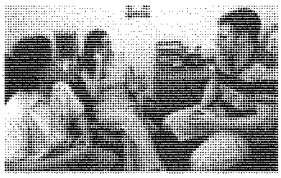
- Business Owner
- World-class athlete
- Expert on Water Damaged Structures
- Testing for 6th Degree Black Belt
- Navigation through crowds is challenging



Visual

- Identify yourself to the voter.
- Offer your arm rather than taking the blind or visually impaired voter's arm.
- Allow voters to have assistance of their choice in the polling place, this includes the use of an assistive device.
- Offer the Signature Guide at the Signature Roster to aid the voter in signing their name.
- Be descriptive when giving directions; verbally give the person the information that is visually obvious to those who can see. Often oriented to the clock. Example: "the early ballot box is 3 feet ahead of you sitting on a low table waist-high at 11:00 ".
- If you are offering the voter a seat, gently place the individual's hand on the back or arm of the chair so that they can locate the seat.
- Notify the voter if you are leaving them alone.

Marc (with interpreter)



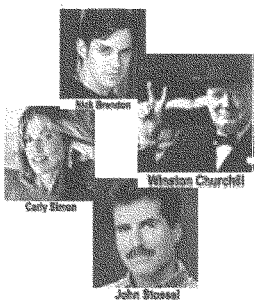
- BA Computer Science
- Skydiver
- World traveler
- Civilian contractor for US Army in Italy
- Hearing impaired
- How do you get his attention?

Hearing

- Rephrase don't repeat your statements.
- Have a pad of paper and pen handy for communicating.
- Speak directly to the voter (not their companion), speak clearly and use short, simple sentences. There is no need to speak loudly, shout or over-annunciate.
- Keep your hands and other objects away from your mouth and do not chew gum. This will help if the voter is reading your lips.

What do these people share?

- Each of them stutters
- Stuttering is not the only speech disorder
  - Cleft Palette
  - Stroke
  - Neurological disorders



Speech

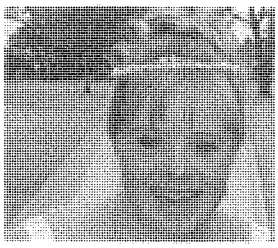
- If you do not understand something that the voter has said, do not pretend that you did. Ask them to repeat what he or she said and then repeat it back to the voter to be sure you understood correctly.
- Try to ask questions that require a short answer or nod of the head.
- Do not speak for the voter or attempt to finish the voter's sentences.

Do not confuse an inability to easily communicate with a lack of intellect

Stephen W. Hawking
- Astrophysicist
- Author
- "smartest guy since Einstein"

- Aphasia due to ALS
- "drooling" and swallowing challenges

Carrie



- Wife
- AS Education
- Teaching Assistant
- Black Belt TKD
- Animal Rescue Volunteer

- Emancipated adult
- Runs her own household

Cognitive

- Be patient, flexible, and supportive. Take time to understand the voter and make sure the voter understands you.
- Try to limit distractions and keep things simple—take one task at a time.
- Offer assistance completing forms or understanding written instructions and provide extra time for decision-making. Wait for the individual to accept the offer of assistance; do not "over-assist" or be patronizing.
- Be sure signage is posted designating where to start and how to mark the ballot.

Not All Disabilities Are Easy To Spot

- Chronic Fatigue
- Chronic Pain
- Tremors/Dizziness
- Relapsing/Remitting Disorders

MS
Diabetes
Brain Injury

Fibromyalgia
Cancer
Arthritis
Others

Medication-related side effects

Just as debilitating but often not recognized by the public

Leanne

- Occupational Therapist
- Visual Rehabilitation Therapist
- Avid Camper
- Loves to Swim
- Creative, Independent

April

- Social Worker (MSW)
- Artist
- Ongoing Student
- Sister, Daughter, Aunt, Best Friend

Use Dial-A-Ride for transportation. Advanced planning is a must.

These people cannot come back in 2 hours when you're ready for them.

In the End

It's all about good customer service

- Be patient
- Make eye contact
- Allow the voter to tell you what they need
- Make reasonable accommodations

Ensures a positive voting experience for everyone!

CURBSIDE VOTER SIGNATURE AFFIDAVIT

DECLARACIÓN JURADA DE VOTANTE AL LADO DE LA ACERA.

1) _____ 2) _____ 3) _____ 4) _____

_____ _____ _____

FIRST NAME / PRIMER NOMBRE MIDDLE NAME / SEGUNDO NOMBRE LAST NAME / APELLIDO NOMBRE

_____

CURRENT RESIDENCE ADDRESS / DIRECCIÓN ACTUAL

_____ _____

CITY / CIUDAD ZIP / ZIPCODE

I DO HEREBY SWEAR OR AFFIRM THAT I AM THE PERSON LISTED ABOVE AND THAT I RESIDE AT THE ADDRESS LISTED ABOVE. / POR LA PRESENTE JURO O AFIRMO QUE SOY LA PERSONA QUE SE NOMBRA ARRIBA Y QUE RESIDO EN LA DIRECCIÓN ESCRITA ARRIBA

X_____

VOTER'S SIGNATURE / FIRMA DEL VOTANTE

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____
SUSCRITO Y JURADO DELANTE DE MI EL (FECHA)

X_____

ELECTION OFFICIAL'S SIGNATURE / FIRMA DEL OFICIAL DE LA ELECCIÓN

X_____

ELECTION OFFICIAL'S SIGNATURE / FIRMA DEL OFICIAL DE LA ELECCIÓN

CURBSIDE VOTING PROCEDURE

The Americans with Disabilities Act of 1990 establishes guidelines for the accessibility of facilities to the disabled community. Where accessibility is not achievable, the Secretary of State has established an alternate voting procedure. **For precincts determined to be inaccessible**, a sign notifying any disabled voters of the alternative method for voting is included in the precinct supplies. Post the sign near the disabled parking signs in the parking lot.

1. The disabled voter should relay a message through a companion, or other nearby person, to the election board that he/she wishes to vote.

2. The Marshal goes out to the disabled voter with a **Disabled Voter Signature Affidavit** found in the precinct supplies and assists the voter as needed in filling out the form. (Ask the voter how they would like you to assist them!) The Marshal also needs to ask for the required Proof of Identification as listed on Page 22 and ensure that the name and address on the Affidavit matches the identification presented.

3. If the voter has the required identification, the Marshal returns to the polling place and gives the Disabled Voter Affidavit to the Board Worker at the Signature Roster, who verifies the voter's registration on the Signature Roster. If the address matches, enter "DISABLED VOTER" in the signature block next to the voter's name. The clerk enters the voter's name into the Poll List. However, if the address on the Disabled Voter Affidavit is different from the address in the Signature Roster, the voter must vote a Provisional Ballot. See #4 below.

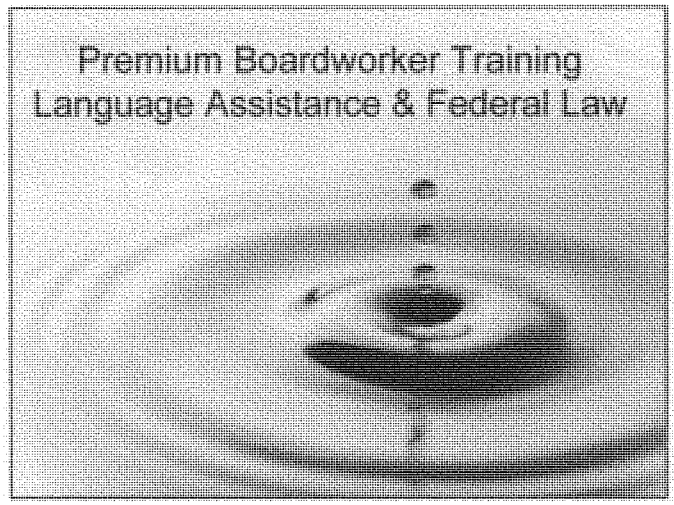
4. If the voter does not have the necessary identification, the voter is required to vote a Provisional Ballot. The Marshal returns to the polling place and proceeds to the Provisional Ballot table and gives the Disabled Voter Affidavit to the Board Worker at the Provisional Ballot table, who will fill out a Provisional Ballot form using the proper procedure and enter "DISABLED VOTER" in the signature block next to the voter's name in the PINK Provisional Signature Roster. The Board Worker then gives the Affidavit to the Board Worker with the Signature Roster who puts the Affidavit in the front pocket with the payroll voucher.

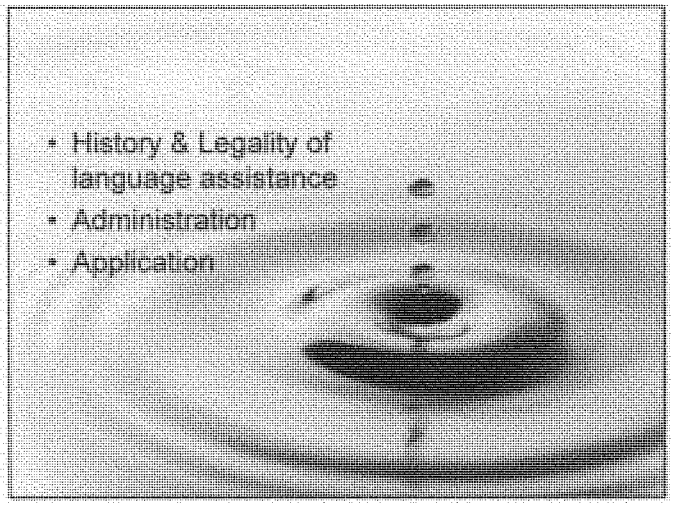
5. Using the voter's register number, the Board Worker determines the correct ballot. If the voter is required to vote a Provisional Ballot and their name is not found in a Precinct Register, it may be necessary for the Marshal to return to the voter with the precinct map to determine exactly where the voter lives and which is the appropriate ballot.

6. The Inspector directs **2** Board Workers, of opposite political party affiliation, to proceed to the voter's vehicle with BOTH PAGES of an official ballot, special black ballot marking pen and **secrecy folder**. The voter signs the affidavit, votes the ballot and places it in the secrecy folder. If the voter is voting a Provisional Ballot, the ballot is placed into the Provisional Ballot envelope.

7. The 2 Board Workers return to the voting area and, if voting using the standard method, present BOTH PAGES of the ballot to the Board Worker at the Insight. The Board Worker removes the ballot from the secrecy folder and puts the ballot in the Insight. If the voter voted a Provisional Ballot, the envelope containing the Provisional Ballot is placed in the RED extra ballot box.

10/1/2007


Premium Boardworker Training
Language Assistance & Federal Law

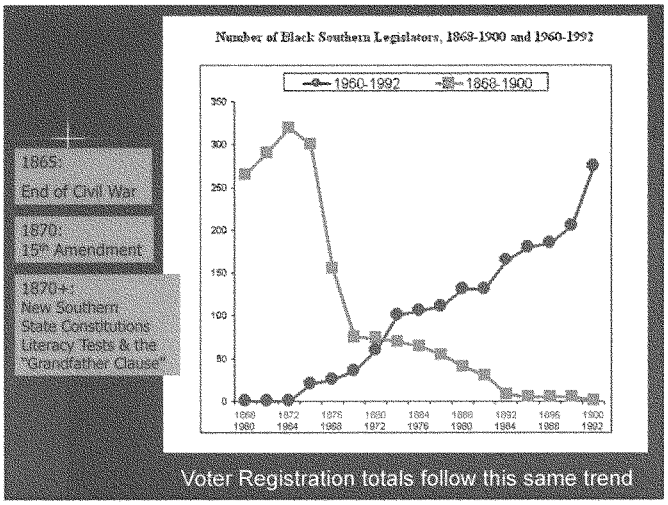

• History & Legality of language assistance
• Administration
• Application

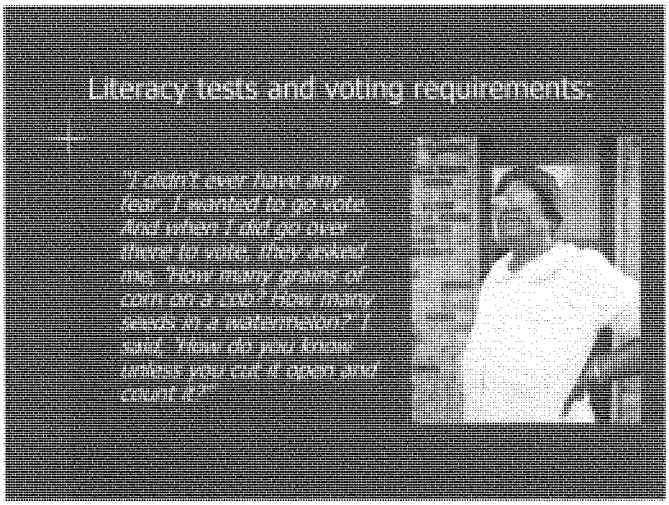
Mission Statement

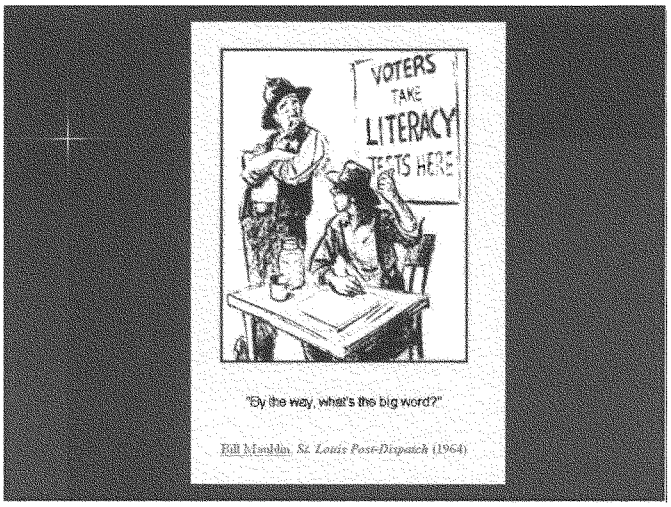
Maricopa County Elections Department's Assistance Program strives to ensure equal access to the electoral process for all its citizens and to provide the assistance some voters may require based on physical or mental abilities, mobility concerns, or language skill sets.

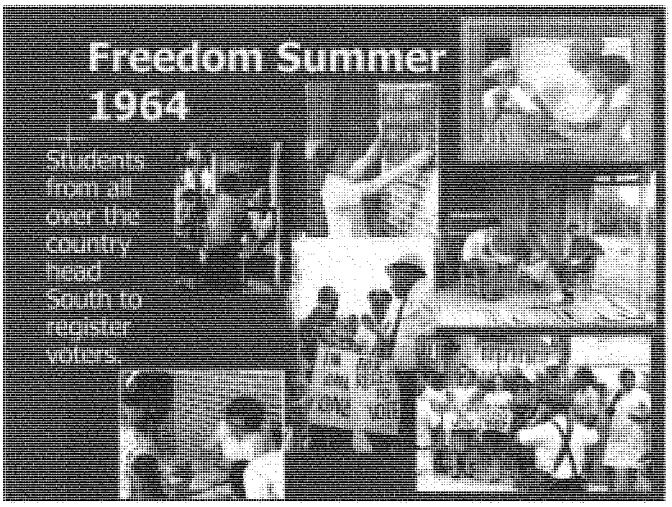
HISTORICAL & LEGAL BACKGROUND
Civil Rights in the 1960's

10/1/2007

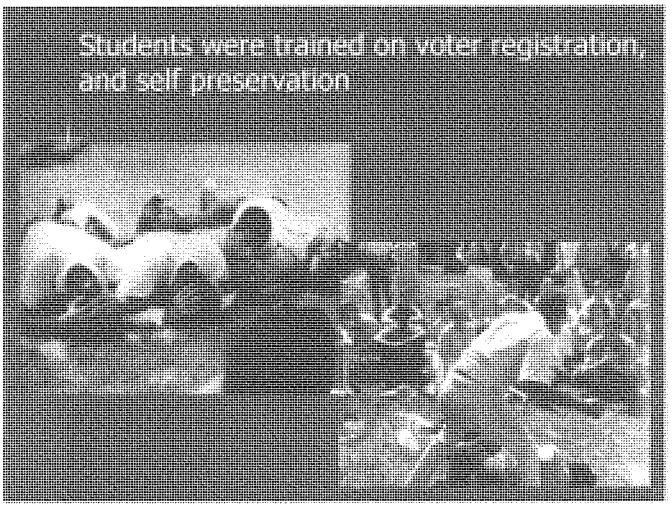

Number of Black Southern Legislators, 1868-1900 and 1960-1992
1960-1992
1868-1900
350
300
250
200
150
100
50
0
1868 1872 1876 1880 1884 1888 1892 1896 1900
1960 1964 1968 1972 1976 1980 1984 1988 1992
1865:
End of Civil War
1870:
15th Amendment
1870+:
New Southern
State Constitutions
Literacy Tests & the
"Grandfather Clause"
Voter Registration totals follow this same trend

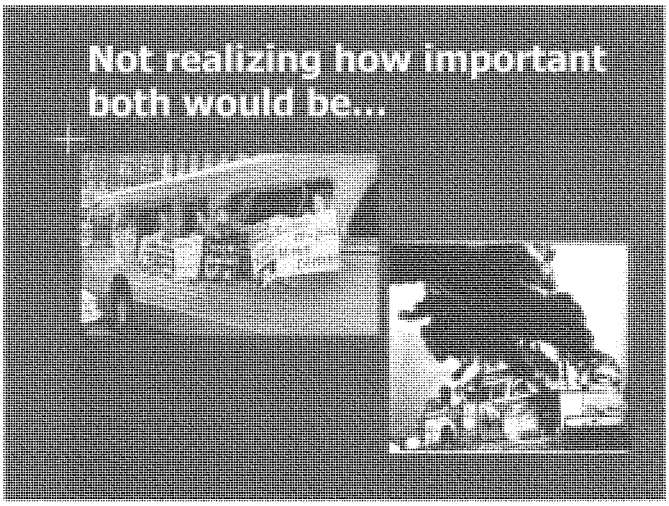

Literacy tests and voting requirements:
"I didn't ever have my fear. I wanted to go vote. And when I did go over there to vote, they asked me, 'How many grains of corn on a cob? How many seeds in a watermelon?' I said, 'How do you know unless you cut it open and count it?'"


VOTERS
TAKE
LITERACY
TESTS HERE
"By the way, what's the big word?"
Bill Mauldin, St. Louis Post-Dispatch (1964)

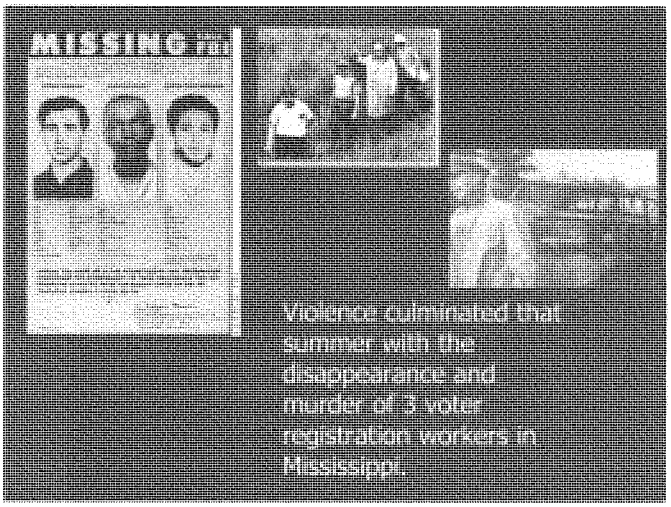

Freedom Summer
1964
Students from all over the country head South to register voters.

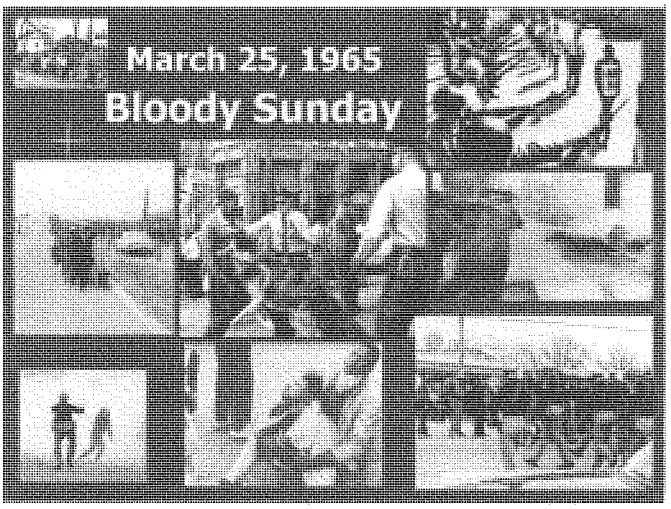
10/1/2007

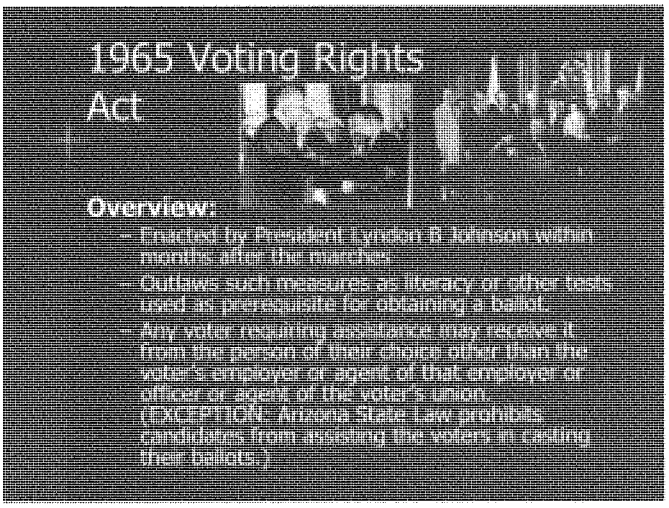

Students were trained on voter registration,
and self preservation

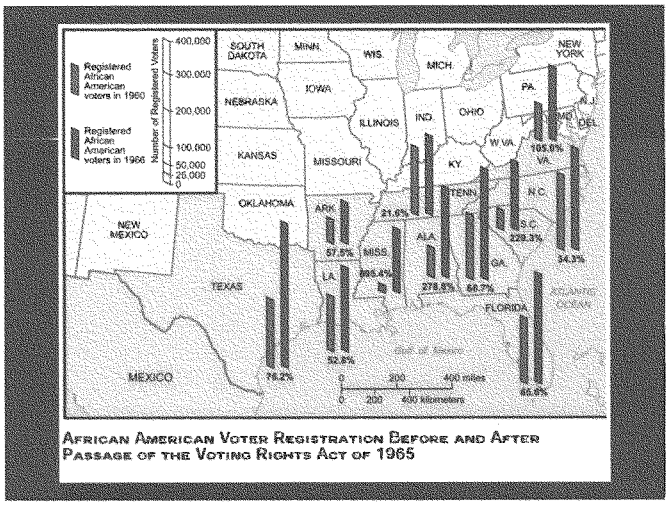

Not realizing how important
both would be...

10/1/2007

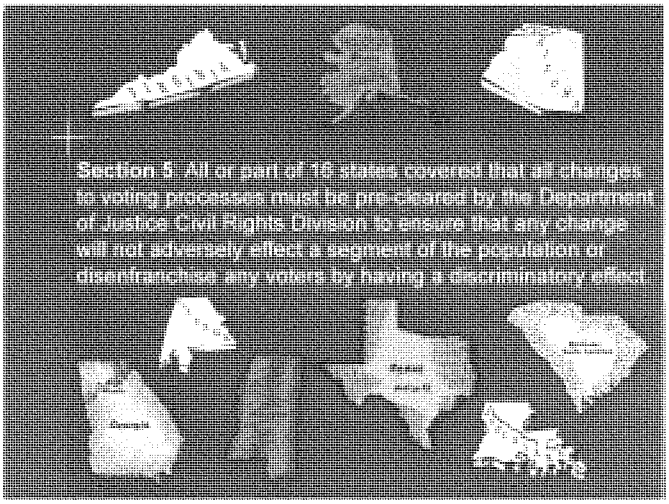

MISSING
Violence culminated that summer with the disappearance and murder of 3 voter registration workers in Mississippi.

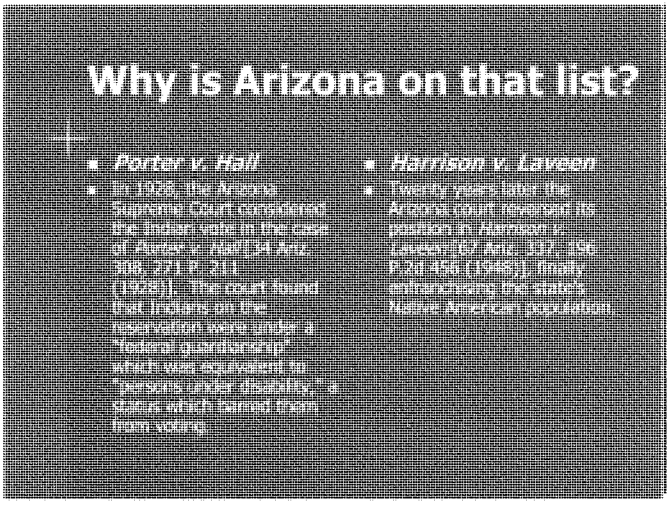

March 25, 1965
Bloody Sunday





African American Voter Registration Before and After Passage of the Voting Rights Act of 1965

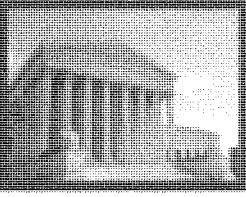

Section 5: All or part of 16 states covered that all changes to voting processes must be pre-cleared by the Department of Justice Civil Rights Division to ensure that any change will not adversely affect a segment of the population or disenfranchise any voters by having a discriminatory effect.


Why is Arizona on that list?
Porter v. Hall
In 1968, the Arizona Supreme Court considered the issue set in the case of Porter v. Hall (9 Ariz. 398, 271 P. 211 (1928)). The court found that Indians on the reservation were under a "federal guardianship" which was equivalent to "persons under disability," a status which barred them from voting.
Harrison v. Laveen
Today, we know that the Arizona court reversed its position in Harrison v. Laveen (67 Ariz. 337, 196 P.2d 456 (1948)) finally enfranchising the entire Native American population.

Why is Arizona on that list?

- "The State of Arizona challenges the power of Congress to impose a nationwide ban, until August 6, 1975, on the use of literacy and certain other tests to limit the franchise in any election."

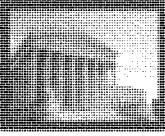
Supreme Court Case
Oregon v Mitchell

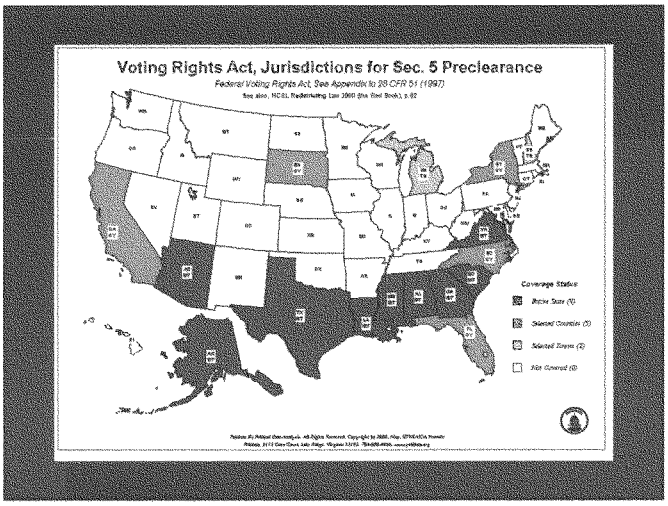


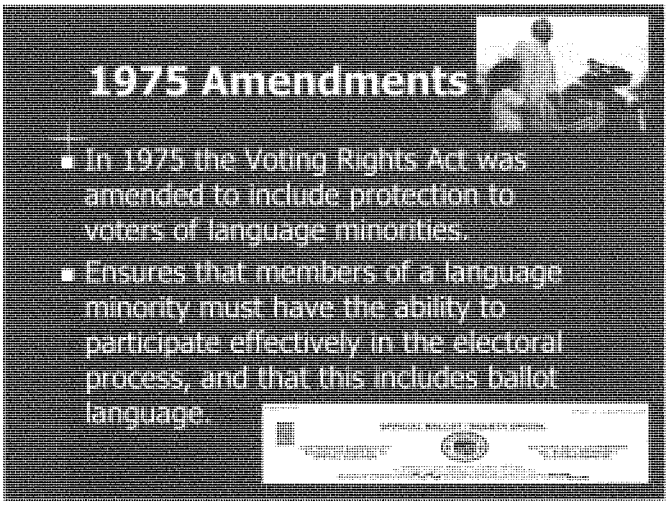
Why is Arizona on that list?

- "United States seeks a declaration of the validity of the Act [VRA] and an injunction requiring Arizona ...suspend until August 6, 1975, the Arizona literacy test, which requires that applicants for registration be able to read the United States Constitution in English and write their names."

Supreme Court Decision
Oregon v Mitchell




Voting Rights Act, Jurisdictions for Sec. 5 Preclearance
Federal Voting Rights Act, See Appendix to 28 CFR 51 (1997)
Coverage Status:
Entire State (9)
Selected Counties (5)
Selected Towns (2)
Not Covered (0)


1975 Amendments
In 1975 the Voting Rights Act was amended to include protection to voters of language minorities.
Ensures that members of a language minority must have the ability to participate effectively in the electoral process, and that this includes ballot language.

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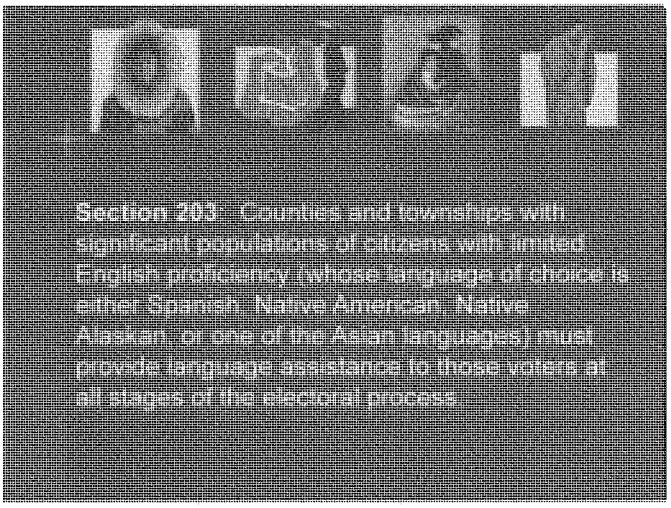
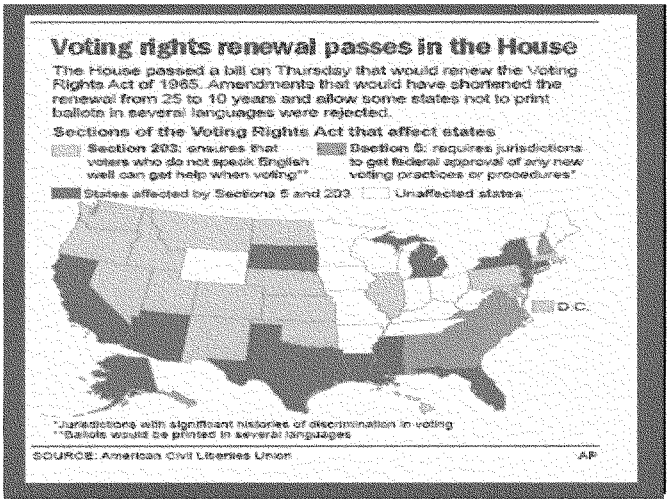
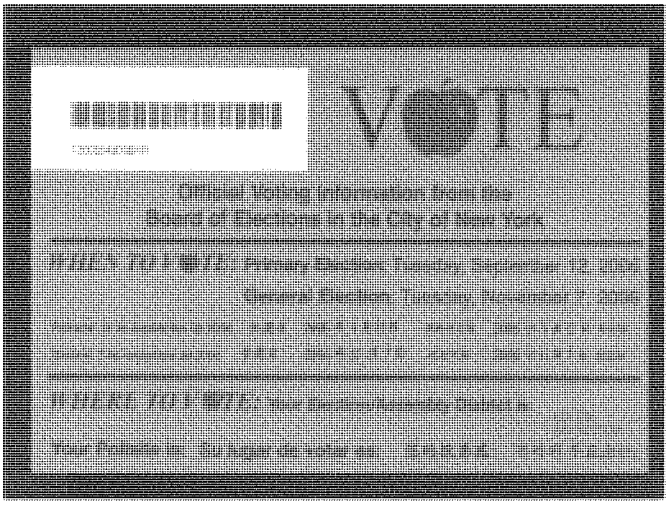

Section 203: Counties and townships with significant populations of citizens with limited English proficiency (whose language of choice is either Spanish, Native American, Native Alaskan, or one of the Asian languages) must provide language assistance to those voters at all stages of the electoral process.


Voting rights renewal passes in the House
The House passed a bill on Thursday that would renew the Voting Rights Act of 1965. Amendments that would have shortened the renewal from 25 to 10 years and allow some states not to print ballots in several languages were rejected.
Sections of the Voting Rights Act that affect states
Section 203: ensures that voters who do not speak English well can get help when voting**
Section 5: requires jurisdictions to get federal approval of any new voting practices or procedures*
States affected by Sections 5 and 203
Unaffected states
D.C.
*Jurisdictions with significant histories of discrimination in voting
**Ballots would be printed in several languages
SOURCE: American Civil Liberties Union
AP


VOTE
Official Voting Information Poster
Board of Elections in the City of New York

Ballot Marking Device
Mecanismo de Marcar Papeletas
投票機
투표 기표기
To accordance with the Help America Vote Act (HAVA) and a federal court order, there will be an additional way to cast a ballot in the 2006 Primary and General Elections. Voters will have the following options:
1. Vote at your regular polling.
2. If you currently vote by absentee ballot, you may continue to do so.
3. If you want to vote by absentee ballot, you must apply by September 5, 2006.
4. Use accessible BMDs at your borough office located at:
200 VARICK STREET, 10TH FLOOR
NEW YORK, NY 10014
(212) 886-2100
En acuerdo con la Ley Ayude a América a Votar (HAVA) y una orden de la corte federal, habrán maneras adicionales de emitir su voto en las elecciones primarias y general del 2006. Los votantes tendrán las siguientes opciones:
1. Votar en el sitio de votación regular.
2. Si actualmente vota por papeleta de voto en ausencia, puede continuar haciéndolo.
3. Si desea votar por papeleta de voto en ausencia, tiene que solicitar antes del 5 de septiembre de 2006.
4. Use BMD's accesible en la oficina de su condado localizada en:
200 VARICK STREET, 10TH FLOOR
NEW YORK, NY 10014
(212) 886-2100
200 VARICK STREET, 10TH FLOOR
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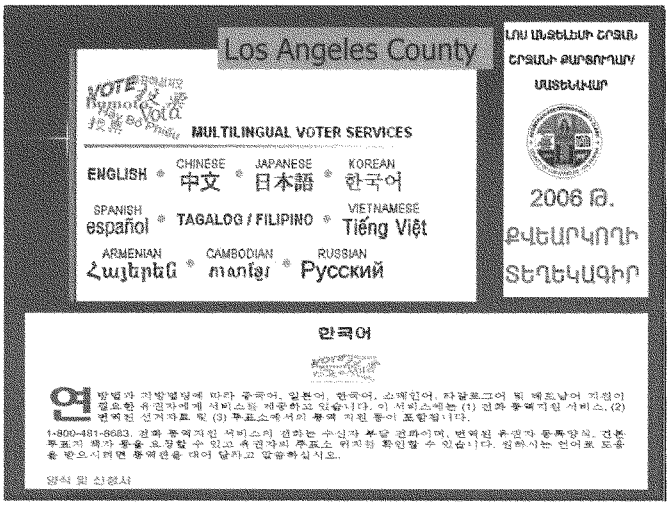
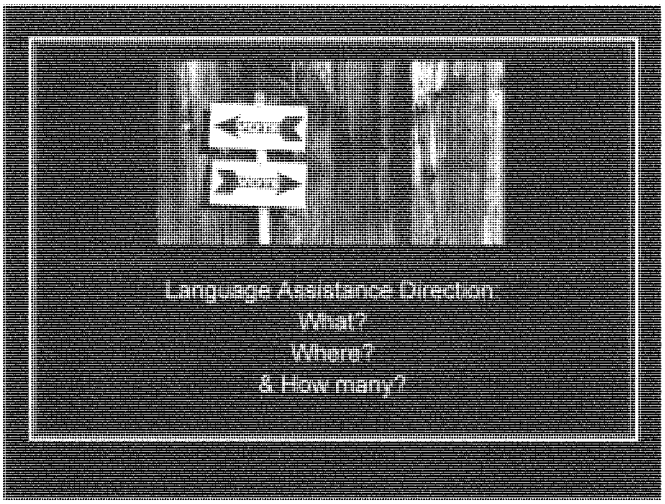
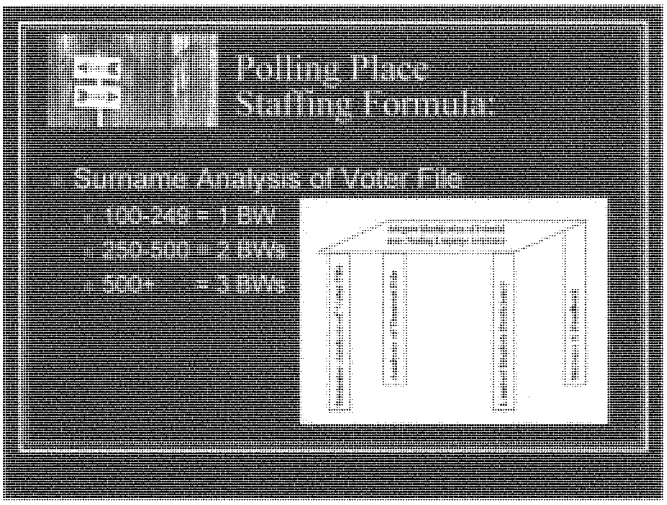

Los Angeles County
MULTILINGUAL VOTER SERVICES
ENGLISH
CHINESE 中文
JAPANESE 日本語
KOREAN 한국어
SPANISH español
TAGALOG / FILIPINO
VIETNAMESE Tiếng Việt
ARMENIAN Հայերեն
CAMBODIAN ภาษาไทย
RUSSIAN Русский
2006 թ.
ՔՎԵԱՐԿՈՂԻ
ՏԵՂԵԿԱԳԻՐ
한국어


Language Assistance Direction:
What?
Where?
& How many?

Where do we need to provide assistance/translation?
Front Counter Service
Phones/Call Center
Official Public Meetings
Early Voting Sites
Polling Places on Election Day
All print material relating to elections that is provided in English must be provided in either print &/or audio of unwritten covered language(s).


Polling Place Staffing Formula:
Surname Analysis of Voter File
100-249 = 1 BW
250-500 = 2 BWs
500+ = 3 BWs

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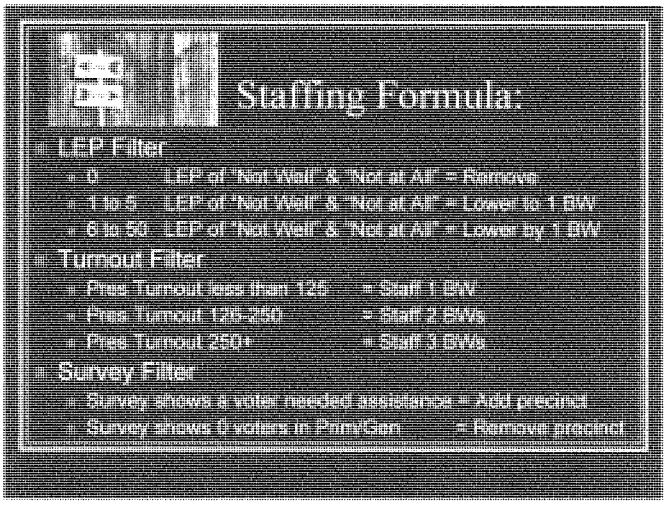
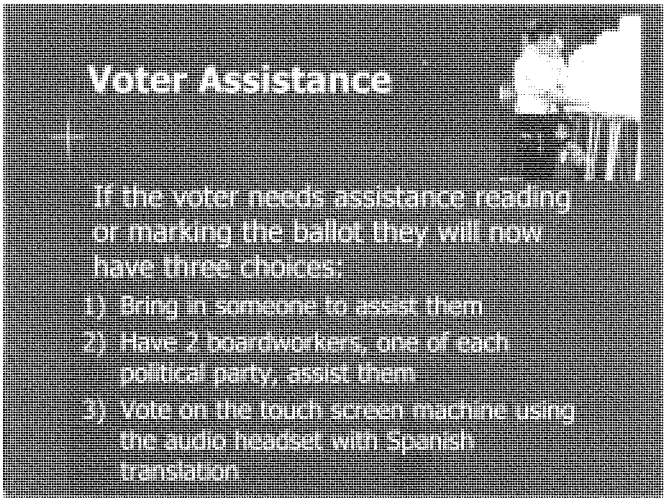

Staffing Formula:
LEP Filter
0 LEP of 'Not Well' & 'Not at All' = Remove
1 to 5 LEP of 'Not Well' & 'Not at All' = Lower to 1 BW
6 to 50 LEP of 'Not Well' & 'Not at All' = Lower by 1 BW
Turnout Filter
Prec Turnout less than 125 = Staff 1 BW
Prec Turnout 126-250 = Staff 2 BWs
Prec Turnout 250+ = Staff 3 BWs
Survey Filter
Survey shows a voter needed assistance = Add precinct
Survey shows 0 voters in Prim/Gen = Remove precinct


Voter Assistance
If the voter needs assistance reading or marking the ballot they will now have three choices:
1) Bring in someone to assist them
2) Have 2 boarworkers, one of each political party, assist them
3) Vote on the touch screen machine using the audio headset with Spanish translation

In the Act of Voting:

- Impartial—Boardworkers may not provide personal opinions or lead the voter. They must simply present the materials.
- Must have 2 Boardworkers of opposite political party affiliation (a Democrat & a Republican) assist the voter if the assistance includes reading the ballot to the voter, translating the ballot to the voter, or physically marking the ballot for the voter.

Reading/Marking the ballot

- Explain the process
  - What election it is
    - "This is the Primary Election to select candidates for the General Election in November."
    - "This is a school district bond election."
  - Ballot overview
    - "There are 4 offices and 2 questions"
    - "The ballot is about 2 pages long"

Reading/Marking the ballot

- Procedures:
  - "There are two of us here to help you; one of us will read the ballot and the other will mark your selections."
  - "We will read all of the candidate's names, let us know who you want to vote for."
  - "You may change your mind before the ballot is cast."
  - "We will read back your choices when we are done to make sure we have recorded them correctly."

Reading/Marking the ballot

- Reading the ballot
  - State the office
  - Read all the information beneath the office heading
  - Vote for 2
  - Read candidate's names (parties when applicable)
- Check Voter's understanding
  - "Do you have any questions?"
  - "Are you able to hear me ok?"
  - "Am I reading too fast? Would you like me to slow down?"
- Summarize the ballot prior to casting the vote
  - "We will now read back your selections. If they are correct your ballot will be cast."

Remember

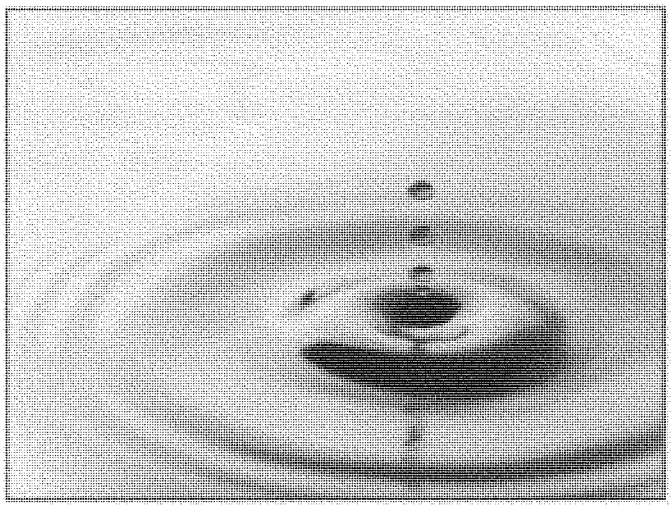
- When you are assisting a voter in marking their ballot or in reading the ballot to them try to maintain their privacy as much as possible.
- Try not to yell out their choices so that the entire polling place can hear— however, sometimes you may need to in order for the voter to hear you.

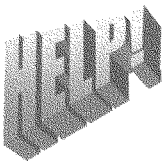
Protecting Voter's Rights:

- The voter can bring in someone of their choice to assist them—but be cognizant of the fact that some individuals will attempt to intimidate the voter into taking them into the polls with them.
- Notify the Hot Line immediately if anyone witnesses voter intimidation.

- If, at anytime, you are confronted by another voter with questions about why we are providing another language in the polling place, simply reply that "Federal law requires us to provide language assistance." & what law is that??

10/1/2007





What to Do When Things Go Wrong

Top 10 Problem Situations and the Solutions

Situation: A fire or other emergency at the polling place facility.

1. Your safety is our first concern. If needed and not already done, call 9-1-1.
2. Call the Hotline Room for assistance and to inform us that there is an emergency.
3. Only if it will not place you in danger, secure the ballots and election equipment.
4. Only if it will not place you in danger, find an alternative place outside the polling place (i.e. the parking lot) and continue voting until the emergency is resolved.

Situation: One of the board workers becomes ill or has an injury

1. If it is an emergency dial 9-1-1.
2. Contact the Hotline/Troubleshooter and inform us of the situation.
3. If an injury, fill out an incident report, provided by the trouble shooter.
4. If a board worker is ill or has an emergency and wishes to go home, please allow them to do so. Put the time they left on the payroll voucher.
5. If another board worker is needed, contact your Recruiter before hiring someone.

Situation: A board worker fails to show up on Election Day

1. Call your recruiter or the hotline to let them know
2. Write "No Show" across the board worker's name on the payroll voucher
3. If you want to hire from the line of voters or someone you know, please first ensure they are registered to vote by contacting your recruiter
4. If it is a bilingual vacancy, this board worker MUST be replaced.

Situation: Facility owner fails to show up to open facility

1. Call the contact numbers that you obtained during your Monday set-up meeting.
2. Call the Hotline right away, so we can also try to contact other individuals to unlock the facility.
3. Call the Hotline back when you are able to get into the facility.

Situation: Edge Touch screen voting unit doesn't work or has a problem

1. Refer to the last page of the Edge training manual for trouble shooting suggestions.
2. Contact your Trouble shooter or the Hotline for assistance.
3. All Edge touch screen voting units must be up and available on Election morning, so a problem is not an excuse not to assemble.

Situation: Insight voting equipment doesn't work or has a problem

1. Refer to the Insight portion of your premium training binder or the last page of the training manual for trouble shooting suggestions.
2. Call your trouble shooter or the Hotline for assistance.
3. While waiting for assistance, open Door #3 of the Insight for voters to insert their ballots. All ballots that are placed in Door #3 must remain there until the polls are closed.

Situation: Missing or have the wrong supply item or ballots

1. Check the tags on all equipment and ballots, and all supplies during the Monday set-up meeting.
2. Contact your Troubleshooter for additional supplies – they carry more with them.
3. If you cannot reach the trouble shooter, contact the Hotline, so we can notify the troubleshooter to give you any additional or missing items, or to replace any wrong ballots or equipment.

Situation: There are people inside the 75 foot zone that do not belong there

1. Have the Marshal politely let them know that they must be outside of the 75 foot limit, required by law.
2. If they do not leave or become belligerent, call your trouble shooter or the Hotline.
3. Only in the rare circumstance that you feel your safety is in danger, call 9-1-1.

Situation: There is an angry voter.

1. Stop and take a breath.
2. Actively listen to the situation and focus on the facts.
3. Make the decision to speak to them with calmly and with respect, even if you are frustrated and angry.
4. If you find out that you are incorrect admit it.
5. If the situation is still not settled, or the voter becomes disruptive, contact the Hotline or your troubleshooter.
6. Only in the rare circumstance that you feel your safety is in danger, call 9-1-1.

Situation: There is a voter that does not know where their correct polling place is.

1. Look at the Precinct map. Have the voter point to where they live.
2. Using the polling place list, tell the voter the name and exact address of their polling place, and if possible, how to get there.
3. If you cannot find the correct polling place or if the voter is not sure where they live on the maps, call the Public Information Line at (602) 506-1511.
4. If the voter insists that this is there correct polling site and wishes to vote here, have them vote a provisional ballot.

Tips for Managing Conflict, Tension and Anger

Stop, take a breath. Rather than just reacting to a situation, it is useful to step back and reassess the situation. When we deal with conflict, we often have anger, or one of the parties involved has anger. When people express anger without reassessing the situation, they almost always make things worse. So, stop, count to ten, take a deep breath, take a "time out" - anything that helps you think about what just happened rather than rushing in to make everything right.

Be slow to anger-especially over petty issues. *Anger is always more harmful than the insult that caused it.* -Chinese Proverb

Actively listen. Allow the person uninterrupted time to explain their perspective. Hear the other person out. Often this is the best mode of discovery. Think of all the times in your own life when you just wanted to be listened to. Others are like that, too. Avoid formulating a response until the other person is done speaking. Summarize what you have heard and ask if you have understood properly.

Empathize with the other person's position. Acknowledge the person's feelings. Sometime this is enough to diffuse the situation. This does not necessarily require an apology on your part, just empathy for the situation. For example, acknowledging that it is perhaps inconvenient to fill out a provisional ballot form helps the voter feel you understand their position.

Instead of telling people they are wrong, focus on the facts. Separate the people from the problem. Avoid personal attacks. Speak from your experience and avoid blame.

Look for some type of common ground as soon as possible. *A compromise is the art of dividing a cake in such a way that everyone believes he has the biggest piece.* -Ludwig Erhard

Prepare. Think about the reasons you have a problem. Think about how to clearly communicate your issues to the other people involved.

Make the decision to speak with decorum even if you are angry or frustrated. If you give yourself permission to blow up, people will not feel safe around you and may react with equal emotion. These emotions can get in the way of effective problem solving. Acknowledge both your emotions and those of others involved, but learn to see past them to find rational possibilities for solutions.

If you find that you are in the wrong, admit it. Be honest and open in your communication. *It's easier to eat crow while it is still warm.* -Dan Heist

Mend fences whenever possible. N*ever does the human soul appear so strong as when it forgoes revenge, and dares forgive an injury.* -E.H. Chapin

Use Your Resources. If you need help, contact your Trouble shooter or the Hotline.

What You Do and Say Matters!

Inviting Comments

Good morning.
Please come in.
Welcome.
May I help you?
Thanks very much.
Let's talk it over.
How can I help?
Tell me about it.
I appreciate your help.
I enjoy having you here
I understand.
I'm glad you came.
I think you can.
I like what you did.
That's even better.
How are things going?
How are you?
I'd like your opinion.
What do you think?
What can I do for you?
Of course I have the time.
That's OK.
I am impressed.
You made me feel good.
Yes.
I've always got time for you.
I think you can do it.
Let's do it together.
Thank you for voting!
I enjoyed our time together.

Disinviting Comments

You'll have to come back.
Who do you think you are?
Why didn't you stay home?
Why do you bother coming to vote?
They don't have the ability.
You can't be that dumb.
Keep out.
What Mary is trying to say is...
Use your head.
It won't work.
You can't do that.
I don't care what you do.
Not bad, for a girl.
Don't be so stupid.
You should not feel that way.
You ought to know better.
You must do as I say.
How could you?
Anybody can do that.
That is dead wrong.
I won't do it.
You goofed.
Get lost.
That's stupid.
So what?
Because I said so, that's why.
Forget it.
Sit down and shut up.
Knock it off.
What's your excuse this time?

Inviting Behaviors

Smiling
Listening carefully
Being on time
Offering someone a chair
Overlooking a faux pas
Acknowledging the importance of other people.
Showing enthusiasm
Asking other people's opinions
Making requests instead of giving orders.
Showing sineere gratitude.
Shaking hands
Opening a door for someone
Sharing an experience
Expressing regret
Accepting praise
Giving wait-time
Learning names
A relaxed posture
Picking up litter
Waiting your turn
Extending a hand
Congratulating someone
Offering your assistance
Using a napkin
Sharing lunch together
Sending a thoughtful note
Giving a thumbs-up sign

Disinviting Behaviors

Being late
Not Listening
Interrupting
Looking at your watch
Yawning in someone's face
Shaking your finger at someone
Scowling and frowning
Slamming a door
Using ridicule
Turning you back on someone
Cutting people short
Making fun of a person
Hitting someone
Being obscene
Chewing gum loudly
Breaking a promise
Using sarcasm
Mimicking
Talking with your mouth full
Playing with your nosc
Eating loudly
Showing lack of concern
Sneering
Staring at someone
Littering
Shoving ahead
Stamping your foot
Telling a lie
Insulting a person

CLOSING OF THE POLLS

The Marshal announces the closing of the polls at 1 hour, 30 minutes, 15 minutes, and 1 minute before, and at the moment of closing, which is 7:00 P.M. **All eligible voters in the line at 7:00 P.M. are allowed to vote.** Please check to ensure you are using is the correct time, so we do not close the poll early.

After the last person has voted, use these task lists and check off ✓each item as you complete it. Every teammember has a task. Please work together to get the job done quickly and accurately.

Inspector and One Judge:
The Inspector and a Judge should close the Insight and Edge and place all of the voted ballots in the proper place:

____ 1) **Open Door #3 with the little key,** remove any and all ballots and insert them into the Insight. If the ballot has an overvote, push the 3 key. If the ballot is defective, put it in the Large White Envelope marked "MISREAD BALLOTS". (Please ensure the envelope has a precinct label attached.)

____ 2) **Count the number of Misread** ballots and write that number on the front of the envelope in the space provided. Seal the White Envelope with a red and white official seal and the Inspector and 2 Judges sign across the seal onto the envelope. Place the labeled and sealed White Misread Ballot Envelope in the **Green Canvas Bag**.

____ 3) **Using the Big key,** unlock the back panel of the Insight which displays the entire keypad.

____ 4) Press the **"PRINT TOTALS"** key on the keypad. A message will print out on the tape, **"Press 0 if it is okay, Press 9 if it is not."** **Press 0 only if you have completed Step 1**. Totals Tape #1 will print.

____ 5) After Totals Tape #1 has printed, tear off the entire tape. (Monday zero tape, election morning zero tape and the entire history of Election Day should be attached.) Fold & place it in the Pink Bubble Pack bag found in your supplies.

____ 6) Press the Print Totals Key and Tape #2 will print. When it is finished, tear off the tape and place it in the Black Canvas bag.

____ 7) STOP Unplug the Insight. ***Warning:*** *If you remove the Memory pack without unplugging the Insight, the memory pack may be damaged, making the information unreadable.*

____ 8) Break the seal on the Memory Pack door and open it.

____ 9) **Lift** and move the lever to the right to remove the Memory Pack. **Lift** and push the lever back to the left to close the door.

____ 10) Place the Memory Pack in the pink bubble bag along with **Totals Tape #1.**

____ 11) **Close the Edge Machine**: (For detailed pictures, see Edge Manual)

____ a. Break the seal on the **Polls Open/Closed** switch cover by twisting it.

____ b. Place the broken seal in the Seals bag.

____ c .Lift up the cover and turn the **Polls** switch to the **Closed** position.

____ d. The **Official Results Report** will show on the LCD viewing screen. Press **Print Report**.

STOP **STOP:** Be sure the printer has completely finished printing before proceeding.

_____e. When it is done printing, press **DONE**. The screen displays **Qualified Votes, Provisional**

Votes, and Total Votes. Record **these** Numbers on the **Precinct Ballot Report.**

_____f. On the back of the Edge, lift up the **Power** switch cover and turn it to the **Off** position.

_____g. Twist and break the seal on the Results Cartridge door and place it in the SEALS bag.

_____h. Open the Results Cartridge door and remove the results cartridge by pulling it straight out.

_____i. Place the Results Cartridge in the pink bubble bag with the Totals Tape #1 and the Insight Memory Pack.

____ 12) Zip lock the pink bubble bag. ***Do not write on or place any labels on the pink bubble bag.*** **This is not a disposable bag.**

____ 13) The Judge or other person designated shall **IMMEDIATELY DELIVER** the pink bubble bag containing the **Insight Memory Pack, Edge Memory Cartridge and Totals Tape #1** to the designated Memory Pack Site (map is provided in the Inspector Packet). This Board Worker delivering the Memory Pack does not have to return to the polling place after completing the delivery.

____ 15) Using the **Little key**, unlock and remove all the **ballots** from **Door #2** and place them into the **Black Canvas Bag along with Totals Tape #2** without an envelope. Check the hallot box carefully to ensure that you do not leave any ballots inside. **DO NOT SORT THROUGH THE BALLOTS IN ANY WAY. NOTHING ELSE GOES IN THIS BAG.**

____ 16) **Zip and seal the zipper** on the **Black Canvas Bag**.

____ 17) Using the **little key**, unlock and remove the **ballots** from **DOOR #1:**

a) Check the ballot box carefully to ensure that you do not leave any ballots inside.
b) Count the number of ballots from **Door #1** and write the number in the space on the outside of the Large Yellow Envelope marked "ALL BALLOTS FROM DOOR #1 OF THE INSIGHT (WRITE IN BALLOTS)".
c) Place the ballots inside the Yellow Envelope. Seal with a red and white official seal and the Inspector and 2 Judges sign across the seal onto the envelope. If one of the Judges left to deliver the Memory Pack, have the Marshal sign. Please be sure one of the **precinct labels** is attached to the envelope and place the labeled Envelope in the **Green Canvas Bag**.

____ 18) **Referring to the EDGE Training and Operations manual**, remove the Printer from the Edge unit and place it into the Edge printer bag. Zip and seal the zipper on the printer bag.

____19) Unplug the Card Activator and place it into the Card Activator bag along with its electrical cord and all Edge voting cards. Zip and seal the zippers on the Card Activator bag and place near the Insight. Election Department staff will pick up.

____20) Finish closing up the Edge Voting unit and place it near the Insight. Place the audio equipment in its carrying case and place inside the blue Insight ballot box. Election Department staff will pick up.

Judge and one Clerk:
A Judge and Clerk, or the Board workers assigned to these tasks, should work to close the paper work:

____ 1) Make sure that everyone has **signed and written time ended on the Payroll Voucher.**

_____2) Work with the Inspector to get the necessary information to fill in the **Precinct Ballot Report,** which is attached to the Payroll Voucher. The Inspector and two Judges need to sign the Precinct Ballot Report. If a Judge left to deliver the pink bubble pack, have a Clerk sign.

____ 3) The **Provisional Ballot Signature Roster** is done as follows:
a) Make sure you have written the precinct number at the top of the each page.
b) Tear out the WHITE COPIES and put them in the front pocket of the Signature Roster.
c) Tear out the YELLOW COPIES and put them inside the cover of the Blue Poll List.
d) Tear out the PINK COPIES and put them in the CLEAR OFFICIAL ENVELOPE.
e) Put the Provisional Ballot Roster (minus all of the above pages) in the **Green Canvas Bag**.

____ 4) **ONLY THESE ITEMS GO INTO THE *CLEAR* OFFICIAL ENVELOPE:**
a) Spoiled Ballots
b) Pink copies of the Poll List
c) Pink copies of the Provisional Ballot Signature Roster
d) Challenge List (if used)

____ 5) **Fold the flap over and seal the Clear Official Envelope** with the red and white paper seal, **"**Place across Flap of Envelope.**"** The Inspector and 2 Judges sign across the seal onto the envelope. If one of the Judges left to deliver the Memory Pack, have the Marshal sign. **(Please ensure a precinct label is attached to the envelope.)**

____ 6) Ask the Inspector to **sign the certification** in the back of the Signature Roster.

____ 7) Put the following in the front pocket of the **Signature Roster** (white 3-ring binder):
a) Signed Payroll Voucher.
b) Completed and Signed Inspector Checklist
c) Completed and Signed Precinct Ballot Report
d) white pages of the Provisional Ballot Signature Roster
e) any curb-side voter affidavits, if used
f) Board worker surveys, and
g) any other information you wish the Elections Department to know about.

NEW!

____8) Place the three (3) Edge Activator Cards in the pencil pouch located at the front of the Signature Roster, where the Signature guide is located.

____ 9) **ONLY THESE ITEMS GO INTO THE GREEN CANVAS BAG:**
a) Signature Roster (white 3 ring binder) containing the contents listed on #7
b) Clear Official Envelope – sealed with red and white paper seal
c) Blue Poll List minus its pink copies, and including yellow pages of the Provisional Ballot Signature Roster.
d) Pink Provisional Signature Roster minus the white, yellow and pink copies
e) Misread Ballots (in Misread Ballots Envelope) --From Insight Door # 3
f) Write- in Ballots (in Write-in Envelope) --From Insight Door #1
g) Completed voter registration forms (in small manila envelope)
h) Keys to the Insight ***(AFTER COMPLETION OF CLOSING PROCESS)***

____ 10) Zip the zippers on the **Green Canvas Bag, but do not seal yet!** (You still need your Insight keys, which will go into this bag.)

____ 11) Place the long red and white "Official Ballot Box Seal" over the slots of the **Red Provisional Ballot Box** and **Blue Early Ballot Box**, ***EVEN IF THE BALLOT BOXES ARE EMPTY.***

____ 12) Place all other supplies, unused ballots, Precinct Registers, etc. in the **blue Insight ballot box**.

Marshal and Clerk(s):
The Marshal and any other Clerks, or the Board workers assigned to this task should begin to return the polling place to how it was found before the Monday Set up meeting:

____ 1. Take apart the voting booths and place near the Insight.

____ 2. Remove all paper signs and arrows both inside and outside and throw them away in the trash bag provided in pen bag. Throw away any uncapped ballot marking pens.

____ 3. Retrieve and place the yellow and orange sandwich board signs next to the voting booths near the Insight.

____ 4. Clean up all areas used and rearrange any tables or chairs that you may have moved for the Election.

____ 5. Assist with the other tasks as needed.

Final Procedures – All Board workers:

____ 1) Carefully place the head of the electrical cord back into the cord slot in the back door of the Insight. ***Do not remove the Insight from the Ballot Box.*** Lock the door with the **BIG key**.

____ 2) Using the **Little key** make sure all doors of the blue Insight ballot box are locked. **Put the Insight keys into the Green Canvas bag. Now seal the bag.**

____ 3) Place all precinct supplies and equipment in **plain view** or in a place designated by the polling place owners for pick up by the County Elections Department after the election.

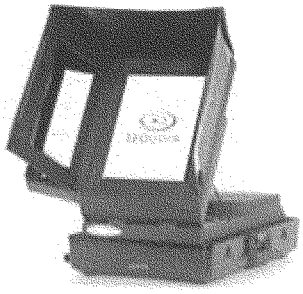
____ 4) Take one last look to ensure everything is back in place, and is neat and tidy. Turn out the lights, turn off the A/C or heating and lock the door before you leave the polling place. Some inspectors receive keys from the facility; please be sure to return them in a timely fashion (within a couple of days).

____ 5) After each step has been completed for closing the polls, the Inspector, accompanied by a Judge, immediately delivers the following items to the ***DESIGNATED RECEIVING SITE***:

1) **Black Canvas Bag** 2) **Green Canvas Bag**
3) **Early Ballot Box** 4) **Provisional Ballot Box**
5) **Edge Printer Bag**

MARICOPA COUNTY ELECTIONS DEPARTMENT

Edge Training and Operations Manual



Helen Purcell, COUNTY RECORDER

Karen Osborne, ELECTIONS DIRECTOR

Introduction

An Edge voting unit is located at every polling place to enable voters with physical disabilities to vote independently without assistance. The Edge is a touch screen voting unit that features the VeriVote® printer, which allows voters to vote using touch screen technology with the added convenience and confidence of reviewing a paper record of their selections before they leave the polls.

This manual is intended to be used in conjunction with the Elections Training Manual you received from Maricopa County. If you have any questions, please check with your recruiter, your troubleshooter, or call the Election Day Hotline number at (602) 506-2010.

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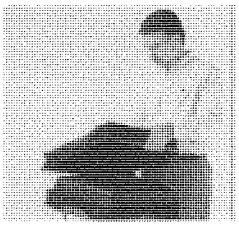
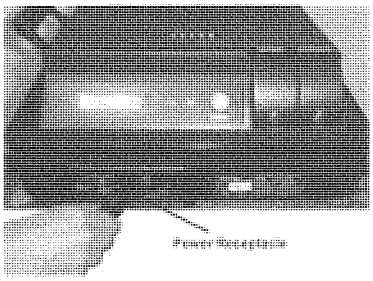
Edge Setup during Monday Set-up Meeting

Every polling place will have one Edge Touch screen voting machine with a printer unit that will be attached, a card activator unit, and voter cards.

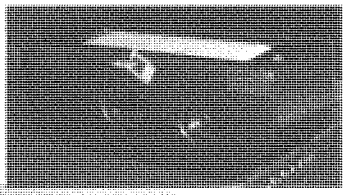


- ☐ With another Board worker, lift the Edge unit, which at this point looks like a suitcase, onto the table provided, so that the traveling wheels are on top. Please do not remove the legs that are stored inside the Edge unit unless you are using them instead of a table. If you are using the legs, refer to page 22.
- ☐ Unfasten the top cover clasps and remove the cover. Remove the power cord from the storage area in the top cover.

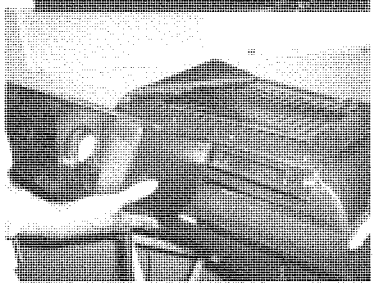


☐ Locate the power receptacle at the rear of the unit. Plug the power cord into the Edge voting unit power receptacle (AC In).

Follow the steps below to attach the printer to the Edge voting machine:

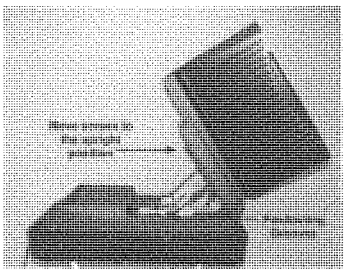


☐ **Ensure the power is off** and the privacy panels are in the closed position.

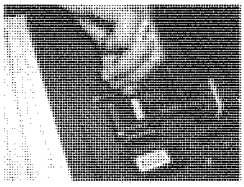


☐ **Remove the printer from the carrying case**. Ensure that the printer also has a seal on it, securing the printer cover to the printer. **DO NOT BREAK THIS SEAL**. The number on this seal should match the seal number listed on the precinct ballot report. If it does not, call the Hotline at 602-506-2010.

☐ With the viewing screen still down and privacy screens still closed, position the printer so the paper printout is facing up, the orange seal facing outside, and the printer cord facing inside. **Slide the printer into the bracket sleeve** on the left side of the viewing screen starting at the top of the sleeve (at the back of the unit) and moving down (towards the front of the unit).

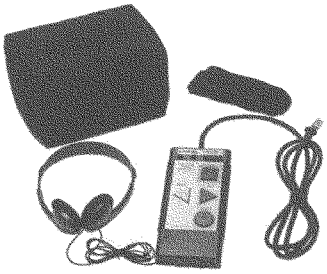


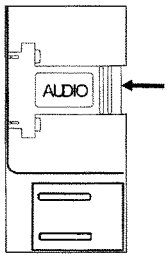
☐ Using both hands, **raise the LCD viewing screen and printer**. Holding onto the screen with one hand, raise the black LCD positioning bar with the other hand and insert into a positioning groove.



☐ Attach the printer cables to the Edge by inserting the power plug **first** and then attaching the printer cable to its left by firmly tightening each of the screws. The word TOP on the cable head signifies the top of the cable.

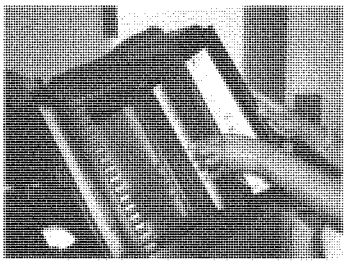
☐ Find the Audio Equipment, which will be in a separate black case. Standing to the rear or side or the unit, connect the audio voting accessory cable to the Edge serial port labeled Audio as shown left.. The "clip" of the cable, which looks similar to a phone cable, faces right when standing at the back of the machine.





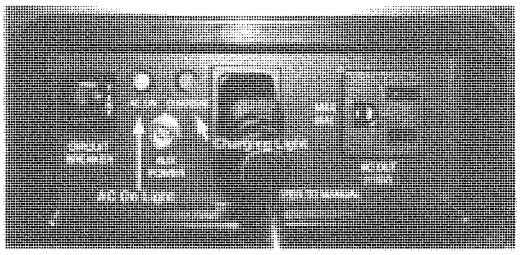
☐ Connect the audio accessory headphones jack to the pushing audio voting accessory, unit. If the cable all the way into the the voter has a sip/puff mechanism (the voter would bring this), this would also be attached to the audio voting accessory.

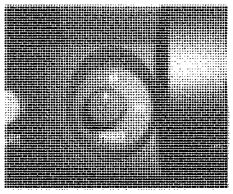
☐ Open the Edge privacy panels.



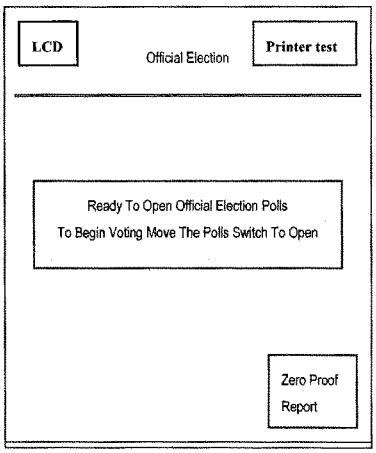
☐ Take off the black privacy curtain from the left privacy panel and reattach to the outside of the left privacy panel and the side of the printer so that the voter can see the printout through the rectangular hollow in the left panel. This allows the voter to see the printout of how they have voted with privacy.

☐ If not already attached, secure the top curtain to the Velcro on the back of both privacy panels.





- ☐ Plug the Edge into a wall outlet or surge protector. Make sure that each voting unit's green AC power light (located on the rear panel next to the power cord receptacle) is illuminated. The charging light may also be illuminated.
- ☐ Raise the switch cover marked **Power On/Off**. Turn the power switch to the **On** position and close the cover.
- ☐ Face the front of the machine. The Sequoia logo will be displayed briefly before the unit is ready. This process may take several minutes. Verify that the green printer light at the bottom front of the printer is illuminated.



☐**Check the screen**: it should read as shown to the left.

☐ Press **Zero Proof Report**. A Zero Proof Report will show on the screen. Go through every page, checking to ensure that the ballot is for the correct precinct, all results are zero, the PUBLIC counter is zero, and the ballot matches the candidates and issues on the paper ballots in your precinct. When you get to the end of the ballot,

☐ press **PRINT REPORT**. When the printer is done printing,
☐ press **DONE**. This will take you back to the original screen, shown to the left.

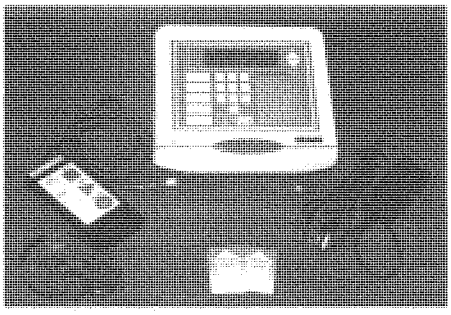
☐ Turn the power to the **OFF** position until Election morning, but leave it plugged in.

*****CHECK THE NUMBER, BUT DO NOT BREAK THE SEAL FOR THE OPEN/CLOSE POLLS UNTIL ELECTION MORNING.*****

If the polls are opened before Election Morning, an entirely new Edge must be programmed for your precinct, tested and sent out to you.

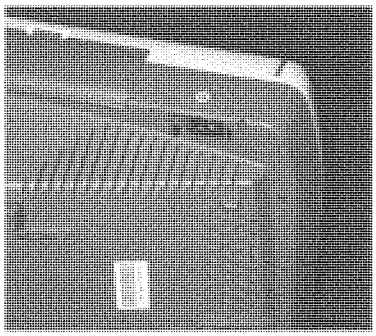
If the seal number does not match the number listed on the Precinct Ballot Report, call the Hotline at 602-506-2010.

CARD ACTIVATOR



- ☐ Remove the Card Activator, and power adaptor from the carrying case. **Voter cards will be included in the Inspector Packet**. If you do not have voter cards, check with your Trouble shooter or call the Hotline.
- ☐ Check the tag on the Card Activator to ensure that it is the correct precinct. If is not, call the Hotline.
- ☐ Plug the power adaptor cord into the Card Activator power socket located at the back of the unit. The flat part of the adaptor cord faces up. Plug into a wall outlet..
- ☐ Turn the **Power** switch to **On** position located on the left of the unit.

After turning power on, the Card Activator goes through a series of short self tests, and the following message will appear in the screen:



*****HAAT version 2.1.18*****

If you do not see this message, call the Hotline at 602-506-2010.

☐ Turn the power **OFF** on the Card Activator until Election Day morning, but leave it plugged into the wall outlet. This will allow the Card Activator to receive a full charge of its emergency back-up battery, making you fully prepared if the electricity goes out.

Election Morning/Opening the Polls

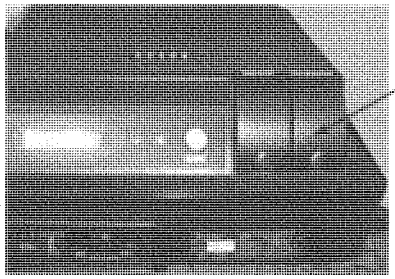
☐ Turn the power on the Edge as instructed on page 5.

> ***Note***: Check the power throughout the day. If the AC light is not on, it is in battery mode, which will only provide up to 4 hours power before completely failing. If in battery mode, check the plug to ensure everything is installed properly. Additionally, the screen will go blank to save the battery. Touch the screen to bring it back up.

☐ Break the seal on the cover marked **Polls Open/Closed** by twisting it. ☐ **Place the broken seal in the Seal bag.**

☐ Raise the switch cover and turn the **Polls Open/Closed** switch to the **Open** position. An **Official Zero Proof Report** will show on the screen. Again check to ensure the ballot is for the correct precinct, the PUBLIC counter reads zero, and all of the results are zero. ☐ When it gets to the end of the ballot, press PRINT REPORT.

Note: If the Official Zero Proof Report does not print, be sure that the printer and power cables are secure. If it still does not print, call the Hotline at 602-506-2010.



☐ When the zero tape is finished printing, DONE, and the paper will then advance to a blank press printer page.

Close the **Polls Open/Closed switch** cover and secure it with a seal found in the Seal bag.

The following screen is displayed:

The Edge is now open and ready for voters with disabilities to vote.

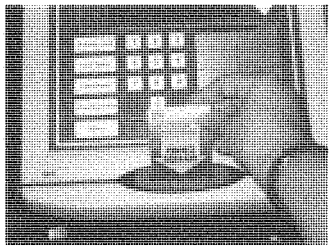
Activating the Voter Card

If a voter indicates that they have a disability and that they would like to use the Edge touch screen voting machine, please use the following procedures in conjunction with the Maricopa County Elections Training Manual. **VOTERS USING THE EDGE MUST STILL COMPLY WITH ALL VOTING REQUIREMENTS, INCLUDING IDENTIFICATION**. The Edge can be programmed through the activation of the voter card to vote a Standard ballot, Provisional ballot, Audio ballot, or Audio and Provisional ballot.

STANDARD VOTING PROCEDURE USING THE EDGE

The voter begins at the Board Worker assigned to the Signature Roster and announces his/her full name and address. The voter presents the required proof of identification to verify their identity. The address on the identification can match either the residential address or mailing address listed in the Signature Roster.

1) The BOARD WORKER locates the voter's name in the Signature Roster, and verifies that the address is correct. If the voter does not appear in any of the three places in the Signature Roster, does not have the required proof of identification, lives at a different address, needs to update their name, or if the EV box is marked, the voter will need to vote a Provisional Ballot (see page 9, below).
2) If the voter has the required proof of identification, his/her name and address is correct in the Signature Roster, and the EV box is not marked, the Board Worker asks the voter to sign the signature block next to their name. If the voter has a sight disability, be sure to offer the use of the signature guide found in the front of the Signature Roster.



3) The Board Worker working the Signature Roster locates the voter's register number located in the roster in the column to the right of the EV column and tells the Poll List Clerk and Board Worker who will be activating the Edge voter card.
4) To activate a voter card, turn the power on as instructed on page 6. When the Card Activator is ready, press ACTIVATE CARD button. Insert the voter card—arrow facing down and towards you—into the Card Activator slot. **Important:** Do not activate voter cards in advance.

   Enter the voter's 7 digit activation code. This number will be noted in the Green Register in the far right hand collumn. This code is comprised of the following: The number 7, the four digit precinct code of the polling place, and the split number if applicable, otherwise 00.

6) Press the green **Yes/Enter** button.
7) The message **Activating card** will appear. When activated, screen will read "**Card Activated. Please Remove**."
8) Hand the voter card to the voter and direct the voter to the Edge voting machine and proceed with the instructions for Voting Using The Edge, page 11, below.
9) When the voter is finished voting, **turn off the Card Activator** until it is needed again.

PROVISIONAL BALLOT PROCEDURE USING THE EDGE

If a voter indicates that they have a disability and that they would like to use the Edge touch screen voting machine, but is required to vote a Provisional Ballot, as explained on page 27 of the Maricopa County Elections Training Manual, direct the voter to the Provisional Ballot table.

1) The Board Worker at the Provisional Ballot table will follow the procedures for voting a provisional ballot as instructed in the Training Manual, filling out the Provisional Ballot form and writing the Voter's name in the provisional ballot signature roster and having the voter sign. However, instead of giving the voter a ballot, the Board worker will activate an Edge Voting Card.
2) To activate a voter card, turn the Card Activator on as instructed on page 6. When the Card Activator is ready, press **MENU** and then **1.** for Provisional. Insert the voter card—arrow facing down and towards you—into the Card Activator slot. **Important:** Do not activate voter cards in advance.
3) Enter the voter's 7 digit activation code. This number will be noted in the Green Register in the far right hand collumn. This code is comprised of the following: The number 7, the four digit precinct code of the polling place, and the split number if applicable, otherwise 00.
4) Press the green **Yes/Enter** button.
5) The Provisional Ballot ID number appears. Copy this number from the Card Activator to Line 4 at the top of the Provisional Ballot form .
6) **Hand the voter card to the voter** and direct the voter to the Edge voting machine and proceed with the instructions for Voting Using The Edge, page 11. **Place the Provisional Ballot form into the Red Provisional Ballot box.** It is not necessary to attach this form to a manila envelope.
7) When the voter is finished voting, **turn off the Card Activator** until it is needed again.

HOW TO CHECK THE STATUS OF A CARD

1. Insert the card to be checked and Press Card Status.
2. Press the Green Yes/Enter button.
3. The card activator will say the card is "not voted" or "used" along with time.
4. If a Provisional Ballot, it will also give you the Provisional Ballot ID Number.

AUDIO VOTING PROCEDURE FOR THE EDGE – STANDARD BALLOT

To signal to the Edge that the voter wishes to use the Audio function, the voter card must be activated in the following manner. Activating the voter card will automatically tell the Edge to switch to this function without the Board Worker needing to do anything but ensure that the headphones and keypad are plugged in. Voters wishing to use this function must still comply with Identification requirements and other procedures. If the voter is eligible to vote a standard ballot, the Board worker would activate the card as follows:

1) To activate a voter card, turn the Card Activator on as instructed on page 6. When the Card Activator is ready, press **MENU** and then **2.** for Audio. Insert the voter card—arrow facing down and towards you—into the Card Activator slot. **Important:** Do not activate voter cards in advance.
2) Enter the voter's 7 digit activation code. This number will be noted in the Green Register next to the voter's name and address. This code is comprised of the following: The number 7, the four digit precinct code of the polling place, and the split number if applicable, otherwise 00.
3) Press the green **Yes/Enter** button.
4) When the voter is finished voting, **turn off the Card Activator** until it is needed again.

AUDIO VOTING PROCEDURE– PROVISIONAL BALLOT

If the voter is required to vote a provisional ballot, but wishes to vote the Edge using the Audio function, the Board worker would activate the card as follows:

1) The Board Worker at the Provisional Ballot table will follow the procedures for voting a provisional ballot as instructed in the Training Manual, filling out the Provisional Ballot form and writing the Voter's name in the provisional ballot signature roster and having the voter sign. However, instead of giving the voter a ballot, the Board worker will activate an Edge Voting Card.
2) To activate a voter card, turn the Card Activator on as instructed on page 6. When the Card Activator is ready, press **MENU** and then **3.** for Audio and Provisional. Insert the voter card—arrow facing down and towards you—into the Card Activator slot. **Important:** Do not activate voter cards in advance.
3) Enter the voter's 7 digit activation code. This number will be noted in the Green Register next to the voter's name and address. This code is comprised of the following: The number 7, the four digit precinct code of the polling place, and the split number if applicable, otherwise 00.
4) Press the green **Yes/Enter** button.
5) The Provisional Ballot ID number appears. Copy this number from the Card Activator to Line 4 at the top of the Provisional Ballot form .
6) **Hand the voter card to the voter** and direct the voter to the Edge voting machine and proceed with the instructions for Voting Using The Edge, page 11. **Place the Provisional Ballot form into the Red Provisional Ballot box.** It is not necessary to attach this form to a manila envelope.
7) When the voter is finisbed voting, **turn off the Card Activator** until it is needed again.

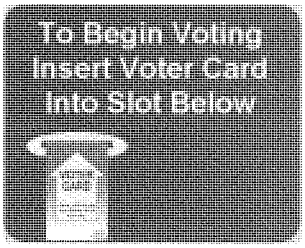
TURN TO PAGE 16 FOR FURTHER INFORMATION ON ASSISTING THE AUDIO VOTER.

Voting Using the Edge

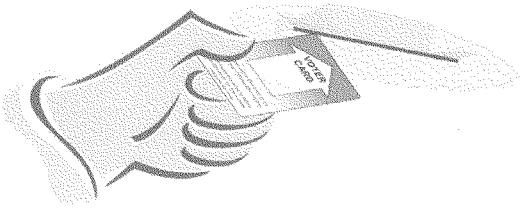
After the voter receives an activated voter card from the Board worker, **THE VOTER** follows the steps below to process a vote.

Walk over to the Edge and begin the voting process.

The following screen is displayed:



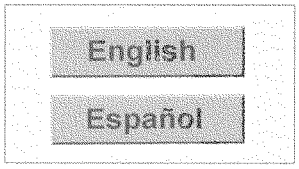
Insert the voter card into the activation slot at the front of the Edge.



The Edge activates for the voter.

LANGUAGE SELECTION

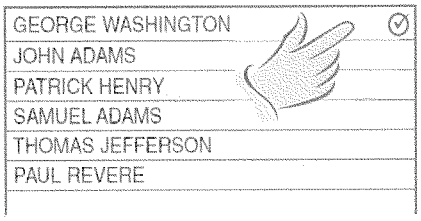
The ballot language options are displayed on the screen. The voter makes a selection by touching the button containing the language of choice.



To change the language after the initial selection, the voter simply touches the Back arrow to the Language Option screen and selects the desired language. Any ballot choices that have already been made will not change, only the ballot language.

BEGIN VOTING.

The voter makes a selection by touching anywhere in the box that contains the name or response desired. A green check mark will appear in the circle and all remaining circles will disappear when the contest has been fully voted. This prevents an over-vote from occurring. The voter repeats this process until desired selections are made for each contest (please remember, a voter does not have to vote for every race/issue).



CHANGING A SELECTION

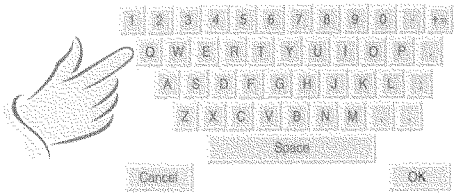
To make a change, the voter simply touches the check mark again. All circles will again be displayed and a different selection can be made. The voter can also touch any candidate or contest on the review screen to go back to the exact page of that contest and make a different selection.

CASTING A WRITE-IN VOTE

To enter a write-in candidate's name, the voter touches the Write-In choice.

A keyboard will be displayed on the screen.

Type the desired name of the Write-In by touching the buttons on the displayed keyboard.



Editing keys are available for making changes or correcting the spelling. A visual display of what has been typed is shown at all times.

When finished, touch the **OK** button. The ballot is automatically displayed with the Write-In name in the ballot contest.

To **change the Write-In name**, touch the check mark., which will again call up the write-in keyboard, where the name can be edited.

To **cancel the Write-In**, touch the check mark. The keyboard is displayed with the write-in name you entered. Touch **Cancel Selection**. The white box is reset to blank. Touch **OK**. You are returned to the ballot. All squares will again be displayed and a different selection can be made.

BALLOT NAVIGATION

The large, bright yellow navigational tools, **Next** and **Back** arrows, are located prominently in the lower corners making them easy to locate and read. Use these buttons to move forward (**Next**) or backward (**Back**) through the ballot.

After touching the **Next** button on the last page of the ballot, the review screen is automatically displayed. It will list by contest, only the candidate(s) or choices you currently made.

USING LARGE PRINT

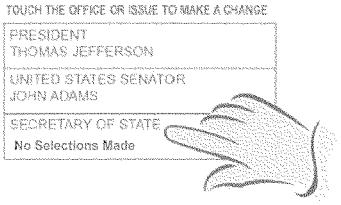
If the voter wishes to see a larger print of the ballot, the voter would push the ABC button that look like the one to the left. Only portions of the ballot can be viewed at a time in this mode, so the voter will need to scroll up and down, left and right using the arrows on the edge of the screen. If the voter wishes to return to the normal print mode, the voter just touches the ABC button again.

REVIEW YOUR BALLOT

All choices are displayed in a condensed manner for the voters review.

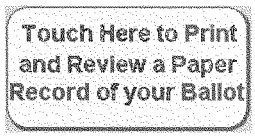
Contests that have not been fully voted are displayed in a bold highlight.

To make a change, touch the desired contest to automatically display the appropriate page of the ballot. You can now make a different selection as outlined above in the Changing a Selection.

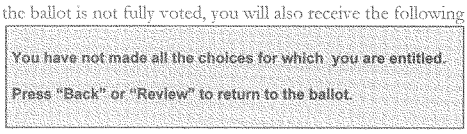


If satisfied with the choices as outlined on the review screen(s), touch the **Next** button.

The screen displays the following message:



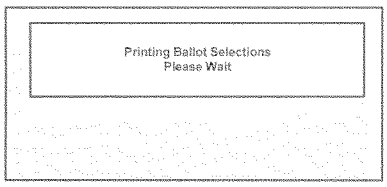
Note: If the ballot is not fully voted, you will also receive the following message.

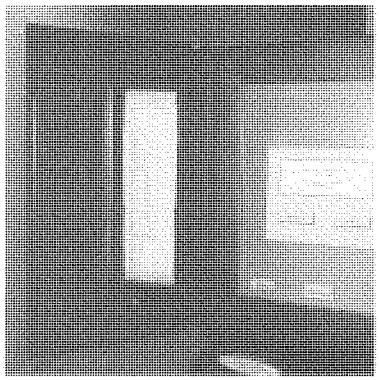


If you wish to proceed, touch "**Touch Here to Print and Review a Paper Record of your Ballot**."

Note: The voter must print a paper record of their ballot. The voter cannot be identified or in any way tied to this ballot. It is retained in the printer cartridge much like a ballot in the Blue Ballot box for the Insight. These records are examined only in the case of an audit or recount.

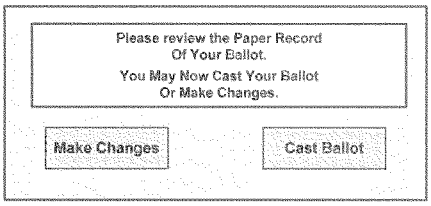
The following message is displayed.





A paper representation of your selections prints on the printer.

The following message is displayed:

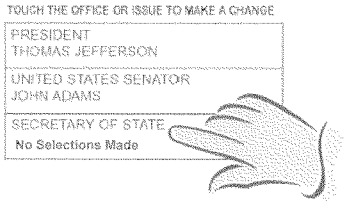


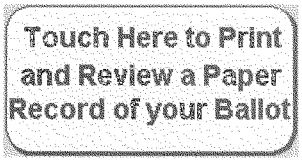
Touch **Make Changes** or **Cast Ballot**.

If you touch **Make Changes**, VOIDED is printed on the printout and the Review screen is again displayed.

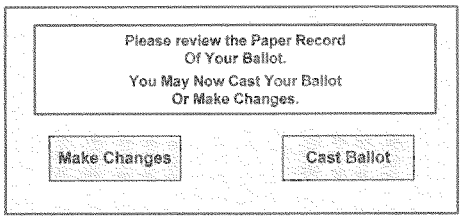
To return to the ballot to make changes, touch the office you want to change. You are returned to that place on the ballot and you may make any desired changes.

Note: You can touch **Next or Back** to review the rest of the ballot. Touch **Next** until you reach the following screen:

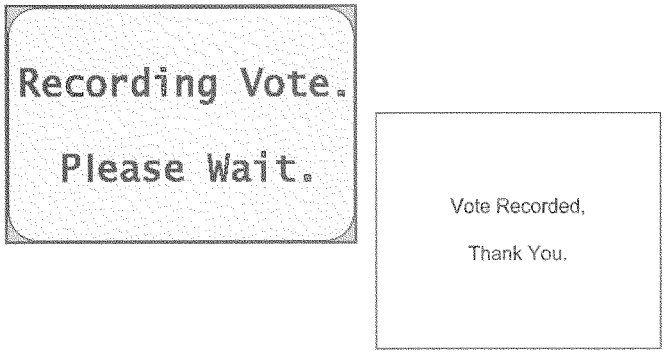




Touch **Touch Here to Print and Review a Paper Record of your Ballot**. The following screen appears:



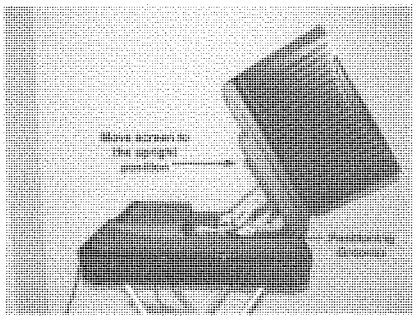
If you are ready to cast the ballot, touch Cast Ballot and the following Screen will appear:



The printout prints **Accepted**, and the paper advances to a blank page.
Your vote is recorded and the voter card pops out of the Edge's activation slot.

Remove the voter card from the activation slot at the front of the Edge, and hand the card to the Board Worker guarding the Insight and Edge, who will give the voter an "I Voted" sticker.

Making the Edge Even More Accessible



If a voter wishes, the Edge Voting Screen can be adjusted to make it easier to see when sitting. Use the black LCD positioning bar to reposition the screen of the Edge forward.

Lock the positioning bar into the first available groove. The screen will be in the full, upright position, thereby making it easily accessible to the voter.

After the voter has completed voting, simply return the screen back to its original position.

Assisting the Audio Voter

When assisting the Voter using the Audio equipment, follow the following procedure:

Make sure that the Voting Card to be used with the Edge has audio voting enabled.

Offer to assist the voter to the voting machine, offering your arm for guidance if the audio voter is visually impaired.

Tell the voter that you are handing them the audio voting headphones and keypad that they will use for audio voting. If the voter is unable to hold the keypad, tell the voter that you can use the Velcro strap to attach it to the wheelchair or any assisting-device they may be using.

Make sure that the round red **Select** button is positioned to the voter's right, whether the voter is right- or left-handed.

Tell the voter that you are going to provide a brief overview of the voting process, and explain that there are help instructions that can be listened to as often as required.

Explain to the voter that there are four raised buttons on the keypad, each with its own shape.

- As you describe each of the four buttons and their functions, ask the voter to locate and feel their shapes. For details about each button, refer to page 17.
- Explain the volume slide lever and how to adjust volume from low to high.
- Tell them that information about these buttons is contained in the introductory Help at the beginning of the audio.

Additionally, explain that there are four types of Help and that each of these is based on where the voter is in the audio ballot.

- To access Help, the voter presses the square blue **Help** button at any time.
- If the voter does not press any buttons on the audio keypad for 30 seconds, audio Help automatically begins. To exit audio help, press the round red **Select** button.

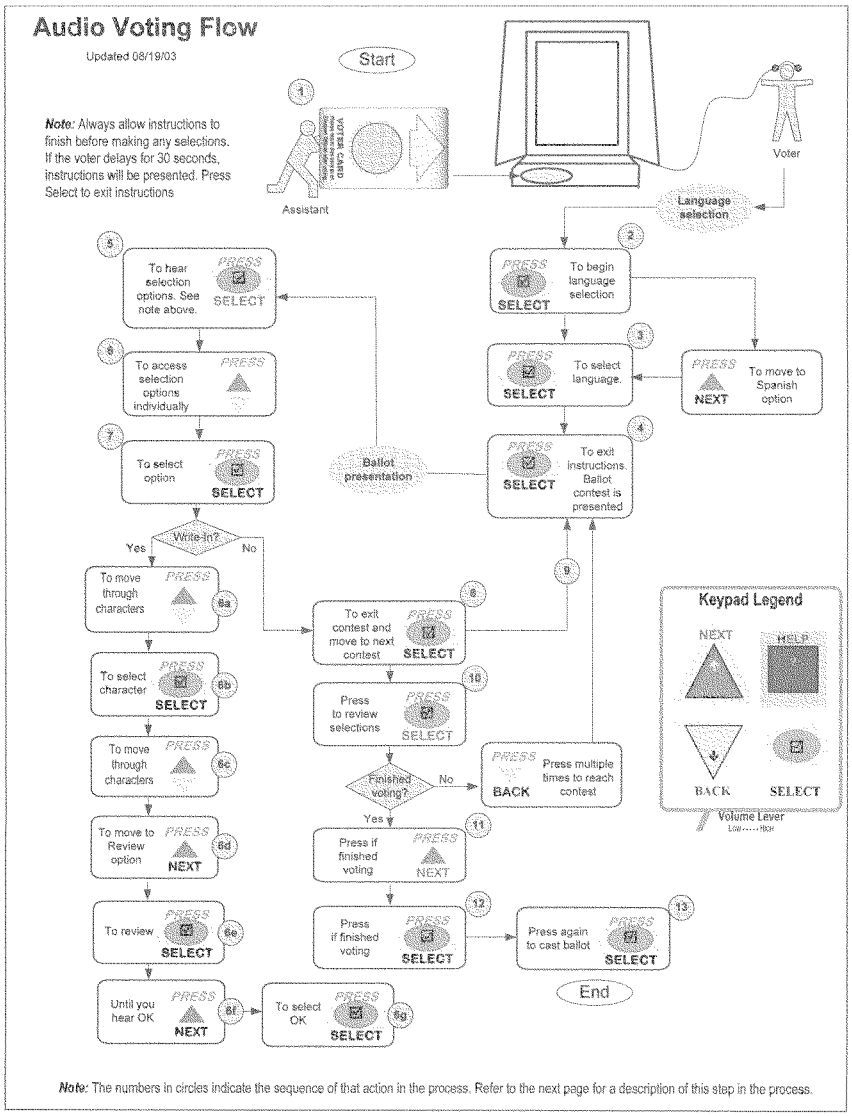
Explain to the voter that for contests containing write-ins, they must repeat pressing the green up-arrow (each press of the button will recite a candidate in the contest) until they hear **Entering the Write-In keyboard.** The voter can then spell out the desired write-in candidate.

Ask the voter if they would like assistance inserting the voter card into the voting unit. Tell the voter that once the card has been inserted, the system will immediately begin audio instructions.

Components of Audio Accessory Keypad

The audio accessory keypad consists of the following four buttons:

	Press **Select** to • Exit introductory help and begin voting • Select contest • Select or deselect a candidate for each contest • Review selections • Exit contests
	Press **Next** to • Move forward through the list of candidates. If you continue to press **Next**, you will eventually come back to the first choice • Access **Review Selections** option for a contest • Access Exit Contest to skip a contest • Access Exit Contest at the end of an audio ballot to review ballot
	Press **Back** to • Move backward through the list of candidates for each contest • Move backward through the contests of the ballot
	Press **Help** to listen to • Introduction help • General help • Candidate Select/Deselect Help • Write-In help


Audio Voting Flow
Updated 08/19/03
Start
Note: Always allow instructions to finish before making any selections. If the voter delays for 30 seconds, instructions will be presented. Press Select to exit instructions
Assistant
Voter
Language selection
To begin language selection
To select language.
To move to Spanish option
To exit instructions. Ballot contest is presented
Ballot presentation
To hear selection options. See note above.
To access selection options individually
To select option
Write-In?
Yes
No
To move through characters
To select character
To move through characters
To move to Review option
To review
Until you hear OK
To select OK
To exit contest and move to next contest
Press to review selections
Finished voting?
Press multiple times to reach contest
Press if finished voting
Press if finished voting
Press again to cast ballot
End
Keypad Legend
NEXT
HELP
BACK
SELECT
Volume Lever
Low ..... High
Note: The numbers in circles indicate the sequence of that action in the process. Refer to the next page for a description of this step in the process.

NAVIGATION TIPS

If the voter asks you a question about navigating the keypad to perform a particular task, use the table below to find an answer.

Action	How to…
Skipping a Contest	1. To skip a contest, press the **green up-arrow** button repeatedly until you hear **Exit contest**. 2. Press the round red **Select** button to continue to the next contest.
Selecting and Deselecting a Contest	To *select* a choice, press the round red **Select** button once after hearing the desired choice. To *deselect* a choice, repeat pressing the **green up-arrow** or **yellow down-arrow** button until you hear the choice you just select and then press the round red **Select** button to deselect the choice. To *deselect a choice after leaving a contest*, press the **yellow down-arrow** button to return to the contest and candidate then press the round red **Select** button to deselect the candidate.
Performing Write-In Voting	1. Repeat pressing the **green up-arrow** button until you hear **Write-in**, then press the round red **Select** button to enter the Write-In keyboard. 2. Use the **green up-arrow** and **yellow down-arrow** buttons to move back and forth through the alphabet, numbers, and special characters. 3. Spell out your write-in choice by pressing the round red **Select** button to select each desired letter, number, or special character. To deselect a character, use the **Backspace** choice.
Exiting Write-In Voting	To exit **Write-In** voting, repeat pressing the **green up-arrow** or **yellow down-arrow** button until you hear **OK**, then press the round red **Select** button. To cancel a selection, repeat pressing the **green up-arrow** or **yellow down-arrow** button until you hear **Cancel**, then press the round red **Select** button.
Reviewing Choices at the End of a Contest	1. After selecting your choices for a given contest, repeat pressing the **green up-arrow** button until you hear **Review Selections**. 2. Press the round red **Select** button to hear the choices for the contest.
Reviewing Choices at the End of a Ballot	1. Exit the current contest. 2. Press the **green up-arrow** or **yellow down-arrow** button until you hear **Review your selections**. 3. Press the round red **Select** button to hear the contest names and selections. 4. Press the **green up-arrow** or **yellow down-arrow** button when you are finished.

Closing the Edge

After 7:00 p.m. and the last voter has voted, follow the instructions beginning on page 32 of the Elections Training Manual to close the polls. When you come to # 11 of the Inspector's tasks, go to the back of the Edge and perform the following tasks:

☐ Break the seal on the **Polls Open/Closed** switch cover by twisting it.

☐ Place the broken seal in the Seals bag.

☐ Lift up the cover and turn the **Polls** switch to the **Closed** position. The **Official Results Report** will show on the LCD viewing screen. Press **Print Report**.

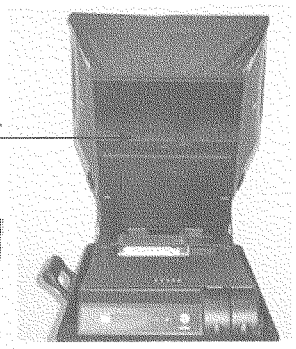
STOP: Be sure the printer has completely finished printing before proceeding.

When it is done printing, press **DONE**. The screen displays **Qualified Votes, Provisional Votes, and Total Votes**.

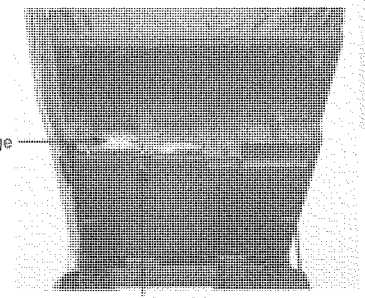
☐ Record **ALL of these Numbers** on the **Precinct Ballot Report** which is attached to the Payroll Voucher (See Maricopa County Training Manual).

☐ On the back of the Edge, lift up the **Power** switch cover and turn it to the **Off** position.

☐ Twist and break the seal on the Cartridge door. **Place the broke seal SEALS bag**. Open the Results Cartridge door and remove the results by pulling it straight out.



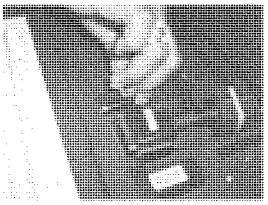
Results **in the** cartridge



☐ Place the Results Cartridges from the Edge voting unit into the Pink bubble pack. While one Board Worker continues with the rest of these Edge closing procedures below, the **Inspector should return to the Closing procedures in the Maricopa County Elections Training Manual.**

Continuing with Edge Closing…

☐ Remove the left privacy panel's curtain and replace it on the inside of the privacy panel.



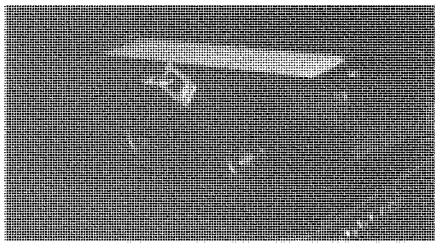
☐ Close the Edge privacy panels.

☐ Unscrew and detach the printer's printer cable.

☐ Detach the printer's power cable.

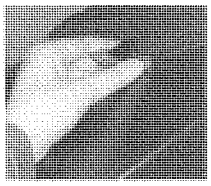
☐ Detach the Audio cable. Replace Audio equipment into its carrying case. Place the carrying case in the Blue Insight ballot box.

☐ While holding the Edge LCD screen forward, lift the black LCD positioning bar and rest the LCD screen in the flat position.



☐ While holding the printer, slide the unit up the mounting bracket (towards the back of the machine) until it is detached.

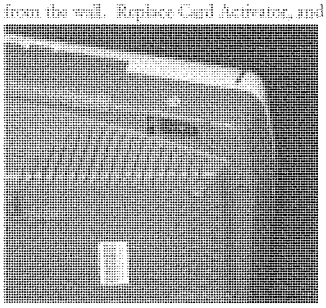
☐ Ensure that the seal that secures the printer cover to the printer is not broken.



☐ Place the printer into its storage case and seal with a seal.

Unplug Edge power cord from wall and remove from Edge machine. Return the cord to the inside of the Edge Cover. Replace the Cover and refasten the four cover clasps. Using two Board workers, lower the Edge to the floor and wheel next to the Insight so that it is easily found by Maricopa County Elections staff.

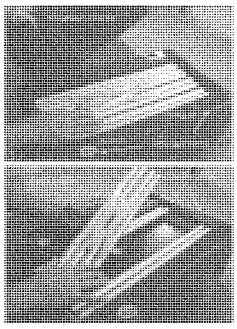
Turn the power OFF on the Card Activator and unplug from the wall. Replace Card Activator, and A/C power cord into its carrying case and seal. Place near the Insight so that it is easily found by Maricopa County Elections staff.



Place the Voter cards in the front of the Signature Roster in the pencil pouch where the signature guide is located.

Return to Closing procedures as instructed by the Maricopa County Training Manual.

SETTING UP THE EDGE LEGS



1. Place the unit face down on a table; ensuring that the leg assembly storage side of the Edge voting unit is facing up.
2. Turn the four latches to a 45-degree angle.
3. Remove the bottom storage cover.
4. Remove the main leg assembly and extension legs.
5. Replace the bottom storage cover, securing the latches to the original locking position.

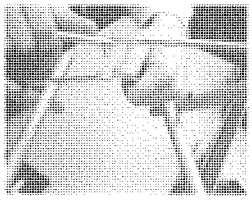
6. Secure the leg assembly:

a) Secure the main leg assembly by connecting the upper and lower portions in the center.

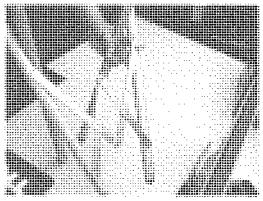
b) On the upper leg section, turn each inside leg 90 degrees to make two "X's."

c) Insert the yellow button ends of the main leg assembly, into the yellow sockets on the bottom of the Edge voting unit by pressing the retention pin.

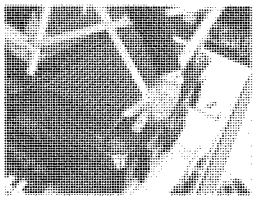
d) Insert the last two black button ends into the remaining sockets on the bottom of the Edge voting unit by pressing the retention pins.



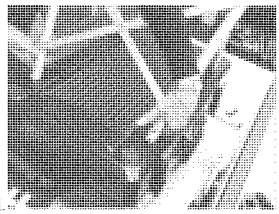
b.



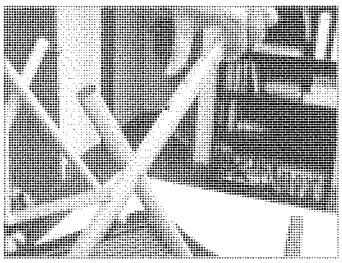
c.



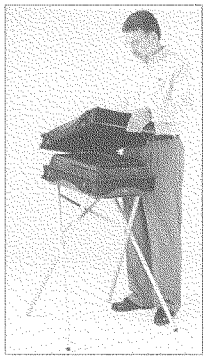
d.



e) Insert each of the leg extensions into the main leg assembly by pressing the silver retention pin and turning the leg until the retention pin snaps into place. The legs are now secure.



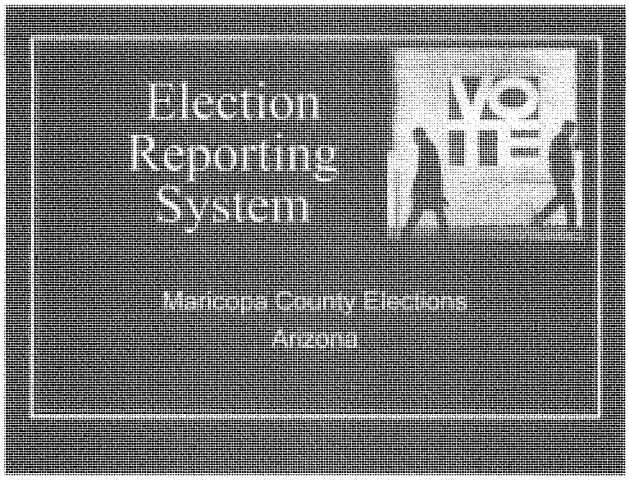
7.) Two pollworkers, one in the front and one in the rear of the Edge voting unit, should "roll" the unit onto its side. Repositioning your hands, roll and lift the unit onto the floor.



Continue with Edge set up on page 3.

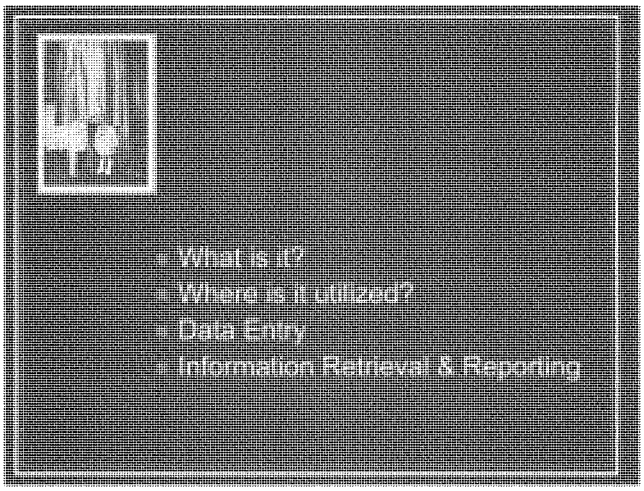
Trouble Shooting the Edge

Problem	Solution
Edge does not print zero tape	Check cables to ensure completely installed. If the zero tape still does not print, call the Hotline
Yellow or Red bar shown at bottom of Touch screen. Machine may be beeping	Check the Power cords to ensure completely plugged in. AC light at back of machine should be lit.
A voter leaves the polling place before finishing voting (Fleeing Voter)	Press the Yellow button in the back of the machine. Press Cast Ballot on the screen.
Power goes out in Polling Place	The Edge and Card Activator are equipped with battery back-up and should continue to operate for at least 1-2 hours as long as the AC power was being used before the power outage. To conserve energy, the Touch Screen may go blank, but can be returned by touching the screen if needed. DO NOT TURN OFF the Edge. Powering back up actually takes more energy.
Edge screen tells you printer paper low	Call a trouble shooter who will replace your printer with one with a new roll. The printer with the finished roll will be placed in its carrying case and sealed with an orange seal. Both printers will be brought to the receiving site at the end of Election night.
A voter using the Audio function decides he/she no longer want to use this function	If the voter has NOT yet made any choices (the ballot is still blank), Press the Yellow Button on the back of the machine. If the voter has made even 1 choice, turn the POWER to the Edge off and then on again. This will spoil this ballot only. Ask the voter if they wish to vote using the Edge again, or vote assisted using an optical scan ballot. Follow the appropriate directions from the beginning for the voters choice.
Voter Gets Vote Save Error	If message also says, Vote Saved: The voter's ballot has been cast – put voter activation card aside and do not use again. If message also says, Vote Not Saved: The voter needs to have a new card activated for him/her and must start again.

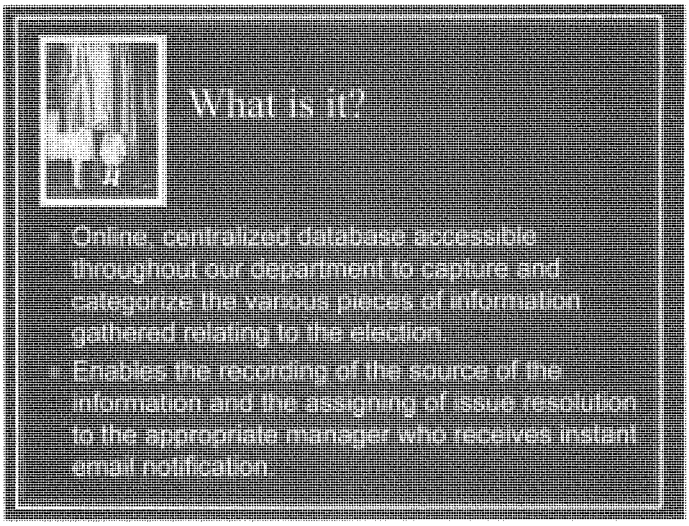


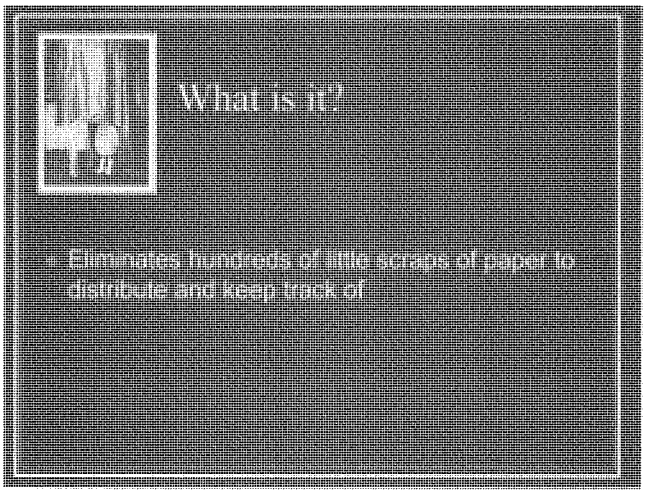
Good afternoon.

I am pleased to share with you today the Election Reporting System that we have developed to address the ever increasing public interest in the conduct of elections, problem resolution, accountability tracking, and results reporting. Our election canvasses are now required to not only record votes cast and the outcome of races but additional information as well and the ability to capture this data effectively without burden resulted in this system.

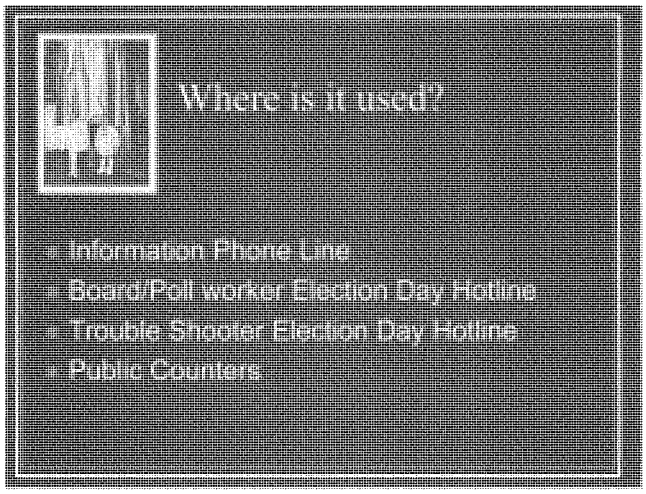


So.
What exactly is it?
Where is it utilized?
What are the data entry processes?
And what information can be retrieved and reported?

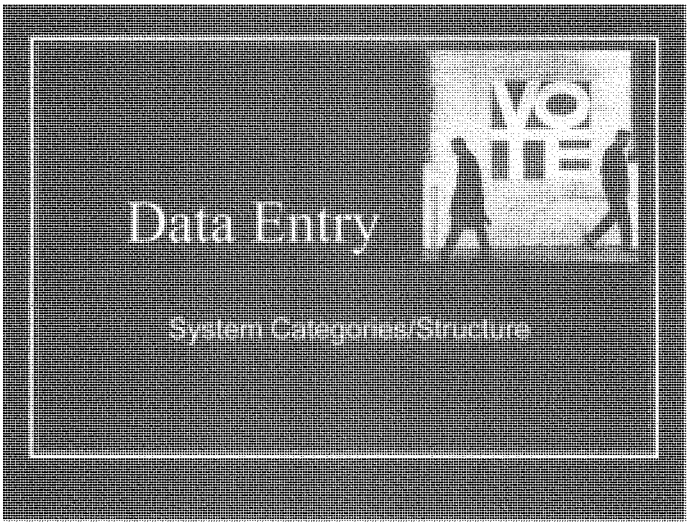

What is it?
Online, centralized database accessible throughout our department to capture and categorize the various pieces of information gathered relating to the election.
Enables the recording of the source of the information and the assigning of issue resolution to the appropriate manager who receives instant email notification.

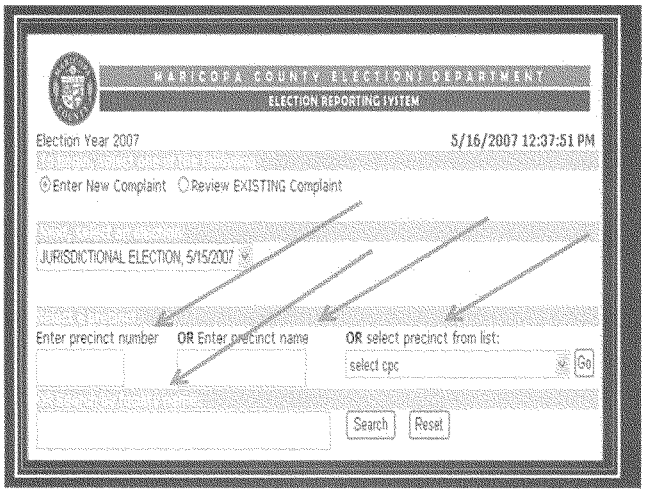


In a nutshell, this system eliminates hundreds of scraps of paper to distribute and keep track of relating to an election.

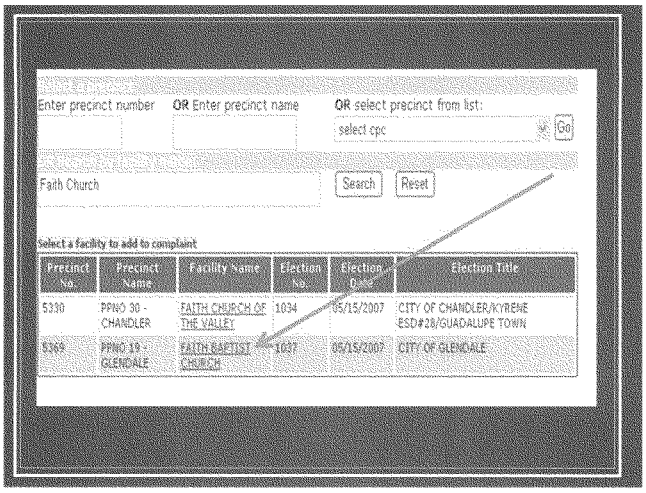


This system is utilized at all of our call centers as well as our public counters.


Data Entry
System Categories/Structure



This is the first screen of the system. Here we select the election we want to create a record for. We can do so with the input : precinct #, precinct name, facility name, or if the precinct information isn't known, a selection can be made from a drop-down* menu.



If only partial information is known about a polling place, ie “Faith Church” or “School”, the system will present options to choose from. A simple click on the hyper link completes the entry.

MARICOPA COUNTY ELECTIONS DEPARTMENT
ELECTION REPORTING SYSTEM

COMPLAINT NUMBER		COMPLAINT DATE 5/16/2007 12:32:22 PM	
ELECTION NO. 1034	ELECTION TITLE JURISDICTIONAL ELECTION, 5/15/2007	PRECINCT/CPC NO. 5306	PRECINCT/CPC NAME PPNO 6 - CHANDLER
FACILITY NAME GOODMAN SCHOOL		FACILITY ADDRESS 2600 W KNOX RD, CHANDLER, AZ 85224	
TROUBLESHOOTER NAME AND NUMBER DANIELLE CERNIK - 12		INSPECTOR NAME JOANNE SMITH	

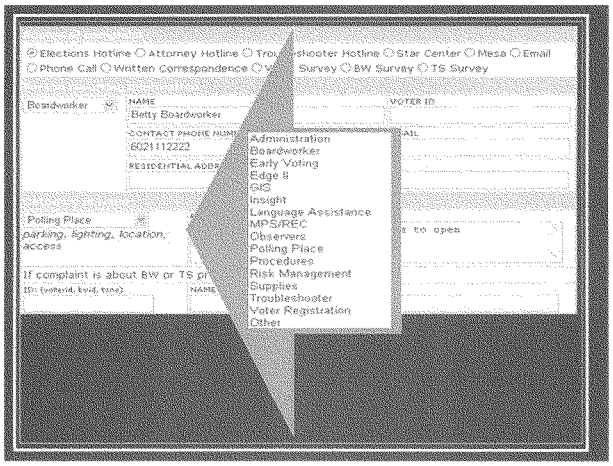
◉ Elections Hotline ○ Attorney Hotline ○ Troubleshooter Hotline ○ Star Center ○ Mesa ○ Email
○ Phone Call ○ Written Correspondence ○ Voter Survey ○ BW Survey ○ TS Survey

Boardworker	NAME Betty Boardworker	VOTER ID
	CONTACT PHONE NUMBER (XXXXXXXXXX - no dashes) 6021112222	EMAIL
	RESIDENTIAL ADDRESS	

After submitting the unique identifier the system interfaces with our election management system and auto-populates the rest of the polling place information including the Inspector and Trouble Shooter assigned to that facility.

We enter in the source, or where the record originated from (such as one of the Election Day hotlines or a voter survey), as well as the person reporting the information so that we can track our communications.

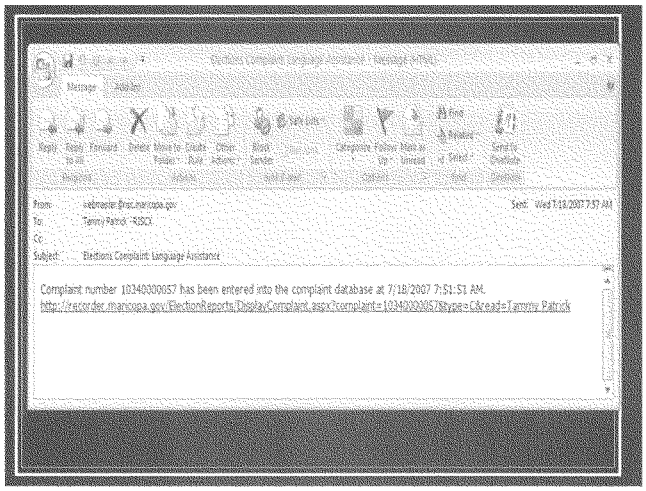
In this manner we can quickly review what generated the most calls from voters, or workers, etc. as well as have information available should we need to reach them later.



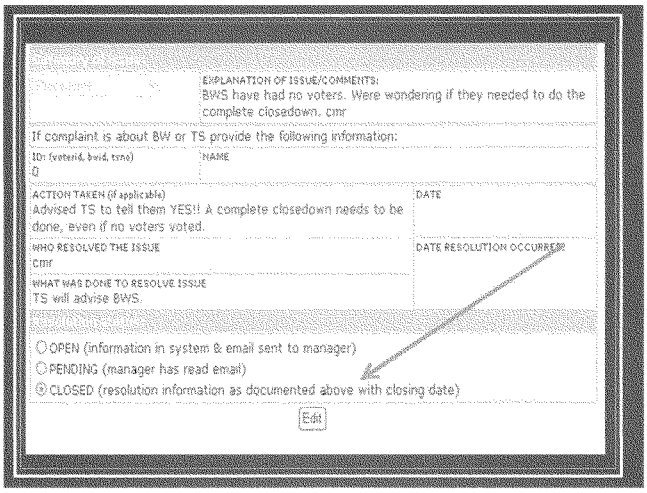
We are now ready to enter in the reason for the call and assign it a category of issue from a drop-down menu of options. A brief summary of what would be in each category is highlighted in yellow beneath the menu options. Some examples of the categories are:

Administration: for candidate and electioneering issues
Boardworker: to isolate behavior problems or areas to emphasize in training
Polling Place: if the facility is open, adequacy of parking etc.

A summary of the person's concern is captured. If the issue is with a precinct worker then that information is also entered. In this manner we are able to identify if we have election day workers that are best not hired for future elections.



The selection of the category is important as it results in an email generated to the manager responsible for that division once the record is submitted.



EXPLANATION OF ISSUE/COMMENTS:
BWS have had no voters. Were wondering if they needed to do the complete closedown. cmr

If complaint is about BW or TS provide the following information:

ID: (voterid, bwid, tsno)
0

NAME

ACTION TAKEN (if applicable)
Advised TS to tell them YES!! A complete closedown needs to be done, even if no voters voted.

DATE

WHO RESOLVED THE ISSUE
cmr

DATE RESOLUTION OCCURRED

WHAT WAS DONE TO RESOLVE ISSUE
TS will advise BWS.

○ OPEN (information in system & email sent to manager)
○ PENDING (manager has read email)
◉ CLOSED (resolution information as documented above with closing date)

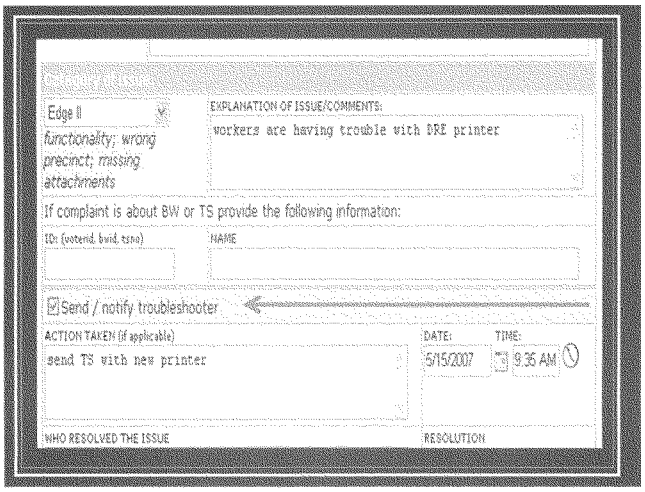
Edit

After the category is selected and the issue noted, the majority of the records are resolved and need no further action so the resolution status of "closed" is selected. For example workers are given instructions, voters are advised of the correct ID or polling place, etc.

In the sample here, the boardworkers were calling in because they didn't have a single voter all day and wanted to know if they still needed to go through the closing procedures.

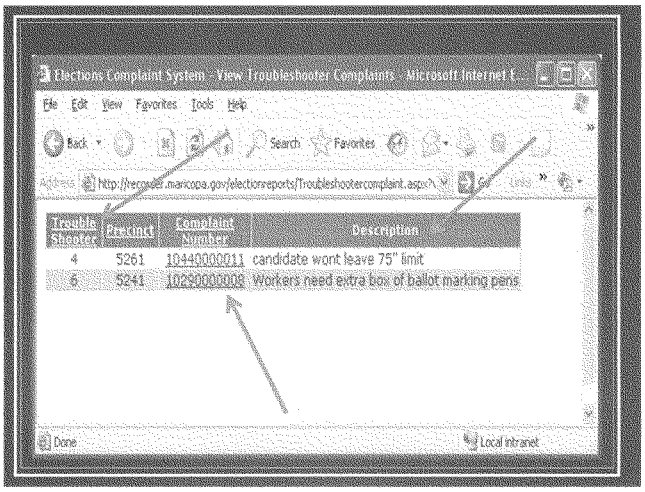
This type of record does not need the manager's additional, immediate attention and it will not generate an email notification since the record was closed. The manager does have the ability to analyze and review the data post election, they just aren't inundated on Election Day with hundreds of issues that have already been resolved.

Once the record is closed it is assigned a unique tracking number.

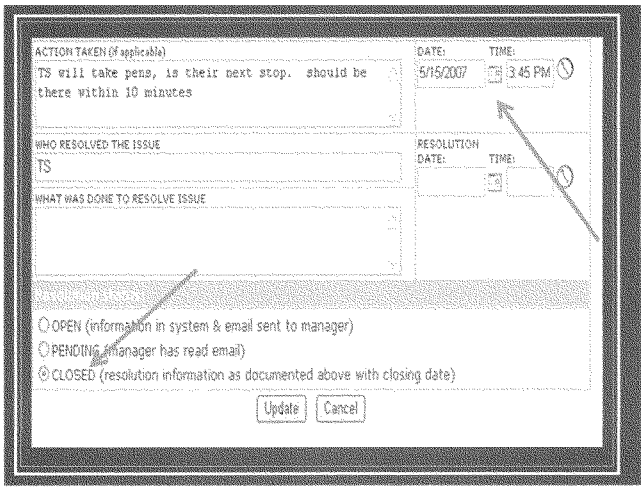


In some instances we need to send our roving field supervisors, or Trouble Shooters, to a polling place.

There is a box to select if a Trouble Shooter needs to be notified or sent.



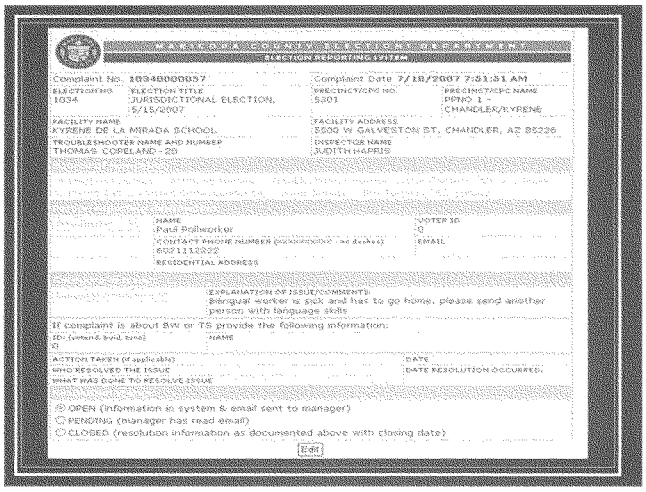
All of our Trouble Shooters have radio/cell phones. When the box is selected our Radio Dispatcher receives notification on their special screen which looks like this. They are able to identify what TS to call and the general issue. Once the Trouble Shooter calls back the dispatcher selects the hyper link which opens up the record.



They advise the TS of the issue, note the time and action, and update the status as necessary.

Once this record has been opened by the dispatcher it will disappear from their screen so they know that the TS has been notified.

This also enables dispatch to recognize when a TS is not responding in a timely manner as the record remains on the screen until they call in.



MARICOPA COUNTY RECORDER'S DEPARTMENT

ELECTION REPORTING SYSTEM

Complaint No. 1034000057 | Complaint Date 7/18/2007 7:51:51 AM

ELECTION NO.	ELECTION TITLE	PRECINCT/CPC NO.	PRECINCT/CPC NAME
1034	JURISDICTIONAL ELECTION, 5/15/2007	5301	PENO 1 - CHANDLER/KYRENE

FACILITY NAME: KYRENE DE LA MIRADA SCHOOL

FACILITY ADDRESS: 5500 W GALVESTON ST, CHANDLER, AZ 85226

TROUBLESHOOTER NAME AND NUMBER: THOMAS COPELAND - 20

INSPECTOR NAME: JUDITH HARRIS

NAME: Paul Bolhecker

VOTER ID: 0

CONTACT PHONE NUMBER (optional) (as desired): 6021112222

EMAIL:

RESIDENTIAL ADDRESS:

EXPLANATION OF ISSUE/COMMENTS: Bilingual worker is sick and has to go home, please send another person with language skills

If complaint is about SW or TS provide the following information:

ID: (street and unit, time)

NAME:

ACTION TAKEN (if applicable):

DATE:

WHO RESOLVED THE ISSUE:

DATE RESOLUTION OCCURRED:

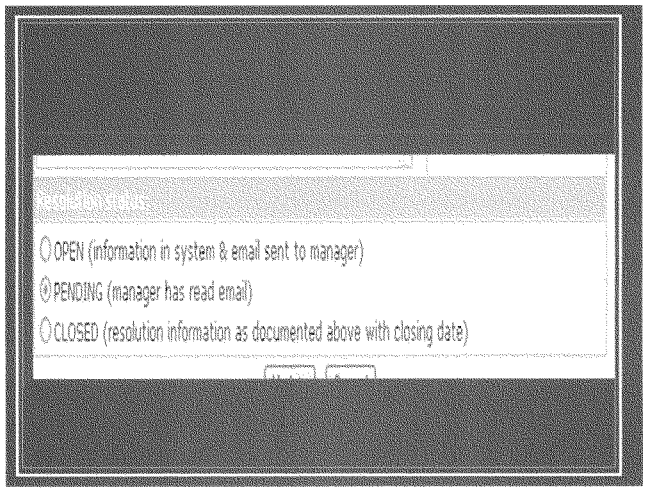
WHAT WAS DONE TO RESOLVE ISSUE:

- OPEN (information is system & email sent to manager)
- PENDING (manager has read email)
- CLOSED (resolution information as documented above with closing date)

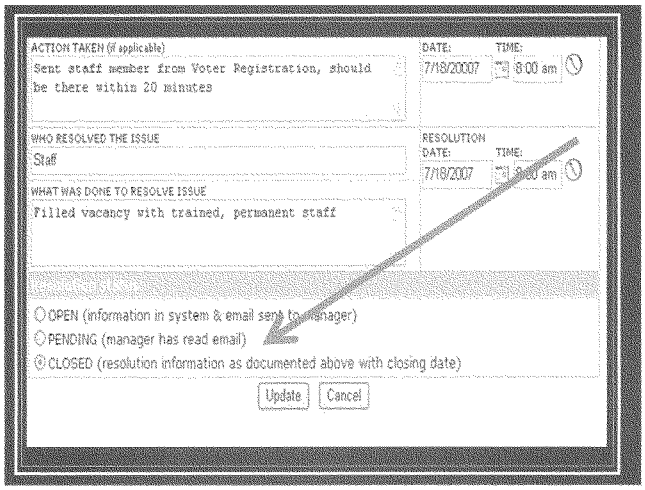
Edit

For the records that are not closed, the appropriate manager for the category selected receives the email notification .

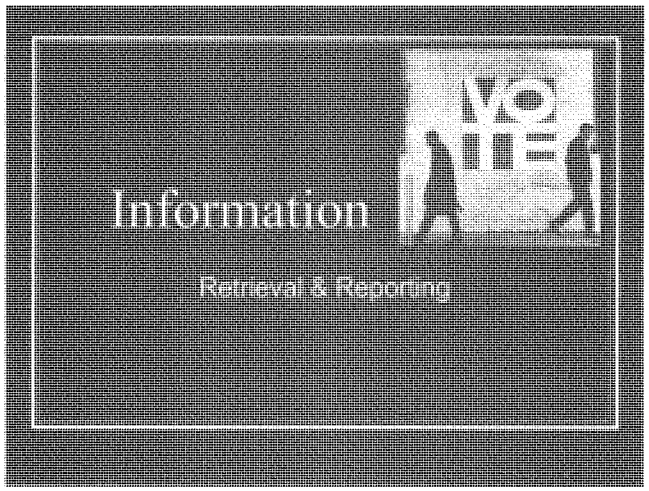
They are then able to use the hyper link in the email to retrieve and edit the record.



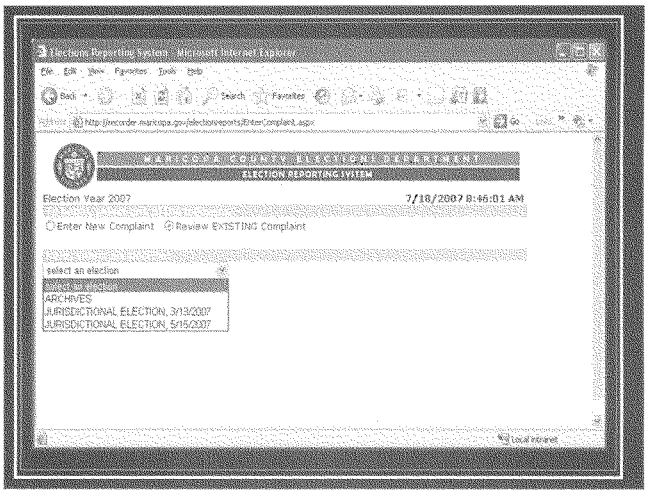
Once the manager has read the email then the status of the record will change to "Pending".



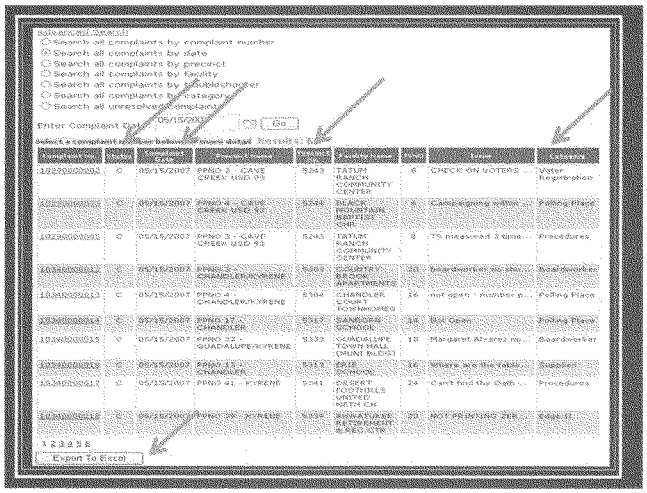
The action that was taken by the manager to resolve the issue is noted and the status changed from “Pending” to “Closed” before updating.



Now that we have captured all the information what do we do with it?



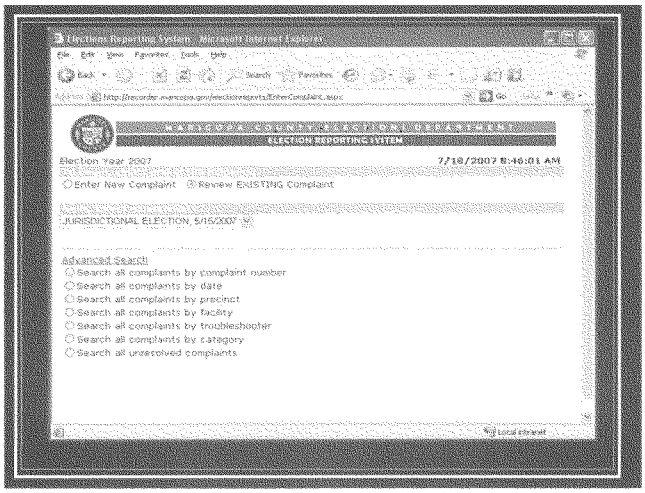
We are able to retrieve records for current, as well as archived, elections.



Once the results we are looking for are culled from the database the user can sort by the various headers (Status, Date, Precinct No, Category) or export the information to Excel for additional filtration options.

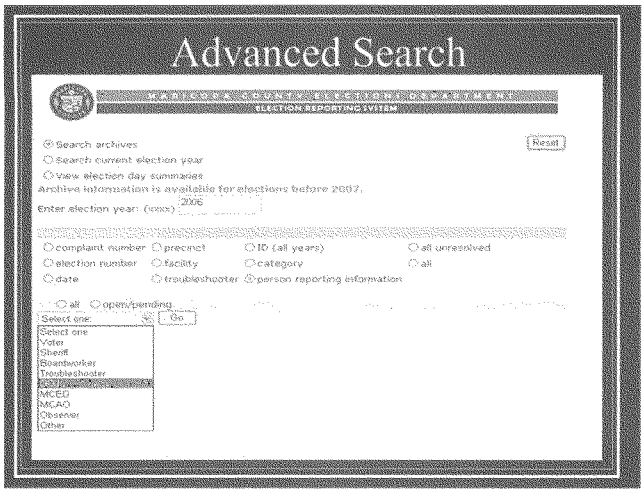
Complaint No.	Status	Complaint Date	Precinct Name	Precinct No.	Facility Name	Days	Issue	Category
10060001392	O	09/20/2006	ANNETTE	0022	CORNERSTONE BAPTIST CH	24	2307126 in sig roste...	Boardworker
10060001393	C	09/20/2006	STELLAR	0133	KIRENE ARRENCE MIDDLE SCH	124	size of map on sam...	GIS
10060001394	C	09/20/2006	TEMPE 29	0892	TEMPE ELKS LODGE POST #2251	96	construction at PP m...	Polling Place
10060001395	C	09/20/2006	PORTLAND	0727	GATEWAY SCHOOL	137	did to put ballot in E...	Boardworker
10060001396	C	09/20/2006	CROSSROADS PARK	0273	SURREY GARDEN CHRISTIAN SCHOOL	112	no visible signs--poo...	Boardworker
10060001397	C	09/20/2006	MIMOSA	0611	ST ELIZABETH SETON CATHOLIC CHR	21	no signage posted	Boardworker
10060001398	C	09/20/2006	SANTAN	0778	FREEDOM CAMPUS-CTA	140	did to vote prov ball...	Procedures
10060001399	O	09/20/2006	CONTINENTAL	0173	ELDORADO PARK	54	bw sitting too close t...	Boardworker
10060001400	O	09/20/2006	MANZANITA	0471	MANZANITA SCHOOL	77	no signs posted	Boardworker

The open status of a record is reflected with a yellow highlight. All others alternate white and grey for visual distinction. We are then able to look on Election Day and quickly see what issues are out there that have not been taken care of.

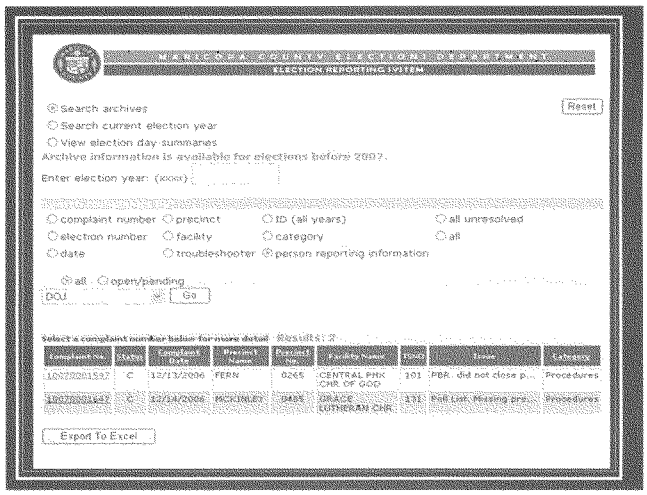


Searches can be done by record number, date of issue, precinct, facility, Troubleshooter, category, or all unresolved records by selecting the appropriate radial button.

There is also an advanced search option.

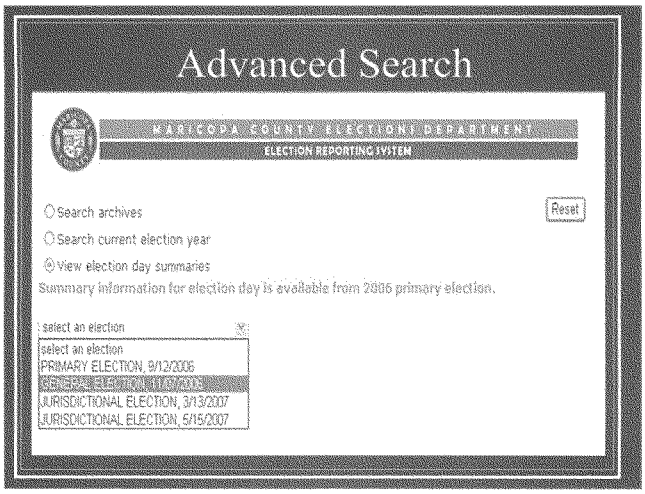


Under the Advanced Search options you can look up records by precinct identifications, voter IDs for workers, or if the "person reporting the information" option is selected, then the various categories appear in a drop-down format. Here we have chosen the Department of Justice.



Here is an example from last General's Election when we had DOJ observers.

We queried the system by who reported the issue, in this case DOJ, and two records were retrieved relating to their questions on procedural issues.



Another option in the Advanced Search is to view Election Day Summaries

Total complaints for election 1007 by category	Total	Open
Administration	8	3
Boardworker	668	79
Early Voting	86	0
Edge II	276	75
GIS	5	0
Insight	215	71
Language Assistance	9	0
MPS/REC	1	0
Observers	26	1
Polling Place	503	0
Procedures	479	77
Risk Management	0	0
Supplies	117	42
Troubleshooter	62	18
Voter Registration	24	0
Other	26	0

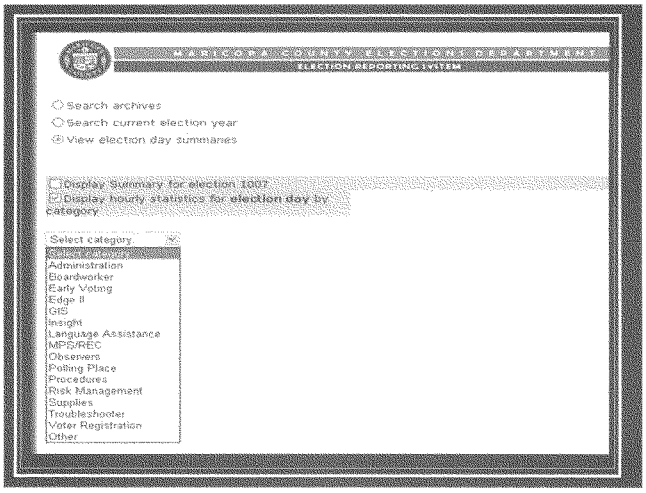
This report shows how many total records are present for that election as well as how many are still "open".

This provides tracking of administrative accountability.

Total number of precincts with complaints by category	
Administration	8
Boardworker	456
Early Voting	76
Edge II	220
GIS	5
Insight	163
Language Assistance	8
MPS/REC	1
Observers	24
Polling Place	264
Procedures	383
Risk Management	0
Supplies	102
Troubleshooter	58
Voter Registration	23
Other	24

We also report by the number of precincts, (out of 1142) which called in on each category as some polling places generated multiple calls on the same issue.

This helps to identify wide-spread concerns as opposed to isolated incidents.



We can also review hourly calls by category

Display hourly statistics for election day by category

Boardworker

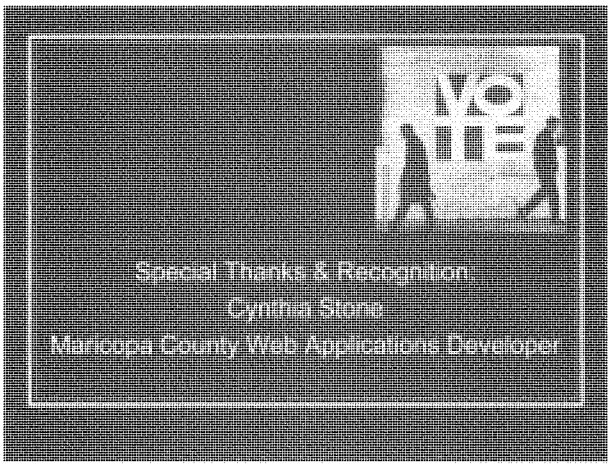
Hour	Complaints
11/7/2006 5:00:00 AM	6
11/7/2006 6:00:00 AM	14
11/7/2006 7:00:00 AM	13
11/7/2006 8:00:00 AM	26
11/7/2006 9:00:00 AM	23
11/7/2006 10:00:00 AM	14
11/7/2006 11:00:00 AM	17
11/7/2006 12:00:00 PM	10
11/7/2006 1:00:00 PM	13
11/7/2006 2:00:00 PM	13
11/7/2006 3:00:00 PM	8
11/7/2006 4:00:00 PM	4
11/7/2006 5:00:00 PM	16
11/7/2006 6:00:00 PM	14
11/7/2006 7:00:00 PM	9
11/7/2006 8:00:00 PM	3
Daily Totals	205

Display hourly statistics for election day by category

Insight

Hour	Complaints
11/7/2006 5:00:00 AM	12
11/7/2006 6:00:00 AM	34
11/7/2006 7:00:00 AM	23
11/7/2006 8:00:00 AM	16
11/7/2006 9:00:00 AM	9
11/7/2006 10:00:00 AM	12
11/7/2006 11:00:00 AM	7
11/7/2006 12:00:00 PM	6
11/7/2006 1:00:00 PM	5
11/7/2006 2:00:00 PM	14
11/7/2006 3:00:00 PM	6
11/7/2006 4:00:00 PM	5
11/7/2006 5:00:00 PM	3
11/7/2006 6:00:00 PM	2
11/7/2006 7:00:00 PM	3
Daily Totals	157

Here are two samples –relating to boardworkers and our optical scan equipment. This helps to identify Election Day trends.



In summary, the use of this system has enabled us to quickly identify common issues on Election Day and proactively broadcast messages via radio to our field Troubleshooters; to collect, sort, and analyze information in a timely manner in order to be more effective managers;to provide pertinent information and enhance the voting experience for our public; and to provide quantifiable documentation to support, or debunk, proposals in legislation, media reports, and administrative decisions impacting elections.

This system provides department employees with additional tools enabling them to be more productive stewards of the public interest and allows them to spend time analyzing, not hunting down and gathering, data.

I would like to thank and recognize the talents of Cynthia Stone, the programmer who translated our ideas into an implementable system.

Thank you

Maricopa County Elections Department
Spanish
Election Terminology Glossary

Departamento de Elecciones del Condado Maricopa
Glosario de Terminología
en Español

At the end of Election Day please place this Glossary along with unused supplies in the Blue Eagle Ballot Box. Boardworkers interested in keeping the Glossary for future study are encouraged to do so. Should you require additional copies please contact 602-506-2306.

Maricopa County Bilingual Assistance

Maricopa County Elections Department strives to staff all polling sites with bilingual boardworkers in precincts identified as needing Spanish language assistance as well as boardworkers proficient in Tohono O'Odham in our Hickiwan and San Lucy Precincts. We are providing this Glossary of Election Terminology to be used at the Polls on Election Day in an attempt to create uniformity in the words that are used across the county.

If you are the designated Bilingual Boardworker for your election board, thank you. Your service to your community is appreciated.

Please keep the following in mind when assisting voters:

- Some voters simply need assistance in the process of voting: making sure they are in the correct precinct, getting signed in, procuring the correct ballot, getting instructions on how to vote that ballot, understanding that they can mark the ballot in the booth, and what to do with the ballot once it is voted.
- If anyone questions what is being said in a language other than English please courteously explain that you are simply "explaining how to mark the ballot" or "determining if the voter is in the correct polling site", etc.

****

- Other voters need assistance with the act of voting itself: they may need you to read the ballot, they may need help physically marking the ballot. Two boardworkers must help the voter with this, one from each major political party.
- If you and another boardworker are assisting a voter in casting their ballot and are questioned about what is being said simply reply that you are "reading the ballot to the voter in their language".

****

- If, at anytime, you are confronted with why we are providing another language in the polling place, simply reply that "federal law requires us to provide language assistance."
- If asked what law that is, it is the Voting Rights Act of 1965.

We offer special Bilingual Boardworker training classes providing the historical and legal background to language assistance as well as practical applications on how to administer assistance effectively. Please contact our Bilingual Coordinator at 602-506-2306 if you are interested:

Tammy Patrick
Federal Compliance Officer
Maricopa County Elections

tpatrick@risc.maricopa.gov

To assist in the standardization of terminology used within Maricopa County on Election Day, this glossary was compiled of Spanish translations most commonly used within our community. The glossary is a compilation of conversational translations for our region; it is by no means an academic text nor an officially sanctioned translation. Additional translations are provided in parenthesis for clarification of the colloquial vernacular. Special thanks to the bilingual Staff Members, Boardworkers, Elected Officials, and Community Representatives that contributed to this project.

Para ayudar a la estandarización de terminología usada dentro del Condado Maricopa el día de Elección, éste glosario fué recopilado con traducciones al Español mas comúnmente usadas dentro de nuestra comunidad. El glosario es una recopilación de traducciones conversacionales para nuestra región; no es de ninguna forma un texto académico o de traducciones que han sido aprobadas oficialmente. Traducciones adicionales han sido proveídas en paréntesis para clarificar los términos coloquiales del lenguaje popular. Un agradecimiento especial a los Miembros del Personal bilingües, Oficiales de Elecciones, Oficiales Elegidos y Representantes de la Comunidad que contribuyeron a éste proyecto.

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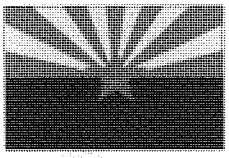
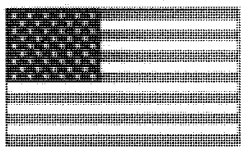
Key to Governmental Office Levels:

City / Town Offices

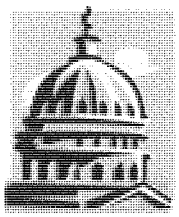
County Offices



State Offices



Federal Offices



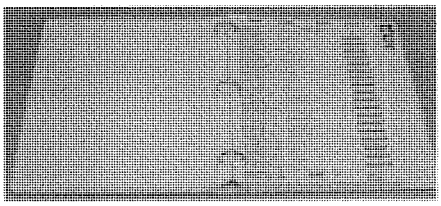
Congressional Offices

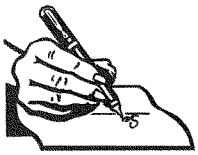
SIGNATURE ROSTER VOTER INSTRUCTIONS
REGISTRO DE FIRMAS
INSTRUCCIONES PARA LOS VOTANTES

1. **Please give the boardworker your identification and tell them your Name and Current Address.**
   Por favor déle al oficial de elecciones su identificación y dígale su Nombre y dirección Actual

   HELLO MY NAME IS:
   HOLA MI NOMBRE ES:

2. **If your name is in the Signature Roster please sign next to your name**
   Si su nombre está en el Registro de Firmas, por favor firme al lado de su nombre



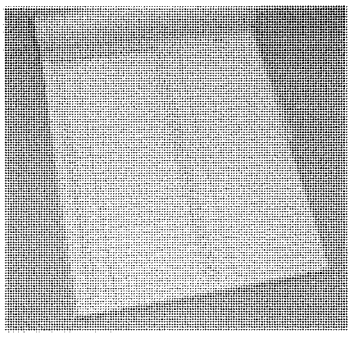


3. **If you do not have acceptable identification or if your name is not in the Signature Roster, go to the Provisional Ballot Table to be sure you are in the correct polling place.**
   Si usted no tiene identificación aceptable o si su nombre no está en el Registro de Firmas, vaya a la Mesa de Boletas Provisionales para asegurarse que se encuentra en el lugar de votación correcto

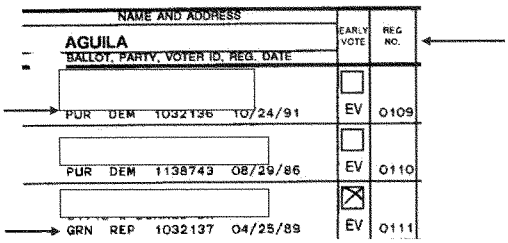
Table #2
Mesa #2

POLL LIST VOTER INSTRUCTIONS
LISTAS DE LAS URNAS
INSTRUCCIONES A LOS VOTANTES

1. Your Name and Register Number will be written in the Official Poll List by the Clerk.
El Secretario escribirá su Nombre y Número de Registro en la Lista Oficial de la Urna



2. The Clerk will tell the Judge your Register Number; they will determine what type of ballot you receive depending on your registration.
El Secretario le dará al Juez su Número de Registro, ellos determinarán el tipo de boleta que usted recibe de acuerdo a su registro.

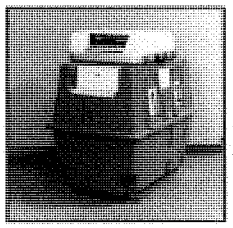


BALLOT DISTRIBUTION & DEMONSTRATION
VOTER INSTRUCTIONS
DEMOSTRACIÓN & DISTRIBUCIÓN DE BOLETA
INSTRUCCIONES A LOS VOTANTES

1. **The Judge will issue you your ballot and show you how to mark the ballot. Please complete the arrow to mark your vote.**
   El Juez le entregará su boleta y le enseñará cómo marcar la boleta. Por favor complete la flecha para indicar su voto.

2. **Official Write-in Candidates will be posted. If you vote for a Write-in Candidate, be sure to mark the arrow in addition to writing in the candidate's name.**
   Los Nombres de los Candidatos Oficiales por Escrito estarán anunciados. Si usted vota por un Candidato por Escrito, asegúrese de marcar la flecha además de escribir el nombre del candidato.

3. **Once you have finished marking the ballot, go to the Eagle Vote Tabulation Machine and insert the ballot. If you need help a Boardworker is there to help you.**
   Una vez que haya terminado de marcar la boleta, vaya a la Máquina de Tabulación Eagle e inserte su boleta. Si usted necesita ayuda, habrá un Oficial de Elecciones ahí para ayudarlo/a.

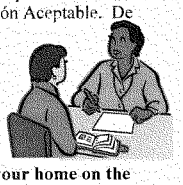


Eagle Vote Tabulation Machine
Máquina de Tabulación de Votos Eagle

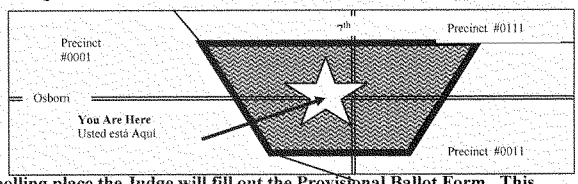
PROVISIONAL BALLOTS VOTER INSTRUCTIONS

BOLETAS PROVISIONALES INSTRUCCIONES A LOS VOTANTES

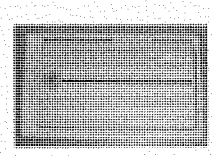
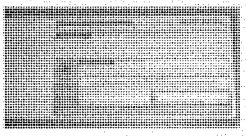
1. **At the Provisional Ballot Table please show the Boardworker some type of identification with your name and current address from List 1 or List 2 of Acceptable Identification. Otherwise, tell the board worker your name and address.**
En la Mesa de Boletas Provisionales por favor muéstrele al Oficial de Elecciones algún tipo de identificación con su nombre y dirección actual de la Lista 1 o la Lista 2 de Identificación Aceptable. De otra manera, dígale al oficial de elecciones su nombre y dirección



2. **The Boardworker will have a map of the area voting at this facility. Find your home on the map to make sure that you are in the correct polling place.**
El Oficial de Elecciones tendrá un mapa del área de votación en esta instalación. Busque su hogar en el mapa y asegúrese que usted está en el lugar de votación correcto.

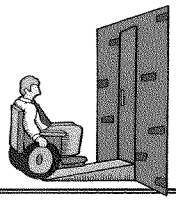


3. **If you are in the correct polling place the Judge will fill out the Provisional Ballot Form. This form will update your voter registration with your correct information. Be sure and sign the form. If you do not have acceptable identification, you have 5 days for a federal General Election and 3 days for other elections to provide sufficient ID to the County Recorder. A list of places will be provided.**
Si usted está en el lugar de votación correcto el Juez llenará la Solicitud de Boleta Provisional. Esta solicitud pondrá al día su registro de votante con la información correcta. Asegúrese de firmar la solicitud. Si no tiene identificación aceptable, usted tiene 5 días para una Elección General federal y 3 días para otras elecciones para proporcionar ID suficiente al Registrador del Condado. Una lista de lugares será proporcionada.

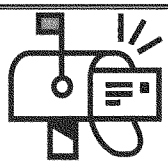
4. **The Boardworker will then attach the form to a manila envelope which you will take with you into the voting booth. Seal your voted ballot in the envelope and insert into the Red Provisional Ballot Box.**
El Oficial de Elecciones unirá la forma a un sobre manila el que llevará con usted a la casilla de votación. Selle su boleta ya votada dentro del sobre y depósitelo en la Caja Roja para Boletas Provisionales

Accessibility to Voters:
Accesibilidad a los votantes



Administrative District:
Distrito Administrativo

Affidavits:
Declaración (Declaración jurada)



All Mail Election:
Elección sólo por correo

Amendment:
Enmienda

Annexation:
Anexión

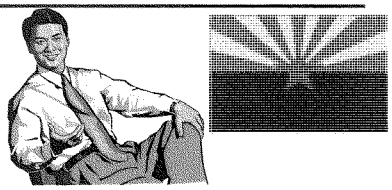
Appeals:
Apelaciones

Appellate Court:
Corte de Apelación (Tribunal de apelación)

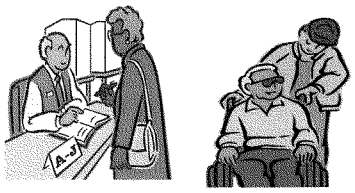
Appointed Official:
Oficial Nombrado
(Nombramiento Oficial)

Arizona State Representative:
Representante Estatal de Arizona

Arizona State Senator:
Senador Estatal de Arizona

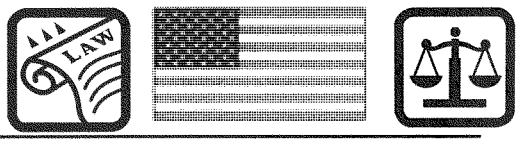


Assistance to Voters:
Asistencia a los votantes
(Ayuda a los votantes)

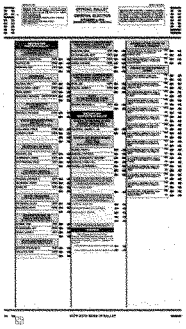


At Large:
Distrito amplio

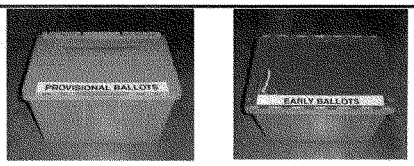
Attorney General:
Procurador General



Ballot:
Boleta

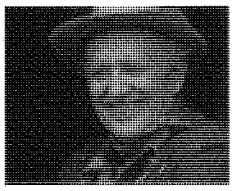


Ballot Box:
Urna Electoral



Board of Supervisors:
Junta de Supervisores

Board of Trustees:
Junta de Fideicomisarios (Junta de Administración)



Boardworker:
Oficial de Elección

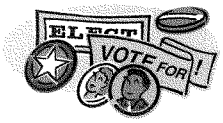
Bond:
Bono

Bond Election:
Elección de Bono

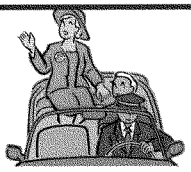
Boundary:
Lindero o límite

Campaign:
Campaña

Campaign Materials:
Materiales de Campaña



Candidate:
Candidato



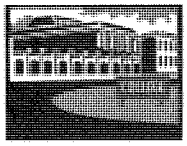
Challenge:
Impugnación (Protesta)

City Clerk:
Secretario/a Municipal o Secretario/a de la Ciudad)

City of:
Ciudad de

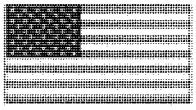
City Council:
Concejo Municipal

Closing of the Polls:
Cierre de las Urnas

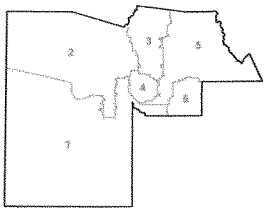


Community College District:
Distrito de Colegios de la Comunidad

Congress:
Congreso



Congressional District:
Distrito Congresional

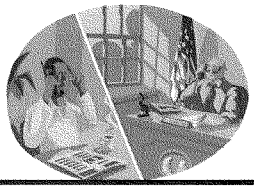


Consolidated Election:
Elección Consolidada

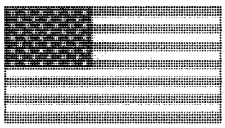
Consolidated Precincts:
Precinto Consolidado

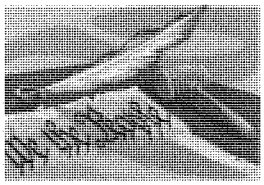
Constable:
Agente (Auxiliar de Justicia)

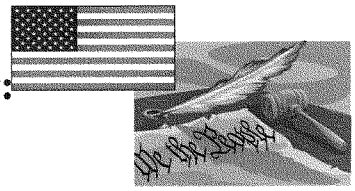
Constituent:
Constituyente



Constitution:
Constitución

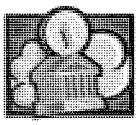


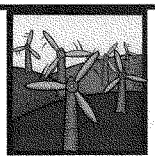


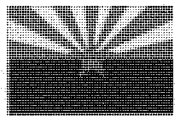


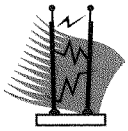
Constitutional Amendment:
Enmienda Constitucional

Contribution:
Contribución



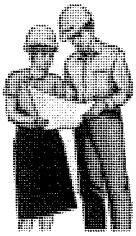




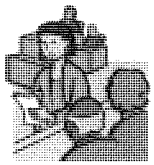


Corporation Commission:
Comisión de Corporación (Comisión de Sociedades Anónimas)

County Assessor:
Asesor del Condado



County Attorney:
Procurador del Condado



County Official:
Oficial del Condado

County Recorder:
Registrador del Condado

County Superintendent of Schools:
Superintendente de Escuelas del Condado

County Supervisor:
Supervisor del Condado

County Treasurer:
Tesorero del Condado

Curbside Voting:
Voto en la Acera/Banqueta

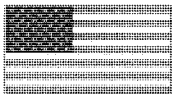
Date:
Fecha

Date of Birth:
Fecha de Nacimiento

Day:
Día

Democratic Party:
Partido Demócrata

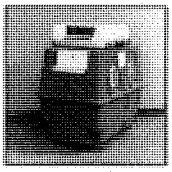
Department of Justice:
Departamento de Justicia



Discriminate:
Discriminar

District Judge:
Juez de Distrito

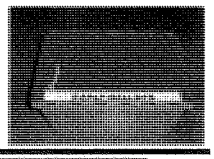
Driver's License Number:
Número de licencia de manejar/conducir

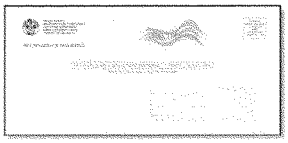


Eagle Tabulation Machine:
Máquina tabuladora (Máquina contadora)

Early Ballot:
Boleta temprana

Early Ballot Box:
Urna electoral de boletas tempranas





Early Voting:
Votación Temprana

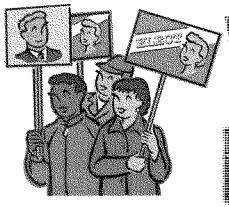
East Valley Institute Technical District:
Distrito Técnico del Instituto del Este del Valle

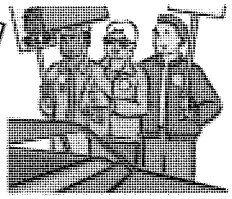
Elected Official:
Oficial Elegido

Election Board:
Junta Electoral

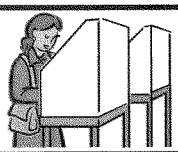
Election District:
Distrito Electoral

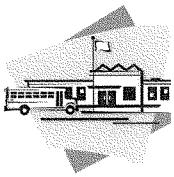
Electioneering:
Propaganda Electoral





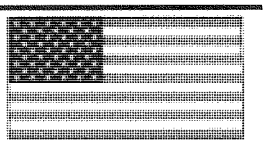
Elector:
Elector



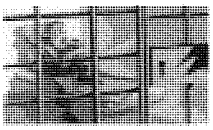


Elementary School District:
Distrito de Escuelas Primarias

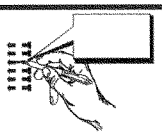
Federal Officials:
Oficiales Federales



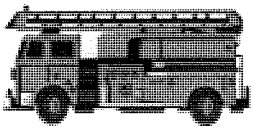
Felon:
Criminal



Fill in the Arrow:
Conecte la Flecha

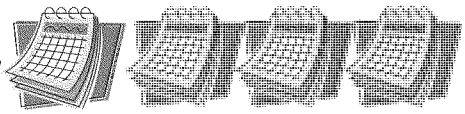


Fire District:
Distrito de Incendio



Forgery:
Falsificación

Four Year Term:
Término de cuatro años

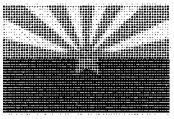


Fraud:
Fraude

General Election:
Elección General

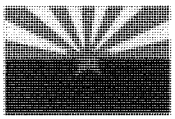
November

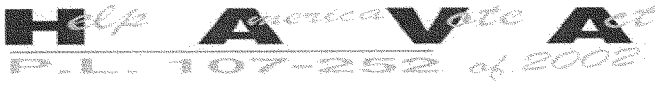
Governor:
Gobernador



Green Party:
Partido Verde

Gubernatorial:
Gubernativo

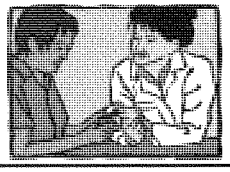




Help America Vote Act:
Acta de Asistencia a Los Votantes

High School District:
Distrito de Escuelas Secundarias

Hospital District:
Distrito de Hospital



House of Representatives:
Cámara de Representantes

Identification Card:
Tarjeta de Identificación

Independent Party:
Partido Independiente

Irrigation District:
Distrito de Irrigación (Distrito de riego)

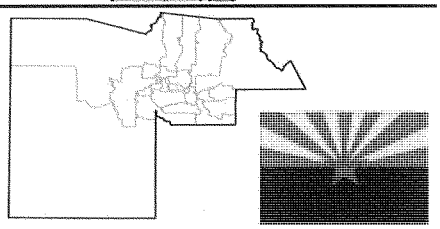
Judge:
Juez

Jurisdiction:
Jurisdicción

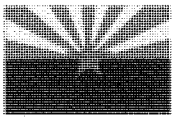
Justice of the Peace:
Juez de Paz

Kid's Voting:
Voto Juvenil

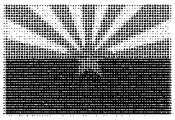
Legislative Districts:
Distrito Legislativo



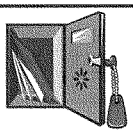
Legislator:
Legislador

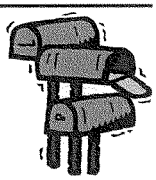


Legislature:
Legislatura



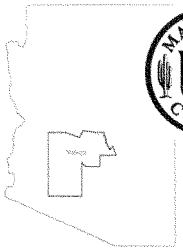
Libertarian Party:
Partido Libertario

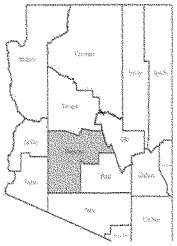




Mailing Address:
Dirección de Correo (Dirección postal)

Maricopa County:
Condado Maricopa





Mayor:
Alcalde

Municipal Court Judge:
Juez de la Corte Municipal

Municipal Election:
Elección Municipal

No Smoking:
No Fumar

Nomination Petition:
Petición de Nominación

Nonpartisan:
No Partidario (Imparcial)

Notice:
Aviso

Notice to Voters:
Aviso a los Votantes

Oath of Office:
Juramento de Cargo

Observers:
Observadores

Over-voted:
Sobre Voto (Votó de más)

Override Election:
Elección de Anulación

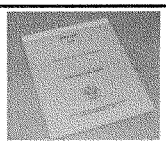
Partisan:
Partidario

Political Committee:
Comité Político

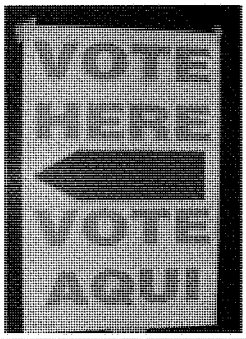
Political Party:
Partido Político

Poll:
Urna

Poll List:
Lista de Votantes



Polling Place:
Lugar de votación

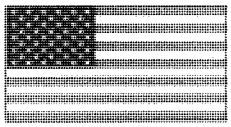


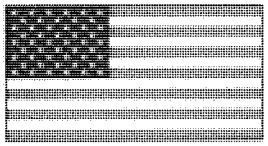
Precinct:
Precinto

Precinct Committee Person:
Persona del Comité del Precinto

Precinct Register:
Registro de Precinto

President:
Presidente

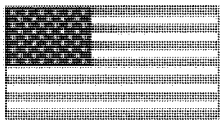




Presidential Election:
Elección Presidencial

Presidential Electors:
Electores Presidenciales

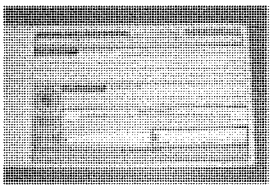
Presidential Preference Election:
Elección de Preferencia Presidencial



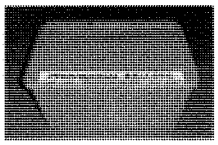
Primary Election:
Elección Primaria *Septiembre*

Proposition:
Proposición

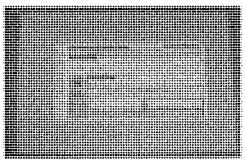
Provisional Ballot:
Boleta Provisional



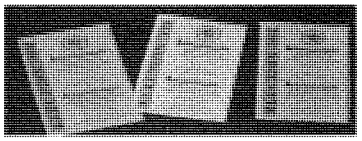
Provisional Ballot Box:
Urna para Boleta Provisional



Provisional Ballot Envelope:
Sobre para Boleta Provisional



Publicity Pamphlet:
Folleto de Publicidad



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*18 years or older *U.S. Citizen * Registered before deadline

Qualified Voter / Qualified Elector
Votante Calificado

Recall:
Revocar

Recall Election:
Elección de Revocación (Elección de Destitución)

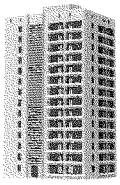
Referendum:
Referéndum

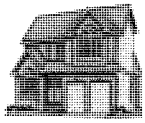
Reform Party:
Partido de Reforma

Registration Form:
Aplicación de Registro
(Forma de Registro)

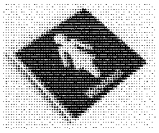
Republican Party:
Partido Republicano

Residential Address:
Domicilio





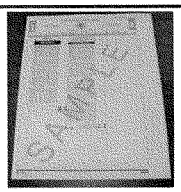
Restroom / Bathroom
Baños



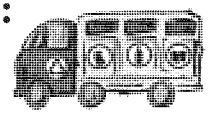
Runoff Election:
Elección Final

Rural:
Rural

Sample Ballot:
Boleta Ejemplar

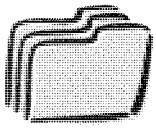


Sanitary District:
Distrito Sanitario

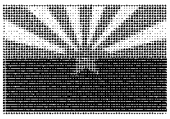


School Governing Board:
Junta de Gobierno Escolar

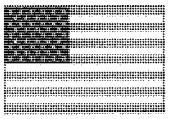
Secrecy Folder:
Archivo Secreto

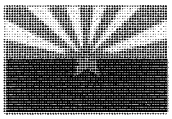


Secretary of State:
Secretaría del Estado



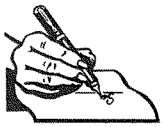
Senate:
Senado



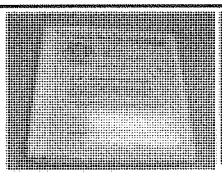


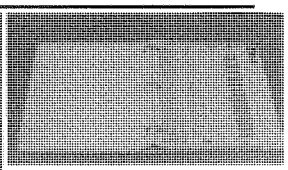
Sheriff:
Alguacil

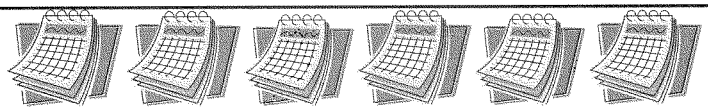
Signature:
Firma



Signature Roster:
Registro de Firmas





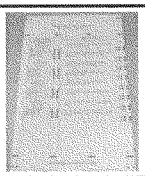


Six Year Term:
Término de seis años

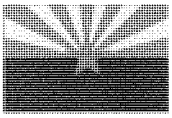
Social Security Number:
Número de Seguro Social

Special Election:
Elección Especial

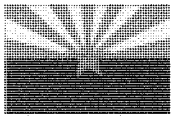
Spoiled Ballot:
Boleta Dañada



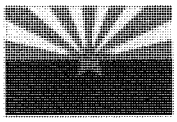
State:
Estado



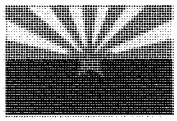
State Mine Inspector:
Inspector Estatal de Minas



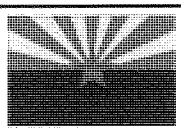
State of Arizona:
Estado de Arizona

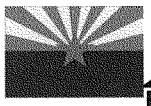


State Official:
Oficial Estatal

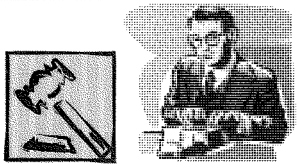


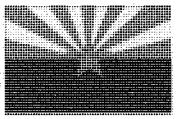
State Treasurer:
Tesorero Estatal





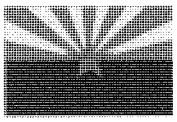
Superintendent of Public Instruction:
Superintendente de Instrucción Pública



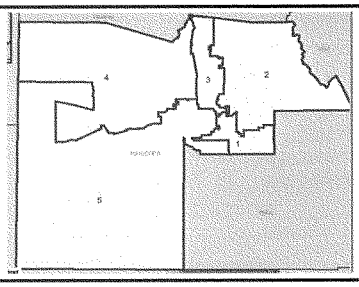


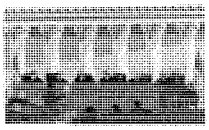
Superior Court Clerk:
Secretario/a de la Corte Superior

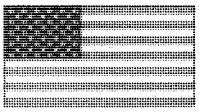
Superior Court Judge:
Juez de la Corte Superior



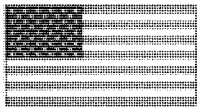
Supervisorial District:
Distrito Supervisorial

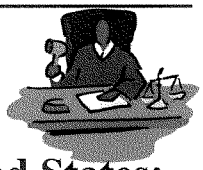






Supreme Court of the United States:
Corte Suprema de Estados Unidos



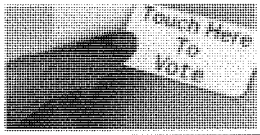


Supreme Court Justice of the United States:
Corte Suprema de Justicia de los Estados Unidos

Term:
Término / Período (Mandato)

Term of Office:
Término del puesto

Touch Screen:
Pantalla de toque



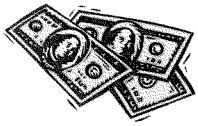
Town Clerk:
(Secretario/a del Pueblo)

Town of:
Pueblo de

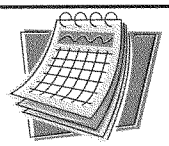
Translate:
Traducir

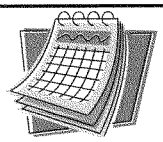
Translator:
Traductor

Treasurer:
Tesorero/a



Two Year Term:
Término de dos años



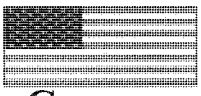


Under Voted:
Menos de la Votación (Votación incompleta)

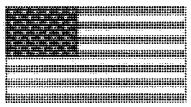
Unified:
Unificado

Unified School District:
Distrito Escolar Unificado

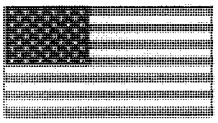
Union:
Sindicato

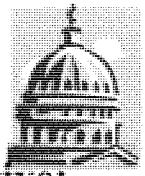


United States Congress:
Congreso de Estados Unidos

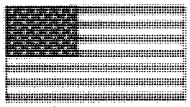


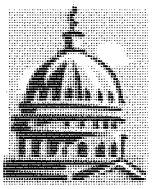
United States of America:
Estados Unidos de América





United States Representative:
Representante de Estados Unidos

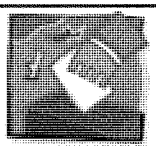




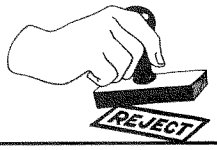
United States Senator:
Senador de Estados Unidos.

Volunteer:
Voluntario/a

Vote:
Voto

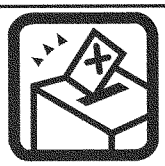


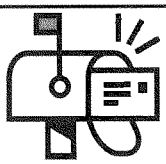
Vote Against:
Votar en contra



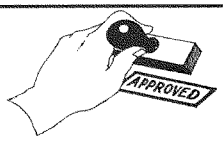
Vote Both Sides of the Ballot:
Vote ambos lados de la boleta

Vote by Mail:
Votar por correo





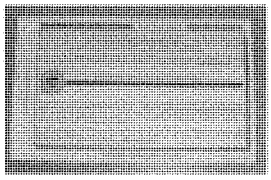
Vote for:
Vote por



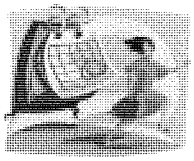
Vote for No More Than:
Vote por no más de

Voter / Elector:
Votante/Elector

Voter Receipt:
Recibo del Votante



Voter Registration Deadline:
Fecha Límite para Registrarse
para Votar

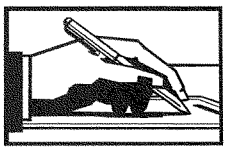


Voter ID Card:
(Tarjeta de Identificación del Votante)

Voting Booth:
Casilla de Votación

Water District:
Distrito de Agua

Write in Candidate:
Candidato por Escrito

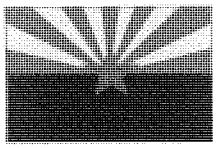


Maricopa County Elections Department
Tohono O'Odham
Election Terminology Glossary

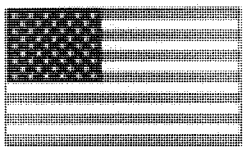
Key to Governmental Office Levels:

City / Town Offices

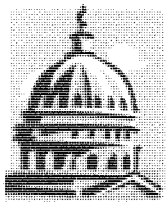
County Offices



State Offices



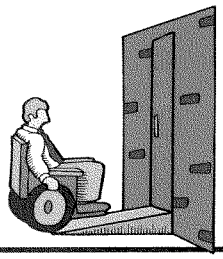
Federal Offices



Congressional Offices

5. Accessibility to Voters:

Mo asps pehegi hab cu'ig
ha-wehejid g wodal-tadam



6. Administrative District:

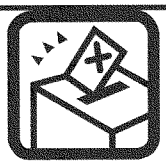
Hegai ceksan mo am eda hab e-wua g wodal-ta cikpan

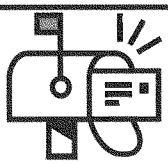
7. Affidavits:

Hegai o'ohona tapial mat hema am o o'oho am ce:gitk g
kownal pion-ga

8. Affiliation:

Hegai hemajkam a cikpan mo ab i-t-we:mt





9. All Mail Election:

Hegai wodal-ta mo am as e-a'at o'ohon ki wui

10. Amendment:
Mo hegai o'ohona mat am i-e-kamialt

---

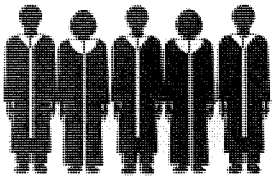
11. Annexation:
Hegai mat ab o i-we:nat

---

12. Appeals:
Hegai appecuda mat am ba'ic am ba'ic ep o 'i-e-nei

---

13. Appellate Court:
Hegai lodaisig ki mo ab i-ha-nenei'id g a'apcuda k ep u'ugkc g gewkdag mat am o i-kamialt hegai apcuda



---

14. Appointed Official:
Hegai mo ha'icu cikpan ed wud s-u:gkcu

Arizona State Representative:

15. Arizona State Senator:

Ali Son ha-ke:sa

16. Assistance to Voters:

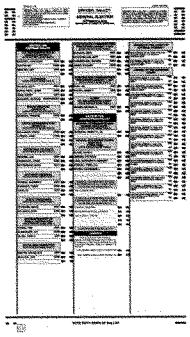
Mo 'am 'i-ha-we:maj g wodal-tadam

17. At Large:

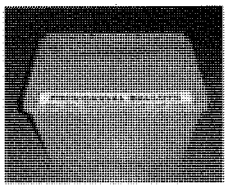
We:s g hemajkam, we:s g jewed

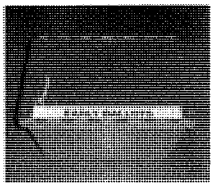
18. Attorney General:

Si s-u:gcu cihanig cikpan-dam



19. Ballot:
Wodal-ta tapial

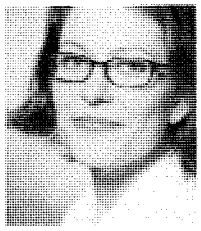
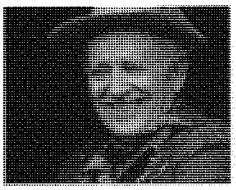
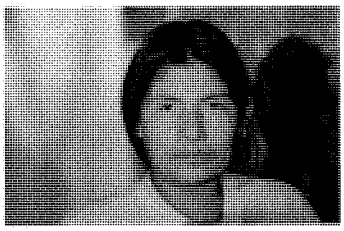




20. Ballot Box:
Wodal-ta tapial kahon

Board Member:
Ha-wemaj hegam mo nu:kud g cikpan, wodalta, mascama

22. Board of Supervisors:
Hegai mo ha'icu nu:kud

24. Boardworker:
Ha-pion-ga hegam mo hai'icu nu:kud

---

25. Bond:
Hegai mat hascu 'ab 'ab 'o 'e-wodal (mascamakud, lial, cihanig…)

---

26. Bond Election:
Mat 'am 'o 'e-wodal 'ab ha'icu 'ab

---

27. Boundary:
Ceksaan

---

28. Campaign:
Mat 'an 'o 'i-je:ngid-hi hegam mat 'am ha'icu-kaj 'o wo:p

---

29. Campaign Materials:

Hegam tatpial mat 'an 'o 'i-ha-ma:ki hegam mat am ha'icu-kaj 'o wo:p

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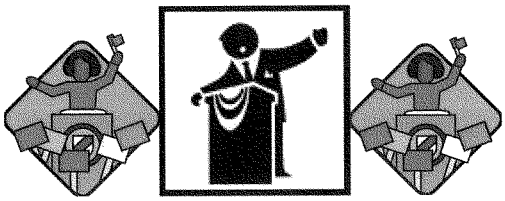


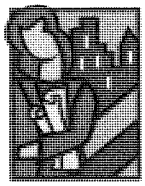
30. Candidate:

Hegam mat 'am ha'icukaj 'o wo:p

---

31. Challenge:

Mat ha'icu pi 'o k 'ab 'o wui kekiwa



City Clerk:

Hegai pion mo wud ha-o'ohon-dam cikpan-dam

---

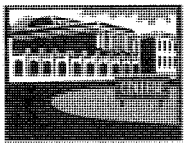
32. City of:

ki:him / puilo

---

34. Closing of the Polls:

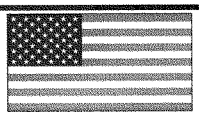
Mat 'o 'eOku g wodal-ta ki:



35. Community College District:

U:gk mascamakud ceksan

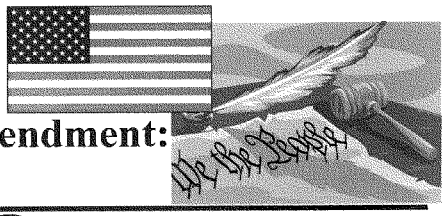
Constable:



37. Constituent:

38. Constitution:

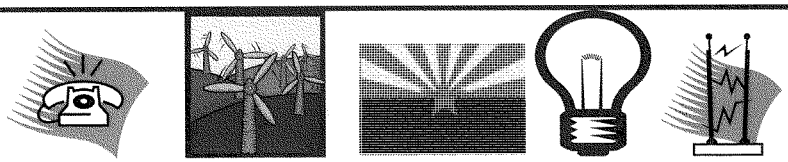
Hemajkam ha-cihanig



39. Constitutional Amendment:

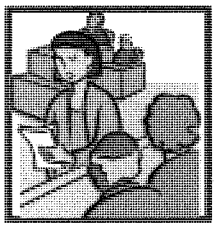
40. Contribution:

Mat hema 'am as 'o ha'icu m-ma



Corporation Commission:

41. County Assessor:



42. County Attorney:

Ceksan c-ed cihanig 'ab s-e-amicud-dam

---

43. County Official:

Ceksan c-ed s-u:gkcu

---

44. County Recorder:

Ceksan c-ed hi'oky behedam

---

109. County Superintendent of Schools:

---

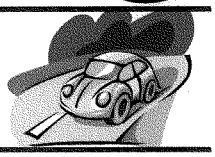
45. County Supervisor:

Ceksan c-ed s-u:gkcu

---

46. County Treasurer:
Ceksan c-ed lial hu:kud-dam

47. Curbside Voting:
Wo:g hugi 'am wodal-ta

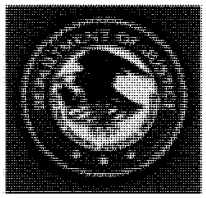


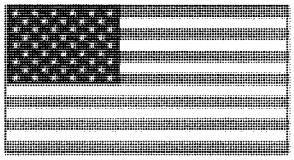
48. Date:
Tas kuinta

49. Date of Birth:
Ma:sig tas

50. Day:
Tas

51. Democratic Party:





Department of Justice:

---

52. Discriminate:

Mat ha'icu pi 'o 'e-ho:hai nopi wud milgain ha-amjid

---

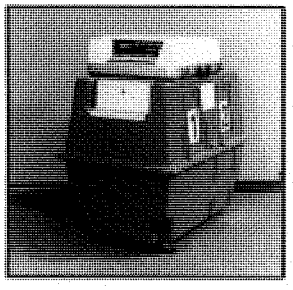
53. District Judge:

Ceksan c-ed ha-lodait

---

54. Driver's License Number:

Ma:gina melcuda o'ohon nuimlo

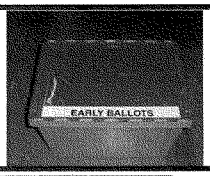


55. Eagle Tabulation Machine:

---

56. Early Ballot:
S-ho:tam

57. Early Ballot Box:
S-ho:tam wodal-ta

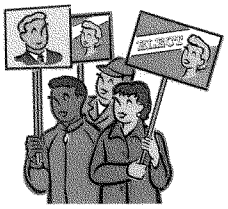


58. Early Voting:

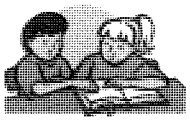
59. Elected Official:
Hegai pion mat g wodal-tadam 'am dai

60. Election Board:

61. Election District:

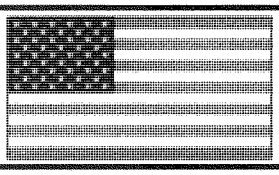


62. Electioneering:

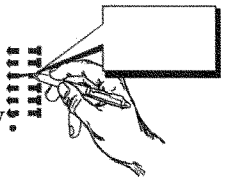


64. Elementary School District:

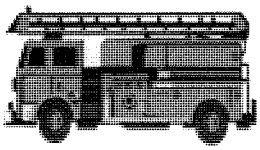
65. Federal Officials:



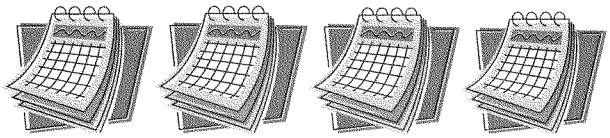
66. Felon:



36. Fill in the Arrow:



67. Fire District:



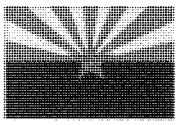
68. Four Year Term:

---

70. General Election:

---

71. Governor:



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72. Help America Vote Act:

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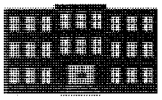
74. High School District:
Mascama ceksan

75. Hospital District:
Kokko-dam ha-ki ceksan



76. Identification:
Hegai tapial mo 'ab daha g m-pigcul c'an o'odag g m-maisig

77. Incumbent:
Hegai pion mo hemu 'am daha

78. Independent Party:
Hegai mat hejel 'ab'e-amid am ha'ecu 'ed 'o me

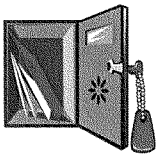
79. Judge:
Hegai mo ha-lodait

80. Jurisdiction:
Ceksan

81. Justice of the Peace:

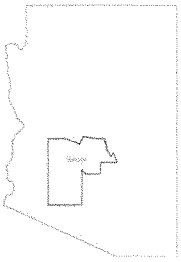
82. Kid's Voting:

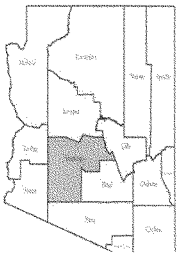
A'al ha-wodal-ta



84. Mailing Address:

85. Maricopa County:





86. No Smoking:

87. Nonpartisan:

---

89. Oath of Office:

---

90. Observers:

---

91. Over-voted:

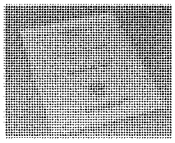
---

92. Political Party:

---

93. Poll List:

O'ohona mo 'an o'ohodag g ha-cecgig hegam mat wodalt



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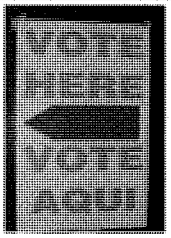
94. Polling Place:

Wodalta ki:



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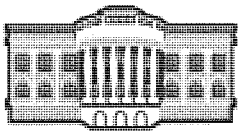
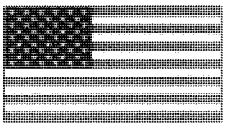
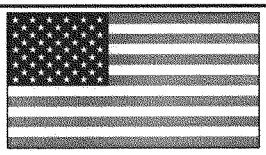
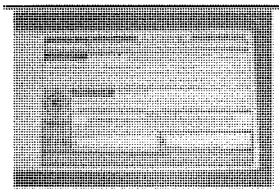
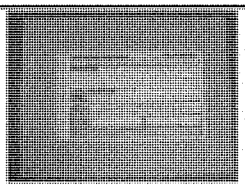
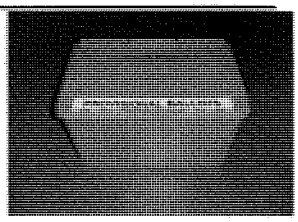
95. President:  



96. Presidential Election:

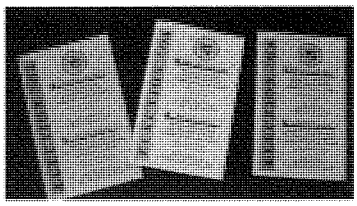
98. Primary Election: *September*

99. Proposition:

100. Provisional Ballot Voting:

101. Publicity Pamphlet:



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*18 years or older*U.S. Citizen * Registered before deadline

102. Qualified Voter / Qualified Elector

---

103. Referendum:

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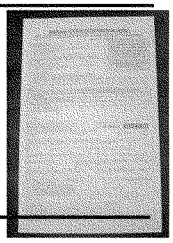
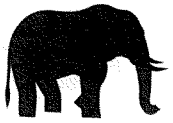
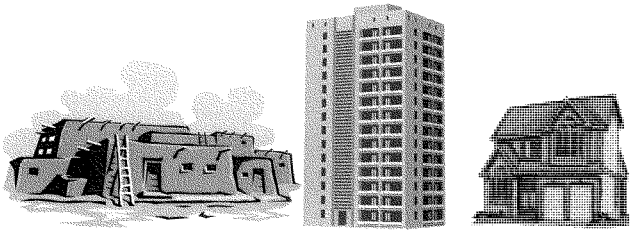
104. Registration Form:

O'ohon mapt 'an o'l su:dat k o 'e-ate mapt o wodal

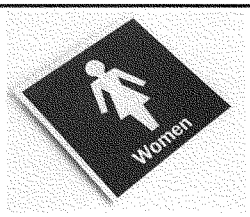




105. Republican Party:



106. Residential Address:



21. Restroom / Bathroom

Bi:tkud, Apcudakud

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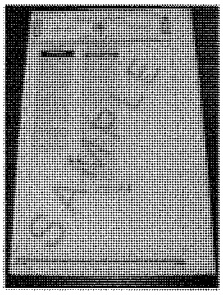
107. Sample Ballot:

Ce:gida wodalta tapial



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108. School Board Member:

Ha-wemaj hegam mo nu:kud g cikpan, mascama

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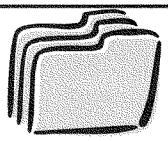
109. School Superintendent:



110. Secrecy Folder:

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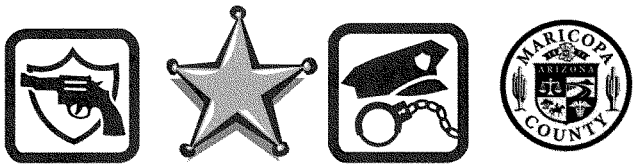
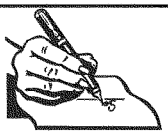
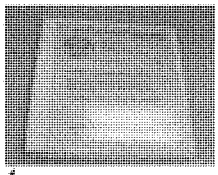
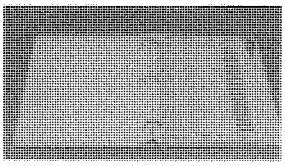
111. Secretary of State:



112. Sheriff:



113. Signature:

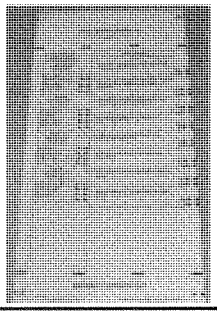



114. Signature Roster:

O'ohona mo an o'ohadag g ha-cecgig hegam mo 'e-o'ohonc mat o wodalt

---

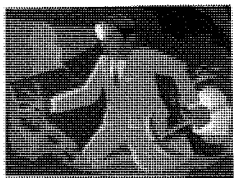
115. Social Security Number:



116. Spoiled Ballot:

---

117. State Mine Inspector:



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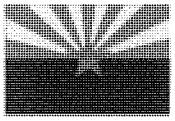
118. State Treasurer:



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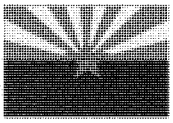
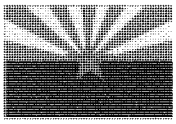
119. Superintendent of Public Instruction:



33. Superior Court Clerk:

---

120. Superior Court Judge:



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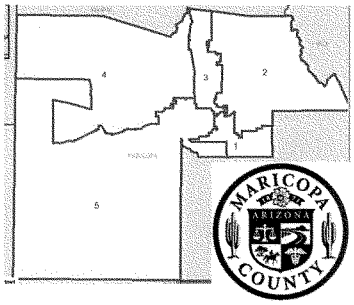
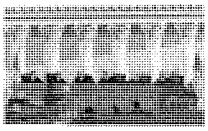
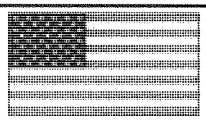
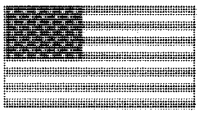
121. Supervisorial District:







Supreme Court of the United States:



Supreme Court Justice of the United States:

Town Clerk:

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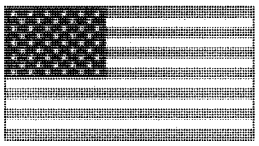
122. Under Voted:



123. United States Congress:

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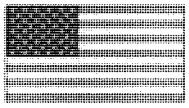
124. United States Representative:



125. United States Senator:

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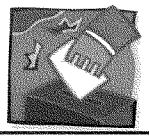
126. Vote:
Wodal-ta



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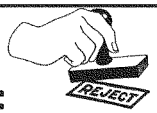
127. Vote Against:



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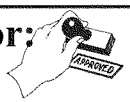
128. Vote for:



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130. Voter Registration Deadline:

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131. Voting Booth:
Wodalta mi:sa

Handicap Voting Booth:
Jumalk wodalta mi:sa

Voter Assistance Survey / Encuesta sobre Ayuda a los Votantes

[illegible]

Your Precinct Name or Number/ Nombre o Número de su Recinto: _____

Your Polling Place Today/ o Su Lugar de Votación Hoy: _____

Did you require any assistance today?/ ¿Necesitó usted algún tipo de ayuda hoy? **Yes**/ Sí _____ **No** _____

Did you bring someone along to assist you? / ¿Trajo usted a alguien para que lo/la ayudara? **Yes**/ Sí _____ **No** _____

What type of assistance did you need? ¿Qué tipo de ayuda necesitó usted?

Language/ Idioma ___ **Physical**/ Física ___ **Instructional**/ De Instrucción ___ **Other**/ Otra _____

Were the Boardworkers helpful? /¿Le prestaron ayuda los Oficiales de Elecciones?

Yes/ Sí ____ **No** ____ **Comments**/ Comentarios: _____

Were you satisfied with the ease of voting?/¿Se sintió satisfecho/a con lo fácil de la votación? **Yes**/ Sí ____ **No** ___ **Somewhat** /Algo ___

Do you have any recommendations or suggestions on how Maricopa County Elections Department can better serve you? ¿Tiene usted alguna recomendación o sugerencia sobre la forma en la que el Departamento de Elecciones del Condado de Maricopa le puede servir mejor?

_____

_____

May we contact you? Lo(a) podemos contactar? **Your Name & Number** / Su Nombre y Número: _____

[illegible]

SIGNATURE ROSTER DUTY CARD – PAGE 1

1. Ask the voter for identification. See List 1 and 2 attached to this card. **If the voter does NOT have one item from List 1 or two items from List 2, ask the voter to go over to the Provisional Ballot Table.**

2. If the voter has one item of ID from List 1 or two items of ID from List 2, find the voter's name in the Signature Roster. Check the **Active** voters (white pages), **Inactive** voters (tan pages), and **Add-ons** (yellow pages).

3. Verify the voter's address. If the address on the voter's ID matches the address in the Signature Roster, go to #5 on this card. If the address on the voter's ID does NOT match the Roster, ask the voter to go to the Provisional Ballot Table.

4. **If any of the these situations applies, the voter must go to the Provisional Ballot Table:**

   A. If the voter's name is not in the Signature Roster.
   B. If the voter has moved.
   C. If the voter's address on the ID does NOT match the address in the Roster.
   D. If the voter requested/received an Early Ballot and did not bring it to the polls.
   E. If the voter's name has changed.
   F. If the voter is challenged at the polling place.

5. Ask the voter to sign in the signature block next to their name.

6. Announce the voter's Roster/Register Number to the Poll List Clerk.

7. Direct the voter to the election official issuing ballots.

8. If the voter has their "voted" Early Ballot, **the voter does NOT have to stand in line or sign the Signature Roster.** Make sure the Early Ballot packet is signed and ask the voter to deposit it in the extra ballot box with the Blue Lid.

9. If the voter has their Early Ballot but does NOT have the Early Ballot Packet, give the voter a Blue Early Ballot Envelope. Ask the voter to fill out the envelope, sign it, and seal their ballot inside of it. **The voter does not sign the Signature Roster.** Ask the voter to deposit the Blue Early Ballot Envelope in the extra ballot box with the Blue Lid.

PROVISIONAL BALLOT VOTERS:

Provisional Ballot voters must go to the Provisional Ballot table. They do NOT have to return to the Signature Roster. They will sign the Pink Provisional Ballot Roster and receive their ballot at the Provisional Ballot Table.

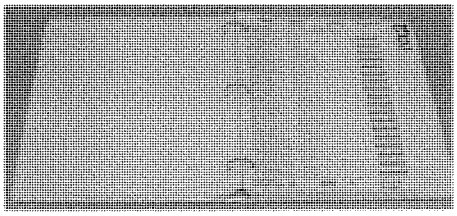
Rev. 9/2007

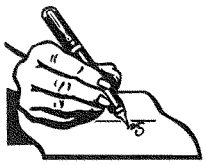
SIGNATURE ROSTER VOTER INSTRUCTIONS—back of Page 1
REGISTRO DE FIRMAS
INSTRUCCIONES PARA LOS VOTANTES

1. **Please tell the boardworker your Name and Current Address.**
   Por favor déle al oficial de elecciones su Nombre y Dirección Actual.

HELLO MY NAME IS:
HOLA MI NOMBRE ES:

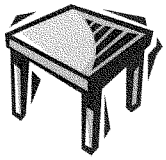
2. **If your name is in the Signature Roster please sign next to your name**
   Si su nombre está en el Registro de Firmas, por favor firme al lado de su nombre





3. **If your name is not in the Signature Roster, go to the Provisional Ballot Table to be sure you are in the correct polling place.**
   Si su nombre no está en el Registro de Firmas, vaya a la Mesa de Boletas Provisionales para asegurarse que se encuentra en el lugar de votación correcto.

Table #2
Mesa #2



Rev. 10/2006

SIGNATURE ROSTER DUTY—PAGE 2

ACCEPTABLE IDENTIFICATION

LIST #1 Photo identification with name and address – ONE REQUIRED
Acceptable forms of identification with photograph, name, and address of the elector

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification

An identification is "valid" unless it can be determined on its face that it has expired.

➔ **The name and address must match the voter's address shown on the Signature Roster.**

OR

LIST #2 Non-photo identification (name and address only) – TWO REQUIRED
Acceptable forms of identification without a photograph that bear the name and address of the elector

- Utility bill of the elector that is dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within ninety days of the date of the election
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Recorder's Certificate or Voter Registration Card
- Valid United States federal, state, or local government issued identification
- Any "Official Election Material" mailing bearing the voter's name and address

➔ **The name and address on each item must match the voter's address shown on the Signature Roster.**

A. If the voter does not have one photo ID from List #1 or two other non-photo IDs from List #2, they must vote a Provisional Ballot and provide proof of ID within 3 days after any election and 5 days after a federal general election.

B. If the voter has only one item from List #2, they must vote a Provisional Ballot and provide proof of ID within 3 days after any election and 5 days after a federal general election.

C. If the name and/or address on the identification from List 1 or List 2 does not match the name and address in the Signature Roster, the voter must vote a Provisional Ballot. The voter does not have to provide any other proof if ID.

REGISTRO DE FIRMAS—Pagina 2

IDENTIFICACIÓN ACEPTABLE

LISTA #1 Identificación de foto con nombre y dirección – SE REQUIERE UNA

Tipos de identificación aceptables con foto, nombre y dirección del elector

- Licencia válida para conducir de Arizona
- Licencia válida sin permiso para conducir de Arizona
- Tarjeta de inscripción tribal u otra forma de identificación tribal
- Identificación válida emitida por el gobierno federal de los Estados Unidos, gobierno estatal o local

Una identificación se considera "válida" a menos que se pueda determinar en su frente que ha expirado.

➔ El nombre y la dirección deben coincidir con la dirección del votante que aparece en la Lista de Firmas.

O

LISTA #2 Identificación sin foto (sólo nombre y dirección) – SE REQUIEREN DOS

Tipos de identificación aceptables sin una foto que lleven el nombre y la dirección del elector

- Cuenta de servicios públicos del elector con fecha de no más de noventa días antes de la fecha de la elección. Una cuenta de servicios públicos puede ser por electricidad, gas, agua, basura, alcantarillado, teléfono, teléfono celular, o televisión de cable
- Declaración de bancos o uniones de crédito que tengan fechas de no más de noventa días antes de la fecha de la elección
- Registro de Vehículos de Arizona Válido
- Tarjeta de censo Indígena
- Declaración de impuestos de la propiedad de la residencia del elector
- Tarjeta de inscripción tribal u otra forma de identificación tribal
- Tarjeta de seguro de vehículo
- Certificado del Registro o Tarjeta de Registro de Votante
- Identificación válida emitida por el gobierno federal de los Estados Unidos, o gobierno estatal o local
- Cualquier "Material de Elección Oficial" enviado por correo que tenga el nombre del votante y la dirección

➔ El nombre y la dirección en cada artículo deben coincidir con la dirección del votante que aparece en la Lista de Firmas.

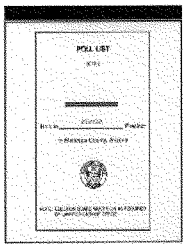
A. Si los votantes no tienen una Identificación con foto de la Lista #1 u otras dos Identificaciones sin foto de la Lista #2, ellos deben votar en una Boleta Provisional.

B. Si los votantes tienen sólo un artículo de la Lista #2, ellos deben votar en una Boleta Provisional.

C. Si el nombre y/o la dirección en la identificación no coinciden con el nombre y la dirección en la Lista de Firmas, el votante debe votar en una Boleta Provisional.

Si NO arriba está en un círculo usted tiene **cinco (5) días** después de una elección Federal General y **tres (3) días** después de cualquier otra elección para suministrarle suficiente Identificación al Registro del Condado. Usted puede visitar una de nuestras oficinas en la lista de abajo o, si se aplica, ver la lista suplementaria suministrada por el oficial de elecciones para más lugares. Si usted tiene cualquier pregunta o preocupación, por favor comuníquese con nosotros en el 602-506-1511.

POLL LIST DUTY – Page 1



AFFIX ONE OF THE PRECINCT LABELS TO THE FRONT OF THE POLL LIST. THE LABELS ARE FOUND IN THE INSPECTOR'S PACKET.

1. Find the voter's name in the GREEN Precinct Register.
2. Write the voter's Register Number in the Poll List.*
3. Write the voter's name in the Poll List.
4. Tell the board worker issuing ballots the voter's Register Number so they can look the voter up in the GREEN Precinct Register and issue the correct ballot.

***Inactive voters** Register Numbers are preceded with the letter "I" – pages are on TAN paper.
***Add-on voters** Register Numbers are preceded with the letter "A". – pages are WHITE paper.

Upon request, give the Pink or Yellow copies to AUTHORIZED PERSONNEL ONLY. Any person designated to pick up the copies of the Poll List MUST have a letter of authorization. Each Poll List page must be full before any copies can be removed.

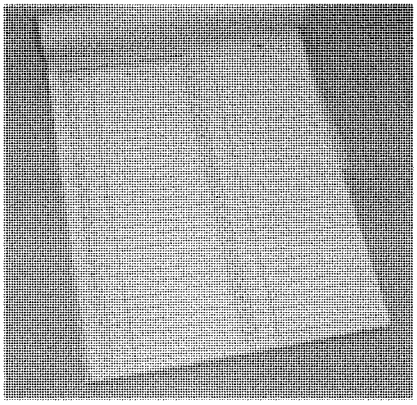
PROVISIONAL VOTERS

The names of Provisional voters are no longer listed in the Poll List. They are listed in the Pink Provisional Ballot Roster. When closing the polls, put the YELLOW copy of the Provisional Ballot Roster Pages inside the Poll List before the Poll List is placed in the Green Canvas Bag.

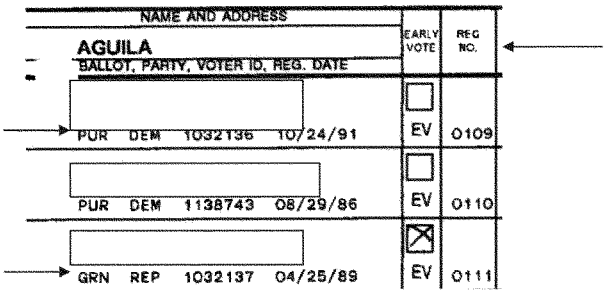
9/2007

POLL LIST VOTER INSTRUCTIONS – Page 2
LISTAS DE LAS URNAS
INSTRUCCIONES A LOS VOTANTES

1. Your Name and Register Number will be written in the Official Poll List by the Clerk.
El Secretario escribirá su Nombre y Número de Registro en la Lista Oficial de la Urna



2. The Clerk will tell the Judge your Register Number; they will determine what type of ballot you receive depending on your registration.
El Secretario le dará al Juez su Número de Registro, ellos determinarán el tipo de boleta que usted recibe de acuerdo a su registro.



BALLOT SELECTION – Page 1

1. Using the voter's Register Number, look the voter up in the GREEN Precinct Register to select the correct ballot. For example, if your precinct has color striped ballots, use the color code in the Register. PUR = purple stripe, GRN = Green stripe, GLD = gold stripe, etc.

2. In a General Election, make sure both ENGLISH and SPANISH ballots of each style are out on the table and readily available.

3. Hand the ballot to the voter.

4. Give the voter a thorough demonstration on how to connect the head and tail of the arrow and how to do a write-in correctly. Point out offices or issues on the back of the ballot, if applicable. Use the Demonstration of Marking the Ballot Duty Card (goldenrod).

5. Secrecy folders must be available for voters who want them.

SPOILED BALLOTS

If a voter spoils their ballot and returns it for a replacement:

1. The voter or the election official shall write "*spoiled*" across the ballot.

2. Put the spoiled ballot in the Clear Official Envelope immediately. You may put a secrecy folder inside the Official Envelope to conceal any spoiled ballots.

3. Before issuing a new ballot look the voter up in the GREEN Precinct Register to determine the correct replacement ballot.

4. NO MORE THAN 3 BALLOTS MAY BE ISSUED TO ANY ONE VOTER.

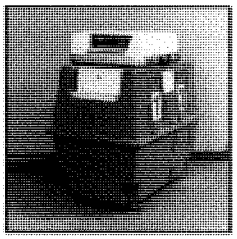
SEE OTHER SIDE OF THIS CARD ➔

BALLOT DISTRIBUTION & DEMONSTRATION
VOTER INSTRUCTIONS – Page 2
DEMOSTRACIÓN & DISTRIBUCIÓN DE BOLETA
INSTRUCCIONES A LOS VOTANTES

1. **The Judge will provide you with either an English or a Spanish ballot issued in your correct ballot style, and show you how to mark the ballot. Please complete the arrow to mark your vote.**
   El Juez le entregará su boleta del estilo correcto en Ingles o Español y le enseñará cómo marcar la boleta. Por favor complete la flecha para indicar su voto.

2. **Official Write-in Candidates will be posted. If you vote for a Write-in Candidate, be sure to mark the arrow in addition to writing in the candidate's name.**
   Los Nombres de los Candidatos Oficiales por Escrito estarán anunciados. Si usted vota por un Candidato por Escrito, asegúrese de marcar la flecha además de escribir el nombre del candidato.

3. **Once you have finished marking the ballot, go to the Insight Vote Tabulation Machine and insert the ballot. If you need help a Boardworker is there to help you.**
   Una vez que haya terminado de marcar la boleta, vaya a la Máquina de Tabulación Insight e inserte su boleta. Si usted necesita ayuda, habrá un Oficial de Elecciones ahí para ayudarlo/a.



Insight Vote Tabulation Machine
Máquina de Tabulación de Votos Insight

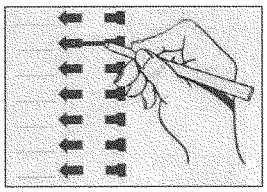
DEMONSTRATION OF MARKING THE BALLOT

1. GREET THE VOTER

2. ASK IF THEY WOULD LIKE A DEMONSTRATION OF MARKING THE BALLOT.

3. IF THE VOTER WISHES, INSTRUCT AND EXPLAIN AS FOLLOWS, ***USING DEMONSTRATOR BALLOTS ONLY:***

✓ HOW TO MARK THE BALLOT PROPERLY USING A ***SINGLE LINE*** TO CONNECT THE HEAD AND TAIL OF THE ARROW.



✓ HOW TO INSERT THE BALLOT INSIDE SECRECY FOLDER, IF REQUESTED, AFTER VOTING.

4. EXPLAIN OR DEMONSTRATE HOW TO CAST A WRITE-IN VOTE. (IF APPLICABLE TO THIS ELECTION)

THE VOTER MUST WRITE THE NAME OF THE WRITE-IN CANDIDATE ON THE BALLOT *AND* CONNECT THE HEAD AND TAIL OF THE ARROW.

PROVISIONAL BALLOTS – PAGE 1

☆☆☆EVERY VOTER HAS THE RIGHT TO VOTE A PROVISIONAL BALLOT☆☆☆

WHO QUALIFIES FOR A PROVISIONAL BALLOT?

There are seven reasons why someone may be required to vote a Provisional Ballot:

- The Voter does NOT have the required proof of identification.
- The Voter's name does not appear on the Signature Roster.
- The Voter has moved WITHIN THE PRECINCT.
- The Voter has moved INTO THE PRECINCT.
- The Voter has been issued an Early Ballot.
- The Voter has changed their name.
- The Voter is challenged at the polling place.

HINT: Everything concerning Provisional Ballots is Red or Pink:
☆Red Ballot box lid
☆Pink Provisional Ballot Form
☆Pink Provisional Signature Roster

HOW TO PROCESS A PROVISIONAL BALLOT

1. If the voter has moved, check the Precinct Map; make sure the voter lives in the Precinct. If the voter does not live in the Precinct, please send them to the correct Precinct.

2. **CIRCLE YES OR NO** on the top right hand corner of the Pink Provisional Ballot Form indicating whether or not the voter has acceptable ID. **Detach the Pink Copy and give it to the voter.**

3. **IF YOU CIRCLED NO**, please tell the voter they have 5 business days after a Federal General Election and 3 days after any other election to provide sufficient ID to the County Recorder. **Give the voter a list of locations for ID verification after the election.** The voter may also return to the polling place on election day.

4. Fill out the Provisional Ballot Form. The voter and 1 election official must sign the form.

5. Attach the form to one of the large manila envelopes that have been provided.

6. Print the voter's name in the Pink Provisional Ballot Roster.

7. Have the voter sign the Pink Provisional Ballot Roster.

8. Select the correct ballot for the voter. **Fold the ballot in half and instruct the voter to seal it inside the Provisional Ballot Envelope after they have finished voting.**

9. Instruct the voter on the correct way to mark a ballot.

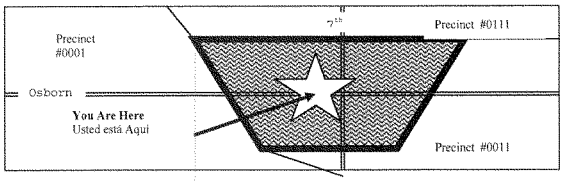
10. The voter should have both the ballot and the Provisional Ballot Envelope when they go to the booth to vote. This will prevent the voter from inserting their ballot directly into the *Insight.*

11. After voting, the voter deposits the Provisional Ballot Envelope in the extra ballot box with the Red lid.

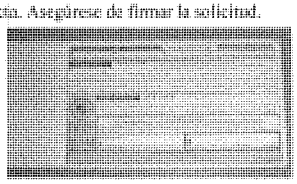
PROVISIONAL BALLOTS VOTER INSTRUCTIONS—back of Page 1
BOLETAS PROVISIONALES INSTRUCCIONES A LOS VOTANTES

1. **At the Provisional Ballot Table please give the Boardworker your name and current address.**
En la Mesa de Boletas Provisionales por favor déle al Oficial de Elecciones su nombre y dirección actual.

2. **The Boardworker will have a map of the area voting at this facility. Find your home on the map to make sure that you are in the correct polling place.**
El Oficial de Elecciones tendrá un mapa del área de votación en esta instalación. Encuentre su hogar en el mapa para asegurarse que está en el lugar de votación correcto.



3. **If you are in the correct polling place the Judge will fill out the Provisional Ballot Form. This form will update your voter registration with your correct information. Be sure and sign the form.** Si usted está en el lugar de votación correcto el Juez llenará la Solicitud de Boleta Provisional. Esta solicitud pondrá al día su registro de votante con la información correcta. Asegúrese de firmar la solicitud.



4. **The Boardworker will then attach the form to a manila envelope which you will take to the Voting Booth. Seal your voted ballot into the envelope and deposit in the red Provisional Ballot Box.**
El Oficial de Elecciones unirá la forma a un sobre manila el que llevará con usted a la casilla de votación. Selle su boleta ya votada dentro del sobre y depositelo en la Caja Roja para Boletas Provisionales.

PROVISIONAL BALLOT DUTY—PAGE 2

ACCEPTABLE IDENTIFICATION

LIST #1 Photo identification with name and address – ONE REQUIRED
Acceptable forms of identification with photograph, name, and address of the elector

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification

An identification is "valid" unless it can be determined on its face that it has expired.

OR

LIST #2 Non-photo identification (name and address only) – TWO REQUIRED
Acceptable forms of identification without a photograph that bear the name and address of the elector

- Utility bill of the elector that is dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within ninety days of the date of the election
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Recorder's Certificate or Voter Registration Card
- Valid United States federal, state, or local government issued identification
- Any "Official Election Material" mailing bearing the voter's name and address

A. If the voter does not have one photo ID from List #1 or two other non-photo IDs from List #2, they must vote a Provisional Ballot and provide proof of ID within 3 days after any election and 5 days after a federal general election.

B. If the voter has only one item from List #2, they must vote a Provisional Ballot and provide proof of ID within 3 days after any election and 5 days after a federal general election.

C. If the name and/or address on the identification from List 1 or List 2 does not match the name and address in the Signature Roster, the voter must vote a Provisional Ballot. The voter does not have to provide any other proof if ID.

TAREA DE LA BOLETA PROVISIONAL—PÁGINA 2

IDENTIFICACIÓN ACEPTABLE

LISTA #1 Identificación de foto con nombre y dirección – SE REQUIERE UNA

Tipos de identificación aceptables con foto, nombre y dirección del elector

- Licencia válida para conducir de Arizona
- Licencia válida sin permiso para conducir de Arizona
- Tarjeta de inscripción tribal u otra forma de identificación tribal
- Identificación válida emitida por el gobierno federal de los Estados Unidos, gobierno estatal o local

Una identificación se considera "válida" a menos que se pueda determinar en su frente que ha expirado.

O

LISTA #2 Identificación sin foto (sólo nombre y dirección) – SE REQUIEREN DOS

Tipos de identifieación aceptables sin una foto que lleven el nombre y la dirección del elector

- Cuenta de servicios públicos del elector con fecha de no más de noventa días antes de la fecha de la elección. Una cuenta de servicios públicos puede ser por electricidad, gas, agua, basura, alcantarillado, teléfono, teléfono celular, o televisión de cable
- Declaración de bancos o uniones de crédito que tengan fechas de no más de noventa días antes de la fecha de la elección
- Registro de Vehículos de Arizona Válido
- Tarjeta de censo Indígena
- Declaración de impuestos de la propiedad de la residencia del elector
- Tarjeta de inscripción tribal u otra forma de identificación tribal
- Tarjeta de seguro de vehículo
- Certificado del Registro o Tarjeta de Registro de Votante
- Identificación válida emitida por el gobierno federal de los Estados Unidos, o gobierno estatal o local
- Cualquier "Material de Elección Oficial" enviado por correo que tenga el nombre del votante y la dirección
-

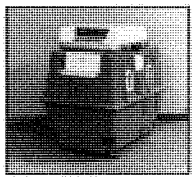
A. Si los votantes no tienen una Identificación con foto de la Lista #1 u otras dos Identificaciones sin foto de la Lista #2, ellos deben votar en una Boleta Provisional.

B. Si los votantes tienen sólo un artículo de la Lista #2, ellos deben votar en una Boleta Provisional.

C. Si el nombre y/o la dirección en la identificación no coinciden con el nombre y la dirección en la Lista de Firmas, el votante debe votar en una Boleta Provisional.

Si NO arriba está en un círculo usted tiene **cinco (5) días** después de una elección Federal General y **tres (3) días** después de cualquier otra elección para suministrarle suficiente Identificación al Registro del Condado. Usted puede visitar una de nuestras oficinas en la lista de abajo o, si se aplica, ver la lista suplementaria suministrada por el oficial de elecciones para más lugares. Si usted tiene cualquier pregunta o preocupación, por favor comuníquese con nosotros en el 602-506-1511.

INSIGHT DUTY



1. Never leave the Insight unattended.

2. Allow each voter to insert their own ballot. Do not take their ballot away from them.

3. The Insight will print the message "First Ballot Read" when the first voted ballot has been inserted on Election Day.

4. The only time the Insight tape will print a message is when a ballot is rejected. If the Insight returns a ballot, read the tape BEFORE you pull the ballot out. Here are some common tape messages:

   Overvoted Ballot – the voter has marked more choices than are allowed. They may spoil their ballot and get a replacement OR the election official can press the 3 key to accept the ballot, if the voter permits. Any overvoted office or issue will not count.

   Unvoted Blank Ballot – the Insight does not detect any votes on the ballot. If the voter has not marked the ballot correctly, they may re-mark the same ballot by connecting the head and tail of the applicable arrows. Or, if the voter wishes to cast a blank ballot, press the 3 key and the Insight will accept the ballot.

5. Refer to the Board Worker Training Manual for other error messages.

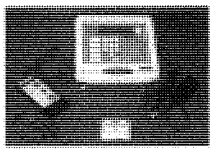
6. In case of a power failure or if the Insight breaks down, voters may continue to vote by inserting their ballot into Door 3 of the Insight. When the polls have closed, the ballots from Door 3 must be fed into the Insight BEFORE running the Totals Tapes.

PROVISIONAL AND EARLY BALLOTS

Caution – Provisional Ballot Envelopes must be deposited in the extra ballot box with the Red Lid. Early Ballots go into the ballot box with the Blue Lid. DO NOT ALLOW PROVISIONAL OR EARLY BALLOTS TO BE INSERTED INTO THE INSIGHT.

EDGE TOUCH SCREEN DUTY CARD

*****Voter's with disabilities must comply with ID requirements*****



ACTIVATING THE VOTER CARD FOR A STANDARD BALLOT

1) Find the voter's name in the Green Precinct Register.
2) Locate the 7 digit EDGE number on the right hand column.
3) Press the ACTIVATE CARD button, insert a voter card with the arrow facing down and towards you. DO NOT ACTIVATE CARDS IN ADVANCE.
4) Enter the voter's 7 digit EDGE number.
5) Press the Green Yes/Enter button.
6) When completed, the screen will read "Card Activated, Please Remove"
7) Hand the card to the voter and direct them to the EDGE.

PROVISIONAL VOTERS

1) If the voter requires a Provisional Ballot, press MENU and then "1"
2) Insert a voter card with the arrow facing down and towards you.
3) Enter the voter's 7 digit EDGE number.
4) Press the Green Yes/Enter button.
5) A Provisional Ballot ID number will appear on the screen—copy this number on Line 4 of the voter's Provisional Ballot form. Do not attach the form to an envelope.
6) Hand the card to the voter and direct them to the EDGE.
7) Deposit the completed Provisional Ballot form in the Red Provisional Ballot Box.

VOTER'S NAME NOT IN THE SIGNATURE ROSTER

1) If the voter's name is not in the Signature Roster, enter "7" plus the 6 digit Precinct Number printed on the cover of the Signature Roster or Precinct Register . For example, to activate a voter in the 0001 Precinct, enter 7000100.

For the Primary Election see the Open Primary Page in the Signature Roster.

2) If your precinct has color striped ballots (purple, green, gold, etc), and the voter has moved or is not on the Precinct Register, use the 7 digit number printed on the Split Map legend representing the area where the voter lives, i.e. purple, green, gold, etc.

For the Primary Election see the Open Primary Page in the Signature Roster.

9/2007

EARLY BALLOTS

1. A voter can drop off their "voted" Early Ballots at **any** polling place in Maricopa County.
2. The voter does not have to sign the Signature Roster.
3. The voter does not have to stand in line.
4. The Marshal should monitor the line and ask any voters with an Early Ballot to step out of line and deposit their Early Ballot in the extra ballot box with the Blue Lid.
5. Make sure the voter has signed and dated their Early Ballot Packet and the ballot has been sealed inside.
6. If the voter has not voted their Early Ballot, they may go ahead and vote the ballot, sign the packet, seal the ballot inside and deposit it inside the extra ballot box with the Blue Lid.
7. If the voter has their Early Ballot but they do NOT have the packet, please give them a Blue Early Ballot Envelope. Ask the voter to fill it out, sign it, seal their ballot inside and deposit it in the extra ballot box with the Blue Lid.
8. Do NOT put Early Ballot Packets/Envelopes in the slot in Door 3 of the Insight.

SPOILED EARLY BALLOT

If the voter has spoiled their Early Ballot, they must vote a Provisional Ballot in the precinct where they reside. DO NOT ISSUE THEM A NEW BALLOT.

NAME: _____

PHONE #: _____

PREMIUM CERTIFICATION 2007 – PART 1

_____**1) Who are members of the Polling Place Election Board?**

A) Judges and Clerks
B) Inspector, Judges, Marshal and Clerks
C) Inspector, Judges, Marshal, Clerks and Trouble Shooter
D) Inspector, Judges, and Marshal

_____**2) Who is the team leader of the polling place who has the ultimate responsibility of ensuring that all voters receive good customer service and that procedures at the polling place are done completely and correctly?**

A) All Board Workers
B) The Inspector
C) The Trouble Shooter
D) Tonia Tunnell

_____**3) Where should you place the ballots overnight after you are done with them at the Monday set-up meeting?**

A) On the table, ready for Election morning
B) On top of the Insight
C) Locked inside the Insight ballot box
D) Take them home with you

_____**4) Why are items placed into the Inspector's Packet?**

A. The items are Precinct specific or must be held in security
B. The items were too big to be put in the supplies
C. They are the only things needed for the Monday set up meeting
D. We wanted you to get a head start on things before the set up meeting

_____**5) State Law authorizes Premium Board Workers under what circumstances?**

A) They are paid more
B) They attend 4 hours of training
C) They attend 8 hours of training and pass a test
D) They attend 8 hours training, pass a test and certification lasts 30 months.

_____**6) All board workers are required to attend:**

A. The Premium training course
B. The Monday set-up meeting
C. A party at Tonia's house
D. At least one County Supervisors meeting

_____**7) What is the first thing you should do at the Monday set-up meeting:**

A. Set up the Edge
B. Introduce yourself to the Facility owner/manager and your fellow board workers
C. Scope out the kitchen supplies
D. Decide who gets to do what on election Day

_____**8) The distance beyond which campaigning is allowed at a polling place is:**

A. 50 feet
B. 5,280 feet
C. Depends on who is campaigning
D. 75 feet

_____**9) A voter comes to the precinct to vote and is on the signature roster, but has moved to a new precint. What procedures does the board worker follow?**

A) If the voter has the required identification, allow them to vote a standard ballot, but tell them they must re-register for the next election
B) Refuse to let them vote at this precinct, send them to their new precinct.
C) Tell the voter that they must vote at their new precinct for their vote to count, but if they refuse, vote the voter a provisional ballot.
D) Tell the voter that they must vote at their new precinct for their vote to count, but if they refuse and have the required identification, vote the voter a standard ballot.

_____**10) Voters who are voting a provisional ballot sign:**

A) The signature roster
B) The precinct register
C) The poll list
D) The provisional ballot form

_____**11) If a voter's name does not appear in the Signature Roster:**

A) Refuse to let the voter vote.
B) Refer the voter to the Provisional Ballot table, where they will consult the map to ensure the voter is in the correct polling place
C) If the voter has Identification with an address in the precinct, vote them a standard ballot
D) Tell the voter to go to their old precinct.

_____**12) If a voter voted for 1 candidate when the ballot said to vote for 2:**

A. This is an over-vote and the vote will not be counted
B. This is an under-vote and the vote will not be counted
C. This is an over-vote and the vote will be counted
D. This is an under-vote and the vote will be counted

_____**13) If a voter voted for 2 candidates when the ballot said to vote for 1:**

A. This is an over-vote and the vote will not be counted
B. This is an under-vote and the vote will not be counted
C. This is an over-vote and the vote will be counted
D. This is an under-vote and the vote will be counted

_____**14) A completed Provisional Ballot is placed in _____.**

A) The Insight
B) The Edge
C) The Blue Box
D) The Red Box

_____**15) In a precinct with more than one ballot style, which map would you use to determine the correct colored-striped ballot to give the voter?**

A) The County wide map
B) The Precinct map
C) The Split map
D) Any of the above

TRUE OR FALSE

_____1.) Identification is mandatory for all voters at all elections, if their vote is to count.

_____2.) When deleting a name from the Signature Roster, the word DELETE is written on the signature block.

_____3.) Anyone coming into the polling place may cast a ballot that goes into the Insight.

_____4.) If you don't have a supply item or need more, contact your trouble shooter.

_____5.) In primary or general elections, board workers can all be from the same party.

_____6.) If the Insight does not power up when you plug it in, you always need a new one.

_____7.) The precinct ballot report has information to be used at the Monday set-up meeting, as well as during closing the polls election night.

_____8.) A driver's license with an address that doesn't match the signature roster and a voter registration card with an address that does match is enough to vote a standard ballot.

_____9.) The Inspector can ignore anything the Trouble shooter says – they are just there to deliver extra supplies.

_____10.) A person with no identification is allowed to vote a provisional ballot.

NAME: _____

PHONE #: _____

PREMIUM CERTIFICATION 2007 – PART 2

_____1) A person that no longer lives in the precinct will be listed on:
- A. The add-on list
- B. The delete list
- C. The payroll voucher.
- D. The early voter list

_____2) Who is allowed to vote curbside?
- A. Any registered voter who is physically unable to enter the polling place without assistance
- B. Any registered voter who is 65 years or older
- C. Any registered voter who hates standing in lines
- D. All church vans full of potential voters

_____3) What goes into the Clear Official Envelope?
- A. The pink copies of the poll list and provisional ballot signature roster
- B. Misread ballots
- C. Edge voter cards
- D. New voter registrations

_____4) To vote after 7:00p.m.:
- A. A voter needs an appointment
- B. A voter must be in line prior to 7:00pm
- C. A voter goes to the Elections Office on Wednesday morning
- D. No one is allowed to vote after 7:00 p.m.

_____5) To register to vote, a person must:
- A. If convicted of a felony, have had their rights restored
- B. Be a Democrat and 18 years old
- C. Be a 29-day resident of Maricopa County and a Republican
- D. Be male

_____6) If you do not understand what a voter is saying, you should:
- A. Act as if you understood, so you don't embarrass them
- B. Talk to the person who is with the voter instead
- C. Ask the voter to repeat themselves and then repeat it back to be sure you understood.
- D. Tell the voter that if they can't speak clearly they cannot vote.

_____7) The Help America Vote Act (HAVA) requires voting machines to:
A. Be heavy, bulky and immovable
B. Be available at every polling place and allow voters with disabilities to vote independently
C. Have a color screen
D. Provide a receipt that the voter may take with them

_____8) Who may NOT assist a voter in the polling place?
A. The voter's husband or wife
B. The voter's neighbor
C. Two election board workers
D. The voter's employer

_____9.) Board worker surveys:
A. Should only be filled out by the Inspector
B. Should be filled out by all board workers and may be mailed in
C. Can only be placed in the front pocket of the signature roster
D. Are never read by anyone, so it doesn't matter

_____10.) If a voter needs to vote a provisional ballot, and would like to use the Edge touch screen voting unit:
A. Tell the voter no, it can only be used if you have the proper identification.
B. Fill out the provisional ballot form, and activate the Edge voter card by pressing Activate card and then entering the 7-digit ballot code
C. Fill out the provisional ballot form, activate the voter card for a Provisional ballot, and write the provisional ballot ID number on line 4 of the form.
D. Tell the voter to come back, you need to call the Hotline number first.

_____11.) When do you deliver the memory packs for the Edge and Insight?
A. At exactly 7:00 p.m.
B. As soon as possible, after the polls close
C. At the same time you deliver the black and green bags
D. You only deliver the Edge memory pack if someone voted on the Edge.

_____12.) If someone is in a wheelchair:
A. They will need assistance, so get up to help them
B. Treat them like any other voter and never offer any special assistance
C. Ask if they need assistance, and wait for them to tell you if they need help
D. They are probably not too smart, so talk slowly and loudly so they can understand

_____13.) Which part of the Edge touch screen voting unit do you deliver with the bags and boxes at the end of Election night?
A. The card activator, sealed in its bag.
B. The printer, sealed in its bag.
C. The audio equipment, sealed in the green bag.
D. The entire unit including all of the bags.

_____14.) What items are placed in the Black Transfer Bag?
A. All ballots and totals tape #2
B. Ballots from door # 2 only, totals tape #2, and Edge activator cards
C. Ballots from door #2 only, and totals tape #2
D. All ballots, totals tape # 2, and Edge activator cards

_____15.) If a voter becomes angry:
A. Refuse to let the voter vote until they calm down
B. Give the voter whatever they want, just get them out of the polling place
C. Call 911 right away
D. Listen carefully to the voter to ensure that you understand what the voter is saying, continue to speak in a calm voice, and call the Hotline and/or Troubleshooter for assistance.

True or False

_____1.) It's OK if you tell a blind voter, "See you later."

_____2.) If a person has died, write a note in the signature block next to the person's name in the signature roster.

_____3.) Bilingual board workers are only hired to help voters with language assistance and do not have to do anything else.

_____4.) If the fire alarm goes off at the polling place, ignore it; it is probably just a drill.

_____5.) Any voter that says they have a disability may use the Edge voting unit.

_____6.) Even if a board worker gets sick, they took an oath so they must stay until the polls are closed.

_____7.) The seal bag, which contains any broken and unused seals, goes in the Green bag.

_____8.) Individuals who can't speak clearly or appear to have a cognitive disability can not vote.

_____9.) If a board worker does not show up Election morning, call your recruiter or the Hotline.

_____10.) This training was useful, and I now feel prepared to provide all voters good customer serviee while assisting them to vote in a manner that will ensure their vote will count.

Ms. LOFGREN. And Ms. Collins-Foley, we would love to hear from you.

STATEMENT OF JENNIFER COLLINS-FOLEY, PRESIDENT, THE POLLWORKER INSTITUTE

Ms. COLLINS-FOLEY. Thank you for this opportunity to appear before you.

I have worked in elections administration, and particularly with the focus on poll worker issues, for more than 11 years, including serving as assistant registrar of voters in Los Angeles County for 8 years, where I was responsible for recruiting and training 25,000 poll workers and another 4,000 rovers and coordinators just to get us through our major elections.

Since leaving Los Angeles County 4 years ago, I have been fortunate to work in a number of elections administration initiatives, and one of the projects that I have been most proud of and felt most honored to be selected to work on was the Election Assistance Commission's successful practices for poll worker recruitment, training, and retention. This was a 17-month project, as the chairman said in the beginning, that focused on a collection of practices that do work.

So this was a very proactive effort, not talking about all of the horror stories of the elections, but what people are doing across the country that does work. And the election commission, I have a set here, and I have some more if anybody would like to see them. There is also a compendium of laws as they relate to poll worker requirements across the country and a guidebook for recruiting college poll workers as well.

And there are so many challenges in poll workers, as we have talked about already. There is also a number of opportunities. And so I would like to talk briefly about the challenges, and then I think we will maybe have to move on to the opportunities in the questions period.

We used to be able to recruit 1.4 to 2 million poll workers across this country very easily. In some places that is rather easy. It seems that in smaller municipalities, people have a cadre of poll workers who show up to the polls who are very effective; they are reliable. And then there are other larger jurisdictions where we sadly have a funny joke that says we use the breathing test, which means if they are breathing, they are hired, the poll worker is hired. And that is a really sad joke because it has been around for about 40 years, and we are still dealing with it. And we get so desperate before major elections. In L.A. It is not uncommon to be down 2- to 3,000 poll workers in the weeks before a major election. And if we can get those bodies, as we call them, we have no idea who they are, but if we can get those bodies, and we just hope they can come into training before the election. Pretty scary.

On top of the challenge of trying to bring back our veteran poll workers, the people who have served us so well for so many years, we face the challenge of people retiring, people getting too elderly to serve at the polls, being afraid of the technology, being afraid of the massive amounts of paperwork that are necessary to run a polling place.

There is also the primary elections which are so complicated they scare off poll workers; frequent election poll worker burnout, and a problem we call location, location, location, which means that you can get people to serve in their home precincts, but they will not be willing to serve out of their precincts when that is really where they are needed.

As Secretary of State Mauro said, we have an incredibly changing election environment in which election officials find that they need people with different skills. We need bilingual poll workers who can serve the limited-English-proficiency voters. We need poll workers who are comfortable with the technology that is changing. We need poll workers who are almost auditors and bookkeepers on election day to fill out all of the forms and make all of the signatures. Provisional voting, voting ID procedures, all of these are incredibly complex procedures that are scaring off some of our regular poll workers.

There is also opportunities. We were fortunate in working with the EAC project to study a number of creative recruiting strategies, and these strategies are bringing a new skill set into the polling place. They are bringing youth, they are bringing energy, they are bringing techno-savvy poll workers in, they are bringing bilingual poll workers in. As Ms. Purcell said, they are bringing people who have been trained in customer service standards for serving voters with disabilities.

And there are also—for larger jurisdictions, there are also multiplier programs. So instead of recruiting one by one by one poll workers that used to work, we can now say to a teacher, Can you give me 30; to a county manager, Can you give me 100. And in Los Angeles County where I am still doing some consulting work, we have 3,000 county employees that we hope to have 8,000 next year because we have got three major elections next year. And we have 3,000 students, and we are hoping to get 6,000. I think we are going to make our match, and we are going to need to make our goals next year to survive, especially the two primaries that nobody wants to work.

In terms of conducting poll worker training, that is another big challenge that has a lot of opportunities. Most poll worker training programs have had to be reinvented since HAVA because the procedures are becoming more complex, and often poll workers will walk out of a training class and quit because it is too much for them.

There are some opportunities. If we take things from the field of adult learning, we can really change our polling places, our polling place training around. Things like hands-on training, things like really well done PowerPoint programs. If we can assess who comes to our training and whether they are really getting it, and, you know, in some places they have these kinds of tools. They have the ability to talk to adult learners, they have the ability to have fancy systems to track who they are bringing in and who they don't want to bring back, and other people are actually managing this from the back of index cards.

And I think probably we will get into some findings and recommendations.

Ms. LOFGREN. Thank you very much.

[The statement of Ms. Collins-Foley follows:]

"Successful Practices for Pollworker Recruitment, Training and Retention: Opportunities and Challenges"

Written testimony prepared for the
House Administration Subcommittee on Election Reform
October 3, 2007
Washington, DC

Testimony before the Committee on House Administration Election Subcommittee on Election Reform, October 3, 2007: The Pollworker Institute

October 3, 2007

Dear Members of the Committee,

Thank you for this opportunity to appear before you. I have worked in elections administration for more than eleven years and I appreciate the chance to share with you my experience, the experience of The Pollworker Institute, as well as the experience and findings of the terrific team that developed the EAC "Successful Practices in Pollworker Recruiting, Training and Retention Guidebook, a project that was implemented through a partnership between IFES, the Pollworker Institute and the League of Women Voters. Many of my remarks today are excerpts from the EAC Pollworker Guidebook as I was honored to lead, on behalf of the EAC, this 17-month study of ideas, field-tested models and recommendations from pollworker stakeholders across the country. The pollworker study benefited from an Advisory Group, the results of focus groups, a NACo survey of election officials, roundtable discussions with subject matter experts, and the testing of innovative recruiting and training models in three jurisdictions of various size and demographics.

Background

Elections depend on pollworkers. In-person elections simply cannot operate without the army of citizen volunteers willing to staff the polls on Election Day.

Recruiting pollworkers is challenging. According to a survey conducted by the National Association of Counties (NACo) in March 2006, 35% of the 314 election offices that participated rate pollworker recruitment as "challenging or very challenging;" 56% of counties reported that they had been unable to fully staff the polls on Election Day in 2004.

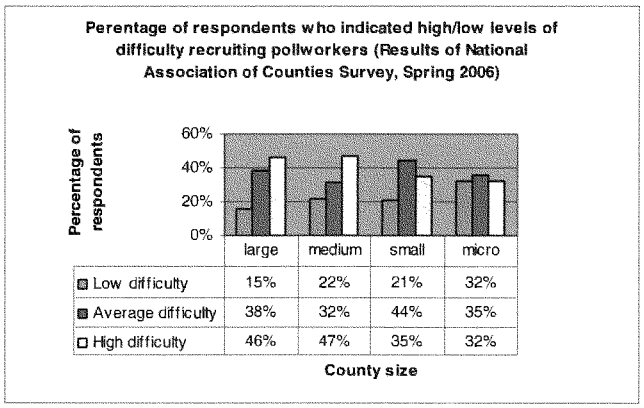
Election officials note four especially difficult recruitment situations:

1. primary elections – pollworkers have to master complicated procedures and turnout is generally low so the day can be long

2. frequent elections – pollworkers get burned out if they are called on very often, and

3. precinct chiefs – these pollworkers shoulder great responsibility as "bosses" of the polling place and usually must attend extensive training

4. "location, location, location" – there are sometimes more than enough volunteer pollworkers in one community or precinct, while in other communities of a jurisdiction recruiting a full team of pollworkers is extremely challenging



	large	medium	small	micro
Low difficulty	15%	22%	21%	32%
Average difficulty	38%	32%	44%	35%
High difficulty	46%	47%	35%	32%

Preliminary analysis indicates that large and medium sized jurisdictions have more difficulty recruiting a sufficient number of skilled workers.

Changing Election Environment. Election officials find they need pollworkers with different skills. Under the Voting Rights Act of 1963, for example, many jurisdictions require bilingual pollworkers because of growing numbers of naturalized citizens for whom English is a second language. Since the passage of the Help America Vote Act of 2002, election officials need pollworkers who feel comfortable with new technology such as touch-screen voting systems and electronic poll-books. As election outcomes become razor thin, election officials need pollworkers who can adeptly implement increased documenting and security procedures. Provisional voting, Voter ID procedures, mastering how to determine a voter's correct polling place based on state law requirements for voting provisionally are some examples of increasingly complex procedures.

Following the 2000 election and the passage of the Help America Vote Act, expectations for pollworker performance have increased. Polling place operations – and that means pollworkers – are under increased scrutiny. As a result, election officials are being held accountable for errors made by pollworkers.

Changing Pollworker Recruitment Strategies. Traditionally election staff recruit pollworkers one-by-one. The authors of the EAC's pollworker guidebook

recommend a new model to supplement and perhaps replace the traditional model: partnering with intermediary organizations to recruit pollworkers. One county is able to recruit 800 of its 4,000 pollworkers by partnering with local businesses. Another county recruits two-thirds of its pollworkers through intermediaries, a process also called "Specialty Recruiting." Working through intermediaries can be part of a long-term pollworker recruiting solution. Election officials develop long-term connections to groups that provide workers, rather than relying solely on short-term connections to individual workers.

Implementing such a leading edge recruitment strategy requires an initial investment of time, energy and resources. The benefits can be significant, however. Better recruitment programs can:

- generate a larger pool of well-qualified, highly motivated pollworkers;
- foster good will in the community;
- win support from stakeholders, including elected officials, political parties and advocacy organizations;
- meet recruitment goals

Conducting Pollworker Training. Training pollworkers presents a unique challenge: every two years election officials train an army of more than 1.4 million volunteers to carry out a task critical to our democracy. On Election Day, the citizens' right to cast a vote rests not in the hands of election officials, but in the hands of pollworkers.

Ultimately, pollworkers have responsibility for ensuring that eligible citizens can cast a vote and have that vote counted. Election officials are responsible for ensuring pollworkers have the training and tools they need to carry out these important tasks. How well pollworkers carry out their responsibilities reflects the quality of their training and tools provided (i.e. manual, checklists, cheat sheets), along with the support provided to them on Election Day.

The passage of HAVA and the deployment of new voting systems along with new procedures and laws, (i.e. provisional ballots, etc.) has required that most training programs be reinvented. In addition, the heightened scrutiny of elections nationwide has made a job that was already tough that much tougher.

Fortunately, the field of adult learning has produced a wealth of information about effective techniques for training adults. While the content of election administration is unique, training methods used in other fields can be easily adapted to pollworker training.

The following Findings and Recommendations are based on a report provided to the EAC at its Public Hearing in July 2007. Some items have been adapted for this testimony.

FINDINGS

New pollworkers who bring different skills and abilities are needed to augment the experience and skills of traditional core of pollworkers.
For years, election officials have been able to rely on a steady pool of veteran pollworkers. New voting equipment, new procedures, increased public scrutiny, have all increased responsibilities of the polling place workforce. Election officials find they need more pollworkers with a broader array of skills: familiarity with computers, bi-lingual capabilities, and attention to accounting details, among others.

Election officials are beginning to develop a new and supplemental workforce that can meet current and future demands. In particular, High School Student Pollworkers and County Employee Pollworker Programs have been very successful in some jurisdictions and are highly sustainable. Other "Specialty Pollworker Programs" such as Corporate Pollworker Programs have been successful in some jurisdictions but require a great deal of staff time and resources.

Election officials are hampered by limited staffing and resources
Both in the focus groups and in the pilot programs, election officials and other stakeholders cited limited resources, staff, time, and competing priorities as obstacles to implementing new programs. Even when new programs hold out the possibility of maximizing or expanding resources, the risk and effort required for implementation seems to pose insurmountable challenges. Resource limitations take different forms:

- Budgets are limited. Even minor expenses as mailing costs, advertising costs, or equipment costs can put some programs beyond the reach of election officials in smaller jurisdictions.

- Staff is limited. In one pilot jurisdiction, when a newspaper ad proved more successful than anticipated, the success created a new problem: the volume of calls overwhelmed the available staff time. In most offices, a decision to devote staff to implement a new program means diverting that staff from an existing program.

- Election officials, especially in smaller jurisdictions, often lack the tools to begin to build more sophisticated and effective pollworker programs. Until recently, many local election officials in rural jurisdictions were not

connected to the Internet. Pollworker records were stored on 3x5 cards or in the election official's head.

• Election officials lack the ability or means to communicate with peers. Sharing ideas and practices can be enormously valuable. Election officials also may be more willing to experiment and innovate if there is a support network available. In one pilot jurisdiction, the election director said just knowing other election officials had experienced similar challenges was helpful.

Election officials are more willing to implement change in small increments
Elections are at the intersection of politics and government administration. An election is like no other administrative function. First, elected officials have a profound interest in how elections are conducted. Elections take place in a politically-charged environment, making election officials more vulnerable than other administrators to political controversy. There are few opportunities to pilot change.....and there are no "do-overs." Mistakes that occur on Election Day cannot be corrected. As a result, election officials are necessarily cautious and more likely to follow tried and true methods. From an election official's perspective, new recruitment and new training methods may introduce unknown risks and unintended consequences.

Implementing change in small doses reduces risk. Too many new factors – such as, for example, new pollworkers or new training materials -- increase the possibility for mistakes. In the absence of a total melt-down or other crises that demand radical change, election officials are pre-disposed to look for small improvements or changes that can be piloted in a small election.

The catalysts for change are few and the risks are many
Because the risks of change are many, catalysts that produce change in election administration are few. Typically, the following situations can produce a demand for change:

• An election "melt down." A disastrous election can result in a demand for change. If, as a result, the election comes under close scrutiny, potential positive outcomes may include increased funding, community support, and tighter or altered procedures.

• New management, new staff and/or objective consultants often see an elections operation with a fresh eye and are more willing to try or suggest new approaches or assist with establishing a workable environment.

• New laws and procedures will necessarily lead to change in the elections operation.

2007 and Early 2008 present a unique window of opportunity for implementing change

Election officials need to be able to develop and plan for implementing new practices at least one year in advance of the election. Election officials have a short span of time in which to contemplate changes in the election. Once the election calendar is set, introducing changes becomes very difficult and raises the risk level. Therefore, 2007 will be a critically important year for all stakeholders seeking to support positive change in pollworker management.

One Size Does Not Fit All

The tremendous variation in the size, structure and needs of local election operations means that one, single model of any given practice will not work for all jurisdictions. Some election officials attest that a targeted recruitment mailing to registered voters brings in all the pollworkers they need, while other officials found such mailings were not worth the time, effort and cost. Some localities have strong corporate pollworker programs; others have strong civic organization partnerships but no corporate partners. One size definitely does not fit all. Since success or failure is determined by so many different factors, it is almost impossible to predict which practices will succeed in a particular jurisdiction. Sometimes key factors are intangibles, such as the support of elected officials or the energy of a new staff member. Accordingly, election officials must be willing to experiment – and evaluate the results.

There is a growing interest in moving toward vote-by-mail as an alternative to Election Day voting and the related costs of pollworkers.

In a review of election literature, a growing interest in exploring realities and details associated with alternative voting methods including vote-by-mail, Early Voting and Vote Centers was identified. Inadequately trained pollworkers or too few pollworkers can spell disaster in an election. In some jurisdictions, the pollworkers represent the election officials' biggest liability. Accordingly, methods such as vote centers and vote by mail that reduce the need for pollworkers have generated significant interest.

As if the task of recruiting pollworkers weren't difficult enough, state laws – often antiquated – sometimes impose additional constraints on those who may serve on Election Day.

Analysis of the collection of state laws regarding the recruitment of pollworkers as well as discussions with election officials points to a need to consider flexible statutory requirements for pollworker recruitment. Innovative recruitment methods and strategies are often times inhibited by such statutory requirements as residency, age and political party affiliation.

RECOMMENDATIONS

It's Not Too Late....
It is not too late for Congress to provide funding to make a difference in 2008 in terms of pollworker recruiting and training. In particular, funding could be made accessible for the following: (1) For the EAC to implement a pilot Corporate Pollworker and a Pilot Federal Employee Pollworker Program and to do regional seminars centered around the EAC Pollworker Guidebook and (2) To provide funding, similar to the HHS grants, for state,and especially local, pollworker recruiting and training. The EAC could be required to assess the sustainability of these programs in a post-election report.

Use windows of opportunity to innovate and manage change.
The pace of change in elections in the last decade has been nothing short of breathtaking. Since enactment of the NVRA and HAVA of 2002 changes in policies, rules, and procedures have been extensive and nearly continuous. This presents a tremendous challenge to local election officials across the country who with limited resources, under innovation-sapping restrictions, must ensure that nearly 1.5 million citizen-volunteer-pollworkers implement the changes. Rigorous and innovative pollworker recruitment, training, and retention practices are the foundation for preparing for the 2008 Presidential Election by using 2007 and even early 2008 to reinforce and stabilize Election Day procedures.

Distribute and facilitate use of the EAC Guidebook
The EAC should continue to facilitate improved pollworker recruitment, training and retention practices in all jurisdictions by proactively providing resources and support. In particular, establish and encourage use of EAC Pollworker Guidebook as a dynamic "go-to" model, and expectations based on production of an annual update of the Guidebook providing additional models of effective practices in jurisdictions of different sizes and with various amounts of resources. The Guidebook can be invaluable as a problem-defining, problem-solving focus workshop resource, particularly for jurisdictions that do not otherwise have access to such tools and models.

The Guidebook can be used to mentor new election officials and set an expectation that they use high quality and effective recruitment, training, and retention practices such as those described in the Guidebook; conduct interactive workshops at statewide election conferences during 2007 and early 2008 to expose officials to the effective recruitment, training and retention practices contained in the Guidebook; and further, assign a state champion or mentor to support election officials to implement these practices and encourage peer-to-peer sharing of practices. The Guidebook can also be shared a resource for legislative committees and county associations.

Support information exchange among election administrators and staff.
The widely available technology of the internet should be used to help election officials readily learn from one another's experiences recruiting, training, and retaining pollworkers. For example, the EAC could be funded to disseminate a dynamic on-line newsletter or manage a list-serve for election staff. Technology presents the best avenue for communication and how-to sharing to reduce the isolation in which many election officials and workers operate. Few, if any, professional development opportunities are accessible and available to the "line workers" in elections offices. With access to something like an online newsletter or a list-serve, they can learn from and share effective practices with colleagues in other jurisdictions with minimal impact on their operating budgets.

Strengthen the EACs clearinghouse library of highly effective pollworker recruitment, training, and retention materials.
This project uncovered usability standards and adult learning practices developed by experts in those fields that should be employed to maximize effectiveness of pollworker recruitment, training, retention. EAC should build on the Guidebook produced for this project by creating a library of sample materials, forms, making them accessible via the internet, and facilitating their adoption through presentations at state conferences.

Conduct additional research and testing on pollworker recruitment, training, and retention practices.
The Guidebook produced for this project describes a number of innovative pollworker recruitment, training, and retention practices which have been found to be effective where they are practiced. The EAC should conduct further research and testing necessary to determine factors that impact the replicability of a particular practice and formulate approaches to adapt particular practices to a different jurisdiction with a different set of factors. The EAC should also conduct research on the possible cultural and social impacts of heeding premature rallying calls for the dilution or elimination of in-person voting and potential effect on civic participation in our democracy.

Create partnerships with and among organizations to foster support of election officials' adoption of innovative practices.
EAC and election-focused organizations should work together to champion and facilitate adoption of effective practices in pollworker recruitment, training, and retention in a stable policy environment.

EAC and government associations should work together to educate stakeholders about election administration, support greater participation in the elections process through employees-as-pollworkers and other programs, and support election officials with change and risk management education and training programs.

Champion flexibility in pollworker qualifications and precinct board composition.
EAC should encourage use of waivers and special programs to overcome the restrictions on eligibility of individuals to serve as a pollworker (e.g., age, residency) and restrictions on precinct board composition (e.g., party affiliation, minority-language proficiency) that jeopardize "full staffing" of polling places and infringement on voting rights on Election Day. This may require educating policy makers and the general public about this aspect of election administration.

Support development and implementation of sophisticated pollworker management tools.
Pollworker management tools are not keeping pace in their sophistication with the requirements of the job. Many elections offices rely on individual staff members for "institutional knowledge and history" and good old index cards to keep track of pollworkers, precinct boards, and training records while what they need are flexible, adaptable, accessible technology tools. Increasingly, people who serve as pollworkers expect, for example, access to information online. Election officials are poised to use industry-developed tools customized for their needs, for example, databases to track recruitment sources and individual pollworker performance, and online training programs to supplement face-to-face training (Texas and a number of counties in Florida are examples). Research needs to be conducted to identify other tools that would be most useful.

Thank You

Again, I wish to thank the Committee for the opportunity to address this important issue. I sincerely hope that I have provided valuable information and recommendations for consideration.

Respectfully Submitted:

Jennifer Collins-Foley
President, The Pollworker Institute
www.ThePollworkerInstitute.org

Testimony before the Committee on House Administration Election Subcommittee on Election Reform, October 3, 2007: The Pollworker Institute

The Pollworker Institute, a nonprofit, non-partisan education, research and technical assistance organization, was founded in 2005. PI's principals, advisors and partners are passionate about every facet of democracy.... from voter participation, education and service..... to the nation's 1.4 million pollworkers....to the cadre of America's dedicated and talented election officials.... to the conduct of accurate, transparent and accountable elections. This passion fuels our vision of a positive election experience for all stakeholders.

The Institute's purpose is to provide strategic management consulting services and support to election officials by developing successful, professional programs, practices and procedures that can be adapted and implemented in jurisdictions at the local, state and national level.

Jennifer Collins-Foley has more than eighteen years of experience in senior management and institutional development in government agencies, nonprofit organizations and foundations. Her management and consulting experience includes top positions in international and U.S. democracy development organizations including the **U.S. Election Assistance Commission (EAC), International Foundation for Election Systems (IFES), the Pew Charitable Trusts, the League of Women Voters of the U.S. , and The Election Center**; serving as founder of non-profit organization **The Pollworker Institute**; executive-level management with the **Los Angeles County Registrar-Recorder/County Clerk (RR/CC);** two years democratic institution building and training in Russia with the **National Democratic Institute for International Affairs (NDIIA);** and three years in international economic development programs in the former Soviet Union and South Africa with the **United Nations Center on Transnational Corporations.** Ms. Collins-Foley's areas of specialization include strategic planning and development; program and project design; small and large group facilitation; elections processes and observations; governance; NGO development and management training. Ms. Collins-Foley holds a BA from St. Michael's College and a J.D. from Union University's Albany Law School.

Ms. LOFGREN. Thank you all of you for your testimony and your willingness to volunteer your experience and expertise with us and the Congress as we look at this important issue.

This is now the time when Members can question the witnesses for as long as 5 minutes, and I would like to defer on my time to Mr. Davis, who I know has other obligations.

Mr. DAVIS. Thank you, Madam Chairwoman.

Let me thank the panel for coming.

Let me direct the first question to the three election officials that are here, Mr. Mauro, Mr. Gough and Ms. Purcell.

In any of your jurisdictions, which I guess are Iowa, Chicago and Maricopa County, Arizona, do any of your jurisdiction document the number of complaints or errors that you detect related to poll workers?

Beginning with you, Mr. Mauro.

Mr. MAURO. I know in my previous experience I served in the county—yes. In Polk County where I served as a county commissioner and county auditor before I was elected secretary of state, we did document those, and it becomes quite extensive.

Let me tell you what a typical day on an election in Iowa is like, on a Presidential election day or gubernatorial election day. People will turn their radios or TVs on, and the first thing they get from the radio commentator is, Call this number if you have a problem with the polls. You know, Call us, let us know. Don't call the election commissioner. Let us know so we can send our investigative teams to the polls.

And we try to monitor these types of things. And many of the problems that take place at the polling places are not being able to identify the proper person at the proper polling place. They go to an incorrect polling place, they don't have their voter identification card with them, or they can't ascertain where they should be, and we try to document those, and a lot of times we get calls to our office. But it becomes a very stressful situation.

Mr. DAVIS. Plug a number out of the air for me so I can understand this quantitatively. Typical election cycle in the State of Iowa in 2006, give me a ballpark number of how many problems or potential errors you detected.

Mr. MAURO. I can only speak for Polk County. We had probably 270,000 people who participated in the election that day, and we probably took somewhere around 1,500 calls from different people about incorrect polling places, not being in the poll book, those types of issues that we documented during that course. They had to vote provisional ballots. Most of our instances come where people go, their name is not in the book, and they have to vote provisional ballot.

Mr. DAVIS. Mr. Gough, give me an estimate in how often in the 2006 elections in Chicago there were reported instances of poll worker error.

Mr. GOUGH. We have what we call our "hotline", which is manned by 100 staff, attorneys, and employees that we have hired. Out of a turnout of about 700,000 people that came to the polls, there were from 1,300 to 5,000 calls.

But, we have investigators out in the field; and, as soon as we get a call, we send an investigator out. If there is a problem with

a poll worker, we will remove that poll worker on that day. We will get a court order to remove that poll worker and replace him with another one.

We have a group of 300 poll workers that we have on standby to put them in different polling places in case there is a problem.

Mr. DAVIS. So 1,300 to 5,000 complaints of errors or problems?

Mr. GOUGH. Problems that we investigate.

Mr. DAVIS. Ms. Purcell, give me a similar quantitative number.

Ms. PURCELL. Thank you, Madam Chair and Mr. Davis.

We have very few calls about the poll worker error. There are a number of things that happen in the polling places. We have already in the field a number of troubleshooters who are out there. Their duty is to take five to six polling places, and they circle among those polling places all day.

So a lot of those problems are solved. But we, too, have a hotline that they can call into. We document all of those issues that come into the hotline, and we do a report of that afterwards so that we can analyze what went wrong and what we need to do in that polling place.

Mr. DAVIS. Let me tell you all why I asked that question.

Mr. Mauro, you talked about the kind of complaints you get regarding problems, questions on election day. 2006 in the State of Iowa, how many complaints did you detect regarding voter ID problems, people who indicated that they are John Jones, and they are really Mary Smith and claim to be somebody else at the polling place?

Mr. MAURO. Very, very, very few.

Mr. DAVIS. I am going to go quickly.

Mr. Gough, 2006 election cycle, Chicago, how many complaints did you get indicating that there were voter ID problems, someone who is John Jones claiming to be Mary Smith?

Mr. GOUGH. Hardly any at all.

Mr. DAVIS. Same question.

Ms. PURCELL. My comment would be the same. Hardly any.

Mr. DAVIS. That is an important point, Madam Chairwoman, because as a lot of you know, the Supreme Court will have a case in the next 45 days in voter ID in which voter ID laws will be constitutionally problematic. There has been a huge controversy, legally and politically, around these issues, and I am struck that there is being a lot of energy being expended in many States for the need for voter ID laws when the empirical problem appears to be very limited, according to all three of you, when I hear and see very little energy being expended around the problem you all identify.

Am I correct to see that contradiction?

Mr. MAURO. You are absolutely correct. Most of our issues—none were dealing with voter identification problems.

Mr. DAVIS. Am I correct to see a contradiction there?

Mr. GOUGH. You are correct.

Ms. PURCELL. We already have voter ID requirements in our State, so we have to implement those now, but anybody that comes into the polls, either give them the right to vote a provisional ballot, or they can vote a conditional provisional if they don't provide the proper ID.

Mr. DAVIS. All right. Thank you.

Ms. LOFGREN. I would like to recognize the Ranking Member for his 5 minutes of questions.

Mr. EHLERS. First of all, just on that last comment, I don't know if the survey gives an accurate number, because if you are not checking photo IDs, how do you know if you have photo ID problems? So I don't think there are any conclusions that you can draw from that little interrogation.

Let me note a couple of things. First of all, Ms. Purcell, you made the comment firsthand knowledge is indispensable, and I love that quote because I have been telling my colleagues that all the time.

We in the Congress—those of us who don't have firsthand experience are making some judgements about the voting process that I think are inaccurate, and that is why we have to depend on experts like you to come in and try to clarify the issue.

And, Mr. Gough, you made the comment at the end of your testimony that we always look to the Federal Government for help, and I quite often will start out my speeches at home saying, I am from the Federal Government, and I am here to help you, which is always good for a laugh.

I don't know how much you get from us. We try. But if you are looking for money, I would point out that our budget deficit this year is certainly far greater than the total budget of Chicago. So I am not sure how much help we can give you. We will certainly try to meter HAVA obligations, and if we pass H.R. 11, we will have to meet that monetary obligation.

But I don't think you are going to get too much beyond that.

Ms. Collins-Foley, I was fascinated. First of all, I appreciate your quote that you need different training levels for different jobs. And too often we lump all poll workers together. I think most of the problems—in fact, when you were asked about the problems and the number of problems, in my observations, in polls, most of the problems are not caused by the poll workers, but by the voter. And I am fascinated by one little statistic in Los Angeles in the last Presidential election: 3,616 voters in Los Angeles all made precisely the same mistake in voting for President, and that is a lot for one particular mistake. Others made other mistakes.

But I was fascinated with your comments, and I would like to talk to you one on one with you after this just to get some more of your ideas. I am very interested in your research, and that is probably my scientific background.

Secretary of State Mauro, you appear to have a lot of experience, and obviously running statewide is important. I assume you are familiar with H.R. 811, a bill that is in the Congress and which currently is on the floor waiting action.

How would this legislation impact your State's and other States' poll worker training programs? And also related to that is what opinion—what role should the Federal Government have in poll worker training systems?

Mr. MAURO. H.R. 811, I am glad you asked it because it is going to affect all of the States. It is going to affect Iowa greatly, too, because it calls for a lot of comprehensive changes that will affect poll workers, and the biggest one is going to be with uncertainty of equipment.

In Iowa, we used our Help America Vote funds to buy new equipment, and we have a blended system there. We have optical scans, we have DREs. We just passed paper trail legislation. We are going to be putting V-Pats on all the DREs; and with some of the things that are taking place with H.R. 811, the funding that we have and we are going to use for that is going to be useless by the time we get to 2010 or 2012.

So I think the intent of the bill is to provide voter integrity and provide a paper trail. I like all of those things. The uncertainty it is creating in Iowa and other States with the equipment issues, what do we buy, what is certified, how do we get through the certification process, what do we do with the money, do we spend money now because it won't be any good 2 years from now, those are creating havoc.

In addition to all of that, we have to train poll workers on how they put the V-Pat, the attachment that will go on some of these DREs, how they work, what happens when the paper roll runs out. I am telling you that the intent is good. There are nightmare ramifications that can come from this. That is my feeling.

Mr. EHLERS. Is part of the problem the time line in the bill that would require it to be in effect?

Mr. MAURO. The time line is an important part of the bill because it is asking a lot of people to do things in a time where the vendors—one of the things nobody talked about is the vendors that are out there can't even supply it. Nor can they supply it, they don't have people to even train us on it. You talk about finding poll workers, they are going out the street and hiring people off the street, bringing them in 2 or 3 days for training, and say, Now go train the election officials.

This is the madness that is being created here. There is not that many people supplying election equipment across this country, and then they have to go through a certification process, and they have to come through the State certification process, and time is up. And in the meantime, we are trying to figure out what kind of plans do we make for 2008, because we have a verified paper trail in Iowa. We need to get these attachments on there, and what we are going to buy in 2008, is it going to be more money we are going to need in 2010? I think so. Is it going to be more money than we need in 2012. I think so.

All of these things are adding up into a real dilemma.

Mr. EHLERS. Putting aside the time problem, which I think is a huge problem, and we probably will not get the bill done in time for that to even be a real problem for you, one other issue in the bill that I am very concerned about and I would like your opinion on, and that is where it specifies that in case of a recount, the vote of record is the paper trail.

Now, as I said, I have been involved in local elections enough. My alternative that I have tried to get entered into the bill, and so far it has failed, is that that choice of which is the most accurate record should be left up to the local and State election officials on the site, so if it appears that the paper trail is the most accurate, that should be chosen. If it appears the electronic record is more accurate, that should be chosen. Or if there is some other backup

method, there are other backup methods besides paper which could be instituted by local governments.

What is your opinion?

Ms. LOFGREN. The gentleman's time is expired, and, by unanimous consent, he is granted additional 2 minutes.

Mr. MAURO. I think that the idea is good by allowing those different avenues to get a paper trail, but that will never be accepted in any State. Most of the States want—most of the voter integrity groups or legislative groups want the actual paper roll to be used for the recount.

Now, I am telling you what is going to happen with the paper roll: They are going to get jammed. They are not going to print correctly. They are not going to get turned off correctly. The election officials are going to have to replace the rolls in the middle of the day when they run out. That is what they want to use, they better have an alternate plan for when—and in most States they are putting in an alternate plan for when that doesn't work.

So the intent is good. The ramifications of this intent without the proper training, without the proper vendors putting it in place, that is going to create the issues.

So I would like to think you could choose one, two or three, but I don't think anybody is going to let that happen. I think for the most part everybody is going is to say, We want to have this paper trail. We want to use that roll that the voter verified as the recount mechanism, and in a lot of cases, they are not going to be able to because it is going to become corrupted one way or another through nobody hacking anything. It is going to become corrupted on its own recourse, jammed paper, election officials not replacing the rolls, all of those type of issues, and that is what I see the scenario being.

Mr. EHLERS. Thank you. And, you know, that is exactly why I want you to make the choice as to which——

Mr. MAURO. I think that is a good idea, but I don't think that is going to happen.

Ms. LOFGREN. I would now like to take my opportunity to ask questions. And getting back to the topic of the hearing, I would be interested in anything that we might be able to do relative to if there are legal obstacles to the recruiting of poll workers who are young.

It seems to me from some of the experiences we have received here that that is a real opportunity for the country. They know the technology, they are not afraid, they can get up early and work late. Certainly we value our retirees, but to augment.

And the question is are there obstacles that are illegal, or are there otherwise obstacles that we could address as a Nation to the recruitment of young people that we should know about? Any one of you who know the answer to that?

Mr. GOUGH. Okay. To recruit high school students, they must be honor roll students, have a certain grade point average, and be seniors. On the Governor's desk right now in Illinois, there is a bill to let juniors serve as poll workers. We look forward to having that young group of people serving as poll workers because we may have them for several elections.

The problem is we do not want to get rid of nor do we want to slight our senior poll workers. They have been there for many years. They do the job. They look forward to it. And, you can count on them showing up. You know, sometimes you may not be able to count on a young person showing up at 4 o'clock or 5 o'clock in the morning.

Ms. LOFGREN. Ms. Purcell.

Ms. PURCELL. Yes. We have recently just changed our laws to allow us to do 16- and 17-year-olds helping in the polls, and it is a dual purpose, and it has given us a dual response.

They are capable of handling the equipment much more than seniors are. They are helpful to them also to carry things. There are a lot of things in a polling place that have to be lifted, stored, whatever, and a young person can do that.

We don't find the problem with the 16- and 17-year-olds as far as getting up. They seem to be able to do that. We did have a little bit of problem with some of our college students because they don't readily get up. But when they are allowed by their schools to come in and serve, it has been a wonderful experience, and we hope to triple it in the coming election.

Ms. LOFGREN. I know, Mr. Mauro, you addressed this in your opening.

Mr. MAURO. I think we need to reach out into the business community, because I think what Lance had spoken to earlier about young kids, you can't keep them. They are off to college. But they are great when you get them there because they have intermingled with the retirees and the older people beautifully because they appreciate hauling the equipment, running the errands, putting the signs up. There are so many things involved in a polling place, hanging the signs, carrying out the equipment and those type of things.

So I think to reach out even further to the business community to see if we can get people to take some community service time to work at the polls.

Ms. LOFGREN. Also, $88 is a lot more to a 16-year-old than it might be to a 50-year-old.

Ms. Collins-Foley.

Ms. COLLINS-FOLEY. The EAC compendium of State poll worker requirements is exactly the answer to your question. It goes through State by State all of what we saw as impediments to creative poll worker recruiting. The age limitations, only half the States have passed laws enabling the young folks to serve. Residency requirements are a big problem. Only five States to date have allowed anybody in the State to serve as a poll worker. Everybody else you have to be in the precinct or at least in the county, and that means you can't reach out to your college students; even if you can get them out of bed, you can't even get them. They are not registered in that jurisdiction.

You couldn't get some of your corporate poll workers who—some jurisdictions have had tremendous success with corporate poll worker programs—because of very restrictive political party requirements. They have to wait until the political parties turn over lists before they can put together their poll worker teams.

There is as much good news as bad news in this compendium of requirements, and a lot of that I think Congress can play a real role in supporting flexible poll worker recruiting requirements.

Ms. LOFGREN. I would be very interested if any of you have just suggestions or, especially Ms. Collins-Foley, sort of celebrations that we might bring to the attention of various legislatures. Sometimes people are unaware of what is going on and what has worked in another jurisdiction, and merely sharing that information can be a real impetus to change.

Like the Ranking Member, I served on the board of supervisors for a long time and actually longer than I have been in Congress, and we oversaw the registrar of voters. But in California, as you are aware, this is all civil service. I mean, the concept that the political parties would be allowed to even touch the process is just anathema in California.

And so I guess that goes to my next question, which is the idea—not every country runs their elections with volunteers as we do, and I don't think there is any chance that we will change that. But there is a role, and you have mentioned that we have recruited county employees for the day or municipal employees.

Do any of you see any downside to soliciting the assistance of municipal or county or even State officials for that purpose?

Ms. PURCELL. Absolutely none. We recruited at the county level with the assistance of our county manager and board of supervisors but also at the city and other levels of government that they would serve on Election Day. And they do a lot of our work at night, on Election night, if they haven't worked during the day, and they come in when we are bringing all of our equipment in.

Mr. GOUGH. We have looked at that in the City of Chicago. There has been an issue that some of these people have received their jobs through political hiring.

Ms. LOFGREN. That also is different than California.

Mr. GOUGH. We don't think it is a good idea to do that, so that is something that we do not do.

Ms. LOFGREN. All right.

Mr. MAURO. In Iowa, basically, a lot of these officials that work for government entities are supporting candidates that day; if they are taking the day off, they are taking it in support of their favorite candidate. We have had some success with different levels of government employees and most of them are working somewhere else, if they are not working at their job that day.

Ms. LOFGREN. But that is an availability issue, not the same concern.

Mr. MAURO. An availability issue. I would still like to see it get out in the business community and have the business community promote it, because a lot of businesses have voter awareness groups. I think if we could ever get there and get something really working there, I think it could be very successful, but I know some States have done it with success. We are still trying to put something like that in place.

Ms. LOFGREN. All right. Since have you been patient with us, I am hopeful that you can stay for one more round of questions from Mr. Ehlers and myself. I see some nodding heads, so I would recognize Mr. Ehlers for an additional 5 minutes of questions.

Mr. EHLERS. Thank you, and I will try to be briefer than the first time. I appreciate your willingness to let me go longer the first time.

First of all, we have a good deal of material that was submitted by Ms. Purcell to us. She was our witness, and I would just like to move that material she gave us be entered into the record.

Ms. LOFGREN. Without objection.

Mr. EHLERS. Thank you. And then we will save a little time here.

Ms. Purcell, you state that the Federal Government should not set mandates in how State and local jurisdictions run their pro-worker programs. Can you elaborate? What are your concerns here, and why should you do it, and not, why shouldn't the Federal Government be involved? Go ahead.

Ms. PURCELL. Thank you, Mr. Ehlers. If we are required to do certain things, it might limit our ability to get those poll coworkers who don't fit into that niche. As I said, if training is required, then we would have had over a thousand workers in the last election that we could not use, because we had to hire them the last weekend before the election, and obviously, there was no time to train them. Some of them had worked elections before so they had some training in a prior election. We try not to bring those in as any of our top workers at the polling places, but our clerks and that type of thing, but it just would not serve us well if we were mandated to have training for each and every poll worker.

Mr. EHLERS. I see. And did your county use HAVA funds for poll worker training, or did you use your own funds?

Ms. PURCELL. Mr. Ehlers, we have used mostly our own funds, for the poll worker training. We do a little bit of outreach work with HAVA money, but most has been our own money.

Mr. EHLERS. And Mr. Gough, you stated in your program where you hired tech savvy college students, which I think is a great idea. You just said the program cost $300 per student for training and service. Did you have sufficient money for that, or did you have to use HAVA funds for that?

Mr. GOUGH. Yes, sir, this came out of city funds.

Mr. EHLERS. City funds, good.

Ms. Collins-Foley, you mentioned that, from your testimony, it is clear that retention is one of the biggest problems concerning poll workers. And certainly it was a problem in the last Presidential election. What do you recommend that States do to ameliorate this problem and try to improve retention?

Ms. COLLINS-FOLEY. I think the first step is finding out who you want to bring back, because you don't want to bring back all of your poll workers. And I think that is a bigger challenge in some jurisdictions than others, some jurisdictions have set up terrific monitoring evaluation programs, so they know if the person went to training, if they opened the poll on time, if they had a bunch of voters that didn't sign their provisional ballots. They actually know who they hired, who they trained and who they want to bring back.

And then in terms of retention, there's all sorts of, you know things that we don't know whether they work or not, you know, nice pens, nice certification, certificates of appreciation, that kind of thing. I think we need to bring back our good ones with news-

letters and thank-you ceremonies and that kind of thing, but I think we also need to recognize it will be more and more difficult in the future to bring back a sufficient number of skilled poll workers, and that is why we need to get into some of these other creative Federal employee programs, corporate poll worker programs, county employee programs, high school student programs. I think we are going to continually be challenged to beef up our pool.

Mr. EHLERS. In my experience at the polls, there is quite a variety of jobs and some are very mundane, just checking off lists and things like that; others are more demanding. It seems to me the key is to have a really good supervisor or supervisors who can keep everyone on the ball all the time.

Part of the problem, too, I think, fatigue, particularly if you go to the polls at close to 8 o'clock and people have been there since 7 o'clock, no real breaks. They are pretty worn out, and I think fatigue affects their judgment and their performance as well.

Ms. COLLINS-FOLEY. I think that is particularly true with—some of the veteran poll workers are kind of used to that, but the students going to these polling places, and they are either bored out of their minds, or they find an opportunity to talk to some of the older poll workers and get something out of it.

We find that the student poll workers say, I will never do that again. And you consider that to be a sad thing, but we find the hero of that program to be teachers, and if we can find a way to make a fuss over what fantastic teachers give us hundreds and thousands of students election after election, that will keep that youth in the polling place, people know that, particularly if a student goes off to college and may or may not serve again, they have had that great exposure. It is really the teachers that deserve the champion award for keeping the youth coming back every election and bringing that energy in.

Mr. EHLERS. That is excellent. It might also help to have a separate room where they can go play video games for 15 minutes every once in a while.

Ms. LOFGREN. I was thinking the same thing.

Mr. EHLERS. I yield back, thank you.

Ms. LOFGREN. Thank you. I am interested with the three election officials on translated ballots and other materials in qualified jurisdictions, Federal law requires that these materials be made available to citizens whose first language is a language other than English.

What kind of training have you implemented to ensure that poll workers are actually providing these ballots? And then, every year we hear of problems where maybe the material isn't provided at the polling place. What kind of strategies have you engaged to make sure that that does not create a problem. And finally, in California, we found in our county it is so helpful if you are able to actually recruit some bilingual poll workers in areas where you know you are going to have a substantial number of people using a ballot in another language, and how have you approached that challenge?

Ms. PURCELL. Thank you. Madam Chairman, we do a constant recruiting of bilingual poll workers. It is required because we are one of the 13 States covered under the National Voting Rights Act, so we do that. But we constantly are going into the communities.

We are looking at our voter registration rolls to make sure that we are servicing enough people.

We do kind of a two-tiered thing of recruiting poll workers who say they are bilingual. We then have a test for them to take with one of our bilingual people in our office to make sure that they can in fact relate certain election issues and questions to the workers. And we also have the Native American languages, which of course are not written, and we have to provide those in oral form to all the chapter houses on our Indian reservations. So we have another thing that we have to do, and we try to constantly keep up with that.

At our last election, our ballot was produced in both English and Spanish. We are hopeful we won't have do that again. We can have those ballots separate, because that made for a 4-page ballot and was confusing to everyone, even the Hispanic community complained about that.

Ms. LOFGREN. We have actually separated them. In Santa Clara County, like local option, we have gone on the expansive side. California, of course, has these initiatives, and some of them are very, very complicated. And even, you know, most voters speak English, but to be able to read something that complicated in your first language is a wonderful gift. And so we have got Korean, Chinese, Spanish, Vietnamese, on and on and on. Just the more you can help people understand it, the better off the society is. We just have separate ballots in hand, a different ballot to voters as they come in.

Ms. PURCELL. We were the only county in Arizona that was required by the Justice Department to produce a ballot that had both English and Spanish, and it was confusing to everyone.

Ms. LOFGREN. That is confusing.

Ms. PURCELL. We are trying to deal with it.

Ms. LOFGREN. Mr. Gough.

Mr. GOUGH. Yes. We have to print in English, Spanish and in Chinese, and we recruit poll workers from their neighborhoods. If we have 1,200 precincts that are covered under section 203, which requires having Spanish-speaking poll workers in those precincts, we make sure that the people we recruit from those areas speak the language. Under section 203, we have about 68 precincts for which we recruit people that speak Mandarin so that they can communicate with the voters. This has worked out very well. It is expensive, though.

Ms. LOFGREN. Mr. Mauro.

Mr. MAURO. In Iowa, it is not an issue at the present time. We only print in English. The next census comes around that possibly could change, but right now, we're only printing one language.

Ms. LOFGREN. Okay. I was thinking—and this is really the final question I have—getting back to the recruitment of young people, I know when my kids were going to San Jose High in downtown San Jose, every kid was required to have a certain number of hours of community service. And I will confess that my kids, like the rest of the kids, would wait until the end, and they would go, oh, my goodness, I have to have so many hours to graduate. But I don't recall if we ever did anything to say this could get a young person qualified to do that, and if that is a thought, if it isn't qualified

under community service, that maybe we ought to do some outreach to schools to be sure that it would qualify. And that it is a great opportunity, because it is organized, and you don't have to scramble to figure out what else to do.

And then just another reminder. When I was an undergraduate, Stanford had a campus in England, and my favorite political science professor, Ray Wolfinger, decided that we would do polling in the Midlands, and no matter how good you were at political science, you would not get the units for his courses unless you actually went and did 100 interviews for polls. And so for government classes, maybe we could incentivize these kids also, because it is a great opportunity and experience to see the wonderful American, electoral system in action. So between community service and our government teachers—that was my favorite class in high school—we might be able to put some further incentives into place for young people because they clearly will be part of the answer, not all of the answer.

With that, we would note that we have 5 legislative days to submit additional questions, and if you do we ask that you respond to them as promptly as possible. And once again, we do thank you very, very much for your willingness to be here.

Mr. Ehlers.

Mr. EHLERS. First of all, I notice your microphone is cutting in and out. We better get that repaired.

Ms. LOFGREN. Does anyone know someone on the House Administration Committee?

Mr. EHLERS. Yeah, why don't we find Mr. Brady? I used to do that myself.

I just want to thank you for this hearing. The last thing I needed today was another hearing or meeting, but I thoroughly enjoyed it, and I learned a lot, and I really appreciate you doing this.

Also I can't resist making a comment, since I used to live in California, and I know what you mean about the ballot proposals. Unfortunately, California started the proposition industry, and it has now moved to most States. I really wish we could control it, because I totally agree with you, even if you read perfect English, it is very hard to make sense of all the nuances of the proposal.

Ms. LOFGREN. Yes.

Mr. EHLERS. I wish we could control it in some way, because I think we get some very bad laws.

Ms. LOFGREN. Oftentimes, and California is the poster child, I am afraid, for some of that, but——

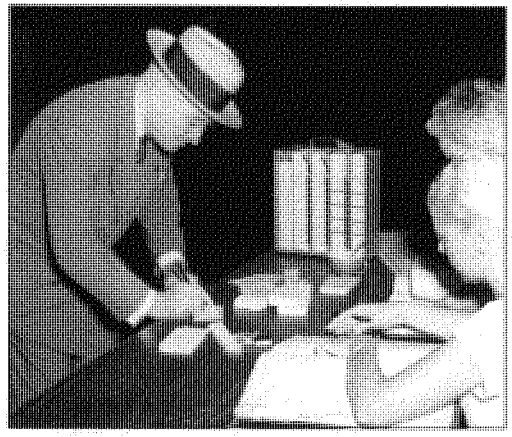
Mr. EHLERS. Yeah.

Ms. LOFGREN. With that, I would like to again thank the witness. A lot of people don't realize that the witnesses come as volunteers to the country, and it is a tremendous gift you have given us today with your expertise. We do appreciate it and will call this hearing to a close. Thank you.

[Whereupon, at 3:49 p.m., the subcommittee was adjourned.]

[Information follows:]

IT'S YOUR TURN
BE A POLL WORKER



IT'S YOUR TURN
BE A POLL WORKER
Robin Carnahan ~ Secretary of State

Election Day Poll Worker Recruitment in Missouri

It's Your Turn: Be A Poll Worker

need identified

- Election officials consistently need more poll workers to work on election day

- New technologies demand more technologically-savvy poll workers

IT'S YOUR TURN
BE A POLL WORKER

It's Your Turn: Be A Poll Worker

website

- Poll Worker Sign-Up
- Qualifications, Compensation, & Election Dates
- Student Involvement
- Frequently Asked Questions
- Download a Poll Worker Poster
- Links
- Contact Information

www.sos.mo.gov/pollworker

IT'S YOUR TURN
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Robin Carnahan · Secretary of State

It's Your Turn: Be A Poll Worker

partners

- Business and community partners
- Academic institutions
- County clerks

IT'S YOUR TURN
BE A POLL WORKER

It's Your Turn: Be A Poll Worker
public awareness efforts

- Earned media
  - SOS press releases, speeches, etc.
  - Joint earned media
- Paid media
  - Newspaper ads

IT'S YOUR TURN
BE A POLL WORKER

Atchison County to partner with Carnahan to recruit Election Day poll workers

Atchison County Clerk Susette Taylor recently announced the county is partnering with Missouri's Secretary of State Robin Carnahan to recruit poll workers for Election Day. Earlier this month, Carnahan launched the state's first statewide initiative to recruit Election Day poll workers.

Atchison County will take advantage of this program to improve Missouri's elections' process by placing more workers in polling places across the county on Election Day.

County Clerk Susette Taylor comments, "I have a wonderful group of individuals who currently serve as poll workers, but it is now more important than ever to have a large group of trained individuals that can serve their communities as an election judge. There are always emergencies that arise or circumstances that may not allow someone to work an election and having trained individuals who have expressed an interest in being a poll worker is the key to a successful Election Day." Clerk Taylor goes on to say that she will be offering training at each polling place in the upcoming months if enough new interest is shown and encourages anyone that has never been a poll worker and would like to be to go to the website and sign up or contact her office at 660-744-6214.

Recruiting Election Day poll workers has become increasingly important after the passage of federal election reforms known as the 2002 Help America Vote Act (HAVA). One of the many HAVA requirements included updating Atchison County's voting equipment. In the August election, voters can expect to see some new voting machines at their polling places. More than ever, the county will rely on quality poll workers to make things run smoothly on Election Day.

To become an Election Day poll worker, interested participants can simply sign up on the Secretary of State's website at http://www.sos.mo.gov/pollworker. Interested businesses and organizations in Atchison County can also participate as a group by becoming a Poll Worker Partner through the website.

Missouri poll workers must be at least 18 years of age and registered to vote. Students younger than 18 years of age are also encouraged to visit the website to sign up to help out on Election Day in other capacities.

"Being a poll worker is one of the best ways to get involved and make a real difference in your community. I encourage everyone in Atchison County to join the front lines of democracy by becoming a poll worker," said Secretary of State Robin Carnahan.

To volunteer to be an Election Day poll worker, visit http://www.sos.mo.gov/pollworker. You can also contact the Elections' Division staff in the Secretary of State's office via email at pollworker@sos.mo.gov.

Fairfax Forum
Atchison County
Fairfax, MO
June 29, 2006

Businesses, Carnahan recruit poll workers

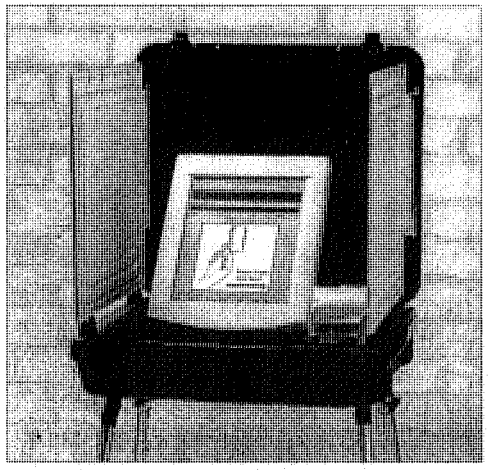
Missouri Secretary of State Robin Carnahan in partnership with the newly formed Business Alliance for Civic Involvement have recruited more than 1,200 potential poll workers statewide for the November 7 election.

"It's Your Turn. Be a Poll Worker!" is Missouri's first statewide poll worker recruitment effort. Carnahan developed the program to assist local election authorities in recruiting additional poll workers, particularly those who are comfortable with technology in light of new voting equipment in many polling places.

To qualify as a poll worker, citizens must: first, be registered to vote in Missouri; second, not be a candidate on the ballot or have a close relative on the ballot; and third, be interested in helping their community.

Carnahan said, "Poll workers play a critical role in our democracy and I am pleased to partner with these businesses and organizations for such a worthy civic cause."

St. Louis-area businesses and organizations that are members of the Business Alliance for Civic Involvement include: A.G. Edwards & Sons, Inc., Ameren, Anheuser-Busch



Companies, Inc., AT&T, Bank of America, BJC HealthCare, The Boeing Company, Brown Shoe Company, Inc., Bryan Cave LLP, Centene Corporation, Clayco, Edward Jones, Emerson Electric Company, Energizer, Harris-Stowe State University, Laclede Gas Company, Maritz, Inc., St. Louis Business Journal, Saint Louis University, Smurfit-Stone Container Corporation, SSM Health Care, University of Missouri - St. Louis, Washington University of St. Louis, and World Wide Technology, Inc.

For more information, visit www.sos.mo.gov/pollworker or call (800) 669-8683.

Metropolitan Newsclips Service
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St. Louis American
St. Louis City County
St. Louis MO

68500 Weekly
0 Sunday

October 19-25, 2006

Push is on for poll workers

By Brandon Cone
BDN Staff Writer
bcone@bransondailynews.com

The Missouri Secretary of State's office announced last week that it's beginning a statewide initiative to recruit poll workers to serve in the August and November elections.

"Poll workers are where the rubber meets the road on election day," Secretary of State Robin Carnahan said. "They literally stand on the front lines of our democracy."

Both Taney County Clerk Donna Neeley and Stone County Clerk Judy Berkstresser said they could use additional poll workers.

"Most of our poll workers are older and it might be nice to get some younger volunteers to help technologically," Berkstresser said.

Carnahan said recruiting election day poll workers has become increasingly important since the passage in 2002 of federal election reforms known as the Help America Vote Acts.

Both local clerks said they always manage to get enough election judges, but it wouldn't hurt to have more when considering recent voting reforms like requiring all voters to have a state- or federal-issued photo ID.

"We'll probably have to have a table of workers set up just to handle needs arising from that," Neeley said.

Berkstresser said she believes extra workers may also be needed to help with the set-up and operation of new voting equipment.

Neeley said Taney County would also be opening another polling location at Mt. Branson Christian Church to accommodate residents who currently vote at Kirbyville Middle School.

Neeley said Taney County election judges are paid $90 for working election day. Berkstresser said Stone County election judges are paid $81 per election day.

Poll workers must be 18 years old and registered to vote in Missouri.

For more information on becoming a poll worker, log on to www.sos.mo.gov/pollworker.

"We need the help because it is just not as easy to vote as it once was," Berkstresser said.

Metropolitan Newsclips Service
P.O. Box 3195 • St. Louis, MO 63130

Branson Daily News
Taney County
Branson MO

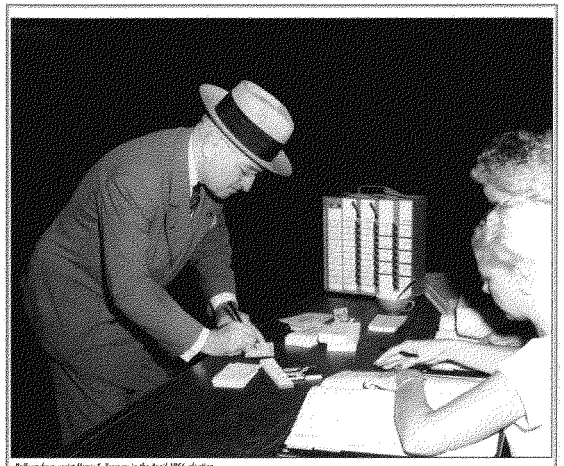
9935 Daily
23435 Sunday

May 23, 2006

It's Your Turn: Be A Poll Worker
results

- Facts and Figures
  - SOS forwarded 1,700 names of potential poll workers to local election authorities before November 2006 election

- Poll worker follow up survey



Poll workers assist Harry S. Truman in the April 1956 election

IT'S YOUR TURN

BE A POLL WORKER

Robin Carnahan — Secretary of State

www.sos.mo.gov/pollworker

800.669.8683

Iowa Precinct Election Officials Certification Program

Sessions One, Two & Three

Sponsored by

The State Election Administration Training – SEAT – Committee

Iowa Secretary of State

Iowa Precinct Election Officials Certification Program

Session One

Sponsored by

The State Election Administration Training – SEAT - Committee

Presented By:

Alan Vandehaar
Iowa State University
Extension

In collaboration with your
County Auditor

Precinct Election Official Certification Program

Purpose:

To provide in-depth training to increase the comfort and knowledge of precinct election officials.

Goal:

One certified election official in each precinct in Iowa by the 2008 General Election.

Precinct Election Official Certification Program

- Three - two hours sessions held over several weeks.
- After the last session, using the Guidebook, precinct election officials will be tested on concepts. (**open book** test)
- Purpose of program: to increase your knowledge
- Only purpose of test - to determine if we have covered key points (not to keep you from being a PEO)
- After completing the test, PEOs will be certified.

Precinct Election Official Certification Training Program

Session One - Contents

- Types of elections, differences, hours
- Responsibilities of Precinct Chairperson
- Ballot security
- Emergency issues
- Working together, solving problems
- Customer service

Types of Elections: Dates and Hours

- Federal and State

- Primary – June of even num. years
- General – November of even num. years
- Hours:
- 7:00 AM – 9:00 PM

Types of Elections: Dates and Hours

- CITY – in odd num. years
  - City primary – Oct. (if needed)
  - City election – Nov.
  - City runoff – Dec. (if needed)
- SCHOOL – in Sept. of every year
- SPECIAL (not scheduled)
- Hours of City, School & Special elections:
- 7:00AM – 8:00PM <u>or</u> 12:00 Noon- 8:00PM

Precinct Chairperson Responsibilities

- Leads the polling place duties and is the key contact with Auditor's office on election day

Precinct Chairperson (PC) Responsibilities

- PCs - responsible for which of these:
- Make sure all required tasks are completed
- Supervise other precinct officials
- Contact auditor for a replacement if an official must leave the polling place
- Consult with county auditor if you or other election officials have questions
- ALL of these are the job of PC

Precinct Chairperson (PC) Responsibilities

- Contact other Prec Officials ahead of election to be sure all will be at polls
- If someone cancels, call auditor ASAP
- Before election day, remind person who will unlock doors of poll place it must be open at least one hour before polls open
- Check ahead of election that there is a phone available and restrooms available, on Election Day

Precinct Chairperson (PC) Responsibilities

- Plan Election Day work ahead to make it go smoother
- Review the various work responsibilities
- Plan the work for other election officials in your precinct

Precinct Chairperson (PC) Responsibilities

- 1 Obtain election supplies in advance, no later than one hour before polls open
  - Sign for ballots (ballot record & receipt)

- 2. Check supplies carefully, and soon
  - If anything missing contact auditor ASAP for them to supply missing items

Precinct Chairperson (PC) Responsibilities

- 3. Note absentee voters on election register, from list in supply box. Auditor's office may add to this list in morning just before election – so check carefully

  - Know how these names will be added:

  – Delivered to precinct by auditor's office

  – Picked up by precinct chairperson early on election morning

Precinct Chairperson (PC) Responsibilities

- Arrive at least _____ hour before polls open
- Taking oath of office required of which precinct officials?
- Those who have taken oath give it to others
- After everyone has taken oath, <u>everyone</u> must sign the _____?
- Tally List

Precinct Chairperson (PC) Responsibilities

- PC assigns work at the polling place
- Basic assignments include:
  - Voter's Declaration of Eligibility
  - Election Register
  - Voting Instructions

Precinct Chairperson (PC) Responsibilities

- To assist voters with special needs, prepare in advance:
- Before polls open, choose one _____ election official and one _____ election official to help voters w/ special needs
- One Democrat and one Republican
- Voters who cannot use the equipment or mark their ballot may ask for assistance

Precinct Chairperson (PC) Responsibilities

- Who is allowed to be in the polling place, in addition to election officials and people who are voting?

- Poll watchers
- Media

- Exit pollsters – must be outside polling place

Precinct Chairperson (PC) Responsibilities

- How do you know if a person is a poll watcher?
- Precinct election officials have right to ask to see identification of anyone in polling place

- True or False: Poll watchers have a right to be a in polling place to observe; it is a *courtesy* to provide them a chair and a table, if you have room (separate from officials' tables)
- True

Precinct Chairperson (PC) Responsibilities

- **Poll watchers** (which of following are true?)
- Not required to notify auditor that they will be at polls
- Must have specific relationship to at least one office or question on ballot
- May look at signed Voter's Declaration of Eligibility
- May challenge people whom they feel not qualified to vote in that precinct
- May not interfere with officials or with operation of polling place

- All true

Precinct Chairperson (PC) Responsibilities

- Poll watcher behavior is governed by rules:
- Poll watchers often use cell phones to call in to their party– to get out their voters.
- If disturbing, ask them to move away from precinct officials – they cannot disturb you and voting process
- If a poll watcher causes disturbance, officials have right to ask him/her to stop; If he/she persists, call auditor

Disturbances in polling place: Voters with cell phones ringing!

Some counties have reported numerous instances of voters using phones while waiting in line (loudly), or having it ring while they're actually voting and they take the call, tying up the voting machine.

What to do?

Voters with cell phones

- IF voters are tying up voting booth or process while using a phone, you can remind the voter that they are limited to 3 minutes (Iowa law) in the voting booth. We wouldn't normally encourage the use of this provision, but for cell phone users...this may be appropriate.

- A sign....

  "**Please be courteous to other voters and avoid using your cell phone in the polling place**"

  may also be appropriate.

Precinct Chairperson (PC) Responsibilities

- Political parties most likely poll watchers
- Each party (Dem or Rep) may have up to 3 observers, if the party has a _____ on ballot
- Party PW must have a letter from their political party saying they are designated watchers

Groups supporting or opposing a question on the ballot must notify the auditor in advance

Precinct Chairperson (PC) Responsibilities

- Media common visitors to polling places:
- Allowed in building to take ____
- Interviews with voters should take place ___ they vote
- Interviews should take place ___ the bldg.
- If media requests an interview, you should refer them to _____ and provide phone #

Precinct Chairperson (PC) Responsibilities

- Political signs, materials, or campaigning closer than ____ feet to polling place door during voting hours is _____ .
- Unless it is private property not part of the polling place, it is illegal to have signs larger than 90 S.I. or large bumper stickers on vehicles parked within 300 feet of _____.
- No one can interfere with voters/voting within 300 feet of the polling place; if so, call _____.

Ballot Security

- Ballots must be ____ at all times
- At least one official must be with the ballots at all times
- You must account for the number of _____ at the end of the day
- It is ____ to take a ballot from the polling place, except for curbside voting
- Precinct officials are required to order the arrest of anyone who takes a ballot from the polling place? Yes or No?
- Yes

Ballot Security

- Packets of ballots:
- Count ballots and check the _____ and ballot type against label on that packet
- Do not open more packets than you need
- You will need to count all unused _____ after the polls close
- Call _____ office if you open your last package of a style of ballot

Ballot Security

- If using ballot box, it must remain _____ or _____ throughout the election day
- Locked or sealed
- In emergency (fire, tornado, etc) officials must leave ballots in a locked room, or take ballots with them to safe location
- If any security problems with facility or personnel, call the _____
- Auditor

Emergency Issues

General Principles:

- Keep people safe
- Notify the County Auditor as soon as possible
- Secure and protect the
  - 1) ballots voted and un-voted,
  - 2) election register,
  - 3) equipment (or memory card)

Emergency Issues

- If you must evacuate polling place due to bad weather:
- Try to contact _____

- First, try to get all voters and officials safely out of the polling place

Emergency Issues

- Second, secure or remove key election documents-
- Ballot box or electronic voting equipment with voted ballots
- The keys to voting equipment and any memory cards or other data storage items containing election information
- All unvoted ballots
- Precinct election register
- Signed declarations of eligibility
- Tabulating device

Emergency Issues

- Power failure:
- Voting equipment has backup batteries for short periods of use; call ___ immediately
- Disruptive voters:
- If a voter continues to disrupt, call ___
- Health:
- If an official becomes sick at polling place, call ___ immediately to report it
- Call ___ immediately when you open last package of ballots, or if you run out of ballots

Emergency Issue # 1

- Your polling place is in a school. At 10:30 AM the fire alarm goes off. There are 3 voters in the polling place and one is currently in the voting booth voting

- What should you do?

Emergency Issue # 1

- What to do:
- 1) Keep people safe, help voters out of the polling place. If someone has a ballot, spoil the ballot and tell them you will provide them with a new ballot after the situation is resolved.
- 2) If possible take the important election items with you including the ballots and election register, and election equipment. If there does not appear to be imminent danger, go ahead and take the voted ballots from optical scan machines or if DREs are in use take the tablets from the DRE units.
- 3) Call the county auditor and notify them.

Emergency Issue # 2

- It is 6:00 PM on Election Day and a **winter weather warning (blizzard)** has been issued for your area. By 9:00 PM when the polls are scheduled to close, there is expected to be 16 inches of snow on the ground and 30 mile per hour winds. One of the precinct election officials insists that she is leaving immediately as she doesn't want to be stranded later in the evening.
- What should you do?

Emergency Issue # 2

- What to do:
- 1) Tell the precinct election official to wait, that you must talk to the auditor's office before he/she can leave.
- 2) Call the auditor's office.
- 3) If it is a federal election, the election must go on.
- 4) Local elections may possibly be postponed after consultation with the Secretary of State's Office. If an election is postponed, the entire election must be redone.

Emergency Issue # 3

- Your polling place is located at City Hall. At 7:45 PM on Election Day, a **tornado warning** is issued for the city. A tornado has been sited and is heading directly toward the area of City Hall (and your polling place) and is expected to be there within 10 minutes.

- What should you do?

Emergency Issue # 3

- What to do:
- 1) Find a safe place for PEOs and voters to go until the tornado has passed.
- 2) If any voters have received a ballot, take the ballot and spoil it. Tell the voter another ballot will be issued to them after the emergency.
- 3) If possible take the important election items with you including the ballots, election register, and election equipment. If there does not appear to be imminent danger, go ahead and take the voted ballots from the optical scan machines or if DREs are in use take the tablets from the DRE units.
- 4) Call the auditor's office if possible

3-1 Snow Storm Situation: What to do?

- A blizzard is raging outside at 9 PM; PEO chair unsure she can safely drive to court house with ballots after polls close and then come back to polling place to go home (lives a couple miles from voting site).
- Must she deliver ballots to auditor after polls close?
- Can law enforcement/snow emergency vehicle deliver them? Does PEO chair have to accompany ballots to court house, etc.

3-1 Snow Storm Situation: - Answer

- PEO chair - contact the auditor
- The auditor needs to contact SOS office immediately; SOS can waive the requirement that ballots be returned to the court house and allow them to be brought in the next morning. In addition, at times we have engaged law enforcement officers to aid in retrieving ballots.

ELECTION DAY SITUATIONS: WHAT WOULD YOU DO?

In your small group, read the situation and then <u>with everyone involved in discussing the situation</u>, answer the questions, writing out your responses to each question. At the end of this session, each group will be asked to report their findings to the whole group. Select one or two members of your group to report for your group.

Iowa Precinct Election Officials Certification Program

Session Two

Sponsored by

The State Election Administration Training – SEAT - Committee

Presented By:

Alan Vandehaar

Iowa State University Extension

In collaboration with your
County Auditor

Iowa Precinct Election Officials Certification Program

Session Two

CONTENTS

- Opening polls, setting up equipment and arranging the polling place
- Closing the polls, closing equipment
- Counting write-in votes

Setting up the polls 1

- Arrive at least __ hour before polls open
- Administer the _____ to everyone
- Designate Officials – assign workers
- Set up & prepare voting equipment early
- If problems – time to call auditor
- Think about polling place arrangement for ballot _____ , voter _____, and assisting those with _____ _____.

Setting up the polls 2

- HOURS: What hours are polls open?
- Federal & state elections:
- Open 7:00 AM - Close 9:00 PM

- All other elections - local:
- Open 7:00 AM – Close 8:00 PM
- Some elections

  open 12 Noon – 8:00 PM

Setting up the polls 3

- Set up voting booths, tables, chairs
- Set up extra tables for those with special needs
- Chairs in polling place for those who wish to sit
- Have alternate formats available– Braille, Large Print, Non-English languages, Audio Video

Setting up the polls 4

- **Post on walls: How many** copies of each?

  FOUR

  - Sample ballots (both sides)

  (only two copies for all-DRE precincts)

  - Election postings: date, hours, times

  - Instructions – how to mark ballots

  - Iowa Voter Info Poster

Setting up polls 5

Post on walls:

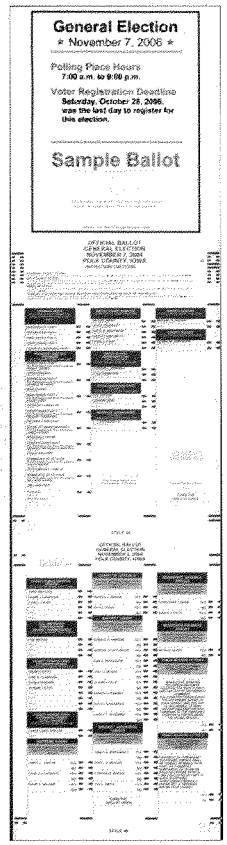
(four copies of each)

Election Postings poster

- **-Date of election**
- **-Time polls open**
- **-Registration deadline**

Sample Ballots (both sides)

(only 2 for all-DRE precincts)



Setting up polls 6

Post on walls

(four copies)

Instructions - how to mark your ballot

Voting Instructions for Optical Scan Precinct Count Systems

How To Mark Your Ballot

Vote in the Booth. Do not mark the ballot until you are in the voting booth.

Pencil. Use only the pencil given to you.

- If you mark your ballot with anything else, the ballot reader may reject your ballot.

Read carefully. Each office title shows the highest number of candidates you can vote for.

Office Name
(Vote for no more than _____.)

- If you vote for too many candidates your ballot will be rejected by the ballot reader.

Voting Mark. To vote, fill in the oval next to your choice.

CANDIDATE NAME
CANDIDATE NAME

- If you mark your ballot in any other way, the ballot reader might not count your vote correctly.

Write-in votes. If you want to vote for a person whose name is not on the ballot, write the name on the line below the names of the candidates, and darken the oval next to the line.

- If you do not darken the oval, your write-in vote will not be counted.

Casting your ballot. After you vote, put your ballot in the ballot reader.

- If the ballot reader rejects your ballot, ask an election official for help. You may mark a new ballot to correct your mistakes.

Primary Election

Prepared in the Office of the Iowa Secretary of State

- Setting up polls 7
- Post on walls (four copies)

★ IOWA ★ Voter Information

Voter Registration

* You must be registered to vote in this county.
* You must vote in the precinct where you live.

Have You Moved?

If you are registered to vote in this county, and you have moved to a new address in this precinct, you can report a change of address here today.

* You must fill out a Voter Registration Form.
* Be prepared to show identification (ID)

Identification (ID) Needed Only If...

* You registered to vote by mail after January 1, 2003 and you have never voted in a primary or general election in this County, or
* Your registration is inactive, or
* You have moved from the address where you are registered to vote, or
* Your right to vote is challenged, or
* The precinct election officials don't know you.

You can use any of these forms of identification—

* Current and valid photo ID card
* Copy of a current document that shows your name and address, such as: a utility bill, bank statement, government check, or paycheck.

★ POLLING PLACE PROCEDURES ★

Signing In

* A precinct election official will ask you to fill out a "Voter's Declaration of Eligibility"
  * Sign your name
  * Print your address
  * Provide telephone number (optional)
* Give the "Voter's Declaration of Eligibility" to the precinct election official
* The precinct election official will look for your name on the list of people who are registered to vote in this precinct.
* The precinct election official will mark the list and announce your name.

Do You Need Help?

If you need help to mark your ballot, anyone you choose can help you, **except**

- Your employer or employer's agent, or
- An officer or agent of your union.

If you ask for help from the precinct election officials, two people will help you - one Democrat and one Republican.

If you don't need help, you must vote so that no one else knows how you have voted.

Curbside Voting

A voter who cannot enter the polling place because of a disability has the right to have precinct election officials deliver a ballot to the voter's car.

Questions?

The precinct election officials are here to help you. Feel free to ask them any questions you have about voting.

★ VOTING IS YOUR RIGHT ★

You Have The Right To...

* Vote, if you are properly registered to vote in Iowa
* Cast a ballot, even if there are questions.

  If your name is not on the list of registered voters, or if someone challenges your right to vote, you have the right to cast a provisional ballot. Your ballot will be put in an envelope. The envelope has a place for you to explain why you believe that the ballot should count.

  A special board will meet after election day to look at your registration record and the information you give. The board will decide if your ballot can be counted. Before you leave the polls, you will be given a written notice about your rights, and when the board meets.

  If your ballot is not counted, you will get a letter in the mail telling you why.
* Privacy when you vote
* Voting assistance if you are blind, physically disabled, or cannot read English
* Vote if you are in line by the close of the polls.

It Is Illegal To Vote...

- **More than once in the same election.**
- **If you know you are not legally registered.**
  You must be a US citizen, at least 18 years old, and not have had your right to vote taken away because of a felony conviction or because a court has declared you to be mentally incompetent to vote.

★ NO ONE should intimidate you or force you to vote against your will ★

It Is A Crime For Anyone To...

- Try to buy your vote
- Force you not to vote
- Force you to vote for someone you don't want.
- Deny your voting rights because of your race.

If You Think That...

* Your rights have been denied, or
* Something is wrong at the polls

REPORT THE PROBLEM TO A PRECINCT ELECTION OFFICIAL.

CONTACT THE COUNTY AUDITOR AS SOON AS POSSIBLE:

PHONE: .....

E-MAIL: .....

Report the problem before the polls close if you can. Sometimes changes can be made on election day.

Be ready to describe your concern and to tell where the problem happened. Give the name of the precinct and the address of the polling place.

You may also contact:

Secretary of State: 1-888-767-8683 (1-849-SOS-VOTE)

Civil Rights Division of US Dept. of Justice: 800-253-3931

Setting up the polls 8

OUTSIDE –what is put up?

- "**Vote Here**" sign
  - – **Directions to accessible entrances**
  - **- Note special accessible parking as directed by county auditor**

Setting up the polls 9

- Set out and secure ballots
  - Check and verify number of ballots
  - Open only 1 packet of ballots of each style (e.g. township or county) at a time

NOTE: Any voter can request a paper ballot

- **OPEN polls: unlock the doors on time!**
- Update election register with absentee information as instructed by auditor

Setting up the polls

10

- ACTIVITY- DISCUSSION

  - Arranging the polling place

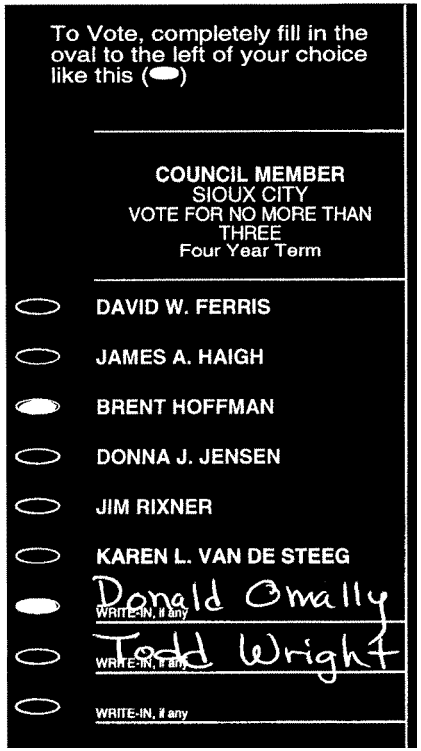
  - Setting up equipment in your precinct

Counting Write-In Votes

Counting write-in votes 1

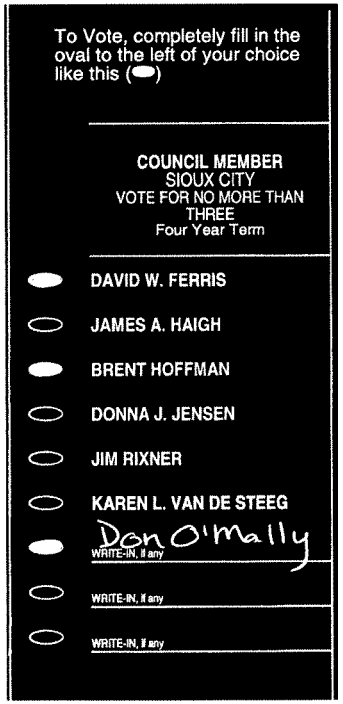
- The voting target (the "oval") must be completed for a write-in vote to be counted (49.99)

- In this example, write-in vote for Todd Wright is not counted



Counting write-in votes 2

- Count different spellings of the name as votes for the same person if you can tell for whom the write-in votes were cast

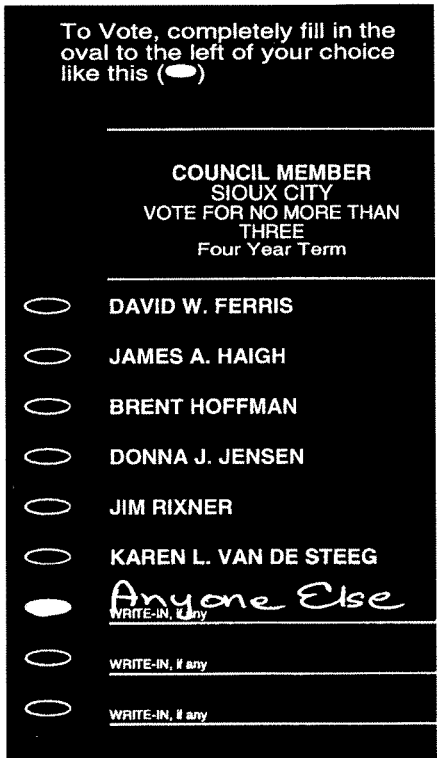

To Vote, completely fill in the oval to the left of your choice like this (●)

COUNCIL MEMBER
SIOUX CITY
VOTE FOR NO MORE THAN THREE
Four Year Term

- ● DAVID W. FERRIS
- ○ JAMES A. HAIGH
- ● BRENT HOFFMAN
- ○ DONNA J. JENSEN
- ○ JIM RIXNER
- ○ KAREN L. VAN DE STEEG
- ● WRITE-IN, if any Don O'Mally
- ○ WRITE-IN, if any
- ○ WRITE-IN, if any

Counting write-in votes 3

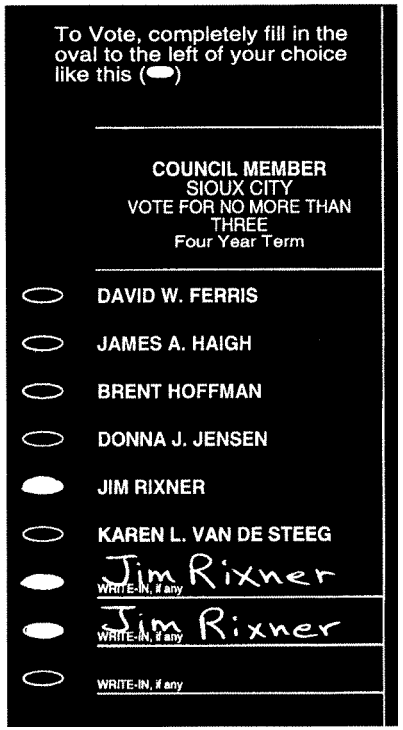
- Count write-in votes for fictitious characters just as they are written on the ballot.
- Examples: Mickey Mouse, Donald Duck, None of the Above, Anyone Else



Counting write-in votes 4

- Even if a write-in vote is for a name printed on the ballot, count it as a write-in vote, do <u>not</u> add it to the votes cast for the name printed on the ballot.

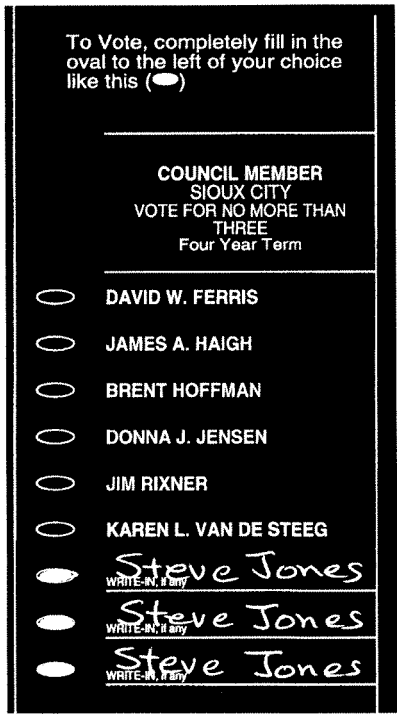
(there are 2 defective votes in this example)



Counting write-in votes 5

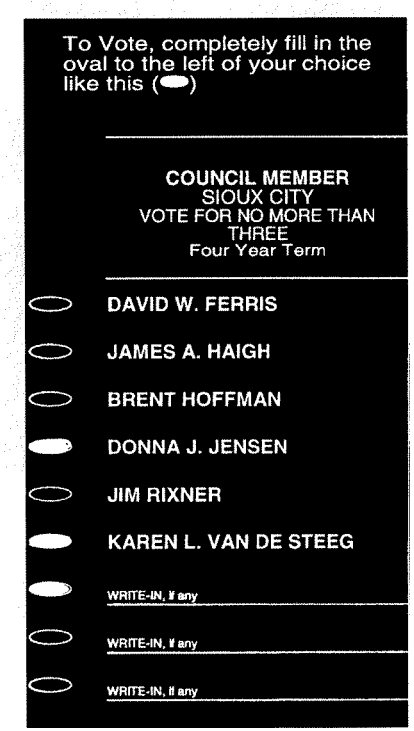
- If the same name on the ballot position is voted for multiple times as a write-in, only count 1 vote for that person, and include other votes as defective votes.

(there are 2 defective votes in this example)



Counting write-in votes 6

- Count a write-in vote that has a voting target completed but no name printed as “No Name” and number of votes in order to balance to the total number of write-in votes counted by the machine for that office



TALLY BOOK

CERTIFICATE OF WRITE-IN VOTES

PARTY (IF APPLICABLE)	OFFICE	PERSONS VOTED FOR	TOTAL VOTES
	Sioux City Council	Donald O'Mally	2
	Sioux City Council	Steve Jones	1
	Sioux City Council	Anyone Else	1
	Sioux City Council	No Name	1
(Rixner – 2 def.; Jones – 2 def.)		Defective Votes	4
(total must add to same as machine tape)		Total write-in votes	9

Counting write-in votes 7

- In system with Precinct Count Optical Scan and DREs, the totals must be <u>combined</u>

Counting write-in votes 8

Write-in votes for general **primary** election:

- Must record the office, district (if appl.) & party
- Write-in vote is given to the party ballot it is written upon
- e.g. Pat Gill is on Democratic ballot for Auditor and his name is written on the Republican ballot, the write-in vote is recorded Auditor R – Pat Gill – 1 vote.
- Important for precinct election officials to understand this is only record of write-in votes that auditor's office has access to for the Official Canvass

Write-In votes - Situation

A voter approaches you, a PEO at the polling place and asks,

- "*I can't think of the name of the retired school administrator who is running as a write-in candidate for city council? I want to write his name in for council. What's his name?*"
- What should you as a PEO do?
- You **never** help spell or give a name of a write-in candidate to a voter. It is the voter's responsibility to know the name and spelling

Closing the polls 1

- Close polls at designated time – not early
  - Federal election – close at 9:00 PM
  - State, local election – close at 8:00 PM

- Anyone waiting in line must be allowed to vote
  - Assign a poll worker to stand at the end of line

- In all-DRE precincts, vote any paper ballots on DRE

- Count Write-In votes
- Count exact number of Eligibility Slips or votes that signed in and write on tally list

Closing the polls 2

- Count **Unused Ballots** – list on tally list

  Seal and place in supply box
- Count **Spoiled Ballots** – list on tally list

  Seal and place in supply box
- Count **Provisional Ballots** - list on tally list

  Seal and place in supply box

DO NOT OPEN CAST PROVISIONAL BALLOTS – ballots go back to auditor

Closing the polls 3

- Close down voting equipment according to instructions provided
- Record total number of people who voted in tally book
- Follow auditors instructions to transmit or report results

Closing the polls 4

- Complete tally list and all officials sign it
- Unofficial vote totals must be announced to all present at polling place – “unofficial”
- Complete bottom of ballot record & receipt
  - -Totals must equal # ballots you were given
- Complete claim form in supply box

Closing the polls 5

- Pack supply box with
  - Tally list
  - Claim form
  - Envelopes for unused, spoiled & challenged/provisional ballots
  - Election register
  - Other supplies

Closing the polls 6

- Take down posters, signs, voting booths, etc.
- Take ballots to county auditor

What Have We Learned Today?

- **Opening polls – procedure to follow**
- **Setting up equipment- why set up early?**
- **Arranging the polling place – consider:**
  Voter accessibility, privacy, ballot security
- **Closing the polls, closing the equipment**
- **Counting write-in votes – procedure**
- **Review your handouts, take your guidebook to the polls**

Precinct Election Official Certification Program

- In this session, we have discussed:
- Types of elections, differences, hours
- Responsibilities of Precinct Chairperson
- Ballot security
- Emergency issues
- Working together, solving problems
- Customer service

Iowa Precinct Election Officials Certification Program

Session Three

Sponsored by

The State Election Administration Training – SEAT - Committee

Presented By:

Alan Vandehaar
Iowa State University Extension

And Your
County Auditor

Iowa Precinct Election Officials Certification Program

Session Three

CONTENTS

- Special situations: voter assistance, curbside voting, asking for identification, spoiled ballots, name not in register
- Provisional ballots
- Sensitivity to other people
- Accessibility and related issues
- Using the PEO Guidebook

Iowa Precinct Election Officials Certification Program

Use your **Guidebook** as a reference during the discussion in this session

Voter Assistance

- If voter asks for help to cast ballot from PEOs, for partisan elections, who helps?
- Two designated PEOs – one _____ and one _____ should help the voter together
- Otherwise, voter may ask for help from any person in polling place except __, __, __,__?
- Voter's <u>employer</u>, or <u>employers agent</u>, or <u>union officer</u> or <u>agent</u> of the voter's union

Voter Assistance

- If voter asks for help to mark ballot-
- Ask voter to complete what form _____?

- **Affidavit of Voter Requesting Assistance**
- Mark “assisted” next to voter’s name

Voter Assistance

- When PEOs help voter to cast a ballot, remember to :
- Provide no more ___ than voter requests.
- help
- Do not reveal or comment how the person ___.
- voted
- Can voter who cannot sign signature vote?
- Assisted signature or proxy signature authorized by voter can all be appropriate and valid

Special Situations on Election Day

See Handout:

SPECIAL SITUATIONS ON ELECTION DAY

Situation # 1

NOTE: Use your Guidebook as a resource

Voter Name Not in Election Register

- Verify both of following:
- 1. Is the address where voter now lives in your ___?
- precinct – check map or call ____
- 2. Is voter currently ____ in county?
- registered
- Check county-wide master list or call___

Voter Name Not in Election Register

- If voter's address not in your precinct, send voter to correct _____
- precinct
- If voter insists on voting in your precinct, offer voter a _____ ballot
- Provisional

Voter Name Not in Election Register

- If address where voter lives now IS in your precinct, and voter is currently registered within the county…what to do?
- 1. Have voter complete a voter ____ form with voter's current address. Ask voter to show acceptable forms of identification (If voter is unable to do so, offer them a __ ballot)
- 2. Add voter's name to back of election register
- 3. After above steps, have the voter cast a regular ballot

Acceptable Forms of Identification

- What are they…
- 1. Current & valid photo ID like driver's license, non-driver's ID card, student ID (address may be difference from voter's current address)
- 2. Current utility bill
- 3. Current bank statement, paycheck, or government check
- 4. Other current government document showing name and address of the voter
- If you need help determining this, who to call?

Special Situations on Election Day

- Special Situation # 2

Curbside Voting

- A voter unable to leave their vehicle can vote “curbside”:
- For partisan elections, two PEOs, one __ and one __ together must take ballot and election supplies outside to the voter
- If this causes fewer than 3 PEOs to be inside polling place, then operations in polling place *must temporarily* ____.

Curbside Voting

- What supplies to take for curbside voting:
- Affidavit of Voter Requesting Assistance
- Voter's Declaration of Eligibility slip
- Secrecy folder
- Pencil/marking pen
- Election register
- Ballot
- Any other supplies needed

Curbside Voting

- Curbside voting steps:
- IF voter asks for assistance, ask them to complete Affidavit
- Mark “assisted” next to voter’s name in the election register, to show PEO helped

- IF voter requests help---recall…
- Provide no more help than voter ____
- Do not reveal or comment how they____

Special Situations on Election Day

- Special Situation # 3

Voter Name in Election Register But Address Does Not Match

- Verify if address where voter lives is in your ___.
- Precinct
- Check precinct ___ and/or street address or call___
- Map, Auditor
- If address where voter now lives is NOT in your ___, send them to correct ___.
- Precinct
- If they insist on voting in your precinct, offer a ___ ballot
- Provisional

Special Situations on Election Day

- Special Situation # 4

Voter Name Does Not Match: Name Change

- Voter's name on Declaration of Eligibility slip does NOT match voter's former name as listed in election register:
- 1. Verify voter had name change, but still lives and is registered in your ____ .
- 2. Have voter complete voter registration form showing voter's current name.
- 3. Write voter's new name in __ __ next to voter's previous name
- 4. After above 3 steps, have voter cast a _____ ballot.

Special Situations on Election Day

- Special Situation # 5

Voter Phone Number Does Not Match

- IF voter's telephone number on Voter's DoE slip does not match voter's former telephone number as listed in election register…does this affect voter's ability to vote?
- No
- Have voter cast a regular ballot

Special Situations on Election Day

- Special Situation # 6

Special Situations: ID Required

- Some voters in Election Register will be marked as “ID Required” ; most commonly because mail sent to voter at address on voter’s registration was returned.
- In this situation:
- 1. Have voter show one of acceptable forms of _____
- 2. Once voter has shown acceptable identification, have voter cast a ___ ballot
- Regular
- If voter is unable to show acceptable identification, offer them a ___ ballot

Special Situations on Election Day

- Special Situation # 7

Voter Issued Absentee Ballot

- The __ __ shows if voter was issued absentee ballot
- Election Register
- <u>Three choices for voter at polling place</u>:
- 1. Voter can surrender absentee ballot. Make sure you have the ___. Voter can now cast regular ballot.
- Write "___" on absentee ballot and keep with other spoiled ballots, it goes back to auditor; do not add to count on Tally List

Voter Issued Absentee Ballot

- 2. If voter does not surrender absentee ballot, voter may be allowed to cast a __ ballot.
- Tell voter Precinct Board will meet after election to verify voter information. If it is verified the voted absentee ballot was never received, the provisional ballot will be counted.

Voter Issued Absentee Ballot

- 3. Voter can take voted absentee ballot to auditor's office before the _____ close on Election Day, and absentee ballot will be counted

- A voted absentee ballot cannot be delivered to the ___ _____ on Election Day – it will not be counted.
- polling place

Asking for Identification

- PEOs may ask for identification from any person that they __ ___ ___.
- do not know
- However in deciding which voters to ask for identification, you may do so only in a ___ and ___ manner
- uniform, nondiscriminatory
- If voter is unable or refuses to provide ID, offer them a ___ ballot

Special Situations on Election Day

- Special Situation # 8

Challenging Right to Vote

PEOs, poll watchers, or any registered voter may _____ any person they believe is not qualified to vote.

Challenge

Any voter who is challenged has the right to cast a ___ Ballot

Provisional

Challenging Right to Vote

- PEOs or person challenging a voter may ask certain questions:
- 1. Where person maintains his/her home
- 2. How long person has been at this address
- 3. Whether person has a home at any other location
- 4. The person's age
- If challenge is withdrawn, voter casts __ ballot
- If not withdrawn, offer voter ___ ballot

Provisional Ballots

- How to handle Provisional Ballots

Provisional Ballots

- **Key points**:
- 1. Voter and PEO complete their respective portions of the Provisional Ballot Envelope form.
- 2. Iowa Voter Registration Form completed, attached to outside envelope
- 3. Provide Statement to a Person Casting a Provisional Ballot to Voter
- 4. Voter seals only the ballot inside the Provisional Ballot envelope

Acceptable Forms of Identification

- What are they…
- 1. Current & valid photo ID like driver's license, non-driver's ID card, student ID (address may be difference from voter's current address)
- 2. Current utility bill
- 3. Current bank statement, paycheck, or government check
- 4. Other current government document showing name and address of the voter
- If you need help determining this, who to call?

Provisional Situation 1-Step 1

Provisional Ballot Envelope

Affidavit of Provisional Voter (filled out by voter)

I believe that I am a registered voter of this county and I am eligible to vota in this election. I registered to vote in MyCounty county:

Date I registered in this county: 5-31-2005

Where I registered: DOT
(Public agency, DOT, Courthouse, by mail, etc.)

My name at that time was Tom Smith.

I have not moved to a different county since that time. I am a United States citizen, at least 18 years of age.

If I registered at Driver's License Station, the audit number on my Driver's License is: 0651415.

x Tom Smith
Voter Signature Date

Reason for Provisional Ballot (filled out by Precinct Election Official)

Voter identification is required for a provisional ballot to be counted. Identification can be shown to the Precinct Election Official OR be provided to the Special Precinct Board if not available on Election Day.

[V] Check here if voter showed valid ID et the polls.

This voter is casting a Provisional Ballot because:
(check all that apply)

- [ ] Voter not in election register, no valid ID
- [V] Auditor's Office found no record of Voter
- [ ] Absentee voter with no ballot to surrender
- [ ] ID required, not provided
- [ ] Other :

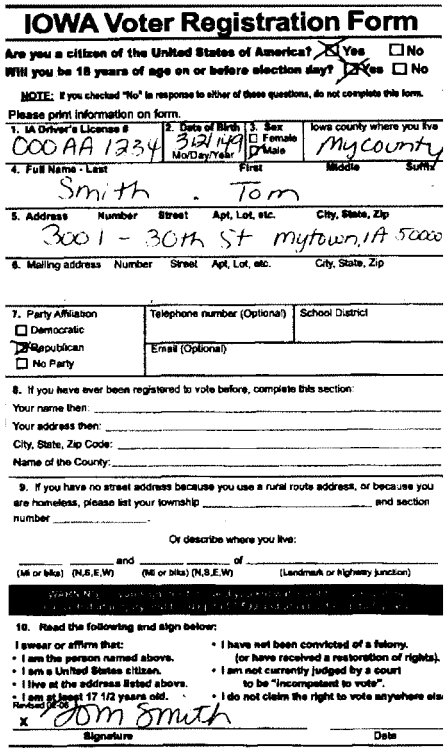
x Edna
Precinct Election Official Signature

Election Day
Election Date

Form 1-H (Rev.06)
Prescribed by the
Iowa Secretary of State

Provisional Situation 1-Step 2

- Make sure the driver's license#, or last four # of SSN, or none is included in box
- Verify the voter has signed the form.
- Make sure the form remains attached to the outside of the envelope. NEVER PUT IT IN THE ENVELOPE.



IOWA Voter Registration Form

Are you a citizen of the United States of America? ☒ Yes ☐ No
Will you be 18 years of age on or before election day? ☒ Yes ☐ No

NOTE: If you checked "No" in response to either of these questions, do not complete this form.

Please print information on form.

1. IA Driver's License #	2. Date of Birth Mo/Day/Year	3. Sex ☐ Female ☒ Male	Iowa county where you live
000 AA 1234	3/21/49		My county

4. Full Name - Last: Smith First: Tom Middle: Suffix:

5. Address Number Street Apt, Lot, etc. City, State, Zip: 3001 - 30th St Mytown, IA 50000

6. Mailing address Number Street Apt, Lot, etc. City, State, Zip

7. Party Affiliation: ☐ Democratic ☒ Republican ☐ No Party
Telephone number (Optional)
Email (Optional)
School District

8. If you have ever been registered to vote before, complete this section:
Your name then: _____
Your address then: _____
City, State, Zip Code: _____
Name of the County: _____

9. If you have no street address because you use a rural route address, or because you are homeless, please list your township _____ and section number _____.

Or describe where you live:

_____ and _____ of _____
(Mi or blks) (N,S,E,W) (Mi or blks) (N,S,E,W) (Landmark or highway junction)

10. Read the following and sign below:

I swear or affirm that:
- I am the person named above.
- I am a United States citizen.
- I live at the address listed above.
- I am at least 17 1/2 years old.
- I have not been convicted of a felony. (or have received a restoration of rights).
- I am not currently judged by a court to be "incompetent to vote".
- I do not claim the right to vote anywhere else

Revised 08-06

x Tom Smith
Signature Date

Provisional Situation 1-Step 3

Always make sure to complete the form.

Always detach and provide to the voter

Statement to Person Casting a Provisional Ballot

Voter Name: Tom Smith,
your qualifications as a registered voter have been challenged for the following reason(s):
(check all that apply)

- [ ] Voter not in election register, no valid ID
- [x] Auditor's Office found no record of Voter
- [ ] Absentee voter with no ballot to surrender
- [ ] ID required, not provided
- [ ] Other :_____

[ ] You must provide identification before your ballot can be counted because you were not able to show identification at the precinct on Election Day.

Please bring or mail a copy of a current and valid photo identification card or bring or mail a copy of one of the following current documents that show your name and address:
a. Utility bill; b. Bank statement; c. Paycheck;
d. Government check; e. Other government document.

Your right to vote will be reviewed by the Special Precinct Board. You have the right and are encouraged to make a written statement and submit additional written evidence to this board supporting your qualifications as a registered voter. This written statement and evidence may be given to an election official of this precinct on Election Day or mailed or delivered to the county commissioner of elections, but must be received before 11 (am)/pm on Monday after Election when the Special Precinct Board is scheduled to meet.

Send to:. Any County, County Auditor

If your ballot is not counted you will be notified of the reason by mail.

x Edna
Precinct Election Official Signature

Form 1-G (Rev.06)
Prescribed by the
Iowa Secretary of State

Provisional Situation 2-Step 1

Provisional Ballot Envelope

Affidavit of Provisional Voter (filled out by voter)

I believe that I am a registered voter of this county and I am eligible to vote in this election. I registered to vote in This county county:

Date I registered in this county: _____

Where I registered: MAIL
(Public agency, DOT, Courthouse, by mail, etc.)

My name at that time was JANE NICKLES.

I have not moved to a different county since that time. I am a United States citizen, at least 18 years of age.

If I registered at Driver's License Station, the audit number on my Driver's License is: _____.

x Jane Nickles
Voter Signature Date

Reason for Provisional Ballot (filled out by Precinct Election Official)

Voter identification is required for a provisional ballot to be counted. Identification can be shown to the Precinct Election Official OR be provided to the Special Precinct Board if not available on Election Day.

☑ Check here if voter showed valid ID at the polls.

This voter is casting a Provisional Ballot because:
(check all that apply)

- ☐ Voter not in election register, no valid ID
- ☐ Auditor's Office found no record of Voter
- ☑ Absentee voter with no ballot to surrender
- ☐ ID required, not provided
- ☐ Other: _____

x Ida
Precinct Election Official Signature

Election Day
Election Date

Form 1-H (Rev.06)
Prescribed by the
Iowa Secretary of State

Provisional Situation 2- Step 2

Statement to Person
Casting a Provisional Ballot

Voter Name: Jane Nickles,
your qualifications as a registered voter have been challenged for the following reason(s):
(check all that apply)

- [ ] Voter not in election register, no valid ID
- [ ] Auditor's Office found no record of Voter
- [x] Absentee voter with no ballot to surrender
- [ ] ID required, not provided
- [ ] Other :_____

[ ] You must provide identification before your ballot can be counted because you were not able to show identification at the precinct on Election Day.

Please bring or mail a copy of a current and valid photo identification card or bring or mail a copy of one of the following current documents that show your name and address:
a. Utility bill; b. Bank statement; c. Paycheck;
d. Government check; e. Other government document.

Your right to vote will be reviewed by the Special Precinct Board. You have the right and are encouraged to make a written statement and submit additional written evidence to this board supporting your qualifications as a registered voter. This written statement and evidence may be given to an election official of this precinct on Election Day or mailed or delivered to the county commissioner of elections, but must be received before 11 am/pm on Monday after Election when the Special Precinct Board is scheduled to meet.

Send to:. Any County, County Auditor

If your ballot is not counted you will be notified of the reason by mail.

x Ida
Precinct Election Official Signature

Form 1-G (Rev.06)
Prescribed by the
Iowa Secretary of State

Provisional Situation 3- Step 1

Precinct: 17

Step 1: Voter fills out Affidavit below and Precinct Election Official fills out Reason for Provisional Ballot also below. Keep attached.

Provisional Ballot Envelope

Affidavit of Provisional Voter (filled out by voter)

I believe that I am a registered voter of this county and I am eligible to vote in this election. I registered to vote in 60's Co. county:

Date I registered in this county: 1970 ?

Where I registered: MAIL
(Public agency, DOT, Courthouse, by mail, etc.)

My name at that time was ED WULF.

I have not moved to a different county since that time. I am a United States citizen, at least 18 years of age.

If I registered at Driver's License Station, the audit number on my Driver's License is: 000-YY-2345

x ED WULF
Voter Signature Date

Reason for Provisional Ballot (filled out by Precinct Election Official)

Voter identification is required for a provisional ballot to be counted. Identification can be shown to the Precinct Election Official OR be provided to the Special Precinct Board if not available on Election Day.

☑ Check here if voter showed valid ID at the polls.

This voter is casting a Provisional Ballot because:
(check all that apply)

- ☐ Voter not in election register, no valid ID
- ☐ Auditor's Office found no record of Voter
- ☐ Absentee voter with no ballot to surrender
- ☐ ID required, not provided
- ☑ Other : Challenged Voter

x Hugh
Precinct Election Official Signature

Election Day
Election Date

Form 1-H (Rev.06)
Prescribed by the
Iowa Secretary of State

Provisional Situation 3- Step 2

Statement to Person
Casting a Provisional Ballot

Voter Name: Ed Wulf,
your qualifications as a registered voter have been challenged for the following reason(s):
(check all that apply)

- [ ] Voter not in election register, no valid ID
- [ ] Auditor's Office found no record of Voter
- [ ] Absentee voter with no ballot to surrender
- [ ] ID required, not provided
- [x] Other : Challenged Voter

[ ] You must provide identification before your ballot can be counted because you were not able to show identification at the precinct on Election Day.

Please bring or mail a copy of a current and valid photo identification card or bring or mail a copy of one of the following current documents that show your name and address:
a. Utility bill; b. Bank statement; c. Paycheck;
d. Government check; e. Other government document.

Your right to vote will be reviewed by the Special Precinct Board. You have the right and are encouraged to make a written statement and submit additional written evidence to this board supporting your qualifications as a registered voter. This written statement and evidence may be given to an election official of this precinct on Election Day or mailed or delivered to the county commissioner of elections, but must be received before 11 am/pm on Monday after Election when the Special Precinct Board is scheduled to meet.

Send to:. Any County, County Auditor

If your ballot is not counted you will be notified of the reason by mail.

x Hugh
Precinct Election Official Signature

Form 1-G (Rev.06)
Prescribed by the
Iowa Secretary of State

Provisional Ballots

Voter must fill out:

1. Information on provisional ballot envelope
2. Statement of Challenged Voter
3. Voter Registration Form

____ both Voter Registration Form and Statement of Challenged Voter

SIGN

Provisional Ballots

- <u>PEO must:</u>
- Complete portions on envelope, including reason voter is being challenged
- Ask voter for ID; if voter unable to do so, tell voter they must provide ID to auditor's office before special precinct board meets
- Inform voter that they may submit written evidence of their qualifications to auditor's office before special precinct board meets
- Note date and time of precinct board meeting on form (provided by auditor's office)

Provisional Ballots

- Now, PEO gives voter a ballot and Provisional Ballot Envelope, instruct voter to:
- 1. Mark ballot in voting booth
- 2. Place voted ballot in Provisional Ballot env.
- 3. Seal PV envelope with ONLY ballot inside
- 4. Return PV envelope and voter reg. form to you

Provisional Ballots

- When voter returns Provisional Ballot to you, check that…
- 1. voter completed, signed voter reg. form
- 2. voter registration form attached outside provisional ballot envelope
- 3. provisional ballot envelope sealed with voted ballot inside; have voter seal it
- 4.Statement of Challenged Voter is completed, signed, dated.

Provisional Ballots

- PEO now…
- Give voter *Statement to Person Casting a Provisional Ballot*
- Place provisional ballot envelope into the large envelope provided by auditor for return of provisional ballots
- Inform voter if voter's ballot is not counted, voter will be notified of the reason by the auditor
- Voter is now finished and may leave

Spoiled Ballots

- If a ballot is spoiled, these are kept in an envelope by the PEOs.
- Have voter mark ballot “spoiled” and then have voter insert it into the “Spoiled Ballots” envelopes
- Do not look at ballot or allow others to see it
- If voter still wishes to vote, give voter a new ___
- In Iowa, voter can have up to __ attempts to vote
- Three – “three strikes and you are out” is the rule

Special Situations

- What are other special situations you may encounter as a Precinct Election Official?

- Language barrier?

Qualifications to Register to Vote: [Section 48A.5(2)]

- Citizen of United States
- Iowa resident
- Be at least 17 ½ years of age
- Not claim a right to vote in more than one place
- <u>What is NOT a qualification</u>?
- Speak English

Working With Voters With Limited English Proficiency

- If you are using an interpreter, speak to the person you are communicating with – not the interpreter
- Avoid use of slang or acronyms
- Speak more slowly and clearly (not more loudly) than you would with native speakers
- Consider visual aides; may have a note pad to write important words or draw quick picture
- Stop frequently, ask “Do you understand” , “Do you have any questions?”
- Helpful phrase: “Do you know what I mean when I say_____”? This gives person chance to say yes or no easily

Working With Voters With Disabilities

969

- **Did you know**…
- 20% of Iowans have a disability
- Some disabilities are not permanent

Etiquette for Working with Voters with Disabilities

Reference Source:

Guide to Etiquette for Working with Voters with Disabilities

Iowa Protection and Advocacy Services, Inc

Protection and Advocacy for Voting Access – PAVA

People First Language Guidelines

- People with disabilites
  - NOT, the handicapped or disabled
- My son has autism
  - NOT, my son is autistic
- She has a learning disability
  - NOT, she is learning disabled
- He has an emotional disability
  - NOT, he is disturbed
- She uses a wheelchair
  - NOT, she is wheelchair bound

Tips for Using People First Language

- People are people first, the disability is second
- Do not refer to a person's disability unless it is relevant
- Use word "disability" rather than "handicap"
- Be careful not to patronize people with disabilities as being overly courageous, brave, special.
- They want your <u>respect</u> rather than your sympathy

Etiquette for Working with Voters with Disabilities

- **People with disabilities** – not ‘disabled’
- Some voters with disabilites may request assistance, others may not
- People with disabilites want to be treated the same way as _____ want to be treated
- Treat adults as _____
- Be considerate and patient; they may take ___ time to communicate, walk, do tasks
- Ask if you can help, as appropriate
- Respect their privacy, don’t ask prying questions

Working With Voters With Disabilities

- See WORKING WITH VOTERS WITH DISABILIITES handout

- Situation # 1

Voter is Blind or has Visual Impairment

- Introduce yourself, identify who you are
- Be descriptive in giving directions, i.e. “three steps to your left, then two steps forward”
- Lead person only if he/she accepts your offer to do so
- Face person when talking to them
- Describe what you are doing as you do it
- Don’t say “Go ahead to voting booth”
- Do not touch, pet, or interact with a guide dog while it is working

Working With Voters With Disabilities

- Situation # 2

Voter has Speech Difficulties

- If you do not understand what person is saying, bring it to their attention – ask how you two can better communicate
- This can be stressful – be patient – consider moving to a quieter area
- Consider writing as alternative means
- Still problems, may ask if there is someone else who can help understand
- Don’t pretend to understand it you don’t
- Don’t interrupt; be patient; don’t finish sentences

Working With Voters With Disabilities

- Situation # 3

Voter is Deaf or has a Hearing Impairment

- Find out how person best communicates
- If person lip reads, speak in normal manner; don't exaggerate your speaking
- Get their attention by tapping their shoulder
- If you wonder if they understood you correctly, ask them; rephrase if needed
- Don't say "Never mind" or "It's not important – gives wrong impression
- Be patient to communicate; for those with hearing aids, avoid conversations in large noisy areas

Working With Voters With Disabilities

- Situation # 4

Voter uses Wheelchair

- Don’t assume he/she needs assistance – always ask first
- If you handle a wheelchair, treat it as you would holding someone's eyeglasses
- Try to speak to them at their level – give them some space
- In helping up/down a step, first ask them how they prefer it to be done
- Never begin pushing someone without first asking them
- Don’t push open a door with person’s foot pedals

Working With Voters With Disabilities

- Situation # 5

Voter has Development Disability

- Development disability is condition from infancy or childhood
- May also be caused by serious head injury
- May cause problems in language, learning, mobility, other areas
- Speak in concrete terms, short sentences
- Complete one step of instructions before giving instructions for step two
- Demonstrate how things should be done

Voter has Development Disability

- Give extra time to complete task
- Speak in normal voice
- Be patient if person does not understand your directions
- Don’t get defensive; bluntness may be part of the person’s natural communication
- Don’t use terms to describe person as “low or high functioning”

Voter has a Mental Illness

- Mental illness – describes a group of mental disorders which can cause severe disturbances in thinking, feeling, relating to others
- Can affect any age, race, ethnicity
- Sometimes confused with retardation – those with retardation have mental impairment usually present since birth
- Speak directly to person a normal volume; if they become agitated, speak calmly
- Allow time for responses; some medications can cause side effects such as slow responses in thought

Working With Voters With Disabilities – Situation

- What is the most appropriate way to address a person with a disability?
- A. “honey”
- B. “Sweetie”
- C. “Joe”
- D. “Mr. Jones”

- -- D

Working With Voters With Disabilities - Situation

- To maximize learning for a person with disabilities, or an older adult, or one should…
- A. Present as much information as possible at one time
- B. Wait for the individual to ask questions
- C. Speak in a high-pitched voice rather than a low-pitched voice
- D. Use short teaching moments and cover only one topic at a time
- --- D

Working With Voters With Disabilities - Situations

- Due to changes in hearing as part of the aging process, speak to a person with disabilities or an elderly person in a high pitched voice.
- True
- False

- --- False

Precinct Election Officials Guidebook

- Review this before Election Day
- Use as a reference on how to handle various situations and whom to call if you have questions

Our Topics Today:

- Special situations: voter assistance, curbside voting, asking for identification, spoiled ballots, name not in register
- Provisional ballots – procedure
- Sensitivity to other people – golden rule
- Accessibility and related issues
- Using the PEO Guidebook
- If questions – call your auditor!

Iowa Precinct Election Officials Certification Program

Session Three

Thank you for your participation in this program

A Guidebook

for Recruiting College Poll Workers

July 2007

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This guidebook contains sample documents used by various State and local election jurisdictions. The U.S. Election Assistance Commission has published these documents with the express permission of its owner. These documents are intended to be representative of relevant election administration practice throughout the nation and to illustrate the concepts being described in the text. The inclusion of these samples in this guidebook does not constitute an endorsement by the U.S. Election Assistance Commission. Additionally, as State law varies and is subject to change, readers are cautioned to obtain legal advice prior to adopting any new policy, procedure or document.

Introduction

The Special Qualities of Student Poll Workers

In This Chapter:

- What to Expect from the Guidebook
- Student Poll Worker Strengths
- Student Poll Worker Challenges

The U.S. Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA) to serve as a clearinghouse and resource of information on election administration. Congress directed EAC to develop the Help America Vote Act College program and to develop materials, sponsor seminars and workshops and engage in advertising targeted at students.

This Guidebook was developed to help address this Congressional directive and is the result of a 17-month applied research study commissioned by the EAC. It was implemented by Cleveland State University with input from a project working group and three pilot project sites that were partnerships between local colleges and universities and local election offices.

This Guidebook offers a collection of practical and successful methods of recruiting, training and retaining college students — an important category of poll workers. This Guidebook describes the particular strengths these energetic and enthusiastic young voters bring to the task, and field-tested strategies for designing and running a college poll worker program — as well as listing the challenges inherent in working with college students.

Two groups will benefit from this Guidebook: colleges and universities interested in motivating their students to become involved in the electoral process, and election jurisdictions interested in recruiting college students to serve as poll workers.

Every practice recommended in this Guidebook has been tested in the field by election professionals and college/university staff and faculty. The strategies and practices described in this Guidebook are based upon three criteria: they must be practical, replicable and sustainable. The Guidebook is organized in an easy-to-follow format which will allow readers to develop programs to fit their specific

Note on Terminology

The immense variety of election terms can be confusing. Across the country, poll workers are called Judges, Booth Workers, Precinct Officials, Board Workers and Poll Workers. For simplicity, this Guidebook refers to all who serve in a polling place as poll workers. Similarly, elections are run by many different local government entities, from a county Board of Elections or city Elections Department to a city or county Clerk's Office. This Guidebook refers to all government units running elections as election jurisdictions.

needs, and gives a timeline of activities for planning and implementing student poll worker programs. Some sections are more pertinent to a college administrator than to an election jurisdiction official (or vice versa), and these are clearly labeled. Members of either group, however, may find it useful to read the entire manual to form a better understanding of their counterpart's role in a college poll worker recruitment program.

Not all college poll worker programs will be identical. The sample materials provided are meant to spark ideas and serve as templates, not necessarily to be copied verbatim. A given program's design will depend to varying degrees upon the needs of the election jurisdiction, the composition of the student body available for recruitment and the role the college or university is able and willing to play. The following examples from different programs can suggest possible approaches:

- A professor made poll work a class requirement by building it into the curriculum as a service-learning assignment. Twenty-five of thirty students participated.
- A community college, with active support from the college president, ran a recruitment campaign with posters, information tables, mass emails, media coverage and peer recruiters. The school recruited approximately 150 students.
- The political science department of a large university decided to award five extra credit points for any student in an introductory course who served as a poll worker. The school recruited about 250 students.
- A university's sorority and soccer team each "adopted" a single polling place. The school recruited ten students.
- A university's career services office sent an email to all students announcing an Election Day job opportunity as a poll worker. The school recruited about 50 students.

Student Poll Worker Strengths

College students bring important strengths to the polling process:

- They are highly intelligent and accustomed to learning new things.
- They tend to be comfortable with computers and other new technologies, and may bring skills which can solve technology-related problems. These skills are increasingly important, given the greater use of electronic polling equipment.

"There is a critical shortage of poll workers in this country. Many election officials fear the problem will grow even worse as the volunteers they rely on, many of them retirees, grow older with little national effort to recruit new volunteers. Experienced and well-trained poll workers are essential to making our elections run properly..."

—House Report from Help America Vote Act

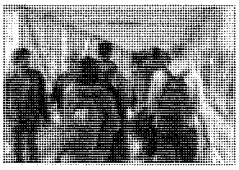


Photo Credit: Cleveland State University

- They have enough energy and enthusiasm to get through a long day at the polls.
- They are usually strong enough to carry supplies and set up heavy equipment.
- They often have flexible schedules.

College student poll workers find the experience of benefit not only to themselves but to the community at large. They are more likely to vote, and to develop a lifelong commitment to civic involvement if they are encouraged and integrated into the electoral system in their student years. Serving as a poll worker can facilitate this process.

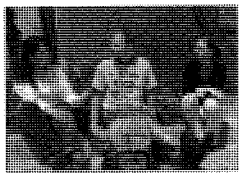


Photo credit: Cleveland State University

Student Poll Worker Challenges

However, the use of college poll workers presents special challenges:

- Some States laws may limit or prohibit the use of non-resident college students as poll workers.
- In addition to an effective election jurisdiction program, student poll worker programs require an effective campus recruitment and management process. These programs require a substantial investment of time to design, implement and manage.
- While students are often enthusiastic and more available for poll work than people who are fully employed, many interests and commitments compete for their time and attention. Special retention techniques should be used to sustain their interest in poll work and their reliability as workers.

Legal Guidelines

Legal Guidelines for College Poll Worker Programs

In This Chapter:

- Residency and Registration
- Political Party Affiliation
- Term Requirements

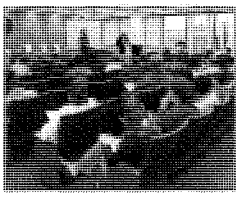


Photo credit: Grand Rapids, MI City Clerk

A fundamental question for schools and election officials desiring to establish student poll worker programs is whether their State's laws will unduly hamper their ability to do so. States' legal criteria for the selection of poll workers can impede the establishment and implementation of college poll worker programs in three ways:

- Some State registration and residency requirements limit or prohibit participation by college students.
- Some State laws mandate that poll workers be affiliated with political parties or be chosen primarily from nominations by political parties.
- Many State laws obligate poll workers to serve for a specific number of years, a condition that may be difficult for college students to fulfill.

Residency and Registration

In most cases, a poll worker must be registered to vote in the State in which he or she lives. Some States do not allow out-of-State college students to register because they do not consider them to be *bona fide* State residents.

Even when students are allowed to register, the State often requires or prefers that poll workers be voters in the precinct or county where they serve.

- Approximately 30 States have statutory preferences for poll workers to be residents of the precincts in which they work, though it is hard to know whether those statutory preferences are honored in administrative practice, or whether lack of county residence is truly a limiting factor for potential student poll workers.
- Two States - California and Massachusetts - allow State residents to serve as poll workers anywhere in the State.

- Six other States allow State residents to serve as poll workers anywhere in the State if there are insufficient numbers of county residents available: Arizona, Alaska, Colorado, Maryland, Minnesota and Virginia.

- At least one State, Delaware, has created a special exception for students. Normally Delaware poll workers must be residents of the election district in which they serve, unless an insufficient number of local workers necessitates the appointment of residents elsewhere in the county. However, Delaware's election law includes a college student exception, allowing State residents who are registered voters, and who are enrolled at least as half-time students in colleges or universities within the respective county, to be appointed as election officers for that county.

- Other States allow students to serve as poll workers, but may deny them the right to vote in that State.

Restrictions on the registration of college students usually are based on the premise that their residence is not *bona fide* because their presence is temporary, and the community in which their college is located is not their primary concern. Critics of these State laws say such restrictions create an ethical dilemma by asking a college student to be a poll worker in a precinct, county or State that will not allow him or her to register to vote. They argue that a student's willingness to serve as a poll worker is strong evidence of interest in the community.

Several States have changed their laws in recent years to allow State residents to serve as poll workers in any county, regardless of where they are registered to vote. Some jurisdictions obtain special disclaimers allowing them to use non-residents. Others create special roles for students that do not require residency. For example, out-of-State students at the University of Baltimore were able to serve as "parallel testers" of the State's new election voting system on Election Day.

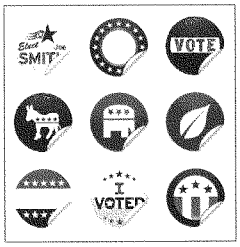
Those who administrate student poll worker programs should also be aware of other possible effects of State requirements. Some States allow students to register in the jurisdiction where the college is located, which means that almost all students will be voters in one precinct. Since only three or four poll workers are usually needed in any given precinct, if the State follows a protocol giving preference to residents of the precincts over non-resident students, there may be very few spots available for college poll workers.

In addition, some out-of-State students may prefer to remain registered in their home State and to cast absentee ballots.

"The position inspired so much passion in me to continue the fight for justice and equality, so that this country can continue to be a greater and better democracy."

—College poll worker, Wiley College, Marshall, TX

A 2004 survey found that 70 percent of college students register to vote in their hometowns, while only 28 percent register at their school address. Research suggests that those who change their voter registration to their school address believe their vote matters more in their new location than in their hometown.



Political Party Affiliation

Many States require that poll workers be affiliated with a political party. At the time this Guidebook was written, all but six States or territories (California, the District of Columbia, Florida, Georgia, Mississippi and Nevada) either require that poll workers have political party affiliation or that preferences be given to the political parties' nominees. Massachusetts, for example, allows the selection of a limited number of unaffiliated poll workers, but only after the leading political parties are represented. Even when party affiliation is not explicitly required, in practice, poll workers are often chosen first from party lists, and unaffiliated candidates are chosen only when there are insufficient numbers of party members available to serve. Political parties should be made aware of college-student programs and asked to invite qualified students to serve as poll workers.

Term Requirements

Twenty-three States have poll worker term requirements, ranging from one to four years, which might be very difficult for college students to honor. The rigor with which such requirements are enforced may depend on the language in a given State statute. Wisconsin, for example, has a two-year term and statutory language explicitly stating that poll workers "shall serve at every election in the ward during their term of office." On the other hand, some States appear to interpret the term requirement as merely stating the period of time during which the poll worker is certified, rather than requiring that the poll worker actually be available for every election during that period. Certain States have a practice of sending out notices to certified election workers asking if they are available for an upcoming election.

A number of States have terms of service only for poll workers in positions of highest authority, while allowing the appointment of poll workers with lesser responsibilites for each election. In Pennsylvania, Poll Judges and Inspectors are elected for four-year terms. Those elected officials in turn appoint clerks and machine operators on an election-by-election basis. Such procedures may ease the participation of college poll workers in subordinate positions, but possibly at the cost of relegating them to less interesting work.

Creating a School Partnership

In This Chapter:

- Factors to Consider when Establishing a School Partnership
- Aim for the Top: Enlisting Local College or University Participation

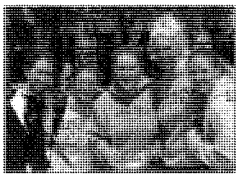


Photo credit: Cleveland State University

Factors to Consider When Establishing a School Partnership

Just as some States are more receptive to student poll worker programs than others, some universities and colleges are better suited to providing poll workers. While every school is different, the following general considerations can affect the success of a recruitment program.

- **Students from out of town.** As stated in the previous chapter, in States whose residency requirements for poll workers limit student participation, a school whose student body is predominantly from outside the State (or elsewhere in the same State) may find participation difficult. Community colleges have an advantage because their students are almost exclusively local residents and are likely be registered in the area in which they would be asked to work. State schools' students tend be primarily from within their State, which may also facilitate their service as poll workers. Students in community colleges or State universities are also more likely to remain in the area after graduation, which may make them long-term partners for election officials. At these schools, election officials can enlist the same students regularly and enter them into a permanent database.

- **Students who work.** All schools have some students who work; however, community colleges tend to have a majority of students with full-time jobs. Working a full day at the polls may be impossible for these students. A smaller private school with a majority of full-time students living on campus may have a higher proportion of students available for a full day's poll work, especially if the school adopts a policy excusing them from all classes on Election Day.

- **Size of the student body.** The size of a school's student body affects the kinds of recruitment methods needed to interest students in poll worker service. In a small school, a recruiter is more likely to have one-on-one contact with a larger percentage of the student body and to have more quality networking opportunities, and student peer networks

will also be tighter. Small campuses may also make it easier to create a sense of excitement around a program.

Larger schools, however, are more likely to have a well-established email system and website that students rely upon, which facilitates easy and inexpensive contact with students. And at large universities, a great number of students can often be reached simply by targeting a few core classes.

For example: ten professors teaching an "Introduction to Government" class with an average of 200 students per class means reaching 2,000 students with very little effort. If each professor offers extra credit for poll work, the number of students who volunteer could be significant.

Aim for the Top: Enlisting Local College or University Participation

Election officials who have not yet identified colleagues at local schools to assist in recruiting college students should try to start at the top. Gaining support from high-level campus administrators will greatly ease the tasks of finding a campus coordinator and implementing the program.

A variety of approaches can be employed. An election director or board chairman could call the college or university president to explain the proposed program and to ask to be put in touch with staff or faculty members who might serve as election liaisons. Election officials have also used connections with their State senators or representatives to ask them to initiate contact with a school. Inviting all area schools to an introductory meeting to encourage participation in poll worker programs may cause administrators from different colleges to motivate each other. Since school presidents are usually interested in positive media coverage, an offer to send out a press release about an agreed-upon partnership may provide added incentive.

When the college or university president has agreed that the school will participate, he or she can pave the way to full campus support. Election officials may wish to suggest that the school president promote a campus-wide policy excusing student poll workers from all classes on Election Day. The school president also could work with faculty to develop an extra-credit policy for student poll workers. While some presidents have more influence than others in these matters, starting at the top is usually the best way to begin a long-term working relationship with a school.

"I helped a Somali woman vote for the first time and she gave me a hug. It was the most patriotic feeling I've ever had."

—College poll worker, Suffolk University

Creating a Team

The Campus Champion and the Team: Choosing a Champion

In This Chapter:

- The Importance of a Campus Champion
- The Role of the Campus Champion
- How to Select a Campus Champion
- Building a Well-Functioning Team
- The Election Office Liaison
- Top Ten Keys to Success for Election Officials
- Top Ten Keys to Success for Schools

"Championing a college poll worker program is generally done as a labor of love."

—Charles Noble, Political Science Professor and campus champion, California State University, Long Beach

The Importance of a Campus Champion

Running a successful college poll worker program requires two key people: a dedicated staff person at the election jurisdiction and an advocate at the partner school to present the program to students. This section explores the role of a "campus champion", how to find one and how to develop his or her team. The school's poll worker advocate and the election jurisdiction leaders will interact, so their tasks should be coordinated. This section also compares and contrasts the two roles and their duties.

Colleges have successfully managed student poll worker programs through a variety of school structures, including academic departments, service learning or career services offices and student activity centers. What is more important than which department the program falls under is that it be led by someone who is committed to fostering the program's needs and administering it effectively. This "campus champion" serves as the main contact for students and as the liaison to election officials. The more passionate the champion is about the student poll worker program, the better, as the champion will spread enthusiasm and energy about the initiative and attract others to the cause.

The campus champion may be a professor, a student services staff member or hold another staff position, but he or she must be willing to commit the substantial amount of time required to manage a well-run program. At California State University Long Beach, the secretary of the political science department dedicates four to five hours per day for several weeks prior to an election. The program administrator at Roxbury Community College worked 35 hours per week for the eight weeks of their 2004 program. Cleveland State University's Office of Career Services committed two part-

time staff people to run their program, who each work 15 to 20 hours per week for three months.

The campus champion serves as spokesperson and advocate for the program. He or she may go to classes to recruit students or speak at general school events. The champion also serves as an administrator and must be prepared for the many and various student problems and concerns which will inevitably arise. These can include students' inability to attend training, rescheduling needs, miscommunication between students and election officials regarding precinct assignments or records of students' poll service, and transportation to polling sites.

The Role of the Campus Champion

The following are examples of tasks for the campus champion and his or her team:

- Planning recruitment strategy
- Providing poll worker applications, voter registration forms and absentee ballots to students
- Going to classes to promote the program and recruit students
- Answering students' questions about serving as poll workers
- Collecting applications, and emailing, faxing or sending forms to the election jurisdiction
- Following up with students who did not fill out applications correctly
- Facilitating on-campus training
- Confirming student assignments with the election jurisdiction
- Reminding students of training and Election Day assignments
- Following up after the election to verify student service
- Planning a "thank you" event for the students

How To Select a Campus Champion

It may take patience to select your "champion" at a local school. Send out multiple feelers to find the right person, and meet with interested potential partners.

TIP: Pulling in Faculty

The champion needs to work closely with faculty to encourage them to integrate poll work experience into their curriculum (or, at the very least, to agree to excuse student absences from class on Election Day).

Faculty generally will not want the added administrative duty of tracking which of their students are working as poll workers. The campus champion should make it as easy as possible for faculty to be involved.

Ask for recommendations for a champion from the following sources:

- The college or university president
- Faculty officials, such as department heads (including, in particular, the head of the Political Science Dept.)
- The Department of Student Services/Student Life
- The Office of Service Learning
- The Office of Career Services
- The Employment Office
- The Student Government Association
- Leaders of the campus voter registration campaign

When you find a passionate champion, nurture the relationship. Keep in touch with your champion between elections. Be aware that positions at universities frequently change (for example, department heads change and faculty take sabbaticals) so your champion may not be able to serve in this role the following year.

Building a Well-Functioning Team

To be effective, every champion needs a strong team. Champions and their poll worker programs function better when administrative staff are available to execute organizational tasks, answer students' questions, and solve problems. Champions should also build a multi-disciplinary team of individuals and campus organizations to help implement the program. This will improve the program's results by allowing access to different individuals' skills and by increasing access to students. Campus champions should consider collaborating with:

- Interested faculty members and department heads
- The Department of Student Services
- The Office of Service Learning or Career Services
- The Student Government Association
- Student groups, such as fraternities, sororities and sports teams
- Campus news outlets (newspaper, radio, television)

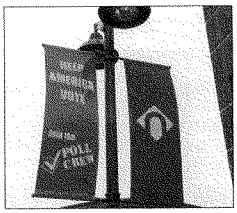


Photo credit: Northampton Community College

• Voter education and registration groups on campus

• The Department of Public or Media Relations

It is not enough, however, to merely add a wide variety of individuals to a program to make it strong. The campus champion must ensure that all participants are following the same plan. The champion needs to maintain leadership and keep everyone working together.

The champion will need to work closely and tactfully with campus faculty, whose cooperation can be vital to the success of the poll worker program. The champion should encourage professors to integrate poll work experience into their curricula - or at the very least, agree to excuse student absences from class on Election Day.

Champions should avoid burdening faculty with the administrative duties of monitoring which of their students serve as poll workers and evaluating their performance in those roles, as many faculty members will resist taking on these duties.

The campus champion should make it as easy as possible for faculty to be involved (see the section on How to Integrate Poll Work into a Class). In one county, faculty who participate in the program by recruiting students are paid a small poll worker stipend as a "thank you" for the time and effort they contribute. Although it is not much money, it is an effective way to show appreciation.

The Election Office Liaison

Just as schools should designate a campus champion, election jurisdictions should also identify someone to serve as the main liaison with schools providing poll workers. This person should be responsible for reaching out to schools, as well serving as the contact with the jurisdiction to answer poll worker program questions and solve problems as they arise. The college poll worker program may need special attention in its start-up year.

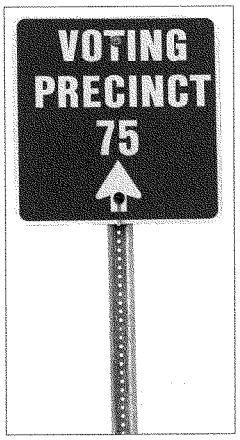
Depending on the design and scope of the program, this may require an extensive time commitment. Election jurisdictions report working with student poll workers for 10 to 25 hours per week during the four weeks before an election. Based on their experience, they recommend that jurisdictions hire a part-time employee for six months to coordinate and administer the program.

"Several wardens told me on election day that 'they could not have done it without our students.' It felt good to hear that many older elections officials truly appreciated young people getting involved in what is usually their turf."

—Ree Armitage, Campus Champion, Suffolk University

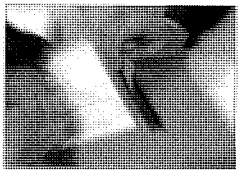
Top Ten Keys to Success for Election Officials

- **Start as early as possible.** For a November election, begin mentioning the opportunity to students during their spring semester (end of April – May). Begin to collect and review applications by the end of September or early October.
- **Review your State's requirements for poll workers** and decide how you can include those students who do not meet residency or registration requirements.
- **Communicate, communicate, communicate!** Complete a Memorandum of Understanding with the school and set up weekly meetings with them. Select one person at your office to serve as the liaison.
- **Clarify at an early date** the roles students will play in the election as a whole. Be specific about the legal requirements, the application process, the training schedule and all important dates and deadlines.
- **Do not underestimate the TIME it takes to run this initiative.**
- **Once you receive an application, follow-up immediately** (phone, e-mail, or letter) with information on the process and timeline. Do not let the students think you forgot about them.
- **Provide multiple options for training times and locations,** on or off campus.
- **Keep training classes small** and provide hands-on experience with voting equipment.
- **Be very diligent about keeping records.** Make sure you have complete contact information for all students and keep detailed notes on all your correspondence - placement requests, hours available on Election Day, language skills, last minute drop-outs, etc.
- **To encourage students to return for future elections,** thank them for participating (send thank you letters, give out certificates of appreciation or throw a party) and pay them promptly.



Top Ten Keys to Success for Schools

- **Begin planning six to nine months before an election.** Give faculty time to incorporate the poll worker experience into the curriculum.
- **Galvanize broad and high-level support from the school administration and faculty.** Include representatives from various fields/departments that can help the program, such as Career Services, Political Science Department, Communications Department, College of Law, Student Life and Public Relations.
- **Implement an Excused Absence Policy** for all college poll workers.
- **Stay in close contact with your representative from the election jurisdiction.** Set up weekly meetings.
- **Include voter registration information with poll worker recruitment materials.** Poll workers are usually required to be registered voters and students may need to register to qualify.
- **Face to face contact is the most effective way to recruit students.** For example, making classroom presentations is often the most successful recruitment method.
- **A mass emailing is the fastest and cheapest way to communicate** with many students and can be an important outreach tool. However, it cannot provide oversight to maintain student commitment.
- **Do not assume all students that filled out applications will serve on Election Day.** Continue to remind and motivate them to attend training and show up on Election Day.
- **Take photographs of students at training sessions, recruitment events and on Election Day.** Use these pictures in campus newspapers and websites, and with the local media to garner recognition for the students and to recruit in future years.
- **Show students appreciation and give recognition to encourage future participation.** Consider a pizza party for the student poll workers, give out certificates of appreciation, or publicly thank the students by listing their names on a website.



"It was a wonderful networking opportunity and a chance to take pride in our country."

—College poll worker, Cleveland State University, Cleveland, OH

Timing

Start Early!

In This Chapter:

- Start Early
- Timelines Help
- Sample Student Poll Worker Calandar

Start Early

Timing is so critical to the success of student poll worker programs that it merits separate discussion. Designing and implementing these programs - especially new programs - takes much more time than might be anticipated.

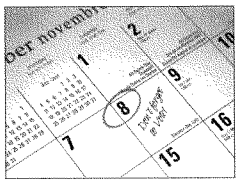
Election officials and college administrators who have experience with student poll worker programs recommend beginning to plan programs as early as January of a general-election year. It takes time to develop a good relationship between the school and the election jurisdiction. It cannot be done during the rush of final election preparations. Both election and school officials need time to approve policies and coordinate timelines for recruitment and training.

Election officials should keep in mind that schools may work with several jurisdictions, and will need time to establish a good relationship with each.

Both sides will need time to comply with State poll worker requirements and discuss alternative roles for students who do not meet them.

An early start also gives a school time to establish a good internal team, introduce information about working the polls into Registration and Welcome Week activities and integrate the program into course outlines. Have all recruitment materials (handouts, posters, banners, and/or website) ready before students arrive on campus for the fall semester. This allows you to start recruiting immediately.

Once a college recruitment program is in place, with committed advocates on campus and established relationships with local election officials, the bulk of the work will be in two phases: recruitment efforts at the beginning of each semester, and the time preceding, and immediately following, Election Day.



Important Dates for Any Timeline

School Dates

- *Welcome Week and other new student activities*
- *Course registration period*
- *Classes begin*
- *Midterms and finals*
- *Campus-wide events*
- *Deadlines for entries for campus publications*
- *Mailers going out to entire student body*

Election Jurisdiction Dates

- *Primary Election Day*
- *Voter registration deadline*
- *Poll worker application deadline*
- *Other statutory or logistical deadlines*
- *Training schedule*
- *General Election Day*

Timelines Help

A good timeline will facilitate college poll worker program planning. An eight-month calendar used by Los Angeles County to implement its program is printed below. Even if a student program must be implemented in less than eight months, this "to do" list can help you create your own timeline of tasks. A list of typical calendar items is included on the previous page. No matter when a school and election jurisdiction begin their joint program, they should take time to develop a common work plan, clarify roles and expectations, and list the important dates, including when applications are due, when training begins and ends, and dates of midterms. Each side should be aware of each the other's calendar items as well as their own obligations.

SAMPLE STUDENT POLLWORKER CALENDAR for Election Officials

Adapted/Excerpted from Los Angeles County Calendar

E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE
E-200			Refer to previous elections to determine hard to recruit problem areas. Decide where College Pollworkers are needed.	K.M.	✓
E-180			Make calls to College contacts and get commitment for this year's program. Discuss number of pollworkers needed.		
E-80			Mail the Student Application Packets to participating colleges with the training schedule. Include Voter Registration cards.		
E-55			Visit college classes to discuss Election Day opportunities. Bring voting machines and extra Application Packets.		
E-50			Schedule Pollworker Training Class on college campus.		
E-50			As student application forms are received, assign students to polls. Send out appointment notices with training schedule.		
E-34			**DEADLINE** to receive College Pollworker Applications.		
E-4			Fax report of college pollworkers who are assigned to serve to the university.		
E-Day	**11-7-06**		**ELECTION DAY**		
E+13			Generate a report of who served on Election Day. Send list to College contacts. Generate payroll. Call students to find out the reason for no shows.		
E+17			Collect evaluations from College Pollworkers.		
E+22			Prepare pie charts of post election results for the following: ▪ Number of student application received ▪ Number of students placed vs. not placed ▪ Number of student served, cancelled and no shows		
E+27			Send Campus Champion and college students "Certificates of Appreciation" and thank you letters to everyone who participated.		

Developing The Program

In This Chapter:

- Establish a Clear Relationship and Easy Communication as Early as Possible
- Issues to Discuss
- Model M.O.U.

Student poll worker programs vary significantly. However, similar steps can facilitate the development of any school-jurisdiction relationship and student poll worker program. Here are several suggestions for laying the groundwork for a successful and sustainable program:

Establish a Clear Relationship and Easy Communication as Early as Possible

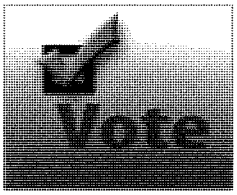
The key personnel and obligations of both sides in a student poll worker program must be clearly identified. If the program is intended to be ongoing and involve more than a small group of students, it may make sense for the school and jurisdiction to enter into a Memorandum of Understanding (MOU), a written document governing the relationship between the school and the jurisdiction by outlining each side's roles in, and expectations for, the program. While signing an MOU is a formal step, it provides a clear understanding from the beginning, and can help build trust between the parties. In addition, announcing the signing of an MOU to the press can garner positive media attention for both partners and for the student poll worker program.

Sometimes school-jurisdiction relationships begin without a MOU, making a more formalized agreement only if and when the program proves successful. Even without an MOU, it is important to clearly define to both sides' satisfaction the elements of the poll worker program, the process by which it will be developed and the timeline under which it will unfold. An initial luncheon meeting of the main players is a friendly way to establish a working relationship and to clarify needs, timelines, and requirements in one meeting.

The parties may wish to establish a regular weekly meeting or phone call to work on the program. As elections draw near and schedules get busy, having a set time when you know you can reach each other will be invaluable. Schools need to be aware that election jurisdictions are public entities, and their officials are often subject to public scrutiny.

Issues to Discuss

A clear agreement on the issues listed below is critical to the design of a program. School and election officials may want



TIP FOR ELECTION OFFICIALS:

Student Intern. *If your poll worker recruitment staff is already over-extended, consider hiring a part-time intern from the partner school to serve in the role of liaison. The intern can answer questions, track applications from students, smooth the communication between the school and the election jurisdiction, and possibly aid in recruiting other students.*

Memorandum of Understanding (MOU)

between

THE LOCAL ELECTION BOARD/COMMISSION
(hereafter referred to as ELECT)

and

ABC-XYZ COLLEGE/UNIVERSITY
(hereafter referred to as ABC U)

to jointly implement
A College Pollworker Recruitment Program

Preamble: Recognizing the shortage of pollworkers faced by our community as well as the special skills, knowledge, and energy that students can offer, the leadership of ELECT and ABC U have agreed to jointly support and implement a College Pollworker Recruitment program. Both parties appreciate the tremendous civic experience being a pollworker can offer in shaping students' lifelong outlook on the democratic process and the role they can play as individuals within a greater community.

1. Names of Key Liaisons: _____ will be the lead liaison and "campus champion" for the program on ABC U campus. _____ will be the main liaison and election official in charge of implementation for ELECT.

2. Goals: ELECT faces a potential shortage of approximately ___# pollworkers for the elections on _____ (year or date). As part of this partnered effort, ABC U plans to recruit and train ____# qualified college students to fill pollworker slots. These goals will be modified in subsequent years to reflect actual needs.

3. Timeline: ELECT needs the names and contact information of interested students by _____ (date or XX days before the election). Qualified students will receive their pollworker assignment and information from ELECT within ____ days of filling out an application.

4. Special Roles for Students (Optional. This is meant as an example only. Actual alternative roles depend on needs of election jurisdiction, voting technology used, and legal requirements of the state.) For those students who do not meet regular pollworker requirements (e.g., they are registered to vote in a different state, etc.), ELECT will create two special positions of "roving technician" and "translator." These positions will take advantage of interested students with special computer or language skills.

5. Roles and Expectations (These are examples; modify as desired.):
- ELECT will supply all pollworker recruitment materials to ABC U
- ABC U will distribute and post recruitment materials in high traffic areas on campus, on their website, to targeted classes, through the university email system, and in the school newspaper.
- ABC U will grant all students who work as pollworkers on Election Day with an excused absence from all classes. ABC U will request that its faculty not schedule tests or assign due dates for major assignments on Election Day.
- ELECT will send out press releases to local media on this groundbreaking partnership with ABC U and the important role the students are fulfilling for the community.
- ABC U will provide space and logistics for pollworker training session(s) on campus.
- ELECT will conduct special pollworker training session(s) with students on campus
- ELECT and ABC U will coordinate their efforts via their liaisons and other personnel to secure the success and longevity of the college pollworker recruitment program

This Memorandum of Understanding can be modified at anytime if both parties agree to the modification.

to review their initial decisions on these issues as matters evolve, but as long as they are in regular communication, this should not cause problems.

- **Review the State requirements for poll workers.** Do all poll workers have to be registered to vote in the election jurisdiction? Are there any additional local requirements or variations to the State guidelines? Do these issues affect student recruitment? Officials may need to register students to vote when they are recruited as poll workers, and some may not be eligible.

- **How many poll workers are needed?** Decide upon the number of college students to be recruited. It is extremely discouraging for a student to get excited about working at the polls and attend training, only to learn that he or she is not needed. Take into consideration the number of students who can be processed and trained with available resources. Be realistic.

- **How will poll workers be used?** Sometimes roles are specified in a Sate's election statutes, but it is often left to the local jurisdiction's discretion to create needed positions. Local jurisdictions must decide what positions they will have, and requirements for any special positions.

  Students often express particular interest in those jobs that require them to be active, moving between precincts on Election Day and using whatever special skills they may have (technical, language) to feel they have really contributed something vital to the electoral process. These can include:

  - Serving as runners
  - Serving as voting center coordinators
  - Answering phones at election headquarters
  - Working information tables
  - Serving as translators
  - Serving as roving voting-equipment technicians

- **Decide where poll workers are needed.** Are the polling sites near the college or university? If not, are they accessible by public transportation? Will the students need private transportation? Students should be informed immediately if they may be asked to serve far from their home or campus.

TIP FOR SCHOOLS:

How to Budget. *Program costs will vary depending upon the scope and design of the program and the school's role in promoting and administering it.*

The number of staff hours needed to administer the program can be extensive. While some schools find the tasks fit within a staff member's existing workload, many need to hire part-time workers. Student workers or recent graduates can be excellent program coordinators and are generally less costly to employ.

Marketing materials are another expense. While some election jurisdictions can provide the recruitment materials, schools often spend money designing and producing fliers, posters, bulletin boards, websites, advertisements and T-shirts.

TIP FOR ELECTION OFFICIALS:

Pre-Election Employment. *Some election officials may also be interested in using students prior to Election Day. The urgency and hustle preceding elections can be an exciting working environment for students. They might help process voter registration forms or provide general office assistance. The election office may have enough work in the months and weeks leading up to elections that some students might find a good part-time job working there.*

- **Assign students to polling sites close to their homes or campus** to facilitate participation and reduce last-minute drop-outs. Some schools organize car pools on Election Day, while others ask local election officials to place students at polling stations within walking distance of campus or near public transportation.

- **Decide who will provide recruitment materials.** Is the school or the jurisdiction in a better position to design eye-catching recruitment materials? Should they collaborate on materials? Whose budget will cover the costs if specialized recruitment materials are designed?

- **Create a procedure for assigning students.** Some jurisdictions prefer to simply follow their normal routine for dealing with poll workers, notifying each student individually after his or her application is processed and he or she is assigned to a polling locale. Others prefer to use the school as a go-between to communicate with the students.

  While either method is fine, keeping the school in the loop about students' assignments will allow schools to help monitor students to make sure they fulfill their commitment, and for post-election debriefing.

- **Set up a system for tracking students' availability.** Some election jurisdictions hope to use student poll workers for primary as well as general elections, but primary dates may coincide with students' breaks or exams.

- **Decide upon the student stipend.** The financial incentive is important to many students and plays a major role in recruitment. Compensation should be determined at the outset. Will students also be paid for training? What about transportation or food costs?

- **Create a procedure for processing applications.** Election jurisdictions usually prefer to receive student applications on a rolling basis rather than asking the school to collect and turn them all in at once. This gives the jurisdiction more time to process applications and begin to fill positions.

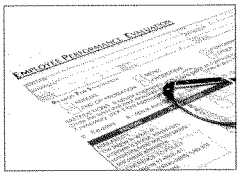
TIP: Working with Several Jurisdictions

Depending on where your school is located and the nature of your student body, it may be necessary to establish a relationship with several counties or electoral jurisdictions. If your State requires that poll workers volunteer within the jurisdiction in which they are registered to vote and your school draws from a large area of contiguous jurisdictions, you may want to develop a relationship with all the surrounding jurisdictions. Some schools have contacted as many as 14 jurisdictions to place their students. It is clearly easier to coordinate with only one jurisdiction, but if your student body commutes from multiple electoral jurisdictions, it is worthwhile to work with all of them.

The Recruitment Process

In This Chapter:

- Developing Policies and Procedures to Facilitate the Student Poll Worker Application Process
- Sample Application
- Anticipating Student Concerns
- Recruitment Methods
- Sample Excused Absence Policy
- Sample Recruitment Posters
- Sample Press Release

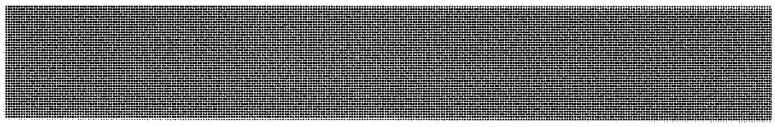


Developing Policies and Procedures to Facilitate the Student Poll Worker Application Process

Student poll worker applications should both facilitate the selection of students and provide information and outreach to them. The application materials should include an Application Form and a Frequently Asked Questions (FAQs) form.

The Application Form. This form should be simple and clear, and should request the same information jurisdictions require of all poll workers. Election jurisdictions might want to request additional information of particular relevance to student workers, including the following:

- **Email addresses and cell phone numbers.** These are generally the best ways to reach students.
- **GPA.** You may want to set a minimum grade point average.
- **College year and major.**
- **Access to transportation.** This will help you with placement decisions.
- **Willingness to serve in hard-to-recruit areas.**
- **Fluency in a foreign language.** In which languages and at what level of proficiency?
- **Work-assignment preference,** if applicable.
- **Source of information about poll worker service.**
- **Reason for responding to request for poll workers.** This may help identify students who are less likely to fulfill their commitment.



The application form should include the deadline for submission as well as clear instructions on how and where to return the completed application. The application process should ideally be a one-step procedure. Designating a drop-off point on each campus is an excellent idea, as it saves students the extra step of faxing or mailing their applications. Ideally, students should be able to apply online; however, many election jurisdictions do not yet have this technological capacity.

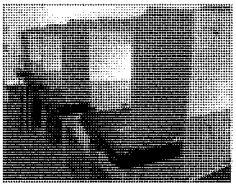
Election jurisdictions may wish to create a special application form for each school at which they recruit, with each school's name clearly indicated at the top of the form, to facillitate tracking the number of students recruited at each school.

The FAQs Sheet. Create a handout for all students which clearly explains the requirements and process for becoming a poll worker, as well as answers to the most frequently asked questions. If possible, post this information on both the jurisdiction's and the school's website. This will save the campus champion and the election-official liaison from having to answer the same questions repeatedly. Frequently asked questions include:

- **What are the requirements to serve as a poll worker?**
- **What will I be expected to do?**
- **What are the hours?**
- **How much will I be paid?**
- **Where will I be posted?**
- **How soon will I receive my post assignment?**
- **How long is training and where and when is it?**
- **How do I get to my assigned post?**

With respect to the important question of what they will be doing, the FAQs response can State that as poll workers, students can expect to:

- **Set up the polling place**
- **Greet voters**
- **Check off names on the registry, and check identification**
- **Ensure that all registered voters get the chance to vote**
- **Demonstrate how to use voting machines**



COLLEGE POLLWORKER APPLICATION
County of Los Angeles – Registrar-Recorder/County Clerk
12400 Imperial Highway, 7th Floor, Norwalk CA 90650
Uniform District and Statewide Special Election
November 8, 2005

First Name: _____ Last Name: _____

Home Address: _____ City _____ Zip Code _____

Home Phone: ( ) _____ Cell Phone ( ) _____

E-mail: _____ Date of Birth _____
(If under 18 needs Parent's signature)

College: _____ Professor Name _____

Professor's Signature _____

1. Do you speak and understand a language other than English?..... YES _____ NO _____
2. Which language do you speak/understand (If answered Yes to # 1)? _____
3. Would you like to be placed as a bilingual poll worker? ..... YES ____ NO _____
4. Would you like to also work the Primary Election on June 6, 2006..... YES ____ NO _____
5. Would you be willing to serve in any of these hard to recruit areas?

☐ Pomona-Walnut Valley ☐ West L.A./Pacific Palisades ☐ San Gabriel Valley ☐ San Fernando Valley
☐ Beverly Hills ☐ Malibu/Santa Monica ☐ South Bay/Beach Cities ☐ Rowland Heights ☐ Glendale/Pasadena
☐ Antelope Valley ☐ Crescenta Valley ☐ Santa Clarita Valley ☐ Gardena ☐ Torrance ☐ Hacienda Heights ☐ Other _____

****

I Certify that I am at least 18 years of age, a United States Citizen and a Registered Voter in ☐ Los Angeles County ☐ Other County _____

College Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Voter I.D. #: _____ NEW Affidavit # _____
Business Pct. # _____ Assigned Pct # _____ City _____
Home Pct. # _____
Position: Inspector / Clerk SUP # _____

FAX: 562-651-1035 OR 562-462-1073
OR turn in completed application to your College Professor or College Pollworker Coordinator

- **Ensure the secrecy of each ballot**
- **Answer voters' questions**
- **Solve problems as they arise**
- **Act as translators (if needed and if they are able)**
- **Secure machines and votes at the end of the day**
- **Count ballots**
- **Transmit the results**

With new electronic equipment being introduced in many jurisdictions, students can be told that they will play a very important role in explaining how to use the machines.

Anticipating Student Concerns

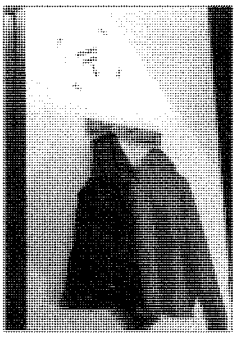
Efforts to anticipate students' concerns about the obligations of poll work can reap large dividends in their participation.

Consider split shifts. One frequent student objection is that they are not able to work an entire 12-hour shift. Some students welcome the option to work a split shift because they would then be able to serve. Jurisdictions which permit split shifts may want to consider pitching this to students.

Anticipate fears about grades. Students will often miss several classes by serving as a poll worker. Schools need to assure them that they will not be penalized for this: seek faculty cooperation when you set up your program. Many students also have job obligations; this is also a problem for most working people when they are asked to commit for a full day, and it is why the majority of poll workers are retirees. Some jurisdictions provide students with a flyer or letter explaining to their professors or employers why they will be absent on Election Day.

Follow up. Students can be impatient. If possible, email students when their applications are received and let them know how long it will take to process the applications. Tell students when they can expect to get their assignments and when training will be scheduled. This follow-up task could be the responsibility of either the campus champion or the election liaison, depending upon how your program is designed.

Treating students professionally and with respect increases the likelihood that they will honor their commitment to serve on Election Day, and will do so in a professional manner.



Tips For Election Officials

Transportation

Keep in mind that there are only so many polling places within a comfortable radius of a school, and that you will want to mix college students with veteran poll workers.

Some students may have to drive some distance to their assigned polling place on Election Day. Make sure students know this when you are recruiting. Also, be aware that some students are apprehensive about serving in an area they do not know. Be prepared to help them with maps, or to find the best available public transportation.

Sample materials. The Cuyahoga County Board of Elections sent a letter to all college poll worker applicants immediately after receiving their applications. Here is an excerpt from their letter:

"Thank you for your interest in becoming an Election Day Worker for the Cuyahoga County Board of Elections. We have received your application and are in the process of assigning you to a polling location for Election Day.

"Enclosed in this packet you will find information regarding the mandatory training session. The training is eight hours. Please follow the attached instructions and register for a training class today. Once we have placed you in a polling location, we will send you a Notice-to-Serve card. You must return the bottom portion of that card to confirm that you will work on Election Day.

"If you have any questions regarding training or your responsibilities as a poll worker, please call 216..."

Recruitment Methods

Recruiting student is similar to any other poll worker recruitment campaign, including the use of incentives, selection of a message and use of proper outreach tools. But effectively reaching and motivating potential student poll workers involves additional challenges:

Create incentives. Motivating students to become poll workers begins with understanding the primary incentives for their participation. For college students, the three primary incentives are course credit, money, and fulfilling civic duty.

- **Give course credit.** Course credit, or offering Election Day work as an alternative to a class assignment, is an attractive incentive, especially when paired with the incentive of pay for the day's work. Courses can be designed around Election Day poll work.

- **Money Talks.** Marketing poll work and training as a chance to make some quick cash is universally successful. Poll workers are paid for their Election Day service, and most election jurisdictions also provide compensation for the training sessions. Jurisdictions determine the stipend, usually in the $50 to $250 range. Promoting the stipend provided by the election authority should attract many cash-strapped students. Schools which are able to provide an additional stipend from the college find it even easier to induce students to turn out at 5:30 a.m. on Election Day.

"It's fun to work with veteran poll workers who know so much about the community."

—College poll worker, Cleveland State University, Cleveland, OH

- **Civic Responsibility.** Many students regard poll work as an opportunity to play an important role in the political process - to become involved and to feel, perhaps for the first time, like responsible adult citizens.

- **Other Incentives.** Schools offer a variety of incentives which, while they do not always attract students to work on Election Day, nonetheless raise the energy level and make poll work a more pleasurable experience. For example, a program at University of Indiana-Purdue University gave student poll workers invitations to Election Night parties thrown by the political parties. The chance to celebrate in a relaxed, festive setting with political and community leaders proved extremely popular among the students, and added a touch of glamor to a long, tiring day.

  Other successful incentives include:

  - An excused absence from classes
  - Mention of poll-work experience on scholarship applications and resumes
  - Free T-shirts or sweatshirts
  - Coupons for lunch on Election Day
  - Free transportation

Finally, students always appreciate public recognition for a job well done. Some schools hold ceremonies or luncheons to thank students and publicly recognize their contribution, or add mention of poll-work service to regularly scheduled events. For example, the graduation ceremony at Roxbury Community College featured speakers who praised poll-working students for "carrying the torch of leadership" among a new, young group of political activists, and presented course diploma and award plaques to deserving students. Another idea is to invite a public official (e.g. mayor, council person, State representative) to a post-election celebration for poll workers. In Boston in 2006, student poll workers were invited to a reception with the mayor.

Developing a Message. To a greater degree than the general population, college students lack a clear idea of what a poll worker does, and do not realize they can serve. Recruiting materials and presentations should explain basic poll worker duties and the financial stipend, but should also emphasize the important role poll workers play in the democratic process. Explaining the impact they can have in implementing citizens' right to vote, and the importance of counting ballots accurately, can help persuade students that the role is an important one and motivate them to want to participate. When designing recruitment materials, consider

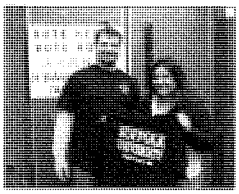


Photo Credit: Suffolk University

"Just put up fliers saying you get paid, and anyone without a job will jump at the opportunity."

—College student in focus group, Cleveland State University, Cleveland, OH

SAMPLE
Adapted from Cleveland State University Faculty Senate

Approved Excused Absences for College Student Poll Workers

Whereas:

- The [XYZ Election Jurisdiction] is undertaking a major effort to recruit new persons into serving as poll workers for the November Elections, with over [#] persons needed to qualify and serve as poll workers;
- The work of a poll worker has become more demanding than in past years due to new technology at the polls, new laws governing voter ID, provisional ballots, and disabled voter access, and the correct implementation requires analytic, highly competent poll workers; and
- Students have expressed worry about whether they can serve as a poll worker without academic penalties– thus greatly reducing the number of students who will be willing to serve as poll workers;

It is proposed that the Faculty Senate enact the following as an amendment to the Missed Class Policy:

Poll Worker Excused Absence Policy

1. [ABC College/University] faculty are required to excuse from class attendance and from any assignments, quizzes and other work otherwise due during the period including the day (November x) before the General Election from 6:00 pm through Election Day (November xx), all students who serve in any of the official poll worker and polling support positions (which can include, e.g., polling place translators, technical support for e-voting machines) for the [XYZ Election Jurisdiction].

2. Any [ABC College/University] student who desires to exercise the excused poll worker service option must:
(a) have officially applied and been selected to serve;
(b) be scheduled for or have completed training by xx weeks before Election Day;
(c) inform the faculty whose classes are affected in writing (electronically or in whatever manner the particular faculty member requests) no later than by October xx;
(d) arrange to make up any course work or quizzes due to their absence; and
(e) provide official documentation to the faculty member at a later appropriate point of having served as a poll worker or in a polling support position. At all times the responsibility for making up coursework rests with the student.

****

including photos of students and quotes from them about why they liked being a poll worker, an exciting moment while volunteering, or why their participation was important. Students can be effective persuaders of other students.

Similarly, recruitment materials should try to counterbalance some students' negative perceptions of being a poll worker. Student comments have included:

- "It's boring."
- "Spending the entire day with 'old people' is not appealing."
- "I'll be the only young person there."
- "I don't want to just sit there all day."
- I want to do something important like working for a candidate."

A Word of Caution

Honor the importance of ALL poll workers! In designing your recruitment message for college students (particularly if you are sharing it with the media), be careful not to inadvertently insult your older, veteran poll workers, who remain the backbone of your team. Rather than emphasizing the need for young people, which might make the veterans feel rejected or unappreciated, emphasize the need for new poll workers to replace those lost to attrition, and for new workers with special skills.

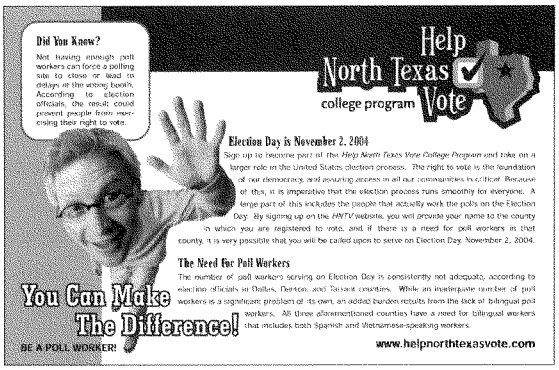
Recruitment Tools

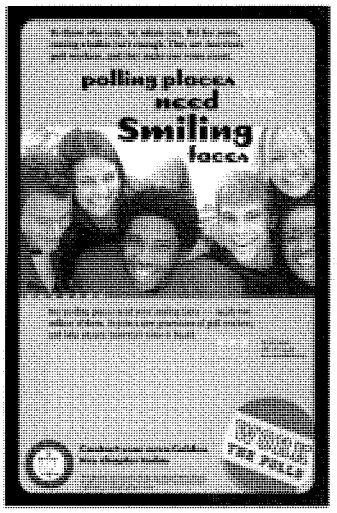
Personal contact is best. Face-to-face recruitment and personal contact are the most effective and successful recruitment methods. Being asked to participate by a friend, student leader, or professor, is persuasive. Consider the following effective strategies:

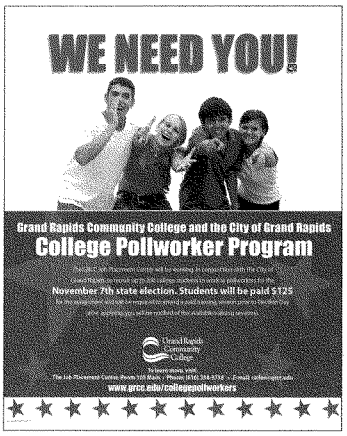
- **Peer networks**. Many schools use student workers to recruit fellow students as poll workers. A single motivated student leader or recruiter, using natural peer groups and existing networks, can reach an impressive number of students. For example, eight youth leaders for the Los Angeles Conservation Corps recruited 152 poll workers, 120 of whom worked on Election Day.
- **Professors as partners.** College professors incorporate student poll work into class curricula in a variety of ways. Professors at several colleges have used poll work as a service-learning opportunity, or have offered poll work in lieu of a class research paper. Other professors integrate

"Working with people from my neighborhood gave me a sense of being, a sense of purpose."

—College poll worker, Roxbury Community College, Boston, MA


Did You Know?
Not having enough poll workers can force a polling site to close or lead to delays at the voting booth. According to election officials, the result could prevent people from exercising their right to vote.
Help North Texas Vote
college program
Election Day is November 2, 2004
Sign up to become part of the Help North Texas Vote College Program and take on a larger role in the United States election process. The right to vote is the foundation of our democracy, and ensuring access in all our communities is critical. Because of this, it is imperative that the election process runs smoothly for everyone. A large part of this includes the people that actually work the polls on the Election Day. By signing up on the HNTV website, you will provide your name to the county in which you are registered to vote, and if there is a need for poll workers in that county, it is very possible that you will be called upon to serve on Election Day, November 2, 2004.
The Need For Poll Workers
The number of poll workers serving on Election Day is consistently not adequate, according to election officials in Dallas, Denton, and Tarrant counties. While an inadequate number of poll workers is a significant problem of its own, an added burden results from the lack of bilingual poll workers. All three aforementioned counties have a need for bilingual workers that includes both Spanish and Vietnamese-speaking workers.
You Can Make The Difference!
BE A POLL WORKER!
www.helpnorthtexasvote.com


polling places need Smiling faces


WE NEED YOU!
Grand Rapids Community College and the City of Grand Rapids
College Pollworker Program
November 7th state election. Students will be paid $125
www.grcc.edu/collegepollworkers

poll work into their curricula and give students class credit or extra credit.

Even if not incorporated into the curriculum for extra credit, promoting the program in classes has proven to be a very effective recruitment tool in many schools. Presentations in classes on communication, business, psychology, philosophy and government have proven highly successful in recruiting students.

- **Student activities office.** Getting the word out to students about a paid "volunteer" opportunity like poll work is a natural function for many student activities or student life offices. Staff in these offices often know many students by name, and can personally recruit those whom they think will be interested.

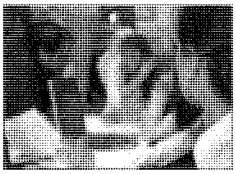
  For example, in autumn 2005, an election official asked the student activities office at Illinois Central College to recruit students for the March 2006 primary election. By offering a service credit and a stipend paid by the county, the office easily recruited 10 students as poll workers in a very short time.

- **Student groups**. Outreach to large student groups is an effective recruiting tool on campuses with strong student organizations. Informal meetings with student civic organizations give poll worker recruiters an opportunity to quickly reach a large group of students.

  For example, The Golden Key Chapter at the University of Tennessee collaborated with the Student Government Association, the Intra-Fraternity Council, the Pan-Hellenic Association, and Team Vols (a large volunteer organization) to recruit more than 140 student poll workers.

Other Recruitment Tools. Schools use a variety of approaches which promote student awareness of poll worker opportunities, although none by itself is extremely effective as a recruitment tool. The key is to use several different approaches so that students receive the message repeatedly in different ways. Schools should begin their recruitment promotion during registration and Welcome Week activities. Tools and techniques include:

- **Table tents, fliers, posters, banners and campus bulletin boards.** Students report that their main sources of information on campus are table tents, fliers, and posters in dining halls, student unions, and other high traffic areas around campus. Some schools have campus bulletin boards or television monitors that students regularly check for upcoming events and activities.



Tips for Schools

If you feed them, they will come. The best way to attract students to an information table is to offer free food and fun. Northampton Community College found that its most successful recruitment strategy was a "Recruitment Day" that included tables set up in strategic spots around the campus. These tables featured food, a magician and a caricaturist to attract attention to the poll worker materials. One hundred students were recruited in a single day.

- **Information tables.** Many recruitment programs set up information tables in high traffic areas to hand out materials and application forms. While some programs set up their tables on daily or once a week, others create campus-wide excitement with one big "Recruitment Day" and recruit as many students as possible on that day.

  Many schools find that providing information tables during Welcome Week and other campus events yields large numbers of student applicants. One caveat is that this approach can generate a large number of applicants who do not follow through to Election Day.

- **Email and websites.** Internet recruiting at large universities and at colleges with a well-established broadcast email or listserv system is an efficient and effective way to reach students. Some election jurisdictions regularly ask local schools to send out campus-wide electronic recruitment messages, and do no other form of student recruitment. Cleveland State University, with a student body of 16,000, cited mass emailing as one of its most effective recruitment strategies.

  When a student body is accustomed to relying upon the college website for information and downloading forms, it is a good idea to provide a website that serves as "Poll Worker Recruitment Central" providing information on local requirements for poll work, application forms, and links to local election jurisdictions. Even greater efficiencies obtain if the schools' election jurisdictions are able to accept electronic applications. This way, the school can monitor which students apply for poll worker service, and provide follow-up. These sites can save staff time and are convenient for students.

  Caution: It is crucial to know how students receive information from the college administration. Electronic campaigns are not very effective at colleges where email and listservs are not the primary means of reaching the student body.

- **Media.** Paid ads or public-service announcements in campus publications or student radio shows usually do not directly generate applications, but are effective in heightening the level of awareness on campus.

  Ads in non-campus media (newspapers, radio and TV) also aid in student recruitment and serve a public-relations function when students see their school's program mentioned in the general media. They see that poll service has importance in the greater community, and will pay more attention than if they simply receive a flyer on campus. In addition to serving as a recruitment tool, the local media

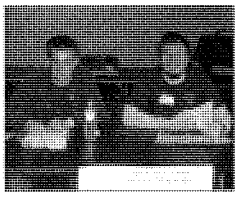
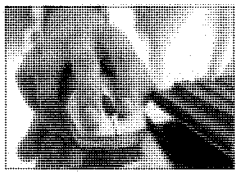


Photo Credit: Suffolk University



can bring good publicity to the school and the election jurisdiction itself.

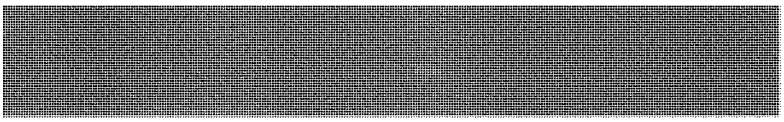
- Methods of gaining attention from both local and campus media include:
    - Writing a letter to the editor of the local newspaper
    - Inviting local media to your kick-off event
    - Sending a press release to local minority and foreign-language media
    - Sending press releases to public-access bulletin boards, libraries, and other areas where students congregate

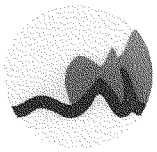
The Special Challenge of Recruiting for State and Local Elections. There is naturally more excitement on campuses about national elections, especially presidential elections, than for local and State elections, so it is easier to recruit student poll workers for a presidential race. The same recruitment and incentive efforts are required for off-year elections as for presidential elections, but schools and jurisdictions should realize that it will take more effort to attract student interest.

Fortunately, jurisdictions often staff fewer poll workers for local elections because voter turnout tends to be lower, and some jurisdictions do not use college students for off-year or local elections, or primaries.

TIP:

The Cool Factor. *Recruitment will be most successful if it generates excitement on campus about volunteering on Election Day. The more students involved as multipliers, the better. For example, California State University - Long Beach had T-shirts made that said, "Love Me, I'm a Poll Worker." When students filled out a poll worker application, they were given T-shirts and were asked to wear them around campus. Cheerleaders and other campus groups wore them to school events. Promotional tools like these raise campus-wide awareness of the program and create a "cool factor" that encourages participation.*





Grand Rapids Community College

MEDIA RELEASE (Example)

CONTACT: Name
Phone

FOR IMMEDIATE RELEASE:
Date

COLLEGE POLLWORKERS NEEDED!

Joint Recruitment Effort Between
Grand Rapids Community College
and Grand Rapids City Clerk

Kick-Off Event
Wednesday, September 13, 2006
10:00 a.m. – 2:00 p.m.
Bostwick Commons

Grand Rapids Community College (GRCC) and the Grand Rapids City Clerk are recruiting college students for appointment as election workers for the upcoming General Election to be held on November 7, 2006. The recruitment officially kicks off during GRCC's "Welcome Week" event on September 13th between 10:00 a.m. and 2:00 p.m. located on the Bostwick Commons. Interested students can also go to www.grcc.edu/collegepollworkers or contact the Job Placement Center directly.

The college pollworker program is an important collaboration, leading the nation in a growing interest to use college students as pollworkers. The City will collaborate with Grand Rapids Community College in the development of a plan for recruitment and training of college students for appointment as election workers. The partnership is designed to motivate students to be involved the electoral process.

GRCC students interested in applying for appointment as a pollworker must be registered voters in Kent County, complete an application form, and attend a mandatory training class. Students appointed will be paid $125 for election day pay and $7.50 per hour for the training class.

City Clerk Terri Hegarty said that "My hope is that the college students will vote and adopt a lifelong commitment to civic involvement if they are encouraged and integrated into the democratic system at an early age."

Recruiting Minority & Bilingual Students

In This Chapter:

- Outreach Techniques
- Tips for Schools: Public Recognition

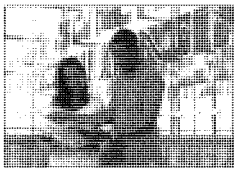


Photo credit: Cleveland State University

Minority and bilingual students can be important to the success of poll worker programs in jurisdictions where the population is heterogeneous. Let these students know that their participation is highly valued.

Attracting bilingual poll workers is not just good community relations; it is Federal Law. Section 203 of the Voting Rights Act requires certain jurisdictions to make language assistance available at polling locations for citizens with limited English proficiency. College students who have second-language skills can help jurisdictions meet this Federal requirement. The Federal Register lists of these jurisdictions at http://www.usdoj.gov/crt/voting/sec_203/203_notice.pdf.

Outreach Techniques

The following outreach techniques have been used to recruit minority or bilingual students:

- **Target organizations, groups, and classes that attract minorities.** These organizations and departments may provide the key to creating a more diverse base of student poll workers.

  The University of North Texas held a pizza party at its multi-cultural center to attract bilingual students. Their poll worker recruitment program also sought out academic and civic groups, fraternities and sororities, religious and spiritual groups and other organizations which attract bilingual students. and contacted faculty who teach classes with a large percentage of bilingual students.

- **Work with a community-based organization.** Sometimes neighborhood recruiting is a good strategy. Tap into professional and civic organizations such as local chapters of the National Association of Asian American Professionals, National Council of la Raza or the National Association for the Advancement of Colored People (NAACP). Enlisting bilingual or minority students to recruit within their communities can also be very effective.

  For example, the Los Angeles Conservation Corps' "Girls Today, Women Tomorrow" program hired eight students to be team leaders and to recruit other students. They

recruited 152 college poll workers, 75 percent of whom were bilingual. Of these, 120 served at the polls.

- **Offer a class on civil rights and political participation.** Roxbury Community College in Boston, which has a predominantly African-American and Hispanic student body, included in its 2004 poll worker program a course on the democratic process, the history of civil rights in the United States, and how individuals can make a difference. Students were encouraged to participate in political and civic activities and to educate their friends. As a result, these students embraced the task of encouraging their generation and their neighbors to vote. They came to see their role as peer-educators as pivotal. While money was initially the biggest incentive for these students to sign up, taking part of a class that discussed history, voting rights, and the importance of civic participation kept them engaged. (See **How to Integrate Poll Work into a Class** for more details on this curriculum).

International students who are ineligible to serve as poll workers can fill other roles. Some programs employ international students in jobs that do not explicitly require U.S. citizenship, such as:

- Translators or Interpreters
- Runners
- Voting center coordinators
- Processing voter registration applications
- Telephone receptionists at election headquarters

Program managers should check their State's eligibility requirements. In addition, some States require Election Day workers to have Social Security numbers, even if they do not require citizenship.

- Recruit through student organizations which represent minority and/or bilingual students (minority student unions, fraternities/sororities, religious and spiritual groups, multi-cultural or international centers).
- Ask professors and students in African-American, ethnic or international-studies departments (Asian/Pacific, Latin American or African Studies) to serve as recruiters.
- Recruit in advanced language classes.
- Invite inspiring role models to speak about voting rights and political participation.

"If not for the class, we wouldn't have been pollworkers. We had a much better appreciation of voting. We heard from political speakers.
It opened our eyes to legislative issues like the Voting Rights Act."

——Student poll worker, Roxbury Community College, Boston, MA

- Ask local media that serve minority and ethnic or foreign-language populations (radio stations, TV news shows, newspapers, websites etc.) to promote the college poll worker program.

Tips for Schools: Public Recognition

Many students who have served as poll workers emphasize the importance of receiving public recognition for their service. This public acknowledgment may deepen their commitment to continuing community service. At Roxbury Community College, the program held a graduation ceremony and provided certificates of participation. Students expressed pride in their participation, and felt they had an important civic role to play within their communities.

"Though the extra paperwork and separate training sessions for the students were time-consuming, nevertheless, we do strongly think that this program is worthwhile and hope to continue recruiting college students for future elections. In addition to having their much-needed help, we also hope that their involvement in the electoral process will lead to greater civic interest and participation in the future."

—Helen Wong, Language Coordinator, Boston Election Department, MA

Integrating Poll Work into the Classroom

In This Chapter:

- Announcements in Class
- Sample Letter to Faculty
- Excused Absences
- Extra Credit
- Service Learning Requirement
- Create a New Class
- Suggestions for a Course Reading List
- Sample Course Description

Integrating poll work into a class is a good way to reach a fresh pool of students every year, and to show them the importance of poll work in the democratic process. There are many ways to integrate the poll worker experience into classes. Some popular methods are discussed below.

It is important that students be granted an excused absence from all of their classes on Election Day, and for training as well. Schools can accomplish this in several ways. A Memorandum of Understanding (MOU), signed at the beginning of the year between the school and the election authority, may make this a school-wide policy; the faculty senate may pass an Election Day excused absence policy; or an individual professor may give students a letter to their other professors requesting excused absences on Election Day.

Schools planning to integrate poll service into class work should allow time for internal faculty review and approval. Presenting the idea at faculty meetings in the spring semester preceding a general election will give faculty time to consider the options for integration into their courses.

Announcements in Class

The basic technique for integrating poll work into a class is for the school sponsor or campus champion to make a brief presentation of the program, sometimes accompanied by an election-jurisdiction official. The school sponsor often targets classes relating to the political system, although other classes can, and have, been used. The sponsor explains the need for young and intelligent poll workers, what the job entails, and the requirements for service. It is critical to have application forms available for interested students to fill out on the spot.

Sample Letter to Faculty
Seeking Their Involvement in a College Pollworker Program

Dear Professor ____:

As you may be aware, our college/university has initiated a partnership with the local Elections Office. We are working together to recruit and train college students to work as Election Day workers. Our local Elections Office faces a shortage of qualified pollworkers every year and we feel confident our students could fill those positions while gaining important hands-on experience in the democratic process.

The job of a pollworker is often underrated and misunderstood. They actually exercise critical powers in their service as the gate keepers for the entire election system on Election Day. They are the first-line protection for election legality and for voter franchise protection. They decide:

- whether a voter's signature is sufficiently like the poll registry to permit the person to vote
- whether a person's ID is deemed sufficient for casting a vote [*only in those states with ID requirements*]
- what kind of hallot will be given to the voter ("regular" or "provisional")
- whether to eject persons from the polling place for voter intimidation tactics
- how to help move lines along so that voters can vote efficiently
- how to set up and monitor the voting machines for privacy and security
- whether to help voters in other ways, such as by directing them to the proper precinct tables

We would like your assistance in recruiting students to these positions. Research has shown that hearing about the opportunity to be a pollworker in a class and having a professor endorse the idea is one of the best ways to attract students. If you are amenable, we would like to schedule a 15 minute presentation to your Government 101 class the week of September 15-19. In that presentation we will describe the opportunity and its requirements and provide applications to interested students.

In addition, if you are interested, we would like to discuss ways that you can integrate the pollworker experience into your class as an extra credit assignment, a service learning opportunity, or even as part of your curriculum. Across the country, professors are beginning to see the value of incorporating this real life experience into their class plans. Your participation would greatly strengthen our recruitment efforts.

Thank you for your collaboration.

Sincerely,

For some programs, this is the extent of the school's role. The election official collects the applications and contacts students directly, giving training and placement details, as the election jurisdiction would with any volunteer. The professor is only asked to give class time for the presentation. No follow-up by the school is required.

This approach works particularly well at large universities with big "Introduction to Government" classes which provide a potential pool of hundreds of students who are interested in the political process. For example, in 2004 the campus champion at Indiana University-Purdue University sent an email to 10 professors who teach large classes and asked them to announce the opportunity in class. Students were promised the normal poll worker pay, a day off from classes, and the opportunity to attend either of the political parties' "after parties." Many students expressed interest, and 75 were trained on campus as poll workers.

Smaller schools and community colleges with fewer full-time students find that they have to provide more incentives, and coordinate the program from beginning to end, to recruit and retain a significant number of poll workers.

Excused Absences

The program will fail if students are not granted an excused absence from all classes on Election Day. If one professor gives extra credit to those who serve as poll workers, but another professor schedules an exam for that day, some students will not be able to work at the polls. Schools should be encouraged to adopt a general policy of excused absence for poll service on Election Day. Ideally, schools should require or request that professors do not schedule exams or research paper deadlines on that day.

Extra Credit

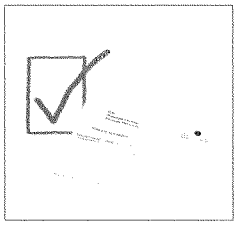
Extra credit fo poll work is a strong incentive for students. The decision to offer extra credit is made either by individual professors or an entire department. Some courses – political science, American government, civics, sociology, American history, or public policy – are obviously suitable for Election-Day extra credit. A school will usually require that alternative extra-credit options be offered to those students who cannot volunteer to work the polls for whatever reason (work schedule conflicts, ineligibility due to residency requirements). Be aware, however, that some university regulations do not allow students to be paid for work for which they are receiving class credit.

Tips for Schools

Alternative extra credit ideas for those who cannot serve as poll workers on Election Day:

- *Volunteer for a local political campaign*
- *Volunteer with an advocacy campaign or civic action organization involved with election reform or monitoring issues*
- *Create your own blog on political issues*
- *Facilitate other students' applications for absentee ballots*
- *Work for a Get Out The Vote (GOTV) effort*
- *Work on a voter registration drive*
- *Volunteer for your local election board office before Election Day*
- *Write a paper on some aspect of the electoral process*
- *Write an essay on the importance of voting*

At California State University, Long Beach, for example, all professors teaching one of the "Introduction to American Government" classes in the fall semester offer five to 10 extra points for being a poll worker. This provides a pool of almost 2,000 students with a strong incentive to serve as poll workers. The campus champion visits the classes with a representative from the election jurisdiction, and they spend 15 minutes explaining the opportunity and answering questions. They also give out brochures, and application forms which are collected at the end of class. In 2002, the first year of their program, 280 students applied and more than 230 students worked the polls in Los Angeles and Orange Counties. This number has increased each year since then.



Some professors offer the option of poll worker service in lieu of another class assignment. A professor at Suffolk University in Boston invited honor students in a political science class to serve as poll workers instead of writing one paper. Eight of the ten students chose to serve.

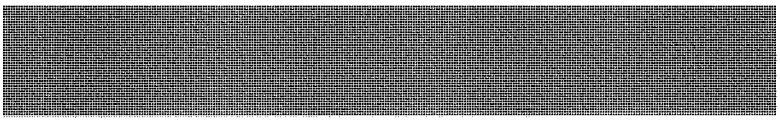
Schools should be aware, however, that offering extra credit creates another layer of administrative duties for the school. Individual professors or the campus champion will have to monitor student interest, facilitate training and site placement, and create a system to confirm students' service to qualify for the extra credit.

The Importance of Tracking. Election officials need to be able to tell professors quickly which students served at the polls so extra credit can be factored into their grades. This also enables the election jurisdiction to gauge the number of students they need to recruit each year.

Service Learning Requirement

Service learning is a community-service requirement formally connected to the academic curriculum. Increasingly, service learning is requireed for graduation, and faculties are gaining experience in integrating service opportunities into their curricula. Introducing poll work as a service-learning opportunity is relatively easy, if faculty are given enough time to incorporate it into curricula.

A valuable resource for implementing service-learning curriculum components is Campus Compact, a national nonprofit organization dedicated to promoting community service, civic engagement, and service learning in higher education (www.compact.org). Its website provides sample curricula that incorporate service learning, which could be modified to promote student poll worker initiatives.



Professor David Redlawsk, a Political Science professor at the University of Iowa, teaches a local politics class with a service-learning component. Many students have volunteered to work on political campaigns as part of his class, and Prof. Redlawsk expanded the program in 2005 to offer poll work as a service-learning option. Below is an excerpt from Redlawsk's course curriculum in which he explains the required service-learning component:

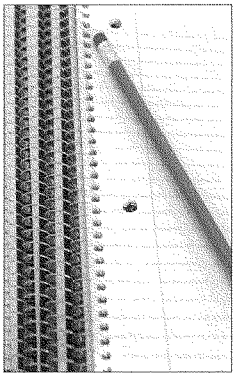
"Completion of a service learning/civic engagement project focused on local politics in Johnson County is required. This is an election year for the city council of Iowa City and for other cities in our county. In addition, there is a campaign surrounding whether Iowa City should establish a municipal electric utility. Other groups are also active in the local political scene. During the semester, you will work with one of the city council campaigns, as a poll worker for Johnson County or with some other entity directly involved in local politics. This involvement will mean actively participating, maintaining a journal of your experiences, and sharing your reflections on appropriate days as listed in the syllabus.

"The idea is that you will provide something of value to the campaign or organization and at the same time you will have 'real-world' experiences that should connect to our in-class activities and local government simulation. This project is expected to take a minimum of 40 hours over the semester including your organization/campaign work, your journaling activities, and in-class reflections.

"By participate, I mean you will do useful work for the organization – something of value – and you will reflect on that experience in an ongoing journal, considering how what you experience in 'real' local politics does or does not fit with what we learn from our texts, discussions, and visitors."

Create a New Class

Some schools have created entire classes around their poll worker programs. In general, they include the required election training, additional training by the school, and seminars on political participation and the democratic process. Some are semester-long courses, while others are four-week seminars. Schools have offered from one to three credits for the class. The main difficulty is finding a professor who is interested in developing and teaching a new class.



Here are some examples:

- In 2004, Asnuntuck Community College in Enfield, Connecticut structured a two-credit course around working at the polls. The course included material on the history of elections in America, the role of State and local governments and the variety of election regulations across the country, as well as poll worker training sessions.

- Roxbury Community College offered a one-credit class in 2004 taught by an outside consultant who runs a program called "Dunk the Vote Leadership Institute" to engage youth in the political system. He adapted his Institute's leadership training to include serving at the polls on Election Day. This program proved extremely effective in enlisting minority students.

Professors can adapt curricula from schools which currently incorporate poll worker programs in courses. Another vaulable resource for academic administrators is a handbook, "Educating for Democracy: Preparing Undergraduates for Political Engagement," published by the Carnegie Foundation for the Advancement of Teaching. This handbook contains the curricula of 21 courses and programs designed to foster informed political activity, and to promote an understanding of electoral politics at the local, State, and national levels. A list of relevant curricula is also available on the Carnegie Foundation website at: http://www.carnegiefoundation.org/programs/index.asp?key=25

"The class gave me the knowledge to affect change and to teach others in my neighborhood."

—Student poll worker, Roxbury Community College

Suggestions for a Course Reading List

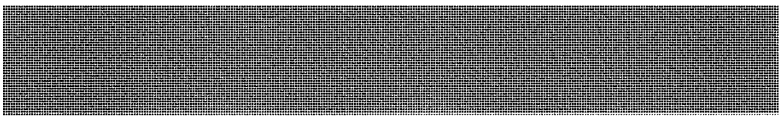
The Lanahan Readings in State and Local Government. John R. Baker, (Ed.) Baltimore: Lanahan Publishers, 2001.

City Politics: Private Power and Public Policy, 4th Ed. Dennis R. Judd and Todd Swanstrom. Longman Publishers, 2003.

High Tech Grass Roots: The Professionalization of Local Elections. J. Cherie Strachan. Lanham, MD: Rowman & Littlefield, 2003.

Education for Democracy. Benjamin R. Barber and Richard M. Battistoni (eds.) Iowa: Kendall/Hunt Publishing Company, 1993.

An Owners Manual for Public Life, Harry C. Boyle and Kathryn Stoff Hogg. Minnesota: Hubert H. Humphrey Institute of Public Affairs, 1992.



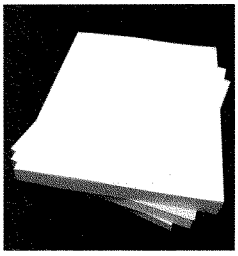
Democracy in America. Alexis de Tocqueville, New York: Penguin Group, 1956.

The Public and its Problems. John Dewey. Swallow Press, 1927.

National Service, Citizenship, and Political Education. Eric Gorham, Albany: State University of New York Press, 1992.

Give Us the Ballot We Will Transform the South. Martin Luther King, Jr. in James M. Washington (ed.) "A Testament of Hope," San Francisco: Harper, 1986.

The Youth Service Movement: America's Trump Card in Revitalizing Democracy. Matthew Moseley. National Civic Review, Summer/Fall, 1995.



A Reading List Drawn from Three Courses:

Local Politics. Professor David Redlawsk, University of Iowa.

Citizen Education. Professor James Farr, University of Minnesota.

Becoming a Public Citizen: Connecting Community Service and Public Leadership. Professors Ruth Mandel and Tobi Walker, Rutgers University.

Sample Curriculum

Student Political Participation
Roxbury Community College (Boston, MA)
Instructor: Ron Bell, Dunk the Vote Leadership Iustitute

Course Description:
This one-credit course was designed to encourage and develop student voter participation and political activism. Students attended four seminars on the political process and were required to attend a pollworker training workshop and serve as pollworkers on Election Day. They were also encouraged to recruit other students to attend film viewings and events with young role model speakers who are actively involved in local politics and voter activism. They had several writing and speaking assignments.

In addition to the knowledge gained of government and the political process, students acquired skills in writing, public speaking, and social interaction. The course afforded an opportunity to discuss issues relevant to students' lives and to develop civic activist skills by working as a pollworker and recruiting other students.

Seminars:

1. Voting and Democracy: Analysis of the Presidential Election of 2004
   Panel discussion focusing on the attention given to 1) voter registration; 2) appealing to candidate constituencies; 3) the political processes and the inauguration of new voting technology; 4) how these factors affected the outcome. Potential panelists included local politicians and government officials.

2. Voting and the Constitution: Your Elected Officials
   Panel discussions with local officials on:
   - Connecting with a local constituency in the age of media and Internet
   - The decision making process in your office – who takes responsibility?
   - Crisis and special event handling – is there a defined plan?

3. What Does Our Vote Accomplish: The Power of the Vote
   Focus on "How People Vote," includiug what motivates voter to go to the polls and what they connect with in a candidate. Episodes of the Showtime mini-series, "The American Candidate," will be shown and analyzed.

4. Current Issues and Voting: Connecting with the Issues
   Viewing and analysis of "American Candidate" but focus on how voters base their choice on "character" versus "the issues." Discussion seeks to define how voters determine a candidate's position on the issues and how they filter those perceptions through their own personal values and activism.

Student Commitment

In This Chapter:

- The Problem of Attrition
- Effective Strategies
- Sample Forms to Track Student Participation

The Problem of Attrition

Filling out an application is just the beginning. After students are recruited, keeping them interested and committed through training, and turning out at daybreak on Election Day, requires sustained and frequent personal contact.

Attrition is a serious drawback to employing students as poll workers. College-based programs have an average Election Day participation of one-third to one-half of those who initially express interest. This is partly due to the difficulty some jurisdictions have in training and placing students. Time commitment, given the competing demands of school and job, is also a major factor in student drop-out.

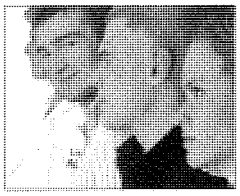
Two examples illustrate the historically low poll-service rates of college students:

- A Los Angeles County election official reported that in 2004, only half of the 2,000 students who filled out applications served on Election Day. Some of these were never given assignments, but many were no-shows.

- Grand Rapids Community College, working with the Grand Rapids City Clerk's Office, received 263 student applications in 2006. Of these, only 89 students attended training and 82 worked on Election Day — a retention rate of 31 percent.

The sharpest attrition occurs between filling out applications and the training sessions. When students have demonstrated their commitment by attending training (and hopefully being inspired and excited about their Election Day responsibilities), they usually serve on Election Day. Make training sessions as accessible as possible for students and remind them to attend.

In Cuyahoga County, election officials use an automated calling system to remind everyone who submits a poll worker application to sign up for a training session.



Tips for Schools and Election Officials

The Importance of Frequent Reminders

School programs that closely track which students sign up to work and receive placements appear to have the best retention rates. Calling, emailing and/or text-messaging students with reminders is an effective way to avoid no-shows. Consider communicating with each student:

- *When their application is received*
- *To provide training times and dates*
- *To remind them to attend training*
- *To confirm assignments the week before Election Day*
- *To motivate the day before Election Day*
- *To thank them after the elections*

Effective Strategies

If students know that their participation will be verified and that they will not receive the promised incentives if they do not show up (especially the work stipend or class credit), they will perform more reliably.

- **Substitute poll worker service for class assignments.** A Maryland professor assigns a one-page paper to students who serve as poll workers. If they fail to serve on Election Day, that one-page paper becomes a ten-page assignment.

- **Use peer pressure to improve retention rates.** In some programs, each student is paired with a "buddy" who is responsible for making sure the other attends training and works on Election Day. The "buddies" use text messaging or instant messaging to keep in touch.

If poll work is required as part of a class or for extra credit, schools must verify that a student served. Most election jurisdictions provide a "proof of service" form which the polling-site manager or monitor signs on Election Day. In addition, in the weeks after the election, many jurisdictions send a list to the college of all students who worked on Election Day. Schools should be able to provide a list of those students who claim that they worked, and have an election official confirm it. Some schools even require every student to call the school when they arrive at the polls; however, the more students involved in the program, the less feasible is this kind of verification.

On the following pages are two sample worksheets that may help track student participation. The first is an attachment for each student's application that records how they were recruited, if they were placed in an assignment (or why not), if they attended training, and if they served on Election Day. The second worksheet synthesizes this information for the program as a whole.

TIPS FOR ELECTION OFFICIALS:

With a Little Help from Their Friends

Many students want to work with friends. Their reasons are varied: they prefer the social aspect of working with a friend; they do not want to spend 12 hours with strangers; or they are too intimidated to go alone. They believe signing up in pairs is an attractive option. Being asked to work by a friend can also be a big incentive. Some jurisdictions have found that if friends were not placed together at the same precinct, both dropped out. However, many election jurisdictions do not want to place students with friends because they fear the students will not pay attention to the job. They also want to have experienced workers overseeing new workers. Seeking a balance is probably the best approach.

Sample Attachment for Student Applications

❒ Placed
❒ Attended training
❒ Served

How did the student hear about the pollworker opportunity? _____
_____

If placed:
❒ Where? _____

If not placed:
❒ Did not attend training
❒ Ineligible – registered in other jurisdiction
❒ Ineligible – citizenship
❒ Ineligible – not registered
❒ Ineligible – not affiliated with political party
❒ Applied late
❒ Unable to contact
❒ Not placed for another reason

If did not serve:
❒ Did not attend training
❒ No show
❒ Cancelled

Reason cancelled or no show:
❒ Transportation issue
❒ Conflicting class schedule
❒ Conflicting work schedule
❒ Don't know/no reason given

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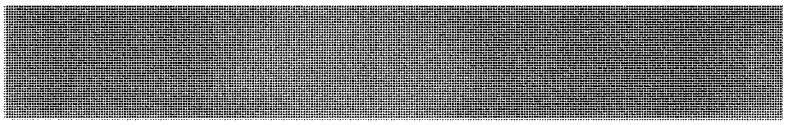
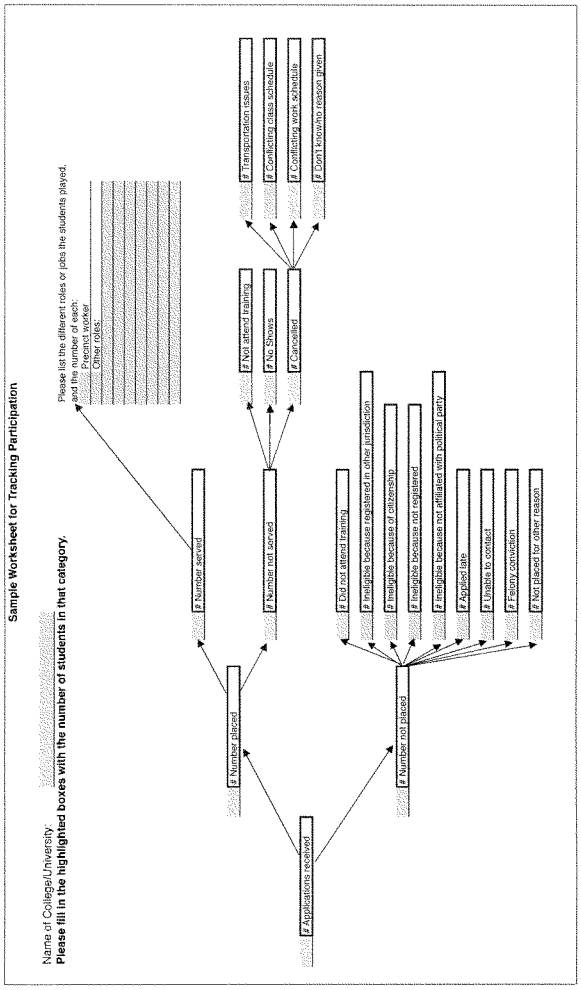



Sample Worksheet for Tracking Participation
Name of College/University:
Please fill in the highlighted boxes with the number of students in that category.
Applications received
Number placed
Number served
Number not served
Number not placed
Did not attend training
Ineligible because registered in other jurisdiction
Ineligible because of citizenship
Ineligible because not registered
Ineligible because not affiliated with political party
Applied late
Unable to contact
Felony conviction
Not placed for other reason
Please list the different roles or jobs the students played,
and the number of each:
Preschool worker
Other roles
Not attend training
No Shows
Cancelled
Transportation issues
Conflicting class schedule
Conflicting work schedule
Don't know/no reason given

Training Student Poll Workers

In This Chapter:

- Training Content
- Augmenting Poll Worker Training
- Inter-generational Communication

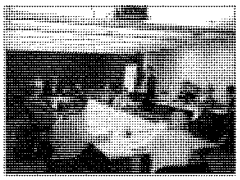


Photo credit: Peoria County-HAVCP-Training, Illionois Central College

In most jurisdictions, students will be required to take the training provided by the local election jurisdiction. Depending on the size of the jurisdiction, election officials will offer several different times and locations for poll worker training. If these are convenient for students, they can simply sign up through the jurisdiction for the time and location they prefer.

If possible, jurisdictions should consider the students' scheduling needs. Students who live on campus may prefer a weekend training session, while those who commute may prefer training during the week when they are on campus for classes.

Many schools, however, find that the location and timing of training is not convenient for their students. Sometimes training locations are only accessible by car, or training sessions are held during class hours. Schools may wish to request special training on campus. Many election officials are happy to do this, especially if there are many students to train. Holding training on campus facilitates retention of recruits.

This solution is not always possible. If a school provides students for several jurisdictions, it may be impractical to organize special training sessions on campus for each. It is also difficult to combine training. Although the training may be similar across jurisdictions, each jurisdiction may have slightly different procedures and equipment. For these reasons, most jurisdictions require poll workers to attend jurisdiction-specific training.

Training Content

Training quality and content varies greatly among election jurisdictions. While schools cannot dictate the training materials or trainers used by a jurisdiction, they can make suggestions about how students learn best, and how trainers can improve students' understanding and retention of the materials they teach.

Students prefer training experiences where they take part in hands-on demonstrations including role-playing, and in discussions about situations they may face on Election Day.

Role-playing various potential situations is the best way to teach procedures and to quell any fears students may have about their ability to perform well.

Realism helps, too. Trainers should bring the actual equipment poll workers will use on Election Day. The opportunity to practice on real voting machines is important. Students also generally prefer smaller training sessions. They complain that it is difficult to absorb all the information presented in a large group, and that they feel uncomfortable or unwelcome if they ask questions.

Augmenting Poll Worker Training

While schools usually do not direct the primary training of students as poll workers, they can provide independent, supplemental training or education. Such instruction can improve students' performance, enrich their experience, and help them understand how poll work contributes to the American democratic process. Election Day itself can be a long, rather tedious day for poll workers. Providing students with a greater understanding of how their work fits into the larger whole promotes pride and a commitment to future electoral participation. Training can include a number of activities and subjects:

- Review the United States electoral system
- Introduce relevant electoral laws, such as the Help America Vote Act (HAVA)
- Discuss citizenship and civic duty
- Analyze the development of the right to vote
- Describe current issues in voting
- Outline the political process
- Discuss the special role of local government

Many college poll workers may also be first-time voters. Election jurisdictions suggest providing an "Introduction to Voting" class that reviews the voting process and all election-related terminology before sending these students to a regular poll worker training session.

Schools may also provide additional specialized task-related training to improve their students' performance on Election Day. This training can include sessions on topics such as multi-generational communication, multi-cultural sensitivity, or customer service. Examples of supplemental training programs:

***TIP*: Scheduling**

Students who live on campus may prefer a weekend training session, while those who commute may prefer training during the week, while they are already on campus for classes.

Florida Memorial College: In addition to county-mandated training held on campus, this college required students to attend training activities offered by the school. This additional training included a documentary on the 2000 General Election in Florida, as well as training on constitutional rights, customer service and multi-cultural sensitivity. Prominent political figures spoke to the students to motivate and encourage them.

Eastern Michigan University: This school required students to attend a special evening training session in which two professors led discussions on the political process and inter-generational communication. Food was provided to keep the energy level high.

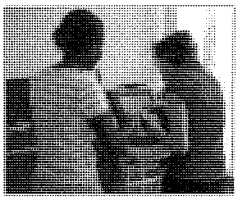


Photo credit: Cleveland State University

Training for Inter-generational Communication

College students who work an election, either as a poll worker or as an office worker, will probably find that most of the people they work with are 20 to 60 years older than they are. If you are creating a college poll worker program, it is a good idea to include at least a small training segment on inter-generational communication.

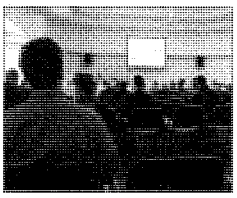
Such training should include the following points:

- Dress appropriately. Casual business attire is considered appropriate. Your clothes should cover your midriff and tattoos.
- Remember your manners. Say "please" and "thank you." Be courteous to everyone.
- Do not swear.
- Do not use personal portable listening devices.
- Keep conversations polite and non-political.
- Offer to do the lifting and moving of equipment and any type of legwork tasks.
- When someone is having difficulty with technology or equipment, ask if you can help. While you are assisting them, remember that older people did not grow up with computers and may not have the technical vocabulary that you do.
- Many elderly people experience hearing loss. Speak clearly and audibly.
- Have patience.

- Some elderly people use voting as a social outing, and you are part of this occasion. Seeing young people who are polite, helpful and understanding makes their experience a positive one.

- Remember that you are working for the election officials and must follow any rules and guidelines they give you.

It is equally important to train older poll workers to work with younger colleagues. Students often complain that older poll workers do not treat them with respect and as equals. In training both younger and older poll workers, emphasize their common goals for Election Day. Keeping their attention focused on what they share, rather than on their differences, helps produce cooperation and mutual respect.



Evaluating Your Program

Election officials and schools should evaluate their programs post-election to see how they can improve the process. As part of the evaluation, election jurisdictions should record the number of student applications they receive each year, how students heard about the program (this data can easily be requested on the application form), and how many students actually serve. Knowing which recruitment methods are most effective in your area is crucial to successful program planning.

Student surveys or focus groups examining the quality of training and poll work experience are also helpful tools for improving your program. Without this feedback, it is hard to know if the program is fulfilling its goals and if it is worth continuing.

Schools can also play a role in evaluating the program. Some schools have used surveys and focus groups to measure the effect of volunteering on students' civic know-how, political involvement and views of the political process.

Below is a sample student survey.

Thank you for serving as a pollworker in the recent election. In order to improve our efforts at recruiting college students to work as pollworkers, we need your feedback.

Please take a few moments to fill out this survey. There are only 12 questions. All information will be kept confidential, with only aggregate results reported. Please fill in your responses below and bring it to XXXX Office in CAMPUS LOCATION.

Please respond by Date XX, XXXX. [*Consider offering an incentive*] Thank you!

1. How did you hear of the opportunity to become a pollworker? Check all that apply:
   - ❑ Word of mouth/other students
   - ❑ Professor
   - ❑ College staff person
   - ❑ Information table
   - ❑ Posters/flyers
   - ❑ Other (Describe: _____)
   - ❑ Ad or article in campus publication
   - ❑ Announcement on college website
   - ❑ Announcement on campus radio
   - ❑ College-wide e-mail
   - ❑ Targeted e-mail (What affiliation or organization? _____)

2. What motivated you to become a pollworker? Check all that apply:
   - ❑ A friend was doing it
   - ❑ A professor or advisor suggested I do it
   - ❑ A student group I'm a part of was participating
   - ❑ Course credit
   - ❑ Class assignment
   - ❑ Other. Explain: _____
   - ❑ Extra credit
   - ❑ Learning experience
   - ❑ Pay
   - ❑ Sense of civic duty
   - ❑ Service learning credit

3. Please tell us about the training you received to become a pollworker. Mark how strongly you agree or disagree with the following statements:

	Strongly Agree ▼	Agree ▼	Neutral ▼	Disagree ▼	Strongly Disagree ▼	Don't Know ▼
The training location was convenient	1	2	3	4	5	DK
The training duration was appropriate	1	2	3	4	5	DK
The training adequately covered all the necessary topics	1	2	3	4	5	DK
The trainers knew the subject matter	1	2	3	4	5	DK
I was given an opportunity to ask questions	1	2	3	4	5	DK
The hands-on part of the training was sufficient	1	2	3	4	5	DK
I felt prepared for the work	1	2	3	4	5	DK
I was able to perform well at my assignment	1	2	3	4	5	DK

4. Is there any area in which you feel like you needed more training?
   - ❑ Yes – If yes, please describe: _____
   - ❑ No

5. What suggestions would you give your election jurisdiction to improve your time as a pollworker?

Sample student survey continued

6. What suggestions would you give your school to improve the recruitment of more college pollworkers?

7. Please indicate how likely you are to do the following:

	Definitely	Likely	Unsure	Unlikely	Definitely Not
Recommend working as a pollworker to other students	1	2	3	4	5
Work as a pollworker in future elections	1	2	3	4	5
Vote in the next election	1	2	3	4	5

8. Did you vote in this election?
   - ❑ Yes
   - ❑ No

9. Did your experience as a pollworker affect your likelihood to vote in the future? Are you:
   - ❑ More likely to vote
   - ❑ Same
   - ❑ Less likely to vote

10. Overall, how would you rate your experience as a pollworker?
    - ❑ Very satisfied
    - ❑ Satisfied
    - ❑ Neutral
    - ❑ Unsatisfied
    - ❑ Very unsatisfied

11. College students play many roles on Election Day, such as precinct worker, roving technician, translator, assistant at headquarters, etc. What was **your** job on Election Day?

12. Please share any stories you may have, either highlights, challenges or lessons you learned from this experience:

Thank you! We appreciate your feedback. If you have any questions about this survey, or if you would like to provide additional input, please contact: NAME, PHONE, EMAIL, LOCATION

Program Sustainability

In This Chapter:

- Designing a Sustainable Program
- Some Steps to Building a Sustainable Program

Designing a Sustainable Program

Election officials depend on a reliable pool of poll workers whom they can call upon to serve several times a year, for many years. These veterans are the core of most poll worker programs. College students are not likely to become part of this core group. Students' class and work schedules change from semester to semester, their addresses may change from year to year, interest ebbs and flows with the type of election, and after they graduate, students often leave the city or State. When asked in focus groups if they would be willing to commit to more than one election, students unanimously said no, generally citing their uncertain schedules.

Some students, of course, will embrace the experience and consider it their civic duty throughout their lives. Some may become core poll workers many years later. For the majority of students, however, the best that election officials can hope for is opening these students' eyes to the opportunity, and possibly persuading them to serve as poll workers from time to time.

Remember that students and younger adults may move more frequently than older adults. Students recommend reaching them via email and their cell phones, two important data points that are not always collected on application forms. Election officials looking for more practical guidance on successful retention practices should refer to the U.S. Election Assistance Commission's Guidebook on Successful Practices for Poll Worker Recruitment, Training and Retention.

A jurisdiction seeking to increase its regular pool of experienced poll workers should consider focusing on community colleges and those State schools where students tend to be local residents, as these students will be more likely to stay in the community after graduation.

Some Steps to Building a Sustainable Program

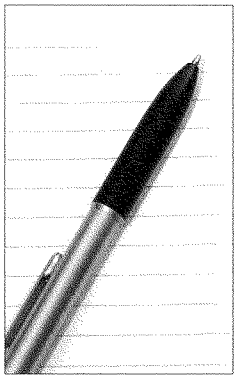
The key to a successful college poll worker program is in establishing a sustainable process with a partner school so the election jurisdiction can count on recruiting a certain number of students for every election (or at least every November election). The faces may change, but the energy and skills students bring will be a constant.

"Recruiting college students is no more difficult than other recruitment strategies, but more worthwhile. Since the 18-to-21-year-old age group often reflects the lowest voter turnout, any effort to involve students in the electoral process is worthwhile."

—Terri Hegarty, City Clerk, City of Grand Rapids, MI

Since the student body changes every year, education and outreach must be repeated every year. Every new freshman class should be introduced to the idea of working at the polls and provided with the opportunity to do so. Students who hear this message repeated throughout their college career are also more likely to become involved.

This creates a large burden for school employees who must organize and run the program. Without care, this repetitive effort could lead to burnout. The best way to sustain a program and avoid burnout is to ensure that it is as streamlined and integrated with a school's normal functioning as possible. The poll worker program should become part of the school's culture, and should be supported with adequate and reliable funding and resources.



- **Create institutional memory.** An election-official liaison should document the contact at each school, how many students are recruited from each school, and by what recruitment methods. A campus champion should document how recruitment takes place and who performs what roles, to develop a program that will survive beyond one person's tenure as campus champion.

- **Sign an MOU.** Signing a Memorandum of Understanding (MOU) between the election jurisdiction and the school in the first year will ease administration of a student poll worker program in future years. The MOU spells out what roles the school and the election jurisdiction will play, and also guarantees that the school's leadership (the president, the faculty senate, etc.) is aware of the program, supports its goals and hopefully provides the institutional infrastructure, resources and understanding necessary to enable the program to function smoothly.

  For example, the MOU might state that the school recognizes the duty of working the polls on Election Day as an automatic excused absence from all classes.

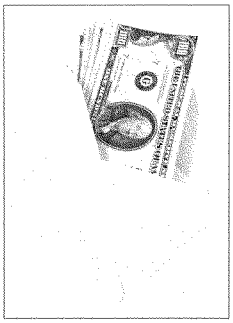
- **Create an "Adopt-a-Poll" program.** Some counties have created an "Adopt a Poll" program under which organizations agree to provide all the workers for a specific polling location or precinct. If this is allowed in your State, consider developing an agreement for a local college or university to provide all poll workers for certain precincts for every election. This will simplify the process of assigning students and providing follow-up. The challenge will be to recruit and train enough students each year. Student organizations such as fraternities, sororities and sport teams might consider adopting a poll as a fundraiser for the group.

- **Incorporate poll work into course curricula.** Including poll work in course curricula and as a service-learning opportunity guarantees a steady stream of students each year.

- **Use professors at the polls.** Encouraging faculty to serve as poll workers is a good way to attract their students as well. The American Association of University Professors ran a pilot program in Maryland in 2006 to encourage faculty to become poll workers.

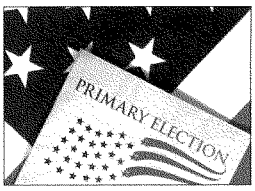
- **Pay the program administrators a stipend.** Election jurisdictions could pay a normal poll worker stipend to the campus champion who manages the program, as well as to faculty or staff who help to recruit students. This is only a token amount, but can help encourage and sustain their participation.

- **Use student spokespersons.** Each year, ask students who served as poll workers the previous year speak to classes and small groups about their experience. This builds upon the idea that students who volunteer to work on elections are civic leaders and leaders in their schools. Hearing about the opportunity from another student might motivate to other students.



Background & Methodology

The Guidebook



This Guidebook is a collection of practices which have been successful in recruiting, training and retaining college students to serve as poll workers. It is designed to present these practices in an easy-to-follow format so readers can develop their own programs to fit their specific needs.

More than 20 administrators of college poll worker programs, of various sizes and characteristics, were interviewed to assess successful practices, constraints, and challenges faced by college poll worker recruiters. A project working group, consisting of three election officials, three university representatives and one student, provided further guidance on matters related to this Guidebook's content and overall structure.

Additional data came from:

- **Focus groups.** Focus groups were conducted around the U.S. with students who participated in college poll worker programs and with students who did not. The focus groups provided invaluable information regarding incentives which motivate students to participate in polls and considerations which impede their participation or interest.

- **National survey of election officials.** Data from the National Association of Counties (NACo) showed that few counties currently seek out college students as poll workers. Even among counties which employ students, recruitment efforts appear to be rudimentary, mainly limited to putting an advertisement in the college paper or sending out fliers.

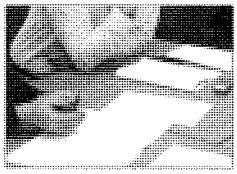
- **Pilot projects.** From June through November 2006, three pilot projects planned and implemented college poll worker programs using the draft of this Guidebook as their template. The pilot sites were:

    - Grand Rapids Community College and Grand Rapids City Clerk's Office (Michigan)

    - Suffolk University and the City of Boston's Election Department (Massachusetts)

    - Cleveland State University and the Cuyahoga County Board of Elections (Ohio)

These represent election jurisdictions of different sizes as well as different types of schools: a community college, a private university and a State university. The project participants provided monthly feedback on the Guidebook's content, layout, relevance and helpfulness, as well as valuable and practical examples and anecdotes.



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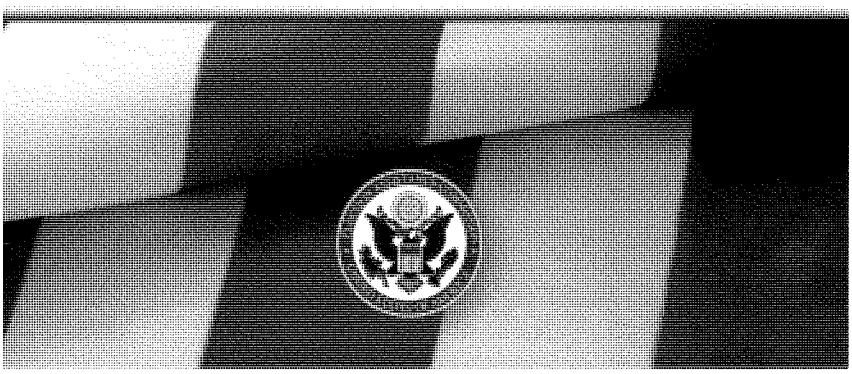
Compendium of State Poll Worker Requirements

August 2007



U.S. Election Assistance Commission

Compendium of State Poll Worker Requirements

August 2007

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Background

The United States Election Assistance Commission (EAC) is an independent, bipartisan agency created by the Help America Vote Act (HAVA) of 2002. It was established to assist State and local election administrators with the administration of Federal elections. The EAC provides assistance by disbursing, administering, and auditing Federal funds for States to implement HAVA requirements; conducting studies and other activities to promote the effective administration of Federal elections; and serving as a national clearinghouse and resource of information regarding election administration. In addition, HAVA requires the EAC to adopt the *Voluntary Voting System Guidelines* and to establish a program for the testing, certification, decertification, and recertification of voting system hardware and software.

In 2005, the EAC commissioned two research studies involving poll workers under separate HAVA directives. These research projects have resulted in the recent publication of two election guidebooks: *Successful Practices for Poll Worker Recruitment, Training, and Retention* and *A Guidebook for Recruiting College Poll Workers*. This publication, the *Compendium of State Poll Worker Requirements,* complements these election guidebooks, offering a framework for understanding the legal limitations of poll worker services in many States.

The compendium contains the State election statutes and administrative regulations that govern poll worker requirements for the 50 States, the District of Columbia, and four territories. These data were compiled by the Center for Election Integrity at Cleveland State University under an EAC contract using statutory research, review of State Board of Election Web sites, and review of the opinions of State attorneys general on relevant issues. In addition, information was gathered from various sources, including the National Association of Secretaries of States and the National Association of State Election Directors (NASED) Web sites. These data were then synthesized and distilled into individual quick reference sheets for each State.

Multiple efforts were made to confirm the data with every State and territory, including disseminating copies of the State sheets for verification at the NASED conference in February 2006 and following up individually with the offices of election directors and secretaries of State. In December 2006, the compendium was updated, noting where outstanding questions remained. In July 2007, the EAC again contacted the States where outstanding questions remained and requested verification of the information.

Because the compendium is a compilation of State laws, regulations, and information provided by each State and territory, the EAC is not responsible for the content or currency. State laws change, and any user of this document should verify the current state of the laws. The EAC has not edited or altered the text of this compendium for consistency, accuracy, or syntax.

Alabama

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must "appoint from the qualified electors of the respective precinct."
Ala. Code § 17-8-1 (Legislation enrolled 4/06, awaiting gubernatorial approval, anticipated effective 1/07.)(Thomson/West 2006).

For the purpose of election officer eligibility, a "qualified elector" may be interpreted to mean someone registered to vote in Alabama.
Alabama Attorney General Opinion, 91-00156, (2/1/91); Alabama Attorney General Opinion, 96-00286 (8/5/96).

Age Requirement

18 years of age.
Ala. Const. Art. VIII, §177(a); Ala. Code § 17-3-30 (Legislation enrolled 4/06, awaiting gubernatorial approval, anticipated effective 1/07.)(Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and County for the time provided by law.
Ala. Const. Art VIII, §177(a) Ala. Code § 17-3-30 (Legislation enrolled 4/06, awaiting gubernatorial approval, anticipated effective 1/07.)(Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct.
Ala. Const. Art VIII, §196A; Ala. Code § 17-8-1 (Legislation enrolled 4/06, awaiting gubernatorial approval, anticipated effective 1/07.)(Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. No later than 45 days before the election the two political parties which received the highest number of votes in the state in the preceding election, may provide appointing board with a list of recommended poll workers from qualified electors from each voting place. No more than 20 days or less than 15 days before an election, the appointing board shall use the lists to appoint, to each voting place, one inspector and at least three clerks from members of opposing political parties, if practicable.
Ala. Code § 17-8-1; Ala. Code § 17-8-5(Legislation enrolled 4/06, awaiting gubernatorial approval, anticipated effective 1/07.)(Thomson/West 2006).

For primaries, candidate may, at least 25 days before the primary, present to the county executive committee of his party a list of election officers desired by him. The county committee shall present the list to the appointing board which shall use the list, before their own, for appointing inspectors and clerks, always observing the rules regarding equal representation.
Ala. Code § 17-16-17 (Thomson/West 2006).

If no lists are furnished, the appointing board shall appoint an inspector and at least three clerks for each voting place from the qualified electors of the precinct from members of opposing political parties, if practicable.
Ala. Code § 17-8-5(Legislation enrolled 4/06, awaiting gubernatorial approval, anticipated effective 1/07.)(Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Entitled to $50 by the county. For statewide elections, in addition to the county's payment of $50, each returning officer and clerk shall be entitled to supplemental compensation paid by the state to ensure that the total compensation paid shall be at least $75 per day, and each inspector shall be entitled to supplemental compensation paid by the state in an amount that ensures that the total compensation of an inspector is at least $100 per day. Upon completion of a local election school or being certified as a qualified poll worker by the probate judge, or both, each clerk, returning officer, and inspector shall be entitled to receive an additional $25 per day in compensation from the state.
Ala. Code §§ 17-6-13(1)(a) & (b) (Act 2006-570, effective January 1, 2007, reorganizes Title 17 and may relocate Ala. Code § 17-6-13 to Ala. Code § 17-8-12); 17-16-10 (Thomson/West 2006).

Training, Certification and Oath Requirements

Not less than 5 days before election or primary, the authority charged with holding the election must hold training. The judge of probate shall notify such election officials of the time and place of the holding of such school of instruction, and shall also publish notice at least 48 hours before the same is to be held. No election official shall serve in any election district in which an electronic voting machine is used, unless he or she shall have received such instruction within 60 days prior to the election and is fully qualified to perform the duties in connection with the electronic voting machine, and has received a certificate from the authorized instructor to that effect; provided, that this shall not prevent the appointment of an uninstructed person as an election official to fill a vacancy among the election officials.
Ala. Code §17-8-9 (Legislation enrolled 4/06, awaiting gubernatorial approval, anticipated effective 1/07.)(Thomson/West 2006).

Oath required.
Ala. Code § 17-6-10 (Thomson/West 2006).

Elected Public Officials Prohibited

No officer or employee of any city or town shall act in the capacity of election officer, returning officer, marker or watcher, or as a deputy sheriff in conducting any town or city election.
Ala. Code § 17-6-15 (Thomson/West 2006).

Candidates Prohibited

Candidates and members of a candidate's immediate family to the second degree of kinship by affinity or consanguinity and any member of a candidate's principal campaign committee are ineligible for appointment.

Ala. Code § 17-8-1(a) (Thomson/West 2006).

The Effect of Felon Status on Participation

All felons without restored rights are prohibited.

Ala. Const. Art. VIII, § 177(b); Ala. Code § 17-3-31(Legislation enrolled 4/06, awaiting gubernatorial approval, anticipated effective 1/07.); Ala. Code § 15-22-36.1 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if mentally incompetent, until restoration of civil and political rights or removal of disability.

Ala. Const. Art. VIII, § 177 (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

A county may employ electronic voting specialists who serve as trouble shooters during the election. Must be trained in the operation of electronic voting equipment and these procedures. May assist in any precinct in the county, but do not assume the title or authority of the regular poll workers assigned to a precinct.

Ala. Admin. Code r. 307-x-1-.07 (Thomson/West 2006).

Student Election Assistant Statute

No information available.

Alaska

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Alaska Stat. § 15.10.120(a) (Thomson/West 2006).

Age Requirement

18 years of age.
Alaska Stat. § 15.05.010 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and house district for at least 30 days before the election.
Alaska Stat. § 15.05.010 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct, then district, then State. Registered to vote in the precinct to which they are appointed. If insufficient numbers then they can be appointed from registered voters in the election district in which the precinct is located and, if still not sufficient numbers, can be any qualified voter registered in Alaska.
Alaska Stat. § 15.10.120(a) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. On or before April 15 in each regular election year, or at least 60 days before a special election, a party district committee or state party central committee of each political party may nominate two candidates for each precinct election board. An election supervisor shall appoint one nominee of the political party of which the governor is a member and one nominee of the political party that received the second largest number of votes statewide in the preceding gubernatorial election. If nominations are not provided then the election supervisor may appoint any qualified individual registered to vote.
Alaska Stat. § 15.10.120(b), (c) (Thomson/West 2006).

Term Requirements

Election officials authorized under *Alaska Stat. § 15.10.120* shall be appointed by the regional election supervisor for a term specified in a letter of agreement.
6 Alaska Admin. Code 25.032 (Thomson/West 2006).

Compensation and Hour Requirements

Election board workers will be paid $9.50 an hour for time spent at their election duties.
6 Alaska Admin. Code 25.035(a) (Thomson/West 2006).

Training, Certification and Oath Requirements

No statutory training requirement. Before entering upon the duties of office, each election official shall take an oath to honestly, faithfully, and promptly perform the duties of office.
Alaska Stat. § 15.15.110 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

A familial relationship may not exist between a candidate and an election official in primary, general or special elections.
6 Alaska Admin Code 25.033 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited from the date of the conviction through the date of the unconditional discharge if convicted of a crime that constitutes a felony involving moral turpitude under State or Federal law.
Alaska Stat. §15.05.030 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

No person may vote who has been judicially determined to be of unsound mind unless the disability has been removed.
Alaska Const. Art. V §2 (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

- Aged 16 or older and enrolled in a public or private high school or being educated at home;
- Appointed to the youth vote ambassador program by the director of elections;
- Completed a program of training as determined by the director of elections; and
- Compensated as provided in AS 15.15.380 only for service on the election board of the precinct.

Alaska Stat. § 15.10.108 (Thomson/West 2006).

6 American Samoa

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
American Samoa Code Ann. § 6.0402 (b) (1) (http://www.asbar.org/Newcode/asca.htm) (2006).

Age Requirement

18 years of age.
American Samoa Code Ann. § 6.0211(http://www.asbar.org/Newcode/asca.htm) (2006).

Residency Place and Term Required for Voter Registration

District.
American Samoa Code Ann. § 6.0211(http://www.asbar.org/Newcode/asca.htm) (2006).

Must have lived in American Samoa for a total of at least two years and be a bona fide resident of the election district where offer to vote for at least one year next preceding the election.
American Samoa Rev. Constit. Art. II § 7 (http://www.asbar.org/Newcode/asca.htm) (2006).

A person does not gain or lose a residency solely by reason of his presence or absence while a student of an institution of learning.
American Samoa Code Ann. § 6.0212 (e) (http://www.asbar.org/Newcode/asca.htm) (2006).

Residency Requirement for Service (State, County or Precinct)

District, but if not sufficient numbers, then outside the district.
American Samoa Code Ann. § 6.0402 (b) (1) (http://www.asbar.org/Newcode/asca.htm) (2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation not required. Application forms shall be made available by the Chief Election Officer for those persons who wish to serve as district officials on election day. The Secretary of Samoan Affairs or his designee shall submit a list of all local government officials (i.e., fa'alupega, pulenu'u and leoleo nu'u) to the Chief Election Officer not later than 4:30 p.m. on the 10th day prior to the deadline for filing of candidate nomination petitions. The Chief Election Officer shall appoint, from the list of local government officials and the application forms, the district officials by representative district not later than 4:30 p.m. on the 10th day prior to any election.
American Samoa Code Ann. § 6.0402 (a) (http://www.asbar.org/Newcode/asca.htm) (2006).

The Chief Election Officer may designate more district officials than are needed in order to create a pool of qualified district officials who may be assigned to fill vacancies or to perform those duties as needed in any district. If more qualified persons than are needed for a district desire to serve in that district, service shall be determined by experience in conducting prior elections.
American Samoa Code Ann. § 6.0402 (b) (2) (http://www.asbar.org/Newcode/asca.htm) (2006).

Term Requirements

No information available.

Compensation and Hour Requirements

District officials shall be paid according to fixed rates established for each election by the Chief Election Officer.

American Samoa Code Ann. § 6.0406 (http://www.asbar.org/Newcode/asca.htm) (2006).

Training, Certification and Oath Requirements

Not later than 4:30 p.m. on the 5th day prior to any election, the Chief Election Officer shall conduct a school of instruction, if considered necessary, for persons designated as prospective district officials.

American Samoa Code Ann. § 6.0403 (a) (http://www.asbar.org/Newcode/asca.htm) (2006).

All prospective district officials shall attend a school of instruction. The supervisor of the district officials shall be required to also attend a refresher course before each election. It shall be at the discretion of the Chief Election Officer to require those district officials with previous training to attend a school of instruction prior to each election.

American Samoa Code Ann. § 6.0403 (b) (http://www.asbar.org/Newcode/asca.htm) (2006).

No district official may serve unless he has received instruction and has been certified by the authorized instructor to that effect. If a certified person is not available, a person who has not received any instruction or certificate, but who is otherwise qualified, may fill a vacancy. Periodic recertification shall be required.

American Samoa Code Ann. § 6.0403 (c) (http://www.asbar.org/Newcode/asca.htm) (2006).

Oath required.

American Samoa Code Ann. § 6.0404 (http://www.asbar.org/Newcode/asca.htm) (2006).

Elected Public Officials Prohibited

No public elected officials are allowed to be an election official.

Soliai T. Fuimaono, Chief Election Officer (2006).

Candidates Prohibited

"No parent, spouse, child, or sibling of a candidate is eligible to serve as a district official in any district in which votes may be cast for that candidate; nor is any candidate for any elective office eligible to serve as a district official in the same election in which he is a candidate. No candidate who failed of nomination in any election is eligible to serve as a district official in the election next following."

American Samoa Code Ann. § 6.0402 (b) (3) (http://www.asbar.org/Newcode/asca.htm) (2006).

No individual who has actively campaigned for any candidate in any election may serve as a district official within the district, or in the territory-wide elections, in which he had actively campaigned.

American Samoa Code Ann. § 6.0402 (b) (4) (http://www.asbar.org/Newcode/asca.htm) (2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony unless civil rights restored or maintained good behavior for two years following the date of conviction or release from prison, whichever comes later.

American Samoa Rev. Constit. Art. II § 7 (http://www.asbar.org/Newcode/asca.htm) (2006).

The Effect of Mental Incapacitation on Participation

Prohibited if under guardianship, non compos mentis, or insane.

American Samoa Rev. Constit. Art. II § 7 (http://www.asbar.org/Newcode/asca.htm) (2006).

English Fluency and Literacy Requirement

Should be fluent in both English and Samoan languages.

Soliai T. Fuimaono, Chief Election Officer (2006).

Good Reputation Requirement

May not engage in any campaign activities.

American Samoa Code Ann. § 6.0402 (d) (http://www.asbar.org/Newcode/asca.htm) (2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

No information available.

Arizona

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified voter.
Ariz. Rev. Stat. § 16-531(A.) (Thomson/West 2006).

A qualified voter is registered.
Ariz. Rev. Stat. § 16-121(A) (Thomson/West 2006).

Age Requirement

18 years of age.
Ariz. Rev. Stat. § 16-121 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Must reside in State for at least 29 days.
Ariz. Rev. Stat. § 16-101(A) (3) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct, then county or other precincts. Must be qualified voter of the precinct to which appointed, unless there are not a sufficient number of people available. If there are no qualified precinct candidates for inspector, the appointment of an inspector may be made from names provided by the county party chairman. If there are not sufficient precinct nominees for judge, qualified persons from other precincts shall be appointed.
Ariz. Rev. Stat. § 16-531(A) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required for inspectors, marshals and judges; not required for clerks and in non-partisan elections. At least 20 days before election Board of Supervisors appoints one inspector, one marshal, two judges and at least two clerks to each precinct. Appointments are made from a list of precinct voters submitted by party chairmen at least 90 days before election. Inspectors, marshals and judges shall be members of the two political parties which cast the highest number of votes in the state at the last preceding general election, and shall be divided equally between those parties. There shall be an equal number of inspectors in the various precincts in the county who are members of the two largest political parties. Where the inspector is a member of one party, the marshal shall be a member of the other major party. For clerks no party affiliation required. Any registered voter in the precinct may be appointed.
Ariz. Rev. Stat. § 16-531(A) (Thomson/West 2006).

For non-partisan elections appointments are made without consideration for political party.
Ariz. Rev. Stat. § 16-531(B) (Thomson/West 2006).

Term Requirements

Appointments appear to be for each election.
Ariz. Rev. Stat. § 16-531(A) (Thomson/West 2006).

Compensation and Hour Requirements

Compensation is fixed by the county board of supervisors. In no case shall an election board member be paid less than 30 dollars per day.
Ariz. Rev. Stat. § 16-536 (Thomson/West 2006).

Training, Certification and Oath Requirements

Inspectors and judges are required to attend an instructional class in order to receive a certificate of qualification.
Ariz. Rev. Stat. § 16-532(A) (Thomson/West 2006).

Premium Board Worker Certification available with 8 hours of instruction and exam. Premium Certification lasts for 30 months.
Ariz. Rev. Stat. § 16-532(D) (Thomson/West 2006).

Additional training may be required by county.
Ariz. Rev. Stat. § 16-532(E) (Thomson/West 2006).

Oath required.
Ariz. Rev. Stat. § 16-534(C) (Thomson/West 2006).

Elected Public Officials Prohibited

No United States, State, county or precinct officer, other than a precinct committeeman, is qualified to act as judge, inspector, marshal, or clerk.
Ariz. Rev. Stat. § 16-531(D) (Thomson/West 2006).

Candidates Prohibited

No candidate for office at the election, other than a candidate for the office of precinct committeeman, is qualified to act as judge, inspector, marshal, or clerk.
Ariz. Rev. Stat. § 16-531(D) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of treason or a felony, unless restored to civil rights.
Ariz. Rev. Stat. § 16-101(A) (5) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated an "incapacitated person."

Ariz. Rev. Stat. § 16-101(A) (6) (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to write name or make mark, unless prevented from so doing by physical disability.

Ariz. Rev. Stat. § 16-101(A) (4) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

The board of supervisors may appoint to an election board to serve as a clerk of election a person who is not eligible to vote if all of the following conditions are met:

1. The person is a minor who will be at least 16 years of age at the time of the election for which the person is named to the election board;
2. The person is a citizen of the United States at the time of the election for which the person is named to the election board;
3. The person is supervised by an adult who has been trained as an elections officer;
4. The person has received training provided by the officer in charge of elections; and
5. The parent or guardian of the person has provided written permission for the person to serve.

A school district or charter school shall not count any pupil's absence from one or more instructional programs as a result of the pupil's service on an election board against any mandatory attendance requirements for the pupil.

Ariz. Rev. Stat. § 16-531(G) & (I) (Thomson/West 2006).

Arkansas

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified elector.
Ark. Code Ann. § 7-4-109(a) (Thomson/West 2006).

A qualified elector is registered to vote.
Ark. Code Ann. § 7-1-101(21) (Thomson/West 2006).

Age Requirement to Register

Be age 18 years of age or turn 18 years of age before the next election.
Ark. Const. Amend 51 § 6 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Resident of the county at least 31 days prior to the election.
Ark. Code Ann. § 7-5-201(a) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct then county. All election officials shall be residents of the precincts in which they serve at the time of their appointment. However, if at the time of posting election officials, the county board by unanimous vote shall find that it is impossible to obtain qualified election officials from any precinct or precincts and shall make certification of that finding to the county clerk, then other qualified citizens of the county may be designated to serve in the precinct or precincts.
Ark. Code Ann. § 7-4-109(b) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. The county board of election commissioners shall appoint a sufficient number of election officials for each polling site not fewer than 20 days preceding an election. Each polling site shall have a minimum of two election clerks, one election judge, and one election sheriff. The minority party election commissioner shall have the option to designate a number of election officials equal to one less than the majority of election officials at each polling site, with a minimum of two election officials at each polling site. In the event that the county party representatives on the county board fail to agree upon any election official to fill any election post allotted to the respective party 20 days before the election, the county board shall appoint the remaining election officials.
Ark. Code Ann. § 7-4-107(b) (1) (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Election officials may be permitted to work half-day or split shifts at the polls at any election so long as the requisite number of election officials is always present.
Ark. Code Ann. § 7-4-107(d) (Thomson/West 2006).

The election officials shall receive a minimum of the prevailing federal minimum wage for holding an election, or such greater amount as may be appropriated.
Ark. Code Ann. § 7-4-112 (Thomson/West 2006).

Training, Certification and Oath Requirements

At least one election official at each polling site shall have attended election training coordinated by the State Board of Election Commissioners within 12 months prior to the election.
Ark. Code Ann. § 7-4-107(b)(1)(B) (Thomson/West 2006).

Prior to the regularly scheduled preferential primary election, at least two election officials per polling site designated by the county board for each county shall attend election training coordinated by the state board. The state board shall determine the method and amount of compensation for attending the training.
Ark. Code Ann. § 7-4-109(e) (1) & (2) (Thomson/West 2006).

Rules for Election Official Training at:
http://www.sos.arkansas.gov/elections/elections_pdfs/register/nov-03/108.00.03-002.pdf (2006).
Arkansas Election Official Training Manual and other materials at:
http://www.arkansas.gov/sbec/training.html (2006).

Elected Public Officials Prohibited

No person who is a paid employee of any political party shall be an election official.
Ark. Code Ann. § 7-4-109(c) (Thomson/West 2006).

No officer holder, appointee or employee of any government entity except justice of peace, alderman, notary public and members of military.
Ark. Code Ann. § 7-4-109(c); Ark. Const. Art. 3 §10 (Thomson/West 2006).

Candidates Prohibited

No candidates and no candidates' relatives within the second degree of consanguinity if objection to service is made within 10 days of posting name.
Ark. Code Ann. § 7-4-109(a) (2) & (d) (Thomson/West 2006).

No person who is a paid employee of any person running for any office.
Ark. Code Ann. § 7-4-109(c) (Thomson/West 2006).

The Effect of Felon Status on Participation

An election official shall not have been found guilty or pleaded guilty or nolo contendere to the violation of any election law of this state.

Ark. Code Ann. § 7-4-109(a) (1) (Thomson/West 2006).

Prohibited if a convicted felon not discharged from probation or parole or has been pardoned. To have rights restored must have proof of discharge from probation or parole, have paid all probation or parole fees, or satisfied all terms of imprisonment, and paid all applicable court costs, fines, or restitution.

Ark. Const. Amend 51 § 11 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudged mentally incompetent by a court of competent jurisdiction.

Ark. Const. Amend. 51 § 11(Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read and write the English language.

Ark. Code Ann. § 7-4-109(a) (1) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

High School Student

- If not yet 18 years of age, shall be called an election page (volunteer position without compensation).
- A student who is 18 years of age by the election day and meets the qualifications in § 7-4-109 may be an election official and may be compensated pursuant to § 7-4-112.
- Oath as required by § 7-4-110A.

Ark. Code Ann. § 7-4-116 (Thomson/West 2006).

College Student

- Selected by the county board from any two-year or four-year college or university in the state. The county board shall work in cooperation with the student government associations of the colleges and universities in selecting the students for the program.
- A college student selected for this program who is not 18 years of age by election day shall be called an election page.
- An election page shall be in a volunteer position and shall not receive any compensation for performing his or her duties.
- Before beginning any duties, an election page shall take an oath before an election official.

- A college student selected for this program who is 18 years of age by election day and meets the qualifications in § 7-4-109 shall be an election official.
- Each student selected to be an election official shall take the oath of the election officials in § 7-4-110. A college student selected to be an election official shall be compensated according to § 7-4-112.

Ark. Code Ann. § 7-4-117 (Thomson/West 2006).

California

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Cal. Elec. Code §12302(a) (Thomson/West 2006).

Age Requirement

18 years of age.
Cal. Elec. Code § 2000(b) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Precinct on permanent basis with intention of making it home. A student may qualify as an elector if they have abandoned previous domicile.
Cal. Elec. Code § 2021(b); Cal. Elec. Code § 2025 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

State. A member of precinct board shall be a voter of the State. The member may serve only in precinct to which appointed.
Cal. Elec. Code §12302(b) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

No affiliation required. Any voter may file application with elections official to be Precinct Board member.
Cal. Elec. Code § 12300 (Thomson/West 2006).

Party affiliation does not appear to be required.
Cal. Elec. Code § 12108 (Thomson/West 2006).

Ninety days before election, political party county committee may nominate a registered resident of precinct to board. County officials give preference to nominees of parties with at least 10 percent of registered voters in precinct.
Cal. Elec. Code § 12306 (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Stipend and hours fixed by county.
Cal. Elec. Code §12310 (Thomson/West 2006).

Training, Certification and Oath Requirements

Currently varies by county. Certain minimum training required for inspectors.
Cal. Elec. Code § 12309 (Thomson/West 2006).

Legislation enacting uniform California training standards is pending.
Cal. Elec. Code § 12309.5 (Thomson/West 2006).

Binding declaration, to fully discharge duties, required.
Cal. Elec. Code § 12321 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No information available.

The Effect of Felon Status on Participation

Prohibited if in prison or on parole for the conviction of a felony.
Cal. Elec. Code § 2101; Cal. Const. Art. II, § 4 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if deemed mentally incompetent.
Cal. Elec. Code §2208; Cal. Const. Art. II, § 4 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must read and write the English language.
Cal. Elec. Code § 12303(a) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Translators. Translators hired where either foreign language speakers are 3 percent or more of population or elections officials determine need.
Cal. Elec. Code § 12303(b) (c) (Thomson/West 2006).

Student Election Assistant Statute

- At least 16 years of age at the time of the election;
- A high school senior with a grade point average of at least 2.5;
- A student in good standing, attending a public or private secondary educational institution;
- County sets pay, generally between $40 and $80.

Cal. Elec. Code §12302 (Thomson/West 2006).

Colorado

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered elector.
Colo. Rev. Stat. §1-6-101(1) (Thomson/West 2006).

Age Requirement

18 years of age.
Colo. Rev. Stat. §1-2-101(1) (a) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and precinct 30 days immediately prior to the date in which the person wants to vote.
Colo. Rev. Stat. §1-2-101(1) (b) (Thomson/West 2006).

Political subdivisions (counties) may provide additional or alternative qualifications for a person to become an eligible elector of a political subdivision.
Colo. Rev. Stat. §1-2-104, Colo. Rev. Stat. §1-1-104(1.5) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County then State. Must be political subdivision (county) resident. If enough registered electors of the political subdivision (county) are not available, then the appointing authority may appoint election judges who are registered electors of the State.
Colo. Rev. Stat. §1-6-101(3) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. For partisan elections in precincts that have an even number of election judges, each major political party is entitled to one-half of the election judges. For partisan elections in precincts that have an odd number of election judges, the major political parties divide the appointments of the extra election judges.
Colo. Rev. Stat. § 1-6-109(1) & (2) (Thomson/West 2006).

No later than 10 days after the precinct caucus in even-numbered years, the committeepersons of each precinct from each major political party shall submit to the county chairpersons of their respective political parties a list that was initiated at the precinct caucus and that recommends electors as election judges.
Colo. Rev. Stat. § 1-6-102(1) (Thomson/West 2006).

No later than the last Tuesday of April in even-numbered year, minor political parties may certify to the county clerk and recorder names of registered electors recommended to serve as election judges.
Colo. Rev. Stat. § 1-6-103.5 (Thomson/West 2006).

No later than the last Tuesday of April in even-numbered years, any registered elector who is unaffiliated with a political party or political organization may give notice in writing to the clerk and recorder of the county in which such elector resides offering to serve as an election judge.
Colo. Rev. Stat. § 1-6-103.7 (Thomson/West 2006).

If there are insufficient numbers on major party lists, then county clerk may appoint from lists submitted by minor political parties and unaffiliated voters.
Colo. Rev. Stat. § 1-6-104(3) (Thomson/West 2006).

Term Requirements

An election judge for a precinct shall serve for a two-year period beginning on the last Tuesday of May in even-numbered years and ending on the last Monday in May of the next even-numbered year or until replaced.
Colo. Rev. Stat. §1-6-104(1) (Thomson/West 2006).

Compensation and Hour Requirements

Stipend varies by county, but is not less than $5. A student election judge may receive the same compensation received by an election judge, but, in any case, not less than 75 percent of the compensation received by an election judge.
Colo. Rev. Stat. §1-6-115 (Thomson/West 2006).

Training, Certification and Oath Requirements

Attend a mandatory election judge class prior to each election at which they work.
Colo. Rev. Stat. §1-6-101(2) (c) (Thomson/West 2006).

County may require more training than State.
Colo. Rev. Stat. §1-6-101(6) (Thomson/West 2006).

Oath required.
Colo. Rev. Stat. §1-6-114 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

Candidate whose name appears on the ballot in the precinct that he is appointed to serve is prohibited. Candidate's immediate family members, related by blood or marriage to the second degree, are also prohibited.
Colo. Rev. Stat. §1-6-101(2) (e) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if ever been convicted of election fraud, any other election offense, or fraud.
Colo. Rev. Stat. § 1-6-101(2) (d) (Thomson/West 2006).

Prohibited while serving a sentence of detention or confinement in a correctional facility, jail, or other location for a felony conviction or while serving a sentence of parole.
Colo. Rev. Stat. § 1-2-103(4) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if physically and mentally unable to perform and complete assigned tasks.
Colo. Rev. Stat. § 1-6-101(c) (Thomson/West 2006).

However, no person confined in a state institution for the mentally ill shall lose the right to vote because of the confinement.
Colo. Rev. Stat. § 1-2-103(5) (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be physically and mentally able to perform and complete assigned tasks.
Colo. Rev. Stat. § 1-6-101(c) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Translators. If the county clerk and recorder find that a precinct is composed of three percent or more non-English-speaking eligible electors, the county clerk and recorder shall take affirmative action to recruit full-time or part-time staff members who are fluent in the language used by the eligible electors and in the English language.
Colo. Rev. Stat. § 1-2-202(4) (Thomson/West 2006).

Student Election Assistant Statute

- US citizen at time of election;
- Physically and mentally able to perform assigned tasks;
- Attend a class of instruction prior to each election;
- Never been convicted of election fraud, any other election offense, or fraud;
- Not a member of the immediate family of a candidate whose name appears on the ballot in the precinct that he is appointed to serve;
- 16 years of age or older;
- In good standing attending a public, private secondary school, or home schooled; and
- Parent or legal guardian has consented to their service as a student election judge.

Colo. Rev. Stat. 1-6-101(7) (Thomson/West 2006).

Compensated either at the same rate, or not less than 75 percent of the rate, of an adult election judge.
Colo. Rev. Stat. §1-6-115 (Thomson/West 2006).

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Connecticut

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Moderators or checkers must be electors of the town.
Conn. Gen. Stat. § 9-258; Conn. Gen. Stat. § 9-436(d) (Thomson/West 2006).

Voting machine tenders and unofficial checkers must be registered electors.
Conn. Gen. Stat. § 9-233; Conn. Gen. Stat. § 9-235; Conn. Gen Stat. § 9-12(a) (Thomson/West 2006).

Voting machine mechanics do not have to be electors.
Conn. Gen Stat. § 9-258 (Thomson/West 2006).

Age Requirement

18 years of age.
Conn. Gen Stat. § 9-12(a) (Thomson/West 2006).

16 or 17 years of age if meets qualification of Conn. Gen Stat. § 9-235d (a).

Residency Place and Term Required for Voter Registration

Bona fide resident of the town to which the citizen applies.
Conn. Gen Stat. § 9-12(a) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Generally town or district.
Conn. Gen Stat. § 9-229(a); Conn. Gen Stat. § 9-233; Conn. Gen Stat. § 9-234; Conn. Gen Stat. § 9-235; Conn. Gen Stat. § 9-258 (Thomson/West 2006).

Voting machine mechanics do not have residency requirements.
Conn. Gen Stat. § 9-258 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. Election officials shall be appointed at least 20 days before the election except as provided in § 9-229.
Conn. Gen Stat. § 9-249(a) (Thomson/West 2006).

The election officials of each polling place, except voting machine mechanics, shall be electors of the town and shall consist of one moderator, two checkers, two registrars of voters or two assistant registrars of voters, as the case may be, of opposite political parties.
Conn. Gen. Stat. § 9-258 (Thomson/West 2006).

The registrars of voters in towns/districts appoint moderators and designate alternate moderators as a reserve group.
Conn. Gen Stat. § 9-229(a) (Thomson/West 2006).

Registrars also appoint least one, and not more than two, electors of such town as voting machine tenders, unless the municipality has established two shifts for election officials, in which case the registrars shall appoint one or two electors for each shift.
Conn. Gen Stat. § 9-233 (Thomson/West 2006).

Registrars shall appoint some suitable person to be a checker of the voting list in each district, unless the municipality has established two shifts.
Conn. Gen Stat. § 9-234 (Thomson/West 2006). (Conn. Gen Stat. § 9-258 requires two checkers).

For primaries, registrars shall appoint from among the enrolled party members in the municipality or political subdivision holding the primary, as the case may be. If numbers are insufficient may appoint from larger geographic area or from outside the party.
Conn. Gen. Stat. § 9-436(d) (Thomson/West 2006).

At any election or primary, any person may serve as a runner solely to enter and leave a polling place and the restricted area surrounding the polling place for the purpose of taking outside the polling place and said area, information identifying electors who have cast ballots at such election or primary.
Conn. Gen Stat. § 9-235b (Thomson/West 2006).

The role of unofficial checker ("party" checker) is present to allow political parties to keep track of the number of persons voting during an election. Appointments are from the town party chairman's list which must be provided 48 hours in advance.
Conn. Gen Stat. § 9-235 (Thomson/West 2006).

Term Requirements

Moderators are certified for four year terms but must be appointed prior to each election.
Conn. Gen Stat. § 9-229(c) (Thomson/West 2006).

Voting machine tenders, checkers, and unofficial checkers are appointed prior to each election.
Conn. Gen Stat. § 9-233; Conn. Gen Stat. § 9-234; Conn. Gen Stat. § 9-235(a) (Thomson/West 2006).

Compensation and Hour Requirements

Part-time available for voting machine tenders, checkers, and unofficial checkers.
Each municipality, by a majority vote of its legislative body, may establish, except for unofficial checkers and the moderator, two shifts of election officials for each polling place. However, all members of both shifts who are required to sign returns, including checkers and assistant registrars, if any, of both shifts, shall be present at the closing of the polls and shall remain until all returns have been executed.
Conn. Gen Stat. § 9-258(a) (Thomson/West 2006).

Registrar decides if unofficial checkers can work in shifts.
Conn. Gen Stat. § 9-235(a) (Thomson/West 2006).

Election official compensation is set by municipality or subdivision.
Conn. Gen Stat § 7-460 (Thomson/West 2006).

An unofficial checker appointed pursuant to this section may receive compensation from the municipality in which the election is held.
Conn. Gen Stat § 9-235(d) (Thomson/West 2006).

Training, Certification and Oath Requirements

Instruction is given to moderators in accordance with a curriculum devised by the Secretary of State.
Conn. Gen Stat. § 9-229(b) (Thomson/West 2006).

Secretary of State issues a four year certification to each candidate for moderator who successfully completes an instructional session and an examination administered by the secretary. Certification is required to serve as a moderator.
Conn. Gen Stat. § 9-229(c) (Thomson/West 2006).

Registrars, certified moderator and certified mechanic shall instruct each election official who is to serve in a voting district in which a voting machine is to be used in the use of the machine and his duties in connection therewith.
Conn. Gen Stat. § 9-249(a) (Thomson/West 2006).

Election officials shall attend the elections training program developed under subdivision (1) of subsection (c) of § 9-192a and any other meeting or meetings as are called for the purpose of receiving such instructions concerning their duties as are necessary for the proper conduct of the election.
Conn. Gen Stat. § 9-249(b) (Thomson/West 2006).

Each election official who qualifies for and serves in the election shall be paid not less than one dollar for the time spent in receiving such instruction, in the same manner and at the same time as the official is paid for the official's services on election day.
Conn. Gen Stat. § 9-249(c) (Thomson/West 2006).

No election official shall serve in any election unless the official has received such instruction and is fully qualified to perform the official's duties in connection with the election, but this shall not prevent the appointment of an election official to fill a vacancy in an emergency.
Conn. Gen Stat. § 9-249(d) (Thomson/West 2006).

Oath required.
Conn. Gen Stat. § 9-231 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

A known candidate for any office shall not serve as an election official on election day or serve at the polls in any capacity, except that a municipal clerk or a registrar of voters, who is a candidate for the same office, may perform his official duties.
Conn. Gen Stat. § 9-258 (Thomson/West 2006).

No candidate or member of the immediate family of a candidate shall transport, prepare, repair or maintain a voting machine. No provision of this section shall prohibit (1) a member of the immediate family of a candidate from serving as a moderator or (2) a candidate for the office of registrar of voters or a member of the immediate family of such a candidate from serving as a voting machine mechanic.
Conn. Gen Stat. § 9-247a (Thomson/West 2006).

No candidate for an office in an election may be an unofficial checker.
Conn. Gen Stat. § 9-235(d) (Thomson/West 2006).

No candidate may perform the functions of a runner.
Conn. Gen Stat. § 9-235b (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited until rights are restored. Prohibited, if convicted of a felony and committed to confinement in a federal or other state correctional institution or facility or community residence, until submission of written or other satisfactory proof to the admitting official, that all fines in conjunction with the conviction have been paid and that such person has been discharged from confinement, and, if applicable, parole.
Conn. Gen Stat. § 9-46; Conn. Gen Stat. § 9-46(a) (Thomson/West 2006).
Note: Because voting machine mechanics do not have to be electors, this prohibition applies to all election officials other than voting machine mechanics.
Conn. Gen Stat. § 9-258 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if mentally incompetent.
Conn. Gen Stat. § 9-12(a) (Thomson/West 2006).
Note: Because voting machine mechanics do not have to be electors, this prohibition applies to all election officials other than voting machine mechanics.
Conn. Gen Stat. § 9-258 (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

May be appointed as a checker, translator or voting machine tender in an election if:

- 16 or 17 years of age;
- A bona fide resident of a town;
- Attend poll worker training; and
- Receive the written permission of a parent, guardian or the principal of the school that the citizen attends if the citizen is a secondary school student and the citizen is to be appointed to work on a day when such school is in session.

Conn. Gen Stat. § 9-235d (a) (Thomson/West 2006).

Delaware

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
15 Del. Code Ann. §4701(a) (Thomson/West 2006).

Age Requirement

18 years of age.
15 Del. Code Ann. §1701.

College student exception- If under 18 years of age must provide authorization signed by faculty member or school dean.
15 Del. Code Ann. §4701(a) (2) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

For purpose of election officer position must be a citizen and bona fide resident of the State.
15 Del. Code Ann. §1701 (Thomson/West 2006).

A bona fide State resident is one "who shall have been a resident thereof one year next preceding an election, and for the last three months a resident of the county, and for the last thirty days a resident of the election district."
Del. Const., Art. 5, §2 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

District then county. Election district residency required unless insufficient numbers require appointments of county residents.
15 Del. Code Ann. §4701(a).

College student exception. Delaware residents who are registered voters and who are enrolled as at least half-time students in colleges or universities within the respective county may be appointed as election officers for that county.
15 Del. Code Ann. §4701(a) (2) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. The county executive committee of each of the two principal political parties shall submit no later than February 1st of each general election year a list containing the names of eight registered voters for each election district in the county. Election officers will be appointed from lists unless the names submitted are not sufficient, in which case the department of elections will make appointments first from election district and secondarily from representative district (county). No more than bare majority of election officers may be from same political party.
15 Del. Code Ann. §4701(a) (Thomson/West 2006).

Term Requirements

During the month of April in each general election year each department shall appoint election officers and their term shall last from the day of their appointment to April 1st of the next general election year.
15 Del. Code Ann. §4701(b) (1) (Thomson/West 2006).

Compensation and Hour Requirements

The compensation for election officers is set at the rates in effect as of January 1, 2005. These rates may be adjusted periodically as authorized in the State's Budget Act. Election officers shall be paid $15 for each day's service in performing any duty required on a day other than a day of an election except as otherwise provided in this title. Election officers required to attend an additional training session other than that required in § 4741 shall be paid $25 for that training.
15 Del. Code Ann. §4707 (Thomson/West 2006).

Training, Certification and Oath Requirements

The departments of elections shall train the appointed election officers on their duties. This training shall include instruction on applicable election law, the proper conduct of the election and operation of the voting machines.
15 Del. Code Ann. §4741 (Thomson/West 2006).

Oath required.
15 Del. Code Ann. §4904 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No information available.

The Effect of Felon Status on Participation

Prohibited if convicted of a felony.
15 Del. Code Ann. §1701 (Thomson/West 2006).

Prohibited for 10 years following conviction and sentence if convicted of election offense pursuant to Delaware Constitution Article V, § 7.
15 Del. Code Ann. §1701 (Thomson/West 2006).

Felons *other than* those who have been convicted of murder, manslaughter, certain sexual crimes, or offenses against offices of public administration such as bribery, can either seek a pardon or wait five years from the completion of their sentence for their rights to be restored.
Del. Const., Art. 5, §2, ch. 2 (Thomson/West 2006).
Note: There appears to be a conflict between the Delaware Constitution and the statute regarding whether felons may ever qualify to register to vote.

The Effect of Mental Incapacitation on Participation

Prohibited if adjudged mentally incompetent. The term "adjudged mentally incompetent" refers to a specific finding in a judicial guardianship or equivalent proceeding, based on clear and convincing evidence that the individual has a severe cognitive impairment which precludes exercise of basic voting judgment.
15 Del. Code Ann. §1701 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read Delaware's Constitution in the English language and write his or her name; but these requirements shall not apply to any person who by reason of physical disability shall be unable to comply therewith.
Del. Const., Art. 5, §2, Cl. 1 (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

County executive committee of each of the two principal political parties may nominate or the county departments of elections may recruit students if:

- Delaware citizen;
- Full-time student;
- At least 16 years of age on or before November 1st in the year of a general election; and
- Has an authorization signed by the person's parent or guardian as well as the principal of the school the student attends.

15 Del. Code Ann. §4701(a) (1) (Thomson/West 2006).

College Students Registered Out of County
Counties may appoint Delaware residents who are registered voters, and who are enrolled as at least half-time students in colleges or universities within the respective county, as election officers for that county. If student is under 18 years of age on or before the day of the general election, student shall present an authorization signed by a faculty member or dean of the school they attend, on the form promulgated by the commissioner of elections, to the respective county departments of elections prior to being appointed.
15 Del. Code Ann. §4701(a) (2) (Thomson/West 2006).

District of Columbia[1]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified registered elector.
D.C. Code Ann. §1-1001.05(e) (4) (Thomson/West 2006).

Age Requirement

18 years of age.
D.C. Code Ann. §1-1001.02 (2) (b) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

District resident or domiciliary for 30 days preceding election.
D.C. Code Ann. §1-1001.02 (2) (a) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

District.
D.C. Code Ann. §1-1001.05(e)(4) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

No affiliation required.

Term Requirements

No information available.

Compensation and Hour Requirements

On the Monday, prior to election day, all workers will meet at their assigned polling place to receive their supplies and set-up their work stations; this usually takes two to three hours. On election day, approximately 6:15 a.m. to 9:00 p.m. or until released by precinct captain. Time is also required for mandatory training.
Stipends: captain $150 per election, captain trainee $125 per election, and polling place workers $100 per election.
http://www.dcboee.org/serv/elec_day/payment.shtm (2006).

Training, Certification and Oath Requirements

Orientation program where applicant is provided general information on the District's voting system. A quiz is given to test applicant's interest in the work and retention abilities. Applicants passing the quiz will be

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[1] Many Board of Elections & Ethics rules on poll workers are not formally codified, but are posted on web site. http://www.dcboee.org/serv/elec_day_work_index.shtm (2006).

invited to complete a formal application. Persons successfully completing the orientation program will attend a mandatory training session on the duties and responsibilities of each member of the polling place team.
http://www.dcboee.org/serv/elec_day/Recruitment.shtm#orientation (2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No information available.

The Effect of Felon Status on Participation

Incarcerated felons prohibited.
D.C. Code Ann. §1-1001.02 (7) (a) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudged mentally incompetent.
D.C. Code Ann. §1-1001.02 (2) (C) (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Precinct Technician College Pollworker Program. Program for college students who are not "qualified registered electors." Part day possible. Training required.
D.C. Code Ann. §1-1001.05(e) (4) (Thomson/West 2006); Information received by DCBOEE.

Student Election Assistant Statute

- At least 16 years of age;
- Resident of the District of Columbia; and
- Enrolled in or have graduated from a public or private secondary school or an institution of higher education.

D.C. Code Ann. §1-1001.05(e) (4)
May choose between receiving stipend and community service hours and part day is possible.
http://www.dcboee.org/serv/Download_index.shtm (2006).

Florida

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered, qualified elector.
Fla. Stat. §102.012(2) (Thomson/West 2006).

Age Requirement

18 years of age or 17 years of age and pre-registered.
Fla. Stat. §97.041(1) (b); Fla. Stat. §102.012(2) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and county residency.
Fla. Stat. §97.041 (1) (a) 3 & 4 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
Fla. Stat. §102.012(2) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

No affiliation required. At least 20 days before election the county supervisor of elections appoints election board, comprised of clerks and inspectors, for each precinct.
Fla. Stat. §102.012(1) (Thomson/West 2006).

No election board can consist solely of members of one party, unless it's a primary where only one party has candidates on ballot, and then all workers may be members of that party.
Fla. Stat. §102.012(2) (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

6:00 a.m. until at least 7:00 p.m. or until all voters in line at official poll closing have had an opportunity to vote and duties have been discharged.
Fla. Stat. §100.011(1); Fla. Stat. §102.012(4) (Thomson/West 2006).

Compensation for precinct service required and determined by county supervisors.
Fla. Stat. §102.021(1) (Thomson/West 2006).

Compensation for training available.
Fla. Stat. §112.061 (Thomson/West 2006).

Training, Certification and Oath Requirements

County supervisor of elections must provide training pursuant to uniform statewide training curriculum. Minimum three hours for clerks and two hours for inspectors. Clerks must demonstrate working knowledge of laws and procedures relating to voter registration, system operation, balloting and polling procedures, and conflict and problem resolution skills.
Fla. Stat. §102.014(1), (4) (a) & (b) (Thomson/West 2006).

Oath required.
Fla. Stat. §102.012(1) (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

Opposed candidates prohibited.
Fla. Stat. §102.012(2) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if has been convicted of any felony by any court of record and not had right to vote restored pursuant to law.
Fla. Stat. §97.041 (2) (b); Fla. Const. Art. VI, § 4 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated mentally incapacitated with respect to voting in any state, and right to vote has not been restored pursuant to law.
Fla. Stat. §97.041 (2) (a); Fla. Const. Art. VI, § 4 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must read and write the English language.
Fla. Stat. §102.012(2) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

No information available.

Georgia

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Voter registration not required.
Ga. Code Ann. §21-2-92 (Thomson/West 2006).

Age Requirement

16 years of age.
Ga. Code Ann. §21-2-92 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Not relevant.

Residency Requirement for Service (State, County or Precinct)

County or municipality. In the case of municipal elections, must be resident of the municipality in which the election is to be held or of the county in which that municipality is located.
Ga. Code Ann. §21-2-92(a) (Thomson/West 2006).

However, where municipal election is held in conjunction with a regular county, State, or Federal election, poll officers assigned by the county election superintendent shall also be authorized to serve as poll officers to conduct such municipal election or primary and shall not be required to be residents of said municipality.
Ga. Code Ann. §21-2-92(b) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation not required. The political parties involved can submit a list of qualified persons for consideration in making appointments for precinct managers. When such lists are submitted to the appropriate office, the superintendent or municipal governing authority, insofar as practicable, will make appointments so that there is equal representation on the boards for the political parties involved.
Ga. Code Ann. §21-2-90 (Thomson/West 2006).

Term Requirements

No term requirements.

Compensation and Hour Requirements

Compensation is fixed and paid by the county or, in the case of municipal elections, by the governing authority. In some counties with a population of 200,000 or more according to most current census, the minimum compensation for the chief manager is $95 per day; the minimum pay for assistant managers is $66 per day; minimum pay for clerks is $60 per day.
Ga. Code Ann. §21-2-98 (Thomson/West 2006).

Training, Certification and Oath Requirements

Training and certificate required to work at polls. County election superintendent must provide adequate training to all poll officers and poll workers prior to each general primary and general election and each special primary and special election. Each poll officer must receive a certificate from the election superintendent. However, such training is not required for a special election that is held between the date of the general primary and general election.
Ga. Code Ann. §21-2-99(a) (Thomson/West 2006).

Elected Public Officials Prohibited

No person who is holding public office, other than a political party office, is eligible to serve as a poll officer.
Ga. Code Ann. §21-2-92 (Thomson/West 2006).

Candidates Prohibited

No candidates and close relatives (parent, spouse, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law) are eligible to serve as a poll officer in any precinct in which such candidate's name appears on the ballot in any primary or election.
Ga. Code Ann. §21-2-92 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if, under the laws of any state or the United States, individual is convicted and sentenced, in any court of competent jurisdiction, for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude, unless civil rights have been restored and at least 10 years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude. Additionally, the person shall not be holding illegally any public funds.
Ga. Code Ann. §21-2-8 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if not a judicious, intelligent, and upright citizen.
Ga. Code Ann. §21-2-92(a) (Thomson/West 2006).

English Fluency and Literacy Requirement

All poll officers must be able to read, write, and speak the English language.
Ga. Code Ann. § 21-2-92(a) (Thomson/West 2006).

Good Reputation Requirement

Shall be judicious, intelligent, and upright citizens.
Ga. Code Ann. §21-2-92(a) (Thomson/West 2006).

Alternative Positions with Different Requirements

None.

Student Election Assistant Statute

Anyone over the age of 16 can serve if meets all other qualifications.
Ga. Code Ann. §21-2-92(a) (Thomson/West 2006).

Guam

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
3 Guam Code Ann. § 4105 (Thomson/West 2006).

Age Requirement

18 years of age.
3 Guam Code Ann. § 3101 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Resident of Guam for general elections and resident of municipality for municipal elections.
3 Guam Code Ann. § 3101 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

District.
3 Guam Code Ann. § 4105(a) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation not required. Not less than 60 days prior to any election the election commission appoints the members of the several precinct boards.
3 Guam Code Ann. § 4103 (Thomson/West 2006).

No affiliation required in statute.
3 Guam Code Ann. § 4105(a) (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

$170 for services rendered for each election.
3 Guam Code Ann. § 4104 (Thomson/West 2006).

Training, Certification and Oath Requirements

The election commission, pursuant to the Administrative Adjudication Act, shall set forth a training program for precinct board members which shall include passage of a standardized examination of the precinct board members' knowledge of the election laws necessary to perform their duties.
3 Guam Code Ann. § 4105 (Thomson/West 2006).

Oath required.
3 Guam Code Ann. § 4106 (Thomson/West 2006).

Elected Public Officials Prohibited

No person holding an elective office is eligible to serve as a poll officer.
3 Guam Code Ann. § 4104 (Thomson/West 2006).

Candidates Prohibited

No person who is a candidate or nominee for elective office is eligible to serve as a poll officer.
3 Guam Code Ann. § 4104 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if committed under a sentence of imprisonment.
3 Guam Code Ann. § 3101 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if confined to a mental institution or judicially declared insane.
3 Guam Code Ann. § 3101 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must read or write the English language.
3 Guam Code Ann. § 4105 (Thomson/West 2006).

Good Reputation Requirement

Election commission shall remove any such officials who shall be found guilty of nonfeasance or misfeasance in connection with the performance of their duties relative to the conduct of elections.
3 Guam Code Ann. § 2103(a) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

The election commission may appoint to the position of clerk, not more than two students per precinct possessing the following qualifications:

- 16 years old at the time of the election;
- U.S. citizen;
- Is a student in good standing attending a public or private secondary educational institution; and
- Is a senior and has a grade point average of at least 2.5 on a 4.0 scale.

3 Guam Code Ann. § 4105(b) (Thomson/West 2006).

Hawaii

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Qualified, non-registered individuals may serve where there are no registered voters available.
Haw. Rev. Stat. Ann. § 11-72(b) (1) (Thomson/West 2006).
Note: Non-registered voters have never actually been used. To work at the polls, a non-registered voter would still have to be eligible to register, which includes being a U.S. citizen, a resident of Hawaii, and at least 18 years old.
Rhowell Ruiz, Voter Services Specialist, Office of Elections, Hawaii (2006).

Age Requirement

18 years of age.
Haw. Rev. Stat. Ann. § 11-11 (Thomson/West 2006).

16 years of age under certain circumstances. An individual who is otherwise qualified to register and is at least 16 years of age is allowed to pre-register upon satisfactory proof of age and be automatically registered upon reaching 18 years of age.
Haw. Rev. Stat. Ann. § 11-12(b) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

County and precinct residence. The residence of a person is that place in which the person's habitation is fixed, and to which, whenever the person is absent, the person has the intention to return.
Haw. Rev. Stat. Ann. § 11-13(1) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct, then district, then non-registered. Precinct residents, but if qualified persons in the precinct are not available to serve, appointments may be made from the representative district. If there are still not enough officials, otherwise qualified individuals, even if they are not registered voters, may serve if they have reached the age of 16 by June 30 of the election year.
Haw. Rev. Stat. Ann. § 11-72(b) (1) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. So far as reasonably practicable, excepting the chairperson of the precinct officials, not more than 50 percent of the precinct officials in a precinct can be of the same political party.
Haw. Rev. Stat. Ann. § 11-71 (Thomson/West 2006).

All qualified political parties must submit names for precinct officials to the chief election officer no later than 4:30 p.m. on the 60th day prior to the close of filing for any primary, special primary or special election. If any party fails to submit the required names by the above deadline, or names sufficient to fill the positions to which it would be entitled, assignment of positions to which the party would otherwise be entitled may be made without regard to party affiliation.
Haw. Rev. Stat. Ann. § 11-72(a) (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Precinct officials working in electronic ballot and voting machine elections are compensated pursuant to a schedule established by the chief election officer.
Haw. Rev. Stat. Ann. § 11-76(a) (Thomson/West 2006).

Precinct officials working in elections with paper ballots receive the same base amounts as they would in an electronic ballot election as well as $5 for each three hundred ballots or portion thereof cast at that precinct.
Haw. Rev. Stat. Ann. § 11-76(b) (Thomson/West 2006).

Training, Certification and Oath Requirements

New poll workers are required to attend training prior to each election and to pass a certification exam; it is at the discretion of the chief election officer or the county clerk to require those poll workers with previous elections experience and training to attend additional training. When a qualified certified person is not available, a person who has not received such instruction or such certificate but who is otherwise qualified to fill a vacancy among precinct officials, may be assigned. Periodic recertification shall be required.
Haw. Rev. Stat. Ann. § 11-73 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidate for elective office may serve as a precinct official in the same election in which the person is a candidate. No candidate who failed to be nominated in the primary or special primary election may serve as a precinct official in the following general election. No parent, spouse, reciprocal beneficiary, child, or sibling of a candidate may serve as a precinct official in any precinct where votes may be cast for the candidate.
Haw. Rev. Stat. Ann. § 11-72(b) (3) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if sentenced for a felony, from the time of the person's sentence until the person's final discharge, but if execution of sentence is suspended with or without the defendant being placed on probation or the defendant is paroled after commitment to imprisonment, the defendant may vote during the period of the suspension or parole.
Haw. Const. Art II § 2; Haw. Rev. Stat. Ann. § 831-2(a) (1) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if *non compos mentis*.
Haw. Const. Art II § 2 (Thomson/West 2006).

English Fluency and Literacy Requirement

Precinct officials shall be able to read and write the English language.
Haw. Rev. Stat. Ann. § 11-72(a) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

If qualified persons either in or without the precinct or representative district are not available to serve, the chief election officer may designate precinct officials who are not registered voters if the persons so designated are otherwise qualified and shall have attained the age of 16 years on or before June 30, of the year of the election in which they are appointed to work.
Haw. Rev. Stat. Ann. §11-72(b) (1) (Thomson/West 2006).

Idaho

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

No registration required.
Tim Hurst, Chief Deputy of Secretary of State's office (2006).

Age Requirement

No statutory age requirement, but "Qualified" in *Idaho Code § 34-303* means capable of performing the functions of a poll worker and is left to the discretion of the county clerk.
Tim Hurst, Chief Deputy of Secretary of State's office (2006).

Residency Place and Term Required for Voter Registration

Not applicable.

Residency Requirement for Service (State, County or Precinct)

Precinct or county. "The precinct committeemen shall recommend persons for the position in their respective precincts to the county clerk..."
Idaho Code § 34-303 (Thomson/West 2006).

There is no statutory requirement that poll workers work in their own precinct, however, that has been the practice.
Tim Hurst, Chief Deputy of Secretary of State's office (2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation preferred. The precinct committeemen shall recommend persons for the position in their respective precincts to the county clerk in writing at least 10 days prior to the date on which any appointment shall be made and the county clerk shall appoint the judges from such lists if the persons recommended are qualified.
Idaho Code § 34-303 (Thomson/West 2006).

Each election board must "contain personnel representing all existing political parties if a list of applicants has been provided to the county clerk by the precinct committeemen of the precincts" at least 60 days prior to a primary election.
Idaho Code § 34-303 (Thomson/West 2006).

Since Idaho is an open primary State, poll workers are appointed from the list of people provided by the precinct committeemen and it is assumed that they are from the respective parties. If names are not submitted, the county clerk can select whomever he/she chooses to serve without regard to party affiliation.
Tim Hurst, Chief Deputy of Secretary of State's office (2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Compensation is determined by the board of county commissioners but is not less than the minimum wage as prescribed by the laws of the state.
Idaho Code § 34-303 (Thomson/West 2006).

Training, Certification and Oath Requirements

Elections in which voting machines are used.

(1) Before each election at which voting machines or vote tally systems are to be used, the county clerk of a county, or the clerk of a city, district or other political subdivision, in which voting machines or vote tally systems are to be used, shall cause them to be properly prepared and shall cause the election board to be properly instructed in their use.

(2) For the purpose of giving such instruction, the county clerk shall call the meeting or meetings of the election board that are necessary. Each election board shall attend the meetings and receive the instruction necessary for the proper conduct of the election with the machine or vote tally system.

(3) No election board judge or clerk shall serve in any election at which a voting machine or vote tally system is used unless he has received the required instruction and is fully qualified to perform the duties in connection with the machine or vote tally system; but this requirement shall not prevent the appointment of an election board clerk to fill a vacancy in an emergency.

Idaho Code § 34-2413 (Thomson/West 2006).

Elections in which no voting machines are used (1/3 of Idaho's counties do not use voting machines or vote tally equipment). The Secretary of State conducts workshops with the county clerks and the clerks then train poll workers on their responsibilities. There are no minimum requirements on the curriculum.
Tim Hurst, Chief Deputy of Secretary of State's office (2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No information available.

The Effect of Felon Status on Participation

No statutory prohibition against felons serving, but "qualified" in *Idaho Code § 34-303* means capable of performing the functions of a poll worker and is left to the discretion of the county clerk.
Tim Hurst, Chief Deputy of Secretary of State's office (2006).

The Effect of Mental Incapacitation on Participation

No statutory prohibition against mentally incapacitated serving, but "qualified" in *Idaho Code § 34-303* means capable of performing the functions of a poll worker and is left to the discretion of the county clerk.
Tim Hurst, Chief Deputy of Secretary of State's office (2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

A county clerk may appoint not more than two students per precinct to serve under the direct supervision of election board members designated by the county clerk. A student may be appointed, notwithstanding lack of eligibility to vote, if the student possesses the following qualifications:

- Is at least 17 years of age at the time of the election for which he or she is serving as a member of an election board; and
- Is a citizen of the United States.

Idaho Code § 34-303(1) & (2) (Thomson/West 2006).

Illinois[2]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be registered to vote.
10 Ill. Comp. Stat. §5/13-4(a) (7); 10 Ill. Comp. Stat. §5/14-1(b) (7) (Thomson/West 2006).

Age Requirement

18 years of age by next election.
10 Ill. Comp. Stat. §5/4-2 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and precinct for at least 30 days.
10 Ill. Comp. Stat. §5/4-2 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct, or for a limited number, county. Judges must reside and be entitled to vote in precinct serving, except that one judge from each party can be from county within which precinct lies.
10 Ill. Comp. Stat. §5/13-4(a) (7); 10 Ill. Comp. Stat. §5/14-1(b) (7) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required. Election judges represent two major political parties. In May of even-numbered years, the county board of commissioners appoints five judges to each precinct. Three appointees from a certified list provided by the county central committee of the first leading party, and two appointees from a list provided by the second leading party (if only three judges are appointed then the ratio becomes 2:1). Certified list must be submitted 10 days before commissioners' annual meeting and must name at least two precinct residents for each precinct where party will have three judges, and one precinct resident for each precinct where party will have two judges.
10 Ill. Comp. Stat. §5/13-1; 10 Ill. Comp. Stat. §5/14-3.1 (Thomson/West 2006).

If list inadequate, then commissioners can use supplemental list, trying first to find precinct residents and if not possible, appointing county residents. If supplemental list is inadequate, then alternate appointments may be made outside list if person is otherwise qualified.
10 Ill. Comp. Stat. §5/13-1.1; 10 Ill. Comp. Stat. §5/14-3.2 (Thomson/West 2006).

For counties under township organization similar process governed by county board, but county central committee shall notify board, by June 1st of each odd-numbered year immediately preceding board's annual meeting, as to whether or not it will submit certified list of judge recommendations.
10 Ill. Comp. Stat. §5/13-2 (Thomson/West 2006).

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[2] 10 Ill. Comp. Stat. 5/13 governs where the boards of election commissioners does not have jurisdiction, and 10 Ill. Comp. Stat. 5/14 governs where the boards of elections commissioners oversee elections.

Term Requirements

Two years.
10 Ill. Comp. Stat. §5/13-1; 10 Ill. Comp. Stat. §5/14-3.1 (Thomson/West 2006).

Compensation and Hour Requirements

Varies by county or municipality.
10 Ill. Comp. Stat. §5/13-10; 10 Ill. Comp. Stat. §5/14-9.5 (Thomson/West 2006).

Time off from work.
- Give employer at least 20 days' written notice.
- An employer may not penalize an employee for that absence other than a deduction in salary for the time absent.
- Not applicable to an employer with fewer than 25 employees.
- An employer with more than 25 employees shall not be required to permit more than 10 percent of the employees to be absent on the same election day.

10 Ill. Comp. Stat. §5/13-2.5; 10 Ill. Comp. Stat. §5/14-4.5 (Thomson/West 2006).

Training, Certification and Oath Requirements

Election judges are commissioned as officers of the Circuit Court.
10 Ill. Comp. Stat. §5/13-3; 10 Ill. Comp. Stat. §5/14-5 (Thomson/West 2006).

Prior to serving, all the judges must have completed at least 4 hours of training, passed an exam, and taken an oath.
10 Ill. Comp. Stat. §5/13-2.2; §5/13-8; 10 Ill. Comp. Stat. §5/14-4.1(6); §5/14-7 (Thomson/West 2006).

Prior to being commissioned at least one judge in each precinct, from both major political parties, must have completed a training course required pursuant to 10 Ill. Comp. Stat. §5/13-2.2; 10 Ill. Comp. Stat. §5/14-4.1.
10 Ill. Comp. Stat. §5/13-3; 10 Ill. Comp. Stat. §5/14-5 (Thomson/West 2006).

Elected Public Officials Prohibited

No elected committeemen may serve.
10 Ill. Comp. Stat. §5/13-4(a) (6); 10 Ill. Comp. Stat. §5/14-1(b) (6) (Thomson/West 2006).

Candidates Prohibited

No candidates may serve.
10 Ill. Comp. Stat. §5/13-4(a) (6); 10 Ill. Comp. Stat. §5/14-1(b) (6) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if legally convicted, in any State or in any Federal court, of any crime, and serving a sentence of confinement in any penal institution, or if convicted under any election law and serving a sentence of confinement in any penal institution, until release from confinement.
10 Ill. Comp. Stat. §5/3-5; 10 Ill. Comp. Stat. §5/14-1(b) (5) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if not of good understanding and capable.
10 Ill. Comp. Stat. §5/13-4(a) (5); 10 Ill. Comp. Stat. §5/14-1(b) (5) (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to speak, read and write the English language and be skilled in four rules of math.
10 Ill. Comp. Stat. §5/13-4(a) (3) - (4); 10 Ill. Comp. Stat. §5/14-1(b) (3) - (4) (Thomson/West 2006).

Good Reputation Requirement

Must be of good repute and character.
10 Ill. Comp. Stat. §5/13-4(a) (2); 10 Ill. Comp. Stat. §5/14-1(b) (2) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

Students must:

- Be at least 17 years old and a student in good standing enrolled in a public or private secondary school;
- Be a United States citizen or will be a citizen at the time of the election;
- Have cumulative GPA of 3.0 on a 4.0 system;
- Have written approval from a parent or guardian, and your school principal; and
- Satisfactorily complete the election judge training course.

10 Ill. Comp. Stat. §5/13-4(b); 10 Ill. Comp. Stat. §5/14-1(c) (Thomson/West 2006).

Indiana

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be registered to vote.
Ind. Code §3-6-6-1(d); Ind. Code §3-6-6-2(c); Ind. Code §3-6-6-3(c); Ind. Code §3-6-6-5(c) (Thomson/West 2006).

Age Requirement

18 years of age at next election. May vote in primaries if will be 18 years of age by date of related election.
Ind. Code §3-7-13-1(1); Ind. Code §3-7-13-2 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Precinct resident for at least 30 days.
Ind. Code §3-7-13-1(3) (Thomson/West 2006).

May vote in primaries if will be resident for 30 days by date of related election.
Ind. Code §3-7-13-2 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
Ind. Code §3-6-6-1(d); Ind. Code §3-6-6-2(c); Ind. Code §3-6-6-3(c); Ind. Code §3-6-6-5(c) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required. County chairmen of the major political parties nominate precinct election officers no later than 21 days before an election. Other than for the inspector position, precinct election officers may be nominated for half day shifts, as long as a concurrent nomination is made for the second half of the day.
Ind. Code §3-6-6-10 (a) & (b) (Thomson/West 2006).

If a county chairman fails to make timely nomination, the county election board may fill a vacancy in a precinct election office by majority vote of the county election board beginning noon 14 days before election day.
Ind. Code §3-6-6-13 (Thomson/West 2006).

County election board appoints precinct election board consisting of one inspector nominated by party whose candidate for secretary of state received the highest vote and two judges, two poll clerks, two sheriffs and possibly two assistant poll clerks, one of each nominated by the two major political parties.
Ind. Code §3-6-6-8; Ind. Code §§3-6-6-1, 2, 3, & 4 (Thomson/West 2006).

Term Requirements

The appointment of a precinct election officer and the swearing of an oath create a binding contract for the officer's services that expires when the canvass of the precinct is complete.
Ind. Code §3-6-6-37 (Thomson/West 2006).

Compensation and Hour Requirements

Part time possible. Other than for the inspector position, precinct election officers may be nominated for half day shifts, as long as a concurrent nomination is made for the second half of the day.
Ind. Code §3-6-6-10 (a) & (b) (Thomson/West 2006).

Compensation fixed by county executive.
Ind. Code §3-6-6-25 (Thomson/West 2006).

Inspector may be compensated for additional services.
Ind. Code §3-6-6-26 (Thomson/West 2006).

Meals or meal allowance provided on election day.
Ind. Code §3-6-6-31 (Thomson/West 2006).

Training, Certification and Oath Requirements

County board shall conduct training no later than day before election day. Inspectors are required to attend, and county board may require attendance of other precinct officers.
Ind. Code §3-6-6-40 (Thomson/West 2006).

Certified Election Worker Program enacted in 2005. It will be administered by the secretary of state and provides four year precinct official certifications to individuals who complete training.
Ind. Code §3-6-6.5 (Thomson/West 2006).

Oath required.
Ind. Code §3-6-6-19; Ind. Code §3-6-6-23 (Thomson/West 2006).

Elected Public Officials Prohibited

No Prohibition.
Note: An individual is prohibited from holding more than one "lucrative office" at the same time.
Ind. Constit. Art. 2, § 9. However, the position of precinct election officer is not a "lucrative office" for purposes of this Constitutional provision.
Ind. Code §3-6-6-37(c) (Thomson/West 2006).

Candidates Prohibited

No candidates or candidate's relatives by birth, marriage, or adoption. Not prohibited if candidate is running unopposed for a political party office.
Ind. Code §3-6-6-7(3) & (4) (Thomson/West 2006).

May not be an inspector if a chairman or treasurer of candidate on ballot.
Ind. Code §3-6-6-7(5) (b) (Thomson/West 2006).

The Effect of Felon Status on Participation

Disenfranchised as a voter and therefore prohibited if imprisoned, or otherwise subject to lawful detention, following conviction of a crime.
Ind. Code §3-7-13-4 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

No Constitutional or statutory disqualification found.

English Fluency and Literacy Requirement

Prohibited if unable to read, write, and speak the English language.
Ind. Code §3-6-6-7(1) (Thomson/West 2006).

Good Reputation Requirement

Ineligible to serve as precinct election officer if have property bet or wagered on election results.
Ind. Code §3-6-6-7(2) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

College Pollworkers
If county chair has failed to make nominations 14 days before election day, county election board may appoint a student enrolled at an institution of higher education, who is a registered voter in county, to serve as a nonpartisan precinct election officer.
Ind. Code §3-6-6-13 (Thomson/West 2006).

Assistant poll clerks
Two assistant poll clerks may be appointed in each precinct, one from each major political party. Don't have to be a voter if a resident of county and at least 16 years of age, but not older than 17 years of age.
Ind. Code §3-6-6-3 (Thomson/West 2006).

County election board, by unanimous vote of entire membership, may permit an individual who is a student, at least 16 years of age, but not more than 17 years of age, to serve as a poll worker, or an assistant to any poll worker. However, a student assistant cannot serve as the inspector (the presiding poll worker in the precinct). Student assistants must meet citizenship, grade point average, county residence, and parental/guardian approval requirements to serve.
Ind. Code §3-6-6-39 (Thomson/West 2006).

Iowa

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Iowa Code § 49.13(1) (Thomson/West 2006).

Age Requirement

18 years of age.
Iowa Code § 48A.5 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State.
Iowa Code § 48A.5 (Thomson/West 2006).
Note: College student registration. A student who resides at or near the school the student attends, but who is also able to claim a residence at another location under the provisions of this section, may choose either location as the student's residence for voter registration and voting purposes.
Iowa Code § 48A.5A (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Preference to precinct, but county allowed. Election board members must be registered voters of the county. Preference shall be given to appointment of residents of a precinct to serve as precinct election officials for that precinct, but the commissioner may appoint other residents of the county where necessary.
Iowa Code § 49.13 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required, unless there are insufficient workers available. Election officials must be members of one of the two political parties whose candidates for president of the United States or for governor, as the case may be, received the largest and next largest number of votes in the precinct at the last general election. However, people who are not members of either of these parties may be appointed to serve for any election in which no candidates appear on the ballot under the heading of either of these political parties.
Iowa Code § 49.13(2) (Thomson/West 2006).

County chairs of each political party designate names for appointment to the election board not less than 30 days prior to each primary election, and not less than 20 days before the primary the commissioner appoints the election board from those lists. If there are insufficient numbers, unlisted members of the political parties may be appointed. The commissioner may also appoint people, without reference to their party affiliation, who have advised the commissioner they are willing to serve for elections in which no candidates appear on the ballot under the heading of either of these political parties.
Iowa Code § 49.15 (Thomson/West 2006).

Not more than a simple majority in any precinct, or of the two combined boards in any precinct for which a double election board is appointed, shall be members of the same political party or organization if one or more registered voters of another party or organization are qualified and willing to serve on the board.
Iowa Code § 49.12 (Thomson/West 2006).

Term Requirements

Approximately two years. Each election official shall remain available for appointment to the election board of the precinct until a new panel is drawn up unless the person's name is sooner deleted from the panel by the commissioner.
Iowa Code § 49.16 (Thomson/West 2006).

A new panel is drawn up every two years.
Iowa Code § 49.15 (Thomson/West 2006).

Compensation and Hour Requirements

Compensation is fixed by the county in which they serve, and workers shall receive compensation at a rate established by the board of supervisors, not less than $3.50 per hour and shall be reimbursed for actual and necessary travel expense at a rate determined by the board of supervisors.
Iowa Code § 49.20 (Thomson/West 2006).

Officials shall also be compensated for attending a training course.
Iowa Code § 49.125 (Thomson/West 2006).

Training, Certification and Oath Requirements

Not later than the day before each primary and general election, the commissioner shall hold a training course for all election personnel. At least two precinct election officials who will serve on each precinct election board at the forthcoming election shall attend the training course. If the entire board does not attend, those members who do attend shall so far as possible be persons who have not previously attended a similar training course.
Iowa Code § 49.124 (Thomson/West 2006).

The state commissioner shall provide a training manual and such additional material as may be necessary to all commissioners for conducting the required training course and to revise the manual from time to time as may be necessary.
Iowa Code § 49.126 (Thomson/West 2006).

Oath required.
Iowa Code § 49.75 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidate to be voted upon in that precinct, or any person related to a candidate within the third degree of consanguinity or affinity, unless there is no opposing candidate seeking the office.
Iowa Code § 49.16 (1) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony unless that right is restored by the Governor or President of the United States.
Iowa Code § 48A.6 (Thomson/West 2006).
Note: State of Iowa Executive Order 42, signed by Governor Thomas J. Vilsack on July 4, 2005, restored the voting rights of all persons convicted of felonies and aggravated misdemeanors once they have completed their prison sentences.
http://www.governor.state.ia.us/legal/41_45/EO_42.pdf; http://www.governor.state.ia.us/requests/citizenship_faq.html (2006).
Legislation pending: "A person convicted of a felony criminal offense who has been discharged from probation under section 907.9, discharged from parole or work release under section 906.15, or who is released from confinement under section 902.6 because the person has completed the person's term of confinement shall have the right to register to vote and to vote."
2005 IA S.F. 63 (NS).

The Effect of Mental Incapacitation on Participation

Must not be incompetent to vote.
Iowa Code § 48A.6 (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

Legislation pending to amend *Iowa Code §§* 49.13 & 49.15 to allow high school juniors and seniors who are not yet qualified to be registered voters to be appointed as precinct election board members, but not board chairpersons, if they meet certain statutory requirements.
2005 IA H.F. 95 (NS).

Kansas

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must have qualifications of an elector.
Kan. Stat. Ann. § 25-2804 (Thomson/West 2006).

"Qualifications of an elector" appear to include being a registered voter.
Clayton v. Hill City, 111 Kan. 595, 207 P. 770 (1922).

Age Requirement

18 years of age.
Kan. Const., art. 5, § 1(Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Voting area in which he or she seeks to vote.
Kan. Const., art. 5, § 1(Thomson/West 2006).

"Area" means territory served by one voting place and may include part or all of one or more precincts or voting districts.
Kan. Stat. Ann.§ 25-2506 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Voting area or county.
Kan. Stat. Ann. § 25-2803(a); Kan. Stat. Ann. § 2804(a) (Thomson/West 2006).

County election officer may establish a pool of trained judges and clerks from the political parties' lists. Judges and clerks in such pool may serve at voting places other than their own if:
(1) The party chairpersons have failed to make appropriate recommendations;
(2) It is impossible to obtain judges and clerks for a voting place in any other way; or
(3) Voting machines are used, in which case the third judge, who shall be trained in the use of voting machines, need not necessarily live in the area of the voting place.

Any judge or clerk serving in a voting place not located in the area in which such judge or clerk shall be allowed to vote an advance voting ballot, or shall be excused from duties as such judge or clerk to vote at the voting place in the area of their residency.
Kan. Stat. Ann. § 25-2804(c) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required. The county chairman of each of the central committees of the political parties that polled the largest and second largest number of votes in the state at the last state election for the office of governor shall recommend, excluding the supervising judge, one-half of the persons required for judges of each election board and one-half of the persons required for clerks of each election board. In the event

that the election board is to have three members, each such county chairman shall recommend one person for each board.
Kan. Stat. Ann. § 25-2802 (Thomson/West 2006).

Such recommendations shall be made in writing and shall be delivered to the county election officer, if practicable, at least 30 days before a primary or general election and at least 15 days before a special election. The county election officer shall appoint the persons recommended if such persons can qualify and if such recommendations are timely. From among the judges appointed to each election board, the supervising judge shall be designated by the county election officer upon his independent selection.
Kan. Stat. Ann. § 25-2803(a), (b), (c) & (d) (Thomson/West 2006).

Where a city is divided by a county line, the parties shall specify at least one person from that portion of the area located within each such county to serve upon the election board of the voting place serving that area, if such persons are available to be recommended. The county election officer of the county in which the smaller portion of any such city is located shall designate those persons to be so appointed from the portion of the city in his county. Such designation shall be transmitted to the county election officer conducting elections and shall be appointed by him.
Kan. Stat. Ann.§ 25-2803(e) (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Varies by county, but minimum compensation set by state.
Kan. Stat. Ann. § 25-2811 (Thomson/West 2006).

Training, Certification and Oath Requirements

County must provide training.
Kan. Stat. Ann. § 25-2806 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidates except candidates for precinct committee people.
Kan. Stat. Ann. § 25-2804(b) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony under the laws of any state or of the United States, unless pardoned or restored to civil rights.
Kan. Const., Art. 5, § 2 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

No statutory prohibition. The legislature may, by law, exclude persons from voting because of mental illness or commitment to a jail or penal institution.
Kan. Const., Art. 5, § 2 (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

The county election officer may appoint persons who are at least 16 years of age to serve as election judges or clerks if such persons meet all other requirements for qualification of an elector. No more than one person under the age of 18 may be appointed to each election board.
Kan. Stat. Ann. § 25-2804(b) (Thomson/West 2006).

Kentucky

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified voter in the precinct.
Ky. Rev. Stat. Ann. § 117.045(9) (Thomson/West 2006).

Age Requirement

18 years of age.
Ky. Const. § 145 (Thomson/West 2006).

One election official per precinct may be 17 years of age, who will become 18 years of age on or before the day of the regular election.
Ky. Rev. Stat. Ann. § 117.045(9) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State. No durational residency requirement other than being registered before registration closes.
Ky. Rev. Stat. Ann. § 116.025 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct then county. An election officer shall be a qualified voter of the precinct; except that, where no qualified voter of the required political party is available within the precinct, the election officer shall be a qualified voter of the county.
Ky. Rev. Stat. Ann. § 117.045(9) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required, unless emergency appointment is necessary. The county executive committees of the two political parties having representation on the State board of elections may, on or before March 15 each year, designate a list of at least four names for each precinct; except in any precinct where there are not four qualified persons a lesser number may be designated. No later than March 20th each year the county board of elections shall select one judge at each voting place from each political party's list, and select the sheriff from one political party's list and the clerk from the other. If lists are not submitted, the two members of the county board of elections who are appointed by the State board of elections may submit lists. If the county board of elections is unable to find two qualified officers for each precinct who are affiliated with the two political parties, they shall submit a list of emergency election officer appointments to the State board of elections. The list of emergency appointments may include qualified voters not affiliated with the two parties represented on the state board.
Ky. Rev. Stat. Ann. § 117.045 (Thomson/West 2006).

Term Requirements

One year except for minors 17 years of age who will become 18 years of age on or before the day of the regular election who may only serve as election officers for the primary and regular elections.
Ky. Rev. Stat. Ann. § 117.045(1) (Thomson/West 2006).

Compensation and Hour Requirements

Minimum compensation of $60 per election day served, with the right to additional compensation to be decided by the county board of elections.
Ky. Rev. Stat. Ann. § 117.045(11) (Thomson/West 2006).

Compensation in the minimum amount of $10 for reimbursement of actual expenses shall be paid by the county to the election officers for attending the training session.
Ky. Rev. Stat. Ann. § 117.187 (4) (Thomson/West 2006).

Training, Certification and Oath Requirements

The county board of elections shall provide special training before each primary and regular election regarding duties and the penalties for failure to perform. Election officers, including alternates, shall attend the training session, unless excused by the county board of elections for reason of illness or other emergency. Any person who fails to attend a training session without being excused shall be prohibited from serving as an election officer for a period of five years.
Ky. Rev. Stat. Ann. § 117.187(2) (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidates or the spouse, parent, brother, sister, or child of a candidate who is to be voted for at the election.
Ky. Rev. Stat. Ann. § 117.045(9) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony, unless restored to civil rights by executive pardon.
Ky. Const. § 145 (Thomson/West 2006).

Prohibited if ever convicted of an election law offense or a felony, unless restored to civil rights by the Governor.
Ky. Rev. Stat. Ann. § 117.045(2) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if idiot and insane.
Ky. Const. § 145 (Thomson/West 2006).

The rights of which a ward is legally deprived upon a determination of disability in managing his personal affairs and financial resources include, but are not limited to, the right to vote.
Ky. Rev. Stat. § 387.590 (10) (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

Must sign a statement that he is willing to serve, has not failed to serve without excuse in the past, and has not been convicted of an election law offense or any felony, unless the person's civil rights have been restored by the Governor.
Ky. Rev. Stat. Ann. § 117.045(2) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

A 17 year old who will become 18 years of age on or before the day of the regular election may serve as an election officer for the primary and regular elections in which he or she is qualified to vote; however, no precinct shall have more than one person serving as an election officer who is a minor 17 years of age.
Ky. Rev. Stat. Ann. § 117.045(9) (Thomson/West 2006).

Louisiana[3]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified voter.
La. Rev. Stat. Ann. § 18:424(B) (1); La. Rev. Stat. Ann. § 18:425(B) (1) (Thomson/West 2006).

Age Requirement

18 years of age or will attain that age on or before the next election.
La. Rev. Stat. Ann. § 18:101 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Bona fide resident of state, parish, municipality, if any, and precinct in which he offers to register as a voter.
La. Rev. Stat. Ann. § 18:101(B) (Thomson/West 2006).
Note: College student provision.
Any bona fide full-time student attending an institution of higher learning in this state may choose as his residence and may register to vote either at the place where he resides while attending the institution or at the place where he resides when not attending such institution, but he shall not have more than one residence at any one time for purposes of registering to vote. Such a student need not have intent to reside indefinitely at the place where he offers to register.
La. Rev. Stat. Ann. § 18:101 (C) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Any precinct in ward, then parish. Preference is given to residents of precinct, then if insufficient numbers, to residents of ward, and finally to residents of arish.
La. Rev. Stat. Ann. § 18:425(B)(1); La. Rev. Stat. Ann. § 18:433(B)(3-5); La. Rev. Stat. Ann. §18:434(B) (9); La. Rev. Stat. Ann. § 18:434(D) (1) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required.

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[3] Elections held within one year following the date of the issuance of any gubernatorial proclamation declaring a state of emergency. If a parish board of election supervisors determines that there is a parishwide shortage of commissioners because a significant number of commissioners have been temporarily displaced due to such emergency, the board may submit a written request to the secretary of state, on or before the 23rd day prior to an election, for additional commissioners from other parishes. If the secretary of state approves the request, the board of such affected parish shall request the parish boards of election supervisors to submit lists of available commissioners by the 15th day prior to the election. The board of the affected parish shall select commissioners to serve in the affected parish from such lists based on availability, proximity and, to the extent possible, the requirements for representation based on recognized political party affiliation as provided for in R.S. 18:434(B)(7). The clerk of court of the affected parish shall ensure that the selected commissioners have received adequate training on the voting machines that are used in the affected parish and on any procedures necessary for the conduct of the election. The selected commissioners, upon approval by the secretary of state, shall be entitled to appropriate reimbursement for travel expenses.
La. Rev. Stat. Ann. §425 (A) (4) (Thomson/West 2006).

Commissioners and Alternate Commissioners:
Candidate Election:
Qualified voters interested in becoming commissioners must take a course, pass an exam and reveal their party affiliation before receiving certificates of instruction. The parish board compiles a list of certified candidates who are registered voters of the ward. At 10 a.m. on the 29th day before a primary (or the 20th day before for primaries scheduled on the second Tuesday in March of a presidential election year), the parish board of supervisors will draw balls with corresponding numbers from the compiled list until the number of commissioners needed has been drawn. The person conducting the drawing will then determine if each recognized political party having one or more local or municipal candidates on the ballot to be voted on in the precinct is represented by at least one commissioner. If none, one ball shall be set aside for each recognized political party thus still to be represented, beginning with the last ball drawn for a person affiliated with a recognized political party that has more than one commissioner at the precinct. The drawing shall continue until one of the persons affiliated with each of such political parties is selected, unless there are no remaining certified commissioners in the parish to represent such political parties. The drawing continues for the selection of alternate commissioners.
La. Rev. Stat. Ann. § 18:425(B) (3); La. Rev. Stat. Ann. § 18:431; La. Rev. Stat. Ann. § 18:434 (Thomson/West 2006).

Proposition Election:
On or before the 21st day prior to such election, the parish board of election supervisors shall appoint the number of commissioners for each precinct as provided in R.S. 18:425(A)(1)(b) and not less than the same number of alternate commissioners for each precinct.
La. Rev Stat. Ann. § 18:1286 and La. Rev. Stat. Ann. § 18:1300(A) (2) (Thomson/West 2006).

Commissioners-in-Charge:
Commissioners who have served in at least two elections during the last four years must successfully complete a course (offered by the clerk of court some time between August 1st through November 30th every year) and receive a certificate. At 10 a.m. on the first Friday in December in each year, the parish board meets and selects one commissioner-in-charge for each precinct by the random drawing of balls with numbers corresponding to the qualified candidates. Those not chosen are eligible to serve as commissioners.
La. Rev. Stat. Ann. § 18:424; La. Rev. Stat. Ann. § 18:433 (Thomson/West 2006).

Consolidated Precincts:
The parish board of election supervisors can elect to consolidate precincts thereby reducing the number of commissioners-in-charge or commissioners.
La. Rev. Stat. Ann, §425.1 (Thomson/West 2006).

Term Requirements

One year for commissioners-in-charge, commencing on January 1st.
La. Rev. Stat. Ann. § 18:433(D) (Thomson/West 2006).

Commissioners shall serve for the primary or general election they were drawn for.
La. Rev. Stat. Ann. § 18:434(C) (Thomson/West 2006).

Commissioners shall serve for the proposition election they were appointed for.
La. Rev. Stat. Ann. §18:1286 (Thomson/West 2006).

Compensation and Hour Requirements

A commissioner-in-charge shall receive $150; A commissioner who has received a certificate of instruction, as provided in R.S. 18:431(A), shall receive $50; A commissioner who has received a certificate of instruction, as provided in R.S. 18:431(B), shall receive $100; An uncertified commissioner shall receive $35.
La. Rev. Stat. Ann. § 18:426.1(1) – (4) (Thomson/West 2006).

The time for voting is 6:00 a.m. on election day and shall close when the last person in line at 8:00 p.m. has voted. Commissioners-in-charge and commissioners must arrive 30 minutes before the polls open and remain until the election process is completed on election night.
La. Rev. Stat. Ann. § 18:541; La. Rev. Stat. Ann. § 18:542 (Thomson/West 2006).

Training, Certification and Oath Requirements

Must attend a course of instruction and receive a certificate of instruction from such course in order to become a commissioner or a commissioner-in-charge.
La. Rev. Stat. Ann. § 18:424(B) (4); La. Rev. Stat. Ann. § 18:425(B) (3); La. Rev. Stat. Ann. § 18:431(A); La. Rev. Stat. Ann. § 18:433(A) (Thomson/West 2006).

A second course of instruction is conducted once the commissioners, alternate commissioners, and commissioners-in-charge have been selected. Those who earn a certificate in this course are eligible for increased compensation, but the second course is not required.
La. Rev. Stat. Ann. § 18:431(B); La. Rev. Stat. Ann. §18:433 (Thomson/West 2006).

Oath required.
La. Rev. Stat. Ann. §18:424(D). La. Rev. Stat. Ann. § 18:425(D) (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

A commissioner shall not be a candidate in an election to public office or a member of the immediate family of a candidate for election to public office in the precinct in which he serves.
La. Rev. Stat. Ann. §18:424(B)(2); La. Rev. Stat. Ann. 18:425(B)(1); La. Rev. Stat. Ann. §18:425(2)(a) (Thomson/West 2006).

The Effect of Felon Status on Participation

No person who has been convicted of an election offense shall serve as a commissioner.
La. Rev. Stat. Ann. § 18:424(B) (3); La. Rev. Stat. Ann. §18:425(B) (2) (Thomson/West 2006).

Prohibited if under an order of imprisonment for conviction of a felony.
La. Rev. Stat. Ann. § 18:102 (Thomson/West 2006).

"Under an order of imprisonment" means a sentence of confinement, whether or not suspended, whether or not the subject of the order has been placed on probation, with or without supervision, and whether or not the subject of the order has been paroled.
La. Rev. Stat. Ann. § 18:2(8) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Must not be declared mentally incompetent.
La. Rev. Stat. Ann. § 18:102 (Thomson/West 2006).

Must not be entitled to assistance in voting.
La. Rev. Stat. Ann. § 18:424(B) (!); La. Rev. Stat. Ann. § 18:425(B) (1) (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

- At least 17 years of age, but under 18;
- Not a qualified voter, but otherwise qualified;
- May serve in any precinct of the ward where he may register to vote pursuant to R.S. 18:101(A); and
- Is enrolled in the twelfth grade of any Louisiana public high school or state-approved nonpublic high school or is participating at the twelfth grade level in a home study program approved by the State Board of Elementary and Secondary Education.

La. Rev. Stat. Ann. § 18:425(B) (4) (Thomson/West 2006).

Maine

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
21-A Me. Rev. Stat. §501(3); 21-A Me. Rev. Stat. §503 (Thomson/West 2006).

Age Requirement

18 years of age.
21-A Me. Rev. Stat. §111(2) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Municipality.
21-A Me. Rev. Stat. §111(3) (Thomson/West 2006).

The residence of a person is that place where the person has established a fixed a principal home to which the person, whenever temporarily absent, intends to return.
21-A Me. Rev. Stat. §112(1) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Municipality. Election officials, including wardens, ward clerks, deputy wardens and election clerks must be residents of the municipality, except when a nonresident municipal clerk (a permanent employee) is acting in any of the aforementioned roles.
21-A Me. Rev. Stat. §501(3); 21-A Me. Rev. Stat. §503 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation requirements depends on role. Election officials, including wardens, ward clerks and deputy wardens are appointed by the municipality, and not necessarily associated with a political party.
21-A Me. Rev. Stat. § 501(1) & (2) (Thomson/West 2006).

Election clerks are associated with political parties, and all nominations for election clerks must be submitted to municipal officers no later than April 1st of each general election year.
21-A Me. Rev. Stat. § 503 (Thomson/West 2006).

Municipal officers shall appoint at least one election clerk from each of the major parties by May 1st. Election clerks from one major party may not exceed the number of election clerks from another major party by more than one.
21-A Me. Rev. Stat. §503(1) & (2) (A) (Thomson/West 2006).

The municipal officers shall appoint at least one election clerk nominated by the municipal committee of a qualified minor party represented on the last general election ballot for each voting place at the committee's request.
21-A Me. Rev. Stat. § 503(2) (B) (Thomson/West 2006).

Student election clerks may also be considered for appointment. If the municipal officers are unable to appoint a sufficient number of election clerks in the three ways listed above, they may appoint any other registered voter, as long as the balance between major political parties is maintained.
21-A Me. Rev. Stat. § 503 (Thomson/West 2006).

Term Requirements

An election clerk holds office for two years from the date of appointment and until a successor is appointed and qualified, except that an election clerk who is appointed to represent a qualified minor party represented on the last general election ballot holds office only for two years from the date of appointment.
21-A Me. Rev. Stat. § 503(7) (Thomson/West 2006).

Compensation and Hour Requirements

Presence required during the time the polls are open.
21-A Me. Rev. Stat. § 503(8) (Thomson/West 2006).

Election officials are entitled to reasonable compensation as determined by the municipal officers.
21-A Me. Rev. Stat. § 503(1) (Thomson/West 2006).

Training, Certification and Oath Requirements

Secretary of State shall encourage municipalities to provide training biennially to all election officials.
21-A Me. Rev. Stat. §505(7) (Thomson/West 2006).

Oath required.
21-A Me. Rev. Stat. §503(6) (Thomson/West 2006).

Elected Public Officials Prohibited

No employee of a party may serve as an election official.
21-A Me. Rev. Stat. §504(1).

Candidates Prohibited

No candidate, member of his immediate family, or an employee of the candidate may serve as an election official in the electoral division from which the candidate seeks election.
21-A Me. Rev. Stat. § 504(3) (Thomson/West 2006).

This does not apply to a candidate for warden or ward clerk or the immediate family of the candidate for warden or ward clerk.
21-A Me. Rev. Stat. § 504(3) (A) (Thomson/West 2006).

This does not apply to municipalities with a population of less than 500 persons.
21-A Me. Rev. Stat. § 504 (3) (B) (Thomson/West 2006).

No person having a direct pecuniary interest in the result of a referendum question may serve as an election official.
21-A Me. Rev. Stat. § 504(2) (Thomson/West 2006).

The Effect of Felon Status on Participation

No Constitutional or statutory prohibition found.

The Effect of Mental Incapacitation on Participation

No Constitutional or statutory prohibition found.

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

The municipal officers may also consider persons who are 17 years of age to serve as student election clerks for a specific election. A student election clerk may perform all the functions of an election clerk.
21-A Me. Rev. Stat. §503(2) (C) (Thomson/West 2006).

Maryland[4]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be registered voter.
Md. Elec. Law §10-202(a) (1) (Thomson/West 2006).

Age Requirement

18 years of age on or before the day of the next general election.
Md. Elec. Law §3-102(a) (2) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State resident as of the day the individual seeks to register.
Md. Elec. Law §3-102(a) (3) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County then State.
Md. Elec. Law §10-202(a) (1) (Thomson/West 2006).

If a qualified county resident cannot be found, local board can appoint registered voter from state.
Md. Elec. Law §10-202(a) (2) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation preferred. Each polling place shall have an equal number of election judges from the majority party and the principal minority party. If the total number of election judges for a precinct is six or more, a local board may provide one or more election judges who are not registered with either the majority party or principal minority political party, and a local board may provide one or more election judges who are minors. The number of election judges provided under this paragraph may not exceed the lesser of the number of election judges who belong to the majority party or the number of election judges who belong to the principal minority party.
Md. Elec. Law §10-201(b) (Thomson/West 2006).

The election director, with the approval of the local board, shall appoint the election judges for each polling place for a term that begins on the Tuesday that is 13 weeks before each statewide primary election.
Md. Elec. Law §10-203(a) &(c) (Thomson/West 2006).
Note: Local boards will generally fill election judge positions with persons belonging to the majority parties first and then look to minority parties and unaffiliated persons.

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[4] A local board may adopt guidelines consistent with the provisions of the election laws, for the determination of the qualifications of persons considered for appointment and for the process of appointment as election judges.
Md. Elec. Law §10-202(e) (Thomson/West 2006).

Term Requirements

Eighteen months. A term runs from 13 weeks before a statewide primary election to 13 weeks before the next statewide primary election (Maryland has a March presidential primary election and a September gubernatorial primary election).
Md. Elec. Law §10-203(a) &(c) (Thomson/West 2006).

Compensation and Hour Requirements

Part-day is possible, for roles other than chief judge. Compensated on pro rata basis.
Md. Elec. Law §10-202(e) (Thomson/West 2006).

Hours approximately 6 a.m. to completion of duties when the polls close at 8 p.m. (typically counties require election judges to work to 9 p.m. or 10 p.m.). Stipend varies by county, but is between $100 and $225 for chief election judge and between $80 and $175 for all other election judges. Compensation for training must be at least $20 for each required class.
Md. Elec. Law §10-205(a) & (b). Code of Maryland Regulations 33.02.03.04(B) (3) (Thomson/West 2006).

A State employee who serves as an election judge during hours that the employee is otherwise scheduled to work for the State: (1) may use one hour of administrative leave for each hour of service as an election judge, up to a total of eight hours for each day of service; and (2) shall receive the election judge compensation as specified in § 10-205.
Md. Elec. Law §10-202(d) (1) & (2) (Thomson/West 2006).

Training, Certification and Oath Requirements

The State Administrator shall develop and issue a judge's manual for each local board.
Code of Maryland Regulations §33.02.03.01 (Thomson/West 2006).

State board develops training program and oversees implementation by local boards.
Md. Elec. Law §10-206(a) (Thomson/West 2006).

Each election judge shall participate in a training program provided by local boards and evaluated by state board.
Md. Elec. Law §10-206(f) (1) (Thomson/West 2006).

Oath required.
Md Const Art. I, § 9; Md. Elec. Law §10-204(a) (1) (Thomson/West 2006).

Elected Public Officials Prohibited

May not hold any elective public or political party office.
Md. Elec. Law §2-301(b) (1) (i) (Thomson/West 2006).

Candidates Prohibited

No candidates, campaign managers for a candidate, or treasurers for a candidate or political committee.
Md. Elec. Law §2-301(a) & (b) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited after first conviction for theft or other infamous crime, until completed court-ordered sentence imposed for conviction, including probation, parole, community service, restitutions, and fines. Prohibited after subsequent convictions until completed court-ordered sentence imposed for conviction, including probation, parole, community service, restitutions, and fines, and at least three years have elapsed since the completion of all post-conviction requirements.
Md. Elec. Law §3-102(b) (Thomson/West 2006).

Prohibited forever if a second or subsequent conviction is a "crime of violence."
Md. Elec. Law §3-102(c); MD Crim. Law §14-101(Thomson/West 2006).

Prohibited forever if an individual has been convicted of buying or selling vote.
Md. Elec. Law §3-102(b) (3) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if under guardianship for mental disability.
Md. Elec. Law §3-102(b) (2) (Thomson/West 2006).

English Fluency and Literacy Requirement

Must speak, read, and write the English language.
Md. Elec. Law §10-202(b) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

A minor who is at least 17 years old and who is too young to be a registered voter may be appointed and serve as an election judge if the minor demonstrates, to the satisfaction of the local board, that the minor meets all of the other qualifications for registration in the county.
Md. Elec. Law §10-202(a) (2) (ii) (Thomson/West 2006).

Other Requirements or Roles Available Not Noted Above (These may be de facto rules or policies.)

One jurisdiction in Maryland (Montgomery County) is required under the Voting Rights Act (VRA) to provide election materials in the Spanish language. The county recruits Spanish-speaking election judges to satisfy the requirements of the VRA.
Linda Lamone, Administrator of Elections; 42 USC § 1973 (Thomson/West 2006).

Massachusetts

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be an enrolled voter.
Mass. Gen. Laws ch. 54, §11; Mass. Gen. Laws ch. 54, §12 (Thomson/West 2006).

Age Requirement

18 years of age on the day of election.
Mass. Gen. Laws ch. 51, §1 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

City or town.
Mass. Gen. Laws ch. 51, §1 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Commonwealth.
Mass. Gen. Laws ch. 54, §11; Mass. Gen. Laws ch. 54, §12 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation preferred, but allows for a limited number of non-affiliated. Election officers shall be appointed as equally to represent the two leading political parties, except that, without disturbing the equal representation of such parties, not more than one-third of the election officers not representing either of them may be appointed. The warden shall be of a different political party from the clerk, and not more than one half of the inspectors shall be of the same political party. In each case the principal officer and his deputy shall be of the same political party.
Mass. Gen. Laws ch. 54, §13 (Thomson/West 2006).

Parties must submit a list of recommended enrolled voters by June 1st of each year.
Mass. Gen. Laws ch. 54, §11B (Thomson/West 2006).

If no list filed by June 15th, city clerk or election commission make recommendations and party representation requirements do not apply.
Mass. Gen. Laws ch. 54, §11B; §13 (Thomson/West 2006).

Term Requirements

Every election officer shall hold office for one year, beginning with September first succeeding his appointment, and until his successor is qualified, or until his removal.
Mass. Gen. Laws ch. 54, §13 (Thomson/West 2006).

Compensation and Hour Requirements

Election officers shall receive such compensation as the city council or the selectmen respectively may determine.
Mass. Gen. Laws ch. 54, §22 (Thomson/West 2006).
Note: Pending legislation. H.B. 129 protects the rights of employees who have been appointed to serve as election officers. Any interference in their duties may be met with criminal and civil penalties.
2005 MA H.B. 129 (NS) (Thomson/West 2006).

Training, Certification and Oath Requirements

Oath required.
Mass. Gen. Laws ch. 54, §20 (Thomson/West 2006).
Note: Pending Legislation. H.B. 128 states that no later than June 30, 2006, the state secretary shall adopt uniform standards for the training of election officers.

Elected Public Officials Prohibited

Neither a town moderator nor any member of a board of selectmen shall be eligible or act as an election officer in a State or presidential primary, or State election.
Mass. Gen. Laws ch. 54, §15 (Thomson/West 2006).

Candidates Prohibited

No person shall, at a State, city or town election, be eligible or act as an election officer in a voting precinct where he is a candidate for election.
Mass. Gen. Laws ch. 54, §15 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if incarcerated in a correctional facility due to a felony conviction.
Mass. Gen. Laws ch. 51, §1; Mass. Const. Amend. Art. III (Thomson/West 2006).

May be temporarily or permanently disqualified by law because of corrupt practices in respect to elections.
Mass. Gen. Laws ch. 51, §1; Mass. Const. Amend. Art. III (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated incompetent or under guardianship.
Mass. Gen. Laws ch. 51, §1; Mass. Const. Amend. Art. III (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read the constitution in the English language, and write name. This provision neither applies to any person prevented by a physical disability from complying, nor to any person who at the time of the amendment had the right to vote, nor to anyone who was 60 years of age or over when the amendment took effect.

Mass. Const. Amend. Art. XX (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

Two 16 or 17 years old election officers may be a appointed who meet the following qualifications:

- Are residents of commonwealth and are United States citizens;
- Have the ability to speak, read, and write the English language;
- Have permission from parents and principal; and
- Are trained.

May be considered community service activity.

Mass. Gen. Laws ch. 54, §11B (Thomson/West 2006).

Michigan

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Mich. Comp. Laws § 168.677(1); Mich. Comp. Laws § 168.346 (Thomson/West 2006).

Age Requirement

18 years of age.
Mich. Comp. Laws § 168.492 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Township, city, or village for 30 days before election.
Mich. Comp. Laws § 168.492 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County. To accommodate jurisdictions that cross county boundaries, an individual registered to vote in a local unit of government that falls in more than one county may be appointed to serve on any precinct board established within the local unit of government.
Mich. Comp. Laws § 168.677(1) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required. Not later than May 15th of each year, the county chair of the major political parties may submit to the city, township, or village clerks in that county a list of individuals who are interested in serving as an election inspector in that county, designating the city, township, or village in which each individual on the list wishes to serve.
Mich. Comp. Laws § 168.673a (Thomson/West 2006).

A major political party is each of the two parties whose candidate for the Secretary of State received the highest and second highest number of votes at the immediately preceding general election in which a Secretary of State was elected.
Mich. Comp. Laws § 168.16 (Thomson/West 2006).

Individuals wishing to serve must submit personal applications to relevant city, township or village clerk.
Mich. Comp. Laws § 168.677 (1) & (2) (Thomson/West 2006).

Between 21 and 40 days before the election, the board of election commissioners appoints at least three qualified individuals to each precinct, designating one appointed election inspector as chairperson. At least one election inspector is appointed from each major political party and as nearly as possible an equal number of election inspectors is appointed in each election precinct from each major political party. The board of election commissioners may appoint election inspectors in an election precinct from minor political parties.
Mich. Comp. Laws § 168.674(2) (Thomson/West 2006).

A board of election commissioners shall not appoint a person as an election inspector if that person declares a political party preference for one political party but is a known active advocate of another political party.
Mich. Comp. Laws § 168.674(2) (Thomson/West 2006).

Term Requirements

An appointment to serve as a poll worker expires after the conduct of the election at which the individual served. New poll worker appointments are made for each successive election.
Christopher M. Thomas, Director of Elections (2006).

Compensation and Hour Requirements

Any person employed as an inspector of election, or in any other official capacity at any election, shall receive such reasonable compensation as may be allowed by the relevant governing county, township, city or village.
Mich. Comp. Laws § 168.682 (Thomson/West 2006).

Poll workers must be paid at least the prevailing minimum wage.
Christopher M. Thomas, Director of Elections (2006).

Training, Certification and Oath Requirements

Individuals wishing to serve must submit personal applications to relevant city, township or village clerk.
Mich. Comp. Laws § 168.677 (1) & (2) (Thomson/West 2006).

Inspectors must attend a county, city or township training school unless excused for good cause. No inspector of election shall serve in any election unless he shall have either attended an election school, or passed a secretary of state approved examination, within the last preceding two years.
Mich. Comp. Laws § 168.683; 168.677(3) (Thomson/West 2006).

Elected Public Officials Prohibited

An elected public official may serve as a poll worker as long as he or she does not appear on the ballot as a candidate for public office.
Christopher M. Thomas, Director of Elections (2006).

Candidates Prohibited

No candidates or any member of his or her immediate family.
Mich. Comp. Laws § 168.677(3) (Thomson/West 2006).

Candidate for or delegates to a political party convention may be inspectors in precincts other than the precinct in which he or she resides.
Mich. Comp. Laws § 168.677(3) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony or election crime.
Mich. Comp. Laws § 168.677(3) (Thomson/West 2006).

A person shall not be knowingly appointed or permitted to act as a precinct election inspector if the person has been convicted of a felony or election crime.
Mich. Comp. Laws § 168.677(3) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

No statutory prohibition. The legislature may by law exclude persons from voting because of mental incompetence.
Mich. Const. Art. 2, § 2 (Thomson/West 2006).

English Fluency and Literacy Requirement

A precinct inspector shall have sufficient education and clerical ability to perform the duties of the office.
Mich. Comp. Laws § 168.677(1) (Thomson/West 2006).

Good Reputation Requirement

A precinct election inspector shall have a good reputation.
Mich. Comp. Laws § 168.677(1) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

- 16 or 17 years of age;
- A resident of the county in which he or she serves or, in the case of a local unit of government that lies in more than one county, is a resident of the local unit of government in which the election is being held;
- Before a person under this subsection may be appointed, the first three members of the board required to be appointed must meet all requirements for appointment;
- A person appointed under this subsection must meet all requirements for appointment other than being a qualified and registered elector of the county in which he or she serves; and
- A person appointed under this subsection is not eligible to be designated as chairperson of the board.

Mich. Comp. Laws § 168.677(4) (Thomson/West 2006).

Minnesota

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be eligible to vote.
Minn. Stat. § 204B.19 (1) (Thomson/West 2006).

Age Requirement

18 years of age.
Minn. Stat. § 201.014(1) (a) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State resident for 20 days before election.
Minn. Stat. § 201.014(1) (c) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

State. To be an election judge one must only be eligible to vote in the State of Minnesota.
Minn. Stat. § 204B.19 (1) (Thomson/West 2006).

However, while election judges typically serve in the precinct where they live, if shortages occur, they can serve anywhere in the State.
Minnesota Secretary of State http://www.sos.state.mn.us/docs/mn_needs_you.pdl (2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required. Local political party chairs of each major political party must provide lists of potential judges to their county auditor by July 1st of the election year. Appointments are made locally by the township board or city council who must give preference to the parties' lists of names. All appointments must be made at least 25 days before the election.
Minn. Stat. § 204B.21 (Thomson/West 2006).

No more than half of the election judges in a precinct may be members of the same major political party unless the election board consists of an odd number of election judges, in which case the number of election judges who are members of the same major political party may be one more than half the number of election judges in that precinct.
Minn. Stat. § 204B.19 (5) (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Part-time possible except for head judge. An election judge may serve for all or part of election day, at the discretion of the appointing authority, as long as the minimum number of judges required is always

present. The head election judge must serve for all of election day and be present in the polling place unless another election judge has been designated by the head election judge.
Minn. Stat. § 204B.20; 204B.22 (1) (b) (Thomson/West 2006).

Compensation is fixed by local appointing authority. At least minimum wage is required, unless judge volunteers to serve unpaid.
Minn. Stat. §204B.31 (1) (d) & (2) (Thomson/West 2006).

Time off work is protected by statute under these conditions:

- Employee must give the employer at least 20 days written notice;
- The county auditor or municipal, township, or school district clerk will provide a form that shows the hours election judges will work and the hourly pay rate. The employee should attach this form to the written notice submitted to the employer;
- Employers can reduce the salary or wages of employees serving as election judges by the amount of compensation paid for being a judge during hours away from work; and
- An employer can also restrict the number of persons serving to less than 20 percent from any single work site.

Minn. Stat. § 204B.195 (Thomson/West 2006).

Training, Certification and Oath Requirements

Each election precinct in which less than 100 individuals voted at the last state general election shall have at least two election judges who are members of different major political parties who have received training. In every other election precinct, no individual may serve as an election judge who has not received training.
Minn. Stat. 204B.25 (1) & (3) (Thomson/West 2006).

Training is governed by *Minn. Rules 8240. 0100 et seq.*

Regular election judges must complete at least two hours of training, receive a certificate, and complete the training every 24 months to remain qualified.
Minn. Rules 8240.1300, Minn. Rules 8240.1600 (Thomson/West 2006).

Head election judges must complete the regular training plus an hour of further training.
Minn. Rules 8240.1350, 8240.1750 (Thomson/West 2006).

The appointing authority may examine any individual who seeks appointment as an election judge to determine whether the individual meets any qualification under the statute.
Minn. Stat. § 204B.19 (4) (Thomson/West 2006).

Oath required.
Minn. Stat. § 204B.24 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidates or candidates' spouse, parents, children and siblings.
Minn. Stat. § 204B.19 (2) (b) & (c) (Thomson/West 2006).

No election judge can serve in same precinct as spouse, parent, child or sibling.
Minn. Stat. § 204B.19 (2) (b) (Thomson/West 2006).

The Effect of Felon Status on Participation

A person convicted of treason or any felony, whose civil rights have not been restored, is ineligible to be an election judge.
Minn. Stat. § 201.014(2) (a) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if declared legally incompetent.
Minn. Stat. § 201.014(2) (c) (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to speak, read and write the English language.
Minn. Stat. § 204B.19 (2) (a) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

- 16 years old and up;
- Minnesota high school student or home schooled;
- Appointed without party affiliation as trainee election judge in the county in which the student resides;
- Must have written permission from parent or guardian;
- Will not serve after 10:00 P.M.;
- May not be paid less than two-thirds of the minimum wage for a large employer; and
- Must receive training pursuant to *Minn. Rules 8240.1655.*

Minn. Stat. § 204B.19 (6) (Thomson/West 2006).

Mississippi

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified elector.
Miss. Code Ann. § 23-15-231(Thomson/West 2006).

Age Requirement

18 years of age or older.
Miss. Code Ann. § 23-15-11(Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State, county, city or town resident for 30 days.
Miss. Code Ann. § 23-15-11(Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
Miss. Code Ann. § 23-15-231 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation not required in general and special elections. Required in primaries. In primary elections the county party executive committee appoints the poll managers and designates one of the managers to be the bailiff and one of the managers to be the receiving and returning manager.
Miss. Code Ann. §§ 23-15-263; 23-15-231; 23-15-251(Thomson/West 2006).

In general and special elections the county elections commission appoints the poll managers and designates the roles. The manager designates an initialing and alternate initialing manager.
Miss. Code Ann. §§ 23-15-231; 23-15-251; 23-15-541 (Thomson/West 2006).

Managers of general or special elections cannot all be of the same political part if suitable persons of different political parties can be found.
Miss. Code Ann. § 23-15-231 (Thomson/West 2006).

In primary elections, managers and clerks may all be members of the same political party.
Miss. Code Ann. § 23-15-265 (1) (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Poll managers paid $50 for an election or, after approval by the county's board of supervisors or city council, up to a maximum of $100 per day. A manager who is designated to be the receiving and returning

manager is entitled to an additional $15 for carrying the boxes to the polling place and another $15 for returning the boxes) after the election.
Miss. Code Ann. § 23-15-227 (Thomson/West 2006).

Training, Certification and Oath Requirements

Not less than 42 days prior to each election, training sessions shall be conducted. No manager shall serve in any election unless he has received such instructions once during the 12 months immediately preceding the date upon which such election is held. The county executive committee or the commissioners of election, as appropriate, shall train a sufficient number of alternates to serve in the event a manager is unable to serve for any reason.
Miss. Code Ann. § 23-15-239(1) (Thomson/West 2006).

Compensation, for up to two hours of time, shall not be less than federal minimum wage and no more than $10 per hour.
Miss. Code Ann. § 23-15-239(3) (Thomson/West 2006).

At least 42 days before each election, the officials in charge of the elections shall appoint one or more persons to instruct the managers and in the use of the machine and issue certificates of qualification. No manager or clerk shall serve in any election at which a voting machine is used, unless he shall have received such instruction and has received a certificate to that effect.
Miss. Code Ann. § 23-15-417 (Thomson/West 2006).

Oath required.
Miss. Code Ann. 23-15-237 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No information available.

The Effect of Felon Status on Participation

Prohibited if convicted of disqualifying crimes, which include: bribery, burglary, theft, arson, obtaining money or goods under false pretense, perjury, forgery, embezzlement or bigamy.
Miss. Code Ann. § 23-15-19; Miss. Const. Art. 12, § 241 (Thomson/West 2006).
Note: Constitutional Amendment to Miss. Const. Art. 12, § 241 proposed:
"However, a person convicted of a crime under this section that does not involve sex or violence, shall be declared a qualified elector upon completion of his sentence if the person is otherwise a qualified elector under this section. For the purpose of this section a 'nonviolent crime' is a crime in which no person was physically injured or physical injury was not attempted or death did not occur."
2006 MS H.C.R. 46 (NS) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if insane or an idiot.
Miss. Const. Ann. Art. 12, § 241(Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

- At least 16 years old at the time of election;
- Resident of county or municipality for which the appointment is made; and
- Enrolled in a public high school, an accredited private high school or a legitimate home instruction program and classified as a junior or senior or its equivalent; or enrolled in a junior college or a college or university.
- Not more than two student interns per precinct can be appointed.
- Must be recommended by principal or other school official, or the person responsible for home instruction.
- Student interns shall be under the supervision of the managers and clerks of the election and must attend all required training for managers and clerks.

Miss. Code Ann. § 23-15-240 (Thomson/West 2006).

Missouri

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Mo. Rev. Stat. § 115.085 (Thomson/West 2006).

Age Requirement

17 years and 6 months of age to register and to vote in any election held on or after the voter's 18th birthday.
Mo. Rev. Stat. § 115.133 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and jurisdiction.
Mo. Rev. Stat. § 115.133(1) & (3); Mo. Const. Art. VIII, § 2 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Jurisdiction unless special permission. Must be registered voters in the jurisdiction in which they will work, unless the election authority of another jurisdiction obtains the written consent of the election authority for the jurisdiction where the prospective judges are registered to vote.
Mo. Rev. Stat. § 115.085 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Preference for affiliated. For counties with no board of elections and the election authority is the county clerk: The county committee of each major political party shall submit a list of persons qualified to serve as election judges to the election authority and the election authority shall select and appoint judges from the lists. The election authority may compile a list of persons who claim no political affiliation and who volunteer to be election judges and may select and appoint judges from the list.
Mo. Rev. Stat. § 115.087 (Thomson/West 2006).

For counties that have a board of elections:
The county committee of each major political party may submit a list of persons qualified to serve as election judges and the board may select and appoint judges from the lists. The board may compile a list of persons who claim no political affiliation and who volunteer to be election judges and may select and appoint judges from the list.
Mo. Rev. Stat. § 115.089 (Thomson/West 2006).

Primary and general elections: appoint at least two judges from each major political party to serve at each polling place. No major political party shall have a majority of the judges at any polling place. No established party shall have a greater number of judges at any polling place than any major political party. Not a primary or general election: appoint at least one judge from each major political party to serve at each polling place. No major political party shall have a majority of the judges at any polling place. No established party shall have a greater number of judges at any polling place than any major political party.

In all elections, the election authority shall designate two of the judges appointed for each polling place, one from each major political party, as supervisory judges.
Mo. Rev. Stat. § 115.081 (1) - (4) (Thomson/West 2006).

Board may appoint additional election judges representing other established political parties and additional election judges who do not claim a political affiliation. Any question which requires a decision by the majority of judges shall only be made by the judges from the major political parties.
Mo. Rev. Stat. § 115.081(6) (Thomson/West 2006).

Term Requirements

For counties where the county clerk is the election authority, election judges are appointed for each election.
Mo. Rev. Stat. § 115.087 (Thomson/West 2006).

Election judges may be appointed for individual elections or for a term coincident with the term of the board and until the judges' successors are appointed and qualified.
Mo. Rev. Stat. § 115.089 (Thomson/West 2006).

Compensation and Hour Requirements

Part-day possible. Poll hours are 6:00 a.m. to 7:00 p.m. Compensation is set by the election authority.
Mo. Rev. Stat. § 115.101 (Thomson/West 2006).

Election judges may be employed to serve for the first half or last half of any election day and will be paid one-half the regular rate of pay.
Mo. Rev. Stat. § 115.081(5) (Thomson/West 2006).

No election judge shall be absent from the polls for more than one hour during the hours the polls are open on election day. No election judge shall be absent from the polls before 9:00 a.m. or after 5:00 p.m. on election day. No more than one judge from the same major political party shall be absent from the polls at the same time on election day.
Mo. Rev. Stat. § 115.097 (Thomson/West 2006).

Training, Certification and Oath Requirements

All election authorities shall establish training courses for election judges. Such courses shall include substantially the curriculum developed by the secretary of state's office in accordance with the Help America Vote Act of 2002.
Mo. Rev. Stat. § 115.103 (Thomson/West 2006).

Oath required.
Mo. Rev. Stat. § 115.091. (Thomson/West 2006).

Elected Public Officials Prohibited

No election judge shall, during his or her term of office, hold any other elective public office, other than as a member of a political party committee or township office, except any person who is elected to a board

or commission of a political subdivision or special district may serve as an election judge except at a polling place where such political subdivision or special district has an issue or candidate on the ballot.
Mo. Rev. Stat. § 115.085 (Thomson/West 2006).

Candidates Prohibited

No candidate appearing on the ballot, or candidate's relative within the second degree, by consanguinity or affinity, may be an election judge. However, if the candidate is unopposed, then the relative may serve. In addition, in a county of less than 250,000 inhabitants, an unopposed candidate for the county committee of a political party, who is not a candidate for any other office, may serve.
Mo. Rev. Stat. § 115.085 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited while incarcerated for a felony, and while on probation or parole, until finally discharged from such probation or parole.
Mo. Rev. Stat. § 115.133(2); Mo. Rev. Stat. § 561.026 (Thomson/West 2006).

Prohibited if convicted of a felony or misdemeanor connected with the right of suffrage.
Mo. Rev. Stat. § 115.133(3); Mo. Rev. Stat. § 561.026 (Thomson/West 2006).

Persons convicted of felony, or crime connected with the exercise of the right of suffrage may be excluded by law from voting.
Mo. Const. Art VIII, § 2 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudged incapacitated.
Mo. Rev. Stat. § 115.133(2) (Thomson/West 2006).

No person who has a guardian of his or her estate or person by reason of mental incapacity, appointed by a court of competent jurisdiction and no person who is involuntarily confined in a mental institution pursuant to an adjudication of a court of competent jurisdiction shall be entitled to vote.
Mo. Const. Art VIII, § 2 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must speak, read, and write the English language.
Mo. Rev. Stat. § 115.085 (Thomson/West 2006).

Good Reputation Requirement

Each election judge shall be a person of good repute and character.
Mo. Rev. Stat. § 115.085 (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

- 15 to 17 years old;
- Full-time attendance in a school in Missouri;
- Take and sign oath;
- Have demonstrated age-appropriate academic ability and demeanor;
- Be a person of good repute who can speak, read and write the English language; and
- Not be related within the second degree of consanguinity or affinity to any person whose name appears on the ballot, except that no participant shall be disqualified if related within such degree to an unopposed candidate.

Mo. Rev. Stat. § 115.104 (Thomson/West 2006).

Montana

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be registered elector.
Mont. Code Ann. § 13-4-107(1) (Thomson/West 2006).

Age Requirement

18 years of age.
Mont. Code Ann. § 13-1-111(1) (b) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and county resident for at least 30 days.
Mont. Code Ann. § 13-1-111(1) (c) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct then county. Except if filling a vacancy when there the list is insufficient or if one or more of the eligible political parties fails to submit a list, the election administrator may randomly select, either by manual drawing or by computer, sufficient qualified county residents to fill election judge vacancies in all precincts.
Mont. Code Ann. § 13-4-107(1); Mont. Code Ann. § 13-4-102(4) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required. At least 30 days before the primary election in even-numbered years, the county governing body shall appoint three or more election judges for each precinct, one of whom must be designated chief judge.
Mont. Code Ann. § 13-4-101 (Thomson/West 2006).

Judges are chosen from lists of qualified registered electors for each precinct in the county, submitted at least 45 days before the primary election in even-numbered years by the county central committees of the political parties eligible to nominate candidates in the primary. All eligible political parties who submitted a list must have a judge appointed to represent that party. No more than the number of election judges needed to obtain a simple majority may be appointed from the list of one political party in each precinct. If any of the political parties failed to submit a list, the governing body shall appoint judges so that all parties eligible to participate in the primary are represented on each board.
Mont. Code Ann. § 13-4-102 (Thomson/West 2006).

Term Requirements

The election judges continue to be judges of all elections held in their precincts until other judges are appointed.
Mont. Code Ann. § 13-4-103 (Thomson/West 2006).

Compensation and Hour Requirements

Part-time possible, but there must be three election judges present at all times while the polls are open. Election judges may not leave the polling place other than family emergency or illness.
Mont. Code Ann. § 13-4-207 (Thomson/West 2006).

Paid at least Federal minimum wage.
Mont. Code Ann. § 13-4-106(1) (Thomson/West 2006).

Chief election judge may be paid at a rate higher than the other election judges.
Mont. Code Ann. § 13-4-106 (Thomson/West 2006).

Training, Certification and Oath Requirements

Must attend training and receive a current certificate of training.
Mont. Code Ann. § 13-4-102 & § 13-4-203 (Thomson/West 2006).

Oath required.
Mont. Code Ann. § 13-4-105 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No election judge may be a candidate or a spouse, ascendant, descendant, brother, or sister of a candidate or a candidate's spouse or the spouse of any of these in an election precinct where the candidate's name appears on the ballot. However, this does not apply to candidates for precinct offices.
Mont. Code Ann. § 13-4-107 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited while serving a sentence in a penal institution for a felony conviction.
Mont. Code Ann. § 13-1-111(2); Mont. Const. Art. IV, § 2 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated to be of unsound mind, unless restored to capacity as provided by law.
Mont. Code Ann. § 13-1-111(3); Mont. Const. Art. IV, § 2 (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

See below.

Student Election Assistant Statute

"Election worker," as defined in administrative rules, means an individual designated to perform election support duties. Although this rule does not specifically allow for youth or student election assistants, it was intended in practice to allow county election administrators to employ these individuals as long as they are not performing statutory election judge duties.

Mont. Admin. R. § 44-3-2102(4) (Thomson/West 2006); Alan Miller, Elections Specialist, Montana Secretary of State's Office (2006).

Nebraska

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Neb. Rev. Stat. § 32-231(1) (Thomson/West 2006).

Age Requirement

At least 18 years of age or is 17 years of age and will attain 18 years of age on or before the first Tuesday after the first Monday in November of the then current calendar year.
Neb. Rev. Stat. § 32-110 & Neb. Const. Art. VI, § 1 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State.
Neb. Rev. Stat. § 32-110 (Thomson/West 2006).

Self-supporting students who regard the location of their school as their home may vote where the school is located.
Swan v. Bowker, 135 Neb. 405, 281 N.W. 891 (1938).

Residency Requirement for Service (State, County or Precinct)

County in counties with election commissioners.
Neb. Rev. Stat. § 32-221 (Thomson/West 2006).

Precinct then county in counties without election commissioners.
Must be a resident of the precinct unless necessity demands that personnel be appointed from another precinct.
Neb. Rev. Stat. § 32-231(1) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. Election commissioner shall appoint a precinct inspector and a receiving board of at least two judges and two clerks. One judge and one clerk of election shall be registered voters of the political party casting the highest number of votes in the county for Governor or for President of the United States in the immediately preceding general election, and one judge and one clerk of election shall be registered voters of the political party casting the next highest number of votes, except that one judge or clerk of election may be a registered voter who is not affiliated with either of such parties. If a third judge is appointed, such judge shall be a registered voter of the political party casting the highest number of votes in the county for Governor or for President of the United States in the immediately preceding general election. All precinct and district inspectors shall be divided between all political parties as nearly as practicable in proportion to the number of votes cast in such county at the immediately preceding general election for Governor or for President of the United States by the parties, respectively.
Neb. Rev. Stat. § 32-223(1); Neb. Rev. Stat. § 32-223(4) (Thomson/West 2006).

For counties without election commissioners the same rules apply, except that the county clerk appoints, rather than the election commissioner.
Neb. Rev. Stat. § 32-230 (Thomson/West 2006).

Counties of populations < 300,000: must be appointed at least 30 days prior to the statewide primary election. Counties of populations > 300,000 appointed at least 30 days prior to the first election for which appointments are necessary.
Neb. Rev. Stat. § 32-221(Thomson/West 2006).

Poll Worker Draft
Nebraska law permits a county to draft citizens to serve as election day workers. Citizens whose names are drawn from the list of registered voters must serve in four elections.
Neb. Rev. Stat. §32-221 (Thomson/West 2006).

Judges and clerks of election may be selected at random from a cross section of the population of the county. All qualified citizens shall have the opportunity to be considered for service. All qualified citizens shall fulfill their obligation to serve as judges or clerks of election as prescribed by the election commissioner. No citizen shall be excluded from service unless excused by reason of ill health or other good and sufficient reason.
Neb. Rev. Stat. § 32-221(2) (Thomson/West 2006).

The election commissioner shall notify each person appointed as a judge or clerk of election, precinct inspector, district inspector, member of a counting board, or member of a canvassing board of the appointment by letter. Such letter shall be mailed at least 15 days prior to the required reporting date for each statewide primary and general election. Each appointee shall, at the time fixed in the notice of appointment, report to the office of the election commissioner or other designated location to complete any informational forms and receive training regarding his or her duties. The training shall include instruction as required by the Secretary of State and any other training deemed necessary by the election commissioner. Each appointee, if found qualified and unless excused by reason of ill health or other good and sufficient reason, shall serve for the term of his or her appointment.
Neb. Rev. Stat. § 32-228(1) (Thomson/West 2006).

An appointee, who fails to serve for such term, unless excused by reason of ill health or other good and sufficient reason, is guilty of a Class V misdemeanor. The election commissioner shall submit the names of appointees violating this subsection to the local law enforcement agency for citation pursuant to sections 32-1549 and 32-1550.
Neb. Rev. Stat. § 32-228(2) (Thomson/West 2006).

Term Requirements

Counties with election commissioner:
Counties of populations < 300,000: two years or until their successors are appointed and qualified for the next statewide primary election.
Counties of populations > 300,000: must serve for at least four elections.
Neb. Rev. Stat. §32-221 (Thomson/West 2006).

Counties without election commissioner: two years or until new officials are appointed for the next primary election.
Neb. Rev. Stat. § 32-231(1) (Thomson/West 2006).

Compensation and Hour Requirements

Full- or part-time.
Neb. Rev. Stat. § 32-223(3) (Thomson/West 2006).

Counties with election commissioners: judges, clerks, and inspectors will receive at least minimum wage for each hour of service. The election commissioner decides the rate and may vary the rate based on duties.
Neb. Rev. Stat. § 32-227 (Thomson/West 2006).

For counties without election commissioners: at least Federal minimum wage, but the county clerk determines pay rate.
Neb. Rev. Stat. § 32-233 (Thomson/West 2006).

Employment Protection
Any person who is appointed in any county to serve as a judge or clerk of election or precinct or district inspector shall not be subject to discharge from employment, loss of pay, loss of overtime pay, loss of sick leave, loss of vacation time, the threat of any such action, or any other form of penalty as a result of his or her absence from employment due to such service if he or she gives reasonable notice to his or her employer of such appointment. Reasonable notice shall be waived for those persons appointed as judges or clerks of election on the day of election to fill vacancies. Any such person shall be excused upon request from any shift work, without loss of pay, for those days he or she is required to serve.
Neb. Rev. Stat. § 32-241(1) (Thomson/West 2006).

Any employer of a person appointed to be a precinct or district inspector or a judge or clerk of election who discharges such person from employment, docks such person's pay, overtime pay, sick leave, or vacation time, or in any other way penalizes such person because of his or her service as an inspector, a judge, or a clerk shall be guilty of a Class III felony.
Neb. Rev. Stat. § 32-1517 (3) (Thomson/West 2006).

Training, Certification and Oath Requirements

Each appointee shall complete any informational forms and receive training regarding his or her duties. The training shall include instruction as required by the Secretary of State and any other training deemed necessary by the election commissioner.
Neb. Rev. Stat. § 32-228; Neb. Rev. Stat. § 32-235 (Thomson/West 2006).

Oath required.
Neb. Rev. Stat. § 32-222; Neb. Rev. Stat. § 32-238 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidates other than a candidate for delegate to a county, State, or national political party convention.
Neb. Rev. Stat. § 32-221(3); Neb. Rev. Stat. § 32-231(1) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony until two years after the sentence is completed, including any parole term. If convicted of treason in U.S., prohibited until rights are restored.
Neb. Rev. Stat. § 32-313(1); Neb. Const. Art. VI, § 2 (Thomson/West 2006).
Note: Legislation Pending to amend felon rule to state:
"No person who has been convicted of a felony under the laws of this state or any other state is qualified to vote or to register to vote until two years after the sentence is completed, including any parole term. The disqualification is automatically removed at such time."
2005 NE L.B. 53 (NS) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if *non compos mentis*.
Neb. Rev. Stat. § 32-313(1); Neb. Const. Art. VI, § 2 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read and write the English language.
Neb. Rev. Stat. § 32-221(3); Neb. Rev. Stat. § 32-231(1) (Thomson/West 2006).

Good Reputation Requirement

Must be of good repute and character.
Neb. Rev. Stat. § 32-221(3); Neb. Rev. Stat. § 32-231(1) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

Counties with election commissioners: election commissioner may appoint an election clerk who:

- Is at least 16 years old, but is not eligible to register to vote, and
- Must meet all other requirements to be election worker, except that such clerk shall not be required to be a registered voter.
- No more than one clerk of election appointed this way shall serve at any precinct.
- Student is considered a registered voter who is not affiliated with a political party.

Neb. Rev. Stat. § 32-223(5) (Thomson/West 2006).

Counties without election commissioner: same except person appointed by county clerk.
Neb. Rev. Stat § 32-230(7) (Thomson/West 2006).

Nevada[5]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Nev. Rev. Stat. Ann. § 293.217 (1) (Thomson/West 2006).

Age Requirement

18 years of age.
Nev. Const. art. 2, § 1 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State, district or county 30 days.
Nev. Const. art. 2, § 1 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
Nev. Rev. Stat. Ann. § 293.217 (1) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliated preferred. Not less than 60 days before a primary or a general election, the county central committee of each major political party and the executive committee of each minor political party may recommend to the county clerk three registered voters for each precinct in the county to act as election board officers. Thereafter, the clerk may accept recommendations for reserve election board officers.
Nev. Rev. Stat. Ann. § 293.219 (Thomson/West 2006).

At least three election board members, one of them designated chairman, are appointed by the county clerk at least 31 days before the election. May not all be of the same political party.
Nev. Rev. Stat. Ann. § 293.217(1) (Thomson/West 2006).

For city elections election board appointed by city clerk.
Nev. Rev. Stat. Ann. § 293C.220 (Thomson/West 2006).

County or city clerk may also provide, by rule or regulation, for recommendations by chairman of election board of persons for service on election board.
Nev. Rev. Stat. Ann. § 293.218; Nev. Rev. Stat. Ann. 293C.225 (Thomson/West 2006).

Term Requirements

Term is from the day before the day of the election, until the time for filing contests of the election has expired.
Nev. Rev. Stat. Ann. § 293.225(1) (Thomson/West 2006).

Nevada also has statutes for city elections. Discrepancies will be noted.

Compensation and Hour Requirements

Compensation must be fixed by county or city ordinance, resolution or order.
Nev. Rev. Stat. Ann. § 293.460 (Thomson/West 2006).

Training, Certification and Oath Requirements

All chairmen must attend local election training and must instruct his board before election day.
Nev. Rev. Stat. Ann. § 293.227 (Thomson/West 2006).

Within a reasonable time before each election, the county or city clerk shall instruct the members of the election board in the use of the mechanical voting system and in their duties in connection therewith.
Nev. Rev. Stat. Ann. § 293B.260 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidate for nomination or election or his relative within the second degree of consanguinity or affinity may be appointed as an election board officer.
Nev. Rev. Stat. Ann. § 293.217(1) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if have been or may be convicted of treason or felony in any state or territory of the United States, unless restored to civil rights.
Nev. Const. Art. 2, § 1 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated incompetent, unless restored to legal capacity.
Nev. Const. Art. 2, § 1; Nev. Rev. Stat. Ann. § 433A.460 (1) (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

County clerk may appoint as trainee for election officer:

- U.S. citizen, resident of Nevada, resident of the county in which he serves;
- Enrolled in high school;
- At the time of service, at least 16 years of age;
- Attend the training class; and
- Appointed with no political party affiliation;
- There may not be more than one trainee per precinct.
- Trainee may be counted as one of the election board members.

Nev. Rev. Stat. Ann. § 293.2175; Nev. Rev. Stat. Ann. § 293.227(2) (Thomson/West 2006).

City elections: trainee appointed by the city clerk.

Nev. Rev. Stat. Ann. § 293.2175; Nev. Rev. Stat. Ann. § 293C.222 (Thomson/West 2006).

New Hampshire

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
N.H. Rev. Stat. Ann. § 658:3 (Thomson/West 2006).

Age Requirement

18 years of age for inspectors and assistant election officials in general.
N.H. Const. part. 1, Art. 11(Thomson/West 2006).

17 years of age for assistant election officials appointed to central polling place in State elections.
N.H. Rev. Stat. Ann. § 658:7-a; N.H. Rev. Stat. Ann. § 658:7 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State.
N.H. Const. part. 1, Art. 11 (Thomson/West 2006).

Must establish domicile. An inhabitant's domicile for voting purposes is that one place where a person, more than any other place, has established a physical presence and manifests intent to maintain a single continuous presence for domestic, social, and civil purposes relevant to participating in democratic self-government.
N.H. Rev. Stat. Ann. § 654:1 (Thomson/West 2006).
Note: College students may choose as his/her voting domicile either the domicile he/she held before entering college or the domicile he/she has established while at college. Most other voters are only allowed to vote in the one municipality where he/she has the domicile where he/she spends most of his/her time and where he/she participates in civic activities and participates in government.
http://www.sos.nh.gov/college%20student%20letter.doc.

Residency Requirement for Service (State, County or Precinct)

Voting district (polling place).
N.H. Rev. Stat. Ann. § 658:3; N.H. Rev. Stat. Ann § 658:11 - 14 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required for inspectors; not required for assistant moderators and assistant town clerks. Moderator is the chief election officer in charge of the polls (elected position).
N.H. Constitution, Part 2, Art. 32; N.H. Rev. Stat. Ann. § 659:9 (Thomson/West 2006).

For help in central polling place in state elections, moderator may appoint an assistant moderator and such other election officials as he deems necessary. Town clerk, upon request of the moderator, may appoint an assistant town clerk.
N.H. Rev. Stat. Ann. § 658:7 (Thomson/West 2006).

For each additional polling place, moderator shall appoint an assistant moderator and the town clerk shall appoint an assistant clerk.
N.H. Rev. Stat. Ann. § 658:14 (Thomson/West 2006).

The town or ward political committee for the two political committees which cast the largest number of voters for governor in the last general election may appoint two or three inspectors between September 15th and October 15th of each general election year (depending on size of polling place). Additional inspectors may also be appointed, equally divided between the two political parties, as the moderator finds necessary.
N.H. Rev. Stat. Ann. § 658:2 (Thomson/West 2006).

Term Requirements

Two years from November 1st in the year in which the Inspector is appointed or until a successor is appointed and qualified.
N.H. Rev. Stat. Ann. § 658:4 (Thomson/West 2006).

The term of office of assistant election officials appointed to central polling place shall expire at the termination of the proceedings at the election for which he was appointed.
N.H. Rev. Stat. Ann. §658:8 (Thomson/West 2006).

Compensation and Hour Requirements

No information available.

Training, Certification and Oath Requirements

The Secretary of State shall prepare, by June 1st preceding each State general election, an up-to-date manual on the New Hampshire election laws and procedures for conducting elections. The manual shall be distributed free of charge to each moderator, board of selectmen, city council, board of supervisors of the checklist and to each town, city and ward clerk.
N.H. Rev. Stat. Ann. § 652:22 (Thomson/West 2006).

Oath required.
N.H. Rev. Stat. Ann. 42:1; N.H. Rev. Stat. Ann. § 658:4 & 7 (Thomson/West 2006).

Elected Public Officials Prohibited

There are several offices in town government for which a person may not serve while holding another office. The relevant ones are:

- No person shall at the same time hold any two of the following offices: town treasurer, moderator, trustee of trust funds, selectman, and head of any police department on full time duty.
- No selectman, moderator, town clerk or inspector of election shall at the same time serve as supervisor of the checklist.

N.H. Rev. Stat. Ann. § 669:7 (Thomson/West 2006).

Candidates Prohibited

No candidates other than election officials who are running for a position as an election official.
N.H. Rev. Stat. Ann. § 658:24 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited from the time of sentencing until discharge or parole.
N.H. Rev. Stat. Ann. § 607-A: 2 (Thomson/West 2006).

Any person convicted of bribery or intimidation relating to elections or any willful violation of the election law is forever disqualified from voting, seeking or holding public office, except that the supreme court may, on notice to the attorney general, restore the privileges of a voter to any person who may have forfeited them by conviction of such offenses.
N.H. Const. part 1, Art. 11; N.H. Rev. Stat. Ann. 654:6 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

No constitutional or statutory prohibition found.

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

Assistant election official must be 17 years of age and appointed to central polling place in State elections.
N.H. Rev. Stat. Ann. § 658:7-a; N.H. Rev. Stat. Ann. § 658:7 (Thomson/West 2006).

New Jersey

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a legal voter who is a member of a political party by virtue of having voted in a party primary or who has filed a party declaration form for the ensuing presidential primary or primary election for the general election with the commissioner of the county in which the voter is registered and who, for two years prior to making written application, has not espoused the cause of another political party or its candidates; or a legal voter who is not affiliated with a political party.
N.J. Stat. Ann. § 19:5-2(a) (1) & (2) (Thomson/West 2006).

Age Requirement

18 years of age.
N.J. Const., Art. II, Sec. I, Para. 3 (Thomson/West 2006).

16 or 17 years of age if qualifications under N.J. Stat. Ann. § 19:6-2(a) are met.

Residency Place and Term Required for Voter Registration

Resident of State and of the county for at least 30 days before the election.
N.J. Const., Art. II, Sec. I, Para. 3 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
N.J. Stat. Ann. § 19:6-2 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required, but if insufficient number of political party applicants then will appoint unaffiliated. By January 10th of each presidential year and April 1st of every other year, the county board must appoint the district board from a list of applicants. The members of any district board shall be equally apportioned between the two political parties which at the last general election cast the largest and next largest number of votes respectively in this State for members of the general assembly. If the positions cannot be filled from among qualified members of those two political parties, the county board shall appoint an otherwise qualified person who is unaffiliated with any political party, but no such appointment of an unaffiliated person shall be made prior to January 15th of each presidential year and prior to March 25th of every other year, and in no event shall more than two such unaffiliated persons serve at the same time on any district board.
N.J. Stat. Ann. § 19:6-3 (Thomson/West 2006).

Applicants must submit formal, individualized applications to county board.
N.J. Stat. Ann. §19:6-2 (Thomson/West 2006).

County board makes appointments in consultation with chairs of county political parties.
N.J. Stat. Ann. §19:6-3(a) (2) (Thomson/West 2006).

On or before the second Tuesday next preceding the presidential primary election in those years when such an election is held or the primary election for the general election in every other year, each district board shall meet and organize one of its members as judge, who shall be chairman of the board and another of its members as inspector. The judge and inspector shall not be members or voters of the same political party. The other members shall be clerks.
N.J. Stat. Ann. § 19:6-10 (Thomson/West 2006).

Term Requirements

One year, or until their successors are appointed, and shall begin on April 25th of each year.
N.J. Stat. Ann. § 19:6-8 (Thomson/West 2006).

Compensation and Hour Requirements

Part-time possible. The county board determines if there will be one shift or if the day will be split into two shifts. If the day is split into shifts, the county board decides who will work which shifts. The judge and inspector of the board must work both shifts.
N.J. Stat. Ann. § 19:6-9.1 (Thomson/West 2006).

Compensation is $200 for any primary election, the general election or any special election. The member charged with the duty of obtaining and signing for the signature copy registers shall receive an additional $ 12.50, or $6.25 per person if the duty is split, and the member with the duty of returning the signature copy registers shall receive an additional $12.50, or $6.25 per person if the duty is split.
N.J. Stat. Ann. § 19:45-6 (Thomson/West 2006).

Training, Certification and Oath Requirements

Training and certification required every two years. Within 30 days before each election, the county board of elections shall cause new members of the district boards to be trained. All district board members shall be required to attend instructional sessions for each election at least once every two years. The county board of elections shall cause certificates to be issued to those fully qualified to properly conduct the election. County board of elections shall call the instructional meetings of the district boards as shall be necessary. The members of the district board of each election district shall attend such instructional meetings. No member of any district board shall serve in any election unless he shall have received such instruction as herein provided and is fully qualified to perform the duties in connection with the election, and has received a certificate to that effect from the county board of elections; but this shall not prevent the appointment of a person as a member of the district board to fill a vacancy in an emergency. The county board of elections shall design, prepare and distribute training manuals for district board members, pursuant to guidelines established by the Attorney General. The county board of elections shall also make the training manual available on its Internet site and on the Internet site of the Division of Elections in the Department of Law and Public Safety.
N.J. Stat. Ann. § 19:50-1 (Thomson/West 2006).

Oath required.
N.J. Stat. Ann. § 19:6-11 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidates. If a member of the board becomes a candidate for an office to be voted upon at any primary, general election, nonpartisan municipal, school and fire district election, or special election for which he was appointed to serve that position will be deemed vacant.
N.J. Stat. Ann. § 19:6-12 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if have been or shall be convicted of a violation of election laws for which criminal penalties were or are imposed, if deprivation was or shall be part of the punishment, unless pardoned or restored by law to the right of suffrage.
N.J. Stat. Ann. § 19:4-1(6) & (7) (Thomson/West 2006).

Prohibited if serving a sentence, on parole, or on probation as the result of a conviction of any indictable offense under the laws of any state or of the United States.
N.J. Stat. Ann. § 19:4-1(8) (Thomson/West 2006).

Prohibited from serving on election board if convicted of any crime involving moral turpitude.
N.J. Stat. Ann. § 19:6-2 (Thomson/West 2006).
Note: Legislation pending that would allow a person who is on probation to vote.
2006 NJ A.B. 850 (NS) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if an idiot or insane.
N.J. Stat. Ann. § 19:4-1(1); N.J. Const., Art. II, Sec. II, Para. 6 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must have ability to read the English language readily; ability to add and subtract figures correctly; ability to write legibly with reasonable facility.
N.J. Stat. Ann. § 19:6-2 (Thomson/West 2006).

Good Reputation Requirement

Must have good moral character and not been convicted of any crime involving moral turpitude.
N.J. Stat. Ann. § 19:6-2 (Thomson/West 2006).

Alternative Positions with Different Requirements

Translators. In election districts in which the primary language of 10 percent or more of the registered voters is Spanish, the county board shall appoint two additional members who shall be of Hispanic origin and fluent in the Spanish language.
N.J. Stat. Ann. § 19:6-1 (Thomson/West 2006).

Student Election Assistant Statute

May be a member of the district board of election if:

- U.S. citizen and resident of this State;
- 16 or 17 years of age;
- Attend a secondary school; and
- Written permission of his or her parent or guardian OR
- U.S. citizen and resident of this State;
- 16 or 17 years of age;
- Graduated from a secondary school or has passed a general educational development test; and
- Written permission of his or her parent or guardian.

N.J. Stat. Ann. § 19:6-2(a) (Thomson/West 2006).

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
N.M. Stat. Ann. §1-2-8; N.M. Stat. Ann. §1-2-10 (Thomson/West 2006).

Age Requirement

18 years of age.
N.M. Stat. Ann. §1-1-4 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

New Mexico State resident 12 months, in the county 90 days, and in the precinct in which he offers to vote 30 days, next preceding the election.
N.M. Const. Art. 7, §1 (Thomson/West 2006).

30 days for presidential elections.
N.M. Stat. Ann. §1-21-3 (Thomson/West 2006).

A person does not gain or lose residence solely by reason of his presence or absence while a student at an institution of learning.
N.M. Stat. Ann. §1-1-7(D) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct then county. Shall be a resident of the representative district and county in which the precinct where he is a voter is located. Wherever possible, the county clerk shall assign persons appointed as precinct board members to serve in precincts wherein they reside or in precincts located in the representative district wherein they reside.
N.M. Stat. Ann. §1-2-7(A) (1); N.M. Stat. Ann. §1-2-11 (Thomson/West 2006).

In the event of a shortage or absence of precinct board members in certain precincts, the county clerk may, in the best interest of the election process, assign appointed precinct board members to serve in any precinct in the county, provided that such appointed board members shall not change the proportionate representation of each party on the board.
N.M. Stat. Ann. §1-2-11 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation considered. Appointment of election officials varies according to numbers of voting machines, but the various formulae maintain a balance so that representation from all major political parties is assured.
N.M. Stat. §1-2-12 (B) - (D) (Thomson/West 2006).

The county clerk, on or before 55 days next preceding the primary election, shall appoint the precinct board for each precinct in the following order: from the list submitted by the major party county chairmen,

from the standby list (compiled by county clerk), from any other list of voters who have the same qualifications and comply with the same requirements as provided for precinct board members.
N.M. Stat. Ann. §1-2-10; N.M. Stat. Ann. §1-2-6 (A) (Thomson/West 2006).

If the county clerk determines that additional election clerks are needed in a precinct, the clerk may appoint such additional election clerks as he deems necessary; provided, however, that such appointments shall be made in the manner that provides for representation from all major political parties.
N.M. Stat. Ann. §1-2-12(E) (Thomson/West 2006).

The county chairman of each of the major political parties may file with the county clerk at least 30 days before the date of appointment the names of not more than four voters for each precinct to be considered for appointment as a member of the precinct board. Such names shall be those of persons residing in the precinct to which they are to be appointed and who meet the qualifications required for a precinct board member. The county chairman may indicate his order of preference for each of the persons recommended for each precinct.
N.M. Stat. Ann. §1-2-8 (Thomson/West 2006).

Term Requirements

The members of the precinct board shall be appointed for a term of two years beginning April 1, 2006.
N.M. Stat. Ann. §1-2-6(B) (Thomson/West 2006).

Compensation and Hour Requirements

Members of a precinct board shall be compensated for their services at the rate of not less than the Federal minimum hourly wage rate or more than $150 for an election day.
N.M. Stat. Ann. §1-2-16(A) (Thomson/West 2006).

Training, Certification and Oath Requirements

Before serving as a presiding judge of a precinct board, a person shall receive training in the duties of that position and be certified for the position by the county clerk.
N.M. Stat. Ann. §1-2-7(B) (Thomson/West 2006).

Oath required.
N.M. Stat. Ann. §1-2-7(A) (4) (Thomson/West 2006).

Each judge must attend a school of instruction in the calendar year that they are appointed to serve.
N.M. Stat. Ann. §1-2-17(E) (Thomson/West 2006).

The Secretary of State shall provide: (1) instructions for the precinct board, which shall include a brief non-technical explanation of their duties as required by the election code; and (2) a single training manual containing standard guidelines for the operations and processes of statewide elections, including pre-election day activities, election-day activities and post-election-day activities and county and State canvassing processes. When any specific duty is imposed by the instructions issued under the election code, the duty shall be deemed to be a requirement of the law.
N.M. Stat. Ann. §1-2-7 (A) & (B) (Thomson/West 2006).

Elected Public Officials Prohibited

No person who is a sheriff, deputy sheriff, marshal, deputy marshal or State or municipal policeman.
N.M. Stat. Ann. §1-2-7(C) (3) (Thomson/West 2006).

Candidates Prohibited

No candidates for any Federal, State, district or county office or spouse, parent, child, brother or sister of any candidate to be voted for at the election.
N.M. Stat. Ann. §1-2-7(C) (1) & (2) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felonious or infamous crime, unless restored to political rights.
N.M. Const. Art. 7, §1 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if idiot or insane.
N.M. Const. Art. 7, §1 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read and write and have the necessary capacity to carry out functions with acceptable skill and dispatch.
N.M. Stat. Ann. §1-2-7(A) (2) & (3) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Messengers. County clerk may appoint messengers to deliver ballot boxes, poll books, keys, election supplies and other materials pertaining to the election. Messengers shall be paid mileage as provided in the Per Diem and Mileage Act each way over the usually traveled route.
N.M. Stat. Ann. §1-2-20 (Thomson/West 2006).

Per diem rates can be as high as $95 per day.
N.M. Stat. Ann. §10-8-4 (Thomson/West 2006).

Translators. In those polling places designated by the Secretary of State as being subject to the provisions of the 1975 amendments to the Federal Voting Rights Act of 1965, oral assistance shall be made available to assist language minority voters who cannot read sufficiently well to exercise the elective franchise. In those precincts where oral assistance is required, the position of election translator is created. The election translator shall:

- Be an additional member of the regular precinct board unless oral assistance to language minorities can otherwise be rendered by a member of the regular precinct board;
- Be appointed by the county clerk in the same manner as other precinct board members are appointed, except that the county clerk in appointing American Indian election translators shall seek the advice of the pueblo or tribal officials residing in that county;
- Take the oath required of precinct board members;
- Meet the same qualifications as other precinct board members; and
- Represent each political party as required by law for precinct boards.

N.M. Stat. Ann. §1-2-19 (A) - (C) (Thomson/West 2006).

Student Election Assistant Statute

No information available.

New York[6]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
N.Y. Elec. Law §3-400(6); N.Y. Elec. Law §3-401(5) (Thomson/West 2006).

Age Requirement

18 years of age.
N.Y. Elec. Law § 5-102 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

County for a minimum of 30 days preceding election.
N.Y. Elec. Law § 5-102; N.Y. Elec. Law §3-400(6); N.Y. Elec. Law §3-401(5) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County, or for New York City, city.
N.Y. Elec. Law §3-400(6); N.Y. Elec. Law §3-401(5) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required. Appointments are equally divided between major political parties.
N.Y. Elec. Law §3-400(3); N.Y. Elec. Law §3-401(2) (Thomson/West 2006).

Appointments made by county board on or before the 15th day of July of each year, from designations certified by party's county or city committee chair by May 1st, and from board's additional inspector list if necessary.
N.Y. Elec. Law §3-404(2) (3); N.Y. Elec. Law §3-404(6) (Thomson/West 2006).

Term Requirements

One year or partial unexpired term (July 15 to July 14).
N.Y. Elec. Law §3-404(1) (Thomson/West 2006).

Compensation and Hour Requirements

Municipality determines compensation within statutory limitations. In New York City inspectors no less than $130 per day; coordinators no less than $200 per day.
N.Y. Elec. Law §3-420 (Thomson/West 2006).
Note: Legislation pending to raise compensation in New York City to: inspectors no less than $300 per day; coordinators no less than $400 per day.
2005 NY A.B. 9530 (NS) (Thomson/West 2006).

[6] New York City functions as a county. Minor variations of rules exist in Monroe, Nassau and Suffolk Counties.

Training, Certification and Oath Requirements

Course, using State mandated core curriculum with local augmentation, required every year. Exam required every year. Certification given if exam passed. Oath of office required.
N.Y. Elec. Law §3-410; N.Y. Elec. Law §3-412; N.Y. Elec. Law §3-414 (Thomson/West 2006).

Elected Public Officials Prohibited

No elected public official.
N.Y. Elec. Law §3-400(6); N.Y. Elec. Law §3-401(5) (Thomson/West 2006).

Candidates Prohibited

No candidates or candidates' spouses, parents and children.
N.Y. Elec. Law §3-400(6); N.Y. Elec. Law §3-401(5) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony pursuant to the laws of any State or the United States, unless pardoned or restored to the rights of citizenship, or maximum sentence of imprisonment has expired, or discharged from parole. A condition to any pardon may require that the right of suffrage is not regained until it shall have been separately restored.
N.Y. Elec. Law § 5-106(2), (3) & (4) (Thomson/West 2006).

Prohibition appears to include non-felons who have been convicted of violation of election laws. They are prohibited from participating in election at issue.
N.Y. Elec. Law § 5-106 (1) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudged "incompetent" by court order and not thereafter determined "competent."
N.Y. Elec. Law §5-106(6) (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to speak and read the English language and write it legibly.
N.Y. Elec. Law §3-400(6); N.Y. Elec. Law §3-401(5) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

In New York City may not need to be a registered voter to be a translator, information clerk, or door clerk. Must be a permanent resident, 18 years old, fluent in the English language, and for translators fluent in language required.
http://vote.nyc.ny.us/pollworkers.html (2006).

Pending Legislation for Part Time

"The board of elections may employ election inspectors to work half- day shifts with adjusted compensation, provided, however, that at least one inspector from each of the two major political parties is present at the poll site for the entire time that the polls are open. Each county board of elections shall prescribe the necessary rules and procedures to ensure proper poll site operation."

2005 NY A.B. 11074 (NS) (Thomson/West 2006).

Student Election Assistant Statute

Pending Legislation for Students

"A person who is sixteen or seventeen years of age, who is enrolled in a secondary school and fulfilling the requirements of section thirty-two hundred five-a of the education law, shall be eligible to be appointed as and perform the duties of a poll clerk while under supervision of a poll clerk who is eighteen years of age or older."

2005 NY A.B. 10424 (NS) (Thomson/West 2006).

North Carolina

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter of the county where serves.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006).

Age Requirement

18 years of age.
N.C. Gen. Stat. §163-55 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and precinct for a minimum of 30 days preceding election.
N.C. Gen. Stat. §163-55 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct. Precinct resident given preference and will replace non-precinct resident if available. Majority must be precinct residents.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. County board makes appointments from lists submitted by party chairs no later than the fifth day before the date on which appointments are to be made. Appointments are made at a meeting on the Tuesday following the third Monday in August. The county board shall assure, wherever possible, that no precinct has a chief judge and judges all of whom are registered with the same party. Not more than one precinct judge shall belong to same political party as chief judge. Where parties cannot find worker or a worker resigns, county board will appoint substitute to replace from the same party. However, the county may fill with unaffiliated workers or a worker of a different party if needed.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006); Don Wright, General Counsel, North Carolina State Board of Elections (2006).

Term Requirements

Two years unless non-precinct resident appointed, in which case term ends when precinct resident of same party is appointed.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006).

Compensation and Hour Requirements

State minimum wage for election day, however most counties pay more. Average election day pay for a precinct judge would be $150, and for a precinct worker $100.
N.C. Gen. Stat. §163-46 (Thomson/West 2006); Don Wright, General Counsel, North Carolina State Board of Elections (2006).

Required to remain at polling place until all election duties, including producing an unofficial vote count at the precinct, are complete.
N.C. Gen. Stat. §163-47 (Thomson/West 2006).

Training, Certification and Oath Requirements

Training, exam and certification prescribed by State board.
N.C. Gen. Stat. §163-82.24 (Thomson/West 2006).

County board shall conduct mandatory, compensated instructional meeting.
N.C. Gen. Stat. §163-46 (Thomson/West 2006).

County board shall provide training on voting systems.
8 NC ADC 4.0305 (Thomson/West 2006).

Tasks and duties outlined in 8 NC ADC 10B.0101.

Oath required.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006).

Dereliction of duties may result in criminal consequences.
N.C. Gen. Stat. §163-274; 8 NC ADC 10B.010 (Thomson/West 2006).

Elected Public Officials Prohibited

No elected public official, officer for a political party or political organization, or manager or treasurer of a political party.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006).

Candidates Prohibited

No candidates or candidates' spouses, parents, siblings, and children.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if adjudged guilty of a felony against North Carolina or the United States, or adjudged guilty of a felony in another State that also would be a felony if it had been committed in North Carolina, unless restored to the rights of citizenship in the manner prescribed by law. Citizenship is automatically restored to a felon upon that felon's discharge from custody, probation, or parole.
N.C. Gen. Stat. §163-55 (a) (2); N.C. Const. Art. VI §2 (3); N.C. Gen. Stat. § 13-1 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

May be prohibited by an un-revoked adjudication of incompetence.
N.C. Gen. Stat. § 122C-58 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read and write.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006).

Good Reputation Requirement

Must be of good repute.
N.C. Gen. Stat. §163-41(a) (Thomson/West 2006).

Alternative Positions with Different Requirements

Assistants, unlike judges, may serve at the polls on election day less than the length of the full day of operations.
N.C. Gen. Stat. §163-42 (Thomson/West 2006); Don Wright, General Counsel, North Carolina State Board of Elections (2006).

Emergency election day assistants are subject to the same qualifications and eligibility of precinct officials and may be appointed by the county boards to serve as needed on election day at the polls.
N.C. Gen. Stat. §163-42 (Thomson/West 2006); Don Wright, General Counsel, North Carolina State Board of Elections (2006).

Ballot counters have the same general qualifications and eligibility of precinct officials and may be appointed by the county boards to serve as needed counting ballots at the close of election day at the polls.
N.C. Gen. Stat. §163-43 (Thomson/West 2006); Don Wright, General Counsel, North Carolina State Board of Elections (2006).

Poll observers appointed by political parties are allowed in polling locations, and are not precinct officials and have no election jurisdiction or duties.
N.C. Gen. Stat. §163-45 (Thomson/West 2006); Don Wright, General Counsel, North Carolina State Board of Elections (2006).

Student Election Assistant Statute

- 17 years of age;
- County resident;
- Enrolled in secondary educational institution or home-schooled;
- Exemplary academic record;
- Principal recommendation; and
- Consent of parent or guardian.

N.C. Gen. Stat. §163-42.1 (Thomson/West 2006).

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be qualified elector eligible to vote.
N.D. Cent. Code § 16.1-05-02(1) (a) (Thomson/West 2006).

Age Requirement

18 years of age.
N.D. Cent. Code § 16.1-01-04(1) (Thomson/West 2006).

16 or 17 years of age if able to meet qualifications set out in N.D. Cent. Code § 16.1-05-02(1) (b).

Residency Place and Term Requirement Pursuant to Registration Law

State resident and has resided in the precinct at least 30 days next preceding any election.
N.D. Cent. Code § 16.1-01-04(1) (Thomson/West 2006).

For the purposes of elections, an individual may not be deemed to have gained or lost a residence solely by reason of the individual's presence or absence while enrolled as a student at a college, university, or other postsecondary institution of learning in this State.
N.D. Cent. Code § 16.1-01-04(5) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct, then legislative district, then county. Must be qualified elector of a precinct within the polling place boundaries in which the person is assigned to work and must be eligible to vote at the polling place to which the person is assigned. If the county auditor has exhausted all practicable means to select judges and clerks from within the boundaries of the precincts within the polling place and vacancies still remain, the county auditor may select election judges and clerks who reside outside of the voting precinct but who reside within the polling place's legislative districts. If vacancies still remain, the county auditor may select election judges and clerks who reside outside of the legislative districts but who reside within the county.
N.D. Cent. Code § 16.1-05-01(2); N.D. Cent. Code § 16.1-05-02(1) (a) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required for judges and clerks, but inspectors may be unaffiliated. For incorporated cities the governing body of the city, and in for other precincts the county auditor (with the approval of the majority of the board of county commissioners), shall appoint the election inspectors.
N.D. Cent. Code § 16.1-05-01(1) (b) & (c) (Thomson/West 2006).

The election judges and poll clerks for each polling place must be appointed in writing by the district chairs representing the two parties that cast the largest number of votes in the State at the last general election.
N.D. Cent. Code § 16.1-05-01(2) (Thomson/West 2006).

Twenty-one days before an election each party chair give notice of appointments to the county auditor. If this notice is not received within the time specified, the county auditor shall appoint the judges and poll clerks.
N.D. Cent. Code § 16.1-05-01(2) (Thomson/West 2006).

Term Requirements

An election inspector shall serve until a successor is named.
N.D. Cent. Code § 16.1-05-01(1) (c) (Thomson/West 2006).

Compensation and Hour Requirements

County auditors shall pay at least the State minimum wage to the relevant election officials. Members of election boards who attend the county's training sessions must be paid at least 25 percent more than the State minimum wage during the time spent in the performance of their election duties.
N.D. Cent. Code § 16.1-05-05 (Thomson/West 2006).

Training, Certification and Oath Requirements

A person serving as a member of the election board shall, prior to each election, attend a period of instruction conducted by the county auditor.
N.D. Cent. Code § 16.1-05-02(4) (Thomson/West 2006).

Not less than 30 days before any election, the Secretary of State shall provide an instruction manual approved by the attorney general, which in layman's terms presents in detail the responsibilities of each election official. The Secretary of State shall forward sufficient copies of this manual to each county auditor who shall distribute the manuals to each member of all the election boards in the county.
N.D. Cent. Code § 16.1-05-03(1) (Thomson/West 2006).

Before each primary and general election, each county auditor or the auditor's designated representative shall conduct training sessions on election laws and election procedures for election officials in the county and may conduct training sessions before any special statewide or legislative district election. Attendance at the session is mandatory for members of the election board and for poll clerks. The state's attorney shall attend all sessions to give advice on election laws.
N.D. Cent. Code § 16.1-05-03(2) (Thomson/West 2006).

An election official, at the option of the county auditor, may be excused from attending a third training session on election laws within a 12 month period.
N.D. Cent. Code § 16.1-05-03(3) (Thomson/West 2006).

Oath required.
N.D. Cent Code § 16.1-05-02(3) (Thomson/West 2006).

Elected Public Officials Prohibited

No prohibition.
Jim Silrum, Deputy Secretary of State, North Dakota (2006).

Candidates Prohibited

No candidate or a husband, wife, father, mother, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, brother, or sister, whether by birth or marriage, of the whole or the half-blood, of any candidate in the election at which the person is serving.
N.D. Cent. Code § 16.1-05-02(2) (b) & (c) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony until civil rights are restored.
N.D. Cent. Code § 16.1-01-04(4); N.D. Const. Art. II §2 (Thomson/West 2006).

Prohibited if sentenced for a felony to a term of imprisonment, during the term of actual incarceration under such sentence.
N.D. Cent. Code §12.1-33-01(1) (a) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if declared mentally incompetent by order of a court or other authority having jurisdiction, which order has not been rescinded.
N.D. Const. Art. II § 2; N.D. Cent. Code § 30.1-28-04(3) (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No one may serve who has anything of value bet or wagered on the result of an election.
N.D. Cent. Code § 16.1-05-02(2) (a) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

A student enrolled in a high school or college in this State who has attained the age of 16 is eligible to be appointed as a poll clerk if the student possesses the following qualifications:

- Is a United States citizen or will be a citizen at the time of the election at which the student will be serving as a member of an election board;
- Is a resident of this state and has resided in the precinct at least 30 days before the election; and
- Is a student in good standing attending a secondary or higher education institution.

A student appointed as a poll clerk may be excused from school attendance and may not be recorded as being absent on any date for which the excuse is operative. No more than two students may serve as poll clerks on an election board.

An individual who has attained the age of 16 and has graduated from high school or obtained a general education degree from an accredited educational institution is eligible to be appointed as a poll clerk.
N.D. Cent. Code § 16.1-05-02(b) & (c) & (d) (Thomson/West 2006).

Ohio

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified elector of the county.
Ohio Rev. Code § 3501.22(A) (Thomson/West 2006).

If the board of elections determines that not enough qualified electors in a precinct are available to serve as precinct officers, it may appoint persons to serve as precinct officers at a primary, special, or general election who are at least seventeen years of age and are registered to vote.
Ohio Rev. Code § 3501.22(B) (Thomson/West 2006).

Age Requirement

18 years of age.
Ohio Rev. Code § 3503.01 (Thomson/West 2006).

But for primary elections, may vote if 18 years of age or over by the next general election.
Ohio Rev. Code § 3503.011 (Thomson/West 2006).

If the board of elections determines that not enough qualified electors in a precinct are available to serve as precinct officers, it may appoint persons to serve as precinct officers at a primary, special, or general election who are at least 17 years of age and are registered to vote.
Ohio Rev. Code § 3501.22(B) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Resident of and registered to vote in State for 30 consecutive days preceding election and resident of county and precinct at time of voting.
Ohio Rev. Code § 3503.01 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
Ohio Rev. Code § 3501.22(A) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Not more than half of judges or election officers in a precinct may be from same political party, and presiding judge will be chosen from the dominant political party. "Additional officials" must be divided equally between the two major political parties.
Ohio Rev. Code § 3501.22(A) (Thomson/West 2006).

Precinct officials in a primary election must be equally divided between two major political parties.
Ohio Rev. Code § 3501.23 (Thomson/West 2006).

On September 15th of each year, county boards appoint, by majority vote, four county residents to each election precinct. These are the judges, and they constitute the precinct election officers.
Ohio Rev. Code § 3501.22(A) (Thomson/West 2006).

Term Requirements

One year terms starting on September 15th.
Ohio Rev. Code § 3501.22(A) (Thomson/West 2006).

Compensation and Hour Requirements

Compensation is for full election day, from one-half hour before opening of polls until all procedures are complete.
Ohio Rev. Code § 3501.28(A) (2) & (F); Ohio Rev. Code § 3501.31 (Thomson/West 2006). [In practice, poll worker's hours may begin earlier than 6:00 a.m. Cuyahoga County BOE].

Polls will be open from 6:30 a.m. until 7:30 p.m. unless there are voters in line, in which case the polls shall be kept open until such waiting voters have voted.
Ohio Rev. Code § 3501.32 (Thomson/West 2006).

The board of elections shall mail to each precinct election official notice of the date, hours, and place of holding each election in the official's respective precinct at which it desires the official to serve. Each of such officials shall notify the board immediately upon receipt of such notice of any inability to serve.
Ohio Rev. Code § 3501.31 (Thomson/West 2006).

Election judges shall receive no less than minimum wage, but no more than $95 per day (variable with increase in minimum wage.) is required by the State. County board may increase the amount pursuant to a variety of statutory limits, including timely notice to the county commissioners.
Ohio Rev. Code § 3501.28 (E) (1) (c) & (2) (Thomson/West 2006).

Training, Certification and Oath Requirements

All election judges shall complete a program of instruction. County board must provide training, within 60 days of election, using both materials produced by the Secretary of State and its own supplements. County board must re-instruct election officials at least once every three years, and re-instruct presiding judges before primaries in even numbered years. If a trained judge is unavailable, then an untrained judge may be employed.
Ohio Rev. Code § 3501.27(A), (B) & (C) (Thomson/West 2006).

Oath required.
Ohio Rev. Code § 3501.31 (Thomson/West 2006).

Elected Public Officials Prohibited

Does not apply.

Candidates Prohibited

Candidate cannot serve in same precinct where running, except for unopposed candidate for county central committee.
Ohio Rev. Code § 3501.15; § 3501.27(A) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if have been convicted of a felony, or any violation of the election laws.
Ohio Rev. Code § 3501.27(A); 1932 OAG 4650 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

No idiot, or insane person, shall be entitled to the privileges of an elector, thus ineligible to serve as poll worker.
Ohio Const. Art. 5, § 6 (Thomson/West 2006).

Prohibited if adjudicated incompetent for the purpose of voting.
Ohio Rev. Code § 3503.18; Ohio Rev. Code § 5122.301 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read and write the English language readily.
Ohio Rev. Code § 3501.27(A) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Board may designate some election officers to perform duties at any precinct. Board may appoint additional officials, divided equally between the two major political parties, to expedite voting. Appointment appears to be limited to term of election requiring the additional workers. Training requirements are the same as for judges.
Ohio Rev. Code § 3501.22(A) (Thomson/West 2006).

Interpreter need determined by county board. Appointments follow same training and compensation rules as applied to appointment of precinct election officials. Because interpreters are fully trained, they can also function as precinct election officers.
Ohio Rev. Code § 3501.221(A) (Thomson/West 2006).

Student Election Assistant Statute

Board of elections may establish high school precinct officer program. Rules must include:

- County residency;
- At least 17 years old and enrolled in the senior year of high school;
- Must declare party affiliation with the board of elections;
- Cannot serve as presiding judge;
- School absence shall be excused; and
- No more than one student under 18 years of age may serve in a precinct.

Ohio Rev. Code § 3501.22(C) - (D) (Thomson/West 2006).

Oklahoma

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
26 Okla. Stat. § 2-131 (Thomson/West 2006).

Age Requirement

18 years of age.
Okla. Const., Art. 3, § 1; 26 Okla. Stat. § 4-101 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Bona fide resident of State for 25 days.
Okla. Const., Art. 3, § 1; 26 Okla. Stat. § 4-103 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
26 Okla. Stat. § 2-131 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required for judges and clerks; affiliation not required for inspector. The county election board appoints the judge and clerk from lists of nominees provided by the two political parties with the highest number of registered voters in State. No later than June 15, 1975, and every four years thereafter, the county central committees of the two parties with the highest number of registered voters in the State, based on the latest January 15th registration report, shall submit a list of three nominees for each precinct to the county election board. The county election board shall be confined to the list of nominees submitted by either party and shall appoint one member of each precinct election board from each party no later than July 1, 1975, and every four years thereafter. If no list is submitted by a county central committee for any precinct by the specified date, or if the nominees for a precinct are unable to serve, then the county election board shall appoint one member of said precinct election board from the ranks of said party within the precinct. The judge and clerk must be registered to vote in different political parties.
26 Okla. Stat. § 2-124 (Thomson/West 2006).

County election board may appoint any qualified voter it chooses as the inspector.
26 Okla. Stat. § 2-125 (Thomson/West 2006).

Additional precinct election board members. In anticipation of large numbers of voters in specific precincts, the county election board may be authorized to appoint additional precinct election board members, in multiples of three.
26 Okla. Stat. § 2-128.1 (Thomson/West 2006).

Term Requirements

Inspector serves until he or she resigns or until removed by the county election board.
26 Okla. Stat. § 2-125 (Thomson/West 2006).

Judge and clerk serve four year terms.
26 Okla. Stat. § 2-124 (Thomson/West 2006).

Compensation and Hour Requirements

The inspector shall be paid $95 for each election and shall be allowed mileage reimbursement. Judges, clerks and counters shall be paid $85 and shall be allowed mileage reimbursement.
26 Okla. Stat. § 2-129 (Thomson/West 2006).

Training, Certification and Oath Requirements

Training every two years (even numbered years).
26 Okla. Stat. § 3-109 (Thomson/West 2006).

Persons attending such training programs shall be paid $12.
26 Okla. Stat. § 3-111 (Thomson/West 2006).

Oath required.
26 Okla. Stat. § 3-125 (Thomson/West 2006).

Elected Public Officials Prohibited

County election board is prohibited by law from appointing as inspector, judge or clerk any person related to any member of the county election board within the third degree by either consanguinity or affinity.
Okla. Admin. Code § 230:10-3-32 (Thomson/West 2006).

Candidates Prohibited

No candidate for office, or a deputy or regular employee of a candidate for office, or any person related within the third degree by either consanguinity or affinity to a candidate for office on the ballot in the precinct.
26 Okla. Stat. § 2-132 (Thomson/West 2006).

"Consanguinity" means "blood" relative. "Affinity" means relative "by marriage." "Third degree" includes only parents, children, brothers, sisters, grandparents, grandchildren, uncles, aunts, nieces, nephews, great-grandparents and great-grandchildren.
Okla. Admin. Code § 230:10-3-29(a) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony for a period of time equal to the time prescribed in the judgment and sentence.
26 Okla. Stat. § 4-101(1) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudged to be an incapacitated person as such term is defined by Section 1-111 of Title 30 of the Oklahoma Statutes, until adjudged to be no longer incapacitated.
26 Okla. Stat. § 4-101(1) (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Additional workers may be appointed to assist the precinct election board members with specific tasks. They must meet the same requirements as precinct pfficials, and are paid the same amount as the judges and clerks.
26 Okla. Stat. § 2-128.2 (Thomson/West 2006).

These additional workers are typically used to assist in precincts where large numbers of provisional voters are expected. They may also be used in rural precincts where a large number of voters may need to update their voter registration addresses after implementation of 911 addresses in the county.
Vada Holstein, Customer Assistance Representative, Oklahoma State Election Board (2006).

Student Election Assistant Statute

No information available.

Oregon[7]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be an elector (registered voter).
Or. Rev. Stat. Ann. § 246.310(4); Or. Const. Art. II § 2 (1) (c) (Thomson/West 2006).

Age Requirement

18 years of age.
Or. Const. Art. II § 2 (Thomson/West 2006).

An otherwise qualified individual who will turn 18 years of age on or before the date of the election may register after the 60th day before the election.
Or. Rev. Stat. Ann. § 247.015(2) (Thomson/West 2006).

16 years of age per rules in *Or. Admin. R. §165-018-0030.*
Or. Rev. Stat. Ann. § 246.310(4) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

County and State.
Or. Const. Art. II, § 2(1) (b) (Thomson/West 2006).

No person shall be deemed to have gained, or lost a residence, by reason of his presence or absence while a student of any seminary of learning.
Or. Const. Art. II. § 4 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
Or. Rev. Stat. Ann. § 246.310(4) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation considered. A precinct's election board may not all be members of the same political party.
Or. Rev. Stat. Ann. § 246.310(4) (Thomson/West 2006).

Not later than the 30th day before the primary election the county clerk shall appoint persons to serve on election boards.
Or. Rev. Stat. Ann. § 246.310(1) (a) (Thomson/West 2006).

Clerk must provide a copy of the list of appointees to each political party within the county that is affiliated with a major political party. Any elector may file any objection or suggestion respecting the appointments and the county clerk must consider them.
Or. Rev. Stat. Ann. § 246.320(1) & (2) (Thomson/West 2006).

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[7] Oregon is a "Vote-by-Mail" State, and therefore uses very few poll workers.

Term Requirements

Two years.
Or. Rev. Stat. Ann. § 246.310(2) (Thomson/West 2006).

Compensation and Hour Requirements

County fixes wage, which must be no less than the Federal or State minimum wage, whichever is higher.
Or. Rev. Stat. Ann. § 246.330(1) (Thomson/West 2006).

Volunteers are permitted.
Or. Rev. Stat. Ann. § 246.330(2) (Thomson/West 2006).

Training, Certification and Oath Requirements

The county clerk arranges at least one meeting every two years. Instruction shall conform to rules, directives and instructions of the Secretary of State.
Or. Rev. Stat. Ann. § 246.335(1) (Thomson/West 2006).

All polling place elections shall be conducted following the requirements ORS Chapter 254 and the 1998 Election Board Manual.
Or. Admin. R § 165-007-0030 (2) (Thomson/West 2006).

Oath required.
Or. Rev. Stat. Ann. § 254.275 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidate, except candidate for precinct committeeperson. No candidate's spouse, child, son or daughter-in-law, parent, mother or father-in-law, sibling, brother or sister-in-law, aunt, uncle, niece, nephew, stepparent or stepchild, unless the candidate is for precinct committeeperson and is the only such relative who is a candidate on the ballot.
Or. Rev. Stat. Ann. § 246.310(4) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony and serving a term of imprisonment in the custody of the department of corrections or if convicted of any crime and serving a term of imprisonment in any Federal correctional institution, until discharged or paroled from imprisonment or conviction is set aside. Rights and privileges are restored automatically upon discharge or parole from imprisonment, but in the case of parole shall be automatically withdrawn upon a subsequent imprisonment for violation of the terms of the parole.
Or. Const. Art. II, § 2(1) (a); Or. Rev. Stat. Ann. § 137.281 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

A person suffering from a mental handicap is entitled to the full rights of an elector, if otherwise qualified, unless the person has been adjudicated incompetent to vote as provided by law.
Or. Const. Art. II, §3 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read, write and speak the English language.
Or. Rev. Stat. Ann. § 246.310(4) (Thomson/West 2006).

Good Reputation Requirement

The county clerk shall appoint board clerks who have the necessary capacity and ability to carry out their functions with sufficient skill and dispatch.
Or. Rev. Stat. Ann. § 246.310(4) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

Secretary of State shall adopt by rule standards under *Or. Admin. R. § 165-018-0030*, which county clerks may employ persons to serve as election board clerks who are not electors of the county but who are residents of the county and who are at least 16 years of age.
Or. Rev. Stat. Ann. § 246.310(4) (Thomson/West 2006).

Election board workers unregistered to vote:

- All persons appointed to serve as an election board clerk under this rule must meet the requirements of ORS 246.310(4) with the exception of being an elector of the county.
- Persons appointed shall be at least 16 years of age and a resident of the county.
- No more than one non-elector may be appointed to an election board.
- A non-elector appointed to an election board may serve in any capacity except as chairperson.
- A non-elector between the ages of 16 and 18 years of age must have a valid work permit from the Oregon State Wage and Hour Division. Employers must comply with the requirements of the Oregon Bureau of Labor.

Or. Admin. R. § 165-018-0030 (Thomson/West 2006).

Pennsylvania

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified registered elector.
25 Pa. Consol. Stat. Ann. § 2672(a) (Thomson/West 2006).

Age Requirement

18 years of age on the day of the next election.
25 Pa. Consol. Stat. Ann. § 1301(a) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Commonwealth and election district resident for at least 30 days preceding election.
25 Pa. Consol. Stat. Ann. § 1301(a) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Election district.
25 Pa. Consol. Stat. Ann. § 2672 (a) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Judges and inspectors are elected at municipal elections; clerks and machine operators are appointed by inspectors. The judge and inspectors of election of each election district shall be elected at the municipal election. Each elector may vote for one person as judge and for one person as inspector, and the person receiving the highest number of votes for judge shall be declared elected judge of election, the person receiving the highest number of votes for inspector shall be declared elected majority inspector of election, and the person receiving the second highest number of votes for inspector shall be declared elected minority inspector of election.
25 Pa. Consol. Stat. Ann. § 2671 (Thomson/West 2006).
Note: Legislation pending to spell out more detailed process.
2005 PA H.B. 2830 (NS) (Thomson/West 2006).

Where voting machines are not used, each inspector shall appoint one clerk. Where a voting machine is used the minority inspector shall appoint one clerk. Where more than one voting machine is used, the minority inspector shall appoint one clerk and the county board of elections shall appoint, for each additional machine, one qualified registered elector of the county to serve as machine inspector. The qualifications of clerks and machine inspectors shall be the same as those for election officers.
25 Pa. Consol. Stat. Ann. § 2674 (Thomson/West 2006).

Term Requirements

The judge and inspectors of each election district are elected and hold office for four years.
25 Pa. Consol. Stat. Ann. § 2671 (Thomson/West 2006).

No term requirements for clerks and machine inspectors.
Commissioner Harry VanSickle (2006).

Compensation and Hour Requirements

Unless the county board of election establishes a different per diem rate of pay, judges receive between $75 and $200 per day, inspectors receive between $75 and $195 per day, and clerks and machine operators receive between $70 and $195 per day.
25 Pa. Consol. Stat. Ann. § 2682.2 (a) (Thomson/West 2006).

$20 extra for transmitting ballot boxes.
25 Pa. Consol. Stat. Ann. § 2682.2 (c) (Thomson/West 2006).

Part-time possible.
25 Pa. Consol. Stat. Ann. § 2682.2(b) (Thomson/West 2006).

Training, Certification and Oath Requirements

In districts in which voting machines are used, all judges, inspectors, and machine operators must be trained in the use of such machines and receive certification. Officials who are trained and receive a certificate are compensated with $5; officials do not need to attend the instruction if they previously received instruction and were found qualified.
25 Pa. Consol. Stat. Ann. § 2684 (Thomson/West 2006).

Oath required.
25 Pa. Consol. Stat. Ann. § 2676 (Thomson/West 2006).

Training is not required for election clerks, but it is strongly suggested.
Commissioner Harry VanSickle (2006).

Elected Public Officials Prohibited

No person shall be qualified to serve as an election officer who shall hold, or shall within two months have held, any office, appointment or employment in or under the Government of the United States or of this State or of any city or county or poor district, of any municipal board, commission or trust in any city, save only district justices, notaries public and persons in the militia service of the State.
25 Pa. Consol. Stat. Ann. § 2672(a); Pa. Const. Art. VII, §12 (Thomson/West 2006).

Candidates Prohibited

Election officers are not eligible for any civil office to be voted for at a primary or election at which he shall serve, except that of an election officer.
25 Pa. Consol. Stat. Ann. § 2672(a) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if confined in a penal institution for a felony conviction within the last five years.
25 Pa. Consol. Stat. Ann. § 1301(a) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

No constitutional or statutory disqualification found.

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Overseers of election. Must be qualified to serve on an election board, but do not have to attend training. Two judicious sober and intelligent electors of the district who belong to different political parties. Five or more registered electors must petition that appointing overseers is a reasonable precaution to secure the purity and fairness of any primary or election in said district.
25 Pa. Consol. Stat. Ann. § 2685 (Thomson/West 2006).

Student Election Assistant Statute

County board of elections can appoint two students per precinct who must be:

- At least 17 years of age at the time of the election;
- A resident of the county;
- Enrolled in a secondary educational institution with exemplary academic record as determined by the educational institution;
- Approved by the principal/director of the secondary educational institution; and
- Have obtained the consent of their parent or guardian; but
- Students cannot serve as a judge or inspector of elections.

25 Pa. Consol. Stat. Ann. § 2672(b) (Thomson/West 2006).

Puerto Rico

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered and qualified elector.
16 P.R. Laws Ann. § 3221 (Thomson/West 2006).

Age Requirement

18 years of age.
16 P.R. Laws Ann. § 3053 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Must be domiciled on the island of Puerto Rico and a resident of the United States and of Puerto Rico.
16 P.R. Laws Ann. § 3053 (Thomson/West 2006).

A person who is in Puerto Rico studying does not, by this fact, acquire electoral domicile in Puerto Rico. He could, however, acquire said domicile if he establishes a residence with his family and manifests his intention of remaining in Puerto Rico.
16 P.R. Laws Ann. § 3054 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Municipality in which the polling place is established. Must be in possession of an elector's identification card.
16 P.R. Laws Ann. § 3221 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. The central directing bodies of the political parties, independent candidates, or organizations, participating in an election may each appoint one inspector and his substitute. A third official may be designated as clerk in each polling place.
16 P.R. Laws Ann. § 3218 (Thomson/West 2006).

The parties that have coalesced shall only be entitled to appoint one inspector, one substitute inspector, and one clerk for each polling place to represent said coalesced party.
16 P.R. Laws Ann. § 3218 (Thomson/West 2006).

The inspector of the principal majority party shall be the chairman of the polling board.
16 P.R. Laws Ann. § 3223 (Thomson/West 2006).

The central directing bodies of the political parties, independent candidates or organizations participating in an election may delegate their faculties to appoint polling officials to one or more municipal directing bodies.
16 P.R. Laws Ann. § 3219 (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Inspectors shall be at their respective polling places by 7:00 a.m.
16 P.R. Laws Ann. § 3227 (Thomson/West 2006).

After the canvass is completed, the poll board shall return all the electoral material of such polling place to the electoral unit board. The poll board may not abandon their work without having concluded the work and canvassing procedures established in this subtitle, uninterruptedly.
16 P.R. Laws Ann. § 3266 (Thomson/West 2006).

Training, Certification and Oath Requirements

Local electoral commissions must summon all the official and substitute polling place inspectors who are to serve at the election in their precinct, at least one day before election day, and show them samples of the ballots that are to be voted at their respective polling places, as well as samples of the tally sheets that are to be used in canvassing the votes. An explanation should also be given as to the use of the various forms or samples and the materials for election, and the provisions of this subtitle which will govern their actions.
16 P.R. Laws Ann. § 3224 (Thomson/West 2006).

Oath required.
16 P.R. Laws Ann. § 3221 (Thomson/West 2006).

Elected Public Officials Prohibited

Secretary of the Department of Justice, the Secretary of the Department of Education, the Secretary of the Department of the Treasury and the Police Superintendent are hereby prohibited from acting as a polling official in general elections, primaries, special elections or status plebiscites.
16 P.R. Laws Ann. § 524(7) (Thomson/West 2006).

Candidates Prohibited

No candidate for any elected public office in the election may work as a poll official.
16 P.R. Laws Ann. § 3221 (Thomson/West 2006).

The Effect of Felon Status on Participation

No constitutional or statutory prohibition found.

The Effect of Mental Incapacitation on Participation

Prohibited if judicially determined to be mentally incompetent.
16 P.R. Laws Ann. § 3073; 16 P.R. Laws Ann. § 3076 (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

No information available.

Rhode Island

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be qualified elector (registered voter).
R.I. Gen. Laws §§ 17-11-3; 17-11-4; 17-11-5; 17-11-6; § 17-11-7; 17-11-7.2; § 17-11-12; § 17-15-14(a) (Thomson/West 2006).

Age Requirement

18 years of age.
R.I. Const. Art. 2, § 1; R.I. Gen. Laws § 17-1-3 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Town or city and voting district for at least 30 days prior to election.
R.I. Const. Art. 2, § 1; R.I. Gen. Laws § 17-1-3 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

City, town, senatorial or representative district, or voting district in which they are appointed to serve.
R.I. Gen. Laws § 17-11-12 (Thomson/West 2006).

Voting district residency is not required if the election official is filling a vacancy. In the case where a vacancy needs to be filled, election officials shall come from a pool with the same training and duties as regular election officials, but shall not be restricted to being electors of the voting district to which they may be assigned, but must be electors of the State.
R.I. Gen. Laws § 17-11-7.1 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation considered. Moderators and clerks for the towns of Smithfield, Narragansett, Barrington, Bristol, Lincoln, Middletown, Portsmouth, Warren, Westerly, West Warwick, and Johnston and any other city or town where the moderators and clerks are not elected, shall be appointed by the local board at least 35 days prior to every primary or election. The moderator and clerk of a polling place shall not be affiliated with the same political party.
R.I. Gen. Laws §§ 17-11-3; 17-11-7.2; § 17-11-7 § 17-11-6 (Thomson/West 2006).

Except in the towns of Barrington, Middletown, and Warren, moderators and clerks of voting districts in towns not divided into senatorial or representative districts shall be elected at the election of town officers.
R.I. Gen. Laws § 17-11-4 (Thomson/West 2006).

Voting district moderators and clerks, and moderators and clerks of senatorial and representative districts in any city other than the cities of Providence, Pawtucket, Central Falls, Warwick, Cranston, Woonsocket, and Newport, and in any town divided into senatorial or representative districts, shall be elected at the election of city or town officers.
R.I. Gen. Laws § 17-11-5 (Thomson/West 2006).

For cities, at least 35 days before any election, the local board in each city shall appoint, using party lists submitted at least 45 days before election, a warden and clerk from different parties.
R.I. Gen. Laws § 17-11-11 (Thomson/West 2006).

For primaries involving only one major political party, warden and clerks are selected by local party committee.
R.I. Gen. Laws § 17-15-13(a) (2) (Thomson/West 2006).

The local board of each city and town, at least 35 days before each election, shall appoint two pairs of supervisors from different parties. Supervisors shall, if possible, be appointed from a list of eligible voters in the same manner as provided for the appointment of wardens and clerks in cities.
R.I. Gen. Laws § 17-11-13(a) (Thomson/West 2006).

For primaries, 35 days before election the local board appoints four supervisors from party lists submitted at least 45 days before primary. If primary is for both major parties, one supervisor is appointed for each party in the manner provided in § 17-11-11, and two supervisors (one from each party) are appointed from lists submitted by a majority of the party candidates, other than those endorsed by the party committee. If the primary only involves one major party, two supervisors shall be appointed from a list submitted by the involved party committee, and two supervisors shall be appointed from lists submitted by a majority of the party candidates, other than those endorsed by the party committee.
R.I. Gen. Laws § 17-15-13(b) (Thomson/West 2006).

Term Requirements

Appointments and elective positions appear to be for each election.
R.I. Gen. Laws § 17-11-8; R.I. Gen. Laws § 17-11-12 (Thomson/West 2006).

Compensation and Hour Requirements

Cities and towns are authorized to compensate moderators, clerks, inspectors, supervisors and any other election official at a daily rate in excess of any statutory allowable amount. Any excess shall be the responsibility of the authorizing city or town.
R.I. Gen. Laws § 17-19-23.2; R.I. Gen. Laws § 17-15-15 (Thomson/West 2006).

Supervisors of elections are paid at the minimum rate of $60 per day.
R.I. Gen. Laws § 17-11-13(d) (Thomson/West 2006).

Training, Certification and Oath Requirements

Election officials receive instruction from the local board of elections and are issued a certificate that is valid for one year.
R.I. Gen. Laws § 17-7-5; R.I. Gen. Laws § 17-19-23.1(a) (Thomson/West 2006).

Whenever it is practicable, election officials are appointed from lists of certificated persons. Those that attend and complete the training are paid $25 upon performance of their election day duties.
R.I. Gen. Laws § 17-19-23.1 (Thomson/West 2006).

Elected Public Officials Prohibited

For primaries, wardens, moderators and supervisors may not be officers or employee of the United States, of this State, or of any city or town of this State, but no person shall be disqualified solely because that person is a notary public or a teacher.
R.I. Gen. Laws § 17-15-14(c) (Thomson/West 2006).

Candidates Prohibited

No candidate for any office to be filled at any election shall be appointed at the election as an election official, but the provisions of this section shall not apply to moderators and town clerks.
R.I. Gen. Laws § 17-11-15 (Thomson/West 2006).

For primaries, wardens, moderators and supervisors are prohibited from seeking nomination or election.
R.I. Gen. Laws § 17-15-14(d) (Thomson/West 2006).

The Effect of Felon Status on Participation

No person who is incarcerated in a correctional facility upon a felony conviction shall be permitted to vote until such a person is discharged from the facility. Upon discharge the person's right to vote shall be restored.
R.I. Const. Art. 2, § 1 (Thomson/West 2006).

No person can serve as an election official who has been convicted, found guilty, pleaded guilty, or *nolo contendere*, or placed on a deferred or suspended sentence, or on probation, for any crime which involves moral turpitude or which constitutes a violation of any of the election or caucus laws of this or any State.
R.I. Gen. Laws § 17-11-15; R.I. Gen. Laws § 17-15-14 (Thomson/West 2006).
Note: Moderators and town clerks may be exempt from the disqualification provisions of R.I. Gen. Laws § 17-11-15. The statute reads that "the provisions of this section shall not apply to moderators and town clerks."

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated to be *non compos mentis*.
R.I. Const. Art. 2, § 1 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read the constitution of the State in the English language, and write their names.
R.I. Gen. Laws § 17-11-8; R.I. Gen. Laws § 17-11-12; R.I. Gen. Laws § 17-15-14(a) (Thomson/West 2006).

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Election inspector. State board may appoint and issue commissions to qualified electors of this State to be election inspectors assigned to some or all election polling places. On the day before any election, the State board may assign an election inspector to one or more polling place as the state board may determine. Must be a qualified elector of the State, and may be required to attend a training session. Compensation for election day work will be fixed by the State board.
R.I. Gen. Laws § 17-19-16 (Thomson/West 2006).

Translator. If a board determines that the ballots at a polling place be printed in a foreign language, the board must provide at least one person fluent in the foreign language who assists voters during all hours of poll operations.
R.I. Gen. Laws § 17-19-22.1 (Thomson/West 2006).

Student Election Assistant Statute

Can serve as a trainee election official in the municipality in which the student resides, if:

- Enrolled in high school in Rhode Island;
- 16 years of age;
- Submit to the secretary of state a certificate by parent or guardian authorizing the appointment and allowing the student to be excused from school; and
- Submit to the secretary of state a certificate, signed by the principal, certifying that the student is performing at an academic level deemed acceptable.
- Student trainees can be compensated at the same rate as election officials generally.
- Such student cannot work at a polling place in lieu of a regularly trained election official.

R.I. Gen. Laws § 17-19-23.3 (Thomson/West 2006).

South Carolina

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered elector.
S.C. Code Ann. § 7-13-110 (Thomson/West 2006).

Age Requirement

18 years of age.
S.C. Const. Art. II, § 4; S.C. Code Ann. § 7-5-610 (Thomson/West 2006).

16 or 17 years of age to qualify as poll manager's assistant.
S.C. Code Ann. § 7-13-110 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Must be a resident of South Carolina, a resident in the county and in the polling precinct in which the elector offers to vote.
S.C. Code Ann. § 7-5-120 (Thomson/West 2006).

"Municipal electors...must have resided in the municipality in which he offers to vote for thirty days next preceding the election."
S.C. Const. Art. II, § 5 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County in which they are appointed to work or resident of an adjoining county.
S.C. Code Ann. § 7-13-110 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation not required, though for primaries must appoint one manager for every party which is holding a primary and has submitted names. The commissioners of election must appoint at least three managers of election for each polling place in the county (more may be appointed depending on election and number of registered voters). The authority must also appoint a clerk from the managers appointed. Forty-five days prior to any primary each political party holding a primary may submit to the commission a list of prospective managers for each precinct. The commission must appoint at least one manager for each precinct from the list of names submitted by each political party holding a primary. However, the county election commission may refuse to appoint any prospective manager for good cause.
S.C. Code Ann. § 7-13-72 (Thomson/West 2006).

Term Requirements

None.

Compensation and Hour Requirements

Managers and clerks of general elections shall receive a per diem as is provided in the annual State general appropriations act.
S.C. Code Ann. § 7-23-10 (Thomson/West 2006).

Poll managers in South Carolina are paid $60 per day by the State for a total of $120 ($60 for election day plus $60 for training). Clerks receive an additional day's pay at $60 per day for a total of $180. Poll managers are paid to attend a training session. Some counties supplement this amount. Check with the county election commission in the county.
http://www.scvotes.org/south_carolina_poll_manager_information_page (2006).

Training, Certification and Oath Requirements

Must attend a training program and receive certification of having completed the training program.
S.C. Code Ann. § 7-13-72 (Thomson/West 2006).

Oath required.
S.C. Code Ann. § 7-13-72 (Thomson/West 2006).

Elected Public Officials Prohibited

May not serve as poll managers due to prohibition of dual office holding in South Carolina constitution.

Candidates Prohibited

No candidate or the spouse, parents, children, brothers or sisters of a candidate for public office may work as a manager or clerk of election at a polling place where such candidate's name appears on the ballot.
S.C. Code Ann. § 7-13-120 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if serving a term of imprisonment resulting from a conviction of a crime.
S.C. Code Ann. § 7-5-120 (Thomson/West 2006).

Prohibited if convicted of a felony or offenses against the election laws, unless the disqualification has been removed by service of the sentence, including probation and parole time unless sooner pardoned.
S.C. Code Ann. § 7-5-120 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated mentally incompetent by a court of competent jurisdiction.
S.C. Code Ann. § 7-5-120 (Thomson/West 2006).

English Fluency and Literacy Requirement

None.

Good Reputation Requirement

None.

Alternative Positions with Different Requirements

See Student Election Assistant.

Student Election Assistant Statute

Poll manager's assistant:

- At least 16 years of age;
- Completed the training required by S.C. Code Ann. § 7-13-72;
- Any 16 or 17 year-old appointed may not serve as chairman of the managers or clerk in the polling place to which he or she is appointed;
- Must serve under supervision of the chairman of the managers; and
- One assistant may be appointed for every two regular poll managers appointed to work in any precinct.

S.C. Code Ann. § 7-13-110 (Thomson/West 2006).

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South Dakota

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
S.D. Codified Laws § 12-15-2 (Thomson/West 2006).

Age Requirement

18 years of age.
S.D. Codified Laws § 12-3-1; S.D. Const., Art. VII, § 2 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Must be a resident of South Dakota.
S.D. Codified Laws § 12-3-1 (Thomson/West 2006).

No durational residency requirement, but 15-day registration requirement.
S.D. Codified Laws § 12-4-5 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct then county. Any precinct superintendent or precinct deputy shall be a registered voter and a resident of the precinct for which the person is appointed. If a sufficient number of members of the precinct election board are unable to be appointed, a vacancy may be filled by appointing any registered voter of the county in which the precinct is located provided the voter meets the party distribution requirements.
S.D. Codified Laws § 12-15-2 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required. If three or more parties have candidates on the official ballot, one precinct deputy shall be appointed from each party whose candidate for governor in the last gubernatorial election had at least 15 percent of the votes as shown by the precinct returns. If two parties have candidates on such ballots, the members of the precinct election board shall be selected from each party, and the party receiving a majority of the votes cast for governor in the election precinct at the last preceding gubernatorial election shall have a majority of the members of the precinct election board. The precinct superintendent shall belong to the party whose candidate received the most votes for governor in the last gubernatorial election in that precinct.
S.D. Codified Laws § 12-15-3 (Thomson/West 2006).

The county auditor shall, not less than 20 days before any election, appoint a precinct superintendent and two precinct deputies who shall constitute the precinct election board. Two or four additional precinct deputies may be appointed. The county auditor shall make the appointments from lists of names submitted by the county central committee of each party. If the county auditor fails to receive the list at least 45 days prior to an election, the county auditor shall make the appointments.
S.D. Codified Laws § 12-15-1 (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

County determines fee.
S.D. Codified Laws § 12-15-11 (Thomson/West 2006).

At all times after the polls are opened the precinct election officials shall remain at the polling place with the ballot boxes until the polls are closed and they have completed their duties.
S.D. Codified Laws § 12-18-1.4 (Thomson/West 2006).

In precincts where counting boards have been appointed, the officials shall remain until after the election supplies are turned over to the counting board and the certificate and receipt have been signed.
S.D. Codified Laws § 12-18-1.5 (Thomson/West 2006).

Training, Certification and Oath Requirements

Prior to an election, each county auditor, assisted by the State's attorney, shall call together the superintendents from each of the precincts in the county, and any precinct deputy as the county auditor may deem appropriate, and instruct them on the election laws and the duties of the precinct superintendent and precinct deputies. A fixed fee of not less than $5 will be paid to those who were called and attended.
S.D. Codified Laws § 12-15-7 (Thomson/West 2006).

Oath required.
S.D. Codified Laws § 12-15-9 (Thomson/West 2006).

Elected Public Officials Prohibited

No person appointed as a precinct superintendent or precinct deputy may serve as a poll watcher at that election.
S.D. Codified Laws § 12-15-2.1 (Thomson/West 2006).

Candidates Prohibited

No candidates or persons related by blood or marriage within the second degree to a candidate who is on the ballot in that precinct.
S.D. Codified Laws § 12-15-14.3 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if incarcerated felon. Upon discharge the full rights of citizenship are restored.
S.D. Codified Laws § 23A-27-35; S.D. Codified Laws § 24-5-2; S.D. Const. Art. VII, § 2 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if declared mentally incompetent.
S.D. Codified Laws § 12-4-18 (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

Student excused from attendance for the purpose of working as a precinct election official if the student is at least 18 years old.
S.D. Codified Laws § 13-27-6.1 (Thomson/West 2006).

Tennessee

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Tenn. Code Ann. § 2-4-103(a) (Thomson/West 2006).

Age Requirement

17 years of age to serve.
Tenn. Code Ann. § 2-4-103(e) (Thomson/West 2006).

18 years of age on or before the date of the next election to be registered voter.
Tenn. Code Ann. § 2-2-104 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Must be a resident of Tennessee. No durational residency requirement. Thirty-day registration requirement.
Tenn. Code Ann. § 2-2-102; Tenn. Code Ann. § 2-2-103 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

State house legislative district or county, depending on poll worker roll and government organization. Officers of elections, judges, machine operators, precinct registrars, and assistant precinct registrars shall be registered voters and may serve at any polling place within the state house legislative district of which they are an inhabitant.
Tenn. Code Ann. § 2-4-103(a) (Thomson/West 2006).
Note: Pending S.B. 2132 would change 2-4-103(a) so the officer would have to serve in the county of such district in which the officer is an inhabitant.

Inspectors shall be registered voters at a polling place in the county and shall be inhabitants of the county.
Tenn. Code Ann. § 2-4-103(b) (Thomson/West 2006).

Counties <600,000 population, the county election commission may appoint persons as precinct registrars who shall be registered voters and inhabitants of the county.
Tenn. Code Ann. § 2-4-103(c) (Thomson/West 2006).

Counties with metropolitan government: precinct registrars shall be registered voters at a polling place within each legislative district and inspectors shall be registered voters at a polling place in the legislative district.
Tenn. Code Ann. § 2-4-103(d) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliated preferred. Thirty days before the appointment time, each county primary board shall, and each county executive committee mey, nominate persons for appointment as election officials. The county election commission shall appoint such nominees who are qualified, but where there are inadequate numbers of nominees, the county election commission may itself nominate qualified people.
Tenn. Code Ann. § 2-4-106 (Thomson/West 2006).

If a statewide political party does not have a member on the county election commission, and there was not an election official appointed from its nominees for each polling place, on request of the party's county primary board, the commission shall appoint from that party's nominees one inspector for every 30,000 people in the county according to the current federal census, but no fewer than two inspectors and no more than ten.
Tenn. Code Ann. § 2-4-102(b) (2) (Thomson/West 2006).

Between 45 and 10 days before the election, the county election commission shall appoint at least three judges, one officer of elections, and as many inspectors as necessary to each polling place.
Tenn. Code Ann. § 2-4-102(a) & (b) (1) (Thomson/West 2006).

No more than two of the judges at a polling place may be of the same political party, if persons from different political parties are willing to serve. For primaries at least one judge shall be appointed from each party having a primary at the polling place for which the judges are being appointed.
Tenn. Code Ann. § 2-4-104 (Thomson/West 2006).

As nearly as practicable, no more than one half of the number of election officials at a polling place and no more than one half of the whole number of inspectors may be members of the same political party. If one political party elects to hold a primary election then only members of that political party who call the primary shall be appointed to serve at the polls as election officials.
Tenn. Code Ann. § 2-4-105 (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Officers of elections, judges, machine operators, and inspectors shall be paid for their services on election day a minimum of $15.
Tenn. Code Ann. § 2-4-109 (Thomson/West 2006).

Amount can be increased by county legislative body.
Beth Henry Robertson, Assistant Coordinator Elections Division, Tennessee Secretary of State (2006).

The election officials of each polling place shall meet at the polling place at least one-half hour before the time for opening the polls for the election.
Tenn. Code Ann. § 2-7-105(a) (Thomson/West 2006).

Training, Certification and Oath Requirements

At least 30 days before each election, an instructional meeting shall be held under the direction of the county election commission. Elections officials shall attend the meeting and shall receive, for the time spent in receiving such instructions and qualifying to serve at an election by taking the oath, the sum of ten dollars which is to be paid only if they serve in the election. The compensation may be increased by resolution of the county legislative body. The county election commission may limit attendance to only those persons who are inexperienced or otherwise need such training.
Tenn. Code Ann. § 2-4-108 (Thomson/West 2006).

No inspector may serve on election day who has not received the instruction provided under § 2-4-108.
Tenn. Code Ann. § 2-4-102(b) (4) (Thomson/West 2006).

Oath required.
Tenn. Code Ann. § 2-1-111 (Thomson/West 2006).

Elected Public Officials Prohibited

Neither an elected official nor an employee of a State, county, municipal or Federal governmental body or agency or of an elected official may serve as a member of a county election commission or as a member of a county primary board or as an election official.
Tenn. Code Ann. § 2-1-112(a) (Thomson/West 2006).

Candidates Prohibited

No candidate in an election may act in connection with that election as a member of any board or commission established under this title or as an election official.
Tenn. Code Ann. § 2-1-112(a) (Thomson/West 2006).

The Effect of Felon Status on Participation

Anyone convicted of a felony, without having had voting rights restored, is prohibited during period of incarceration, probation, and parole.
Beth Henry Robertson, Assistant Coordinator Elections Division, Tennessee Secretary of State (2006).

Anyone convicted of infamous crimes by any State or Federal court after July 1, 1986, but before July 1, 1996, is eligible to have full rights of citizenship restored through a court of competent jurisdiction upon: receiving a pardon, except where such pardon contains special conditions pertaining to the right to suffrage; service or expiration of the maximum sentence imposed for any such infamous crime; or being granted final release from incarceration or supervision by the board of probation and parole, or county correction authority. A person rendered infamous after July 1, 1986, by virtue of being convicted of one of the following crimes shall never be eligible to register and vote in this state: first degree murder, aggravated rape, and treason or voter fraud. May also be prohibited if given a pardon with conditions on voting.
Tenn. Code Ann. § 40-29-105(c)(2) (b); Tenn. Code Ann. § 40-29-105(b)(2) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

A person may be refused appointment if: incompetent to hold elections, failed to serve as directed in previous elections, or is unfit to serve in the election.
Tenn. Code Ann. § 2-4-106(d) (Thomson/West 2006).

English Fluency and Literacy Requirement

A person may be refused appointment if: incompetent to hold elections, failed to serve as directed in previous elections, or is unfit to serve in the election.
Tenn. Code Ann. § 2-4-106(d) (Thomson/West 2006).

Good Reputation Requirement

A person may be refused appointment if: incompetent to hold elections, failed to serve as directed in previous elections, or is unfit to serve in the election.
Tenn. Code Ann. § 2-4-106(d) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

- 17 years of age.
- Meets all other requirements to serve.
- Nothing in this section shall prohibit a high school student appointed as a poll official from receiving compensation in addition to having an excused absence.

Tenn. Code Ann. § 2-4-103(e) (Thomson/West 2006).

Texas[8]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified voter.
Tex. Elec. Code § 32.051(1) (a) & (c) (Thomson/West 2006).

Age Requirement

18 years of age.
Tex. Elec. Code § 11.002(1) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State resident for 30 days.
Tex. Elec. Code § 11.002(5) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct if election judge, or county if precinct resident cannot be found.
Tex. Elec. Code § 32.051(a), (b), (c) (Thomson/West 2006).

County if election clerk, or part of county or political subdivision if election is for only a part of the county or a political subdivision.
Tex. Elec. Code § 32.051(c) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. County elections: The presiding judge and alternate presiding judge must be affiliated or aligned with different political parties.
Tex. Elec. Code § 32.002(c) (Thomson/West 2006).

The commissioners' court will make appointments from lists submitted, before July of each year (may supplement until the 20th day before a general election or the 15th day before a special election), by the political parties whose candidate for governor received the highest or second highest number of votes in the county in the most recent gubernatorial general election. The presiding election judge will be from the party with the highest votes, and an alternate presiding judge from the party with the second highest votes.
Tex. Elec. Code §32.001(a); Tex. Elec. Code § 32.002(c), (d) (Thomson/West 2006).

The presiding judge appoints at least two clerks for each precinct in each election, at least one from each list supplied by the county chairs of the two parties with the highest gubernatorial votes. Appointments are made not later than the fifth day after the date the judge receives the list and shall deliver written notification of the appointment to the appropriate county chair.
Tex. Elec. Code § 32.033(b); 32.034(b); Tex. Elec. Code § 32.034(d) (Thomson/West 2006).

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[8] Eligibility requirements or grounds of ineligibility in addition to those prescribed by subchapter 32 of the election code may be prescribed by a home-rule city charter for election officers serving in elections ordered by an authority of the city.
Tex. Elec. Code § 32.056 (Thomson/West 2006).

In an election conducted by the regularly appointed presiding judge, the presiding judge shall appoint the alternate presiding judge as one of the clerks.
Tex. Elec. Code § §32.032 (Thomson/West 2006).

The clerks for general and special State and county elections are selected from different political parties if possible.
Tex. Elec. Code § 32.034(a) (Thomson/West 2006).

If only one additional clerk is to be appointed for an election in which the alternate presiding judge will serve as a clerk, the clerk shall be appointed from the list of a political party with which neither the presiding judge nor the alternate judge is affiliated or aligned, if such a list is submitted. If two such lists are submitted, the presiding judge shall decide from which list the appointment will be made. If such a list is not submitted, the presiding judge is not required to make an appointment from any list.
Tex. Elec. Code § 32.034(c) (Thomson/West 2006).

If a presiding judge has not been appointed at the time the county chair of a political party is required to submit a list of names for the appointment of a clerk, the list of names shall be submitted to the county chair of the political party whose candidate for governor received the most votes in the precinct in the most recent gubernatorial election and to the commissioners court. The county chair, or the commissioners' court in a county without a county chair, shall appoint clerks from the list in the same manner provided for a presiding judge to appoint clerks.
Tex. Elec. Code § 32.034(e) (Thomson/West 2006).

Political subdivisions other than a county: The governing body appoints judges and determines their term of service, which may not exceed two years.
Tex. Elec. Code §32.005 (Thomson/West 2006).

Primaries: The county chair of a political party holding a primary election appoints the judges for each precinct, with the approval of the county executive committee.
Tex. Elec. Code §32.006(a) (Thomson/West 2006).

Term Requirements

Judges serve for a term of one year beginning on August 1st following the appointment, except that the commissioners' court by order recorded in its minutes may provide for a term of two years.
Tex. Elec. Code § 32.002(b) (Thomson/West 2006).

Appointment of an election clerk is for a single election only.
Tex. Elec. Code § 32.031(b) (Thomson/West 2006).

Compensation and Hour Requirements

Part time possible for clerks. The presiding judge shall designate the working hours of election clerks serving.
Tex. Elec. Code § 32.072(a) (Thomson/West 2006).

Clerks may be assigned to work for different lengths of time and to begin work at different hours.
Tex. Elec. Code § 32.072(b) (Thomson/West 2006).

Election judge or clerk is entitled to compensation for services rendered at a precinct polling place at an hourly rate, which amount must be at least the federal minimum hourly wage.
Tex. Elec. Code § 32.091(a) (Thomson/West 2006).

Training, Certification and Oath Requirements

Secretary of State adopts standards of training in election law and procedure for presiding or alternate election judges. Standards may include required attendance at appropriate training programs or the passage of an examination at the end of a training program.
Tex. Elec. Code § 32.111(a), (b) (Thomson/West 2006).
Note: Secretary of State training guidelines are available at: http://www.sos.state.tx.us/elections/laws/ejccur.shtml (2006).
Training videos and election worker handbooks are also available through the Secretary of State.

Elected Public Officials Prohibited

A person who holds an elective public office is ineligible to serve as an election judge or clerk in an election.
Tex. Elec. Code § 32.052(a) (Thomson/West 2006).

A deputy or assistant serving under a public officer does not hold a public office.
Tex. Elec. Code § 32.052(b) (Thomson/West 2006).

Candidates Prohibited

No candidates for public office may serve.
Tex. Elec. Code § 32.053(a) (Thomson/West 2006).

Prohibited from serving if employed by or related within the second degree by consanguinity or affinity to an opposed candidate for a public office or the party office of county chair in the election.
Tex. Elec. Code § 32.054(a) (Thomson/West 2006).

Prohibited from serving if campaign treasurer/campaign manager of a candidate in that election.
Tex. Elec. Code §§ 32.055(a), 32.0551(a) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony and sentence is not fully discharged, including any term of incarceration, parole, or supervision or completion of a period of probation ordered by any court; unless pardoned or otherwise released from the resulting disability.
Tex. Elec. Code § 11.002(4) (Thomson/West 2006).

A person is ineligible to serve as an election judge or clerk in an election if the person has been finally convicted of an offense in connection with conduct directly attributable to an election.
Tex. Elec. Code § 32.0552 (Thomson/West 2006).

Prohibited if convicted of any felony, subject to such exceptions as the legislature may make. The legislature shall enact laws to exclude from the right of suffrage persons who have been convicted of bribery, perjury, forgery, or other high crimes.
Tex. Const. Art. VI, § 1 (3) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if determined mentally incompetent by a final judgment of a court.
Tex. Elec. Code § 11.002(3) (Thomson/West 2006).

Prohibited if determined mentally incompetent by a court, subject to such exceptions as the legislature may make.
Tex. Const. Art. VI, § 1 (2) (Thomson/West 2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

Translators. The presiding judge of an election precinct subject to Section 272.002 shall make reasonable efforts to appoint a sufficient number of election clerks who are fluent in both English and Spanish to serve the needs of the Spanish-speaking voters of the precinct.
Tex. Elec. Code § 272.009(a) (Thomson/West 2006).

If the number of election clerks appointed under Subsection (a) is insufficient to serve the needs of the Spanish-speaking voters in the election, the authority appointing election judges for the election shall appoint at least one clerk who is fluent in both English and Spanish to serve at a central location to provide assistance for Spanish-speaking voters.
Tex. Elec. Code § 272.009(b) (Thomson/West 2006).

Student Election Assistant Statute

No information available.

Utah

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
Utah Code Ann. § 20A-5-601(1) (b) (i); Utah Code Ann. § 20A-5-602(1) (Thomson/West 2006).

Age Requirement

18 years of age.
Utah Code Ann. § 20A-2-101(1) (c) (Thomson/West 2006).

There are currently some opportunities for 17 year olds who will be 18 years of age by the next regular general election.
Utah Code Ann. § 20A-5-601 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State for at least the 30 days immediately before the election.
Utah Code Ann. § 20A-2-101(1) (b) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County for general and primary elections.
Utah Code Ann. § 20A-5-601(1) (b) (i) (Thomson/West 2006).

Jurisdiction for local elections.
Utah Code Ann. § 20A-5-602(1) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation Generally Required for Judges in Regular General Elections and Primary Elections.
By April 1st of each even-numbered year each registered political party files list of eligible candidates, and each county legislative body appoints election judges from the lists submitted.
Utah Code Ann. § 20A-5-601(1) & (2) (Thomson/West 2006).

For each set of three judges to be appointed for each voting precinct, the county legislative body shall ensure that: two judges are appointed from the political party that cast the highest number of votes for governor, lieutenant governor, attorney general, state auditor, and state treasurer, excluding votes for unopposed candidates, in the voting precinct at the last regular general election before the appointment of the election judges; and one judge is appointed from the political party that cast the second highest number of votes.
Utah Code Ann. § 20A-5-601(a) (Thomson/West 2006).

For each set of two judges to be appointed for each voting precinct, the county legislative body shall ensure that: one judge is appointed from the political party that cast the highest number of votes for governor, lieutenant governor, attorney general, State auditor, and State treasurer, excluding votes for unopposed candidates, in the voting precinct at the last regular general election before the appointment

of the election judges; and one judge is appointed from the political party that cast the second highest number of votes.
Utah Code Ann. § 20A-5-601(b) (Thomson/West 2006).

Where a party fails to submit a list by the deadline or the list is incomplete, the county legislative body shall provide for the appointment of any qualified county voter as an election judge.
Utah Code Ann. § 20A-5-601(8) (Thomson/West 2006).

Affiliation Not Required for Judges in Local Elections.
At least 15 days before the date scheduled for any local election, the municipal legislative body or special district board shall appoint or provide for the appointment of judges.
Utah Code Ann. § 20A-5-602(1) (Thomson/West 2006).

If poll worker fails to show up at the poll then the poll workers present may appoint a qualified elector, from the same political party as the absentee, to fill the role.
Utah Code Ann. § 20A-5-605(3) (a) (Thomson/West 2006).

Term Requirements

Possible two year terms for general and primary elections.
Utah Code Ann. § 20A-5-601(1) (a) (Thomson/West 2006).

All election judges are used for the term of the election. They may or may not be used in both elections during an election cycle.
Stephen MacDonald, Deputy Director of Elections, Utah (2006).

Compensation and Hour Requirements

For general and primary elections the county legislative body shall establish compensation for election judges.
Utah Code Ann. § 20A-5-601(13) (Thomson/West 2006).

For local elections the municipal legislative body and special district board shall compensate election judges for their services, but may not compensate their election judges at a rate higher than that paid by the county to its election judges.
Utah Code Ann. § 20A-5-602(4) (Thomson/West 2006).

Poll workers are reimbursed for mileage traveled.
Utah Code Ann. § 20A-4-201(3) (Thomson/West 2006).

Training, Certification and Oath Requirements

According to the Utah *State Plan on Election Reform Amended on November 8, 2004*, the State, in cooperation with the county clerks, will design a uniform and standardized training for all judges by the 2006 election. It is unknown whether that occurred.
www.elections.utah.gov/stateplan.amended.11.8.04.pdf; Utah Admin. Code R623-3-1 incorporates policies and procedures in Utah State Plan by reference.

Oath required.
Utah Const. Art. 4, §10 (Thomson/West 2006).

Elected Public Officials Prohibited

No information for general and primary elections.

Candidates Prohibited

In local elections, no candidate's parent, sibling, spouse, child, or in-law may serve in the voting precinct where the candidate resides.
Utah Code Ann. § 20A-5-602(2) (Thomson/West 2006).

Candidates are not prohibited under the code from being poll workers in general or primary elections, but the practice is to prohibit candidates from serving as election judges.
Stephen MacDonald, Deputy Director of Elections, Utah (2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony in any State or Federal court, until rights are restored by being sentenced to probation by the sentencing judge, granted parole by the board of pardons, or successfully completing the term of incarceration.
Utah Code Ann. § 20A-2-101.5 (Thomson/West 2006).

Prohibited if convicted of a felony or of treason or a crime against the elective franchise until right is restored as provided by statute.
Utah Const. Art. 4, § 6 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated mentally incompetent until right is restored as provided by statute.
Utah Const. Art. 4, § 6; Utah Code Ann. §62A-15-641(1) (c) (Thomson/West 2006).

English Fluency and Literacy Requirement

For general and primary elections must be competent.
Utah Code Ann. § 20A-5-601(1) (b) (i) (Thomson/West 2006).

Competence is required for local elections, though the requirement is not codified.
Stephen MacDonald, Deputy Director of Elections, Utah (2006).

Good Reputation Requirement

For general and primary elections must be trustworthy.
Utah Code Ann. § 20A-5-601(1) (b) (i) (Thomson/West 2006).

Trustworthiness is required for local elections, though the requirement is not codified.
Stephen MacDonald, Deputy Director of Elections, Utah (2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

There are currently some opportunities for 17-year-olds who will be 18 years old by the next regular general election.
Utah Code Ann. § 20A-5-601 (Thomson/West 2006).
Note: According to the Utah *State Plan on Election Reform*, amended on November 8, 2004, legislation will be introduced to allow 17-year-olds to work at polling places.
www.elections.utah.gov/stateplan.amended.11.8.04.pdf.
Utah Admin. Code R623-3-1 incorporates policies and procedures in Utah State Plan by reference.

Pending Legislation Alert for 2006:
Many of the requirements for election judges will change if certain bills pass the legislature. The main bill is House Bill 348 or House Bill 14.
Stephen MacDonald, Deputy Director of Elections, Utah (2006).

Vermont

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter, unless approved 16 or 17 year old assistant.
Vt. Stat. Ann. tit. 17, § 2452(a); Vt. Stat. Ann. tit. 17, § 2454(a) (Thomson/West 2006).

Age Requirement

18 years of age.
Vt. Stat. Ann. tit. 17, § 2121(4) (Thomson/West 2006).

16 or 17 years of age as assistant elections officers.
Vt. Stat. Ann. tit. 17, § 2454(a) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Must reside in municipality, and if temporarily leave have intent to return indefinitely.
Vt. Stat. Ann. tit. 17, § 2121(2) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Must reside in voting district, except in larger municipalities where districts can be combined for improved administration.
Vt. Stat. Ann. tit. 17, § 2452(a); Vt. Stat. Ann. tit. 17, § 2454(a) (Thomson/West 2006).

The only exception to residency is that an assistant town clerk may serve as an assistant elections officer, regardless of his or her residence.
Vt. Stat. Ann. tit. 17, § 2454(a) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation considered for assistant election officers. The town clerk shall be the presiding officer unless the town by vote at an annual meeting or by charter shall provide otherwise. If the regular presiding officer is unavailable or unable to preside at any given election, then the board of civil authority shall promptly appoint a voter of the town to serve as the presiding officer at that election. If more than one polling place is used, the board shall appoint a presiding officer for each additional polling place.
Vt. Stat. Ann. tit. 17, § 2452 (Thomson/West 2006).

The board of civil authority appoints the assistant election officers prior to the election. As far as possible, the board shall attempt to appoint an equal number of persons from each major political party.
Vt. Stat. Ann. tit. 17, § 2454 (Thomson/West 2006).

Term Requirements

There are no set terms for presiding officers. Generally the town clerk serves as long as he or she is town clerk. Town clerks can be elected to one year or three year terms. No more than two years for presiding officers for additional polling places.
Vt. Stat. Ann. tit. 17, § 2452(b) (Thomson/West 2006).

Assistant election officers appear to serve for election to which appointed.
Vt. Stat. Ann. tit. 17, § 2454(A) (Thomson/West 2006).

Compensation and Hour Requirements

The presiding election officer shall notify each election official of the hours when he shall be present to work at the polls.
Vt. Stat. Ann. tit. 17, § 2455 (Thomson/West 2006).

Compensation is set by local legislative body and varies from volunteers, to minimum wage, to higher hourly wages, to stipends for a shift or stipends for all day.
Kathy DeWolfe, Director of Elections and Campaign Finance (2006).

Training, Certification and Oath Requirements

The Secretary of State shall organize regional workshops for election officials. The regular presiding officer of each town or an assistant designated by the board of civil authority shall attend, at the town's expense, at least one of these election workshops every two years.
Vt. Stat. Ann. tit. 17, § 2457(a) & (b) (Thomson/West 2006).

Each assistant election officer shall be sworn prior to entering on the performance of his or her duties.
Vt. Stat. Ann. tit. 17, § 2454(a) (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No person shall serve as an election official in any election in which his or her name appears on a ballot of the Australian ballot system as a candidate for any office unless he or she is the only candidate for that office, or unless the office for which he or she is a candidate is that of moderator, justice of the peace, town clerk, clerk-treasurer, ward clerk, or inspector of elections. When an Australian ballot is not used, a person shall not serve as an election official during the election to fill any office for which he or she is a nominee.
Vt. Stat. Ann. tit. 17, § 2456 & § 2538 (Thomson/West 2006).

The Effect of Felon Status on Participation

Felons, even incarcerated felons, do not lose their right to vote in Vermont. An incarcerated felon must register and vote in the last municipality in which he or she resided in Vermont immediately prior to incarceration (not where facility is located). There is no prohibition against felons being candidates or serving in any local public office in Vermont, so a felon could serve as an election official.
Vt. Const. Ch. II, § 42 (Thomson/West 2006); Kathy DeWolfe, Director of Elections and Campaign Finance (2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated incompetent and not restored to legal capacity.
Vt. Stat. Ann. Tit. 18 §7705(a) (3) (Thomson/West 2006).

English Fluency and Literacy Requirement

No requirements.
Kathy DeWolfe, Director of Elections and Campaign Finance (2006).

Good Reputation Requirement

Prohibited if not of a quiet and peaceable behavior.
Vt. Const. Ch. II, § 42 (Thomson/West 2006).

Alternative Positions with Different Requirements

The local board of civil authority that administers elections along with the presiding officer is made up of all members of the local select board (legislative body), all justices of the peace, and the town clerk. Select board members are elected at March town meeting for either three year terms (or one or two year terms if the municipality has voted to have five Select board members instead of only three). Justices of the peace are elected at the general election and serve two year terms starting the following February.
Kathy DeWolfe, Director of Elections and Campaign Finance (2006).

Student Election Assistant Statute

The board of civil authority may appoint residents of a voting district who are 16 or 17 years old to serve as assistant elections officers in their respective polling places.
Vt. Stat. Ann. tit. 17, § 2454(a) (Thomson/West 2006).

United States Virgin Islands

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified, registered elector.
18 Virgin Islands Code § 152 (a) (Thomson/West 2006).

Age Requirement

18 years of age.
18 Virgin Islands Code § 261 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Resident of the Virgin Islands and election district for a period of at least 30 days next preceding the date of the election.
18 Virgin Islands Code § 262 (a) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

District.
18 Virgin Islands Code § 152 (a) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation considered. The board of elections in each legislative district shall, not later than 20 days prior to the day on which a primary or election is to be held, appoint election officers. The Chairmen of political parties in each legislative district shall have the right to submit to the board their nominations therefore.
18 Virgin Islands Code § 151 (a) (Thomson/West 2006).

If, at any time prior to the day of any primary or election, a vacancy occurs, the board shall fill the vacancy by appointment of another qualified person who is a member of the same political party as that of the appointee whose place he is filling. The chairman of such party in the legislative district shall have the right, prior to such appointment, to submit to the board his nomination therefore.
18 Virgin Islands Code § 151 (c) (Thomson/West 2006).

Term Requirements

No information available.

Compensation and Hour Requirements

Judges $150, inspectors $125, clerks $100, voting machine monitors $100.
18 Virgin Islands Code § 158 (a) (Thomson/West 2006).

An additional $20 for each instructional meeting attended.
18 Virgin Islands Code § 158 (b) (Thomson/West 2006).

An additional $10 for each shift worked which shift commences on or after 6:00 p.m.
18 Virgin Islands Code § 158 (c) (Thomson/West 2006).

The election officers shall meet at the polling place to which they were assigned at least one hour before the hour for opening the polls on the day of each primary or election.
18 Virgin Islands Code § 558 (c) (Thomson/West 2006).

Training, Certification and Oath Requirements

No information available on training and certification.

Oath required.
18 Virgin Islands Code § 153; 18 Virgin Islands Code § 154 (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidates.
18 Virgin Islands Code §152 (b) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited for ten year period if twice convicted by a court of competent jurisdiction of a felony or of a crime involving moral turpitude.
18 Virgin Islands Code § 263 (a) (Thomson/West 2006).

Prohibited for one year period after discharge if convicted by a court of competent jurisdiction of a felony or of a crime involving moral turpitude.
18 Virgin Islands Code § 263 (b) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if inmate of a public or private institution for the insane and if under the care of a guardian by reason of any mental incapacity.
18 Virgin Islands Code § 263 (c) (Thomson/West 2006).

English Fluency and Literacy Requirement

At least one of the election officers and clerks appointed for each polling place shall be fluent in both Spanish and English.
18 Virgin Islands Code § 151 (a) (Thomson/West 2006).

Good Reputation Requirement

May not be directly or indirectly interested in any bet or wager on the result of the election.
18 Virgin Islands Code § 154 (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

No information available.

Virginia

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a qualified voter.
Va. Code Ann. § 24.2-115 (Thomson/West 2006).

Age Requirement

18 years of age.
Va. Code Ann. § 24.2-101; Va. Const. Art. II, § 1 (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Resident of the Commonwealth and of the precinct where vote.
Va. Code Ann. § 24.2-101; Va. Const. Art. II, § 1 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct then Commonwealth. Insofar as practicable, each officer shall be a qualified voter of the precinct he is appointed to serve, but in any case a qualified voter of the Commonwealth.
Va. Code Ann. § 24.2-115 (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. Electoral boards appoint officers of election, if possible from lists of nominations filed by the political parties entitled to appointments. Parties file nominations with the secretary of the electoral board at least ten days before February 1st each year. Appointments shall be made giving representation to each of the two political parties having the highest and next highest number of votes in the Commonwealth for governor at the last preceding gubernatorial election. The representation of the two parties shall be equal at each precinct having an equal number of officers and shall vary by no more than one at each precinct having an odd number of officers. One officer shall be designated as the chief officer of election and one officer as the assistant for each precinct. The officer designated as the assistant for a precinct, whenever practicable, shall not represent the same political party as the chief officer for the precinct. For a primary election involving only one political party, persons representing the political party holding the primary shall serve as the officers of election if possible.
Va. Code § 24.2-115 (Thomson/West 2006).

Virginia Attorney General Opinion 06-058, 9/15/06: "It is my opinion that the Constitution of Virginia requires a local electoral board, where it is feasible to do so, to appoint officers of election who represent the two dominant political parties. It further is my opinion that when it is not feasible to appoint representatives of such parties, a board may appoint nonpartisan officers of election."
http://www.oag.state.va.us/OPINIONS/2006opns/06-058Jensen.pdf (2006).

Term Requirements

Serve for a term not to exceed three years or until successors are appointed.
Va. Code Ann. § 24.2-115 (Thomson/West 2006).

Compensation and Hour Requirements

Part time possible. The electoral board may provide that the officers of election for one or more precincts may be assigned to work all or a portion of the time that the precinct is open on election day. However, the chief officer and the assistant chief officer, appointed to represent the two political parties, shall be on duty at all times.
Va. Code Ann. § 24.2-115.1 (Thomson/West 2006).
Legislation pending to allow the chief officer and the assistant chief officer to, by joint agreement, excuse an officer of election from the polling place for a brief period for a personal emergency.
2006 VA H.B. 1092 (NS) (Thomson/West 2006).

Each election worker is paid at least $75 for a full day's work.
Va. Code Ann. § 24.2-116 (Thomson/West 2006).

Any person who serves as an officer of election as defined in § 24.2-101 shall neither be discharged from employment, nor have any adverse personnel action taken against him, nor shall he be required to use sick leave or vacation time, as a result of his absence from employment due to such service, provided he gave reasonable notice to his employer of such service. No person who serves for four or more hours, including travel time, on his day of service shall be required to start any work shift that begins on or after 5:00 p.m. on the day of his service or begins before 3:00 a.m. on the day following the day of his service. Any employer violating the provisions of this section shall be guilty of a Class III misdemeanor.
Va. Code Ann. § 24.2-118.1 (Thomson/West 2006).

Training, Certification and Oath Requirements

Electoral boards instruct each chief officer and assistant in his duties not less than three nor more than 30 days before each election. Each electoral board may instruct each officer of election in his duties at an appropriate time or times before each November general election.
Va. Code Ann. § 24.2-115 (Thomson/West 2006).

Oath required.
Va. Code Ann. § 24.2-120 (Thomson/West 2006).

Elected Public Officials Prohibited

No person, nor the deputy or the employee of any person, who holds any elective office of profit or trust under the government of the United States, the Commonwealth, or any county, city, or town of the Commonwealth, shall be appointed an officer of election.
Va. Code Ann. § 24.2-119 (Thomson/West 2006).

Candidates Prohibited

A candidate may require the removal of an officer of election for the election in which he is a candidate by a request in writing on the grounds that the officer is a spouse, parent, grandparent, sibling, child, or grandchild of an opposing candidate.
Va. Code Ann. § 24.2-117 (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony, unless civil rights have been restored by the governor or other appropriate authority.
Va. Code Ann. § 24.2-101; Va. Const. Art. II, § 1 (Thomson/West 2006).
Note: Pending legislation would add that the general assembly may provide by general law for the restoration of civil rights to persons who have been convicted of felonies and who have completed service of their sentence including any period or condition of probation, parole, or suspension of sentence.
2006 VA S.J.R. 307 (NS) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if adjudicated incapacitated unless capacity has been reestablished as provided by law.
Va. Code Ann. § 24.2-101; Va. Code Ann. § 24.2-101; Va. Const. Art. II, § 1 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be competent.
Va. Code Ann. § 24.2-115 (Thomson/West 2006).

Good Reputation Requirement

Must be competent.
Va. Code Ann. § 24.2-115 (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

No information available.

Washington

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

No statutory registration requirement. Must either be a member of a major political party qualified to work on an election board in the precinct.
Wash. Rev. Code § 29A.44.430 (Thomson/West 2006).

Or must be a properly trained person.
Wash. Rev. Code § 29A.44.410 (3) (Thomson/West 2006).

Age Requirement

There is no minimum age requirement to work at the polls.
Nick Handy, Director of Elections, Washington State (2006).

18 years of age for registration.
WA Const. Art. VI, § 1, (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Lived in the State, county, and precinct 30 days.
WA Const. Art. VI, § 1 (Thomson/West 2006).

For the purpose of voting and eligibility to office no person shall be deemed to have gained a residence by reason of his presence or lost it by reason of his absence while a student at any institution of learning.
WA Const. Art. VI, § 4 (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Precinct. Whenever possible, should be residents of the precinct in which they serve.
Wash. Rev. Code § 29A.44.410 (1) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. The political party representation of a single set of precinct election officers shall, whenever possible, be equal but, in any event, no single political party shall be represented by more than a majority of one at each polling place.
Wash. Rev. Code § 29A.44.420 (Thomson/West 2006).

At least ten days prior to any primary or election, general or special, the county auditor appoints one inspector and two judges of election for each precinct (other than vote-by-mail precincts) from lists submitted by the chairpersons of the county central committees of the two political parties entitled to representation.
Wash. Rev. Code § 29A.44.410 (1) (Thomson/West 2006).

By the first day of June each year, the county chair of each major political party shall certify and compile a list of qualified precinct residents from the precinct committee's nominations, add names if there are insufficient nominees, and substitute nominees for those deemed unqualified.
Wash. Rev. Code § 29A.44.430 (Thomson/West 2006).

If the list is insufficient, the auditor may appoint a properly trained person whose name does not appear on such a list as an inspector or judge of election for a precinct.
Wash. Rev. Code § 29A.44.410 (3) (Thomson/West 2006).

If there are sufficient numbers of nominees from the political parties, then the county auditor shall designate the inspector and one judge in each precinct from that political party which polled the highest number of votes in the county for its candidate for president at the last preceding presidential election and one judge from that political party polling the next highest number of votes.
Wash. Rev. Code § 29A.44.410 (4) (Thomson/West 2006).

The auditor may also appoint one or more persons to act as clerks if in his or her judgment such additional persons are necessary. Each clerk appointed shall represent a major political party.
Wash. Rev. Code § 29A.44.420 (Thomson/West 2006).

Term Requirements

Poll workers are appointed prior to each election.
Wash. Rev. Code § 29A.44.410 (1) (Thomson/West 2006).

Compensation and Hour Requirements

The precinct election officers for each precinct shall meet at the designated polling place at the time set by the county auditor.
Wash. Rev. Code § 29A.44.150 (Thomson/West 2006).

The election officer having jurisdiction of the election may designate at what hour the clerks shall report for duty.
Wash. Rev. Code § 29A.44.420 (Thomson/West 2006).

Judges and clerks of an election are compensated at not less than the minimum hourly wage. Inspectors receive the rate paid to judges and clerks, plus compensation for an additional two hours.
Wash. Rev. Code § 29A.44.530 (Thomson/West 2006).

Training, Certification and Oath Requirements

Before each State primary or general election at which voting systems are to be used, the county auditor shall instruct all precinct election officers.
Wash. Rev. Code § 29A.12.120 (1) (Thomson/West 2006).

The county auditor may waive instructional requirements for precinct election officers who have previously received instruction and who have served for a sufficient length of time to be fully qualified to perform their duties.
Wash. Rev. Code § 29A.12.120 (2) (Thomson/West 2006).

No inspector or judge may serve at any primary or election at which voting systems are used unless he or she has received the required instruction and is qualified to perform his or her duties in connection with the voting devices.
Wash. Rev. Code § 29A.12.120 (4) (Thomson/West 2006).

As compensation for the time spent in receiving instruction, each precinct election officer who qualifies and serves at the subsequent primary or election receives additional two hours compensation.
Wash. Rev. Code § 29A.12.120 (3) (Thomson/West 2006).

Oath required.
Wash. Rev. Code § 29A.44.490 (Thomson/West 2006).

Elected Public Officials Prohibited

No prohibition, but interference with voter prohibited. No person may interfere with a voter in any way within the polling place.
Wash. Rev. Code § 29A.44.010 (Thomson/West 2006).

This does not prevent the voter from receiving assistance in preparing his or her ballot as provided in RCW 29A.44.240.
Nick Handy, Director of Elections, Washington State (2006).

Candidates Prohibited

No prohibition, but interference with voter prohibited. No person may interfere with a voter in any way within the polling place.
Wash. Rev. Code § 29A.44.010 (Thomson/West 2006).

This does not prevent the voter from receiving assistance in preparing his or her ballot as provided in RCW 29A.44.240.
Nick Handy, Director of Elections, Washington State (2006).

The Effect of Felon Status on Participation

Since registration is not a requirement to work at polls, there is no statutory prohibition against those convicted of infamous crimes from working at the polls.
Nick Handy, Director of Elections, Washington State (2006).

The Effect of Mental Incapacitation on Participation

Since registration is not a requirement to work at polls, there is no statutory prohibition against those declared mentally incompetent from working at the polls.
Nick Handy, Director of Elections, Washington State (2006).

English Fluency and Literacy Requirement

No information available.

Good Reputation Requirement

No information available.

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

No information available.

West Virginia

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered voter.
W. Va. Code § 3-1-28(a) (1) (Thomson/West 2006).

Age Requirement

18 years of age.
W. Va. Code § 3-2-2(a) (Thomson/West 2006).

A person who is at least 17 years of age and who will be 18 years of age by the time of the next ensuing general election may also be permitted to register.
W. Va. Code § 3-2-2(a) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

State and county.
W. Va. Code § 3-2-2(a) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Generally county for county-wide elections and municipality for municipal elections. Must be a registered voter of the county for elections held throughout the county and a registered voter of the municipality for elections held within the municipality: However, if the required number of persons eligible to serve as election officials for a municipal election are not available or are not willing to serve as election officials for a municipal election, a registered voter of the county in which the municipality is located may serve as an election official for elections held within the municipality.
W. Va. Code § 3-1-28(a) (1) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation required for two of three positions in precinct. The two major parties may each nominate one qualified person for each team of poll clerks and one qualified person for each team of election commissioners to be appointed for the election.
W. Va. Code § 3-1-30(a) (1) (Thomson/West 2006).

The appointing body also selects one qualified person as the additional election commissioner for each board of election officials.
W. Va. Code § 3-1-30(a) (2) (Thomson/West 2006).
The appointing body also selects alternates equal to a minimum of 10 percent of the required poll clerks and election commissioners.
W. Va. Code § 3-1-30(a) (3) (Thomson/West 2006).

No later than the 56th day before the election, the parties file their lists with the governing body (county, municipal or school board depending on election) and 49 days before an election the governing body appoints the poll clerks and commissioners. The governing body fills positions for which no nominations were filed.
W. Va. Code § 3-1-30(a) (4); W. Va. Code § 3-1-30(e) (Thomson/West 2006).
Note: Rules differ slightly for municipal elections in municipalities without party executive committees.

Term Requirements

Poll workers are appointed before each election.
W. Va. Code § 3-1-30(a) (Thomson/West 2006).

Compensation and Hour Requirements

Compensation depends on role:
- Each commissioner of election and poll clerk is to be paid a sum, to be fixed by the county commission, not exceeding $125 for one day's services for attending the school of instruction for election officials if the commissioner or poll clerk provides at least one day's service during an election and a sum not exceeding $175 for his or her services at any one election.
- Each alternate commissioner of election and poll clerk may be paid a sum, to be fixed by the county commission, not exceeding $50 for one day's services for attending the school of instruction for election officials.

W. Va. Code § 3-1-44(a) - (c) (Thomson/West 2006).

Hours: 5:45 a.m. to close of polls.
W. Va. Code § 3-1-30(j) (Thomson/West 2006).

Training, Certification and Oath Requirements

The county holds an instructional program, which includes an audio-visual training program produced by the Secretary of State and the State election commission.
W. Va. Code§ 3-1-46(b) (Thomson/West 2006).

No person can serve as an election commissioner or poll clerk in any election unless he or she has attended such instructional program. However, in cases of emergency when no person who has attended the instructional program for that election is available to fill a vacancy on the election board, the clerk of the county commission may appoint those who have not had training.
W. Va. Code § 3-1-46(c) (Thomson/West 2006).

Oath required.
W. Va. Code § 3-1-30a (Thomson/West 2006).

Elected Public Officials Prohibited

No information available.

Candidates Prohibited

No candidates on the ballot or official write-in candidates in the election may serve. No parent, child, sibling or spouse of a candidate on the ballot in the precinct may serve in that precinct.
W. Va. Code § 3-1-28(a) (3) & (4) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony, treason or bribery in an election, under either State or Federal law, is disqualified while serving his or her sentence, including any period of incarceration, probation or parole related thereto.
W. Va. Code § 3-2-2(b) (Thomson/West 2006).

Prohibited if previously convicted of a violation of any election law.
W. Va. Code § 3-1-28(a) (6) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if determined to be mentally incompetent by a court of competent jurisdiction for as long as that determination remains in effect.
W. Va. Code § 3-2-2(b) (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read and write the English language.
W. Va. Code § 3-1-28(a) (2) (Thomson/West 2006).

Good Reputation Requirement

The county commission may, upon majority vote, suspend the eligibility to serve as an election official in any election for four years for the following reasons:

- Failure to appear at the polling place at the designated time without proper notice and just cause;
- Failure to perform the duties of an election official as required by law;
- Improper interference with a voter casting a ballot or violating the secrecy of the voter's ballot;
- Being under the influence of alcohol or drugs while serving as an election official; or
- Having anything wagered or bet on an election.

W. Va. Code § 3-1-28(b) (Thomson/West 2006).

Alternative Positions with Different Requirements

No information available.

Student Election Assistant Statute

Election official trainee: 16 or 17 years old and has meet the qualifications of election officials, other than being a registered voter, listed in W. Va. Code § 3-1-28(a).
W. Va. Code § 3-1-29(a) (5) (Thomson/West 2006).

Wisconsin[9]

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Do not have to be registered, but must be a qualified elector.
Wis. Stat. § 7.30(2) (a) (Thomson/West 2006).

Age Requirement

18 years of age.
Wis. Stat. § 6.02(1) (Thomson/West 2006).

16 or 17 years of age if high school student qualified under. Wis. Stat. § 7.30(2) (am).

Residency Place and Term Required for Voter Registration

Reside in election district or ward for ten days before any election.
Wis. Stat. § 6.02(1) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

Ward or wards, or the election district, for which the polling place is established.
Wis. Stat. § 7.30(2) (a) (Thomson/West 2006).

Vacancies may be filled in cases of emergency or because of time limitations by a person from another aldermanic district or ward within the municipality.
Wis. Stat. § 7.30(2) (b) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. All inspectors shall be affiliated with one of the two recognized political parties which received the largest number of votes for president, or governor in non-presidential general election years, in the ward or combination of wards served by the polling place at the last election.
Wis. Stat. § 7.30(2) (a) (Thomson/West 2006).

If party does not supply a list of qualified members or the list is insufficient, the board of election commissioners appoints, or the mayor, president or chairperson of a municipality may nominate, qualified persons whose names have not been submitted. Any appointment which is made due to the lack of availability of names submitted by the parties may be made without regard to party affiliation.
Wis. Stat. § 7.30(4) (c) (Thomson/West 2006).

Parties must submit lists of nominees by November 30th of each even-numbered year, and the board of election commissioners or governing body shall appoint nominees from the list by December 31th.
Wis. Stat. § 7.30(4) (a)-(b) (Thomson/West 2006).
Note: Only the city and county of Milwaukee have a board of election commissioners. In addition, municipalities, other than cities and villages in counties having a population of more than 500,000, have slightly different nomination procedures through their mayor, president or chairperson.
Wis. Stat. § 7.30(4) (Thomson/West 2006).

[9] Legislation is pending that would affect many of the provisions.

Term Requirements

Two years and shall serve at every election in ward during term of office. Terms begin on January 1st of odd-numbered years and end on December 31st of even-numbered years.
Wis. Stat. § 7.30(6) (a) (Thomson/West 2006).

Compensation and Hour Requirements

Reasonable daily compensation.
Wis. Stat. § 7.03(1) (a) (Thomson/West 2006).

Training, Certification and Oath Requirements

State elections board shall, by rule, prescribe requirements for certification for chief inspectors. Chief inspector at a polling place must be certified by the board to hold that office.
Wis. Stat. § 7.31(1) & (2) (Thomson/West 2006).

Examinations may be given to inspectors to prove that qualifications can be met.
Wis. Stat. § 7.30(2) (c) (Thomson/West 2006).

Municipal clerks are required to instruct poll workers in their duties.
Wis. Stat. § 7.15(1) (e) (Thomson/West 2006).

Municipal and county clerks are required to assist the State elections board in conducting training.
Wis. Stat. § 5.06(7); Wis. Stat. § 7.10(9); Wis. Stat. § 7.15(11) (Thomson/West 2006).

Oath required.
Wis. Stat. § 7.30(5) (Thomson/West 2006).

Elected Public Officials Prohibited

No election officials in first class cities may hold public office other than notary public.
Wis. Stat. § 7.30(2) (a) (Thomson/West 2006).

Local government associations recommend that elected officials everywhere in Wisconsin refrain from serving as poll workers, even when they are not candidates.
Kevin Kennedy, Executive Director, State Election Board of Wisconsin (2006).

Candidates Prohibited

No candidate may serve in an election in which he is running.
Wis. Stat. § 7.30(2) (a) (Thomson/West 2006).

The Effect of Felon Status on Participation

Prohibited if convicted of treason, felony or bribery, unless the person's right to vote is restored through a pardon or by completing the term of imprisonment or probation for the crime that led to the disqualification.
Wis. Stat. § 6.03(1) (a); Wis. Stat. § 304.078(3) (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if incapable of understanding the objective of the elective process or under guardianship pursuant to the order of a court under ch. 880, except that when a person is under limited guardianship, the court may determine that the person is competent to exercise the right to vote.
Wis. Stat. § 6.03(1) (a) (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be able to read and write the English language.
Wis. Stat. § 7.30(2) (a) (Thomson/West 2006).

Good Reputation Requirement

Must be capable and of good understanding.
Wis. Stat. § 7.30(2) (a) (Thomson/West 2006).

Alternative Positions with Different Requirements

Special registration deputies may be specially appointed by the clerk or board of election commissioners for one election only to conduct elector registration only.
Wis. Stat. § 6.55(6) (Thomson/West 2006).

Special voting deputies may be appointed for the purpose of absentee voting in nursing homes and qualified retirement homes and qualified community-based residential facilities, the municipal clerk or board of election commissioners of each municipality in which one or more nursing homes or qualified retirement homes or qualified community-based residential facilities are located shall appoint at least two special voting deputies for the municipality.
Wis. Stat. § 6.875(4) (Thomson/West 2006).

Tabulators may be appointed no less than 30 days before any election the governing body or board of election commissioners of any municipality, by resolution, may authorized the municipal clerk or executive director of the board of election commissioners to select and employ tabulators for any election.
Wis. Stat. § 7.30(3) (Thomson/West 2006).

Student Election Assistant Statute

- 16 or 17 years old;
- Enrolled in grades 9 to 12 in a public or private school;
- At least 3.0 GPA; and
- The approval of parent or guardian and principal of the school attending.

Wis. Stat. § 7.30(2) (am) (Thomson/West 2006).

A pupil appointed as an inspector shall serve only for the election for which he or she is appointed. This shall not be construed to limit the number of times a pupil may be appointed as an inspector.
Wis. Stat. § 7.30(6) (am) (Thomson/West 2006).

Wyoming

State Registration Requirement
(Exceptions may be found in Student Election Assistant category)

Must be a registered elector.
Wyo. Stat. Ann. § 22-8-101(b) & (c) (Thomson/West 2006).

Age Requirement

16 years of age, but no more than one person under age 18 may be appointed as election judge for each precinct.
Wyo. Stat. Ann. § 22-8-102; Wyo. Stat. Ann. § 22-8-106 (Thomson/West 2006).

18 years of age to vote.
Wyo. Stat. Ann. § 22-3-102(a) (ii) (Thomson/West 2006).

Residency Place and Term Required for Voter Registration

Bona fide State resident.
Wyo. Stat. Ann. § 22-3-102(a) (Thomson/West 2006).

Residency Requirement for Service (State, County or Precinct)

County.
Wyo. Stat. Ann. § 22-8-101(b) (Thomson/West 2006).

Affiliation with Political Party Requirement and Process for Nomination as Poll Worker

Affiliation generally required. Judges and members of counting boards shall be divided between the participating political parties as nearly equal as possible.
Wyo. Stat. Ann. § 22-8-109 (Thomson/West 2006).

Not later than the third Tuesday of May in each general election year the county chairman of each major and minor political party in each county may certify to the county clerk a list of registered electors residing in the county and affiliated with the party, and a list of persons who are at least 16 years of age who otherwise meet all requirements for qualification as an elector, who are willing to serve as a judge of election or as a member of a counting board. At the same time, municipal clerks may submit two similar lists of municipal residents, without the need to note party affiliation. Not later than June 30th of each general election year, the county clerk shall appoint judges of election and counting boards and alternates from lists submitted by the county chairmen of the major and minor political parties. If the list of party nominees is insufficient, the county clerk shall consider the list submitted by the municipal clerks and may appoint any elector otherwise qualified.
Wyo. Stat. Ann. § 22-8-101 (Thomson/West 2006).

Term Requirements

Two years or until successor is appointed.
Wyo. Stat. Ann. § 22-8-103 (Thomson/West 2006).

Compensation and Hour Requirements

Judges of election and members of counting boards shall be compensated for services at a rate to be determined by the board of county commissioners at the June meeting and stated on the notice sent to each nominee. The rate shall be not less than the State minimum wage.
Wyo. Stat. Ann. § 22-8-116 (Thomson/West 2006).

All judges and members of the counting board shall be paid not less than $5 or more than $25 as determined by the board of county commissioners for attending a school.
Wyo. Stat. Ann. § 22-8-113 (Thomson/West 2006).

Training, Certification and Oath Requirements

Unless training is otherwise provided to the satisfaction of the county clerk, all judges of election and members of counting boards are obligated to attend at least one training school under the county clerk.
Wyo. Stat. Ann. § 22-8-113 (Thomson/West 2006).

Oath required.
Wyo. Stat. Ann. § 22-8-115(a) (Thomson/West 2006).

Elected Public Officials Prohibited

Not addressed in statute.

Candidates Prohibited

Attorney general's opinion, dated May 31, 1990, states that candidates may not work at the polls.
Peggy Nighswonger, State Election Director, Wyoming (2006).

The Effect of Felon Status on Participation

Prohibited if convicted of a felony, and has not had his civil or voting rights restored.
Wyo. Stat. Ann. § 22-3-102(a) (v); Wyo. Const. Art. VI, § 6 (Thomson/West 2006).

The Effect of Mental Incapacitation on Participation

Prohibited if currently adjudicated mentally incompetent.
Wyo. Stat. Ann. § 22-3-102(a) (iv); Wyo. Const. Art. VI, § 6 (Thomson/West 2006).

English Fluency and Literacy Requirement

Must be physically, morally and mentally competent to perform duties.
Wyo. Stat. Ann. § 22-8-102 (Thomson/West 2006).

Good Reputation Requirement

Must be physically, morally and mentally competent to perform duties.
Wyo. Stat. Ann. § 22-8-102 (Thomson/West 2006).

Alternative Positions with Different Requirements

None.

Student Election Assistant Statute

May be 16 years old if such persons meet all other requirements for qualification of an elector.
Wyo. Stat. Ann. § 22-8-102 (Thomson/West 2006).

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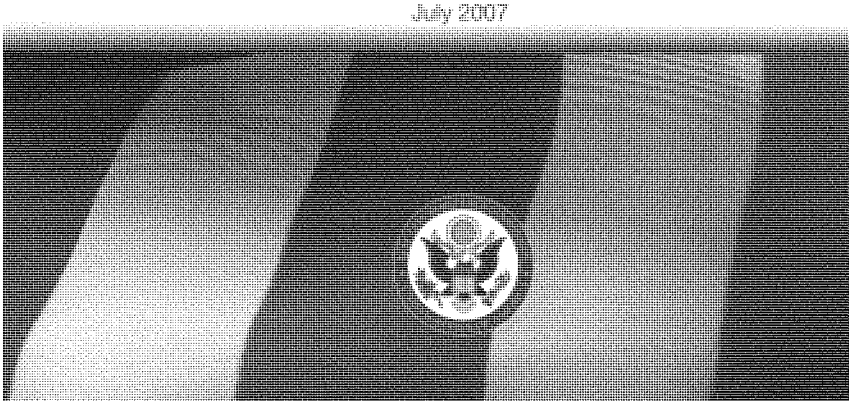
Successful Practices

for Poll Worker Recruitment, Training and Retention

July 2007



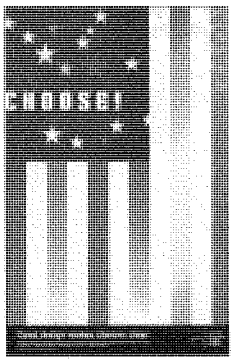
Successful Practices
in Poll Worker Recruiting, Training and Retention

The United States Election Assistance Commission (EAC)
is an independent bipartisan commission created by
The Help America Vote Act (HAVA) of 2002. It is charged with
administering payments to States and developing guidance to meet
HAVA requirements, adopting voluntary voting system guidelines,
and accrediting voting system test laboratories
and certifying voting equipment.
EAC also serves as a national clearinghouse
and resource of information regarding election administration.

Published July 2007
U.S. Election Assistance Commission
1225 New York Avenue, NW
Washington DC 20005

Introduction

Welcome to the U.S. Election Assistance Commission's Guidebook on Successful Practices in Poll Worker Recruiting, Training and Retention



Background and Purpose: The U.S. Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA) to serve as a coordinating center for the nation's election officials. Congress directed the EAC to research and compile a broad spectrum of "best practices" employed in preparing for and conducting elections, drawing upon the collective experience and wisdom of seasoned election administrators and community leaders, and to make these practices and procedures available to all.

This Guidebook is the result of a 17-month applied research study commissioned by the U.S. Election Assistance Commission in 2005, and was implemented through a partnership with IFES, The Poll worker Institute and the League of Women Voters.

This Guidebook presents, for the first time, a framework for evaluating election-jurisdiction administrative practices based on interviews, surveys and feedback from thousands of election officials and other community leaders nationwide. It is, necessarily, a "snapshot" of poll worker recruitment, training and service practices across America in a limited period of time.

This Guidebook is offered as a manual for election-jurisdiction administrators and others who assist in the ongoing effort to train and staff polling places with workers who contribute their time and skills for this fundamental exercise in the American political process. Flexibility is Key: This Guidebook presents a variety of field-tested techniques which can be adapted by election jurisdictions of varying sizes and demographics. Not all ideas and techniques will be relevant to every jurisdiction; the varying requirements imposed by individual State laws, local regulations and time constraints mean that each jurisdiction must develop its own approach to poll worker training and service. Criteria for Inclusion: Ideas and practices from all sources were subjected to three important criteria for inclusion in this Guidebook: Can the results be measured? Can the practice be sustained in a given jurisdiction over time? Can the practice be replicated elsewhere? An attempt was made to gauge the effort necessary to implement each practice, and to determine the resources required as well as the costs and benefits associated with the practice.

The U.S. Election Assistance Commission hopes that election administrators and community leaders will find this Guidebook a useful source ideas and techniques which they can adapt to the circumstances of their particular jurisdictions.

Approach and Methodology

Within the elections community there is a tremendous wealth of experience and expertise in recruiting, training and retaining poll workers. Over the years, election officials have devised innovative and resourceful methods for meeting the challenge of staffing polls on Election Day. The limitations of time and resources, however, have hampered efforts to share this expertise throughout the elections world. This Guidebook attempts to make that knowledge and expertise widely available.

- **Gathering Field-tested Practices**. Every practice recommended in this Guidebook has been tested in the field. Likewise the tools, tips and case studies are all derived from the practical experience of election professionals. As such, the contents of this Guidebook are grounded in the realities of current election administration – a world of limited time and money, political and partisan controversy and intense public scrutiny.

- **Maximizing Available Resources**. In seeking to tap the expertise of elections officials, the authors of this Guidebook relied on at least three important sources – The Election Center's Professional Practices Program, National Association of Counties (NACo) Achievement Awards and the EAC's "Best Practices in Election Administration".

- **NACo Survey**. The authors also relied heavily on a nationwide survey of local election officials conducted in Spring 2006 by NACo, The Election Center, and the International Association of County Recorders, Election Officials and Treasurers (IACREOT). The survey provided a benchmark of current practices of recruitment, training and retention. The survey also provided important leads, guiding the authors to those election officials who are actively raising the standards for poll worker administration with new programs and approaches.

In addition to researching current and successful practices nationwide, the authors sought to gain a better, more complete understanding of the constraints on poll worker programs.

- **Focus Groups**. The League of Women Voters' Education Fund conducted focus groups across the country with election officials, poll workers, the general public and stakeholders. The final report provided a nuanced picture of the challenges facing election officials. At the same time, the focus-group report provided an important perspective on the motivations for serving, and potential strategies for reaching key audiences with effective recruitment messages.

- **Impact of State Laws**. The authors were also mindful of the complications imposed by myriad State laws governing who may serve at the polls. A compendium of State requirements compiled and verified jointly by Cleveland State University and IFES (formerly known as the International Foundation for Election Systems) offers a framework for understanding the legal limitations in many States.

- **Outside Perspectives.** The authors worked with the EAC to appoint a working group of election practitioners, academics and experts in adult learning and accessibility and voting rights issues to bring important outside perspectives. The working group provided feedback on drafts at four different points in the project.

- **Extra Vetting of Particular Chapters.** The Guidebook especially benefited from a series of interactive roundtables conducted on such areas as the role of adult learning in poll worker training, community organizations, accessibility issues, bilingual poll worker recruiting, college poll worker projects and recruiting in hard-to-reach communities. The chapters on these topics benefited enormously from the insights and critiques of working group members and roundtable participants.

- **Compiling a Variety of Models**. The description of each practice and tool is based primarily on conversations and interviews with election officials about their programs. Wherever possible, the authors tried to speak with election officials from both large and small jurisdictions. The

models presented are "hybrids," merging common and universal elements from a variety of specific, individual models.

- Interviews with practitioners covered practical details such as the amount of staff time required, the cost and resources needed – vital information for any election official considering implementing a new program.

Providing a Framework for Evaluating Practices and Tools. The authors sought information that would help in evaluating practices and tools according to three important criteria: ability to measure, ability to sustain and ability to replicate. In the interviews with election officials, we tried to gauge the political will necessary to implement the project, whether they had quantified the costs and benefits and the level of risk involved.

The effort to provide a framework for evaluating the practices is limited by the fact that the survey provides a snapshot in time. We don't have the means to monitor change over several election cycles. Nevertheless, we believe even limited information about the ability to measure, sustain and replicate these practices will greatly enhance the usefulness of the Guidebook for individual users.

Field-Tested in Pilot Jurisdictions. In June 2006, the IFES/PI team selected three jurisdictions to pilot the Guidebook. The jurisdictions chosen were: Milwaukee, WI; Santa Fe, NM; and Hamilton County, OH. Selection criteria included the following: at least one jurisdiction covered by Section 203 of the Voting Rights Act; at least one jurisdiction with a partisan representation requirement; and at least one jurisdiction introducing a new voting system. The participating election offices were both large and small and were geographically diverse.

Sites were asked to test both the contents and the usability of the Guidebook, as well as to implement practices from each of the three sections of the Guidebook and to track the results. Tracking the results gave the IFES-PI team objective, quantified information about the effectiveness of the practices and allowed us to develop and refine models for use in the Guidebook. The research team decided to take a hands-off approach to the pilot projects in order to replicate the experience of typical election officials who will receive the Guidebook without extensive personal guidance.

In a post-pilot survey of the practices implemented, election officials in the pilot jurisdictions were asked to report on the following:

- Impact on staff
- Impact on budget
- Management challenges
- Sustainability

The survey also asked the election officials several questions to gauge the usability of the Guidebook: Could they find practices to address specific needs? Did they browse the guidebook? Was the table of contents useful?

Snapshot of Pilot Program Successes

Milwaukee, Wisconsin

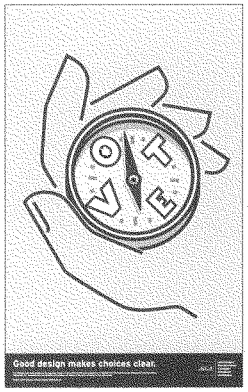
Chapter 7: Government Employees as Poll Workers. With the support of the mayor and city agencies, 320 management-level city employees were recruited (16 percent of the total number of poll workers). These provided valuable professional assistance in polling places on Election Day. These specialty poll workers brought a high level of management and problem-solving skills to the polling place operations – and contributed to building wider public support for the elections office.

Chapter 10: Offering a Split-Shift Option. When the election office offered the split-shift option, 350 poll workers chose to take advantage of the option. The election office then recruited another 350 poll workers to cover the second shift. Many of these were new recruits who might have been otherwise unwilling to serve. It appears that many of these new recruits enjoyed their experience, and are now willing to serve the whole day.

Santa Fe, New Mexico
Chapter 1: The General Public. Santa Fe leveraged a relationship with a local reporter, who published a notice about the need for poll workers for three consecutive days. More than 200 people responded to the notice – nearly overwhelming the election office.

Chapter 1: The General Public. Santa Fe posted bright orange poll-worker recruitment sign-up sheets in the polling place. Twenty precincts returned the sheets with a total of 50 names.

Hamilton County, Ohio
Chapter 1: The General Public. Hamilton County developed a method for tracking the source of each poll worker, both new and old. The county tracked the source of each poll worker who worked in the election.



Impact on the Guidebook

- Pilot offices requested specific models and how-to instructions. We searched for existing models. We also were able to use models developed by the pilot jurisdictions in the Guidebook.

- Jurisdictions appeared to be less likely to use the Guidebook to plan a complete overhaul than to make incremental changes over a longer period of time. We changed the Guidebook to include more simple and easy-to-implement changes.

Note on the Terminology and Reference to Specific Jurisdictions:

The immense variety of election terms posed a challenge for the authors. Poll workers are variously called judges, booth workers, precinct officials, board workers and, of course, poll workers. The person in charge of the polling place on Election Day can be called a Precinct Captain, Chief Judge, Supervisor or Presiding Judge, to name just a few. For simplicity's sake, we refer to all workers in a polling place as poll workers.

References to large, medium and small jurisdictions are roughly based on:

- Large: population 250,000 or larger

- Medium: population 50,000-249,999

- Small: population 49,999 or smaller

Hybrid Discussion / Specific Models. Whenever possible, this Guidebook provides composites gleaned from dozens of interviews on any practice or method, rather than the efforts of specific jurisdictions. However, the many models included in the Guidebook (flyers, forms, tables, etc.) are most effective when presented in their original context, with references.

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Section One: Recruitment

Elections depend on poll workers. They cannot operate without the army of citizens who are willing to staff the polls every Election Day.

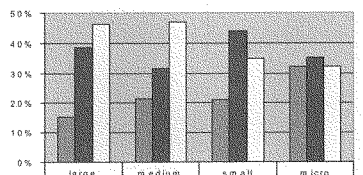
Recruiting poll workers is an ongoing challenge. According to a 2006 survey conducted by the National Association of Counties (NACo), 56 percent of election officials reported that they were unable to fully staff the polls in the last presidential election.

Increasingly, election officials need poll workers with different skills. Under the Voting Rights Act of 1963, for example, many jurisdictions require bilingual poll workers due to the growing numbers of naturalized citizens for whom English is a second language. Since the passage of the Help America Vote Act of 2002, officials seek poll workers who are comfortable with new technology, such as touch-screen voting systems and electronic poll books. As closely contested elections become more common, officials also need poll workers who can implement increased documentation and security procedures. Following the 2000 election and the passage of the Help America Vote Act, demands on poll worker performance have increased.

Specialty Recruiting

Traditionally, poll workers have been recruited individually. Partnering with intermediary organizations to recruit poll workers is a good alternative. One county is able to recruit 800 of its 4,000 poll workers by partnering with local businesses. Another county recruits two-thirds of its poll workers through intermediaries, a process called Specialty Recruiting. Such strategies can form part of a long-term poll worker recruiting strategy. Election officials are developing long-term relationships with groups which provide workers, rather than relying solely on short-term connections to individual workers.

Perentage of respondents who indicated high/low levels of difficulty recruiting poll workers (Results of National Association of Counties Survey, Spring 2006)



	large	medium	small	micro
Low difficulty	15%	22%	21%	32%
Average difficulty	38%	32%	44%	35%
High difficulty	46%	47%	35%	32%

County size

Track Recruiting Efforts

Since election officials have limited time and money to spend on poll worker recruitment, it is important to track those recruiting efforts which yield the greatest number of quality poll workers. Those election officials who monitor the results of their poll worker recruitment efforts cite three benefits of tracking:

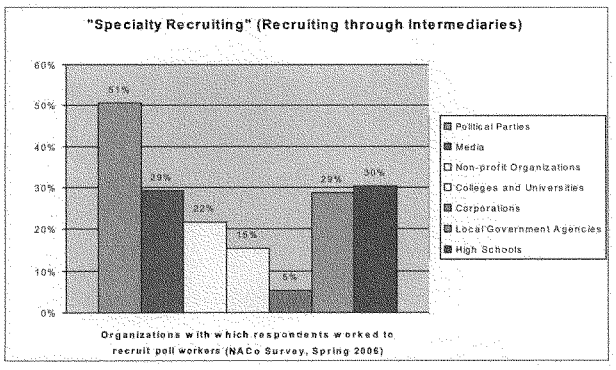
- It determines which recruitment tactics are most cost-effective and makes a strong case for decision-makers to allocate resources to use those tactics.
- It identifies sources of poll workers who possess the skills and background most needed in our changing election environment.

- It analyzes the long-term effectiveness and quality of poll workers recruited by different methods.

Track the percentage of your poll workers recruited through each kind of outreach. Some jurisdictions code their poll worker application forms to indicate where applicants got them. Forms given out at public events have one code; sign-up sheets or applications given out on Election Day have another code; online applications have still another code. These codes are entered into the applicant's file. Some jurisdictions use poll worker management software, but a simple Excel or Access database can add a field in the record with the code indicating how he or she was recruited.

Election officials should use uniform codes. For instance, if one staff member types "Recruited at Democratic Central Committee meeting" and another inputs "DCCC", results will be more difficult to compile. Consider using drop-down boxes such as:

- *Already on File / Experienced PWs (Source not known)*
- *Democratic Party Event*
- *College Poll Worker*
- *County Poll Worker*
- *High School Poll Worker*
- *Newspaper Ad*
- *Radio Ad*
- *Referral from Current Poll Worker*
- *Registration/Recruiting Postcard Mass Mailing*
- *Republican Party Event*
- *Targeted Letter to Individual Voters or Households*



Sample #1, Page 59: Drop-Down List used to Code Poll Workers by Source, Los Angeles County, CA

Chapter 1: Recruiting the General Public

In This Chapter:

- Tips to Improve Your Recruiting Program
- Recruitment Messages that Motivate Poll Workers
- Printed Materials for Your Recruitment Drive
- Adapting the Program to Your Jurisdiction

"One of the major misconceptions I had was, I thought the poll workers worked for the government - that they were sent here by the President - to ensure that I could cast my vote, and they're not - they're average people like my parents who volunteer and give their time so that everyone else can vote."

—Chari Burke, Deputy Clerk of Court Administration, Marion County, Indiana, as stated in the "By the People" movie.

What messages recruit poll workers? What messages recruit the best poll workers? How can you get these messages to the right audience? Focus groups conducted by the League of Women Voters' Education Fund in 2006 provide some answers.

Consider the following when planning a recruitment effort:

- The public has limited knowledge of how polling places operate, and many people may not realize that they can serve as poll workers. The first step is to let people know that there is a need and that they are eligible to serve.

- An in-person request will be more effective than a broadcast message, but it's far more labor-intensive. A targeted request made to voters in the neighborhood where poll workers are needed is even more effective.

- Because recruiting is labor-intensive and because the need for poll workers with different skills is increasing, keeping track of recruiting methods is extremely important. You need to know which methods are really bringing in poll workers who meet your needs.

This chapter describes the most common practices used by election officials across the U.S. to bring in potential poll workers. Your challenge will be to put these practices to the test, and to use them strategically given the issues addressed above.

Tips to Improve Your Recruiting Program

- **Be specific.** When you are developing your message, be specific about your needs. Whether you are drafting a recruitment letter or a press release, include specifics such as "26 people are needed to serve in the Lake Ridge Community" or "57 technology-savvy voters are needed to serve in Ward 6." Citing a specific need lends a sense of urgency to your request.

- **Target your audience.** A general PSA or advertisement may not yield as many responses as an article about the need for poll workers in a newsletter for retired teachers or retired government employees.

- **Use your website.** If your office has a website, post a highly visible notice about the need for poll workers. Any internet-based recruitment effort will bring recruits who are comfortable with computer technology.

- **Create checklists and follow up on each and every lead.** Keep track of recruitment calls, and make sure that they were either placed on a team or placed on a stand-by list. Keep a record of people you were unable to place and why. This will help you later to know which recruiting efforts led to placing people on teams and which led to lists of non-placeable people.

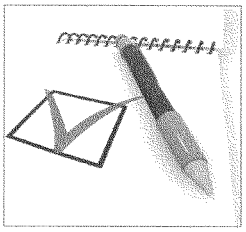
- **Be prepared.** When recruiting, make sure that you have the capacity to respond to every potential applicant who calls your office. You do not want an applicant to call and not be able to get through to the right person, or to leave a message that is never returned. If you do not have enough staff members to handle a high volume of calls, be sure that an answering machine or voice mail picks up when the phone line is busy. Callers can also be directed to your website to apply on-line.

- **Talk with other election officials.** You can gain a wealth of information from other election professionals facing the same challenges. Compare notes on what worked and what didn't. Share information on the stipend amounts that you pay your poll workers. Reach out to jurisdictions with a similar number of voters or voter demographics to share similar successes, challenges and solutions. For example, large urban counties and cities will experience challenges similar to other large urban counties and cities.

Recruitment Messages that Motivate Poll Workers

Many election officials remember a time when they could simply appeal to a sense of civic duty to recruit all the poll workers they needed. The demands of modern life make more persistent and targeted approaches to poll worker recruitment necessary.

Recent research suggests that while an appeal to "participate in democracy in action" may motivate some voters, they may not bring in enough people to staff the polls adequately, or not enough people with diverse skills, including technological skills, whom you need in your jurisdiction.



Sample Recruitment Checklist:

- *Have we called every poll worker who served in this precinct in recent history?*

- *Have we called every poll worker who served in a neighboring precinct in recent history?*

- *Have we called the people who signed up to serve at their polling place in past elections?*

- *Have we pulled possible volunteers from all voter registration forms and from responses to recruiting messages in sample ballots or other election materials?*

- *Have we mailed a recruiting postcard to targeted voters in especially hard-to-recruit neighborhoods?*

In spring 2006, the League of Women Voters tested various recruitment messages in focus groups drawn from the general public. They found that people were drawn to the following messages:

- **"Serving as a poll worker is fun!"** Election officials report that longtime poll workers serve repeatedly because they enjoy it. Most poll workers enjoy getting acquainted with and working with neighbors and sharing a potluck meal. (Be careful not to oversell this message. Sitting in a garage or chilly school cafeteria for 12 hours is really not much fun, so be sure to provide tips to poll workers on preparing for the long day, such as bringing snacks and sweaters. Your poll workers will appreciate the heads-up.)

- **"You can serve your community" or "Your community needs x number of poll workers...."** People respond more positively to a specific need in their community.

- **"You will be PAID!"** Some potential poll workers will be swayed by the promise of payment. Some poll workers see the volunteer stipend as "a little extra pocket money," while others use it to help pay the rent.

When you are developing your messages, remember that most people know nothing about polling-place operations; you will need to teach them. In addition, consider bringing in representatives from different demographic groups — young professional voters, bilingual voters or low-income voters — to learn what might motivate them to serve.

Printed Materials for Your Recruitment Drive

The Application Form

Create a poll worker application form. The form should request all the information you need about the applicant, including name, address, home phone, work phone, email address, precinct, party affiliation, whether or not the applicant is willing to serve in any precinct in the jurisdiction, language fluency and any relevant physical handicaps or potential legal conflicts, such as employment in the office of an elected official.

The poll worker application form should:

- *Fit on one page*
- *Be clear*
- *Leave enough room for the applicant's responses*
- *Be easily duplicated and adapted to fit into a brochure or flyer*
- *Include information on where to return the completed application or where to access the form online*

Tips:

- *If the application is a stand-alone flyer, consider turning the reverse side into a self mailer. Or combine the recruiting message with a voter registration mailing.*
- *Applications can also be used as a screening tool, providing an opportunity to evaluate the applicant's literacy.*

Sample #2. Page 60: LA County's "World of Difference" application

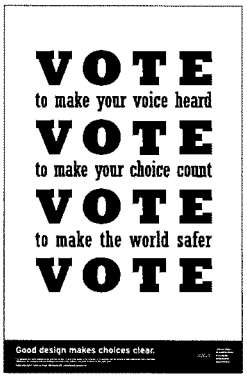
Sample #3, Page 61: Harris County Texas application/brochure combo

Brochures and Flyers

Poll worker brochures and flyers are important for community outreach. If done well, they can be an effective education and recruitment tool.

What you'll need:

- Someone to design the brochure/flyer
- A print shop (or a company that will donate the print job)
- A distribution plan. Consider placing the brochures or flyers in high-traffic locations such as grocery stores, libraries and temporary employment agencies. This can be a low-maintenance way to give you access to many new potential poll workers. Be sure to place your brochures or flyers at community outlets in precincts where you have a particular need for poll workers.
- A message targeted to your jurisdiction. Once you have discovered what messages work for your jurisdiction — a specific community need, the stipend or the fun of being part of Election Day — you can incorporate them into all your printed materials.
- Information about what will be required of applicants. This can include pre-Election Day training, as well as the hours they will serve on Election Day.



Tips for Creating Eye-Catching Recruiting Materials

- Create a title for the brochure, flyer or program. Examples of messages currently in use:
    - "Help Carry the Torch. Be a Poll Worker"
    - "Champions of Democracy"
    - "Promote Democracy: Poll Workers Needed!"
    - "Help Deliver Democracy and Make Money Doing It!"
    - "Celebrate Your Freedom: Become a Harris County Poll Worker!"
    - "Serve Your County: Be an Election Judge"
- Use off-the-shelf publishing software to create your own design.
- Use your jurisdiction's print shop to save on printing costs.

- Get a business or organization to donate the printing.
- Recruit a graphic artist (or graphic art student) to design your promotional materials.
- Request a high school art class to develop your materials.
- Ask State/county/municipal departments and community organizations to distribute your materials with their mailings.
- Consider whether or not to specify dates. Specific dates means that the flyer or brochure will quickly become outdated. However, not including specific dates does not provide the reader with a time-frame for responding.
- Consider using two-color printing to make the materials more appealing, although this can increase costs.
- Change your pitch from the general "Poll Workers Needed!" to something specific: how many workers are needed on Election Day, where they are needed and short explanations of what they will be doing.

Tips for Your Jurisdiction's Flyers and Brochures:

- *If possible, adapt the flyers or brochures to specific communities. Create versions of the flyer or brochures in other languages. Consider creating one version in large font print for potential poll workers whose vision is poor.*
- *Code the brochure and flyers so you know where they were placed. When volunteers call to inquire about serving, ask them to give the code.*

Common Outreach Tools: Word-of-Mouth Recruitment

Word-of-mouth recruitment is the simplest technique: Ask people in person if they would like to serve as poll workers. Many election officials in small jurisdictions say this method is the only method they need.

Maximize your effort by mobilizing existing networks:

- Encourage current poll workers to recruit additional workers.
- Get on the agenda at local service and social organization meetings, such as local women's clubs and Kiwanis Clubs.
- Invite poll workers to bring a friend to training. Provide a special incentive for those whose friends sign up.

There are some disadvantages, however...

- Word-of-mouth recruitment can be time- and labor-intensive. It may not be effective if the people you ask are unwilling to serve where poll workers are needed.

Sample #4, Page 62: Johnson County, Kansas fact flyer
Sample #5, Page 63: Johnson County poster
Sample #6, Page 64: King County poster
Sample #7, Page 65: Missouri/Truman poster
Sample #8, Page 66: NASS "Help Carry the Torch" poster

- Word-of-mouth recruitment cannot help you reach a more diverse pool of poll workers than you already have. Use this kind of recruitment if you are satisfied with the demographics of your poll workers – age, gender, race, ethnicity, socioeconomic status, neighborhood representation, etc.

- Recruiting poll workers through social networks is effective in jurisdictions of all sizes, but especially so in small communities.

Community Outreach Committees

Create an outreach committee that regularly brings together community leaders and activists to discuss election-related issues, identify new sources of poll workers and provide feedback on the conduct of elections.

Committees can include representatives from:

- Accessibility organizations, (e.g. Center for Independent Living, local chapter of the American Federation of the Blind)

- Chambers of Commerce or business associations

- Churches

- Cultural organizations

- Political parties

- Service organizations (e.g. Rotary Club, Kiwanis)

- Unions and associations (e.g. AAUW, retired teacher associations, college alumni organizations)

- Voter education organizations (e.g. League of Women Voters, NAACP, NALEO, APALC)

- Women's groups (e.g. Junior League)

- Youth groups (e.g. sororities)

For the committee to be effective, a dedicated staff liaison from the committee must continually reach out, provide assistance and monitor recruitment. Consider holding regularly scheduled meetings with agendas which inform and seek feedback from members on all aspects of election initiatives. Community outreach committees can be a good source for new methods of voter outreach, new methods of poll worker training and even new voting systems.

Tips for Public Service Announcements

- *Many public-access channels will air PSAs, and some may air poll worker training videos.*

- *Be specific about your needs.*

- *Give a phone number to call. Repeat the number.*

- *Messages for radio and tv should be 28 seconds for 30-second slots.*

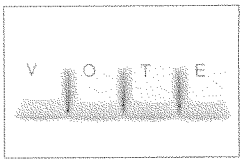
- *Find a professional writer to make the message clear and concise.*

- *In large urban areas where the media market covers more than one jurisdiction, consider working with colleagues in neighboring jurisdictions to develop a message that works for everyone.*

- *Have adequate staff who are prepared to respond to phone inquiries. Provide each staff member with a log for recording the recruitment piece the caller is responding to (i.e. news article, PSA, flyer). Direct overflow calls to a voice mail message asking the caller to leave a specific message and/or to apply online.*

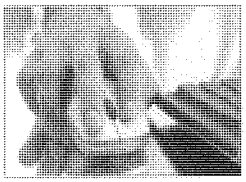
Internet and Broadcast Email

Use web technology to attract tech-savvy poll workers. Place recruitment messages on websites, and use broadcast email to invite people to serve as poll workers.



Websites

The elections website in most jurisdictions includes a poll-worker recruitment message. For the message to be most effective:



- Put it on the home page.
- Give it a clear action title: "Be A Poll Worker!" is clearer than "Democracy in Action" and more compelling than "Poll Worker Information."
- Include specific facts, such as: "It takes 13,000 citizens to run the polls in our county on Election Day."
- Use the same message on the website that you use in print brochures and public service announcements.
- Link your message to additional information, such as:
    - An application that can be completed and submitted online.
    - An overview of the poll worker's duties and the Election Day process.
    - A list of the benefits and requirements.
    - Testimonials from current or long-serving poll workers.
    - Training information – schedules, additional materials such as exercises or even online training programs.
- Track new poll workers who came to you via the website.
- Ask other organizations to place the poll worker recruitment message on their websites. Use these messages at strategic times – a few months before elections. Consider asking government agencies, community organizations and clubs, student groups and neighborhood associations to help recruit poll workers.

Email

- Another useful tech-tool for recruiting poll workers is email, but don't become a "spammer." Instead, ask partner organizations to send an email recruitment message to their networks. You may compose a draft message that they can customize. For example, ask a business or government agency to include your recruitment message in one of their regular emails to their employees. Ask community organizations who email their members to do the same.

- Email address lists tend to become obsolete more rapidly than direct-mail address lists. Be sure that the organizations you are working with have a process for keeping its list current. Devise a method to track whether email outreach results in poll worker recruitment.

Additional Tips for Recruitment on the Web

- Consider purchasing ads on search engines (i.e. Yahoo, MSN, Google) that will display when the user searches with election-related terms, for example: Vote, Voter, Register, Election, Elect, Election Day.

- Be sure to protect the integrity and good name of your elections office when you are linking to another organization's website. Examine their website carefully. Be sure to approve your message and its placement before it goes on the site. Consider including a disclaimer regarding the connection between the organization and the elections office.

- One election official was experiencing great difficulties in recruiting bilingual poll workers in a certain language. She posted a detailed notice on *Craig's List* and was inundated with potential volunteers.

Public Service Announcements (PSA)

Radio and television stations are required to donate air time for public service announcements in exchange for their use of public airwaves. Many election officials have persuaded stations to dedicate some of this time to poll worker

Maximizing and Managing Online Applications

Madison Wisconsin City Clerk Maribeth Witzel-Behl shared development plans currently underway to link an online application to her poll worker database. In an effort to entice young, savvy voters to serve as poll workers, the City has developed an online poll worker application. Once an applicant submits his or her application, the home-grown poll worker management system bumps the application up against the appropriate home precinct of the poll worker. If the poll worker team needs a new member, the applicant is advised that they are needed in their home precinct and that someone from the office will be contacting them. I f the poll worker team is full, the applicant is asked if they could be willing to travel to another precinct. The system will also prioritize those applicants who commit to serving more than one election.

Sample #9, Page 67: "Full-Service" Poll Worker Website (Arlington County, VA)

Sample #10, Page 68: Website where potential poll worker data enters information into the on-line application

recruitment. Air time is a valuable commodity, so it is important to make the most of the thirty or sixty seconds you have to state your case!

Make a list of all local radio and television stations. The county public affairs officer can assist you with this. Establish a relationship with each station's Public Service Director. Keep in touch even when you're not desperately trying to recruit poll workers – media staff change jobs at a rapid rate, and you will want to know the person in charge of selecting which PSAs will air. Be certain to include minority and foreign-language radio and television stations.

Some radio and television stations will use their own staff to record the PSA, while other stations will accept pre-recorded PSAs. Producing your own PSA offers you greater creative control, but can be costly unless you have access to production equipment. Seek a sponsor to pay for producing your radio and television PSAs, or consider working with the local college or high school media production classes to create your advertisements.

Media Coverage: Paid or Public Service

Many election officials place paid advertisements in local newspapers asking for poll workers for an upcoming election.

Ads can be extremely effective if properly placed and worded. To catch the reader's attention, include specifics: number of poll workers required, locations to be served, skills required, time commitment.

Sample message:

"Lake County needs registered voters – especially voters who speak Spanish – to work at the polls for the September 12th Primary. Workers will receive a stipend for their service. If you are interested in this opportunity, leave your name, your address, and your telephone number and we will respond promptly."

Tips for Media Coverage: Paid or Public Service

- *Time the placement of your ads for maximum effect: close enough to Election Day so people have begun thinking about the election, but with time to reply to, screen, place and train all who respond.*
- *Advertise in small local papers. They are likely to be less expensive, and you can target your audience.*
- *Arrange with the local newspaper to run a human-interest story about a poll worker. This could be about: the worker who has served longest; the new citizen who is thrilled to be serving his new country in this way, or the high school student who is a first-time voter and wants to serve democracy.*

Sample #11, Page 69: Radio PSA used in the Washington, D.C., metropolitan area

Sample: #12, Page 70: News coverage, Milwaukee Journal Sentinel January 7, 2007

The Telephone

Don't forget the telephone as an outreach tool. Some jurisdictions conduct phone drives to recruit poll workers from lists of registered voters. Phone drives have two big advantages: you can target hard-to-recruit areas, and a personal request usually gets a better response than a broadcast message.

Other jurisdictions use their voice-mail message to urge callers to become poll workers. If you post a recruitment message on your voice-mail system, make sure the message includes directions ("Press 1 for our poll worker recruiter" or "Be sure to ask about serving as a poll worker when you speak to a staff member."). Also, direct staff on handling these calls. Callers who have to make a second call, or are transferred several times, may lose interest.

The Mail: Targeted Postcards and Letters

One jurisdiction reports that a single recruitment letter sent to all registered voters brought in all the poll worker recruits it needed. A mailing allows you to target certain hard-to-recruit areas, but can be labor-intensive if conducted in-house, or expensive if conducted by a mailing house.

Additional Tips

- Target the type of poll worker needed.
- Consider ways to make the mailing stand out from other pieces of bulk mail.
- Use the same recruitment messages used in PSAs and other advertisements.
- Write in a personal, conversational style.
- Make sure the letter includes the requirements to serve as a poll worker.
- Don't forget to mention the stipend.
- Be sure to specify what the recipient should do. If you want the recipient to mail a response card, consider enclosing a self-addressed mailer with the voter's information on a label.
- Ask the school system to send home a recruitment brochure or flyer that you provide. A "parent recruitment program"

Sample #13, Page 71: Letter from San Diego County ROV

Tips for Recruiting from Voter Registration Forms

- *This method may require cooperation with the State election office.*
- *Jurisdictions need sufficient staff to follow up with people who checked the box.*
- *This tool requires coordination between the voter registration staff and the poll worker recruiting staff. In jurisdictions using poll worker management software, a database query can produce a list of registrants who checked the box.*

Pitfalls

- *Election officials in focus groups reported that some people may check the box without really understanding what a poll worker does and lose interest when staff follow up.*

Tips for Recruiting from Sign-up Sheets at Polling Places

- *Include the sign-up sheets on the polling place set up diagram or checklist.*
- *Place the sign-up sheets strategically at all polling places.*
- *Train poll workers to point out the sign-up sheets to all voters. Make the sheets eye-catching so that poll workers will pull them out of their supply packages.*
- *Consider asking for email addresses from potential poll workers as an additional way to follow up with them.*

gives access to a younger set of potential poll workers who are engaged in the community. All you need is good rapport with your school administration, and flyers or brochures to put in the students' backpacks. Use a specific and compelling message that tells parents they are needed – and exactly where they are needed – in their community. Arrange to have your flyer distributed on a day when the material will stand out, so it will be less likely to land in the recycling bin.

Double Duty for Voter Registration Forms

A number of States and jurisdictions include check boxes on the voter registration application and change of address form to indicate interest in serving as a poll worker. The checkboxes on the forms lets those who are registering to vote know that they are also welcome and needed to serve at the polls. Others include this information in sample ballot booklets. Some election officials have told researchers that this practice, coupled with word-of-mouth efforts, yielded sufficient numbers of poll workers.

Sign-up Sheets at Polling Places

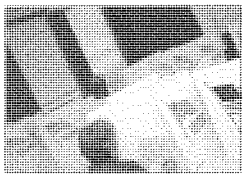
Election officials have also told researchers that placing sign-up sheets at polling places can be an effective method of attracting future poll workers. This can be as simple as placing a clipboard with sign-up sheets asking for the voter's name, address and telephone number. Voters can sign up on the spot. Poll workers recruited in this way tend already to know some of their potential colleagues.

Other Recruitment Ideas to Consider

Poll Worker "Draft": The Nebraska Model

One U.S. jurisdiction "drafts" poll workers in a manner similar to that of drafting people to serve jury duty. Nebraska law permits a county to draft citizens to serve as Election Day workers. Citizens whose names are drawn from the list of registered voters must serve in four elections. Any individual ordered to serve as an election official may not be subjected to discharge from employment, loss of base pay, overtime

*"You've got to encourage the poll workers to ask voters if they'd like to work the polls. Just having a sign-up sheet didn't prove to be very effective. When we asked the poll workers to help us recruit by encouraging people to sign-up, **then** we got results!"*



Sample #14, Page 72: Kansas City, MO Sign-up Brochure at the Polls

Sample #15, Page 73: Montgomery County, MD Sign-up Sheet at the Polls

pay, sick leave or vacation time and may not be threatened with any such action. A person who fails to report on Election Day can be convicted of a Class III misdemeanor.

In 2000, Douglas County (Omaha) drafted 1,500 of its 2,500 Election Day workers in this way. It was the only county in Nebraska to use drafted Election Day workers in 2000. This practice helped the county reach its recruitment goals, although it is not clear whether this method was approved by the general public. Voters recruited through a draft may be reluctant to serve and may not provide voters with a positive voting experience.

Outsourcing Your Recruitment Efforts

Consider contracting with with professional recruiters – firms or individuals who specialize in filling temporary positions – or a contractor with extensive community contacts to conduct some or all of your poll worker recruitment. Most components of election administration must be carried out in-house because they require election-specific expertise. Poll worker recruitment, however, can be carried out by professional recruiters with little or no expertise in this field. For best results, give your contractor clear directions and a realistic timetable, and provide oversight of their recruiting process.

How to Evaluate an Outsourcing Program

- Use records from previous elections to compare the numbers and types of poll workers recruited on various pre-election occasions.
- Set specific goals for the recruiter in advance. Will the recruiter be responsible for bringing in poll workers from the general public, from certain geographic areas or to speak a certain language? Will the recruiter be responsible for following up with potential poll workers to encourage them to serve in certain areas of the jurisdiction or to encourage them to attend training?
- Track whether recruits brought in by the outside recruiter are any more likely to be placed on a poll worker team, attend training or serve in more than one election.

Tips on Outsourcing Poll Worker Recruitment

- *Recruiters can be hired to recruit all poll workers or just one segment, such as bilingual or student poll workers.*
- *Recruiters can be hired as independent consultants or as temporary staff.*
- *Recruiters' tasks can include speaking to volunteer groups, staffing booths at public events, developing recruiting materials, or doing poll worker intake duties.*
- *Depending on the number of poll workers needed, the number of recruiters can range from one to 50.*

Outsourcing Poll Worker Recruitment Can:

- *Free up staff time and energy for other priorities.*
- *Tap into a fresh, potentially extensive network of contacts in the community.*
- *Access expert techniques that bring in new people and retain them for multiple elections.*
- *Help your recruitment staff pick up new contacts who will energize their efforts next time.*

Beware of the pitfalls and challenges to this approach. The cost of outsourcing a recruiting effort may be greater than doing the recruiting in-house. Consider a pilot program, and weigh the benefits.

Chapter 2: Recruiting High School Students

In This Chapter:

- Benefits to High School Recruitment
- Pitfalls and Challenges
- Resources Needed
- Adapting the Program to Your Jurisdiction
- Tips
- How to Evaluate Your Program

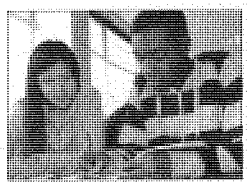
High school poll worker programs can be an exciting way to bring new faces into the poll worker pool, as well as to engage young people in their community. The key is to create long-term partnerships with high school administrators and teachers to repeatedly recruit high school students to serve at polling places in their communities.

A number of States have statutes allowing high school students to serve as poll workers. Most of the statutes enable students to serve on Election Day as regular poll workers, helping to set up the polling places, assisting voters in signing in, issuing ballots and helping to close the polls. Other statutory models are more restrictive, and do not permit students to assist in processing ballots.

Some models require that a student be a high school senior, at least 16 years old, and with a minimum grade point average. In most cases, the student must be nominated or appointed by a teacher or principal and must obtain permission from parents or custodians.

Benefits to High School Recruitment

- **For Election Officials:**
  - Students have a commitment to their teachers and parents to serve, and therefore are likely to show up.
  - Students are in "learning mode" and will easily grasp complex election procedures.
  - Students bring new energy and vitality to a long-established poll worker team.
  - Students are likely to be comfortable with technology.
  - Bilingual students can be a great bonus to a precinct team.



"Our young people working at the polls have brought an energy and excitement that is infectious with not only our elderly poll workers, but has also helped change the complexion of the polling location to show that young people are committed."

—Gary J. Smith, Director of Elections and Registration, Forsyth County, Georgia

- **For Participating Students:**
  - Students receive a hands-on community service opportunity.
  - Students may receive the poll worker stipend.
  - Many teachers offer extra credit to students for attending the training and for drafting a report on their Election Day experiences.
  - Participation looks good on college and job applications.
  - The community-service element might fulfill a graduation requirement.
- **For Participating High Schools:**

  Teachers have been positive about student poll worker programs because they complement students' in-class civics curriculum.

Pitfalls and Challenges

High school poll worker programs often require:

- Regular communication with administrators and teachers.
- Extra time to prepare students for the voting experience.
- Preparatory steps before a student poll worker can be placed on a poll worker team, including, in many jurisdictions, nomination forms and parental authorization. Some jurisdictions have to limit the number of students who could be nominated from any one school because the community surrounding the school has limited poll worker needs.
- Assistance with transportation, if students do not have cars or other transportation to their assigned polling places.

Resources Needed

- A point person at the election office.
- A customized brochure or introductory packet; customized sign-up form.
- Statutory authorization, since most students will not be of voting age.

"The Key to Gary's Success"

Election officials who implement Student Poll Worker Programs say that although the program is a lot of work, it does help to bring new energy and new faces to their Election Day team. But many of these election officials expressed frustration with recruiting enough students to serve before and during the summer months (i.e. primary and special elections).

Gary Smith is Director of Elections and Registration for Forsyth County, Georgia. Forsyth County began its high school program in 2002. By the Primary 2004 election, Forsyth County's goal was to use high school students as one-third of its poll workers... and they succeeded.

Gary attributes customized training as one factor in their success in having a large number of students serve in an August primary. Training the students in a famililar setting with their peers promotes a level of comfort. Making an effort to customize training, and adding a broader civics theme, shows the partnering teacher that the election official is committed to the larger idea of the program – not only to fill poll worker shortages, but to promote life-long engagement in the voting process.

- Authorization from a jurisdiction's Chief Administrative Officer or Board of Supervisors or Directors.

Adapting the Program to Your Jurisdiction

- For jurisdictions which face particular challenges in recruiting poll workers in lower-income areas, a High School Poll Worker Program can be invaluable, especially in those States where poll workers must reside in the assigned precinct.

- **Warning!!** You may need to use different strategies for elections held when school is not in session.

Tips

- **Offer on-site or special training for the students.** Poll worker training classes are geared to experienced voters, but many high school poll workers will not be familiar with the set-up of a polling place or how a vote is cast. A customized in-class voter outreach presentation provides an opportunity for students to ask the "big picture" questions in the company of their peers. Some jurisdictions offer on-site training for schools with 20 or more participating students.

- **Check in annually with each school and remind them when it is time to recruit again.** Also discuss ways to highlight their contributions by publicizing their efforts.

- **A good school liaison is the key to success.** Your teachers will be your invaluable partners from election to election. The program can be a lot of work for the teacher, who must answer student questions, forward nomination forms, encourage the students to attend training (or host the training) and follow up with students who served. Certificates of appreciation can acknowledge their efforts.

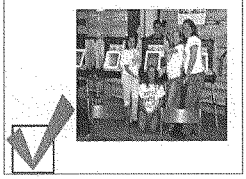
- **Bonus Tip: $$$$!** One jurisdiction began to provide the equivalent of a poll worker stipend to the high school teachers who regularly coordinate the program in their community.

- **Students can be motivated by learning about other students who have served as poll workers.** If possible, provide students with photos and quotes from graduates who participated in the program.

- **Some veteran poll workers might not appreciate having a student poll worker on their team.** They may assign students an uninteresting task, such as handing out "I VOTED" stickers all day. Suggest to the lead poll worker

Voting Day

First Vote Students making a difference

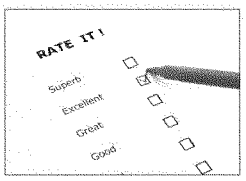


Photos Courtesy of Gary Smith, Forsyth County, GA

that substantive or varied Election Day tasks can make a huge difference in the student poll worker's experience.

How to Evaluate Your Program

- Record how many students were nominated and served from each school.
- Feedback from teachers, participating students and poll workers who served with students is critical in assessing the success of the program. Including them in a post-election evaluation of the program can yield valuable insights about the program and ways to improve it. Expand your support team by including the parents of participating students.



Sample #16, Page 74: Augusta-Richmond County Poster

Chapter 3: Recruiting College Students

In This Chapter:

- Benefits to College Recruitment
- Resources Needed
- Adapting the Program to Your Jurisdiction
- Tips
- How to Evaluate Your Program

College Poll Worker Programs partner with college administrators and professors to recruit college students to serve at polling places on Election Day.

Benefits to College Recruitment

- **For Election Officials:**
  - Students have made a commitment to their professor and are likely to show up.
  - Students are likely to be comfortable with technology.
  - Bilingual students can be a great bonus to a precinct team.
- **For Participating Colleges:**

  Professors often appreciate the opportunity they can offer students.
- **For Participating Students:**

  Students receive valuable hands-on community-service opportunity. Students receive the poll worker stipend, and many professors offer extra credit to students for participating in the program and writing a report on their Election Day experiences.

Resources Needed

- A point person at the election office with brochures and sign-up forms.

EAC Guidebook on College Poll Worker Programs:

A Great Resource!

- *The EAC's GUIDEBOOK FOR RECRUITING COLLEGE POLL WORKERS examines formal and informal college poll worker programs across the U.S. from the viewpoint of election officials, college administrators, professors and students.*

www.eac.gov

Adapting the Program to Your Jurisdiction

- A College Poll Worker Program can be especially beneficial if they are located in hard-to-recruit precincts and in States which mandate that poll workers must reside in the assigned precinct.

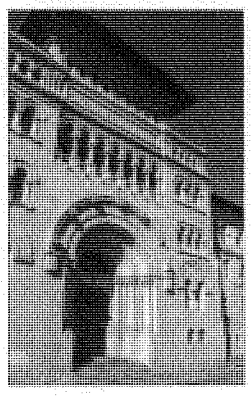
Tips

- **Offer on-site training.** Poll worker training classes are geared to experienced voters. A customized in-class voter-outreach presentation provides an opportunity for students to ask questions. On-site training means that more time can be spent showing the students what a polling place looks like, explaining its basic functions and offering information on who can vote or serve as a poll worker. Some jurisdictions offer on-site training to schools with 20 or more participating students.

- **Check in regularly with colleges and universities,** reminding them when it is time to recruit again.

How to Evaluate Your Program

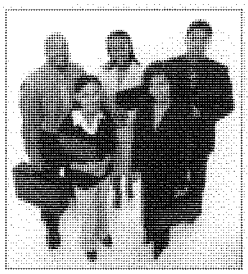
- Feedback from professors, participating students and experienced poll workers who served with students is critical to assessing the program. A post-election evaluation with these stakeholders can yield valuable insights on your program and suggest ways to improve it.



Chapter 4: Recruiting Bilingual Poll Workers

In This Chapter:

- Federal Requirements Regarding Bilingual Poll Workers
- Benefits of Bilingual Poll Workers
- Benefits of Partnering with Civic Organizations to Recruit Bilingual Poll Workers
- Identifying Specific Needs
- Tips
- Innovations
- How to Evaluate Your Program



All adult citizens are entitled to register to vote, to understand the details of the election and voting processes and to cast a well-informed, free and effective ballot. Toward this end, more than 450 election jurisdictions across the U.S. are required to ensure that election information printed in English is also available in one or more other languages.

Nationwide, 466 local jurisdictions in 31 States are required to provide language assistance. Of this total, 102 jurisdictions in 18 States assist Native Americans or Alaskan Natives; 17 jurisdictions in seven States assist Asian language speakers; and 382 jurisdictions in 20 States assist Spanish speakers. Some offer assistance in multiple languages. Many more do this voluntarily.

Federal Requirements Regarding Bilingual Poll Workers

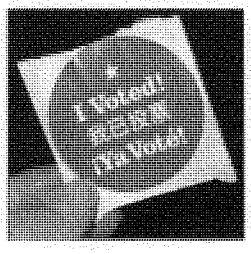
Section 203 of the Voting Rights Act requires certain jurisdictions to make language assistance available at polling locations for citizens with limited English proficiency.

- Section 203 Coverage Formula:
  A jurisdiction is covered under Section 203 where the number of United States citizens of voting age is a single language group within the jurisdiction.

    - Is more than 10,000, or
    - Is more than five percent of all voting citizens, or
    - On an Indian reservation, exceeds five percent of all reservation residents; and
    - The illiteracy rate of the group is higher than the national illiteracy rate

- Every ten years, the U.S. Census Bureau develops a list of Section 203 jurisdictions that is reported in the Federal Register. The 2000 list was posted in June 2002 and can be viewed at: http://www.usdoj.gov/crt/voting/sec_203/203_notice.pdf.

- Registration and voting materials for all elections must be provided in the minority language, as well as in English. Section 203 requires certain jurisdictions to provide bilingual election assistance — including notices, instructions, information and ballots — to citizens who are members of a designated language minority group and who have limited English proficiency.



Benefits of Bilingual Poll Workers

- Bilingual poll workers provide a valuable service to voters who are not proficient in English. Limited-English voters are able to vote more confidently when they understand the voting process and can make informed decisions on ballot issues.

- Most poll workers welcome bilingual poll workers to the precinct team.

- Bilingual poll workers have told researchers that they enjoy the opportunity to serve their community.

- Assigning bilingual poll workers to a precinct can help it run more smoothly on Election Day. Voters who need extra assistance can slow down the voting procedures. A friendly face and a common language spoken by a bilingual poll worker can help streamline such proceedings.

Benefits of Partnering with Civic Organizations to Recruit Bilingual Poll Workers

One way to recruit bilingual poll workers is to work with civic organizations. Recruiting over the phone is generally ineffective. A personal connection – through family, community members or community leaders – is more important.

Election officials who recruit bilingual poll workers do so through presentations and information booths at community centers, job fairs, churches, health fairs and meetings of community-service groups. Election officials also use messages distributed through community-service groups'

Sample #17, Page 75: King County "Ask Me: I Speak Chinese" button

newsletters. Many election officials have found that partnering with community organizations can be very effective.

Tips for making the most of these partnerships:

- **Be specific in your request.** Explain the need for bilingual poll workers to community outreach leaders. Tell them what language or dialect is needed, when the poll workers will be needed, the hours involved and duties or positions. Request a specific number of bilingual persons to serve on Election Day.

- **Educate your partners.** The general public often doesn't know that ordinary citizens can serve as poll workers, that training is required or that materials are available in a variety of languages.

- **Be open to community feedback.** Community groups can be valuable recruiting partners, and can also provide insightful feedback. You may hear important voting-related community issues that need to be addressed.

- **Use the Internet.** Ask professional organizations in the community to post your recruitment announcement on their websites or in their e-newsletters.

Identifying Specific Needs

The first step in a Bilingual Poll Worker Program is to identify how many bilingual poll workers are needed and at what locations.

A System for Identifying the Need for Bilingual Poll Workers:

- **Census Data.** This can be found at the local level. Unfortunately, such data may not follow precinct lines. Some jurisdictions work with Geographic Information Systems (GIS) staff or with a vendor to provide assistance in locating demographic information at the jurisdiction level.

- **Voter Requests on File.** There are several ways election officials can track requests from voters for language assistance:

    - Include a check box on voter registration forms for voters with limited-English proficiency to request translated materials.

Sample #18, Page 76: LA's multilingual tally card

- Advertise a designated phone number where an operator with minority-language skills can assist voters whose English is limited.

- **Tracking Voters at Polls.** Consider providing a tally card at each polling place for poll workers to record those voters requesting language assistance.
- **Input from Community-based Organizations.** If a community partner organization suggests that a neighborhood has specific minority-language needs, ask poll workers to track this over several elections. In addition, ask bilingual poll workers to record the number of voters they assisted.

- **Dialect Surveys.** You may need to consider dialects within languages. For example, both Cantonese and Mandarin speakers can read Chinese written characters, but a speaker of Cantonese finds it difficult to understand a Mandarin speaker. Consider conducting a phone or postcard survey of minority-language speakers for whom regional dialects may be an issue. Then place dialect speakers in the precincts where they are needed.

- **Other Measures.** Consider providing a toll-free or dedicated line so that limited-English voters can call to request language assistance and the location of their polling place. Advertise in minority-community newspapers, and use flyers in the appropriate language announcing that a voter can call a specific phone number to request translated materials.

- **Brochures.** A brochure in each of the jurisdiction's mandated languages can be helpful. The brochure can advise limited-English voters how to request translated materials, how to request assistance at their polling place and provide contact information of partner organizations which can be of assistance. This brochure can be distributed at community events, through community libraries and schools, etc.

Tips

- Hiring one or more bilingual speakers from the community to recruit poll workers can be one of the most effective ways to recruit bilingual speakers.

- As with the general public, minority-language speakers often do not know that poll workers are needed, how to become a poll worker or the time commitment involved.

Sample #19, Page 77: King County, WA "Play a Role in Delivering Democracy" flyer

Stress to minority-language speakers that they can become poll workers, too.

- Minority-language media (TV, radio) can be terrific partners in publicizing the need for bilingual poll workers. Invite them to press conferences and describe how and where bilingual poll workers are needed.

- Target high schools and colleges attended by bilingual students. Form relationships with administrators, teachers or professors and student organizations. Arrange to make presentations and distribute recruiting materials to bilingual students.

- Target public-sector (county, State, municipal) bilingual employees. Some governmental agencies provide a bonus to employees who speak a second language (court recorders, social workers, health workers) and may be willing to share their lists.

- Consider sending a postcard to current poll workers asking if they speak a second language and if they would be interested in serving in a polling place where that language often spoken.

Pitfalls and Challenges

- Recruiting bilingual poll workers presents all the challenges of recruiting other poll workers, plus a few more. Bilingual poll workers must also speak English well enough to explain election procedures to English-only voters.

- Some voters – or even established poll workers – may not welcome bilingual poll workers, especially if they feel that only English should be spoken at the polls. To address these concerns, provide information about how important it is that all citizens have the opportunity to fully participate in elections. Remind poll workers that "this is the law."

- Cost: Some jurisdictions have found "Multilingual Voter" (MLV) programs expensive.

- For a glossary of election terms in spanish, visit: www.eac.gov/research_reports,glossary.htm.

How to Evaluate Your Program

- Keep track of voters who apply to serve as bilingual poll workers, and monitor how many are placed on a precinct team. Assess the reasons that some applicants

Sample #20, Page 78: "ML Requests on File" tracking chart, Los Angeles County (Excel spreadsheet and bar chart)

"It sends a very positive message to the minority language communities when they see staff members in the office who look like them, can speak their language, and can relate to their experiences and concerns. Speaking from personal experience, I have found that it is much easier to recruit and retain poll workers – especially bilingual ones from the minority language communities – when they feel a special connection to a staff member in the office, or when they feel that they would be representing their community by signing up to work at the polls."

—Helen Y. Wong, Language Coordinator, Boston Election Department

do not actually serve. This may help you adapt your outreach efforts, improve your message and help recruiters improve their results.

- Monitor training attendance by the bilingual recruits. Consider phoning a sampling of bilingual poll workers to ask if they found the training valuable or if they have any questions.

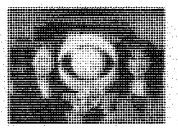
- Election Day monitoring is critical. On Election Day have specially-trained troubleshooters, visit a number of polling places to check on operations and to troubleshoot any problems they encounter.

Model A: Media Outreach from King County, Washington's Board of Elections

Model: Working with the Media, Boston CBS-4 "2006 State Elections" August 19, 2006 Yadires Nova-Salcedo, Reporting

(CBS-4) State elections are coming up this September and November, and the city of Boston is expecting as many voters as possible to go out there and perform their civic duty. Now, to make sure that all of the registered voters fully understand the process, the Boston Election Department is looking for poll workers who can speak Spanish and many other languages. CBS 4's Yadires Nova-Salcedo talks with Helen Wong, Language Coordinator for the Boston Election Department. Tune in!

For more information or to get yourself an application to become a poll worker, you can call the Boston Election Department at 617-635-4491. (© MMVI, CBS Broadcasting Inc. All Rights Reserved.)



CBS 4's Yadires Nova-Salcedo talks with Helen Wong, Language Coordinator for the Boston Election Department.

Model: Sample Websites providing translated election materials and voter information:

- **San Francisco:** (http://www.herbcaenday.org/site/election_index.asp)

- **New York:** (http://www.vote.nyc.ny.us/)

- **Los Angeles:** (http://www.lavote.net/)

We had to think "out of the box" to meet our bilingual-speaking poll worker numbers, and I'm proud to say in 2005 we had a 92 percent placement for the fall cycle, and for the 2006 September primary we had 100 percent placement for our targeted polling locations. We owe that credit to the TV ad we ran featuring our former Governor Gary Locke, the first Chinese-American governor in the U.S. We paid to have the ads run during the top-rated Chinese television shows on an all-Chinese TV station here in Seattle called AATV. The top rated shows are a soap opera and the 10 p.m. news. The station threw in two additional runs throughout the day as "community service" to their audience.

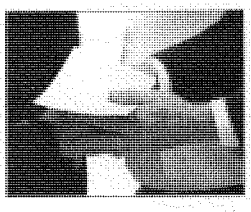
The most success we've had in recruiting bilingual poll workers and placing ads is to have our minority language compliance coordinators do the pitching and recruiting and request additional coverage at no charge as a public service to the community. People are much more eager to help when asked by someone they relate to, or a friend of a friend of a friend. While this is also effective for all recruitment efforts, we've found it essential in recruiting bilingual speaking poll workers."

—Bobbie Egan / Colleen Kwan, King County Elections Division

Chapter 5: Working with Businesses

In This Chapter:

- Benefits
- Pitfalls and Challenges
- Resources Needed
- Tips
- How to Evaluate Your Program



Ask businesses to recruit and encourage employees to serve at the polls on Election Day - if possible, without losing their regular income (using administrative leave or service leave). These workers usually receive the poll worker stipend in addition to their regular salary.

Benefits

Participating companies often contribute to the communities in which they do business. A poll worker facilitator program allows them to give back to the community without incurring additional expenditures (since salaries are already budgeted). Many employees enjoy serving as poll workers, and may be repeat volunteers and also provide word-of-mouth recruitment within their business. Employees who served as poll workers often said they felt a sense of camaraderie in their work place. Some of these poll workers donate their stipend to a community charity, or to a charity relevant to the business.

Participating employees in Franklin County, Ohio, said they enjoyed the break in their routine and a sense of satisfaction from serving and getting to know their community better.

Poll workers who are serving on "company time" have an added incentive to "show up" on Election Day – the reputation of their company is on the line. Election officials report that these poll workers seem especially flexible. They are willing to travel to areas of the jurisdiction where there are last-minute vacancies or where troubleshooters are needed. Some corporate employees like to take on this new responsibility as a challenge, setting the tone for the troubleshooter team.

Corporate Poll Worker Programs can also be an effective way to recruit younger, more technologically savvy poll workers.

Pitfalls and Challenges

- Some corporate poll workers may become impatient if their calls to volunteer do not receive a prompt response. They may also be critical of ill-prepared training programs

if they have participated in high-quality corporate training programs.

- Some corporate poll workers need regular reminders to maintain their involvement and generate ongoing support within the business community. Be aware that your jurisdiction's relationship with some corporatate entities may change with shifts in management.

- Corporate programs can occasionally raise political challenges. For instance, if a participating corporation has an interest in an issue appearing on the ballot, there could be an appearance of impropriety.

Resources Needed

- Point person at election office.

- Brochure or introductory packet with letter to corporate leader or human relations department.
- Poll worker application form.
- Possibly authorization from jurisdiction's Chief Administrative Officer or Board of Supervisors.

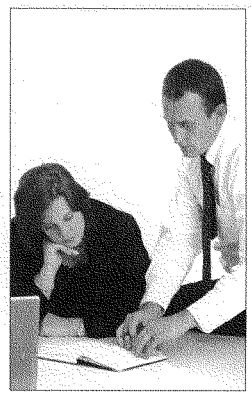
Tips

- Ask the local Chamber of Commerce for their support and ideas. Consider sending a joint letter to the Chamber's mailing list, describing the Corporate Poll Worker Program and the requirements for being a poll worker. Encourage businesses to allow their staff to serve as poll workers without having to use personal or annual leave. Providing a brief presentation at periodic gatherings can also yield positive results.

- Engage a high-profile elected official or leader from the jurisdiction (such as a county executive or county supervisor) to serve as spokesperson for the program. Such leaders may open doors by sending a letter of introduction.

- Use a long lead time when working with other corporations. Have a brief introductory statement detailing the process the corporations and their employees should follow to get involved, the specific duties of poll workers and the time commitment that will be necessary. After Election Day, report to the corporations how many of their workers served at the polls.

- Tell potential workers if you intend to ask them to travel outside their immediate neighborhoods to serve.



Additional Tips:

- *Corporate poll workers may request the opportunity to split a shift. Jurisdictions may want to find a way to make this possible (See Chapter 10: Split Shifts).*

- *Competition can add to the success of the program. For example, in one county, the regional banks began to compete among themselves to provide the most poll workers. Election officials may try a pilot program with two competitive businesses.*

- Offer on-site training. This not only makes volunteering easier for employees, but also allows an additional opportunity to recruit from the company. Some jurisdictions provide on-site training if the participating company supplies 25 or more poll workers.

- Create a catchy title for the program. One jurisdiction calls its Corporate Poll Worker Program, "Champions of Democracy."

- Check in annually with each corporation and remind them when it is time to recruit again. Discuss ways to highlight their contribution by publicizing their efforts both internally and externally.

- Allow corporation employees to wear attire with the company logo. In Franklin County, Ohio, some companies made shirts especially for this program. The Columbus Dispatch had shirts made with "Columbus Dispatch, Champions of Democracy" on them.

- Consider publicly recognizing every participant in the program with an ad in the local paper and a certificate to the corporation.

How to Evaluate Your Program

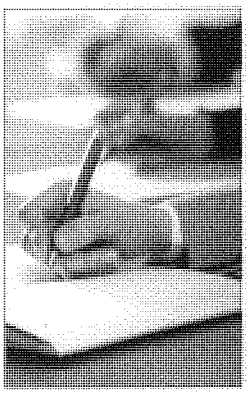
- Create a field in your database to track which businesses or corporations provide potential poll workers, and the employees who serve on Election Day. Participating corporations may set up their own database and submit it periodically to the election official throughout the recruiting period. Corporations may use the information to monitor which employees served on Election Day, and to recognize them.

- Distribute a survey to participants asking for feedback on how to make the recruiting and training more effective. Be sure to share feedback with your contact person at the corporation or business.

Sample #21, Page 79: Making Voting Popular (MVP) Thank you letter to corporate partner, KS/MO

Sample #22, Page 80: Champions of Democracy Letter to Participant, Franklin County, OH

Sample #23, Page 81: Certificate of Completion Wayne Community College, City of Detroit, MI



"I was so very grateful that my company made it so easy for me to get training and to be able to participate, giving us the day off, and making it so convenient for us to participate."

—Molly Miller, American Electric Power Company, Columbus, Ohio, "Take a Day for Democracy" video.

Chapter 6: Working with Organizations

In This Chapter:

- Benefits to Working with Civic and Charitable Organizations
- Resources Needed
- Pitfalls and Challenges
- Adapting the Program to your Jurisdiction
- Tips
- How to Evaluate Your Program

"The motivational message that would work best with us as members of Rotary is that we would really be filling a need. We would also need to know where you need us and what you need us to do."

—Carol Foley, District 7610 Rotary International

Civic and charitable organizations, whose members are dedicated to community service, can be valuable sources of poll workers.

One model is to ask one organization to recruit enough poll workers to fully staff one or several polling places. Some jurisdictions refer to this as the "Adopt-a-Poll" model. Organizations tend to prefer this approach because their members can serve together and can advertise their presence by wearing the group's non-partisan insignia. Another model is to ask the organization to help with your general recruitment efforts. A third model is to arrange for the organization to receive their poll workers' stipends as a donation. This is a popular fundraising tool.

The more specific your request for help, the more likely you will get a positive response. Explain the need for poll workers to the community-service chairperson. Give specific details: when, why, duties and positions and equipment required. Request a specific number of people to serve on Election Day. Explain your expectations clearly and thoroughly.

It may be necessary to educate the civic group on the role of and need for poll workers by speaking at one of their regular meetings. The general public is often unaware that ordinary citizens can serve as poll workers or that training is required.

Benefits to Working with Civic and Charitable Organizations

- Increase both poll worker recruitment outreach and the number of polling places that are fully staffed on Election Day.

- Increase community awareness of the need for poll workers and their functions on Election Day and about election administration in general.

- Increase the effectiveness of all your recruitment efforts as you develop and communicate targeted recruitment messages.

Resources Needed

The current resources of your elections office will be sufficient as you develop and test this program. Eventually you may decide to dedicate staff to civic and charitable organization recruitment.

Pitfalls and Challenges

- Maintain your relationship with the organization between elections. Ask for feedback on their members' experiences as poll workers and on the training they received. Attend the group's general meeting to report on Election Day and effectiveness of their participation. Be sure to thank them for their help. Send a quarterly newsletter describing your activities.

- Sometimes a group will promise more than it can deliver. This could leave you in a bind at the last minute. Initially, test this program at one or two polling places. Build this relationship over several elections.

- Finding civic, community and charitable groups with whom to partner can be difficult. A community volunteer center or the local Chamber of Commerce can be a helpful resource. One jurisdiction made a successful start by reaching out to churches, which often serve as polling places.

Adapting the Program to Your Jurisdiction

- Recruiting poll workers from civic and charitable groups may be easier in larger jurisdictions, which are more likely to have a volunteer center with contact information for all the nonprofits in the area.

- In most jurisdictions, it will be necessary to talk to many people to discover organizations you don't know. Look for civic groups, fraternities and sororities (undergraduate and graduate chapters), college and university alumni clubs, professional associations, auxiliaries, church groups, neighborhood associations, interfaith groups, civil rights groups, social and dance clubs, youth athletic organizations (to reach the parents), running, biking or rowing clubs.

Here's what civic groups and volunteer centers want election administrators to know about recruiting poll workers from charitable organizations:

If you want us to work for you, tell us . . .

- ***Why you need us***

Members of civic groups want to serve the community, but don't know much about what's involved in casting a ballot. Explain how they fit into the big picture.

- ***What you need us to do, when, and where***

The more specific you are the better, so people can assess their ability to fulfill a commitment before they make it.

- ***How we will know what to do***

Most people will appreciate training because they want to do a good job, uphold the good name of their organization and make a difference.

- ***Who we will work with and report to***

People want to do a good job and to be able to solve problems. Knowing the chain of command reassures them that they won't be "making it up on the fly."

Tips

- Develop a strong working relationship with a few groups at first, and hold strategy meetings to anticipate problems and solutions. This will foster commitment from the groups and provide good information for reaching out to other groups.
- Require from potential poll workers from civic groups what you require of any poll worker – complete applications, meet eligibility requirements, take the training course, submit an evaluation or time sheet, etc.
- Ease the organizations into your jurisdiction. In the first year, place the groups' recruits in precincts where they can work with, and learn from, experienced poll workers.
- In a "Help Wanted" section on the election jurisdiction's website, include a description of the program, requirements for participating organizations and individuals and forms that must be submitted.
- Be careful not to displace established teams of long-serving, knowledgeable poll workers with new teams from civic organizations. One jurisdiction mixes new and seasoned poll workers. Another jurisdiction lets a civic group "fly solo" after working one election with an experienced team.

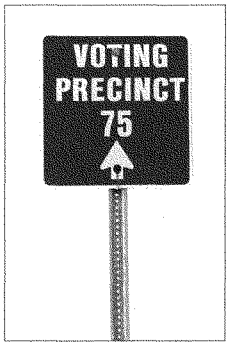
How to Evaluate Your Program

Monitor poll workers provided by civic and charitable groups. On Election Day, have specially trained and experienced poll workers serve as roving troubleshooters. Such persons can visit a number of polling places to check on operations and deal with any problems they encounter. Consider hosting a post-election meeting with representatives of the groups to solicit their feedback.

Sample #24, Page 82: Letter to Churches, Cuyahoga County, OH

Sample #25, Page 83: Sample Notice for Church Bulletin, Cuyahoga County, OH

Sample #26, Page 84: "Make Voting Popular" Recruiting Letter to Participating Organizations, Kansas, MO Metropolitan



"We provide one poll worker for each precinct to operate our laptop computers to handle voter verification, address changes, polling place directions, etc. County gives them time off for the training. They take a personal day off on Election Day but are paid by our office to work Election Day."

—Bill Cowles, Orange County, FL

Chapter 7: Working with Government Employees

In This Chapter:

- Benefits
- Pitfalls and Challenges
- Resources Needed
- Innovations
- Tips
- How to Evaluate Your Program

The public sector is a good source of poll workers. Recruiting them is especially effective where Election Day is a State holiday (usually General Election only) or where county employees can work at the polls on Election Day. In both cases, public-sector employees are not required to use personal or vacation time to serve as poll workers, and they have the incentive of receiving both their regular salary and the poll worker stipend.

- Recruiting tactics include putting flyers in paycheck envelopes, posting flyers around common spaces, setting up recruitment tables in cafeterias and sending emails. Usually, employees must obtain their supervisor's approval.

- "County Poll Worker," "City Poll Worker" and "State Poll Worker" programs are popular with employees, and provide participants an opportunity for community service.

Benefits

- **Benefits for Participating Employees.** Employees enjoy the break in their routine and derive a sense of satisfaction from serving their community.

- **Benefits for Election Officials.** Public-sector employees who have applied for and obtained approval from supervisors to serve have an added incentive to show up on Election Day.

Public-sector poll workers may be willing to travel to areas where there are vacancies or a particular need for troubleshooters. Some public-sector employees like to take on this new responsibility as a challenge, setting a tone for your troubleshooter team.

Public-sector poll worker programs can be an effective way to recruit younger, more technologically-savvy poll workers. Public-sector employee programs may also be a good source of bilingual poll workers.

Resources Needed

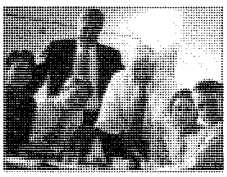
- Point person at the election office
- Brochure or introductory letter with information packet to agency director or human relations department
- Sign-up form
- Authorization from your jurisdiction's Chief Administrative Officer or Board of Supervisors/Directors

Pitfalls and Challenges

- Government-employee poll worker programs can take time to set up. Relationships with relevant public sector managers require regular communications to maintain collaboration and generate ongoing support.
- Public-sector employees may seem no more willing than neighborhood-based poll workers to go to a polling place other than their own.
- There will be natural attrition. Public-sector employees retire, leave public service or go on long-term leave.
- Public-sector managers need assurance that there will not be a drain on critical agency functions on Election Day.
- There could be a real or perceived conflict of interest if an employee is a political apointee. Check the law in your jurisdiction.
- Be aware that in some jurisdictions, government employees may be expected to take a day off to help with get-out-the-vote activities.

Innovations

- Some jurisdictions are so supportive of the recruiting effort that department or agency VIPs volunteer to serve as poll workers, allowing a jurisdiction's VIPs and department heads to lead by example.
- Employee "IT" staffers can be great troubleshooters, serving in the early morning to get polling places up and running and as evening support for closing polls or getting results to counting centers.



Tips

- Flyers included in employee paycheck envelopes often get better results than posted or hand-distributed ones.
- Engage a high-profile elected official or political leader to serve as spokesperson for the program. These leaders may open doors by sending a letter of introduction for the election official to follow up.
- Prepare a brief statement detailing poll worker duties, time commitments and that they may be asked to serve outside their own neighborhoods. Report to the agencies whether their employees actually served on Election Day.
- Offer on-site training. This not only makes volunteering easier for the employees, but it also allows for an additional opportunity to recruit from the government agency.
- Check in annually with a representative at each public agency and remind him or her when it is time to recruit again. Discuss ways to highlight their contributions by publicizing their efforts both internally and externally or invite them to a post-election recognition event.
- Incumbents may not serve as poll workers if they are on the ballot.
- Some department or agency VIPs serve as poll workers, leading by their example.

How to Evaluate Your Program

- Create a field in your database to track which agencies provide potential poll workers and which of these employees serve on Election Day. A participating agency may set up a database and make it available to the election official during the recruiting period, or access your database to verify which of its employees served on Election Day.
- Distribute a survey to recruits, asking for feedback on how to make the recruiting and training more effective. Share the responses with the contact person at the agency.

Sample #27, Page 85: Milwaukee's City Mayor letter to City Managers

Sample #28, Page 86-87: Board of Commissioners Resolution creating a County PW program, Cuyahoga County, OH

A stumbling block for some counties has been eligibility for overtime for public-sector poll workers. Several County Counsels have advised that "employees.... would not be eligible for overtime as they would be considered 'occasional and sporadic' employees for purposes of the Fair Labor Standards Act" (FLSA.).

Chapter 8: Recruiting Poll Workers with Disablilties

In This Chapter:

- Benefits of Recruiting Poll Workers with Disabilities
- Resources Needed
- Pitfalls and Challenges
- Innovation
- Tips for Successful Implementation
- Evaluation

The Help America Vote Act (HAVA) contains provisions and funding to ensure that voters with disabilities can cast their ballots privately and independently at the polling place on Election Day. Election jurisdictions are spending millions of dollars on voting equipment that ensures accessibility to the polling place and the voting process.

Encouraging citizens with disabilities to exercise their right to cast a secret ballot, election officials need to take other steps to make the polling place accessible and welcoming. Employing physically-challenged poll workers sends a strong message to all voters that they are part of the democratic process.

If recruiting and hiring poll workers with disabilities seems daunting, consider this: most election jurisdictions already employ poll workers with disabilities. Most disabilities are invisible to the average person. But given the average age of poll workers, many will already have mobility and vision problems. If your voter registration records indicate voters with disabilities, you could send a recruitment notice to those voters. (If your current voter registration form does not ask for this information, request a change in the design of the registration form.)

There are two models for recruiting poll workers with special needs. Both methods require developing a good working relationship with community agencies.

- Form a partnership with an agency or organization serving disabled citizens and conduct your recruitment effort among clients or members.

- Reach out to local organizations and agencies that work with voters with disabilities.

Benefits of Recruiting Poll Workers with Disabilities

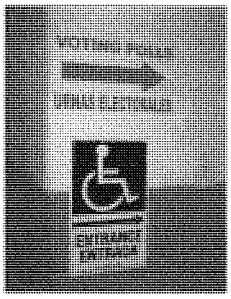
- Poll workers with disabilities can provide guidance to election officials on techniques for serving disabled voters.

For example, one of the biggest challenges in implementing the new, accessible equipment is training poll workers to provide assistance with the audio ballot. Ask for input from your special-needs poll workers on how to give practical assistance with the audio ballot.

- Poll workers with disabilities can educate other poll workers on making the polling place layout and voting equipment more accessible.

- Recruiting poll workers with disabilities can build goodwill in the community, particularly among voting-rights advocates.

- A targeted campaign to recruit poll workers with disabilities - those who have limited vision or mobility as well as people with cognitive disabilities - can not only broaden your poll worker pool, but increase your outreach to voters with disabilities as well.



Resources Needed

- Good working relationship with a protection and advocacy program or other advocate for people with disabilities

- Resources for converting written materials into an accessible format

- Staff time

Pitfalls and Challenges

- The training and polling sites must meet accessibility requirements.

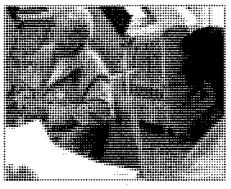
- Poll workers with physical limitations may require transportation to and from sites. Even if they are able to arrange their own transportation, it is important to let them know their assignments as early as possible.

- Training materials must be available in alternative formats. Many persons whose vision is limited have computers with features that allow them to "read" documents, so post your training materials on your website.

  Another option is to purchase a document reader and make it available at the elections office. Alternatively, a local library with reading services for persons with limited vision could assist in making written materials accessible.

- Persons with disabilities may be intimidated by the prospect of extensive public contact, or by finding themselves in the public eye. Give these poll workers a choice of job descriptions and ask them what tasks they feel they can perform best.

- Polling-place supply bags will need to include tools to provide an accessible work environment. Examples include: Q-tips or pencils with erasers for touching target points on a touch-screen voting machine; hand-held magnifying devices for reading paper ballots and check-in rosters; and pen or pencil grip enhancers.



Tips for Successful Implementation

- Poll workers with disabilities may need extra time to make travel arrangements prior to Election Day, so it is important to let them know their assignments early in advance.

- Libraries can be a good resource for tackling the challenge of making written materials accessible. Many libraries have reading and recording services for persons who are blind or visually impaired.

- Provide impaired poll workers with a list of various polling-place job descriptions and ask what tasks they feel they can best perform.

Evaluation

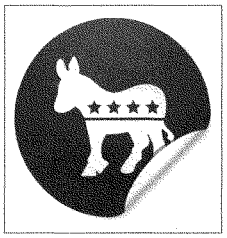
Designing an effective recruitment program for poll workers who are disabled will probably require more than one election cycle Document the experience of these poll workers and the obstacles they encountered during the recruitment process.

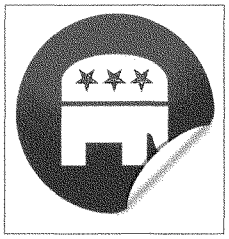
Sample #29, Page 88: Recruiting Poll Workers with Disabilities: Photo from Washington, DC poll worker training class

Chapter 9. Partnerships with Political Parties

In This Chapter:

- Benefits to Partnerships
- Pitfalls and Challenges
- Tips
- Innovation





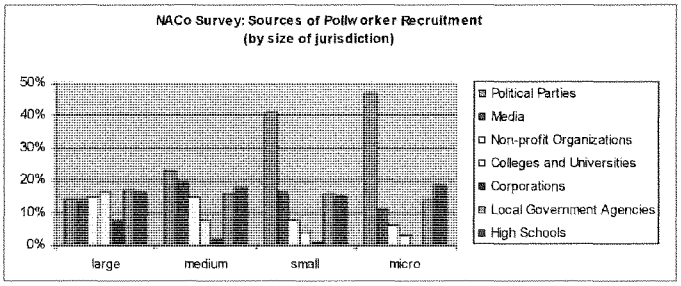
Some States have laws requiring political parties to supply names of potential poll workers to the election jurisdiction, and the election official must use the lists provided by political parties as a starting point for staffing precincts.

Other States and jurisdictions make such agreements informally. State or local officials request names, addresses and phone numbers for potential poll workers from political party directors.

Lists of potential poll workers supplied by political parties may not be especially productive. The chart below suggests that counties with small populations may have greater success with this recruitment process than larger counties.

Benefits to Party Partnerships

- Maintain a balanced pool of poll workers from each party
- Create or maintain a good working relationship with the political parties.



Pitfalls and Challenges

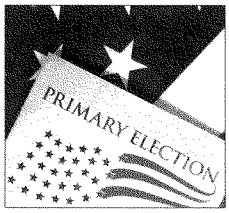
- Some political parties use Election Day poll service as a patronage job for the party faithful, not necessarily appointing those most qualified and willing to serve.
- Party representatives may be tempted to work for the success of a particular candidate.
- Political party lists may be submitted too late to be of use.
- Political parties often want members and others to serve as observers.
- Political-party poll workers may only want to work in high-stakes elections and may not be reliable components of a long-term election team.

Tips

- Hire representatives from the major political parties on an as-needed basis, and pay them to assist in recruitment.
- Let the parties handle the primary recruitment efffort. This will allow the election officials to select those people with appropriate knowledge, skills and abilities.

Innovation

- One county sends the party chairs blank recruitment list forms and lists of those who served in the previous election. The party chairs send these lists to its precinct committee representatives, who recommend people to fill the poll worker slots. The precinct chairs send their lists back to the party chairs, who return them to the election office by a cut-off date. The election office staff fills the empty poll worker positions from these lists.
- One large county sends a reminder letter to the local party chairs close to the election, giving the numbers of poll workers needed at what locations.



Chapter 10: Offering a Split Shift Option

In This Chapter:

- Benefits of Offering Split Shifts
- Challenges and Pitfalls
- Tips
- A Tale of Three Jurisdictions

Many people find that the long hours required of poll workers are a deterrent to service. Some election officials allow poll workers to work split shifts to remedy this problem.

Split shifts (which allow poll workers to serve fewer hours on Election Day) are complex and sometimes controversial. Although voters and poll workers express support for offering split shifts, most election officials from large jurisdictions feel split shifts are risky and create administrative difficulties. Election officials from smaller jurisdictions say that split shifts are invaluable. Election officials need to weigh the advantages and disadvantages of split shifts.

Benefits of Offering Split Shifts

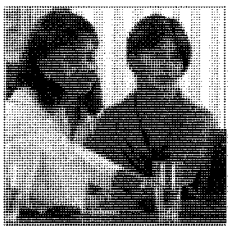
- Poll workers should be more alert during their entire shifts.
- Many poll workers and potential poll workers are interested in exploring the option. It can be an important recruitment tool.

Challenges and Pitfalls

- Poll workers for the later shift may not show up to replace those who are scheduled to leave.
- Split shifts could compromise the integrity of election processes, since the chain of custody will be interrupted.
- Poll workers interested in splitting a shift may assume that the election official will recruit a partner for their shift.

A Tale of Three Jurisdictions

"Split Shifts are Too Risky and Too Hard to Administer." "Jurisdiction One" is a composite of the many large jurisdictions that either have attempted but abandoned split shifts for reasons listed above in Pitfalls and Challenges, or never tried split shifts due to security concerns. The counties of Arlington and Charlottesville, Virginia, both tried split shifts but found it was too much work without



Tips

- *Require each poll worker to recruit his or her own partner to work the other shift.*
- *To ensure accountability, create a database for recording who worked and what hours they served.*
- *Split shifts can complicate efforts to evaluate individual poll worker performance. For example, if two poll workers administer provisional ballots – one in the morning and one in the afternoon – you need a mechanism for associating each provisional ballot application with the poll worker who handled it.*
- *Where split shifts are allowed, the lead poll worker at each polling place must work a full shift for the sake of accountability and chain of custody.*

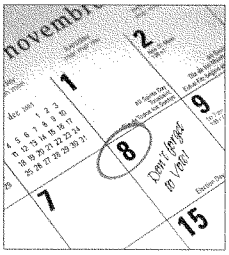
any clear benefits. Los Angeles County offers the split shift option, but it is rarely used because interested poll workers shy away when they are told they must find their own partner, split the poll worker stipend and remain in the polling place if their partner does not come to relieve them.

A Rocky Start. New Milwaukee Election Director Sue Edman experienced a challenging first election with a split-shift option in her September 2006 primary. She offered the option to 1,500 poll workers. Roughly 500 – mostly new poll workers – opted to try it. The election office was deluged with calls asking the election department to find someone with whom to split a shift. Things went more smoothly in the November 2006 election, so the department plans to continue to offer the split-shift option.

Madison, Wisconsin City Clerk Mary-Beth Witzel-Behl reports that half of the poll workers in her 76 locations choose split shifts. She advises any election official seeking to pilot a split-shift program "to give the public a chance to hear about it and give it more than one election to get the word out. Develop technology that supports what you're trying to accomplish. Another tip: Don't allow all poll workers to split a shift — we required a minimum of three all-day poll workers to be present from open to close, including the Supervisor."

"Split Shifts Ensure Fresh Faces and Smooth Operations." In the districts around and including Burlington, VT, election officials have experimented over the years with different shift lengths. Each town has a local election authority called the "Board of Civil Authority," which is made up of the Town Clerk, three or five Board members or members of the City Council and five to 15 Justices of the Peace. This helps get the word out that it is everyone's responsibility to assist on Election Day.

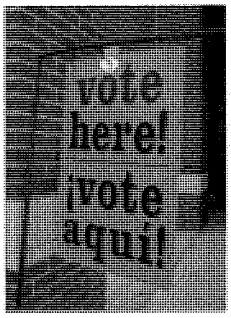
They also answer many questions about split-shift duties.



Chapter 11: Hard-to-Reach Communities

In This Chapter:

- Pitfalls and Challenges
- Recruitment Strategies
- Other Recruitment Strategies
- Case Study
- Statutory Frameworks for Recruiting
- Requirements and Recruiting
- Evaluation



Election officials often say that recruiting poll workers from a jurisdiction's economic extremes is especially challenging. To learn more about poll worker recruitment in hard-to-reach communities, the EAC convened a roundtable discussion of 14 election officials from jurisdictions across the country. Most of the officials represented large cities or counties and identified a variety of characteristics of hard-to-reach communities present in their jurisdictions. Several participants identified a pattern of vacancies over several election cycles in precincts that:

- Have extreme poverty or extreme wealth, and sometimes both
- Have highly mobile populations
- Have a great majority of voters registered as members of one political party
- Require bilingual poll workers

Pitfalls and Challenges

- Some States require that poll workers reside in the precinct, city, county or State in which they will serve.
- It is often difficult to keep poll worker teams politically balanced, in accordance with the jurisdictions' laws, policies and political culture.
- Poor recruitment lists and lack of management tools make it difficult for election officials to gather data for assessing the skill sets and performance of existing or new poll workers.
- It is often difficult to persuade potential poll workers to travel beyond their own neighborhoods.

- There can be difficulty in complying with the Voting Rights Act, especially in recruiting bilingual poll workers.

Recruitment Strategies

Election officials use a variety of creative approaches to overcome recruitment challenges in hard-to-reach communities, but no one is able to identify a "silver bullet."

Many officials follow local regulations governing the composition of poll worker teams. Some, frustrated by rigid rules, have sought legislative remedies. Still others have forged strong working relationships with other public agencies – for example, traffic control, public schools, community college, mayor's office and county commissioners – to recruit poll workers. Some have raised the bar on training while also building a sense of community among poll workers.

Other Recruitment Strategies

- In jurisdictions with rigid residency requirements or political-party balance problems, officials have used voter registration rolls to send targeted recruitment flyers. Depending on the precinct, the flyer might highlight the stipend, the training, or appeal to civic duty to motivate people to respond.

- Jurisdictions with county residency requirements enable officials to recruit people willing to travel outside their precinct to serve. Some officials provide transportation from a central location, or additional stipend to cover travel costs.

- Consider offering additional monetary incentives. In some cases, offering a bonus to a new poll worker from a particular neighborhood might entice someone to serve. In other cases, offering a significant amount of money to an experienced poll worker who is willing to travel to a hard-to-recruit community has proven effective as a short-term solution.

- Coordinate school and election calendars so that schools are closed on Election Day. Schools can serve as polling places, and teachers, staff, and high school students can be recruited to serve as poll workers.

- Hire recruiters from specific hard-to-reach communities who are connected to local churches, schools, universities or community organizations such as the neighborhood association, tennis club or local tribal organization.

Some jurisdictions with particularly hard-to-recruit communities have developed Election Day plans that include dispatching "specialty poll workers" to the critical vacancy areas. These specialty poll workers can include city or county employees who are familiar with the area, or who are willing to be deployed in teams, working on the "buddy system."

- Develop relationships with local media, such as community newspapers (often distributed free), newsletters and list serves to publicize service opportunities.

- Seek assistance from community leaders, including church pastors, school administrators, teachers and union representatives. Ask them to recruit a number of skilled poll workers from their group. (See Chapter 6 for more information).

Case Study

Motivated by a transition to a new voting system, one jurisdiction devised a plan to remedy its chronic lack of high-quality poll workers. Building on their own connections, election officials aggressively reached out to the community leaders — church pastors, school district administrators, city managers and union organizations. The results were as follows:

- High-level staff met with 20 church pastors and requested them to recruit skilled poll workers from their congregations. The pastors made appeals in their church bulletins and from their pulpits. This effort resulted in 400 new poll workers.

- Election officials met with the CEO of the Detroit Public School system to discuss the possibility of recruiting teachers as poll workers. The CEO not only agreed to support the effort, but also sent a memo to all the system's teachers, as well as an email blast. This effort resulted in 400 more poll workers.

- Election officials met with the local UAW and requested assistance in finding poll workers with a specific skill set. This effort brought in 150 to 200 poll workers.

- The Detroit Mayor's office was supportive and issued an email blast to the 8,000 city employees encouraging them to serve.

"We are already working to sustain these successes, and that is the key. For example, immediately after the election we designed certificates of appreciation for our pastors and we delivered them in person in front of the congregations. Demonstrating this personal appreciation to the gate keepers makes a big difference."

—Daniel Baxter, Office of the City Clerk of Detroit, Michigan)

Sample #30, Page 89: Detroit, MI skill set

Sample #31, Page 90: Detroit Public School memo to teachers

Chapter 12: Statutory Frameworks

In This Chapter:

- Statutory Frameworks for Recruiting Poll Workers
- Requirements and Recruiting
- Evaluation

Statutory Frameworks for Recruiting Poll Workers

State laws sometimes impose additional constraints on those who may serve on Election Day. The results of a 2006 survey of State poll worker requirements conducted for the EAC, however, suggests, that local election officials have some discretion and flexibility in meeting these requirements. The following discussion of legal requirements and how they may affect poll worker recruitment, training and retention offers tips on how to work within these constraints. In some States, local election officials may want to consider joining forces to lobby for loosening the rules.

Requirements and Recruiting

Three requirements likely to create impediments to specialty recruitment strategies are:

- The poll worker must be a registered voter either in the jurisdiction or the precinct where he or she serves.
- The poll worker must be at least 18 years old.
- The poll worker must be affiliated with and/or nominated by a political party.

Residency requirements. These not only reduce the pool of potential poll workers, but can undermine the effectiveness of recruiting notices such as public service announcements or newspaper ads that may reach an audience living in other jurisdictions. If people take the time to respond to an ad only to learn they do not qualify, they will be less likely to respond to subsequent recruitment notices.

The following practices can help address residency-requirement issues:

- If you are considering specialty outreach programs, such as with corporations or civic groups, educate your partners at the outset about residency and other requirements.

According to EAC research on State poll worker requirments:

Approximately 30 States have statutory preferences for poll workers to be residents of the precincts in which they work... California, allows any State resident to be a poll worker anywhere in the State. Six States [Arizona, Alaska, Colorado, Maryland, Minnesota and Virginia] will allow any State resident to be a poll worker anywhere in the State if there are insufficient numbers of county residents available.

- Keep a list of which precincts need poll workers and publicize these needs in any broadcast messages or advertisements. Volunteer recruitment experts say that citing specific needs, such as the number of poll workers needed for a specific polling place or neighborhood, will improve the response rate.

- Implement in-precinct recruiting methods. Such methods include training experienced poll workers to ask voters to consider becoming a poll worker, posting a sign-up sheet in the precinct, or mailing a special recruitment notice to voters in those precincts.

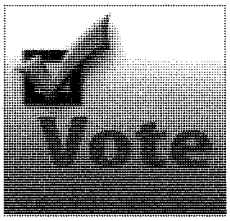
- Add special positions to your poll worker operation, such as precinct technician, troubleshooter or rover, that are not precinct-specific. These positions allow you to bring in well-qualified volunteers from other jurisdictions.

Age requirements. Some States mandate that only registered voters may serve, which automatically disqualifies citizens under age 18 – notably, all high school students. Many jurisdictions have created special poll worker positions to circumvent this prohibition. And a number of election officials are pushing for legislation that would eliminate this requirement.

Party affiliation or nomination requirements. In some States, the law requires the political parties to nominate or designate poll workers. Deadlines for this nomination process can range from 20 to 90 days before the election. In some cases, State law specifies the date by which nominations must be made. The closer the nomination deadline is to the election, the more difficult to manage the logistics. There is less time to process applications, enter information into a database (if there is one), perform background or screening checks, and communicate with them about training. A late nomination date also means that many poll workers will probably miss training.

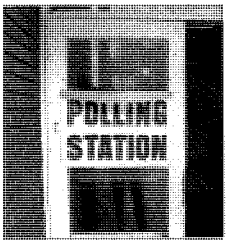
State law requiring an equal number of poll workers from each party in the polling place presents many difficulties. Corporations or civic organizations may not feel comfortable asking their employees or members to identify their affiliation publicly. Poll workers often recruit friends to serve with them, which may lead to "partisan imbalance." And some jurisdictions are heavily tilted to one party.

- As with strict residency requirements, if you are considering specialty outreach programs, such as working with corporations or civic groups, educate your partners at the outset about party-affiliation requirements.



- In jurisdictions where nominations are made close to the election, consider training methods that allow flexibility. For example, offer a take-home video or DVD, or consider developing an online training course.

- Consider adding non-partisan positions to your poll worker operation that will allow recruiting outside the party nomination process. Non-partisan positions might include student poll workers, precinct technicians or bilingual translators.



Evaluation

Track the level of poll worker vacancies in the weeks before the election and on Election Day to assess the impact of strategies and/or advocate for funding to take strategies to a new level.

Appendix

Section 1 Samples

Sample #1, Page 59: Drop-Down List used to Code Poll Workers by Source, Los Angeles County, CA

Sample #2, Page 60: LA County's "World of Difference" application

Sample #3, Page 61: Harris County Texas application/brochure combo

Sample #4, Page 62: Johnson County, Kansas fact flyer

Sample #5, Page 63: Johnson County poster

Sample #6, Page 64: King County poster

Sample #7, Page 65: Missouri/Truman poster

Sample #8, Page 66: NASS "Help Carry the Torch" poster

Sample #9, Page 67: "Full-Service" Poll Worker Website (Arlington County, VA)

Sample #10, Page 68: Website where potential poll worker data enters information into the on-line application

Sample #11, Page 69: Radio PSA used in the Washington, D.C., metropolitan area.

Sample: #12, Page 70: News coverage, Milwaukee Journal Sentinel January 7, 2007

Sample #13, Page 71: Letter from San Diego County ROV

Sample #14, Page 72: Kansas City, MO Sign-up Brochure at the Polls

Sample #15, Page 73: Montgomery County, MD Sign-up Sheet at the Polls

Sample #16, Page 74: Augusta-Richmond County poster

Sample #17, Page 75: King County "Ask Me: I Speak Chinese" button

Sample #18, Page 76: LA's multilingual tally card

Sample #19, Page 77: King County, WA "Play a Role in Delivering Democracy" flyer

Sample #20, Page 78: "ML Requests on File" tracking chart, Los Angeles County (Excel spreadsheet and bar chart)

Sample #21, Page 79: Making Voting Popular (MVP) Thank you letter to corporate partner, KS/MO

Sample #22, Page 80: Champions of Democracy Letter to Participant, Franklin County, OH

Sample #23, Page 81: Certificate of Completion Wayne Community College, City of Detroit, MI

Sample #24, Page 82: Letter to Churches, Cuyahoga County, OH

Sample #25, Page 83: Sample Notice for Church Bulletin, Cuyahoga County, OH

Sample #26, Page 84: "Make Voting Popular" Recruiting Letter to Participating Organizations, Kansas/Missouri Metropolitan Area

Sample #27, Page 85: Milwaukee's City Mayor letter to City Managers

Sample #28, Page 86-87: Board of Commissioners Resolution creating a County PW program, Cuyahoga County, OH

Sample #29, Page 88: Recruiting Poll Workers with Disabilities: Photo from Pasadena, CA polling place

Sample #30, Page 89: Detroit, MI skill set

Sample #31, Page 90: Detroit Public School memo to teachers

This guidebook contains sample documents used by various State and local election jurisdictions. The U.S. Election Assistance Commission has published these documents with the express permission of its owner. These documents are intended to be representative of relevant election administration practice throughout the nation and to illustrate the concepts being described in the text. The inclusion of these samples in this guidebook does not constitute an endorsement by the U.S. Election Assistance Commission. Additionally, as State law varies and is subject to change, readers are cautioned to obtain legal advice prior to adopting any new policy, procedure or document.

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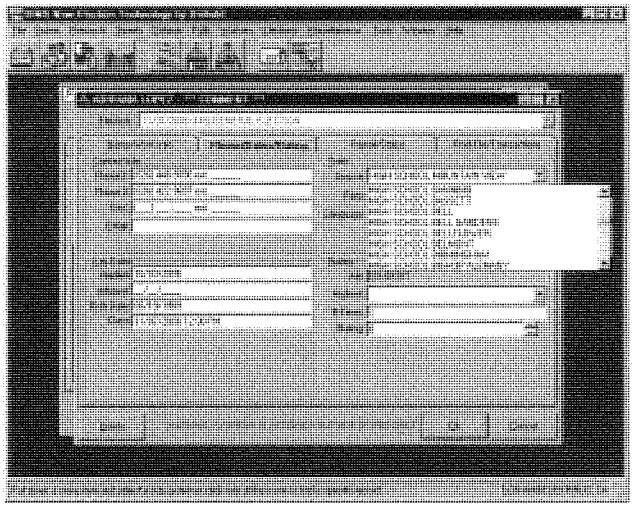
Sample #1: Drop-Down List used to Code Poll Workers by Source, Los Angeles County, CA



Sample #2: LA County's "World of Difference" application

Next Election Day
You
Can Make a World of Difference!!!

When: **June 6, 2006 Primary Election**

Where: A Polling Place Near You.

Who: Must be 18, a U.S. Citizen and a Registered Voter

What: **$100** stipend for Inspectors
$80 stipend for Clerks
plus **$25** Training Class Bonus

Interested? **PLEASE CALL: 1-(800) 815-2666 / Option 7**

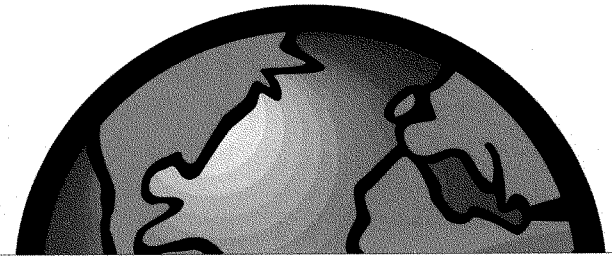
- OR -

Fill out the application on the reverse side of this flyer and mail to:

LA County Registrar-Recorder/County Clerk
12400 E. Imperial Highway
Polls & Officers Section Room 6211
Norwalk, CA 90650

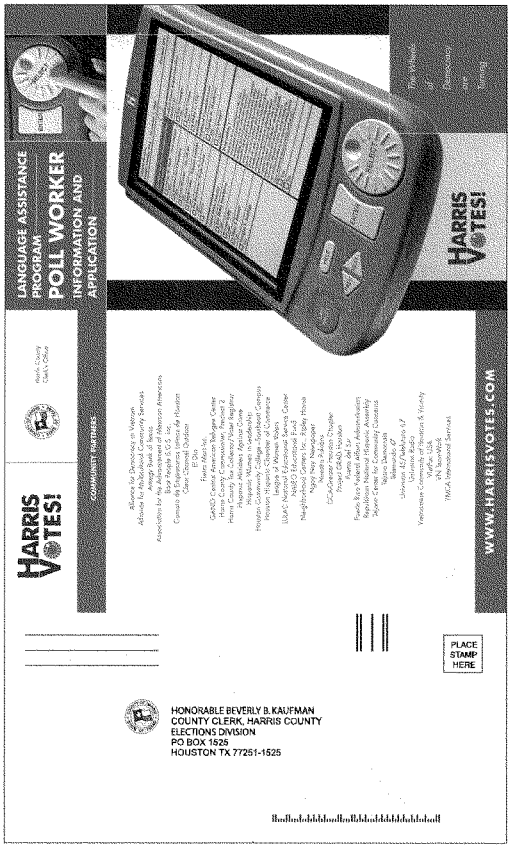
- OR -

Check out our website, www.lavote.net, Click on "Take the Pollworker Plunge".



61 [redacted]

Sample #3: Harris County Texas application/ brochure combo



Sample #4: Johnson County, Kansas fact flyer

Election Worker News
Johnson County Election Office

Fall 2006 Volume 3

Big News — Pay Increase for Election Workers
$135 for SJ's and $110 for EW's

November General Election 11-07-06 Countywide

Election Worker Refresher Training Sessions

- Oct 14, Saturday 9 am to Noon, Olathe North High School
- Oct 21, Saturday 9 am to Noon, Olathe North High School

New Election Worker Training Sessions

- Oct 18, Wednesday 1 pm to 4 pm, Election Office
- Oct 21, Saturday 2 pm to 5 pm, Election Office
- Oct 24, Tuesday 9 am to Noon, Election Office
- Oct 25, Thursday 9 am to Noon, Election Office
- Oct 26, Saturday 9 am to Noon, Election Office
- Oct 28, Saturday 2 pm to 5 pm, Election Office

Practice Makes Perfect

- Nov 2 thru 4, Thursday, Friday, Saturday 10 am to 3 pm daily
- Overland Park Central Resource Library, Lenexa Community Center, Salvation Army - Olathe

Supervising Judge Mandatory Pre-Election Meeting

- Nov 4, Saturday 9 am or 1 pm, Election Office
- Nov 5, Sunday 9 am or 1 pm, Election Office

On-Line Training

You will be notified in your assignment letter if you are eligible to participate in the On-Line Training Program.

Coming in 2007 —

February Primary Election 2-27-07 If needed

April General Election 4-03-07 Countywide - Definite

- De Soto, Edgerton, Fairway, Gardner, Lake Quivira, Lenexa, Merriam, Mission Hills, Mission Woods, Olathe, Overland Park, Prairie Village, Roeland Park, Spring Hill, Westwood
- JCCC Trustees, Water District #1, Merriam and Monticello Drainage Districts, Unified School Districts—229, 230, 231, 232, 233, 512

Patriotic Apparel

To purchase a **VOTE** shirt, click on the "For Election Workers" Tab on the website.

Adopt A Polling Place

This is an opportunity for your club, organization or church group to raise needed funds. You can donate your earnings from working Election Day to your chosen organization. Please contact us for further information.

Join the Star Search Club or the Torch Club!

- Please be alert to friends who you think would make good Election Workers.
- Ideal workers are patriotic, intelligent, friendly, detail-oriented, and courteous.
- Contact us at 715-6836 to have an Election Worker packet mailed to them.

Johnson County Election Office | 2101 E Kansas City Rd | Olathe, KS 66061
913.782.3441 | Fax: 913.791.1753 | www.jccoelection.org | Email: election@jccoelection.org

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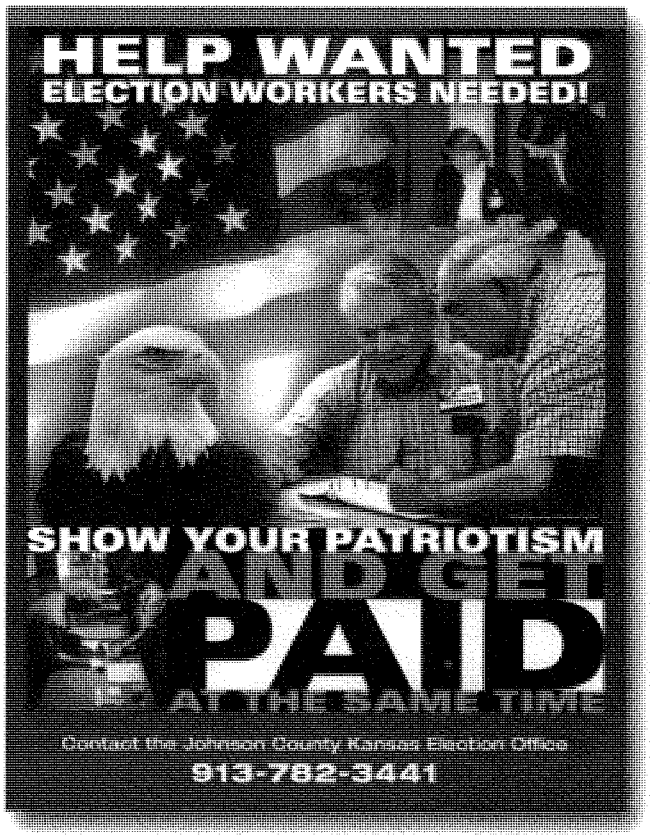
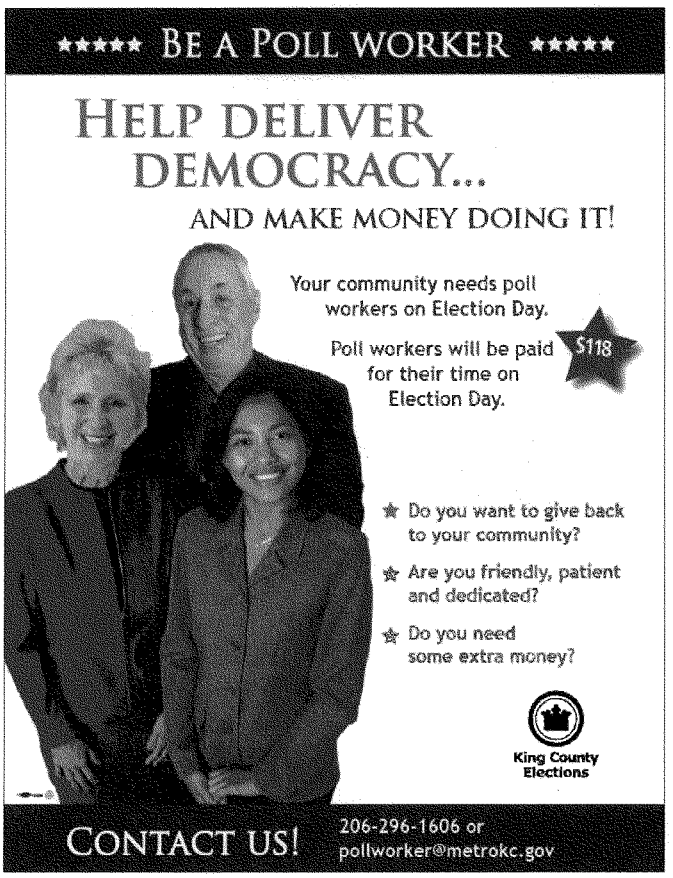
Sample #5: Johnson County poster



Sample #6: King County poster



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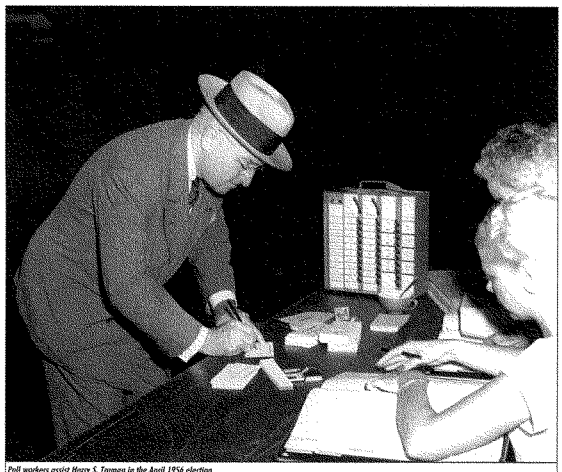
Sample #7: Missouri/Truman poster



Poll workers assist Harry S. Truman in the April 1956 election

IT'S YOUR TURN

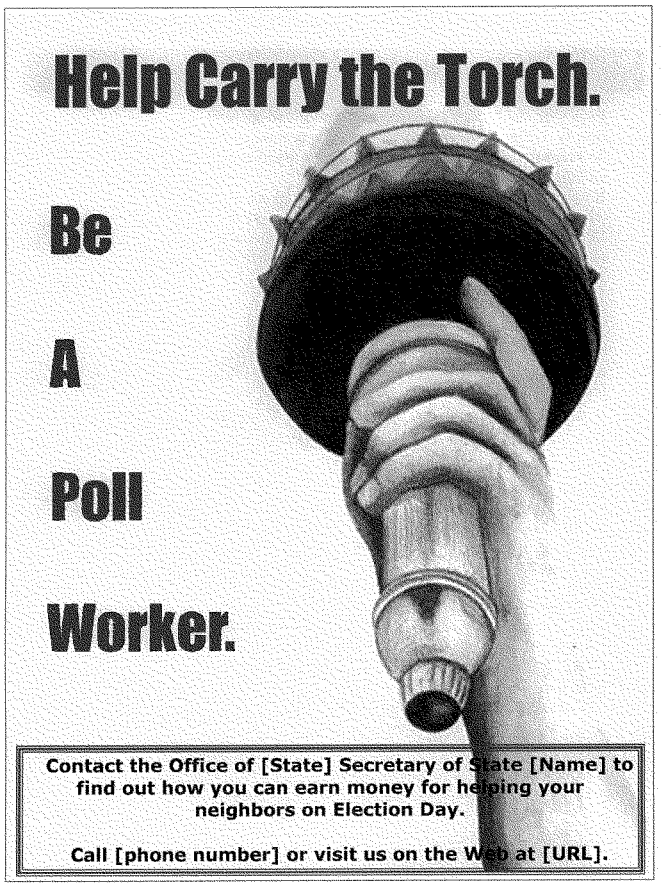
BE A POLL WORKER

Robin Carnahan — Secretary of State

www.sos.mo.gov/pollworker

800.669.8683

Sample #8: NASS "Help Carry the Torch" poster



67 [redacted]

Sample #9: "Full-Service" Poll Worker Website (Arlington County, VA)

WELCOME TO THE HOME PAGE FOR ARLINGTON COUNTY'S ELECTION OFFICERS!

Each year, the Arlington County Electoral Board appoints over 600 citizens to serve as election officers at the polls on Election Days. This section of our web site serves as an information source for those individuals.
If you are not an appointed Election Officer and are interested in serving as one, please see our **Work at the Polls** page where you can learn more about this position and complete an online application. You may also find it useful to read our FAQ section.

The Election Officers' Home Page

This is a work in progress, and we will be adding new features and updates from time to time. Your feedback is important to us!

What can you do from your Home Page?

Download forms: Did you misplace your Response or Affirmation form? Do you need to change your payroll withholding amounts? See the Forms section.
Read our newsletter: The most recent volumes of your print newsletter, Arlington Election Notes, are available online.
Evaluate your experience: Tell us what worked, and what didn't, during your recent Election Day experience.
Have questions answered: Read our FAQ (Frequently Asked Questions) section to find the answers to most basic questions about working at the polls.
Training Information: Training schedules and the ability to make class reservations online are available here.

ON THIS PAGE
2006 Elections
Precinct Assignments
Training Information
New in 2006

RELATED RESOURCES
Apply to Work at the Polls
Election Officer Forms
Evaluate Your Experience
Training Information
Newsletters
Election Officer FAQ
Contact Us
Election Resources

Sample #10: Website where potential poll worker data enters information into the on-line application

Election Judge Application

Check all boxes that apply:

- ☐ I want to serve as a Democratic judge.
- ☐ I want to serve as a Republican judge.
- ☐ Political affiliation does not matter to me.
- ☐ I would like more information, please call me.

I am fluent in: ○ Spanish ○ Chinese

(if applicable)

Name:

Address:

Village/City:

State: Illinois

Zip (5 digits only):

Daytime Phone:

Evening Phone:

Submit

Consider developing an automated function where the potential pollworker receives an email, thanking them for their interest and attaching information such as a brochure or training schedule.

69 [redacted]

Sample #11: Radio PSA used in the Washington, D.C., metropolitan area.

PSA #3 (30 seconds.):

"Hello, I'm Willard Scott. Over 2000 people in the metropolitan area are needed to work at the polls on Election Day. Your community needs citizens who:

- Are registered voters in the jurisdiction in which they live;
- Have plenty of stamina for a long, exciting day; and
- Enjoy meeting people and serving the community.

Bilingual speakers who are fluent in English and Spanish are especially needed. Be part of Election Day and support your community by serving at a polling place near you. Interested? Contact your local Board of Elections at xxx xxx xxxx to sign up.

Sample: #12: News coverage, Milwaukee Journal Sentinel
January 7, 2007

Campaign seeks poll workers

League says ranks are dwindling

By AMY RINARD
arinard@journalsentinel.com
Posted: Jan. 7, 2007

The League of Women Voters of Wisconsin is seeking computer-savvy teenagers and people of color in a recruiting campaign for poll workers needed to replace the dwindling corps of mostly older workers that have staffed polling places for decades.

"That's the civic-minded generation," league President Andrea Kaminski said of the retired people who have been the mainstay of local elections.

"People who have been poll workers do a remarkable job, but it's long hours with even some heavy lifting, and it is difficult." Pay varies widely and is mostly nominal. In Milwaukee, it's $85 per day.

As election laws, equipment and procedures have become more complex and more dependent on electronic machines, elections officials around the state have reported that more of their older, longtime poll workers are resigning.

The campaign, already under way in Dane County, targets teens as young as 16 to serve as poll workers because young people are less apt to be intimidated by computerized election equipment. "Some of the older poll workers are hesitant to use the high-tech voting machines," Kaminski said. "Young people are likely to approach computer equipment with no fear."

Equally important in recruiting young people as poll workers, she said, is getting them involved in the civic life of their communities and elections in the hope that they will become life-long voters. The law provides that, starting at age 16, high school students with good grades and permission from their parents and schools may serve as poll workers.

The campaign will work with teachers to help organize poll workers at schools, Kaminski said.

Reaching out to minorities

The campaign also is to reach out to African-American churches and organizations of minority business owners to recruit people of color.

Kaminski said that in many communities around the state, poll workers tend to be white and might not represent the majority of voters using the polling places where they are assigned.

"A more diverse work force will make the polls a more welcoming place," she said.

Louise Petering, co-president of the Milwaukee chapter of the league, said her group was thinking of launching the campaign in Milwaukee County before the April election. She said that a Marquette University official has expressed interest in publicizing the recruitment effort at the university, and that some local league members were enthusiastic about the campaign.

"There definitely is a need," Petering said. Sue Edman, executive director of the Milwaukee Election Commission, had said that after the November election, a number of the city's longtime poll workers said they would not be back. The city needs more than 1,800 poll workers in a high-turnout election.

Edman said the city would launch its own recruiting effort after the April election. She said it would include asking non-profit groups to "adopt" polling places, to be staffed by the groups' supporters, who would donate their city paychecks to benefit their charitable organizations.

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Sample #13: Letter from San Diego County ROV

MIKEL HAAS
Registrar of Voters

TIM McNAMARA
Asst. Registrar of Voters

County of San Diego
REGISTRAR OF VOTERS
5201 Ruffin Road, Suite I, San Diego, California 92123-1693

Office: (858) 565-5800
Fax: (858) 694-2955
TDD: (858) 694-3441
Toll Free: (800) 696-0136

May 22, 2006

<<John Doe>>
<<123 Front St>>
<<San Diego, CA 92137>>

Dear <<Joe Smith>>,

Your neighborhood needs your help.

With the June 6, 2006 Statewide Primary Election only a few weeks away, those who have volunteered to serve at the polls located in your particular neighborhood on Election Day are willing and committed, but, at this point, are too few in number.

They are going to need help. Would you consider joining them as a poll worker?

If you've ever given thought to serving your neighborhood and community in this way, this would be a good time. If you can give your time, we will give you the training, the opportunity to work side by side with your neighbors or friends and, more than likely, meet some neighbors you never met before.

You'll play perhaps the most fundamental and vital role in the democratic process ... assisting the voters in your neighborhood in casting their ballot. You even receive a stipend – recently increased to $75 to $150, depending on assignment – for being part of a team of fellow poll workers working to "make democracy happen" in your area.

So, if you are willing and able, it's time to ride to the rescue of those dedicated souls who've already committed to serve on Election Day, June 6th.

It is a long day – usually 6 a.m. to about 9:30 p.m. – but you'll hit the sack that night knowing you accomplished something worthwhile that directly benefited the folks in your own community. And you might just have some fun at the same time.

So, give us a call at (858) 565-5800 or email your name and phone number to us at ROVMAIL@SDCOUNTY.CA.GOV and we'll get back to you ASAP.

Sincerely,

MIKEL HAAS
Registrar of Voters

Sample #14: Kansas City, MO Sign-up Brochure at the Polls

Kansas City Board of Election Commissioners
1828 Walnut Ste. 300
Kansas City, Missouri 64108
816.842.4820
Fax: 816.472.4960
Absentee Fax: 816.221.3348
www.kceb.org
kceb@kceb.org

Join the Election Worker Team!

Please consider being a part of our team on election day!

On election day, over 1,200 election worker are needed to serve the voters of Kansas City, within Jackson County. This presents a great opportunity to serve your community and be part of the election process.

You may join our Election Worker Team by completing the Election Worker form and mailing or faxing it to our office. Our address and fax number is listed on the form.

Election workers are the Gatekeepers of our democracy!

April 2008

Adopt a Poll Fundraiser

Your favorite group or charity may be interested in our great fundraising program!

- Your participation in this partnership will promote civic responsibility, support the democratic process and earn dollars for your group!
- Share your day... and your pay!
- Members of your organization would attend a three hour training session and serve as election workers on election day
- Following the election, team members would donate their earnings to their organization 's fundraising project
- It 's a great way to give back to your community and raise funds for your organization!

Contact the Election Judge Department at 816.842.4820, ext. 228 or ext. 229

www.kceb.org

KC BOARD OF ELECTIONS

How to Become an Election Worker

General Information

Qualifications

- Citizen of the United States
- Resident of Kansas City, Missouri within Jackson County
- Registered to vote at current address
- Available to work in any part of the city

Compensation

- Election Judge: $100.00
- Supervising Judge: $125.00
- Training session: $ 30.00

Hours

- Polls are open from 6 am to 7 pm
- Election workers report to their assigned location no later than 5 am to prepare for 6 am poll opening
- Following the 7:00 pm close of polls, all election workers assist Supervising Judges in closing poll site

Election Judge Responsibilities

- Assist Supervising Judges and share responsibilities of operating poll site, including, but not limited to:
  - ► Opening and setting up poll
  - ► Posting signs
  - ► Greeting voters
  - ► Assisting voters as needed
  - ► Issuing "I Voted" stickers
  - ► Assist Supervising Judges in closing poll

Supervising Judge Responsibilities

- Responsible for operations at poll
- Notifies election office of absences
- Assigns duties to election judges
- Provides directive in setting up of poll
- Officially opens poll at 6:00 am
- Manages processing of voters
- Officially closes poll at 7:00 pm
- Responsible for return of voted ballots and designated supplies to specified location

Training

- Mandatory attendance at at a three hour training session
- Training pay applicable **only** if work election day
- Take - home Election Judges Training Manual is provided

Benefits of Becoming an Election Worker

- Learning about and assisting others in the democratic process
- Showing your civic pride
- Giving back to the community
- Personally contributing to timely, free fair, honest and accurate elections
- Promoting public trust and confidence in the democratic process
- Earning extra dollars!

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Sample #15: Montgomery County, MD Sign-up Sheet at the Polls

Notice: Voters

Primary ☐ **2006** General ☐

If you are interested in serving as an election judge, please print your name, phone number and party affiliation in the spaces below. The Chief Judge will return the information to the Board of Elections. Thank you.

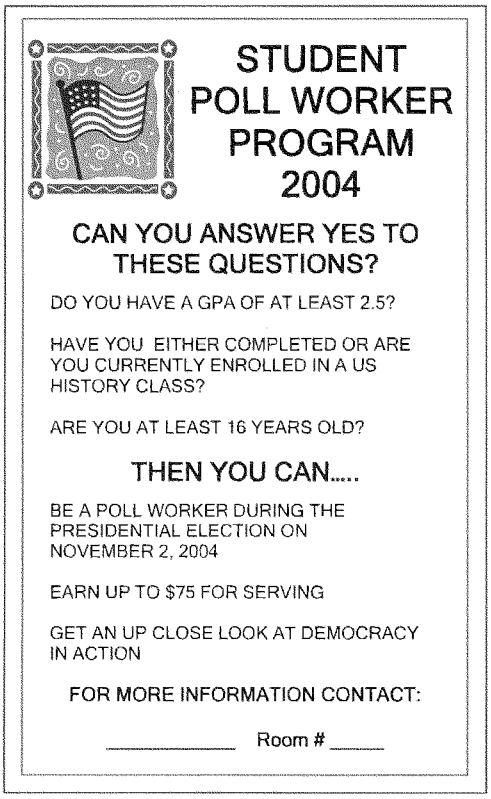
Chief Judges: Please place this sign-up form on the Voter Information Table and direct voters who are interested to complete the information requested. **Please return this form in the Document Jacket.**

Name	Phone Number	Party Affiliation

S:\Elections\06 PP Forms & Documents\
06 Election Judge Sign-up.doc

On Line: _____

Sample #16: Augusta-Richmond County poster



STUDENT
POLL WORKER
PROGRAM
2004

CAN YOU ANSWER YES TO THESE QUESTIONS?

DO YOU HAVE A GPA OF AT LEAST 2.5?

HAVE YOU EITHER COMPLETED OR ARE YOU CURRENTLY ENROLLED IN A US HISTORY CLASS?

ARE YOU AT LEAST 16 YEARS OLD?

THEN YOU CAN.....

BE A POLL WORKER DURING THE PRESIDENTIAL ELECTION ON NOVEMBER 2, 2004

EARN UP TO $75 FOR SERVING

GET AN UP CLOSE LOOK AT DEMOCRACY IN ACTION

FOR MORE INFORMATION CONTACT:

_____ Room # _____

SPONSORED BY THE RICHMOND COUNTY BOARD OF ELECTIONS
AND APPROVED BY THE RICHMOND COUNTY BOARD OF EDUCATION

75 [redacted]

Sample #17: King County "Ask Me: I Speak Chinese" button

[redacted]

Sample #18: LA's multilingual tally card

VOTE 투표하십시오 Bumoto Vota Hãy Bỏ Phiếu 投票

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

If you needed an ***additional*** **Pollworker** in **any** language, please specify below:

Language_____

PRECINCT NUMBER: _____

Inspectors! **On Election Day, please help us keep track of how many voters requested assistance in**
(1) another language in order to vote and
(2) voters who required other special assistance:
(Examples: Mandarin 卌 卌 III , Wheelchair Users: III)

Chinese/Mandarin_____ **Spanish**_____

Chinese/Cantonese_____ **Tagalog**_____

Japanese_____ **Vietnamese**_____

Korean_____ ☐ **No request in any language.**

Other Language (Please specify): _____

Voters using wheelchairs_____

Blind, visually or hearing impaired voters_____

(PLEASE RETURN IN GREEN STRIPE ENVELOPE)
(See Reverse Side)

VOTE 투표하십시오 Bumoto Vota Hãy Bỏ Phiếu 投票

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

If you needed an ***additional*** **Pollworker** in **any** language, please specify below:

Language_____

PRECINCT NUMBER: _____

Inspectors! **On Election Day, please help us keep track of how many voters requested assistance in**
(1) another language in order to vote and
(2) voters who required other special assistance:
(Examples: Mandarin 卌 卌 III , Wheelchair Users: III)

Chinese/Mandarin_____ **Spanish** _____

Chinese/Cantonese_____ **Tagalog** _____

Japanese _____ **Vietnamese** _____

Korean_____ ☐ **No request in any language.**

Other Language (Please specify): _____

Voters using wheelchair_____

Blind, visually or hearing impaired voters_____

(PLEASE RETURN IN GREEN STRIPE ENVELOPE)
(See Reverse Side)

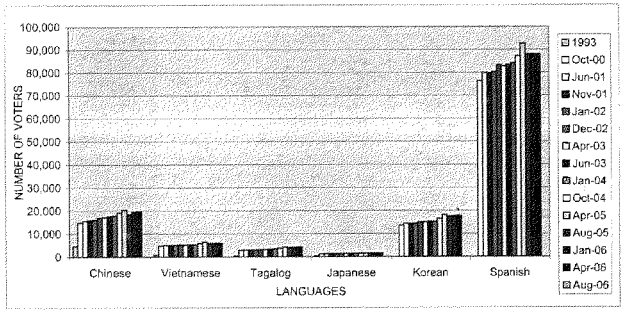
77 [redacted]

Sample #19: King County, WA "Play a Role in Delivering Democracy" flyer

Sample #20: "ML Requests on File" tracking chart, Los Angeles County (Excel spreadsheet and bar chart)

MULTILINGUAL VOTER REQUESTS ON FILE

YEAR	LANGUAGES Chinese	Vietnamese	Tagalog	Japanese	Korean	Spanish	Total
1993	4,573	820	391	443	n/a	n/a	6,227
Oct-00	14,830	4,781	2,849	1,284	13,602	76,372	113,718
Jun-01	15,453	4,946	2,926	1,336	14,396	79,860	118,917
Nov-01	15,858	4,940	2,925	1,349	14,320	79,793	119,185
Jan-02	16,023	4,970	2,941	1,350	14,366	80,203	119,853
Dec-02	16,897	5,247	3,192	1,390	15,001	83,225	124,952
Apr-03	17,121	5,208	3,248	1,394	14,961	82,692	124,644
Jun-03	17,480	5,284	3,346	1,408	15,206	83,501	126,225
Jan-04	17,772	5,233	3,406	1,416	15,152	84,055	127,034
Oct-04	19,119	5,773	3,795	1,528	16,449	87,165	133,829
Apr-05	20,312	6,321	4,216	1,604	18,142	92,574	143,169
Aug-05	18,355	5,778	4,067	1,505	17,470	87,954	135,129
Jan-06	19,424	5,946	4,160	1,561	17,614	87,965	136,670
Apr-06	19,681	5,973	4,223	1,576	17,715	87,923	137,091
Aug-06	20,241	6,056	4,402	1,613	18,015	89,671	139,998



As of 4/12/06

79 [redacted]

Sample #21: Making Voting Popular (MVP) Thank you letter to corporate partner, Kansas, MO

★ ★ ★ MAKING VOTING POPULAR ★ ★ ★
(MVP)

Art Brisbane *Honorary Chairpersons* *Steve Rose*

Clay County Election Board
Tiffany Ellison, Director
Norma Gorsett, Director
100 West Mississippi
Liberty, Missouri 64068
(816) 415-8683
(816) 792-5534 Fax

Jackson County Election Board
Bob Nichols, Director
Charlene Davis, Director
P.O. Box 296
Independence, Missouri 64051
(816) 521-4600
(816) 521-4609 Fax

Johnson County Elections Office
Connie Schmidt
Election Commissioner
2101 E. Kansas City Road
Olathe, Kansas 66061-7032
(913) 782-3441
(913) 791-1753 Fax

Kansas City Election Board
Sharon V. Turner, Director
Ray S. James, Director
1828 Walnut St. Ste. 100
Kansas City, Missouri 64108
(816) 842-4820
(816) 472-4966 Fax

Platte County Election Board
Mary Beth Erickson, Director
Wendy Flannigan, Director
409 Third Street
Platte City, Missouri 64079
(816) 858-3344/345-3341
(816) 858-3287 Fax

Wyandotte County
Election Office
Patricia A. Ralsips
Election Commissioner
9400 State Avenue
Kansas City, Kansas 66112
(913) 334-1414
(913) 299-6213 Fax

November 25, 1998

Ms. Sharon Obenland
H & R Block
4500 Main
Kansas City, Missouri 64108

Dear Sharon:

On behalf of the election officials in the Greater Kansas City Metropolitan area, please accept our thanks for your company's participation in the **Making Voting Popular** program.

We are glad to report that the election worker recruitment initiative was a huge success. Over 200 individuals were assigned as new election workers in the bi-state area on the November 3, 1998 election day.

Following is a listing of employees from your company who worked in the election:

Joyce Harris Jim Reicher Linda Shelly
Mary Ann Merle Phil Reicher

We appreciate your response to our plea for help and your help made a difference! Your employees contributed to our efforts to make the election process more efficient. As a charter member of the **Making Voting Popular** program, we would like to express our appreciation for your support by presenting you with the enclosed certificate. Individual certificates have also been mailed to your staff members.

Again, thank you for your participation. We look forward to working with you in future elections as part of the **Making Voting Popular** program!

Sincerely,

Sharon V. Turner
Missouri MVP Coordinator

Enclosure: Certificate

Sample #22: Champions of Democracy Letter to Participant, Franklin County, OH

Franklin County
Where Government Works

BOARD OF ELECTIONS
Matthew M. Damschroder, Director Dennis L. White, Deputy Director

Dear Champions of Democracy Participant;

Thank you for allowing your employees to participate in the Franklin County Board of Elections Champions of Democracy program as Precinct Election Officials. We would not have had as successful an Election Day in November 2005 without your support.

Champions of Democracy began in the fall of 2004 and has created multiple partnerships between the Board of Elections and local corporations, civic organizations, and government agencies. The result: more than 300 people were placed as precinct election officials in the last election.

This year the Board of Elections will implement a new touch screen voting system required by recent federal and state laws. To assist us in this process, we hope to increase the number of our Champions of Democracy partnerships as well as the number of individual employee participants at the polls through this program. We trust that we can count on your continued support.

The Board of Elections is committed to making your partnership as a Champion of Democracy as easy and as beneficial as possible for you and your employees/members. Training for your employees as a precinct election official is available during the course of several weeks at various times of the day and on weekends. For organizations that recruit 25 or more people, Board of Elections staff will train them at your location. To promote your participation in this important program, your employees will be permitted to wear tasteful clothing with your organization's logo while at the polls on Election Day. In addition, your company will be publicly recognized by the Board of Elections through our annual Champions of Democracy advertisement in the Columbus Dispatch.

We respectfully request your organization's continued participation in the Champions of Democracy program in 2006 for both the May 2 and November 7 elections. In the next few weeks we will be following up with you to discuss how we can partner together and enable your employees/members to "Take a Day for Democracy!" If you have any questions, please do not hesitate to contact us at 614/462-5352.

Sincerely,

Renee Kleo
Precinct Election Official Manager

Lillian Williams
Public Relations Manager

FRANKLIN COUNTY
BOARD OF ELECTIONS
280 East Broad Street
Columbus, Ohio 43215

(614) 462-3100
(614) 462-3489 FAX
www.FranklinCountyOhio.gov/BOE

BOARD MEMBERS
William A. Anthony, Jr., Chairman
Michael F. Colley, Esq.
Kimberly E. Marinello
Carolyn C. Petree

81 [redacted]

Sample #23: Certificate of Completion Wayne Community College, City of Detroit, MI

WAYNE COUNTY COMMUNITY COLLEGE
DISTRICT IN PARTNERSHIP WITH THE
DEPARTMENT OF ELECTIONS

CITY OF DETROIT ELECTIONS DEPT.

CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS AWARDED TO

SOLOMON SMITH

FOR SUCCESSFUL COMPLETION OF THE
POLL WORKER TRAINING

BRIAN SINGLETON
DEAN OF STUDENT SERVICES FOR CAMPUS OPERATIONS
DATE

JANICE M. WORTHY
CITY CLERK, CHAIRPERSON, ELECTION COMMISSION
DATE

DARREL A. BAKER JR.
DIRECTOR OF ELECTIONS
DATE

Sample #24: Letter to Churches, Cuyahoga County, OH

CUYAHOGA COUNTY
BOARD OF ELECTIONS

Robert T. Bennett *Chairman* | Edward C. Cooxum, Jr. | Sally D. Florkiewicz | Loree K. Soggs | L. Michael Vu *Director* | Gwendolyn Dillingham *Deputy Director*

September 19, 2006

Dear Church Official,

In effort to recruit quality poll workers for the November 7, 2006 General Election, the Cuyahoga County Board of Elections is teaming up with the County, Municipalities, Corporations, Unions and Community Organizations requesting their participation in our recruitment efforts.

The Board of Elections must employ over 7000 temporary workers on Election Day to serve our community at the polls. To aid in the process we are asking our community partners to assist in recruitment efforts.

Members of the Recruitment and Outreach Department at the Board of Elections are available to attend or host recruitment events conveniently at our partnering agencies, city halls, corporations, and community centers.

The responsibilities of our Poll Workers and Election Day Technicians are demanding yet enriching. Our poll workers are responsible for opening and closing polling locations, providing voters with proper instructions to cast their ballot, ensuring all Election Laws are followed, and providing a beneficial service to the citizens of Cuyahoga County. The rate of pay for a poll worker is $172.10 (Judge) or $182.10 (Presiding Judge). Election Day Technicians are our technical set up, take down and trouble shooting employees at the polling locations and the rate of pay for them is $225.

Attached to this letter is a bulletin that we would like you to place in your congregation newsletter/bulletin and post, along with the colored flyer, throughout your church building.

Thank you for your continued participation in the election process.

Sincerely,

Recruitment and Outreach Assistant

Poll Worker Recruitment and Outreach
2925 Euclid Avenue • Cleveland, Ohio 44115-2497 • (216) 443-3277
www.cuyahogacounty.us/boe • Ohio Relay Service 711

Revised 6/20/2007 11:52 AM

83

Sample #25: Sample Notice for Church Bulletin, Cuyahoga County, OH

CUYAHOGA COUNTY
BOARD OF ELECTIONS

Robert T. Bennett *Chairman* | Edward C. Coaxum, Jr. | Sally D. Florkiewicz | Loree K. Soggs | L. Michael Vu *Director* | Gwendolyn Dillingham *Deputy Director*

FOR USE IN A BULLETIN OR POST ON BULLETIN BOARD

The Cuyahoga County Board of Elections is seeking individuals willing to work the November 7, 2006 General Election. We have two opportunities available for participation:

- Election Day Technicians assist us as technical support for the electronic voting devices at the polling locations. Election Day Technicians are required to attend an eight hour training class and will be paid $225.00.
- Poll Workers assist us in duties relating to the administration of the election. Poll Workers are required to attend a four hour training class and will be paid $172.10.

If you are interested in working on Election Day, please contact the Board of Elections Poll Worker Department at 216-443-3277.

Poll Worker Recruitment and Outreach
2925 Euclid Avenue • Cleveland, Ohio 44115-2497 • (216) 443-3277
www.cuyahogacounty.us/boe • Ohio Relay Service 711

Revised 6/20/2007 11:52 AM

Sample #26: "Make Voting Popular" Recruiting Letter to Participating Organizations, Kansas/Missouri Metropolitan Area

★ ★ ★ MAKING VOTING POPULAR ★ ★ ★
MVP

Art Brisbane *Honorary Chairpersons* *Steve Rose*

Clay County Election Board
Tiffany Ellison, Director
Norma Gossett, Director
100 West Mississippi
Liberty, Missouri 64068
(816) 415-8883
(816) 792-5334 Fax

Jackson County Election Board
Bob Nichols, Director
Charlene Davis, Director
P.O. Box 226
Independence, Missouri 64051
(816) 521-4600
(816) 521-4609 Fax

Johnson County Election Office
Connie Schmidt
Election Commissioner
2101 E. Kansas City Road
Olathe, Kansas 66061-7032
(913) 782-3441
(913) 791-1753 Fax

Kansas City Election Board
Sharon V. Turner, Director
Ron S. James, Director
1828 Walnut St., Ste. 300
Kansas City, Missouri 64108
(816) 842-4820
(816) 472-4960 Fax

Platte County Election Board
Mary Beth Erickson, Director
Wendy Hennigan, Director
400 Third Street
Platte City, Missouri 64079
(816) 858-3344/5245/5341
(816) 858-3387 Fax

Wyandotte County
Election Office
Patricia A. Rabiej
Election Commissioner
9400 State Avenue
Kansas City, Kansas 66112
(913) 334-1434
(913) 299-6213 Fax

Dear MVP Participant,

Thank you for your interest in the **Making Voting Popular** program. With your help, we will make a difference in the voting process. In the interest of time, we are faxing information to you and request that your response be faxed to us also.

Enclosed please find the following:

1. A letter from the Secretary of State expressing appreciation for your commitment to the program.

2. An Election Worker Information form to be given to employees who may consider working in the program.

3. An Election Worker Questionnaire to be completed by each employee in your company who will participate in the program.

4. An MVP flyer to post on your bulletin board. Please give us a call if you would like to receive a color poster(s) for your office. You may contact Patty Murphy at 816-842-4820 ext. 229.

Please complete an Election Worker Questionnaire for each employee in your organization who will work in the **Making Voting Popular** program and fax as follows:

Missouri employees:	MVP Program Missouri Office 816 472-4960	Kansas employees:	MVP Program Kansas Office 913 791-1753

Upon receipt of your Election Worker Questionnaires, we will forward a copy of the appropriate training schedule for your employees.

If you have questions or would like additional information, please contact Sharon Turner in Missouri at 842-4820 ext. 238 or Connie Schmidt in Kansas at 782-3441 ext. 3303.

Thank you for your support and welcome to the **Making Voting Popular** program!

85 [redacted]

Sample #27: Milwaukee's City Mayor letter to City Managers

Tom Barrett
Mayor, City of Milwaukee

In preparation for the September 12th Primary Election and November 7th General Election, I am asking you to forward the names of your personnel who will be assisting at the polls to Ms. Susan Edman at sedman@milwaukee.gov by Monday, **July 31, 2006.**

Approximately **400** managers (pay grade 4 and above) are needed. Of these, 200 will be asked to work from 3:00 p.m. - 11:00 p.m. and expected to reconcile election records and deliver all related documents to the Election Commission by 11:00 p.m. on the night of the Election. The remainder will work 6:30 a.m. - 8:30 p.m. and serve as quality assurance managers.

To ensure adequate poll worker coverage at our 200 sites, non-management employees are also invited to serve as poll workers on a voluntary basis subject to their department head's approval based on staffing needs. If they are scheduled to work on Election Day, they would be released to work as a poll worker and paid by their department at their straight time rate of pay. Those employees choosing to participate will be expected to work 6:30 a.m. - 2:30 p.m. No overtime is allowed. If Election Day falls on their regular off day, they may volunteer on their off day for a 7 or 14 hour shift and be paid the poll worker compensation.

Additionally, the City Attorney's Office recently issued an opinion which allows city employees to serve as poll workers with compensation while on a pre-approved vacation day, Sick Leave Incentive Day or Compensatory time off day. City employees electing this option should contact the Election Commission directly at 286-3491.

Attendance at a two hour training class (on City time) is required. A training and availability schedule will be forwarded to all employees serving on City time.

Please share this information with your staff and reply as requested. Thank you for your cooperation and assistance in assuring a smooth Election.

Sincerely,

Tom Barrett
Mayor, City of Milwaukee

Office of the Mayor • City Hall • 200 East Wells Street • Milwaukee, Wisconsin 53202
(414) 286-2200 • fax (414) 286-3191 • mayor@milwaukee.gov

Sample #28: Board of Commissioners Resolution creating a County PW program, Cuyahoga County, OH

The Board of County Commissioners of Cuyahoga County, Ohio

Resolution in support HB 262

Authorizing Poll Worker Leave

Providing for a paid day for Cuyahoga County employees to work the day of November 7, 2006 for the Board of Elections in Cuyahoga County.

WHEREAS: The Board of County Commissioners has been asked by the Cuyahoga County Board of Elections for county employees to work election day, November 7, 2006; and

WHEREAS, The Board of County Commissioners believes in the election process and wants to encourage our employees to vote and participate more fully in the process, and

WHEREAS, The Board of County Commissioners is supportive of the efforts of the Cuyahoga County Board of Elections efforts to provide a seamless, efficient election day for the voters of Cuyahoga County.

NOW,THEREFORE, BE IT RESOLVED that pursuant to HB 262 and ORC Section 3501.28, the BOCC establishes the following guidelines for county employees to work for the Cuyahoga County Board of Elections on November 7, 2006 as poll workers;

Each agency Director will solicit their own employees to work on Election Day. The agency Directors shall determine the number of employees that may be permitted to work at the polls without unduly compromising the agency's work on Election Day.

Each employee's request to participate shall be given equal consideration. Selection shall be at the Director's discretion and based on the department's operational needs.

To be eligible to participate, employees mnst sign a written agreement that is approved by the Director or his/her designee. This agreement shall stipulate the length of service required and that there shall be no additional monetary compensation or compensatory or exchange time. Should the employee choose to attend training courses during the employee's regular working hours, snch leave is not covered under the Poll Worker Leave provisions and requires a prior request and authorization for leave with vacation, personal or compensatory pay. Leave without pay will not be permitted to attend Poll Worker training courses.

Sample #28: Board of Commissioners Resolution creating A County PW program (page 2), Cuyahoga County, OH

The completed forms will be forwarded to The Office of Human Resources, who shall serve as the repository of these forms. The Office of Human Resources shall create a document for the Board of Elections listing names, addresses, and telephone numbers of participating employees, along with any other relevant information requested by the BOE.

Each employee will complete a Poll Worker Leave Verification Form according to the directions contained therein and shall return that document to their supervisor the day following the election.

To facilitate participation by BOCC employees who are represented by Labor Unions, the BOCC Division of Labor Relations is authorized to obtain the agreement if the unions based on the terms outlined above.

Other elected officials and appointing authorities are encouraged to allow their employees this same opportunity participate under these terms as permitted by ORC 3501.28 to facilitate a flawless election day this year.

This resolution is adopted solely for the November 7th, 2006 election day in Cuyahoga County.

Sample #29: Recruiting Poll Workers with Disabilities: Photo from Pasadena, CA polling place

Sample #30: Detroit, MI skill set

SUPER POLLWORKER
Pastor's Pick

A person in this position will be trained to handle election day operational troubleshooting responsibilities in any of the assigned polling location. He or she will be accountable to ensure that the precincts as assigned, are functioning competently in serving Detroit's voters on Election Day.

Minimum Qualifications:
- Registered Voter in the County of Wayne

The person must posses the following attributes:
1. Excellent organizational and customer service skills
2. Managerial/supervisory/coaching and time-management skills
3. Result-oriented and follow up skill
4. City's image-conscious (The Big Picture)

RESPONSIBLITIES

Oversee Election Day precinct(s) operation in **one** polling location as assigned. Upon completion of three (3) days of intensive training, each super poll worker must have adequate skills to perform the following essential functions:

1. (a) Supervise opening of each precinct
   (b) Processing of Voters
   (c) Closing the Polls

2. **Have knowledge of the Qualified Voter File (QVF):**
   (a) Identifying Voter names, understanding different codes in the QVF lists and how to process a coded voter.
   (b) Understand precinct poll book review; ensuring that vital pieces of information is correctly and completely entered.
   (c) Knowledge about the different Affidavits and the one to use for a specific situation.

3. **Understanding Provisional Balloting Processes:**
   (a) Who must vote provisionally and why
   (b) What documents must be completed
   (c) Handling completed provisional ballots

4. **Reconciling (balancing) precinct counts:**
   (a) Poll book
   (b) Highlighted names in QVF
   (c) Completed applications to vote.

5. **Knowledgeable about the precinct challenging processes:**
   Differences between a Challenger, Poll Watcher and Poll Observer
   (a) Process of appointing challengers
   (b) Roles and responsibilities of official challengers
   (c) Challengers Do's and Don'ts
   (d) Process of challenging a ballot

6. **Precinct election day closing processes:**
   (a) Generating election day results
   (b) Removing of the Memory Card
   (c) Sealing of all envelopes and transfer cases
   (d) Transporting of envelopes to Department of Elections

Sample #31: Detroit Public School memo to teachers

May 2, 2006

Draft

Dear Educator:

I want to thank you, as well as, all other members of my Detroit Federation of Teachers (DFT) family for the support and encouragement that I have been privileged to receive.

One of my goals as the city clerk/chairperson of the Election Commission of this great city is to restore the voters' confidence in the integrity of Detroit's elections. The way to achieve this is to enhance the quality of our service delivery through reorientation of our field workforce.

The purpose of this correspondence is to solicit your assistance as an educator to serve in the capacity of a super poll worker. This is a newly created supervisory position for all polling locations in Detroit. The person in this position upon completion of three training sessions at the Wayne County Community College District (our partner), will be the leader of the operation in the assigned polling location. I strongly believe that as educators, our training placed us in a unique advantage as professionals to serve in these positions.

Compensation for this position is $275.00 (Two hundred and seventy five dollars) per election.
If you are interested, please complete the attachment below and return to the:

Detroit Department of Elections
2978 West Grand Boulevard
Detroit, Michigan 48202
Attention: Ms. Marina Lee

If you have any question or need additional clarification concerning this matter, please, feel free to contact Mrs. Rachel Jones at (313) 876-0221 or Mr. U. Edwin Ukegbu at (313) 876-0233. Please feel free to extend this information to other educators who may express interest.

Again, thank you for your support and I look forward to your consideration to serve in this position

Sincerely,

Janice M. Winfrey, City Clerk/ Chairperson
Detroit Election Commission

Section Two: Training

Every two years, election officials train more than 1.4 million citizens to carry out a task critical to our democracy. On Election Day, the citizen's right to cast a vote rests not in the hands of election officials, but in the hands of poll workers.

Ultimately, poll workers ensure that eligible citizens are able to cast a vote and have that vote counted. Election officials must provide the training and tools poll workers need to carry out these important tasks. How well poll workers carry out their responsibilities reflects the quality of their training and the support they receive on Election Day.

The 2002 passage of the Help America Vote Act (HAVA), the deployment of new voting systems, and the introduction of new procedures and laws has required the reinvention of most training programs. In addition, the heightened scrutiny of elections nationwide has made this more difficult at times.

This guidebook presents a wide variety of training methods to address different needs. No matter what method — or combination of methods — used to keep trainees engaged, keep in mind the following suggestions:

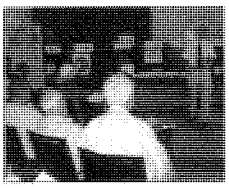
- **Make time to develop your training program.** Before developing a training curriculum, election officials need to evaluate post-election debriefing reports and error reports to determine their training needs. Deficiencies provide a focus for subsequent training.
- **Be realistic in deciding what to cover.** Training experts advise focusing on three main subject areas. In practice, this may mean that introducing a new voting system will limit the other changes you can implement in that election cycle.
- **Build evaluations into your program.** Finding ways to evaluate the effectiveness of training and tools prior to Election Day is critical. Only by testing the understanding of poll workers can you determine whether poll workers will be ready for Election Day.

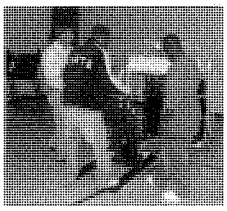
Developing a high-quality training program takes time, work and patience. It may require several elections to determine the most effective methods for your office. The reward for this extra effort? Poll workers who won't let you down on Election Day.

Chapter 13: Training Programs That Work

In This Chapter:

- Tips to Improve Poll Worker Training
- Ideas For Planning a Training Program
- Pre-Election Troubleshooting
- Customize by Position and Experience





Tips to Improve Poll Worker Training

- **Use Visual Aids.** Create poster-sized signs to reinforce the most critical information and incorporate them into the training. For example, one poster might remind poll workers to take out the memory cartridges from each voting machine at the end of the night. Another poster might remind them to make sure provisional voters sign the provisional ballot application. A third poster reminds them where to find troubleshooting information. Consider posting actual polling place signs around the room where the training is held. Create extra-large samples of forms. Adult learning experts have found that merely by having trainees shift their gaze away from the front of the room can help them retain information.

- **Mirror Election Day in Training.** Make sure that all the materials used in training – the opening checklist, the list of voters, the paperwork, the job guides – will be exactly the same on Election Day.

- **Use Job Aids.** A job aid is a tool for reminding poll workers how to perform a specific role or task at the polling place. They should be short – no more than one page – and easy to read. You might, for example, have job aids for tasks such as checking the list of voters, assisting voters whose names are not on the list, or assisting voters with ballot machines.

- **Visit Other Jurisdictions.** Visiting another jurisdiction's training session may give you new ideas. Also, as an observer, you may see problems or pitfalls that you didn't notice in your own training because you were too busy conducting the training.

- **Get Feedback from Poll Workers.** Invite poll workers to provide feedback on the training program. Develop specific questions such as, "Did you feel confident in your ability to open the polls after training?" or "Did you encounter anything on Election Day that was not covered in training?" and "What can we do better?"

Ideas For Planning a Training Program

- **Review poll worker performance in the last election.** Were certain kinds of errors common across the jurisdiction? Did you get feedback from the poll workers about their training? If not, consider sending a survey to poll workers asking for feedback on training. Identify the top three problems experienced in the last election and use them to set the priorities for subsequent training.
- **Review the content of your current training sessions.** It may be more effective to familiarize poll workers with the manual than to take up valuable time reviewing all of it in the training session. Make a list of topics that could be deleted or abbreviated.
- **Review the list of Election Day supplies.** Are they all necessary, or have changes in procedures or voting systems made some of them obsolete? Are they easy to find on Election Day, or is there a better way to pack them so that nothing gets lost?
- **Review the training manual.** Does it need to be revised to reflect changes in procedure or new equipment? Is the information clearly presented? Ask one of your newer poll workers to read the manual and identify the topics they found confusing.
- **Consider separate training for experienced and new poll workers.** If you are not implementing major changes, it may be more effective to separate experienced and new poll workers. If you train all poll workers together, consider using more experienced poll workers to help train new poll workers.
- **Determine what poll workers could take home to review.** The manual? A training video? A quiz or scenarios to work through? A copy of the presentation?
- **Consider a pay increase for attendance.** If you are implementing new procedures or want to conduct a more intensive training class, improving poll worker pay may increase the number and quality of people who attend.
- **Determine the equipment and supplies needed.** If you are introducing new voting equipment, you will need several voting machines so that poll workers can practice using them. If the format of materials such as the provisional ballot application, the voter list or the precinct map has changed, make sure the revised versions are available for training.
- **Choose qualified poll worker trainers.** The best trainers often have high energy levels and dynamic personalities. Poll worker trainers must also be able to dedicate time to managing and conducting training sessions.

Pre-Election Troubleshooting

- ***Has There Been a Law Change?*** *(Example: A new requirement to provide ID or a change in the number of voters in a precinct) If so, what will the impact be, if any, on poll worker recruiting and training?*
- ***Is There a New Mandatory Procedure?*** *(Example: A new format of the provisional ballot envelope) If so, what will the impact be, if any, on poll worker recruiting and training?*
- ***Has a new Voting Technology Been introduced?*** *(Example: new voting machines, new electronic poll books, new scanners) If so, what will the impact be, if any, on poll worker recruiting and training?*
- ***Has a new vendor or supply source been introduced?*** *(Example: new ballot supplier or election supply delivery service?) If so, what will the impact be, if any, on poll worker recruiting and training?*
- ***Are there any new security procedures?*** *(Example: new badges, new tamper tape) If so, what will the impact be, if any, on poll worker recruiting and training?*
- ***Are there any particularly high profile issues in the election?*** *(Example: any current political or partisan concerns such as anticipated close races or special observers) If so, what will the impact be, if any, on poll worker recruiting and training?*

Customize by Position and Experience

Use Customized Training to:

- Ensure thorough coverage of topics for novice poll workers.
- Enable experienced poll workers to develop expertise in specific areas.
- Provide in-depth coverage of position-specific duties, such as the electronic poll book.
- Create precinct teams of complementary skilled individuals rather than generalists.

There are differences of opinion on the benefits and disadvantages of tailoring poll worker training to specific positions and skill levels. Jurisdictions should explore and adapt practices appropriate for their environment.

Benefits

- Organizing a training program according to poll worker positions allows trainers to go into more depth about specific procedures and forms. They can also create customized role-play scenarios. Moreover, poll workers appreciate seeing exactly what they are supposed to do on Election Day and can ask more focused questions.
- Separating new and experienced poll workers allows trainers to tailor the presentation of material to the different needs of the groups. With new poll workers, trainers can move slowly to ensure that all the basic topics are covered. With more experienced poll workers, trainers can review basic points and then devote more time to new or complicated procedures.

Pitfalls and Challenges

- Customized training according to poll worker position creates additional logistical challenges. Assignment to training classes requires more coordination than for one-size-fits-all programs, and if a poll worker assigned to a specific job does not show up on Election Day, this leaves a vacancy in the poll worker team's skill set.
- Classes geared by experience may lead to uneven class sizes.
- Trainers may assume that experienced poll workers have a larger knowledge base than they actually do.

Tips

- *Jurisdictions may wish to conduct general training before a Primary Election to ensure that everyone is familiar with all basic issues. They can change the format prior to the General Election, so that poll workers can use their recent experience to ask specific questions and participate in more focused role playing.*
- *Jurisdictions seeking to experiment with training by job position may wish to consider conducting non-specific team-training for classes leading up to a Primary Election so that everyone can become familiar with all of the basics. In preparation for a General Election the format can be changed to training by position so that poll workers can debrief according to their recent experience, be prepared to ask focused questions and participate in role playing.*

Chapter 14: Planning for Change

In This Chapter:

- Managing Change at the Polling Place
- Poll Worker Assignments
- Implementing a New Voting System
- Revamp and Test Training Materials
- Provide Election Day Technical Support
- Troubleshooting Materials
- The "Practice Makes Perfect" Model

Managing Change at the Polling Place

An election is a complex process, and a change in any aspect of election administration affects what the poll workers do on Election Day.

Smooth transition to new systems or procedures requires communication with elected officials, politicians, voters, poll workers, community organizations, the media, the elections staff, and voters.

Consider forming a steering committee made up of staff and poll workers to oversee the process. These poll workers can also serve as a focus group for testing changes in forms and procedures. Experienced poll workers can provide valuable input on what will or will not work in the polling place on Election Day. These poll workers can also serve as "change ambassadors," helping to build critical support from new poll workers later in the process.

Forms, Supplies and Paperwork

- **Conduct a thorough review of all forms that might be affected by the change.** When drafting revisions of any forms, be sure to include all relevant staff in the revision process.
- **Allow plenty of time to revise forms.** In setting a deadline for getting forms printed, remember to count back from the start of training.
- **Test the forms.** Consider bringing in poll workers to test the usability of the forms. Have the poll workers fill out the forms and identify any problems that arise.
- **Make the forms self-explanatory.** A form that is too complicated increases the likelihood of error. Poll workers are tired at the end of Election Day, and they may not have

In planning how to administer changes in polling place operations, identify the staff and stakeholders who will be affected, including:

- *Warehouse personnel*
- *Print shops*
- *Election supply vendors*
- *Trainers*
- *Party officials*
- *Officials responsible for nominating or appointing poll workers*
- *Polling place contacts, such as school and church administrators*
- *Recruiters*
- *Poll workers*

the patience to figure out calculations and complicated procedures.

Poll Worker Training Manuals

Your Poll Worker Training Manual is more than a handy tool. It's a legal document that codifies Election Day polling place rules. Revising your manual requires time and careful attention.

Revising your Poll Worker Training Manual goes hand-in-hand with revising the forms.

Training poll workers on new equipment and procedures requires revising the materials used. Review current training materials and identify those aspects of the process that will be changing, and those that will not. Training materials should highlight the most important aspects of any transition.

Poll Worker Assignments

Reduce potential problems on Election Day by pairing experienced poll workers with new poll workers.

In making the transition to more sophisticated equipment, consider creating a poll worker position dedicated to resolving technical problems at the polling place. In some jurisdictions, these "precinct technicians" are not considered official poll workers, and therefore are not subject to residency and age requirements.

Implementing a New Voting System

Implementing a new voting system is a huge undertaking, and there can be no mistakes. Poll workers responsible for rolling out computer voting systems typically have little or no technical expertise.

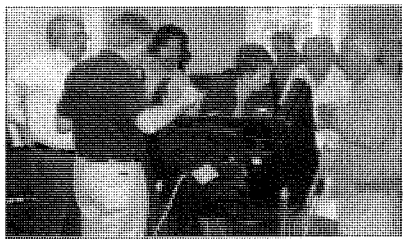
When launching a new system, everyone needs training: staff, media, candidates, campaign workers, elected officials, poll workers, and voters. A successful training program will enable everyone to understand the new systems, be confident in their ability to use them, and know how to obtain support on Election Day. In many instances, poll workers must open the polls within one hour of arrival, and inadequate training results in high stress levels on Election Day morning.

Revamp and Test Training Materials

- Draft the training materials – the election manual, the training guide, hands-on exercises, and the video script – while using an actual voting machine programmed for the election.
- Write (and possibly illustrate) simple instructions for opening and closing the machines based on the vendor-provided instructions and your own experience with the practice machine. Use direct, easy-to-understand verbs such as "Open," "Touch" and "Select."
- Test the accuracy and quality of the instructions by having staff work in teams of two, with one person reading the instructions and the other person doing the work. Time this activity to determine how long it will take on Election Day.
- Observe poll workers in a practice session as they follow the instructions for using the new equipment. If poll workers have trouble, the instructions probably need to be revised.
- Build poll workers' confidence and familiarity with the set-up procedures by using the same supplies and checklists during training sessions that they will use on Election Day.

Hands-On Training

- Hands-on training classes with new equipment are critical. Make sure you have enough new systems available at training classes to allow each poll worker enough time to complete the desired function twice, and to observe others completing the function. Two to six poll workers per machine is optimal. With larger groups, some people will never touch the machine, or trainers will have to make an extra effort to ensure that all poll workers engage the machine.



Teams of poll workers set a up a voting machine by consulting their manual and job aids, Franklin County, Ohio, Spring 2006.

Election officials interviewed for this EAC Guidebook stress that components of a successful poll worker training program for deploying a new voting system should include:

- *Training in-house staff*
- *Simple opening and closing instructions*
- *Poll worker hands-on training*
- *Simple Voter instructions*
- *"Practice Makes Perfect" sessions*
- *Specialized training for Election Day support staff*
- *Election Day telephone support*

- Train people in pairs to reinforce the requirement of working in teams when opening and closing the voting machines on Election Day. Have them play both roles: one team member reads the instructions and documents the actions, while the other team member does the work.

- Self-paced, hands-on practice between the training class and Election Day is valuable. In many jurisdictions, training sessions occur two to four weeks prior to Election Day, which is plenty of time to forget a lot of details. Practicing before election morning allows poll workers to make mistakes, correct them and build confidence.

Provide Election Day Technical Support

No matter how effective, thorough and professional the poll worker training, providing a sufficient level of technical support on Election Day is critical.

Troubleshooting Materials

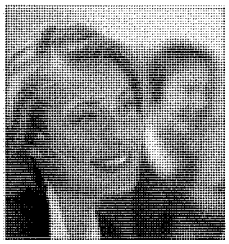
Make sure each precinct has an easy-to-use guide that gives step-by-step instructions for solving the most common problems. Be sure the guide provides the call center phone number. Include the troubleshooting guide in the manual, and make sure the training class includes instructions on how to find and use this section of the manual.

Call Center Support

Set up a call center at the central election office and provide every precinct with the phone number. Put the phone number in several places, including the open/close instruction sheets, the election manual, the troubleshooting guides, the election supplies and on stickers on the equipment.

Staff the call center with technicians who have had specialized training. Have the technicians document each call, including the time the call was received, the precinct, the poll worker, a description of the problem, the machine serial number, the resolution, and when the call ended. Provide the call center staff with a more detailed support guide with instructions for solving problems that may arise. Be sure the machine vendor has a call center that will provide backup support for your call center staff. Be sure the call center staff knows what to do if they cannot resolve the problem, and include instructions on how to deploy a field technician/rover.

Most calls will come in around the opening and closing of the polls, so schedule staff accordingly.



For major changes, such as voting equipment changes, create a multi-tiered support system that includes the following components:

- *Troubleshooting materials at the polling place*
- *A call center staffed by technicians who can talk poll workers through problems over the phone*
- *A staff of mobile technicians who can go to polling places to solve complex problems*

Field Technician/Rovers

Field technician/rovers are the third tier of Election Day support for the poll workers. They often are specially trained election office staff or government employees from county and city information technology (IT) departments. Each is assigned to help the precincts in a specific geographical area.

Make sure all field technician/rovers keep a log of their activities, including the polling places they visit and the support they provide. By reviewing this information and debriefing after each election, election staff can decide when the poll workers have reached a confidence level when the IT support staff are no longer needed on Election Day. This usually takes several elections.

During the first election, instruct field technician/rovers to visit each polling place in their area before the polls open. Throughout Election Day, have the field technician/rovers circulate among the polling places, providing assistance as needed. Prior to the close of the polls, the field technician/rovers should visit the locations again to ensure that the poll workers are prepared to close the voting machines.

Consider recruiting a supplemental support crew for the first election using new equipment. Partner with county and city IT employees, and assign each to provide support to two or three polling places each. Ask each to be on stand-by at one of the assigned polling places in the morning and at another one in the evening. Encourage the supplemental support crew to give assistance only when requested by the poll workers. The poll workers should attempt to solve problems themselves, but if they encounter difficulties with the new equipment, the IT support crew will be on-site to reinforce the correct procedures.

The "Practice Makes Perfect" Model

The "Practice Makes Perfect" model supplements hands-on training in jurisdictions that deploy new voting equipment on Election Day.

Poll worker training sessions begin as many as six to eight weeks prior to Election Day. The "Practice Makes Perfect" model provides a refresher on opening, operating and closing the new voting equipment in the week before Election Day.

Here's how it works: invite poll workers to drop in to various locations throughout the jurisdiction during the week prior to Election Day. During the sessions, poll workers can open a voting machine, print the zero report, process a voter, cancel a ballot, run the end-of-day results tape and close the voting machine. Poll workers can practice at their own pace. Staff

the "Practice Makes Perfect" sites with experienced precinct chiefs to get the poll workers started, provide help when necessary and check the results.

Depending upon the size of your jurisdiction, you may need one or many "Practice Makes Perfect" locations. If your jurisdiction is large, make sure locations are geographically dispersed to increase the likelihood that poll workers will stop by and practice on their own.

Purpose and Benefits

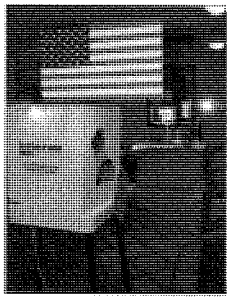
- Provides a non-threatening, low-pressure environment for poll workers to practice using the new equipment prior to Election Day.
- Reinforces the poll workers' confidence level and ability to manage the equipment, ensuring a smooth start-up on Election Day morning.
- Reduces the likelihood of poll worker errors on Election Day.

Resources Needed

- Reserve space, prepare materials and train staff in advance. The precinct chiefs should be skillful communicators who are comfortable with giving instructions.
- Aside from the election office, ideal sites for "Practice Makes Perfect" are other government buildings such as civic centers, libraries and city halls. County and city offices can make a substantial contribution by donating the use of their space.
- Assemble adequate supplies, ensure that the voting machines are ready for use during the "Practice Makes Perfect" period and arrange for transportation of the machines to the sites.

Evaluation

- By tracking the visits to the "Practice Makes Perfect" locations, election officials can determine how many poll workers at each polling place attended a practice session. Ideally, at least one poll worker from each polling place should visit a "Practice Makes Perfect" location.
- Even though poll worker attendance at the "Practice Makes Perfect" location is voluntary, the desire to do a good job on Election Day provides the necessary incentive to participate.
- Provide the opportunity for poll workers to give feedback at each of the "Practice Makes Perfect" sites.



Sample #32, Page 131: Flyer inviting poll workers to attend PMP the priorities for subsequent training.

Chapter 15: Training Tools

In This Chapter:

- Hands-On Training
- The Perfect Polling Place
- Role Playing
- Peer-to-Peer Techniques
- Interactive Techniques
- Job Aids
- Slide Presentations
- Videos
- Online Training

Hands-On Training

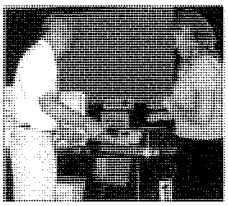
This chapter illustrates several training techniques and tools that have been proven to improve adult learners' comprehension and retention of information. Use them to improve poll worker performance on Election Day.

Hands-on training is critical when teaching people how to perform any kind of mechanical procedure. Poll workers need to see how a power cord attaches to a machine; to practice pulling out the legs of a voting booth; to feel how a machine component snaps into place; to run through all the instruction screens on a voting system; to practice replacing a roll of paper.

Hands-on training should include an introduction to the equipment that provides a brief orientation to the equipment and a discussion of its advantages.

Poll workers need guidance during hands-on training. There are various methods for providing that guidance. In a centralized model, a single trainer directs small teams of no more than five poll workers as they practice each part of the process. With this model, the trainer will need a support staff to provide more detailed guidance and answer questions. Using a less centralized model, a trainer is assigned to each poll worker team to provide instruction and supervise the practice. With either model, it is critical that the poll workers, not the trainers, work with the machines.

The training should replicate the Election Day process exactly. For example, if poll workers are being trained to operate a new voting system, the training should include machine set-up, printing of the opening and closing tapes, and completion of all necessary opening, mid-day and closing forms.



Hands-On Training

Hands-on training is particularly effective for teaching poll workers how to:

- *Set up equipment*
- *Open and close voting machines*
- *Prepare voting machines for voting*
- *Print out zero tapes and results tapes*
- *Scan ballots*
- *Remove memory cartridges*
- *Use an electronic poll book*

The hands-on training should allow time for poll workers to make mistakes and figure out for themselves how to correct or avoid them.

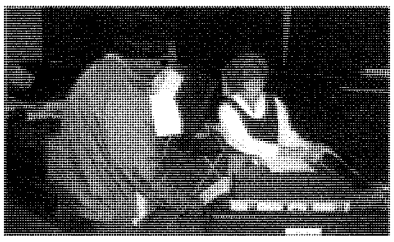
Hands-on training should also include a variety of scenarios that poll workers are likely to encounter on Election Day, such as voters who leave before casting their votes and power failures.

Benefits of Hands-On Training

- Allows poll workers an opportunity to handle all of the supplies and checklists necessary to open the voting machines on Election Day.
- Supplements and reinforces the oral training and written Election manual.
- Builds poll worker confidence, which may reduce the pre-Election Day drop-out rate.

Resources Needed

- Hands-on training for new voting systems requires making a sufficient number of voting machines available in demonstration mode, so that teams of two or three can work with a machine. The machines should be programmed so that poll workers practice using the ballots that will be used on Election Day.
- Hands-on training for new voting systems also requires a space large enough to accommodate all the teams and their machines.



Trainer and poll worker run through a HAVA "over vote" scenario at the D.C. Board of Elections & Ethics, September 2006.

Tips for Success

- *The hands-on training should mirror the exact procedures and supplies that poll workers will encounter on Election Day. If you plan to use job guides or "reminder sheets," make sure poll workers learn how to use those tools during the training.*
- *Don't scrimp on the number of machines or the number of trainers. Keeping the size of the poll worker teams low ensures that all poll workers will practice and become familiar with the equipment.*

- All supplies and checklists that will be used on Election Day must be incorporated into the hands-on training. For example, if poll workers are required to break seals on Election Day, they should break seals during the hands-on training.

Pitfalls and Challenges

- **Space in the training rooms may be a problem.** Consider conducting the hands-on training in the warehouse where the equipment is located, or arrange to use larger training rooms outside your facility.

- **Adequate staffing is vital to the success of hands-on training.** The ratio of poll workers to trainers should be no larger than 6:1. Consider using technicians or experienced poll workers as trainers.

- **Hands-on training may take longer than traditional training methods.** Some jurisdictions provide an added monetary bonus or incentive to attend a longer or second training session.

- **Some jurisdictions may have an insufficient supply of "extra" voting equipment for hands-on training.**

Evaluating The Training

- Establish a method for poll workers to note problems they experience on Election Day. Monitor the calls coming in on Election Day from precincts.

- If you already require poll workers to note problems on Election Day, compare the list of problems prior to implementing station training with the problems encountered after training.

The "Perfect Polling Place" Simulation

Opening a polling place on Election Day is comparable to setting up an office, orienting new employees and welcoming customers within one hour. The "Perfect Polling Place" simulation facilitates the process by giving poll workers the chance to familiarize themselves with the layout and operation of a polling place ahead of time.

The concept of the "Perfect Polling Place" simulation is simple: create a polling place prototype, much like a model show room. It is much easier for poll workers to understand what needs to be done on Election Day when they can see, touch and walk through an actual polling place as a part of their training session.

Models for Varying Class Sizes

Jurisdictions with Small Classes

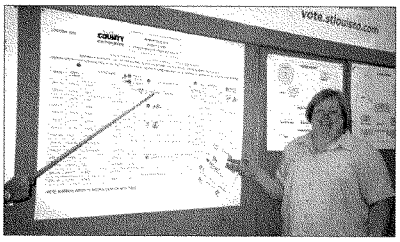
Conduct the hands-on segment of the training class at a voting unit station. The station should consist of a sufficient number of machines as well as all the relevant forms and materials to allow poll workers to practice all the tasks required on Election Day.

Staff the stations with trainers who can provide guidance and answer any questions.

Jurisdictions with Large Classes

- *Jurisdictions with large classes may limit the number of poll workers at each class session and offer multiple sessions. This reduces class size and allows more poll workers the opportunity to practice with the voting equipment.*

- *If large class size makes it impossible for poll workers to spend some "hands-on" time with the voting equipment during regular training sessions, the "Practice Makes Perfect" model enables poll workers to drop in at their convenience to practice operating the voting machines.*



Trainer at the St. Louis County Board of Elections employs a demonstration-sized version of an actual voter roster page, August 2006.

The prototype should look exactly like an Election Day polling place, including outdoor signs, interior signs, instructions, sample ballots, check-in supplies, forms and the voting equipment.

Have trainees watch experienced poll workers operate the "Perfect Polling Place" and have trainees perform the various tasks under their supervision.

Benefits to the Training Simulation

- Provides an opportunity for poll workers to review placement of supplies and signs, and practice how they will process voters on Election Day.
- Reinforces content of the training with a demonstration.
- Reduces anxiety for new poll workers by familiarizing them with the polling place in a calm, safe environment.

Resources Needed

- Samples of all the materials used at each polling place must be ready for demonstration at the training session. If multiple trainings are conducted simultaneously, multiple copies of sample materials are needed.
- Space for a mock polling place at the training location.

Sample #33, Page 132: Photo of Perfect Polling Place Room Johnson Co, KS Digital Photo

The "Perfect Polling Place" Simulation Helps Poll Workers Learn How to:

- *Set up a polling place*
- *Post signage*
- *Check supplies*
- *Arrange voting machines*
- *Promote efficient processing and "flow" of voters*

Pitfalls and Challenges

- It is best to have space comparable to an actual polling place, but you can create an adequate substitute with free wall space and a few tables and chairs.
- For off-site training sessions, setting up a "Perfect Polling Place" reminds staff members of what poll workers will experience on Election Day. Consider assigning this task to tenured poll workers serving as assistants to the training staff.
- Use poll workers and staff members to "perform" various roles on the "Perfect Polling Place" stage.

Role Playing Technique

Role playing helps trainees learn how to:

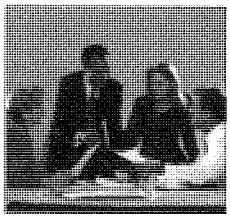
- Check in voters
- Ask for identification
- Process provisional voters
- Handle special situations such as angry voters, lost voters or challenges
- Assist voters with voting machines
- Assist voters with disabilities
- Prevent electioneering

Trainer enacts a scenario with a first-time Check-in Clerk, DC Board of Elections and Ethics, November 2006.

Sample #34, Page 133: Sample Role Playing Exercises

Sample #35, Page 134: Scenarios to Enact Through Role-Playing

- Handle Election Day observers or poll watchers
  Role playing teaches poll workers not only administrative procedures, but also appropriate interaction with voters. Develop a variety of likely scenarios and create a "Perfect Polling Place" as a stage for the role play. As with all training, the materials and set-up for role playing should mirror what the poll workers will encounter on Election Day. If you will be using job aids or a reminder sheet, those materials should be available.

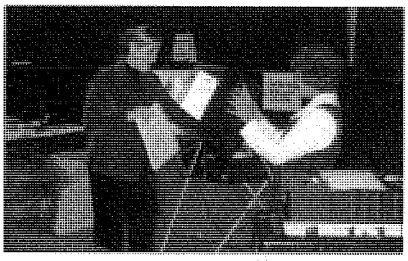


Benefits to Role Playing

- Provides a real-life Election Day experience.
- Creates a comfortable environment for poll workers to share problems they have encountered on Election Day and discuss additional problem-solving techniques.
- Reduces anxiety for new poll workers.

Resources Needed

- Develop the scenarios ahead of time. They need not be longer than a paragraph.
- Demonstrate as many scenarios as possible in order to provide poll workers with solutions for problems that may occur on Election Day.



Trainers play the roles of poll worker and voter, DC Board of Elections and Ethics, November 2006.

Pitfalls and Challenges

- The training location needs sufficient space to set up a mock polling place.

Evaluating the Role Playing

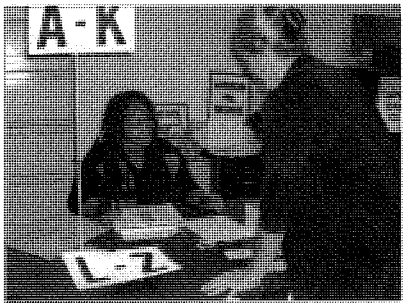
- The role playing should occur toward the end of the training session and reinforce the material covered. Listen to questions that arise during the exercises to evaluate the other components of the training program.

"Peer-to-Peer" Techniques

Experienced poll workers have a wealth of information, so make good use of them to help train their colleagues. By putting poll workers in the position of trainers, you also send an important message that you value their experience and knowledge.

Implement peer-to-peer techniques by grouping experienced and inexperienced poll workers together for role-playing and hands-on exercises, or by recruiting experienced poll workers as training assistants.

Working in teams of two or in small groups, experienced and inexperienced poll workers can pool their knowledge. To incorporate experienced poll workers into the instruction more explicitly, ask them to tell stories about how they handled situations like machine malfunctions, voter challenges or missing ballots. Work with them in advance so you know what story they will tell and how you will make use of it. You may be able to prepare experienced poll workers to field questions on a particular topic. If you do this more than once during a training session, focus each time on a different topic and a different poll worker.



A poll worker, who has mobility and sight impairments, effectively leads discussions of sensitivity issues during training classes at the DC Board of Elections and Ethics.

Benefits

Peer-to-peer techniques allow poll workers to:

- *Learn from each other's experience.*
- *Practice working together as a team.*

Resources Needed

- *Divide participants up into small groups and plan activities focused on specific topics of instruction.*
- *For small group training, adequate space will be needed.*
- *Allot time to divide participants into groups and have them get to know each other before beginning the activities.*
- *If you are enlisting experienced poll workers, you will need time to work with them in advance of the training.*

Sample #36, Page 135-136: Sample Check-in-Clerk Job Guide from District of Columbia's BOEE)

Here are a few examples of how to use peer-to-peer training to familiarize trainees with the Poll Worker Manual:

- **Think-Pair-Share:** This one-on-one strategy requires course participants to use a designated portion of the Election Manual to solve a case study. One trainee devises a solution and shares it with a partner, who then evaluates it based on established criteria. They then reverse roles for a subsequent case study.
- **Small Groups:** Divide the participants into groups of six to 10. Each group member gives the rest of the group a three-minute overview of a particular chapter of the Election Manual.
- **Group-to-Group:** Each group gives an overview of an Election Manual chapter to the other groups.

Pitfalls and Challenges

- Peer-to-peer instruction needs to be carefully structured. Don't say, "Talk among yourselves," and expect that participants will get the information they need. Provide specific instructions, guidance and learning objectives for each activity.

Evaluating Your Training Program

- Administer a quiz on the training topics, including those presented through peer-to-peer methods. If most people correctly answer the questions associated with the peer-to-peer methods, assume the techniques are effective.

Interactive Techniques

The more you engage your trainees in the training process, the better. Adding an interactive component to the training program can be as simple as sprinkling questions throughout the session, or as elaborate as devising a question-and-answer game with prizes. The trainer should also pose questions to the poll workers and should encourage their questions throughout the session. Asking questions will help you:

- Assess what people already know.
- Determine if participants understand the material.
- Engage the participants.
- Call attention to a particularly important or complex issue.
- Stress a key point, concept or procedure.

Tips for Implementation:

- *Be sure that your answer key is correct. One jurisdiction reported that the training class descended into chaos when the answer key contained incorrect answers!*
- *After you ask a question, leave time for the poll workers to formulate a response. If they give an incorrect answer, ask them why they came up with that answer and if anyone else can think of a reason it might be different.*
- *Poll workers should be given a copy of the questions, either before they come to class or as they begin training. Trainers note that poll workers seem to understand the questions better if they can read the words.*

Interactive Training Should Be Used To:

- *Keep poll workers engaged in the training.*
- *Reinforce key information that poll workers must know on Election Day.*
- *Help poll workers determine for themselves what they don't know.*
- *Encourage interaction among poll workers.*

Sample #37, Page 137-138: 20 Questions-Set One

Sample #38, Page 139-140: 20 Questions-Set Two

Questions also facilitate interaction among the trainees. After presenting a topic, give participants a few questions they can answer individually. Then ask them to compare their answers in a small group.

Consider asking trick questions to keep everyone on their toes, and inject a little humor into the training session.

Even simple games inject a lot of energy into any training session. For example, pose questions that individuals or teams compete to answer first. Or create Jeopardy-style categories from important training topics and develop five questions for each. Consider awarding prizes for each correct answer or the highest cumulative score.

Frequently Asked Questions (FAQ): Create a sheet of 10 to 20 typical questions and answers based on the training topics. Give this to participants to take away from the training.

If designed correctly, it could serve as a job aid on Election Day.

Tips for Successful Implementation

- Encourage poll workers to ask questions throughout the training session. Telling them to hold all their questions until the end increases the likelihood that their attention will wander.
- Intersperse short content presentations of five to seven minutes with periods for questions.
- Make sure you KNOW the answers to the questions you ask, and plan how to handle incorrect answers from the participants. Figure out how to handle questions that stump you, and bring knowledgeable colleagues and the election manual.
- Make questions specific. For example, ask "What are the four conditions under which a voter should be given a provisional ballot?" rather than "Do you understand provisional ballots?" This tells participants there is a correct answer, that incorrect answers are unacceptable and that they will be accountable to know this information.
- Clarify how and when participants may ask questions during the training: At any time? After each short presentation? Written on index cards?
- Explain that you use questions to gauge experience and understanding, to reinforce the presentations and to have fun.

Sample Interactive Training Exercise

Engaging Your Poll Workers: Twenty Questions

Posing questions to poll workers can be a fun and effective way to preview and review the most important points covered in class. By calling out responses as a group, poll workers are less likely to feel they are being tested.

Play the first ten questions at the beginning of class. Including silly responses with the correct ones can be an engaging ice-breaker. Remind veteran poll workers that there may be some changes since the last time they served, and advise new poll workers to note the new terms that will make sense to them by the end of class.

Play the second set of 10 questions near the end of the training sessions. Consider rewording some of the first ten questions so that you can note which poll workers "got it," which ones are confused or stubbornly "holding on to how it used to be," and which themes may need to be emphasized in future training sessions.

How to Prepare Your Twenty Questions. Choosing the best set of questions may take a bit of time. Work with staff and veteran poll workers to identify the key issues that trainees must understand. Be sure to include questions that relate to new procedures.

Job Aids

On Election Day, poll workers find themselves in a fast-paced environment, often struggling to remember important information they learned weeks earlier in their training sessions.

Job aids provide a quick visual reminder of important steps and procedures. They come in various shapes and sizes – from a full-page laminated "cheat sheet" to a sticker on the outside of a voting machine or a reminder attached to the zipper pull of a supply suitcase.

Strategically-placed job aids provide reassurance and save poll workers the time and stress of looking through the training manual on Election Day.

Slide Presentations

A picture is worth a thousand words – especially when you are teaching people about complicated procedures and machinery. An on-screen presentation can add this crucial visual component to poll worker training and ensure consistency across training sessions and trainers.

Consider using the following graphics to illustrate important topics:

- Layout of the polling place
- Sample pages from the list of voters
- A flowchart showing the sequence of processing regular voters, voters who have moved, provisional voters and lost voters
- Sample forms
- Sample pages from the road guide
- Sample precinct map
- Timeline of Election Day activities

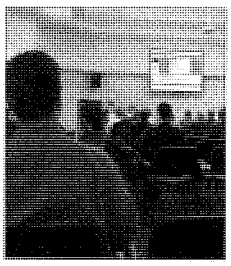
Sample #39, Page 141: Job Aid A

Sample #40, Page 142: Job Aid B

Sample #41, Page 143: Training Workshop Sample Slide Presentation

Sample #42, Page 144: Training Workshop Sample Slide Presentation

Sample #43, Page 145: Training Workshop Sample Slide Presentation



Tips for Successful Implementation

- *Reduce the risk of technological glitches.*
- *Practice giving the presentation using the file, computer, and digital projector that will be used for the presentation.*
- *Allow plenty of time to set up the computer and projector before the presentation.*
- *Match the projector's resolution to your laptop's resolution. Do not assume your presentation will work on another person's computer.*

Presentation slides can include some animation, which could be very useful for demonstrating mechanical procedures or filling out forms.

In addition to providing explanatory graphics and pictures, Presentation slides can reinforce important points the trainer needs to make and assist poll workers learn new terminology.

Presentation slides can also be used to add an interactive component to training. The trainer can ask a question of the audience and, once the correct answer has been given, show the answer.

Resources Needed

- Presentation software
- Laptop computer or portable memory
- Digital projector
- Electronic versions of all graphics

Pitfalls and Challenges

- Creating an effective presentation requires careful planning.
- Technological glitches with the file, the laptop or the digital projector can sabotage the presentation.
- Transferring photographs and other images to an electronic format can be time-consuming.

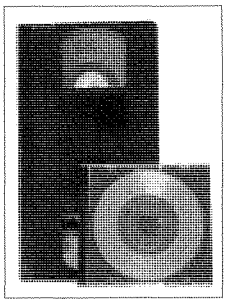
Videos

Videos can also dramatize interpersonal aspects of working at the polls, such as assisting voters with disabilities. Once they've been produced, training videos are less expensive than poll worker manuals. They minimize inconsistencies in classroom training and ensure that all poll workers receive the same information.

- Videos emphasize particular topics. For instance, the North Dakota Secretary of State produced "The Right to Vote: Accessible Options" to provide sensitivity training and teach poll workers how to assist disabled voters. (http://www.nd.gov/sos/electvote/voting/videos.html)

Resources Needed

- Time to develop or write the script.



Tips for Successful Implementation

- *Anticipate how the video will be used: for private viewings, face-to-face training sessions or broadcast on local public-access cable stations.*
- *Only include procedures that are unlikely to change. A training video must be used for multiple election cycles to be cost-effective.*
- *Rehearse the script before production.*
- *Circulate the script among people who don't know anything about elections to ensure the script is easy to understand.*
- *Double-and triple-check the accuracy of the script.*
- *Cover only the essential points, not every detail.*

- Professionally produced videos typically require a significant outlay of money. Factors that drive up costs include:
    - Using professional actors
    - Renting locations for shooting

Pitfalls and Challenges

- Videos are difficult to update and can become obsolete quickly.
- Videos may be expensive to produce.
- Procurement of a production company and production itself take a long time.

Tips

- Enlist actual poll workers as actors.
- Partner with a local television personality, such as a news reporter or anchor, to serve as the narrator.
- Partner with a media communications class at a local college or university to produce the video (allow more time than with a professional production company).
- Consider pooling resources with other jurisdictions which have the same training needs.

Video Training Techniques

- Repeat each essential point at least three times in the video.
- Make the video more interactive by posing questions and reserving time to think about them, or to pause for discussion.
- Include interviews with experts.
- Include interviews with poll workers to increase their familiarity with the information.

Dissemination

- Make copies available for poll workers in both VHS and DVD format.
- Make the video available on your website.

- Partner with a local cable station to show the video. Notify all poll workers when it will air.
- Make copies available at local libraries.

Evaluating the Video Training

If you are giving copies of the video to poll workers to watch at home, give them a post-video quiz on its content.

Online Training

Optimally, online training supplements, but does not replace, face-to-face training. Online training, is conducted through a website that is developed in-house or with a contractor. Several jurisdictions put their training manuals online in a format that allows easy searching. A few jurisdictions are experimenting with customized online training.

Online courses typically include techniques to maintain interest in the material, such as video clips, animation, problem-solving scenarios, pop quizzes and a final test.

Online training can evaluate poll workers' comprehension by reporting which poll workers have started, stopped or successfully completed the course, and which test questions were missed most frequently.

Optimally, online training supplements, but does not replace, face-to-face training.

Benefits of Online Training

Online training offers many advantages to the election administrator:

- Everyone receives the same material.
- Content can be updated easily and disseminated immediately.
- The program can track individual and aggregate participation and generate result reports.
- Poll workers who register online can receive emails and surveys.
- Content can be tailored for particular poll worker positions.
- The number of simultaneous users is unlimited.

Tips for Successful Implementation

- *Launch your online training program with an outreach campaign that brings poll workers to the website.*
- *Build in enough time — a minimum of 12 weeks — to develop and thoroughly test the online training program before rolling it out for use by all poll workers.*
- *If outsourcing, contract with a reputable firm that has experience with online training and dependable technology.*
- *If financial resources are limited, determine whether your jurisdiction can develop and support an online program "in-house." If not, partner with a local college or university technology institute, especially one that has access to adult or continuing education specialists.*

For the poll worker, online training also has several benefits.

- Training is available at any time from any computer with internet access.
- Online training is a powerful preview and review of face-to-face training.
- Poll workers can spend as much time as they like on a topic.
- Poll workers can receive immediate feedback after completing online problem-solving scenarios or quizzes.

Resources Needed

- An initial investment to develop the site, either in-house or with a contractor
- If working with a contractor, annual fees for hosting and upgrading the site.

Sample #44, Page 146: Model 1 Training Program

Sample #45, Page 147: Model 2 Training Program

Pitfalls and Challenges

- *Online training materials must be written for online use, not simply posted to a website.*
- *Many poll workers may not have access to a computer or feel comfortable using one.*
- *Online training may be modified to offer courses in multiple languages or tailored to accommodate those with disabilities.*

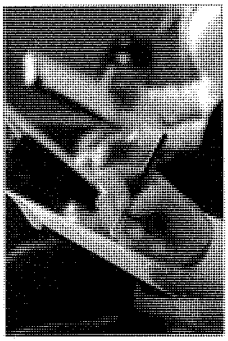
Evaluating Online Training

- *Automatically-tallied test results provide information about the effectiveness of the course.*

Chapter 16: Plans and Checklists

In This Chapter:

- Training Agendas
- Tips for Developing a Training Manual/Workbook
- Sensitivity Training
- Customized Training
- Outsourcing Your Training



Training Agendas

The last chapter offered an array of training techniques. Once you have reviewed these options, the training agenda serves as a blueprint for how all the components fit together. There is no single, "correct" poll worker training program. Accordingly, this guidebook offers several models.

Tips for developing your training agenda:

- Determine the priority topics to be covered in the training session. Priority topics may be determined by changes in procedures and equipment or by problems encountered during the last election.
- Review your current training program. Did you cover information that most poll workers already knew or could just as easily have learned from reading the manual? If so, consider dropping this material from the in-person training session.
- Draft an outline of the priority topics and identify an appropriate training method for each. Be sure to focus the in-person training sessions on the most important information.

Tips for Developing a Training Manual

When developing an election manual, think about the needs, abilities and constraints of those who will use it. For example, if most of the users are elderly, increasing the font size can make a big difference.

This is 14 point font. This is 12 point font.
This is 10 point font.

Using a small typeface will reduce the number of pages, but it may be counterproductive if it is too difficult to read.

Sample #46, Page 148: Exhibit A, Sample In-House Training Agenda

Sample #47, Page 149: Exhibit B, Sample Training Agenda

Sample #48, Page 150: Exhibit C, Sample Training Agenda

Sample #49, Page 151-152: Exhibit D, Training Workshop Sample Slide Presentation

Sample #50, Page 153: Exhibit E; Election Center's Checklist for Training of Poll Workers

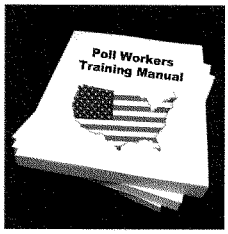
Design Considerations

When designing your manual, follow these simple tips from Design for Democracy, a group of design professionals who have established standards for election materials:

- Consult users about how they want to use the manual. If possible, watch them use it to learn what works and what needs to be changed.
- Reduce clutter and make the manual easy to read by leaving plenty of white space on each page.
- Use a font style and size that is easy for the users to read, such as Helvetica (the font you're reading now) or Franklin Gothic Book.
- To make information easy to find, use chapter titles, headings and sub-headings to break up the text and label chunks of information.
- To make information easy to absorb, use numbering and bullets rather than large blocks of text.
- To promote greater use of the manual, use active voice and strong verbs.
- Incorporate illustrations for information that is complex (e.g., how to set up a machine). Use flow charts to explain processes and decision-making scenarios.
- Include "What If" sections to direct poll workers through specific problem scenarios.
- Organize the manual:
    - Chronologically – in the order the information will be needed on Election Day.

    -or-

    - According to specific task scenarios like processing a provisional voter.
- Create a comprehensive index and consider putting it in the front of the manual, if that is how most people will access the information.
- Choose a binding for the manual that when it is opened it remains flat. Options include wire or plastic spiral binding, a three-ring binder or a single ring in the upper left corner with laminated card-stock pages for covers.
- Create companion training pieces so that the manual is not your only tool for communicating information to the poll workers. In the training session, explain what the manual contains and how to use it by creating role-play



Important Information

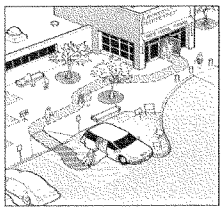
To emphasize important information, such as law changes or new practices, use "call-out boxes" like this one alongside the text. Exaggerate the boxes – color, weighted fonts – to attract the reader's attention.

scenarios that require poll workers to find information in the manual.

- Don't expect anyone, except the editor, to read the entire manual.
- Stick to one font and distinguish chapters, section headings and subheadings with various sizes and weights – bold, italic – of the same font.
- Get professional help if you can, particularly from:
    - A designer
    - An editor
    - A usability consultant

Diagrams, Photos and Graphics

Design for Democracy also offers the following suggestions for maximizing the effectiveness of illustrated diagrams, photographs and graphic design elements:



- To explain voting processes, illustrated diagrams are more effective than photographs because they are clearer and less intimidating.
- Simple line-drawing illustrations can emphasize critical components and delete extraneous material.
- Scale, color or shading can exaggerate important elements.
- Arrows and lines should depict actions and processes.
- Illustrations are better when you do not want to draw attention to gender, age or nationality; a photograph is inevitably a photograph of someone.
- For materials that promote participation or build a sense of voting community, photographs of people having positive voting experiences are appropriate.
- Combine photographs with simple graphic design elements (e.g. stars and stripes) to create a more celebratory image.
- The ability to resize graphic design elements makes them more appropriate than photographs for large applications such as banners. The image quality of photographs often suffers when they are enlarged.
- Digital illustrations and graphic design elements are easy to work with, modify and store. Develop a library of

illustrations that can be reused to increase consistency and decrease costs.

- Photographs are best to show certain details of a machine or document.

Developing a Training Workbook

While manuals are good references, they do not make the best hands-on training tools. Consider creating a separate training workbook consisting of in-class exercises, quizzes, simulations and all necessary sample forms.

At the end of the training session, ask the poll workers to write their names on their completed workbooks and leave them with the class instructor. Review the completed workbooks for accuracy, handwriting legibility and other placement-relevant information that will help ensure that each polling place has a staff with an optimal blend of skills.

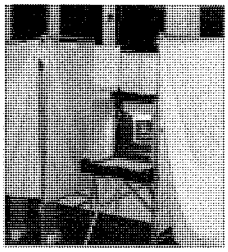
The completed workbooks can also indicate the effectiveness of the training session. For example, if most trainees complete a particular form incorrectly, this probably means that the trainer did not explain the procedure sufficiently.

Sensitivity Training

Imagine that every time you've voted, someone has looked over your shoulder, reading the ballot to you and marking it for you. Until 2006, if you were a visually impaired voter, this was how it was done. The Help America Vote Act of 2002 (HAVA) now requires that every polling place have at least one piece of voting equipment on which voters with special needs can vote privately and independently.

In conformance with the Voting Accessibility for the Elderly and Handicapped Act (1984) and the Americans with Disabilities Act, election officials expend considerable energy and resources selecting voting systems that are accessible to all voters. It is important then to train in how to use the equipment and to ensure that the polling place is accessible.

Election officials have found that poll workers respond well to sensitivity training, and appreciate the tips offered to ensure that all voters have a positive voting experience. Some jurisdictions invite representatives from organizations such as community living centers to make presentations on assisting voters with special needs.



Sample #51, Page 154: Cover Page to St. Louis County, MO Training Manual

Sample Page for Poll Worker Manual

Voters With Disabilities

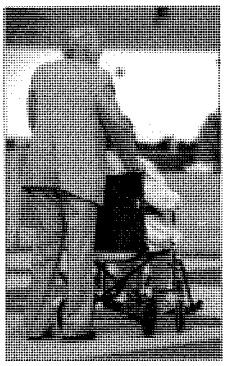
All voters, including voters with disabilities, have the right to vote independently and in secret. It is the poll worker's job to work with voters who have disabilities to find the most suitable method to check their registration, educate them on the voter choices, escort them to a booth and direct them to the appropriate voting equipment.

Treat voters with disabilities with the same courtesy you would any other voter. Below are some etiquette reminders:

- Be courteous and respectful.
- Common sense will provide an answer to most questions.
- Be considerate of extra time it may take for a person who is disabled or elderly to get things done, and give unhurried attention to a person who has difficulty speaking.
- Always speak directly to the voter, and not to a companion, aide or sign language interpreter.
- Ask before you help. The person may not want any assistance. Don't insist – take "no" for an answer.
- On the other hand, don't be shy about offering assistance. Your courtesy will be appreciated.
- If the polling place is in a building with several floors through it, be sure that there are sufficient signs to direct a person to the most accessible way around the facility.

Voters With Speech or Hearing Impairments

- A voter who cannot speak can give name and address by simply providing identification to the assisting poll worker. The poll worker then reads the name and address out loud.
- Follow the voter's cues to determine whether speaking, gestures or writing is the most effective method of communication.
- If speaking, speak calmly, slowly and directly to the voter. Do not shout. Your facial expressions, gestures and body movements help in understanding. Face the voter at all times and keep your face in full light (not backlit).
- Rephrase, rather than repeat, sentences that the voter does not understand.



Voters Who Are Blind or Visually Impaired

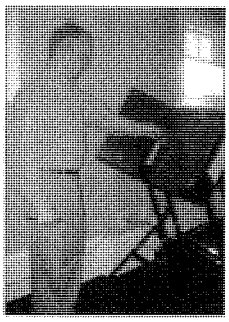
- A voter who is blind may choose to use an assistant.
- Identify yourself and state that you are a poll worker as soon as you make or contact with the voter.
- If guiding a voter who is blind, offer your arm to the voter rather than taking the voter's arm.
- If a person has a guide dog, walk on the opposite side of the voter from the dog. Do not pet or otherwise distract a guide dog without permission from the owner. None "Guide dogs" may be any breed or size. If you are unsure, simply ask, "Is this a service animal?"
- When giving verbal directions to help the voter navigate the polling place, be as specific as possible, and identify obstacles in the path of travel.
- If you are going to leave a person who is blind, let the person know.

Voters with Limited Mobility

- Do not push or touch another person's wheelchair without their prior consent. People using adaptive equipment often consider the equipment as part of their personal space.
- Ask before helping. Grabbing someone's elbow may throw the person off balance. A person with mobility impairments might lean on a door while opening it. Quickly opening the door may cause the person to fall.
- Position mats and throw-rugs securely or move them out of the way. A mobility-impaired person could trip over them.
- Keep floors as dry as possible on rainy or snowy days.
- Keep the ramps and wheelchair accessible doors to the polling place unlocked and free of clutter.

Customized Training

- **Bilingual Poll Workers.** A number of jurisdictions with a large percentage of voters with limited English proficiency have found it beneficial to offer customized classes for bilingual poll workers only. Bilingual poll workers may speak English fluently, yet not be familiar with election terminology such as "roster" and "provisional ballot." They may also not be comfortable enough with their English to ask questions in front of large audiences.



IFES Trainer Dan Murphy demonstrates a voting machine.

"The great thing about bringing in outside trainers who have an election background is that they are FRESH. They are not bogged down with all the everyday challenges of election preparation. They can focus and be positive when we're managing other crises."

—Bill O'Field, D.C. Board of Elections and Ethics

Or you might include bilingual poll workers in regular classes, but recruit experienced bilingual poll workers or interpreters who can assist in clarifying terminology and in answering questions. In the training class, speak clearly – limit slang and jargon – and leave time for questions.

- **High School and College Poll Workers.** High school and college students can be valuable additions to a poll worker team. A number of jurisdictions are investing in customized training for students, because students may not be familiar with the voting process and may feel more comfortable asking questions when surrounded by people their own age. Customized classes can take the form of on-site training, perhaps conducted in the context of a civics course.

- **Roving Election Day Troubleshooters.** Developing and offering extensive training for roving Election Day troubleshooters can be a valuable investment. Time spent familiarizing them with the best methods for assisting poll workers and voters can prevent problems on Election Day. Provide troubleshooters with tips for identifying poll workers who might need extra assistance or supervision. Properly trained troubleshooters can help prevent late-opening polls.

Outsourcing Your Training

Outsourcing your training can bring new energy, perspectives and methods into the process.

Outsourcing is a growing trend, because many jurisdictions do not have the time to prepare, conduct and analyze a training program. Increasingly complicated election policies and procedures require more sophisticated training techniques to prepare poll workers for Election Day.

Benefits of Outsourcing

- Frees up staff time and energy for other priorities.
- Professional training institutions have extensive networks of trainers and can often assist in filling a training team vacancy.
- Professional trainers (adult education specialists) have expertise in current training techniques.

Evaluating Outsourced Training

- Determine if the contractor has met requirements such as the number of workers trained, specific skills covered in training and time frame for completion.

Pitfalls and Challenges

- *Outsourcing is more expensive than in-house training.*

Tips

- *To save money, try outsourcing a portion of your training program and compare the results with training conducted by election staff.*
- *Trainers' scope of work can include developing materials, designing forms, organizing the curriculum, reviewing and developing training tools such as presentations, and conducting the actual training.*
- *Provide contractors with existing training materials, background information, a sense of the local training culture and expectations for the training.*
- *Hire trainers to conduct specialty classes such as those for bilingual poll workers, students and poll worker trainers.*
- *Trainers can be hired as individual consultants, as temporary staff, or through a college or specialized institution.*
- *Hire trainers to develop an online training program to complement the face-to-face training conducted by in-house staff.*
- *Hire trainers to develop a video reference tool to be shared with poll workers after they have been trained for quick reference use.*

- Compare the evaluation of the outsourced training program at specific times leading up to the election to that of the training program in previous election cycles.

- Compare whether poll workers trained by the outside trainer are more or less likely to attend training, serve on Election Day or return for future elections.

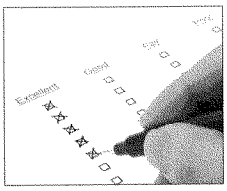
Model #1: Outsourcing to a Non-Profit Election Organization. Franklin County, Ohio, Cook County, Illinois, Monterey County, CA and Washington, DC have outsourced some or all of their training. Professional trainers revamp poll worker programs, including updating poll worker manuals, providing feedback on procedures and conducting poll worker training.

Model #2: Outsourcing to Community Colleges. Cuyahoga County, Ohio, the City of Detroit, Michigan and Guilford County, North Carolina have worked with community colleges to train and certify poll workers. In Detroit, Wayne County Community College grants college credit to each poll worker who completes a certified program involving three five-hour sessions.

Chapter 17: Evaluating the Program

In This Chapter:

- Benefits of Evaluation
- Resources Needed
- Pitfalls and Challenges
- Training Alternatives
- Tips for Successful Implementation



Evaluating your training program improves the effectiveness of your poll workers. A complete picture of the weaknesses of the training requires collecting information on poll worker comprehension and performance, and analyzing that information. Every jurisdiction can easily implement one simple evaluation: an anonymous form given out at the end of the training session. The information gathered can also support budget requests for more resources to train poll workers.

In general, evaluating your training includes the following steps:

- Collect information on poll worker performance in previous elections (for example, percent of polling places that opened late, number of voters directed to the wrong polling place, number of forms filled out incorrectly).
- Use this information to assess how much your poll workers get out of the training they are required to attend. Review the current training in light of the information collected.
- Based on the problems identified, decide what elements – content and methods – of the training to leave the same or change, and what to add or take out.
- Assess poll worker understanding both after the training and on Election Day to determine whether the training has improved since the last election.
- You do not need to collect evaluation data from everyone who participates in a training program for it to be helpful. A 10 to 25 percent response rate is typical.

Benefits of Evaluation

Evaluating Poll Worker Training will:

- Determine whether the training is effective
- Suggest ways to improve the program

- Add credibility to the training program
- Enable you to hold trainers accountable
- Provide evidence to support requests for training resources

Resources Needed

- **Election Day error reports.** You will need, for example, the log of questions that came in on Election Day from poll workers and voters. You will need to know how many forms were not filled out properly and how many polling places were not opened or closed properly.
- **"Canvass" and "audit" reports.** Staff will need to collect and analyze data and provide recommendations for modifying the training curriculum. It will take longer the first time as you feel your way through the process.

Pitfalls and Challenges

- The first time you do this it will take some time, but stick with it!
- Evaluation can be a bit difficult when large numbers of poll workers give input. Consider obtaining some survey data online to speed up collection and analysis.

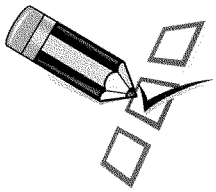
Training Alternatives

- Larger jurisdictions may target their evaluation to address issues specific to particular populations (language minorities) or regions (high-mobility neighborhoods).
- Jurisdictions with limited resources should start by using the data available to them – Election Day error reports. Some jurisdictions evaluate every precinct operation and issue a "report card." Problems that come up across the jurisdiction are handled at the next training. Precincts plagued with problems should get more support, or a new chief!

Sample #52, Page 155: Kennesaw State University Center for Election Systems: Poll Worker Training Evaluation

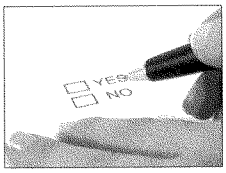
Tips for Successful Implementation

- *Ask other local government departments to share their evaluation expertise and resources with you.*
- *Don't evaluate things that aren't directly related to the training, that you don't have control over, or that you don't have the resources to address.*
- *Don't get carried away. People earn doctorate degrees and sustain decades-long careers doing evaluation. Stay committed to making the poll workers more effective on Election Day.*



Tips for Successful Implementation

- Encourage poll workers to ask questions throughout the training session. Telling them to hold all their questions until the end increases the likelihood that their attention will wander.
- Intersperse short content presentations of five to seven minutes with periods for questions.
- Make sure you KNOW the answers to the questions you ask, and plan how to handle incorrect answers from the participants. Figure out how to handle questions that stump you, and bring knowledgeable colleagues and the election manual.
- Make questions specific. For example, ask "What are the four conditions under which a voter should be given a provisional ballot?" rather than "Do you understand provisional ballots?" This tells participants there is a correct answer, that incorrect answers are unacceptable and that they will be accountable to know this information.
- Clarify how and when participants may ask questions during the training: At any time? After each short presentation? Written on index cards?
- Explain that you use questions to gauge experience and understanding, to reinforce the presentations and to have fun.



Appendix

Section 2 Samples

Sample #32, Page 131: Flyer Inviting Poll Workers to Attend PMP the Priorities for Subsequent Training

Sample #33, Page 132: Photo of Perfect Polling Place Room, Johnson Co, KS Digital Photo

Sample #34, Page 133: Sample Pole Playing Exercises

Sample #35, Page 134: Scenarios to Enact Through Role-Playing

Sample #36, Page 135-136: Sample Check-in-Clerk Job Guide from District of Columbia's BOEE)

Sample #37, Page 137-138: 20 Questions-Set One

Sample #38, Page 139-140: 20 Questions-Set Two

Sample #39, Page 141: Job Aid A

Sample #40, Page 142: Job Aid B

Sample #41, Page 143: Training Workshop Sample Slide Presentation

Sample #42, Page 144: Training Workshop Sample Slide Presentation

Sample #43, Page 145: Training Workshop Sample Slide Presentation

Sample #44, Page 146: Model 1 Training Program

Sample #45, Page 147: Model 2 Training Program

Sample #46, Page 148: Exhibit A, Sample In-House Training Guide

Sample #47, Page 149: Exhibit B, Sample Training Agenda

Sample #48, Page 150: Exhibit C, Sample Training Agenda

Sample #49, Page 151-152: Exhibit D, Sample Training Agenda

Sample #50, Page 153: Exhibit E, Election Center's Checklist for Training of Poll Workers

Sample #51, Page 154: Cover Page to St. Louis County, MO Training Manual

Sample #52, Page 155: Kennesaw State University Center for Election Systems: Poll Worker Training Evaluation

This guidebook contains sample documents used by various State and local election jurisdictions. The U.S. Election Assistance Commission has published these documents with the express permission of its owner. These documents are intended to be representative of relevant election administration practice throughout the nation and to illustrate the concepts being described in the text. The inclusion of these samples in this guidebook does not constitute an endorsement by the U.S. Election Assistance Commission. Additionally, as State law varies and is subject to change, readers are cautioned to obtain legal advice prior to adopting any new policy, procedure or document.

Sample #32: Flyer inviting poll workers to attend PMP the priorities for subsequent training

"PRACTICE MAKES PERFECT"
Hands-On Voting Machine Training for Election Workers

ATTENTION ALL ELECTION WORKERS!!

For additional practice on opening and closing the touch screen voting machines, please visit one of the following locations on the dates and times listed below.

You may visit these locations as many times as necessary in order to feel comfortable opening and closing the machines on Election Day.

July 26 – 31, 2004

- **Johnson County Central Resource Library**
  9875 W 87th Street, Overland Park

July 29	11:00 – 4:30	July 31	9:00 – 4:30
July 30	11:00 – 5:00		

- **Olathe Indian Creek Branch Library**
  12990 S Black Bob Rd, Olathe

July 26, 27	11:00 – 5:00
July 29, 30 and 31st	11:00 – 5:00

- **Overland Park Community Center**
  6300 W 87th Street, Overland Park

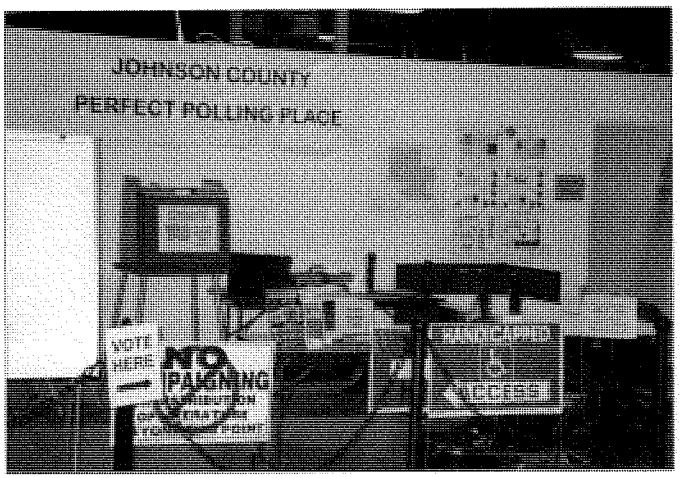
July 26, 27 and 28th	11:00 – 7:00

- **Shawnee Library**
  13811 Johnson Dr, Shawnee

July 26	11:00 – 7:00	July 29	1:00 – 7:00
July 27	11:00 – 2:30	July 30	11:00 – 5:30
July 28	11:00 – 6:30	July 31	9:00 – 4:30

Johnson County Election Office
2101 East Kansas City Road, Olathe, KS 66061

Sample #33: Photo of Perfect Polling Place Room from Johnson Co, KS Digital Photo



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Sample #34: Sample Role Playing Exercises

Sample Role Playing Exercises

Exercise: "Using the Street Guide"
(Handouts for exercise: Sample Street Guide.)

1) Look up 4809 Hampsted Court. Is it even or odd? Odd.
How many voters are on the farthest list of numbers to the right? 2

2) Look up 7308 Hampsted Square. Don't you need to know whether it's Hampsted Square East, North or South? Hampsted Square South.
How many voters? 20

3) Look up 8217 Griswold Drive. How many voters? 12

Exercise: "Processing Voters"

Handouts for exercise: Sample Page from Poll Book Michelle Adams should be marked 17 years old; Barbara Andreas should be marked "AB"); Sample Page with all versions of the Voter Authority Slips; Provisional Ballot Application.

1) I am Jim Ackerman. I live at 933 Sunview Road. Let's find me. Am I a regular voter? Yes. Ask me, "What ballot do I want?" I say, "Republican." What do we do? Write Jim's ballot style on a Republican Authority to Vote Slip. Note this Authority to Vote slip number in the Poll Book and send him off to the Voting Judge.

2) I am Michelle Adams-Young. I live at 807 Sunview Road. (Please find me on the Poll Book. Do you see me?) "Oh, yes, my mom got re-married and so I've changed my name. Is that a problem?"

- Name Change: What do I have to do to let the election office about my new name? Fill out a new voter registration form in the Precinct Workbook.

- What do you notice about my voter information in the Poll Book? I am 17. Am I still a regular voter if I'm only 17? Yes. I can vote on candidates in a Primary, but not on measures.

- The Check-in Judge asks me, "What ballot do you want?" Let's say I say, "Democrat." Which Voter Authority Slip is the poll worker going to pull? The "Democrat" one.
(Remember, they'll be different colors for the actual election.)

- What is the poll worker going to note in the Poll Book? The number on my Authority to Vote Slip which is: 1005.

- What is the Check-in Judge going to write on my Voter Authority Slip?

1) Ballot style: It's 12.

2) Write a check-mark next to the 17-year-old box on the Voter Authority Slip.

3) My name is Barbara Andreas. I live at 936 Pleasant Drive. So far I'm a regular voter. What do you notice about the box where you'd normally put my ballot style? It says "AB" – what does that mean? Am I a regular voter? No. Do I get to vote? Yes, I will cast a provisional ballot. That means the Election Office will hold it until they find out what happened to my absentee ballot. Let's look at the provisional application. Please write in my ballot style at the top right corner of the form. What is the most important thing we have to ensure that the provisional voter does? (Sign the application or else their ballot won't be counted!) Do I get a Voter Authority Slip? No, the Provisional Ballot Application becomes my ticket to vote.

Sample #35: Scenarios to Enact Through Role-Playing

Scenarios to Enact Through Role-Playing

Regular voter – checks in – all information is correct in the poll book – voter signs – receives correct ballot or voter card – votes – deposits ballot or returns voter card – receives "I Voted" sticker – exits polling place.

Name or address change – checks in – poll worker learns of address change – directs voter to street index clerk to look up address – voter receives provisional ballot – signs the roster – completes paperwork – receives ballot or voter card – votes – deposits ballot or returns voter card – receives information on how to determine if the ballot was counted – receives "I Voted" sticker – exits polling place.

Voter missing ID – checks in – all information is correct in the poll book, but the voter must show ID – voter does not have ID – voter receives provisional ballot – signs the roster – completes paperwork – receives ballot or voter card – votes – deposits ballot or returns voter card – receives information on how to determine if the ballot was counted – receives "I Voted" sticker – exits polling place.

Lost voter – voter arrives and checks in – name is not in the poll book – voter directed to street index clerk to look up address – voter is in the wrong polling place – clerk looks up correct polling place information and directs voter to correct polling place.

Early voter – checks in – voter wants to turn in the EARLY BALLOT and vote on voting machine – voter receives provisional ballot – signs the roster – completes paperwork – receives ballot or voter card – votes – deposits ballot or returns voter card – receives information on how to determine if the ballot was counted – receives "I Voted" sticker – exits polling place.

Regular voter – Needs assistance – checks in – all information is correct in the poll book – voter signs – receives correct ballot or voter card – voter begins to vote; however, asks for assistance – 2 poll workers must assist the voter – voter cast ballot – deposits ballot and/or returns voter card – receives "I Voted sticker" – exits polling place.

Regular voter – Campaign shirt – checks in – voter is wearing campaign information – poll worker asks voter to remove or cover campaign button/shirt, etc. – voter signs – receives correct ballot or voter card – votes – deposits ballot or returns voter card – receives "I Voted" sticker – exits polling place.

Late voter – voter arrives or is in line after polls close at 7:00 p.m.

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Sample #36: Sample Check-in-Clerk Job Guide from District of Columbia's BOEE)

CHECK-IN CLERK JOB GUIDE
GENERAL ELECTION
Washington, DC Board of Elections and Ethics

JOB: Hang signs, complete notations using the Challenged and Absentee Voters Lists in Master Index, and process voters

MONDAY BEFORE THE ELECTION
TASK: Prepare Master Index for processing voters on Election Day

1. Set up your station
2. Attach alpha tabs to Master Index
3. Locate Absentee Voters List
4. Identify Absentee Voters in the Master Index from Absentee Voters List
5. Print "Absentee Voter" in Master Index next to voters' names
6. Obtain Administrative Challenged Voters List from Precinct Captain
7. Print "Challenged" next to voters' names in Master Index
8. Give List back to Captain

ELECTION DAY – OPENING THE POLLING PLACE
TASK: Ensure the Check-In station is set up and assist the Precinct Captain

PROCESSING VOTERS
TASK: Verify voter eligibility by using Master Index

1. Greet voter
2. Ask voter's name
3. Locate name in Master Index
4. Read aloud the voter's name, address, and party affiliation to confirm they are in the correct precinct and so the Poll Watchers can hear it
5. Write an "X" at right corner of signature box
6. Ask voter to sign name next to the "X"
7. Ensure voter signed in correct place
8. Give voter proper Advisory Neighborhood Commission/Single Member District (ANC/SMD) Voter Card
9. Ask voter to print their name on the Voter Card
10. Tell voter to give the Voter Card to the Ballot Clerk
11. Direct voter to Voting Demonstration Clerk if they have any questions about voting machines

AFTER THE POLLING PLACE CLOSES
TASK: Secure Master Index and give it to the Precinct Captain

1. Gather all volumes of the Master Index
2. Put rubber bands around them
3. Give them to the Precinct Captain

SPECIAL INSTRUCTIONS

CHALLENGE BY AN AUTHORIZED POLL WATCHER

1. Notify the Precinct Captain because he or she is responsible for processing challenges in the polling place
2. The Precinct Captain can also challenge a voter

ABSENTEE BALLOT BROUGHT TO THE POLLING PLACE
If a voter brings an Absentee Ballot to the polling place, tell the person to vote the Absentee Ballot, place the ballot inside the Secrecy Envelope, put tat envelope in the Absentee Ballot Envelope, and put it into the Special Ballot Box

SEE BACK SIDE

Sample #36: Sample Check-in-Clerk Job Guide from District of Columbia's BOEE (side 2)

CHECK-IN CLERK JOB GUIDE
GENERAL ELECTION
PAGE 2

ID REQUIRED

1. Locate voter's name in Master Index and if "ID REQUIRED" appears next to the name, ask for the following ID:
   - *Current photo ID*
   - *Utility Bill*
   - *Bank Statement*
   - *Government Check*
   - *Pay Check*
   - *Any other current government document with voter's name and address (a photo is not required)*
2. Verify the voter's Advisory Neighborhood Commission/Single Member District (ANC/SMD)
3. Write an "X" at right corner of signature box
4. Ask the voter to sign name using the Signature Guide next to the "X"
5. Ensure the voter signed in correct place
6. Give the voter the proper ANC/SMD Voter Card
7. Ask the voter to print his or her name on the Voter Card
8. Direct the voter to the Ballot Clerk

VOTERS WITHOUT PROPER ID

1. Fill out a Special Ballot Referral Form
2. Direct the voter to the Special Ballot Clerk

SPECIAL BALLOT REFERRAL FORM WILL BE USED WHEN

1. When ID is required, but not provided
2. Voter wants an "Election Day Change of Address"
3. Name not listed on the "Master Index"
4. Voter listed as an "Absentee Voter"
5. An "Administrative Challenge" has been generated by the Board
6. Voter is "Challenged" by a Poll Watcher or the Precinct Captain
7. Voter is an elderly person or a voter with a disability and voting outside of precinct
8. Voter is an Election Worker
9. Voter has a different party registration
10. Voter has a different ANC/SMD

SUPPLIES

Absentee and Challenged Voters List
Alpha Signs
Alpha Sign Holders
Binder Clips (small and medium size for Alpha Sign Holders)
Check-In Clerk Sign
18" Ruler
Index Tabs
Job Guide
Magnifying Glasses
Master Index Books
Push Pins for Alpha Signs
Special Ballot Referral Forms
Warning Sign (stand up)

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Sample #37: 20 Questions - Set One

"Twenty Questions"
(Sample Courtesy of the DC Board of Elections and Ethics)

Use this old game of "20 questions" to review the key points you picked up at training class. Below are the 20 questions for your review:

SET ONE
(First 10 questions)

1. Are all registered voters eligible to vote in the November Presidential Election? (Circle One)
   Yes No

2. What does the Check-in Clerk do if a voter's name and address are not in the Master Index? (Select one)
   a. Tell the voter to go home
   b. Refer Voter to the Special Ballot Clerk to verify in the Master Street Index if the Voter is in the correct precinct

3. What can the Special Ballot Clerk and the Ballot Box Clerk do to ensure that a Special Ballot "Provisional" Voter does NOT accidentally cast his or her Special Ballot in the Optical Scan Reader? (Circle all that apply)
   a. Ballot Box Clerks should keep an eye out for voters carrying envelopes
   b. Ballot Box Clerks should put a sign marked "Special Ballot Votes not Welcome" on top of the optical scan counter
   c. Special Ballot Clerks should ensure that Special Ballot voters mark their ballot in the area near the Special Ballot Clerk and place the voted ballot immediately in the Secrecy Envelope and the Special Ballot envelope provided

4. If a registered voter who is NOT in the correct precinct casts a Special Ballot will it be counted? (Select One)
   a. Yes
   b. No
   c. No, EXCEPT for voters with disabilities, elderly voters and poll workers working out-of-precinct

5. Is identification required for all voters?
   a. Yes
   b. No
   c. No, only for voters identified in the Master Index as "ID Required"

6. Voter One has signed the Master Index on the line that is for Voter Two's signature. What should the Check-in Clerk do? (Circle all that apply)
   a. Instruct Voter One to sign on the correct line and issue a regular ballot to Voter One, requiring Voter Two to vote a Special Ballot
   b. Instruct Voter Two to scribble out Voter One's name and sign above it
   c. Get out some white-out and fix it
   d. Check-in Clerk should check "Other" on the Special Ballot Referral Form and writes "Previous voter signed on wrong line"

Sample #37: 20 Questions - Set One Continued

"Twenty Questions" Set One Continued

7. Which of the following are the responsibilities of the Special Ballot Clerk? (Circle all that apply)
   a. Check voter addresses in the Master Street Index
   b. Check Voter's Special Ballot Referral Form for reason for referral
   c. Direct Voter, if in a wrong precinct, to correct precinct where their vote will be counted
   d. Give the Voter a Special Ballot Envelope and instruct Voter on how to complete all parts of the form
   e. Ensure that Special Ballot Voters receive a ballot stamped "Special"
   f. Compete Election Worker's Certification Box on the Special Ballot Envelope
   g. Tell Voter you will be happy to go get a regular ballot for them from the Ballot Clerk

8. Which of the following are the responsibilities of the Ballot Clerk: (Circle all that apply)
   a. Tell the voters which ballot they should choose
   b. Account for all paper ballots
   c. Place voter cards into the appropriate cardboard box ("Touch Screen" or "Optical Scan")
   d. Call out name of voter two times for poll watchers

9. Who is responsible for processing a "Spoiled Ballot"?
   a. Special Ballot Clerk
   b. Ballot Clerk

10. Who is responsible for processing a curbside voter? (Circle at that apply)
   a. Ballot Box Clerk
   b. Voting Demonstration Clerk
   c. Precinct Captain

Set One Answer Key: (1) Yes (2) A (3) A, C (4) C (5) C (6) A, D (7) All except G (8) B, C, D (9) B (10) B, C

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Sample #38: 20 Questions - Set Two

"Twenty Questions" Set Two

(Second 10 questions)

1. Why does the phrase "The Voting Never Stops" apply to elections conducted in Washington, DC?
   a. Voters can vote as many times as they want to on Election Day
   b. In the unlikely possibility that both the touchscreen unit and the optical scan reader are not working, voters may still vote on paper ballots. Voters mark their ballots as usual and voted ballots are stored in a secure bin within the optical scan counter until the units are again functioning

2. Can a poll watcher or precinct captain challenge a voter on Election Day?
   a. Yes
   b. No

3. Can a voter who requested an absentee ballot, but never received it in the mail, vote in their precinct on Election Day?
   a. Yes
   b. No

4. Can a poll worker, who has not voted when he or she is reassigned to another precinct the night before Election Day, vote in the precinct they just got assigned to, even if it is not their precinct of residence?
   a. Yes, vote a regular ballot
   b. Yes, vote a Special Ballot
   c. No

5. Can a voter do a "write-in candidate" on the Optical Scan and on the Touch Screen voting systems?
   a. Yes
   b. No

6. What should be done if a voter wants to cast a blank ballot?
   a. Nothing because a voter has a right to vote the ballot as desired
   b. Tell voter they have wasted their ballot and can't have another one

7. What should be done is a voter leaves the Touch Screen voting booth before selecting "Cast Ballot"? (Circle all that apply)
   a. Cancel the vote
   b. Finish voting for the voter
   c. Ballot Clerk or Precinct Technician should tell the Precinct Captain
   d. Only the Precinct Captain can remedy the situation

Sample #38: 20 Questions - Set Two Continued

"Twenty Questions" Set Two Continued

8. How many paper ballots can a voter spoil? (Select one or more)
   a. A voter is not limited to the number of ballot they can spoil
   b. If a voter spoils more than two ballots, ask them if they would like a demonstration
   c. Only one paper ballot

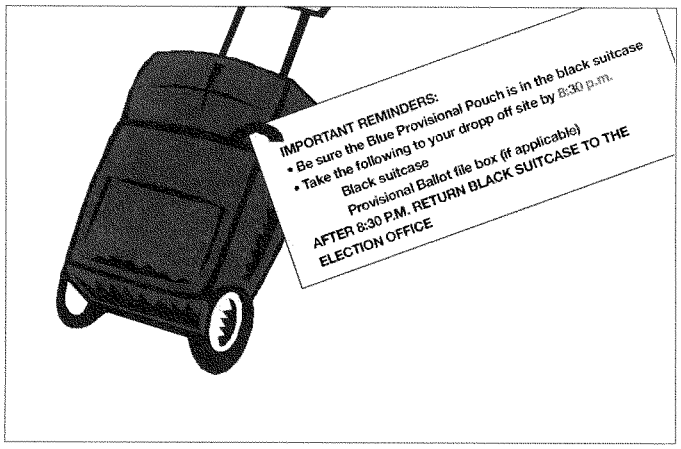
9. How should a voter with disabilities be treated? (Select more than one)
   a. With respect and dignity
   b. Be considerate of extra time it may take and never hurry the voter
   c. Always speak directly to the voter and not the companion, aide, or sign language interpreter
   d. If voter is visually impaired, play with the dog while the voter votes
   e. Ask before you help and do not insist on helping

10. In case of emergency, what should you do? (Select all that apply)
   a. Precinct captain should take special ballot box, paper ballots, voter cards, master index books and assign each poll worker a duty
   b. Notify BOEE of emergency
   c. Poll workers should direct voters and poll watchers to the nearest exit
   d. Run out of the voting precinct and go home
   e. Precinct Technician should record public counter numbers on each machine and note the time of day
   f. Call 911 first
   g. Read your manual's emergency procedures prior to Election Day

Set Two Answer Key: (1) B (2) Yes (3) Yes (4) B (5) Yes (6) A (7) A and C (8) A and B (9) A, B, C, E (10) All but D

141 [redacted]

Sample #39: Job Aid A: A laminated card attached to the zipper pull of the supply suitcase reminds poll workers what to pack in the suitcase and return to the office on Election Night



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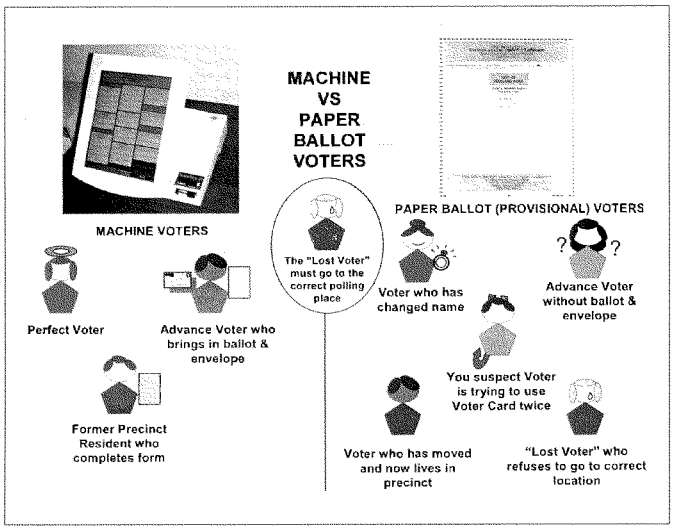
Sample #40: Job Aid B: A laminated job guide located near the check-in table provides a quick reference for determining voter eligibility



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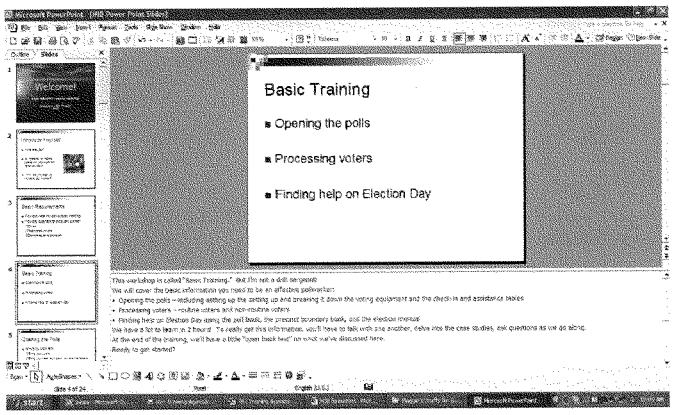
Sample #41: Training Workshop Sample Slide Presentation

Slide Presentation

Imaginary County
Basic Poll worker Training Workshop
Slide Presentation

Slide Number	Title
Slide 1	Welcome
Slide 2	Opening Activity
Slide 3	Opening Activity – Objectives of the workshop
Slide 4	Before Election Day
Slide 5	Before Election Day
Slide 6	Opening the Polls
Slide 7	Opening the Polls
Slide 8	Troubleshooting Scenario #1 and Solution
Slide 9	Troubleshooting Scenario #2 and Solution
Slide 10	Processing Voters
Slide 11	Processing Voters
Slide 12	Processing Voters
Slide 13	Processing Voters
Slide 14	Processing Voters
Slide 15	Processing Voters
Slide 16	Troubleshooting Scenario #3 and Solution
Slide 17	Closing the Polls
Slide 18	Closing the Polls
Slide 19	Returning Supplies
Slide 20	Troubleshooting Scenario #4 and Solution
Slide 21	Troubleshooting Scenario #5 and Solution
Slide 22	Troubleshooting Scenario #6 and Solution
Slide 23	Assessment – Are you ready?
Slide 24	Evaluation – How did we do today?

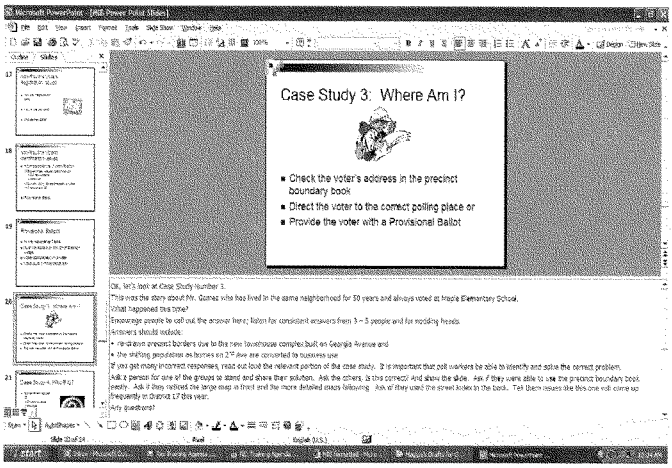
Sample #42: Training Workshop Sample Slide Presentation



This is the third slide in the presentation. This is what the presenter will see on her computer. (Participants will only see the slide). Notice the detailed talking points in the Notes section at the bottom of the screen. Using the Notes section helps ensure consistency in your presentations.

145 [redacted]

Sample #43: Training Workshop Sample Slide Presentation



This is slide 20 in the presentation. Again, see the notes in the bottom of the screen. These notes guide the presenter to engage the participants in conversation about the case study, rather than just giving them the solution.

Sample #44: Model 1 Training Program

Model #1: Texas Online Poll Worker Training Program:
http://www.sos.state.tx.us/elections/onlinepoll worker.shtml

On Line Poll Worker Training is here!

Election Officials and Poll Workers (Election Judges and Clerks):

The Texas Online Poll Worker Training is here! Texas is the first state in the nation to introduce On Line Poll Worker Training on a statewide basis! County Clerks and Elections Administrators simply log onto the system, begin entering e-mail addresses of your Election Judges and Clerks for the upcoming November 7th General Election, select from a drop down menu to send them e-mail, and you can even print reports for your records!

What are the benefits?

This is a brand-new way to train Election Judges and Clerks all over the State—it's easy, convenient, and most of all, free! Providing on line poll worker training will allow you to:

- Conduct large training easily—just think, no room arrangements, seating problems, parking problems—your users can take the training course in the comfort of their home if they like;
- Provide training at the Judges and Clerks convenience;
- Provide Training 24 hours a day/ 7 days a week;
- Gather response data from your Judges and Clerks by printing out a report that will tell you exactly what topic(s) you need to go over in face-to-face training when they come to pick up their election supplies;
- Cut down on time and travel to face-to-face training;
- Reward your election judges and clerks by providing them with a Certificate of Achievement.

We at the Secretary of State's office are excited to bring you this new method of training and look forward to working with you and your Judges and Clerks.

Poll Workers: if you haven't been contacted by your County Clerk or Elections Administrator about this new training, give them a call and ask them to get you signed up!

County Clerks/Elections Administrators: if you haven't offered this to your poll workers, sign them up! There's even a built-in help "desk" in our online training (upper right hand corner of the screen), as well as a FAQ.

For technical support issues, please feel free to call our special toll-free number at 888.826.4558 or e-mail us with your questions and comments.

Questions: Call or e-mail Kim (Sutton) Kizer at 800.252.VOTE(8683). Thank you and Happy Web Learning!

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Sample #45: Model 2 Training Program

Model #2: Hillsborough County Online Poll worker Training Program:
http://hillsborough-fl.training.clarityelections.com

Welcome to our Online Training Center

Thank you for joining our Election Team and for your commitment to serve your community during election time. We are proud to have you on board and are pleased to provide you this state-of-the-art online training program to teach you all of the essentials required to open, run and manage your precinct's polling place during election time.

If you are a new user, please refer to your welcome letter for the **user name** and **password** required to access the Online Training Center to begin your training. To help you get started, please click Quick Start Guide for detailed help on using the Online Training. Please click System Requirements to learn how to best view this online training material within the platform.

To begin the training:

1. Type your **User Name** in the **Name** field
2. Type your **Password** in the **Password** field
3. Click **Login** to load your personal training page
4. From there, just click the **Introduction** link, located in the **Current Courses** section to begin the training

I am eager to hear how you like the online election worker training. Please feel free to email or call my office with your feedback.

See you at the polls!

Buddy Johnson
HILLSBOROUGH COUNTY SUPERVISOR OF ELECTIONS

Login Questions?
Show Me

Sample #46: Exhibit A, Sample In-House Training Guide

Exhibit A
SAMPLE IN-HOUSE TRAINING GUIDE

Training Methods Used: Hands-on Training and In-Class Exercises

12:30	Have refreshments ready. Collect signed pollworker materials (sign-in sheets, loyalty oaths, etc.)
1:00	Opening – Welcome workers, reiterate their role in Democracy
1:15	Review successes and problems encountered during the last election cycle
1:30	Review law changes and any special issues for this election
	Break out sessions: Station 1 – forms and provisional ballots; Station 2 – supplies and special issues; Station 3 – equipment operations/hands on
2:00	Move to first session – follow signs (signs show which precincts begin at which station – then they go clockwise)
2:35	Dismiss to move and get refreshments
2:45	Groups rotate to next station; next session begins
3:20	Dismiss to move and get refreshments
3:30	Groups rotate to next station; next session begins
4:10	Supervising Judges pick up supplies in Clerk's Office

Remind lead pollworker to check with their polling site to make sure it will be open at 6:30 a.m. on Tuesday. They have the contact information in their notebook.

Sample #47: Exhibit B, Sample Training Agenda

Exhibit B
SAMPLE TRAINING AGENDA

I. Welcome
a. What's New? (curbside voting door bell for accessibility, ability to cast provisional ballots on touchscreen unit, new security procedure)

II. Expectation of the training class
a. Class will be 2 hours plus 30 minutes for hands-on
b. Housekeeping (cell phones, hand-outs, etc.)
c. Importance of consistency

III. "Twenty Questions" Game (1st set of 10 questions)

IV. Overview of "Perfect Polling Place"

V. Overview of Job Descriptions
a. Precinct Captain
b. Voter Demonstration Clerk
c. Check-in Clerk
d. Ballot Clerk
e. Ballot Box Clerk
f. Special Ballot Clerk
g. Precinct Technician

VI. Opening Procedures

VII. Processing Voters (Role Playing)
a. "Perfect Voter" (check-in and vote)
b. Voter not found in Roster
c. Provisional Voter
d. Voter marked "Absentee Ballot Requested" in Roster

VIII. Closing Procedures

IX. "Twenty Questions" Game (2nd set of 10 questions)

X. Hands-on exercises with voting equipment (Set up, Opening, Processing a voter, Closing, Tear-down)

Tip!
Post the Training Agenda on a large easel or Post-It at the front of the room. It will keep you – and your audience – focused!

Sample #48: Exhibit C, Sample Training Agenda

Exhibit C
SAMPLE TRAINING AGENDA

Training Methods Used: In-Class Exercises, Interactive Training, Overhead Presentation

Time	Who	Topic	Facilitation	Methods/ Media
5 Minutes	Presenters and Participants	Welcome	Introductions of presenter and elections staff	Show Slides 1 -2
10 Minutes	Presenter 1	Opening Activity	Review the objectives of the training	Show slides 3-4
5 minutes	Presenter 2	Content	Opening the Polls	Show slides 5-7
10 minutes	Presenter 1	Demon-stration	Set up the voting equipment	Voting equipment
20 minutes	Participants Presenter 2	Scenarios 1-2	Have participants break into groups of 6 to read and solve the scenarios Have one group share their solution to each of the 2 scenarios	Scenarios 1 – 2 Slides 8 – 9
15 minutes	Presenter 1	Content	Processing Voters	Show slides 10-19
30 minutes	Participants Presenter 2	Scenarios 3-5	Have each group of 6 resolve each of the scenarios Announce the solutions to the case studies; check for agreement and alternatives.	Scenarios 3 – 5 Slides 20-22
15 minutes	Participants	Assessment	Have each participant complete the evaluation independently. Review the answers. Provide take-home copies	Assessment Slide 23
10 minutes	Presenters	Evaluation	Refer participants to FAQ for instructions on getting Election Day assignments. Distribute evaluations.	Evaluation FAQ Slide 24

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Sample #49: Exhibit D, Sample Training Agenda

Exhibit D
SAMPLE TRAINING AGENDA

I. Training Workshop Title:

Basic Poll Worker Training Workshop

II. Workshop Objectives

All Imaginary Lake County poll workers should learn how to:

- Set up, operate, and break down the voting equipment
- Process voters
- Find help on Election Day

III. Workshop Preparation

Component	Purpose	Description
Method of Delivery	The training workshop is best presented in 2 hours to groups of 18, 24, 30, or 36 participants	Options: ▪ Morning session ▪ Afternoon session ▪ Evening session
Presenter	This workshop is best presented by a team of 2 presenters	Options: ▪ Elections staff or leadership ▪ Poll worker peer ▪ Subject area expert
Invitation/ Announcement	ROV will send invitations and register the prospective poll workers for the training sessions	Options: ▪ Email or snail mail ▪ When and where ▪ Why they are attending the training ▪ Info on training bonus if appropriate

IV. Workshop Setting

- Location/Duration:
  - Oliver Street Library, Community Room # 2, 7:00 a.m. – 9:00 a.m., Thursday, September 7, 2006
  - Site Contact: Linda Jones, Head Librarian, xxx-xxx-xxx
- Maximum No. of Participants:
  - 18 participants may register for this training session
  - Get the class list from ROV on Tuesday, September 5, 2006, xxx-xxx-xxxx

Sample #49: Exhibit D Sample Training Agenda Continued

- Room set-up:
  - Arrange tables in a "U" in the center of the room w/ the open end toward the screen
  - Set up the projector/computer facing the screen
  - Set up the voting equipment in one corner of the room
  - Place the Case Study Sets on another table

- Adaptation for More Participants:
  - Expand the number of participants by multiples of 6
  - Arrange the room so folks are seated in groups of 6 from the beginning
  - Have one piece of voting equipment for every 4 groups
  - Have a Case Study Set for every 3 groups (have them share)
  - Have one facilitator (staff member or additional trainer) for every 4 groups

V. Workshop Handouts

Bring one for each participant except where noted:
- Basic Poll Worker Training Workshop Frequently-Asked-Questions (called FAQ)
- Basic Poll Worker Training Workshop Case Studies # 1 -5
- Voting Equipment Job Aid (copy of laminated sheet that will be at polling place)
- Basic Poll Worker Assessment (bring 2x the number of participants)
- Basic Poll Worker Training Workshop Evaluation

VI. Workshop Materials

- Laptop computer, projector, screen
- Voting Equipment (for demonstration and solving case study 1 and 2)
- Case Study Set (one set for every 6 participants):
  - "Dummy" Poll Book (for solving case study 3)
  - Precinct Boundary Book (for solving case study 4)
  - Election Manual (for solving case study 5)

Sample #50: Exhibit E, Election Center's Checklist for Training of Poll Workers

ELECTION CENTER

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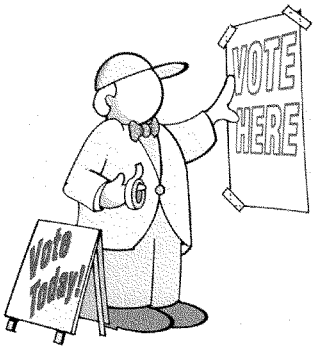
12543 Westella, Suite 100, Houston, TX 77077, 281-293-0101

Checklist for Training of Poll Workers

BEFORE TRAINING BEGINS:		
Training site and room reserved, unlocked, and available on day of training? (did you check prior to training, even if room had been reserved?)	☐ YES	☐ NO
At time of invitation, do you ask learners if they have any special needs accommodations?	☐ YES	☐ NO
Is training time sufficient to teach the required material and allow for lots of repetition and practice, practice, practice?	☐ YES	☐ NO
Have you posted signs to direct learners to the training room?	☐ YES	☐ NO
Is the training site and room accessible for persons with disabilities?	☐ YES	☐ NO
If accessibility entrance is at a different location in building, do you provide directions from THAT entrance to the training room?	☐ YES	☐ NO
Is there ID or special badge requirements in order to enter the building?	☐ YES	☐ NO
Do you need a microphone?	☐ YES	☐ NO
Are there adequate chairs, lighting?	☐ YES	☐ NO
Is room set up so all can clearly see monitor, screen, trainer?	☐ YES	☐ NO
Do you need a projection screen?	☐ YES	☐ NO
Audio/visual tested and ready to be used? (back-up projector(s), spare bulbs, etc)	☐ YES	☐ NO
Do you consider having an objective 3rd party (teacher, college instructor) observe the training and report feedback to trainer after session?	☐ YES	☐ NO
Do you have enough training manuals, hand outs, checklists, and are they in order?	☐ YES	☐ NO
Do you have sign-in sheets or attendance rosters?	☐ YES	☐ NO
Do you have name tags for all attendees?	☐ YES	☐ NO
Do you have extra pens/pencils available?	☐ YES	☐ NO
Does your training manual have an index, tabs or table of contents for poll workers to easily locate specific topics?	☐ YES	☐ NO
Are power outlets accessible for audio/visual?	☐ YES	☐ NO
Are you organized and comfortable with the material to be presented?	☐ YES	☐ NO

Sample #51: Cover Page to St. Louis County, MO Training Manual

Saint Louis
COUNTY
ELECTION BOARD



INSTRUCTIONS
FOR
ELECTION POLL WORKERS

for the Aug. 8, 2006 Primary Election

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Sample #52: Kennesaw State University Center for Election Systems: Poll Worker Training Evaluation

Look for patterns in errors on the quizzes. To better see the patterns, transform it from a bunch of answer sheets into a chart that associates questions with objectives and tallies the number of correct and incorrect responses. Your chart might look like this:

Sample Poll Worker Performance Chart

Course	Basic Pollworker Training	
Session	October 13, 7:00 p.m., Main Library	
Instructor	B. Wise	○ New ○ Experienced
Instructor Preparation	○ Given Training-In-A-Box Materials date: _____ ○ Attended Training-In-A-Box Meeting date: _____ ○ Attended Train-the-Trainer Session, date: _____ ○ Passed the Trainers Prep Test, date: _____ ○ None	
Participants	60	

Evaluation Tool

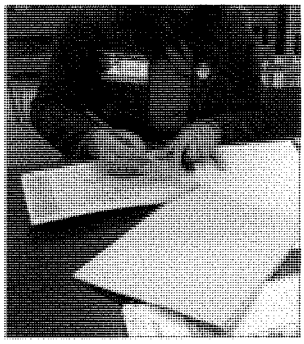
Objective #	Question #	# Correct	# Incorrect	
1	1			
1	2			
1	3			
1	4			
1	5			
2	6			
2	7			
2	8			
2	9			
2	10			
3	11			
3	12			
3	13			
3	14			
4	15			
4	16			
4	17			
5	18			
5	19			
5	20			

Notes:

If a one question is missed frequently look at how thoroughly that topic was treated in the training. Consider increasing the pollworkers' exposure to the topic, for example, the instructor may use a power point presentation to directly teach the concept then have the participants solve a case study using the information finally participants might play a "Jeopardy" style game that includes a

Section Three: Retention

Overview: Strategies to Keep the Poll Workers You Want



The stars of Election Day are the poll workers who take pride in how well they manage the polling place. This section offers strategies to keep them coming back.

The principles used by corporations to retain good employees offer helpful guidance for election officials. Roger Herman's book on employee retention, **Keeping Good People**, includes the following principles:

- Cultivate strong personal relationships
- Offer them the potential for growth
- Reward them

These strategies will help strengthen your relationship with individual poll workers. In turn, poll workers will strengthen their commitment to you. This section includes strategies for increasing the benefits for poll workers that don't involve increasing the stipend, and we examine a variety of ways to reward poll workers. In a 2006 survey of National Association of Counties (NACo) members, nearly 30 percent of the respondents said they conducted a post-election analysis to evaluate poll worker performance.

Chapter 18: Evaluating Poll Workers

In This Chapter:

- Benefits of Evaluating Performance
- Evaluation Methods
- Pitfalls and Challenges
- Resources Needed
- Adapting the Program to Your Jurisdiction
- Tips for Successful Implementation

Poll workers, as well as election officials, need to know if they make errors.

Performance evaluations tell election officials which poll workers perform well or exceed expectations.

Many jurisdictions rely on voter feedback to evaluate poll workers. Nearly a quarter of the jurisdictions that participated in the Spring 2006 NACo survey employ polling place observers. These observations yield valuable information, but they cannot substitute for a structured evaluation of poll workers.

A structured evaluation traces errors to individual workers or teams of poll workers. After Election Day, officials review registration lists, provisional ballot applications, ballot accounting and other paperwork, and record all errors. They give report cards to poll workers or teams. This information can help plan training sessions and Election Day support.

This detailed post-election analysis takes time, effort and planning, but it is the only way an election official can obtain a clear view of what actually happened on Election Day. And in the event of a legal challenge, election officials must have a way to account for errors.

In jurisdictions where poll workers rotate tasks, a structured evaluation requires a system to track who did what and when.

Benefits of Evaluating Performance

Performance evaluation helps election officials place poll workers in positions appropriate to their skills and abilities. Occasionally, election officials will use the information to decide not to rehire a poll worker. Such decisions are easier if the decision is based on evaluation data.

Performance evaluation also reveals who the Election Day stars are. Election officials can use the evaluation to reward

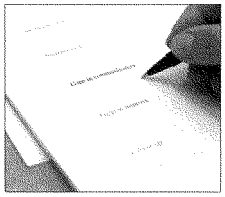
Poll Workers Can Be Evaluated On:

- *Their attendance at training class*
- *How well and how quickly they open the polling place*
- *How successfully they find names in the voter registration list and supplemental lists*
- *How correctly they process provisional ballot voters and related forms*
- *How well they direct lost voters to the correct polling place*
- *How thoroughly they count ballots*
- *How well and how quickly they close the polling place*
- *How correctly and quickly they close reports and send the results and critical materials to election central*
- *Their interactions with voters and other poll workers*

excellent poll workers. In jurisdictions that offer opportunities to move into more responsible positions, evaluation data helps.

Data shows trends across precincts and helps identify issues in poll worker training. For example, if many poll workers are making the same mistake on the ballot accounting form, the reason might not be incompetence. Check that the form is clear and that the training has been thorough.

The point of poll worker evaluation is not to punish inadequate poll workers. It is a tool to improve accountability and the conduct of elections. If a challenge or a legal question arises after the election, officials must be able to recreate what happened at the polling place on Election Day.



Resources Needed

- **Staff time both before and after the election.** In one large jurisdiction, a staff member and several part-time assistants spent six weeks conducting the evaluation. In a small jurisdiction, the post-election evaluation process took one staff member a week to complete.
- **A database tool** such as Excel or Access, or poll worker management software.

Pitfalls and Challenges

- Telling poll workers about their errors requires sensitivity and care. If the problem is minor or unusual, work with the poll worker. If the problem is major, such as disenfranchising a voter, consider "retiring" the poll worker.
- Long-time poll workers who have never been evaluated might bristle at first and regard the evaluation as a personal criticism. Election officials need to be clear that the evaluation is a tool for improving training and tracking how well poll workers are doing their jobs. And make it clear that you are only evaluating their performance of Election Day duties; do not make personal comments.

Tips for Successful Implementation

- A thorough evaluation requires planning before the election. Decide on the criteria and how performance will be measured. It might take several election cycles to establish measurable criteria and an appropriate grading system.

- Consider forming a task force of experienced poll workers to help develop the evaluation. Involving them in the process can help defuse potential resentment.

- Before training, inform poll workers that they will be evaluated.

- In jurisdictions where poll workers rotate Election Day tasks, make the Precinct Leader accountable. Provide the Leader with forms to evaluate the performance of polling place staff. Conduct an analysis of how each polling place conducted the election – check-in procedures, provisional ballots, opening and closing – and go over the results with the Precinct Leader.

- In small jurisdictions, the evaluation process can be more personal. In one jurisdiction, the election official sends a note to the poll worker, along with a photocopy of the error and an explanation.

Evaluating the Poll Worker Performance Program

The goal of a formal Poll Worker Performance Evaluation Program is to help weed out non-performers and retain the most qualified poll workers.

One way to evaluate such a program is to take the poll worker tasks – attendance at training, opening and closing polls on time, and correctly processing provisional voters – and to measure improvement from election to election.

Three Poll Worker Performance Evaluation Models

Evaluating and Rewarding By Teams (Humboldt County, CA)

The Humboldt County, California Elections Department requires more than 400 poll workers to conduct a countywide election. Poll workers open and close the polls, issue ballots, keep track of who has voted, and, in some polling places where we have multiple precincts, serve as traffic directors guiding voters to the right precinct board. These tasks and the list of supplies and equipment (tracked via a bar-code scheme) are one axis of the evaluation matrix. The other axis has the poll workers' names grouped by precinct board.

Election officers earn $71 for serving as a Clerk and $76 for serving as an Inspector. The County has conducted a poll worker evaluation and reward program since 1999. If the precinct board satisfactorily completes their tasks and returns the supplies and equipment, each poll worker on the board

"It has been difficult to measure whether the evaluation program has led to improved poll worker performance because the poll worker's tasks change at every election," says the Humboldt County election director. "However, the evaluation program does underscore that the completely integrated training program (the poll worker manual, the training handouts, the performance evaluation, and supplies) directly leads to a more perfect Election Day. Everyone on the canvass team plays some role in the evaluation program."

"The bonus program costs approximately $8,000 per election. It was necessary to develop an extensive bar code scheme. On Election Night, everything that comes back from the polls is scanned. The next day it must be uploaded to a spreadsheet that shows what is missing (the first potential point deductions) and shows us what we need to find immediately. Other elements of the matrix are worked on and the voting history is captured, the rosters are gone through for completeness, accuracy, etc. One staff person is responsible for keeping score as all materials are gone through, and then the Registrar reviews it at the end. Everyone on the canvass team plays some role in the evaluation program."

—Lindsey McWilliams, Elections Manager, Humboldt County Elections and Voter Registration Division, CA

receives a $20 bonus. In the past two countywide elections, more than two-thirds of the precinct boards received their bonuses.

Evaluating Poll Worker Performance (Allen County, OH)

Allen County's poll worker evaluation program began in 2001. Focused on three major areas – poll books, ballot summary sheets and returning materials. We determined that we should probably deal with the 10 most important items in each category so as not to get too complicated. Over the past five years we have made minor adjustments and modifications. We constantly de-brief and review our process, looking for improvements. The key to keeping this from becoming an overwhelming project is incorporating the evaluation form into our established processes. In other words, we unpack in teams – one member fills out the evaluation form while the other unpacks. We complete the poll book form as we review the poll book from each precinct, likewise with the ballot summary sheet. As we review each summary sheet, we are guided by the evaluation form.

We do not send a letter to the poll worker. We review the summary sheets personally with the precinct's Presiding Judge at the next training session – that way we can answer questions – if they have any. We then rely on the Presiding Judge to share the information with the others and oversee implementation.

Recently, we began something new – we held a voluntary debriefing session with our Presiding Judges and Assistant Presiding Judges. We let them speak to us regarding their Election Day experiences. It went exceptionally well. One of the things we found out was that they didn't really understand what 'standards' we were using in our evaluation of their work. Other than the fact that it is all covered in our Poll Workers Procedure Manual, we couldn't answer their question. So we are now working on just such matrix or standards guide.

We have seen dramatic improvement. First, this process has helped us refine our teaching curriculum in ways that more directly address problems. Second, it helps poll workers better understand specific errors and solutions.

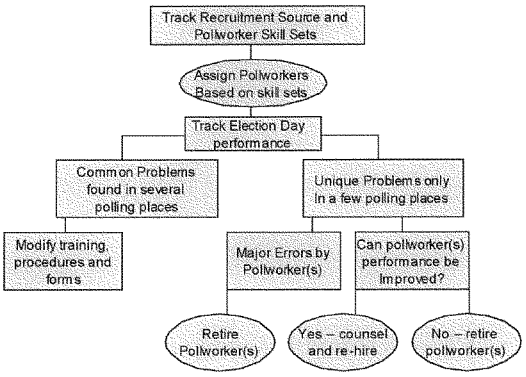
Sample #53, Pages 175-179: Poll Worker feedback Materials, Humboldt County, CA

Sample #54, Page 180: Report Poll Book Poll Worker Evaluation, Allen County, OH)

"Our success in this, I believe, is to present it in a non-threatening way to the poll workers. This has always been our basic goal in refining our education process. The first error is on us – perhaps we didn't teach well enough. From there it is to determine if you, the poll worker, are listening as well as learning, thus the second error is on you. From there it allows us to track whether or not we have ongoing problems with the same folks making the same errors over and over, in which case we might need to move them out of their position."

—Keith Cunningham, Director, Allen County Ohio Board of Elections)

Poll Worker Performance Tracking (Montgomery County, MD)



Sample Discussion of Poll Worker Evaluation Program

PROFESSIONAL PRACTICES PROGRAM 2006

EVALUATING ELECTION JUDGE PERFORMANCE
The RTE (Recruitment/Training/Evaluation) to Success!

MONTGOMERY COUNTY, MARYLAND
Contact: Sara Harris sara.harris@montgomerycountymd.gov 240-777-8522

Top quality election judge precinct performance is an essential element for successful voter service and well-conducted elections. Precinct election officials or early voting election officials can benefit from a well-planned, solidly implemented and integrated Election Judge Recruitment, Training and Evaluation program. Election Judge Evaluation is the third and necessary leg of a quality structure and voter service system.

The Montgomery County Board of Elections integrated a 3-part Election Judge Evaluation Program with Recruitment and Training, the Recruitment/Training/Evaluation (RTE) to success!

Part I - an in-depth analysis of election day documentation returned by election judges.
Part II - an Election Judge Performance Report prepared by trained observers.
Part III - a peer-to-peer survey conducted by Board of Elections staff after election day.

For the full text of this Professional Practices Paper, contact Sara Harris, sara.harris@montgomerycountymaryland.gov

Sample #55, Pages 181-183: Forms and Flow Chart Montgomery County, MD's Program

Chapter 19: Communication Strategies

In This Chapter:

- Using Poll Worker Newsletters as a Communication Tool
- Challenges
- Resources Needed
- Tips for Developing and Maintaining a Newsletter
- Communicating with Poll Workers before Election Day
- Communicating with Poll Workers on Election Day

One way to retain poll workers is to stay in contact and keep them informed. According to the NACo survey, one in five jurisdictions sends regular newsletters to its poll workers. Nearly one in ten conducted an Election Day review by meeting with them later or sending them a report.

Use regular communication with poll workers to:

- Affirm the value of the poll worker to the election office
- Say "thank you" to poll workers
- Build a sense of community
- Keep mailing addresses (or email addresses) up-to-date

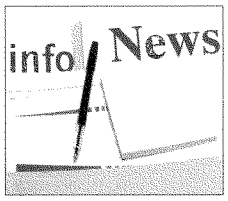
Using Poll Worker Newsletters as a Communication Tool

Use the newsletter to prompt poll workers to contact the elections office. For example, give the dates of an upcoming election and provide a "tear off" sign-up form for them to complete and return. On the form, include information about positions and give them a choice of assignments. Also ask for updated contact information, including email addresses, and feedback about their last experience.

Challenges

- Printing newsletters can be expensive; mailing them can be even more expensive. Consider email as an alternative.
- Responding to feedback can be time-consuming.

Sample #56, Page 184: Poll Cat Newsletter, Botetourt Co, VA



Tips for Developing and Maintaining a Newsletter

Content:

- *A review of the last election and plans for improving the process*
- *Changes or possible changes in legislation*
- *Training schedules and other important dates*
- *Opportunities for advancement within the program*
- *A feature on special poll workers to reward and strengthen commitment (bilingual poll workers, poll workers who have helped in recruiting, poll workers who go above and beyond the call of duty, poll workers with interesting backgrounds)*
- *Recruitment messages including a list of precincts where poll workers are needed*
- *A questionnaire for future election availability and assignments*

Resources Needed

- Depending on the experience of the person assigned to develop the newsletter, MS Word is a basic option and PageMaker or MS Publisher are other options. MS Word offers several templates for creating professional-looking newsletters.

Tips for Developing and Maintaining a Newsletter

Content

- A review of the last election and plans for improving the process
- Changes or possible changes in legislation
- Training schedules and other important dates
- Opportunities for advancement within the poll worker program
- A feature on special poll workers to reward and strengthen commitment (bilingual poll workers, poll workers who help in recruiting, poll workers who go above and beyond the call of duty, poll workers with interesting backgrounds)
- Recruitment messages including a list of precincts where poll workers are needed
- A questionnaire for future election assignments and availability

Design and Dissemination

- Consider asking a poll worker or community organization to produce the newsletter
- Send electronic newsletters or briefings via email to those who have email
- Put reserve and potential workers on the newsletter list
- Provide copies of the newsletter at training classes to save the cost of mailing

Evaluate your Newsletter

- In a post-election debriefing, ask poll workers if the newsletter is worth it. Ask how to make it more engaging
- Can you continue to produce and distribute a newsletter?

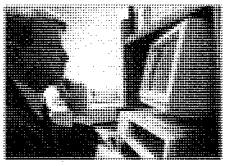
"We communicate with our 22,000 poll workers via a poll worker newsletter, called The Poll Cat. We mail the newsletter prior to every major election and it serves at least three purposes: (1) Educates poll workers on the county's initiatives, (2) Briefs poll workers on key procedures, (3) Highlights interesting poll workers, and repeatedly seeks input from and gives thanks to the poll workers. It's a lot of work to produce a newsletter that is informative and fun, but we receive such great feedback that it's worth it."

—Wanda Hamilton, Poll Cat Editor, Los Angeles County

"It's the kiss of death to have a volunteer's name on a list and not stay in touch with them more than once or twice a year."

—Tyra Williams, Alpha Kappa Alpha Sorority, Washington, DC

- Can you measure its effectiveness? Can you track how much time and money the newsletter costs? Can you gauge whether it helps make poll workers feel better informed? How much does it help your retention rates? Does it encourage poll workers to become involved and take pride in their performance?



Communicating with Poll Workers before Election Day

- Before Election Day, poll workers may have questions about training session dates, locations and procedures. Poll workers must know how to contact the election office – the proper person to call and the phone number. Set up systems so poll workers can find information on their own.

- Encourage poll workers to use email. It takes less time, especially when you create standardized email responses to frequently asked questions (FAQs).

- Consider posting an FAQ page for poll workers on your website.

- Before Election Day, send a review of the most important things to remember.

- As Election Day approaches, prepare for an increase in the number of calls from poll workers. Make sure everyone updates voice mail messages to indicate when the caller can expect a response (within 24 hours). Designate people to field calls from poll workers and judges, or to work with poll workers by voting district and precinct.

- It is important that your poll workers know how to reach you on the day before Election Day. Unanswered questions about polling-place assignments and locations can mean the difference between a polling place opening on time or opening late.

- "Ask Wanda." One jurisdiction has distributed a form in their poll worker training classes asking "Wanda" (a longtime poll worker who now works in the election office) for help. The form helps poll workers feel that a real person is there to answer their questions. It also provides an opportunity for poll workers to vent their frustrations to the election office.

Sample #57, Page 185: Making It Count: Poll Worker Bulletin, King County, WA

Sample #58, Page 186: "Ask Wanda", Los Angeles County Feedback Form

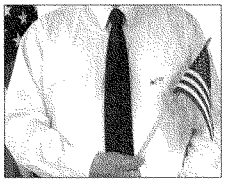
Communicating with Poll Workers on Election Day

It is most important to communicate with poll workers on Election Day, especially at peak times before the polls open and after the polls close.

- Jurisdictions now regularly issue cell phones to poll workers to use on Election Day to facilitate communication. But do not assume that all poll workers know how to use a cell phone. Include cell phone operation as part of your training.
- In some jurisdictions, poll workers are directed to call an area Field Technician, not the central office, when they encounter problems. In turn, the central office calls the area Field Technician when it learns about problems with voters or monitors.
- The central office number to call for help on Election Day is one of the most important pieces of information given to poll workers in training sessions. The process for requesting help must be repeated several times during training and in training materials. After the election, ask poll workers if they had problems communicating with the central office. Look for ways to expand technical support, reevaluate help-desk staffing level and procedures, or upgrade your phone system.

Sample #59, Page 187: Letter to Poll Workers, Napa Valley, CA

Sample #60, Page 188: Poll Worker Survey Developed for EAC Pilot Jurisdictions' Poll Workers



Post-Election Resources and Tips

- *Provide feedback forms during the training sessions and on Election Day. Encourage poll workers to write down questions, comments, ideas or solutions. Spotlight any new procedures developed as a result of poll worker feedback. Reinforce the importance of their initiatives to the entire process for future elections.*
- *Poll worker survey – A post-election survey can provide valuable information on how well components of the poll-worker program are working.*
- *Set up a voice mailbox or an email address for receiving feedback from poll workers after the election.*

Chapter 20: Tips for Repeat Service

In This Chapter:

- Offer Excellent Training
- Offer Special Recognition at Training Class
- Provide Incentives for Election Day
- Pay Poll Workers Quickly and Accurately
- Say Thank You
- Certificates of Appreciation
- Poll worker Appreciation Ceremonies
- Establish a Certification Program
- Statutory Requirements and Impediments

Poll worker retention takes effort, energy and resources, but the results are worth it. Elections office staff must work with, support, and nurture poll workers – those indispensable citizens who run the elections in the precincts.

Focus-group participants have affirmed that the main reason poll workers return is that they enjoy the people they work with. Let your poll workers know you appreciate them. Thank them. Here are some ways to do that:

Offer Excellent Training

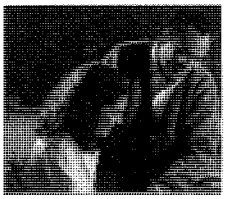
By providing poll workers with the tools and knowledge to run an election smoothly, you give them confidence, and they will return.

- Use discussion of techniques, Microsoft PowerPoint, hands-on training, exercises and, when appropriate, show a sense of humor.
- Some jurisdictions prefer to mix new and experienced workers in the same classes; others prefer to separate them according to their assigned Election Day positions.

Give Special Recognition at Training

Begin training sessions by recognizing individual poll workers. For example, acknowledge those who were recently married, celebrated a special event, won recognition or distinguished themselves in some way:

- Give special ribbons for the number of years served
- Offer door prizes



"Confidence-building is what we're about."

—Sally Pujol, Precinct Operations Manager, Sacramento CA

"A well-informed poll worker is a happy worker."

—Karen K. Hartenbower, County Clerk/Election Officer, Lyon County, Kansas

- Supply refreshments at training
- Provide patriotic lapel pins
- Provide name badges

Provide Incentives for Election Day

These might include:

- Bags for poll workers to take personal items to the polls
- Lanyards for name tags
- Survival packets including candy, band-aids, aspirin and Handy Wipes
- Election-specific lapel pins
- Cookies or other food and drinks on Election Day

Pay Poll Workers Quickly and Accurately

Tell poll workers when they can expect to be paid. Often poll workers are paid on the same bi-weekly cycle as the local government employees, so payday can be up to two weeks after the election. Make sure poll workers know this. Prompt payment shows your appreciation for the job they do.

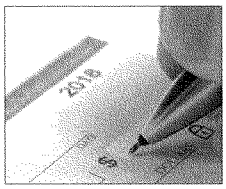
Poll workers will become frustrated if the stipend they receive is incorrect and they have to spend time and effort to correct this.

Saying Thanks

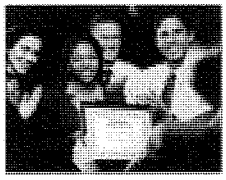
Volunteer-management experts stress the importance of saying "thank you" to your volunteers. Many poll workers who participated in focus groups around the country, however, said they do not remember being thanked for their service. Perhaps election officials need to say it louder. For example, election officials who provide doughnuts and coffee at the polls need to make it clear that they do so because they appreciate the service poll workers provide.

Of the jurisdictions responding to the NACo membership survey, one in ten sent certificates of appreciation to their poll workers, two in ten gave them ribbons, lapel pins or other tokens of appreciation and one in 60 sent thank-you letters.

Note: Although many poll workers do appreciate the incentives, those who participated in League of Women Voter's focus groups did not consider them a necessary form of thanks. Finding the funds to provide incentives can also be a challenge.

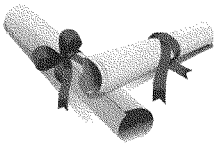


Stage a Poll Worker Appreciation Event



Consider partnering with elected officials to host a poll worker reception or awards ceremony. This takes more work than a thank-you letter, but it may have greater impact. An appreciation event will:

- Publicly affirm the value of poll workers to your office and to the government
- Provide an enjoyable social occasion
- Strengthen ties among poll workers and foster a sense of community



Invite your poll workers to a special event in their honor. Ask local elected officials and the media to attend. Give special recognition to those who have worked more than one year and those who have performed well. Guests who come to celebrate with the poll workers are potential new poll workers. A ceremony gives you great publicity and raises the awareness of the need for poll workers.

- Ask whether the food can be donated by a local restaurant or grocery store
- Ask the local League of Women Voters to greet the poll workers as they arrive
- Present door prizes and give each worker a token of recognition, e.g. a flower donated by your neighborhood florist
- Award certificates of appreciation at the event, including special recognition of those with longer service

Resources Needed

- Staff time to coordinate the event and invite poll workers
- Cost of invitations
- Cost of the event, which can include renting space and catering costs

Sample #61, Page 189: Poll Worker Badge, King County, WA

Sample #62, Page 190: Photo of Lyon County, KS Tote Bag

Pitfalls or Challenges

- The cost might be prohibitive for the jurisdiction.
- Some jurisdictions have rules prohibiting entertainment expenses. In this case, consider hosting a potluck supper without the use of election funds, where poll workers can contribute dishes and relax in an informal atmosphere.
- Accidentally leaving somebody off the invitation list can create hard feelings. Make sure your invitation list is up-to-date.

Establish a Training Certification Program

Those workers who complete the class could be paid more. The training consists of specific classes on procedures and laws at the precinct level.

To become certified, workers must attend a specified number of class hours and pass a test on the information presented in the class. This program creates a pool of dedicated workers who will return year after year.

Other Ways to Show Appreciation

- Greet workers who return supplies with a smile
- Convince local businesses to provide discount coupons for poll workers
- Send personalized thank-you letters or cards, preferably handwritten
- Have your jurisdiction proclaim and publish Poll Worker Appreciation Month every November
- Send birthday letters and, for other major life events, greeting cards

Statutory Requirements and Impediments

State laws may have an impact on poll worker retention programs. They include:

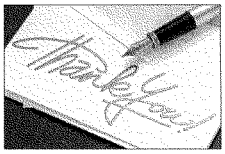
- **Certification or training requirements for poll workers.** These set minimum standards for poll worker knowledge and performance. Some might fail the certification process, or you may need to dismiss a poll worker. A statewide certification or training process will provide for both contingencies.

"I think that when President John F. Kennedy said, 'Ask not what your country can do for you; ask what you can do for your country,' he described Lawrence County Poll workers."

—Marlene D. Gabriel, Director, of Voter Registration and Elections, Lawrence County PA

"Once they invest that much time and effort into becoming certified, they don't walk away. They stick around."

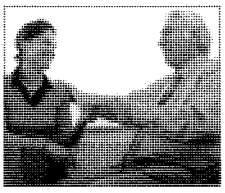
—George Gilbert, Director of Elections, Guilford NC



- **Duration of term.** Many States specify the length of term for serving as a poll worker. Election officials who consider adopting a poll worker evaluation program may be required to keep poll workers until the end of their terms, even if their performance is poor.

- **Poll worker pay.** If poll worker compensation is set by State law and you believe the payment level is insufficient, consider other forms of compensation. Not all rewards need be monetary. For example, young poll workers might show progressive levels of proficiency on their resumes. Point out that serving as a Precinct Leader looks good on a law school or job application.

- **Rules prohibiting use of public funds for entertainment.** Know the rules about spending money for entertainment before planning a reception or event to thank your poll workers.



Model Program

In Pennsylvania, more than 300 poll workers and their families attended a ceremony honoring poll workers who had worked 10 years or more. Each honoree received a certificate and a flag. Six workers who had served for more than 50 years also received a rose and a letter of commendation from the State's highest election official.

Model Program

At least two jurisdictions work in cooperation with their local community college. To receive certification in one jurisdiction, the poll worker must attend 18 class hours. Approximately 40 percent of their workers are now certified. Retention in that county has run from 78 to 90 percent. In another jurisdiction, poll workers receive college credit for attending training sessions.

Appendix

Section 3 Samples

Sample #53, Page 175-179: Humboldt County's Poll Worker Feedback Materials

Sample #54, Page 180: Report Poll Book Poll Worker Evaluation, Allen County, OH

Sample #55, Pages 181-183 : Forms and Flow Chart Montgomery County, MD's Program

Sample #56, Page 184: Poll Cat Newsletter, Botetourt Co, VA

Sample #57, Page 185: Making It Count: Poll Worker Bulletin, King County, WA

Sample #58, Page 186: "Ask Wanda", Los Angeles County Feedback Form

Sample #59, Page 187: Letter to Poll Workers, Napa Valley, CA

Sample #60, Page 188: Poll Worker Survey Developed for EAC Pilot Jurisdictions' Poll Workers

Sample #61, Page 189: Poll Worker Badge, King County, WA

Sample #62, Page 190: Photo of Lyon County, KS Tote Bag

This guidebook contains sample documents used by various State and local election jurisdictions. The U.S. Election Assistance Commission has published these documents with the express permission of its owner. These documents are intended to be representative of relevant election administration practice throughout the nation and to illustrate the concepts being described in the text. The inclusion of these samples in this guidebook does not constitute an endorsement by the U.S. Election Assistance Commission. Additionally, as State law varies and is subject to change, readers are cautioned to obtain legal advice prior to adopting any new policy, procedure or document.

175 [redacted]

Sample #53: Humboldt County's Poll Worker Materials

Precinct Handbook Appendix A

PRECINCT BOARD PERFORMANCE MATRIX

Election Date: _____ Precinct Number: _____

Points Possible = 36 32 or above = BONUS

	ACTIVITY	YES	NO	POINTS POSSIBLE	POINTS AWARDED
1	Security Log Completed and returned as required			6	
2	Attended School of Instructions – Inspector only required			2	
3	Polls opened and closed timely			2	
4	Results transmitted by 9:00 p.m. or Elections Office notified of problem transmitting (See GEMS Log)			1	
	Roster-Index				
1	Ballot Statement completed			2	
2	Calculations on Ballot Statement are accurate			2	
3	Declaration of Election Officers completed correctly			1	
4	Certificate of Voters Voting completed correctly			1	
5	Absentee voters transferred to roster-index pages			1	
6	All absentee voters signed "AV roster" – not main roster			1	
7	All provisional voters signed "Log of Provisional Voters" and not master Roster			1	
8	Board finds voters on roster or supplemental roster – two or more registered voters voting provisional ballots loses point			1	
	Required materials turned in on election night in transport bag				
1	Ballot receipt completed and returned			1	
2	Regular voted ballots returned in Container A			1	
3	Container A sealed			1	
4	Number of ballots enclosed written correctly on Container A label			1	
5	**Provisional Plastic Bag** – label on paper, not bag, number of provisional ballot envelopes on paper, and Provisional ballot envelopes inside bag			1	
6	**Provisional** envelopes received from voters are completed correctly by board with affidavits as appropriate			1	
7	**Absentee Ballot (AV) Bag** – label on paper, not bag, number of absentee ballot envelopes on paper, and Absentee ballot envelopes inside bag			1	
8	**Write-in Bag (#3)** – label on paper, not bag, outside of envelope completed correctly and Write-in ballots inside envelope			1	
9	**Bag (Envelope) #2** – label on paper, not bag, check boxes completed correctly and Master Roster, Oath/Payroll, AccuVote Results Tape, completed affidavits, certificate, and etc. in envelope			1	

Sample #53: Humboldt County's Poll Worker Materials Continued

10	**Ballots Not Read by AccuVote Bag** – label on paper, not bag, place all valid ballots the AccuVote could not read in this bag			1	
11	**Bag #1 –** label on paper, not bag, containing spoiled ballots, stubs, and surrendered AV ballots – **No valid ballots in bag**			1	
12	**Transport bag locked**			2	
	Miscellaneous				
1	Unused ballots returned in Supply Box			1	
2	Unused ballots accounting sheet completed correctly			1	
	Total Points			36	
	Bonus YES NO				

Performance Matrix (Appendix, page 1)

This is the matrix we use to calculate your bonus. Points are awarded on a pass/fail, all or nothing basis. This is how you can lose your bonus for not completing the Security Log. We try to keep the matrix as simple as possible so the items are not weighted for relative importance, except for the Security Log.

We give you a PRECINCT SUPPLIES CLOSING CHECKLIST which very much relates to the matrix. The Checklist tells you where things are supposed to go when you close your poll. Correctly following the checklist figures in 30 of the 36 points.

PRECINCT SECURITY LOG (page 3)

The Precinct Security Log is a single point of failure for losing your bonus. On Monday before the election, go to the poll and make sure we have given you everything you need for the election. This Log will be in the front of your Roster binder. We will fill in the boxes in BLUE: Precinct Name, the initial Seal Number on the Supply Box, and the AccuVote Serial Number, Memory Card Number, and AccuVote Security Seal Number Here's what you fill in, at a minimum. Note they are in RED.

- Inspector – print or sign your name.
- In the first Supply Box box, verify that the Seal Number on the Log is what was on the Supply Box. If it is different, check the NO box and note the number that was on the Seal. Verify that the contents of the Supply Box are intact. If there is a problem, **call us**.
- When you are ready to reseal the Supply Box, note the new Seal Number in the second box and check YES that you sealed the Supply Box.
- On Tuesday (election) morning, verify that the seal you put on the Supply Box Monday is still there. Check the YES box in the third box and write down the Seal Number.
- On Tuesday (election) evening when you are ready to reseal the Supply Box, note the new Seal Number in the second box and check YES that you sealed the Supply Box.
- At the lower left corner of the Security Log is a place to record the number on the big black ballot box

If something happens during the day that requires a change in your AccuVote, the AccuVote memory card, or the AccuVote Security Seal, you must note the reason for the change, and the serial number of the

177 [redacted]

Sample #53: Humboldt County's Poll Worker Materials Continued

new AccuVote, AccuVote Memory Card, and AccuVote Security Seal. In the example above, the memory card was changed, and the number of the new card and security seal were recorded. The inspector initialed the Memory Card box and signed under the new Security Seal Number.

Precinct Security Log

Precinct 3A-12 Inspector Milt Boyd

Supply Box	Sealed when you arrived for setup? ☑ YES ☐ NO Seal No. 114087	Sealed when you left after setup? ☐ YES ☐ NO Seal No.	Sealed when you arrived election day? ☐ YES ☐ NO Seal No.	Sealed when you closed election night? ☐ YES ☐ NO Seal No.

AccuVote	AccuVote Serial No. 71347	Memory Card No. 128-015	AccuVote Security Seal No. 0147963
Change to AccuVote, memory card, and/or AV Security Seal	REASON FOR CHANGE: New Serial No. Election Officer Initial	REASON FOR CHANGE: Ind-sel ready to [illegible] on vote-log. needed new mem card. New Memory Card No. 128-009 Election Officer Initial MB	REASON FOR CHANGE: had to change mem card. New Seal Serial No. 0147222 ELECTION OFFICER SIGNATURE milt boyd
Changes to AccuVote, memory card, and/or AV Security Seal	REASON FOR CHANGE: New Serial No. Election Officer Initial	REASON FOR CHANGE: New Memory Card No. Election Officer Initial	REASON FOR CHANGE: New Seal Serial No. ELECTION OFFICER SIGNATURE
Ballot Box No. 45	REASON FOR CHANGE: New Ballot Box No. ELECTION OFFICER SIGNATURE		REASON FOR CHANGE: New Ballot Box No. ELECTION OFFICER SIGNATURE

Sample #53: Humboldt County's Poll Worker Materials Continued

ELECTION NIGHT RETURN LABELS

We provide you with bar-coded labels for the bags/envelopes we expect you to return on election night. We depend on these labels for our election night inventory so these count toward your bonus. If you do

BAG/ENVELOPE NO. 2 1E-35 100001	ABSENTEE ENVELOPES 1E-35 100001
PROVISIONAL ENVELOPES 1E-35 100001	BAG/ENVELOPE NO. 3 (Write-ins) 1E-35 100001
UNREAD BALLOTS 1E-35 100001	BAG/ENVELOPE NO. 1 1E-35 100001

not use them, you will not get your bonus.

You have six large plastic bags with clear plastic pouches attached to them. Inside the pouches are paper slips that correspond to these labels. Pull the paper slips out of their pouches far enough to put the bar code label on the upper right corner of the slip and put it back in the pouch.

Place Precinct Bar Code label for Envelope No. 1 here on this piece of paper – NOT ON THE PLASTIC BAG

GENERAL ELECTION
NOVEMBER 7, 2006

ENCLOSE IN THIS ENVELOPE NO. 1

Check (✓) items as they are inserted in this envelope.

- ☐ Spoiled Ballots (if any)
- ☐ Stubs from Ballots Used
- ☐ Absent Voter Ballots Surrendered (if any)

Place this envelope in Transport Bag

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Sample #53: Humboldt County's Poll Worker Materials Continued

COMBINED ROSTER INDEX (Page 6)

Your Combined Roster Index has changed from June, 2006. There are more pages and we have tried to make all of them easier to deal with and fill out. We are using red type to try to focus your attention on boxes or sections that **must be completed**.

The first page has three boxes on it. The upper right box contains information we provide: your precinct name (e.g. 1E-45), your precinct number (e.g. 100008), your polling place location, and the title of the election.

The Declaration of Election Officers on the left side of the page also has your precinct name and the date of the election. **All poll workers must sign in this box before the polls open.** The inspector should also put her/his name on the line in the sentence, "Signed in the presence of *(inspector's name)* on _____, 20__." and put the election date on the other blanks.

You may need to replace a poll worker during the day. If this occurs, you must note the change in the FILLED VACANCIES CERTIFICATE. The box has instructions: print the person's name who did not appear or who left on the top lines and print the name of the replacement poll workers on the bottom lines.

BALLOT STATEMENT PAGE (page 7)

This box used to be on the Combined Roster Index page but enough people either got it wrong or didn't fill it out that it now has its own special page complete with instructions. Notice it says in bold red type, "This Statement must be completed after you close your Poll." We really mean it. You get one point for trying and another if your addition is correct. While it doesn't have the matrix weight of the Security Log, this is really the key to election integrity.

It has instructions for each line of the Ballot Statement.

Sample #54: Poll Book Report/Poll Worker Evaluation, Allen County, OH

ALLEN COUNTY BOARD OF ELECTIONS
ELECTION DATE_____/____/_____PRECINCT_____

POLL BOOK REPORT

	CORRECT	COMMENTS
OATH SIGNED		
CERTIFICATION SIGNED		
SIGNATURE		
ADDRESS		
VOTES CAST		
STUB NUMBERS		
PROVISIONAL		
YELLOW LAST PAGE		
HIGHLIGHTER		
ABSENTEE		
MISC		

POLL BOOK EXCELLENT GOOD FAIR CHECKED BY_____

FORM PE-3

181 [redacted]

Sample #55: Forms and Flow Chart, Montgomery County, MD's Program

Board of Elections
Montgomery County, Maryland **D-P** **Polling Place**

POLLING PLACE SUPPORT PROGRAM
(Electronic Poll Books) PRECINCT EVALUATION REPORT - 2006

ARRIVAL TIME: _____ **DEPARTURE TIME:** _____ **Primary** ☐ **General** ☐

I. **OUTDOOR SIGNS**

1. "VOTE HERE" Sign (1 or 2 - to direct voters into polling place from street)	Yes	No	N/A
2. "No Electioneering" Signs (see attached Site Map)	Yes	No	N/A
3. Temporary "Elderly/Handicapped Parking" Signs (see attached Site Map)	Yes	No	N/A
4. Temporary "Van Parking Only" Sign (1) - (see attached Site Map)	Yes	No	N/A

II. **INDOOR AND/OR OUTDOOR SIGNS**

1. "Accessible Entrance Directional Arrow" Signs (2)	Yes	No	N/A
2. "Red Arrow" Signs (6)	Yes	No	N/A
3. "Watch Your Step" Caution Signs (2-If Required)	Yes	No	N/A

III. **INDOOR POSTERS, SIGNS, AND/OR DOCUMENTS** *(No signs may be posted near Voting Units)*

Are the following required posters/documents clearly posted inside Polling Room?			
1. Instructions to Voters From the Attorney General of Maryland	Yes	No	N/A
2. Specimen Ballot/Text of Questions Appearing on Ballot **(General Election only)**	Yes	No	N/A
3 Write-in Candidate List **(General Election only)**	Yes	No	N/A
4. Zero Report Tapes from each TS Voting Unit	Yes	No	N/A
5. Unofficial Voter Turnout Report 10:00 a.m. & 3:00 p.m.	Yes	No	N/A
Are the following convenience signs/posters inside the Polling Room?			
1. Write-in Voting Instruction Poster **(General Election Only)**	Yes	No	N/A
2. Voter Access Card Notice (On Voting Unit Table with Voter Access Card Box)	Yes	No	N/A
3. "Wait Here" for Escort to Voting Unit (Voting Unit Table)	Yes	No	N/A
4. Voting Time Warning Notice to Voters (Voting Unit Table)	Yes	No	N/A
Are other signs and documents posted in the Polling Room or near the entrance to the Polling Room but inside the polling facility?			
1. TS Voting Unit Instruction Poster	Yes	No	N/A
2. Provisional Ballot-Clarified Uses	Yes	No	N/A
3. Voting Rights in Maryland Poster	Yes	No	N/A
4. Identification Requirement and Provisional Voting Poster	Yes	No	N/A
5. Voters with Special Needs Poster	Yes	No	N/A
6. Warning	Yes	No	N/A
7 Election Judge Poster	Yes	No	N/A
8. Voting Rights Act – Subsection F	Yes	No	N/A
9. Combination Sign: No Smoking, No Children Over 12 in Voting Booth, No Cell Phone Use, No Photographs of Persons Voting	Yes	No	N/A

IV. **POLLING ROOM LAYOUT/GENERAL OBSERVATIONS**

1. Is room layout conducive to smooth traffic flow from station to station?	Yes	No	N/A
2. Is there a working land telephone in the polling room? If not, please call **240-777-8580** to report.	Yes	No	N/A
3. Are Check-in Tables set-up to process voters efficiently?	Yes	No	N/A
4. Are Electronic Poll Book cords contained and not a safety threat to voters or election judges?	Yes	No	N/A
5. Are Voting Units positioned at an angle to ensure voter privacy while voting?	Yes	No	N/A
6. Are two (2) Touch Screen Voting Units designated accessible?	Yes	No	N/A
Visually Impaired (Standing)?	Yes	No	N/A
Mobility Impaired (On Table)?	Yes	No	N/A
7. Are **ALL** Touch Screen Voting Units up and running?	Yes	No	N/A
If not, why not? _____			
8. Are there lines of five (5) or more voters? Where? Check-in Table ☐; Provisional Table ☐; Voting Unit Table ☐; Other ☐ If other, explain _____	Yes	No	N/A
9. Are all judges wearing name tags?	Yes	No	N/A

V. **SECURITY – Critical Election Materials**

Are any of the following materials unattended?			
1. Electronic Poll Books (EPBs) at Check-in Tables?	Yes	No	N/A
4. Voter Access Cards at Check-in Tables or Voting Unit Table(s)?	Yes	No	N/A
5. Card Case (Keys, Supervisor Cards, Password, Tamper Tape) at Voter Assistance Table?	Yes	No	N/A
6. Unvoted Provisional Ballots	Yes	No	N/A
7. Voted Provisional Ballot Bag	Yes	No	N/A
Is Tamper Tape secure on ALL Voting Units?	Yes	No	N/A

Please explain below exact item and location of any security breach observed.

_____

_____

Sample #55: Forms and Flow Chart, Montgomery County, MD's Program – Continued

LEGAL PROCEDURE COMPLIANCE:

I. **CHECK-IN REGISTER JUDGES:**

Are Judges:

1. Determining eligibility of voter to vote a standard/electronic ballot?			
a. Asking voter **"What is your Name?"** Repeating the name?	Yes	No	N/A
Asking voter **"What is your Month and Day of Birth?"**	Yes	No	N/A
2. Locating voter's name with Electronic Poll Book?	Yes	No	N/A
a. Asking voter **"What is your Current Address?"**	Yes	No	N/A
3. Discretely confirming the Voter's party affiliation? **(Primary only)**	Yes	No	N/A
4. Processing Voter Access Cards?	Yes	No	N/A
5. Processing Voter Access Cards to activate the audio ballot, if requested?	Yes	No	N/A
6. Following this procedure in the **exact order** as indicated above?	Yes	No	N/A
7. Asking ID Required Voters to produce acceptable identification.	Yes	No	N/A
a. Recording ID information on Supplemental Change Form.	Yes	No	N/A
b. If unacceptable or no identification, directing voter to Chief Judge.	Yes	No	N/A
8. Issuing "Change/Correction Voter Information Supplemental Form" (for changes to voter's record)?	Yes	No	N/A
9. Passing activated Voter Access Card to VAC Judge?	Yes	No	N/A
10. Directing eligible voters to VAC Judge?	Yes	No	N/A
11. Directing ineligible voters to the Chief Judge?	Yes	No	N/A

II. **VAC JUDGES**

Are Judges:

1. Removing VAC from Electronic Poll Book Printer?	Yes	No	N/A
2. With VAC in hand confirming **Voter's Name** and **Date of Birth**?	Yes	No	N/A
3. Recording the following on front of VAC?			
a. Check-in Table Number (T-1, T-2, T-3)	Yes	No	N/A
b. Electronic Poll Book Number	Yes	No	N/A
c. Voter Tally Number & marking off assigned Number on Tally Sheet	Yes	No	N/A
4. Initializing VAC in designated space?	Yes	No	N/A
5. Instructing voters to sign the VAC on the Signature Line?	Yes	No	N/A
6. Giving Voter activated Voter Access Card?	Yes	No	N/A
7. Instructing Voter to proceed to Voting Unit Table with VAC and activated Voter Access Card?	Yes	No	N/A

III. **TOUCH SCREEN VOTING UNIT JUDGES**

Are Judges:

1. Monitoring activity around Touch Screen Voting Units?	Yes	No	N/A
2. Managing lines when necessary?	Yes	No	N/A
3. Explaining to voters how to use the TS Unit & insert Voter Access Card?	Yes	No	N/A
4. Collecting VACs from Voters?	Yes	No	N/A
5. Confirming voter's Ballot Type on screen: Dem., Rep., or Other? **(Primary Electinn Only)**	Yes	No	N/A
6. Confirming appearance of ballot? **(General Election)?**	Yes	No	N/A
7. Recording Voting Unit Number on VAC?	Yes	No	N/A
8. Placing VAC in Envelope attached to Voting Unit?	Yes	No	N/A
9. Marking off voter number on "Voting Unit Tally Sheet" affixed to Voting Unit?	Yes	No	N/A
7. Have Judges cancelled a ballot? How?	Yes	No	N/A
8. Is voter's secrecy being preserved at all times?	Yes	No	N/A
9. Collecting Voter Access Card from voters?	Yes	No	N/A
10. Returning Voter Access Cards to Check-in Tables in a timely manner?	Yes	No	N/A

IV. **ASSISTANT CHIEF /PROVISIONAL JUDGES**

Are Judges:

1. Facilitating Provisional Voting for voters not qualified to vote a standard/electronic ballot for the following reasons:			
a. Not listed in the Precinct Register.	Yes	No	N/A
b. Listed in the Precinct Register but indicated a change of address.	Yes	No	N/A

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Sample #55: Forms and Flow Chart, Montgomery County, MD's Program – Continued

c. Listed in Precinct Register but claims to have a different party affiliation **(Primary Election Only)**. Yes | No | N/A

d. Listed as an Absentee Voter or as having already voted. Yes | No | N/A

e. Listed as "Show ID" and unable to provide sufficient identification. Yes | No | N/A

f. Listed as "pending" & "Show ID". Yes | No | N/A

g. Listed as "pending" & Need DL#/SSN#. Yes | No | N/A

h. Challenged by a poll watcher & could not provide acceptable form of identification. Yes | No | N/A

i. Other. (explain) Yes | No | N/A

Which of the above reasons is most common for issuance of Provisional Ballots? 1. _____ 2. _____ 3. _____ 4. _____

2. When issuing Provisional Ballots, are Judges
   a. Checking that "Maryland Provisional Ballot Application" is complete? Yes | No | N/A
   b. Making sure the voter has completed a Voter Authority Card? Yes | No | N/A
   c. Explaining to voter how to fill in ovals on Provisional Optical Scan Ballot? Yes | No | N/A
3. Controlling and securing voted and unvoted Provisional Ballots? Yes | No | N/A
4. Are judges assisting elsewhere in the precinct? Yes | No | N/A

Are there bilingual judge(s) in the precinct? Yes | No | N/A

Position: _____ **Language:** _____

Position: _____ **Language:** _____

V. **CHIEF JUDGES**

1. Have voting unit problems occurred opening the election or while voting? (If so explain below) Yes | No | N/A
2. If after 10:00 a.m., has "Precinct Unofficial Turnout Report" been posted outside polling room door? Yes | No | N/A
3. Who is in or has been in the polling room?
   Challengers and Watchers ☐; Candidates ☐; Political Party Workers ☐; Media ☐; Visitors ☐.
   (Name/Group) _____

(Remind Chief Judges to include this information and Election Coordinator's visit on Election Day Log.)

Voter Situation

Have Temporary VACs been issued? (If so, why?) (If, supplied) Yes | No | N/A

Has voting assistance been given requiring completion of "Voter Assistance Form"? Yes | No | N/A

If so, in what type of voting: Standard/Electronic ☐; Standard/Electronic with VIBS ☐; Provisional ☐

Resolving Voter Problems

a. Provisional Voting – Providing choices of voting location, if needed? Yes | No | N/A
b. Issuing a Provisional Voter Authority Card and assisting voter completing the card? Yes | No | N/A
c. Assist Voters locating correct polling place the Electronic Poll Book? (If applicable) Yes | No | N/A
d. Proof of Voting-"Certificate of Participation" form – Requested by voter? Yes | No | N/A
e. Other – What and How? (e.g. name, address changes, voter registration) _____
f. Have voters requested "paper Ballots"? If yes, How many? What did Chief Judge do? Yes | No | N/A

REPORT COMMENTS, EXPLAINATIONS & OBSERVATIONS: Please describe and indicate exactly position, location and situation and print clearly:

_____

_____

Sample #56: Poll Cat Newsletter, Botetourt Co, VA

Occasional News for Our Officers of Election

POLLCAT

Botetourt County, Virginia
Volume I, Number 1 March, 2006

BOARD NOTES

Botetourt County Electoral Board

Every City and County in Virginia--134 in all, has a 3-member Electoral Board. In this first issue of our PollCat newsletter, I want to explain what Electoral Boards are all about.

The Electoral Board oversees elections in Boteoturt County, working with the Registrar's office to make sure the precincts are staffed, have all the necessary paperwork, have properly tested and certified voting machines loaded with the current election, and provides for the supervision of the conduct of elections. YOU, of course, are the real workers of the election. The integrity of elections in Botetourt County starts with the officers of election in the precinct.

The Electoral Board is also charged with canvassing the election. This process is performed the day after the election by the Board reviewing the results turned in by each precinct, to verify the results and catch any errors or omissions (the dreaded phone call the day after an election).

The recount in December was a clear reminder of this very important function. (Botetourt County had NO changes in the results reported by the precincts).

PREPPING FOR AN ELECTION

Phyllis Dierschow, General Registrar

As soon as one election is over, we begin to prepare for the next.

This is the first in a series of columns where I hope to explain the workings of voter registration and election management.

To be eligible to vote, you must be registered. A qualified voter resides in Botetourt County, is 18 or will be by the fall election, is a citizen of the US, is not a felon and has not been adjudicated mentally incompetent.

The task of keeping and updating the rolls of registered voters is a daily process. Ted Towles primarily handles that task.

Election management is the second task of this office. We qualify candidates, pack election supplies, program voting machines, and most important - assemble and train our officers of election for each election.

In 2006, we have a full slate:
May 2, 2006 Town Elections
June 13, 2006 Democratic Primary
November 7, 2006 General Election

Please be willing to serve when asked. We count on our faithful, well-trained officers to conduct the best election possible. It is a privilege and an honor to serve your fellow citizens.

POLLcat SPOTLIGHT

Coloring Eggs - revived by a Pharmacist

Originally, the Persians and later the Egyptians exchanged colored eggs to celebrate the return of spring and as a sign of goodwill. The eggs were often a bright red to signify blood and life force. By 1880, in America, the Pennsylvania Dutch and Ukrainians were the only ethnic groups who still observed this tradition. A druggist in New Jersey came up with the idea of powdered dye in small packets after spilling some on a suit and ruining the suit. He had a worker pre-package the dyes which made it easier to color the eggs and the tradition was renewed. Of course, today many people use the colored plastic eggs filled with candy. I am looking for a chicken that lays chocolate eggs!

185 [redacted]

Sample #57: Making It Count: Poll Worker Bulletin, King County, WA

Sample #58: "Ask Wanda", Los Angeles County Feedback Form

QUESTIONS?

ASK POLLS

Jean, Leslie, Ophelia, Ballard

...if you have questions about:

- your assignment
- getting paid
- your precinct board

For the quickest response, call the number on your appointment notice .

If you do not have that number call:
562.462.2509 *or*
800.815.2666 *(Option 7)*

ASK WANDA

Wanda

...if you have questions about:

- procedures at the polling place
- something you did not fully understand in training class

For the quickest response, send an email to:
askWanda@rrcc.co.la.ca.us

...or visit website at www.lavote.net, click on "Take the Pollworker Plunge," then click on "Pollworkers only," then click on "Ask Wanda."

If you do not have email, call: 562.462.2728

Sample #59: Letter to Poll Workers, Napa Valley, CA

JOHN TUTEUR
REGISTRAR OF VOTERS

NAPA COUNTY ELECTIONS DEPARTMENT
900 Coombs St Rm 256 NAPA CA 94559-2936
PHONE 707.253.4321 FAX 707.253.4390

DEAR POLL WORKER,

I wanted to let you know how proud I am of each and every one of our poll workers and your performance on Election Day November 7, 2006. I spoke with several of you late in the day at those locations where lines had formed. I was uniformly impressed with the calm and professional manner with which voters were being treated during a difficult time.

I want to assure you that our Elections staff is working on changes that will be implemented well before June 3, 2008 to insure that poll worker stress and voter frustration are avoided during that Primary Election. Please contact me directly if you want to discuss our training and Election Day procedures by voice 707.253.4459 or by electronic mail at jtuteur@co.napa.ca.us.

Congratulations and thanks for your vital contribution to the successful conduct of the November 7, 2006 General Election. I look forward to working with you again in June 2008.

Sincerely,

JOHN TUTEUR
REGISTRAR OF VOTERS

Sample #60: Poll Worker Survey Developed for EAC Pilot Jurisdictions' Poll Workers

CITYOF MILWAUKEE ELECTION COMMISSION
SURVEY QUESTIONS

1. **How many elections have you served?**

   a. First Time b. 1-2 c. 3-5 d. 6-10 e. 10+

2. **What motivated you to become a pollworker?**

   a. Friend/neighbor b. Election Office Request
   c. Advertisement/flyer d. Community Organization
   e. Other _____

3. **Please tell us your age category:**

   a. 18-25 b. 25-40 c. 40-60 d. 60-

4. **On a scale of 1 to 5, with "1" being "poor" and "4" being "excellent," please rate the training manual.**

   1 2 3 4

5. **Did you attend pollworker training prior to the election?** Yes No

6. **Did you attend any supplemental training offered? (i.e., hands-on training)**

   Yes No

7. **How strongly do you feel that the training adequately prepared you to operate the voting system on Election Day?**

   1 – Strongly Agree 2 – Agree 3 – Disagree 4 – Strongly Disagree

8. **How strongly do you feel that the training adequately prepared you to administer the election procedures, such as checking in voters, determining their eligibility and providing provisional ballots?**

   1 – Strongly Agree 2 – Agree 3 – Disagree 4 – Strongly Disagree

9. **On a scale of 1 to 4, with "1" being "unsatisfying" and "4" being "very satisfying," please rate your Election Day experience.**

   1 2 3 4

10. **How likely are you to serve as a pollworker in future elections?**

    1 2 3 4

THANK YOU!!!

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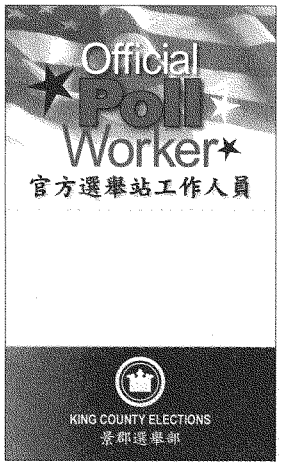
Sample #61: Poll Worker Badge, King County, WA



IMPORTANT PHONE NUMBERS

Trouble Desk 206-296-1599
(For poll workers only)
- AccuVote Problems
- Procedural questions
- Running low on ballots or supplies

Poll Workers Coordinator 206-296-1606
- Arrange for emergency supply pick up
- Arrange on an emergency substitute poll worker for Election Day
- Missing poll workers

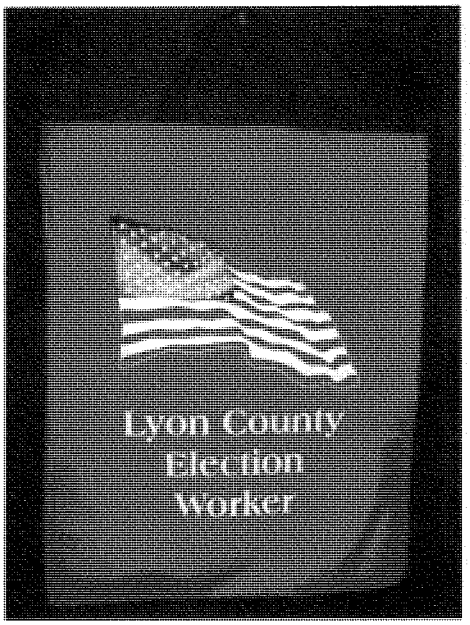
Voter Services 206-296-VOTE (8683)
Press "zero" to reach a staff member with:
- Questions about a voter's registration
- Requesting an absentee ballot for yourself or family member for future elections
- Bilingual Chinese Interpreter **206-296-1544**

Elections Operations 206-296-1565
- Validation requirements, election information and results

Chinese Voter Hotline 206-296-1544

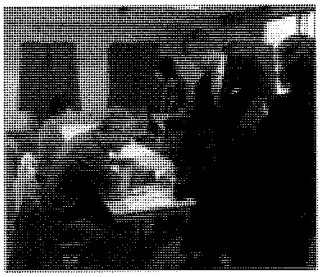
King County Elections accepts collect phone calls.

Sample #62: Photo of Lyon County, KS Tote Bag



Section Four: Management

Strategies to Improve Poll Worker Performance



The business of managing poll workers is changing. New Federal and State election procedures-provisional ballots, early voting, voter identification-have increased the demands on poll workers. So has equipment like touch-screen voting machines, precinct optical readers and electronic poll books. As the needs change, procedures for assigning workers to polling places must also change.

This section provides tools and procedures which can improve poll worker management and reduce the administrative burden on Election Day. These measures can include employing Election Day troubleshooters, using early voting sites, and developing and assigning blended poll worker teams.

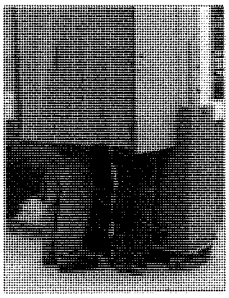
To establish assignments and support techniques, project managers need to know:

- The expected number of voters in each polling place
- The skills and knowledge of each poll worker
- The number and types of voting equipment at each site

Chapter 21: Election Day Troubleshooters

In This Chapter:

- Types of Troubleshooters
- Pitfalls and Challenges
- Tips for Successful Implementation
- Evaluation: Questions to Ask



Troubleshooters can prevent Election Day meltdown. They serve as liaisons between the polling places in the field and election central. On Election Day, troubleshooters become the eyes and ears of the chief election official. They provide feedback, and are often involved in post-election debriefing.

Election Day troubleshooting programs come in all shapes and sizes, but the objective remains the same: to provide a back-up support system for poll workers. This can reduce the burden for those on the job, minimize errors, and build poll worker confidence. This approach depends upon a team of well-trained, well-equipped troubleshooters.

Types of Troubleshooters

- **Rovers** usually visit and monitor several polling places throughout the day. Some carry extra or replacement supplies. Some contact the leader of a poll worker team to ensure that everything is set up correctly – voting machines are operational and poll workers are on duty. Trouble shooters equipped with checklists audit polling places and ensure polling place compliance with established procedures.

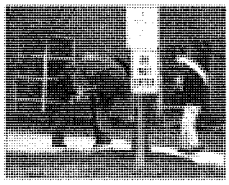
- **Reservists,** or reserve poll workers, are on standby to fill vacancies on poll worker teams.

- **Technicians** work with the election machinery and receive extra training on voting machines. They can serve as rovers, or they can serve several precincts by helping to open and close machines, and fix and operate other pieces of equipment, including printers, electronic poll books and modems. Some jurisdictions assign one technician to each polling place.

- **Openers and Closers** handle the biggest Election-Day challenges: setup, opening and closing polling places and machines. In some jurisdictions, their role is to get polling places up and running on Election Day morning, and return to the polls to help close and get the returns to the election office.

Pitfalls and Challenges

- Troubleshooters are usually paid more than poll workers, which may increase the jurisdiction's budget.
- As other poll workers learn about the higher pay, they might ask to be promoted. Election officials should screen and test, so the best poll workers receive this opportunity.



Tips for Successful Implementation

- Assign the same set of polling places to each troubleshooter for every election. The troubleshooters will become familiar with "their" polling places. Using data provided by election central, the troubleshooter will plot a route based on which sites may need assistance. A new Precinct Leader might be at one site. At another, a large voter turnout might be projected or have a large number of voting machines.
- Assign troubleshooters to polling places with new programs or equipment.
- Troubleshooters should attend regular poll worker training as well as specialized technical training. They can work more effectively and avoid mistakes if they have a basic understanding of polling place operations.

Evaluation: Questions to Ask

- **Is the program sustainable?** Do you have the budget to create a troubleshooter program or the ability to move funds to sustain it? Will your staff have time for this extra recruiting effort?
- **Is it measurable?** Can you track the number of troubleshooters you hire each election? Can you track how many return for the next election? Are they serving as your Election Day eyes and ears in the field? Are troubleshooters effectively solving problems?
- **Is the program worthwhile elsewhere?** Did you hear about this program from another jurisdiction and adapt it? Is it worth writing about and sharing with other jurisdictions?

Sample #63, Page 207: Stand-by Agreement Letter, Cuyahoga Co, OH

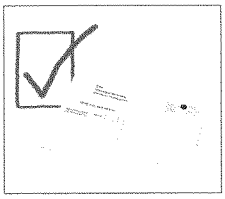
Sample #64, Page 208: Stand-by Appointment Letter, Cuyahoga Co, OH

Sample #65, Page 209: Rover Polling Place Checklist

Chapter 22: Early Voting and Vote Centers

In This Chapter:

- How Early Voting Sites, Consolidated Polling Places and Vote Centers Differ from Election-Day Poll Sites
- Pitfalls and Challenges
- Tips for Successful Implementation
- Evaluation: Questions to Ask



How Early Voting Sites, Consolidated Polling Places and Vote Centers Differ from Election-Day Poll Sites

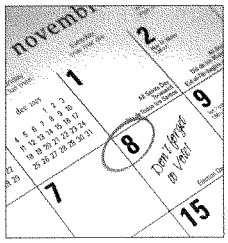
Early voting sites, consolidated polling places and vote centers are becoming increasingly popular. They provide convenience for voters, and they make Election Day administration easier by reducing the number of polling places and poll workers.

In Clark County in Nevada, which includes Las Vegas, half of the voters cast their ballots early in 2004 elections. Fewer polling places and poll workers were needed on Election Day.

Early Voting: In jurisdictions that allow early voting, voters can come to the central election office or to satellite sites before Election Day. Typically, early voting begins one to two weeks before Election Day. Early voting and vote centers require both access to the list of registered voters and the ability to provide every ballot style.

Consolidated Polling Places: Computerized voting and electronic poll books now provide the opportunity to assign several precincts to the same polling place. All voters check in at a central station, where they are listed by name instead of by precinct.

Vote Centers: This is the next step beyond consolidated polling places. They replace neighborhood polling places with "super polling places" throughout the jurisdiction. Voters can go to any vote center to cast their ballot. In Larimer County, Colorado, 31 vote centers replaced 143 polling sites. Instead of 1,000 poll workers, the county needed only 500 to staff the vote centers.



Vote centers usually work best in jurisdictions where significant numbers of people cast absentee ballots or vote before Election Day.

Since fewer poll workers are needed to staff early-voting sites, consolidated polling places and vote centers, more

selective recruitment and screening standards can be employed. But with hours of operation extending over several days or even weeks, there may be an added incentive for potential recruits: more salary and regular blocks of part-time work throughout the year.

Pitfalls and Challenges

- Recruiting employees to staff early voting sites will require a separate recruitment effort, with different materials and application process. These poll workers may also need skills - typing or operating a desktop computer - which are not required of general poll workers.
- Staffing early voting sites will require more comprehensive training.
- Early voting sites may be subject to different personnel and minimum-wage regulations.

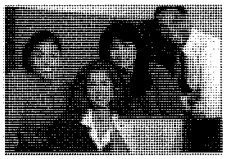
Tips for Successful Implementation

- *Pilot these programs in small elections prior to a general election.*
- *Develop a separate training program for early voting, consolidated polling places and vote center operations.*
- *Election jurisdictions should consider beginning their recruitment process by reviewing and interviewing their best Election Day poll workers.*

Chapter 23: Blended Poll Worker Teams

In This Chapter:

- Benefits
- Developing a Blended Team Tracking System
- Screening Potential Poll Workers for Blended Teams



Using practices described in this guidebook, election administrators can expand their range of recruiting, from high school and college students to civic leaders, government employees, bilingual poll workers, retirees, technicians and disabled poll workers. This expanded work force provides the opportunity to create teams that are "blended" - a variety of people with a mix of skills. The poll worker teams of the future will work together to meet the changing demands for the conduct of elections.

Benefits

- A blended group of poll workers with a diverse sets of skills and abilities can promote the success of the entire team.
- A diverse team will probably be more representative of voters at each polling site.
- Election officials can develop an assignment method that tells them in advance the numbers of poll workers needed and the special skills required in which of their polling places.

Developing a Blended Team Tracking System

The following method helps to determine the number of voters expected at each polling place on Election Day.

- Use spreadsheet software like Excel or Access to create a database of precincts.
- In the spreadsheet, include both the total number of registered voters and the number of active registered voters in each precinct served by the polling place.
- Subtract any permanent absentee-by-mail voters.
- Project the voter turnout for the specific election, based on past statistics.

- Project the percentage of voters who will vote early or by absentee ballot, and subtract that number from the expected voter turnout.

This formula provides the expected-to-vote number on Election Day at each polling place. Use it to determine the number of poll workers, supplies, ballots and voting machines. Sort the expected-to-vote lists from largest to smallest numbers.

- Consistent with your State law, begin by assigning at least one high school or college poll worker to each polling place.

- Next, assign a government or workforce employee to each polling place.

- Using census data and demographics, assign bilingual workers to targeted polling places.

- Assign disabled poll workers to specific polling places based on projected voters with developmental disabilities, or hearing- or sight-impaired voters.

For example, if your jurisdiction has electronic poll books, you would want at least two poll workers in each polling place who know how to set up and manage the check-in process using the new technology.

- Track your methods for evaluating poll workers and use those tools as part of your assignment process.

- Add a column to track the number of poll workers trained by polling place or precinct.

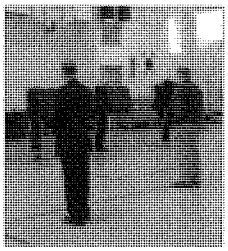
High-volume sites need a large number of high-quality poll workers to keep the voters moving on Election Day. Polling places expecting small numbers of voters can be staffed by fewer poll workers who have basic skill sets.

Add columns and data to the spreadsheet based on specific needs. Examples include:

- The number of poll workers assigned and trained (Column A)

- The number of poll workers needed (Column B)

This information can be updated daily during assignment and training. You can quickly subtract Column A from Column B to find the number of poll workers needed to be recruited or trained. You may want to track supervisors in a separate column – especially if they must attend a more advanced training session.



A spreadsheet facilitates assigning troubleshooters to polling places. You can add a code to denote high-traffic locations where supervisors might need extra assistance. You can assign troubleshooters to those sites first during the opening and closing of the polls.

Sample Excel Spreadsheet:

	Polling Place Name	Total Reg	Active	By Mail Total	Remain to Vote (Reg – By Mail)	Project Turnout 42% of Reg	Project Early Vote 30% of Turnout	Expect at Polls Turnout minus Early Votes	Check-in Table (s)	Total EW's	Total Voting Machines
1	AMERICAN LEGION	1,017	920	28	989	428	129	299	1	4	3
2	KING BOWLING	1,205	1,085	22	1,183	507	153	354	1	4	4
3	AMLI AT LAKE FARMS	868	709	0	868	365	110	255	1	4	3

Screening Potential Poll Workers for Blended Teams

In a survey of local election officials conducted by NACo in 2006, 18.5 percent of respondents reported using a formal method to screen poll workers before allowing them to serve on Election Day.

In small jurisdictions, screening poll workers might not be necessary. The election official is likely to know the recruits.

According to the NACo survey, six jurisdictions asked recruits to take a literacy test. Eleven jurisdictions ran criminal background checks, and 67 required recruits fill out questionnaires. Questionnaires can be included in the application form.

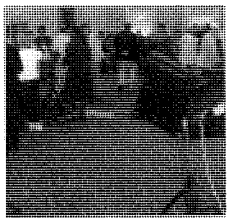
Other jurisdictions use less formal methods, such as personal interviews and referrals. Screen potential recruits as you collect and analyze data from the previous election. This will provide information on the most common errors and whether training can correct the problems, amended procedures or materials, and whether you can track problems to poll worker performance and error.

You can also include screening in poll worker training. Screen formally, by administering a quiz, or informally, with trainers evaluating poll workers' abilities. Evaluations usually work best in small classes with hands-on training.

Chapter 24: State-Initiated Programs

In This Chapter:

- State-Initiated Poll Worker Programs
- Strengths of State-Initiated Programs
- Pitfalls and Challenges
- Program Funding Options



State-Initiated Poll Worker Programs

Local election officials usually recruit and train the nation's 1.4 million poll workers, but many States supplement and support the recruitment of high-quality poll workers. A survey of a dozen local and State election officials asked for feedback on the strengths and weaknesses of State-led and State-initiated poll worker programs.

State election officials said they were motivated by legislative mandates or requests from local election officials. State-led programs vary, but they include at least one of the following components:

- They provide a uniform poll worker curriculum or training materials.
- They work with local officials or universities to develop poll worker recruiting materials.
- They work with corporations to benefit Corporate Poll Worker Programs.
- They conduct poll worker training and certify high-level poll workers.
- They train and certify local election officials in State laws and procedures.
- Observers from State offices visit polling places and provide feedback to local officials.

Some States have more flexible laws governing residency requirements for poll workers and laws permitting high school students to serve as poll workers. For example, a Minnesota law provides that "any individual who is eligible to vote in this State is qualified to be appointed as an Election Judge." Municipalities which have difficulty in recruiting poll workers can use workers from other precincts. The law also allows high school students to serve as trainee Election Judges.

Mechanisms used for State-led programs include:

- Recruitment flyers and videos aimed at high school and college students, corporate employees and bilingual persons

- Letters to corporate leaders requesting recruitment partnerships
- Press releases announcing the need for poll workers statewide or in targeted parts of the State
- Training kits that include videos, training manuals, lesson plans training slide presentations, worksheets, quizzes, role-plays and certificates of completion

Strengths of State-Initiated Programs

- They help to recruit high-quality poll workers who complete training provided by the State.
- They foster consistency in implementation of procedures.
- Many State-sponsored short sessions are effective and convenient.

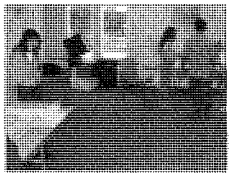
Pitfalls and Challenges

- In States with a variety of voting systems, State information can be of limited use, and maintaining uniformity can be difficult.
- Local officials must be engaged in developing the State-initiated program.
- One-time State allocations, unless extended, will create budget problems in future elections.

One State election official said that the biggest challenge was to meet local demand for more classes. Another stated that his State had not yet devised a program that met with local satisfaction.

Program Funding Options

- HAVA funds, especially when adopting new voting systems
- General operating fund
- State appropriations
- County funds



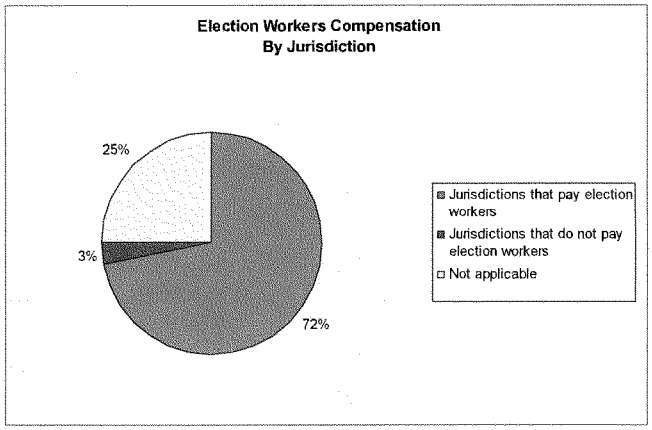
"We also make it fun to attend the 1-1/2 hour regional workshops we provide around the State prior to the elections (with at least one workshop within one hour of each town). We hold them from 6:00 p.m. to 7:30 p.m., so the elderly can attend and still drive home before dark. Many of the clerks encourage all the poll workers to attend and they will drive together and stop for a light supper first."

—Kathleen DeWolfe, Director of Elections and Campaign Finance, Vermont Office of the Secretary of State.

Snapshot of Poll Worker Pay Scales across the United States

The 2006 NACo survey asked jurisdictions how much they pay poll workers.

72 percent said they pay election workers, 3 percent do not, and 25 percent answered "not applicable."



Average Daily Basic Pay Rates

Precinct leader, captain or chief	$74.22
Poll worker	$57.00
Specialty poll worker	$74.22
Student	$59.72

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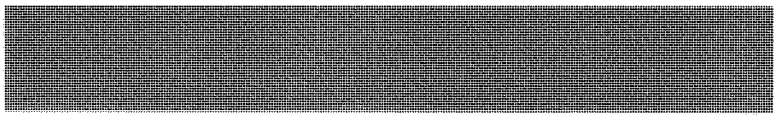

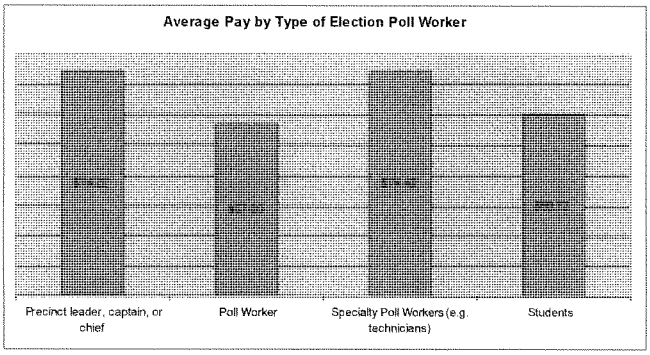

Additional compensation

Training	56.2%
Bilingual ability	1.1%
Mileage	51.6%
Picking up supplies	28.4%
Performance bonus	0.3%

Additional payments, including precinct set-up and tear-down, attendance, meetings, cell-phone usage and meals, averaged 10.5 percent.

Sample #66, Pages 210-213: Compensation for Precinct Officers and Polling Places, Sonoma County, CA

Sample #67, Pages 214-218: Request for increase in Poll Worker Stipend, Solano, County, CA

Appendix

Section 3 Samples

Sample #63, Page 207: Stand-by Agreement Letter, Cuyahoga Co, OH

Sample #64, Page 208: Stand-by Appointment Letter, Cuyahoga Co, OH

Sample #65, Page 209: Rover Polling Place Checklist

Sample #66, Pages 210-213: Compensation for Precinct Officers and Polling Places, Sonoma County, CA

Sample #67, Pages 214-218: Request for Increase in Poll Worker Stipend, Solano, County, CA

This guidebook contains sample documents used by various State and local election jurisdictions. The U.S. Election Assistance Commission has published these documents with the express permission of its owner. These documents are intended to be representative of relevant election administration practice throughout the nation and to illustrate the concepts being described in the text. The inclusion of these samples in this guidebook does not constitute an endorsement by the U.S. Election Assistance Commission. Additionally, as State law varies and is subject to change, readers are cautioned to obtain legal advice prior to adopting any new policy, procedure or document.

207 [redacted]

Sample #63: Stand-by Agreement letter, Cuyahoga Co, OH

CUYAHOGA COUNTY
BOARD OF ELECTIONS

Robert T. Bennett, *Chairman* | Edward C. Coaxum, Jr. | Sally D. Florkiewicz | Loree K. Soggs | L. Michael Vu, *Director* | Gwendolyn Dillingham, *Deputy Director*

October 13, 2006

Dear Poll Worker,

Thank you for agreeing to participate in the November 7, 2006 General Election as a stand-by poll worker. By signing the attached agreement form you are agreeing to stand-by from 5:00 a.m. to 10:00 a.m. on Election Day, November 7, 2006 in the event we need a replacement worker in or around your community.

In order to be accepted as a stand-by poll worker you must attend training prior to election. A training class packet is enclosed along with registration instructions.

We will not contact you unless we need you to replace a worker. If you are not contacted you will be paid $50.00 for your time. If we do contact you, we will inform you of the location at which you are needed to work. You will be paid the full rate of $172.10 for a judge and $182.10 for presiding judge.

In order to be paid for your services you must:

- Answer the phone (if we try to contact you and you do not answer we cannot pay you $50.00 for standing by).
- Return the attached agreement to the Board of Elections by October 31, 2006.
- Report to the precinct we assign to you (if you report to a different precinct you will not be paid).

If you have any questions or concerns, please call 216-443-3277.

Sincerely,

[redacted]
Betty Grant Edwards
Acting Manager
Poll Worker Department

Poll Worker Recruitment and Outreach
2925 Euclid Avenue • Cleveland, Ohio 44115-2497 • (216) 443-3277
www.cuyahogacounty.us/boe • Ohio Relay Service 711

Revised 6/20/2007 6:38 PM

Sample #64: Stand-by Appointment Letter, Cuyahoga Co, OH

CUYAHOGA COUNTY
BOARD OF ELECTIONS

Robert T. Bennett, *Chairman* · Edward C. Coaxum, Jr. · Sally D. Horkiewicz · Loree K. Soggs · L. Michael Vu, *Director* · Gwendolyn Dillingham, *Deputy Director*

Official Standby Agreement
November 7, 2006 General Election

Please complete all fields of the form below and ensure that all information provided is in legible print. This form must be on file with the Poll Worker Department Prior to October 31, 2006 in order for you to be placed on the stand-by list.

Name: _____

Phone: _____ Cell Phone: _____

Social Security Number: _____ (For Payroll Purposes Only)

Address: _____

City: _____ Zip Code: _____

NOTE: You must have a vehicle in order to be considered for the Election Day Stand-by position.

BY SIGNING THIS FORM, I AM AGREEING TO BE ON STAND-BY FROM 5:00 A.M. – 10:00 A.M. ON NOVEMBER 7, 2006. IF I AM CONTACTED, I AGREE TO WORK THE REMAINDER OF THE DAY UNTIL ALL CLOSING ADMINISTRATIVE TASKS ARE COMPLETE AT THE PRECINCT I AM ASSIGNED. I MUST FULFILL ALL SAID OBLIGATIONS IN ORDER TO RECEIVE MY FULL PAY.

_____
Signature Date

FOR BOARD USE ONLY
Name of Board of Elections employee who signed up stand-by: _____
City or Ward stand-by is willing to work: _____

Poll Worker Recruitment and Outreach
2925 Euclid Avenue • Cleveland, Ohio 44115-2497 • (216) 443-3277
www.cuyahogacounty.us/boe • Ohio Relay Service 711

Revised 6/20/2007 6:17 PM

Sample #65: Rover Polling Place Checklist

SAMPLE
ROVER POLLING PLACE CHECKLIST

POLLING PLACE:

ELECTION:

VISUAL POLL CHECKS

- ❑ Outdoor signs posted.
- ❑ No campaigning signs within 250 ft.
- ❑ "Vote here if you live here" map and sample ballots posted.
- ❑ Machines plugged in and electrical cords out of the way and taped down to prevent tripping.
- ❑ All voting machines read "AC Online" and top light in upper left hand corner of unit is yellow.
- ❑ The encoder machine says "Charging." Then touch "Close," then touch "Create Voter Cards."
- ❑ Voters' backs in a position that prevents their ballots from being seen
- ❑ Brown envelopes with binder clip for voter receipts attached to the side of machines.
- ❑ All voters stop at check-in table and receiving either a white receipt or a provisional ballot envelope.
- ❑ Voters sign in registration book or worker writes "P" for paper ballot voters.
- ❑ Write line number, precinct split number, and party (primary only) on voter receipts
- ❑ Nothing but fingers or a Q-Tip touch the screens.
- ❑ Give voter receipt and voter card directly to machine judge.
- ❑ Machine judge inserts voter card and verifies precinct number and party (primary only) with voter before placing receipt in brown envelope.
- ❑ Election worker collects voter cards.
- ❑ Payroll sheet complete and turned in.
- ❑ Opening/Closing Report signed. (Use left column at bottom of page for morning – right column for evening.)
- ❑ Red official ballot bag positioned and sealed
- ❑ Portable provisional booth set up.
- ❑ Supervising judge knows how to complete the mid-day and final tally sheets.

PROCEDURAL CHECKS

- ❑ Remind supervising judge that encoder PC card should be left in encoder machine.
- ❑ Show designated driver the clear PC card bag and number of PC cards to return on insert.
- ❑ The designated driver and Supervising Judge both know the location of the drop-off site.
- ❑ Remind supervising judge to remove all PC cards from all voting machines, put in clear PC card bag and give to driver to return to drop-off site.

Signature of Supervising Judge: _____

Signature of Field Supervisor: _____

Sample #66: Compensation for Precinct Officers and Polling Places, Sonoma County, CA

COUNTY OF SONOMA **AGENDA ITEM** **SUMMARY REPORT**		Clerk of the Board Use Only Meeting Date ___/___/___ Agenda Item No: _____	Held Until ___/___/___ Agenda Item No: _____
Department: County Clerk-Recorder-Assessor		[ ] **4/5 Vote Required**	
Contact: Eeve T. Lewis	**Phone:** 565-1877	**Board Date:** 10/03/06	**Deadline for Board Action:** **November 7, 2006**

Agenda Short Title: Compensation for precinct officers and polling places

Requested Board Action: To adopt the resolution increasing compensation for election precinct officers and polling places, effective November 7, 2006.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES		**ADD'L FUNDS REQUIRING BOARD APPROVAL**	
Estimated Cost	$ 50,000	Contingencies (Fund Name:)	$
Amount Budgeted	$ 0	Unanticipated Revenue (Source:)	$
Other Avail. Approp (Explain below)	$ 50,000	Other Transfer(s)	$_____
Additional Requested	$ 0	**Add'l Funds Requested:**	$

Explanation (if required): One-time funding is available through the HAVA Section 301 Voting Systems Program to reimburse the County for these costs during the current fiscal year.

Prior Board Action(s): Prior resolutions increasing precinct officer/polling place rates:

4/1/74 – Resolution 44443 – Inspectors $20; Clerks/Judges $18
9/23/74 – Resolution 46313 – Inspectors $33; Clerks/Judges $28.50; Polling Places $12
1/6/81 – Resolution 68586 – Inspectors $45; Clerks/Judges $40; Polling Places $20
10/8/85 – Resolution 85-2225 – Inspectors $60; Clerks/Judges $55
7/31/90 – Resolution 90-1445 – Inspectors $75; Clerks/Judges $65
5/11/99 – Resolution 99-0604 – Inspectors $100; Clerks/Judges $75; Polling Places $40

Alternatives to Requested Action:

1) Leave payments at current levels.
2) Increase payments to a lesser rate than requested.

Results of Non-Approval: In light of the additional duties placed on precinct officers as a result of the HAVA requirements, we would have increasing difficulty recruiting and retaining individuals to staff the polls on Election Day. The potential exists that some polling places would not open on Election Day due to lack of staff, or that the polls would open without adequate staffing. If we are not able to locate sufficient polling locations that are accessible to voters with disabilities, we will have to send voters out of precinct to vote and/or crowd existing polling places with multiple precincts. Any of these alternatives could jeopardize the legality of elections, or subject the County to potential lawsuits.

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Sample #66: Compensation for Precinct Officers and Polling Places, Sonoma County, CA - Continued

Increase in Precinct Officer Stipend - Background: The Registrar of Voters office recruits approximately 1,400 registered voters as Precinct Officers to staff approximately 350 polling places in a countywide election in Sonoma County. Precinct Officers work approximately 15 to 16 hours each Election Day, arriving at the polls at 6:00 a.m. and completing their duties between 9:00 and 10:00 p.m. In addition, the Inspectors (those in charge of the polling places) have pre- and post-election day responsibilities, including arranging for access to the polling place on election morning, attending mandatory training, picking up all supplies, ballots, booths and new Disabled Access Units (DAU's), transporting all supplies, ballots, booths and DAU's to the polls, and returning all materials, equipment, ballots and supplies to the assigned receiving center on election night. These civic-minded citizens volunteer to perform these critical tasks and receive a stipend for their services. Since 1999, Sonoma County Precinct Inspectors have received $100 plus mileage, and Clerks have received $75 for the day.

The Help America Vote Act (HAVA) has added new duties and placed greater responsibilities on those who staff the polling sites. The requirement that every polling location have at least one unit on which a voter with disabilities may vote in privacy and without assistance has compelled Sonoma County to provide one electronic DAU to each precinct. These devices require a significant amount of additional training for the Precinct Inspectors, and increased knowledge for all pollworkers. Prior to the June 6, 2006, Consolidated Primary Election (our first election using the DAU's), each Inspector was required to attend a special four hour training class on the set-up, use and closing of the electronic DAU's. The training, which must be thorough to ensure the Inspectors are familiar with the equipment and able to train the other pollworkers assigned to the precinct in its use, as well as assist voters who use the DAU, provides an opportunity for hands-on practice prior to Election Day.

Precinct Officer recruitment has been a daunting task for many years. Despite various programs targeted toward particular groups - such as the Sonoma County Employee Precinct Officer Program and the Student Precinct Officer Program - we have still scrambled to replace up to a third of those initially appointed in any given election, including some who resign on Election Day itself. The additional duties imposed by HAVA have made recruitment even more difficult. Some counties have responded to this challenge by recruiting a higher paid individual solely responsible for the use and operation of the HAVA compliant equipment. Others are paying increasingly higher amounts for the additional training required. Some, such as Sonoma County, have only recently acquired HAVA compliant equipment, and are now considering increases for Precinct Officers to compensate for the additional duties.

Many Precinct Officers declined to serve at the polls in the Primary Election, citing the additional training required and extra responsibilities as a result of the electronic voting equipment. Some signed up to work and resigned after the training finding the additional duties too onerous. Since serving at the Primary Election, some pollworkers have indicated that they will not be returning due to the extra responsibilities.

The new responsibilities have further undermined our ability to persuade Clerks or new vlunteers to assume the additional responsibilities of the Inspector.

Feedback we have received from the Inspectors who served in the Primary Election includes concerns regarding the length of the additional required training (which we are hoping to condense for future elections), the new responsibilities and required knowledge of the electronic equipment, and the weight of the equipment itself, making it difficult to transport (we are looking into folding equipment carts to assist in this area), set up and break down. Additionally, some Inspectors indicated that at least one other pollworker on each board should receive training on the disabled access units and we are hoping to meet this need through alternate training methods such as internet based or take home cd's.

Sample #66: Compensation for Precinct Officers and Polling Places, Sonoma County, CA - Continued

The results of a statewide survey conducted following the Primary Election indicated that the average stipend for Inspectors (including training, but excluding mileage paid) was $112 statewide, $141 for the 11 Bay Area counties and $118 for our neighboring counties, while the average pay for Clerks was $84 statewide, $92 in the Bay Area and $78 in neighboring counties. In responding, many counties indicated they would be seeking an increase in the Precinct Officer stipend due to the additional responsibilities required and the added difficulty in recruiting Precinct Officers.

Recommendation: To compensate Precinct Officers for the additional training and responsibilities associated with the implementation of HAVA-compliant voting equipment, we are proposing that the stipend paid Inspectors in Sonoma County be raised from $100 to $135 per election (including training, but excluding mileage), and that the stipend paid Clerks be raised from $75 to $100 per election.

Increase in Polling Place Rental Amount – Background: Polling place recruitment presents a different problem. For many years, public schools have represented approximately one third of our polling places. Reduced school class size, the closing of schools and safety issues are limiting the availability of these facilities. In addition, many residential developments have no community facilities available, and community halls, clubs, and churches are often reserved for other ongoing activities on Election Day. When community facilities are built or acquired, they are often in close proximity to other public buildings, and not in the outlying neighborhoods, where the polling locations are needed. As a result, we sometimes double - or even triple - the number of precincts in a particular polling place. However, doing so results in voters having to travel out of precinct to vote or drop off an absentee ballot. This not only inconveniences voters, but also has an impact on the accessibility of the polling place.

We are fortunate that roughly 75% of our polling places are used without compensation (schools, churches and public buildings). It is our hope that by increasing the rate for paid polling places it will help offset the inconvenience of relocating activities for a day, and some of the cost of offering a facility as a polling place site on Election Day (utilities, janitorial services, etc.).

Recommendation: We are requesting that the amount paid to a polling location be increased to $60 per election. It is anticipated that the additional cost of less than $2,000 per countywide election can be covered by our existing appropriations.

Summary: Financially, the total estimated cost for the proposed increases is $50,000, for a county-wide, county-funded election. As stated earlier, for the November 7, 2006, General Election, we expect that cost to be fully reimbursed from allocated HAVA funds. In future years, the County general fund net increase would be appropriately $12,500 for General Elections, since those are heavily consolidated elections in which the consolidating jurisdictions pay a pro-rated share of costs, and the full $50,000 for a Primary Election, which is nearly entirely a county cost. Nearly all other elections conducted by the County, whether scheduled or special, are called by jurisdictions that are responsible for the full costs of conducting those elections and no net County cost increases are anticipated.

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Sample #66: Compensation for Precinct Officers and Polling Places, Sonoma County, CA - Continued

RESOLUTION NO. _____

County of Sonoma
Santa Rosa, CA 95403

Date: _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, FIXING COMPENSATION TO BE PAID ELECTION PRECINCT OFFICERS AND POLLING PLACES

WHEREAS, the citizens who staff polling places during elections are critical to the fair and efficient conduct of elections in Sonoma County; and

WHEREAS, as a result of complying with the Help America Vote Act by providing one electronic voting device per polling location on which voters with disabilities can cast a ballot in privacy and without assistance, additional requirements and responsibilities have been placed on Precinct Officers; and

WHEREAS, the stipend paid to Precinct Officers for the vital service they provide has not been increased since 1999; and

WHEREAS, polling places are a necessary component of the orderly conduct of elections; and

WHEREAS, schools and other public facilities which are not required to be paid when used as polling locations are becoming increasingly difficult to acquire as such; and

WHEREAS, the daily rental fee for polling place use has not been increased since 1999; and

WHEREAS, the Board of Supervisors acknowledges the importance of both precinct officers and polling places and finds it necessary to increase compensation paid for both;

NOW, THEREFORE BE IT RESOLVED, that the stipend paid to precinct officers and for polling places shall be fixed at the following rates, effective November 7, 2006.

Inspectors (Precinct Officer in charge):	$135.00/election (including training), plus mileage reimbursement for required election-related travel
Clerks:	$100.00/election
Polling Places:	$60.00/election

SUPERVISORS:

Brown _____ Kerns_____ Smith _____ Reilly _____ Kelley_____

Ayes _____ Noes_____ Abstain _____ Absent _____

SO ORDERED.

Sample #67: Request for Increase in Poll Worker Stipend, Solano, County, CA

AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

ITEM TITLE		BOARD MEETING DATE	AGENDA NUMBER
Approve the Registrar of Voters poll worker stipends for the June 6, 2006 Primary Election including an increase of $10 for Ballot Issue Clerks; a $5 increase in the training class stipend, a $10 stipend for Inspectors with error free provisional ballots, and a $10 stipend for Inspectors with balanced rosters and ballots		**April 11, 2006**	
Dept:	**DOIT/ROV**	**Supervisorial District Number**	
Contact:	**Deborah Seiler**	**All**	
Extension:	**3364**		
	Published Notice Required?	**Yes_____**	**No__X__**
	Public Hearing Required?	**Yes_____**	**No__X__**

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors approve the Registrar of Voters' proposed Poll Worker Stipend Schedule (Attachment A), effective April 11, 2006 including:

1. An increase of $10 for Ballot Issue Clerks working any Primary Election,
2. A $5 increase in the training class stipend,
3. A $10 stipend for Precinct Inspectors with error free provisional ballots, and
4. A $10 stipend for Inspectors with balanced rosters and ballots.

SUMMARY:

The Help America Vote Act of 2002 (HAVA) requires at least one accessible voting device in each polling place, beginning with the June 6, 2006 Primary Election. To comply, Solano County will install one AutoMark voting device in each polling location. This new equipment and other HAVA requirements will necessitate longer and more complex training classes (3 to 4 hours) to cover the set-up and operation of these devices as well as sensitivity training to help poll workers deal with the needs of disabled voters.

In addition, the primary election is the most complex as Precinct Inspectors and their designated Ballot Issue Clerk must manage and account for numerous party ballot types, cross-over voting by nonpartisan voters, and an increase in provisional voting. The Registrar of Voters is proposing the $10 increased stipend for the Ballot Issue Clerk for the June election; the $5 increase in the training class stipend; and the two new $10 stipends for Precinct Inspectors with error free provisional ballots and balanced rosters and ballots. An

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Sample #67: Request for Increase in Poll Worker Stipend, Solano, County, CA - Continued

overview of the current Board approved stipends in included in Attachment A. The Registrar of Voters is recommending these changes to recognize and reward Inspectors who successfully perform key duties related to the operation of the AutoMark, the precinct scanners, provisional voting, and balancing of the rosters on Election Day.

FINANCING:

The Registrar of Voters has sufficient appropriation in their FY2005/06 budget to cover the $9,200 increased cost of this proposal. The anticipated increase would be approximately $2,000 for the additional stipend for Ballot Issue Clerks and $3,000 for added training stipends. The stipends for error free provisional ballots and balanced rosters and ballots will depend upon the number of Precinct Inspectors who submit error free information, but if all Inspectors qualified for additional stipends, the amount would not exceed $4,200.

DISCUSSION:

Since HAVA was adopted in 2002, the County has installed a new optical scan voting system in polling places and is now required to install another new component of that system to meet the needs of voters with disabilities, including blindness.

In fulfillment of our contract with Election Systems & Software, the County will receive 160 AutoMark voting devices and install one in each voting location in the upcoming June election. The devices weigh 70 pounds in their carrying cases and must be mounted onto a separate table. The AutoMark devices and their accompanying tables will be delivered to the polling sites by a drayage company. Poll workers will be required to remove the 48 pound devices from the carrying cases, install them securely onto the tables, and attach peripheral devices such as headsets and "sip and puff" devices. They will be required to set up and power on the machines in the morning and help voters operate them while polls are open. When the polls close, the poll workers will shut them down, return them to their carrying cases, and fold the tables for pick up by the drayage company.

The Department typically trains approximately 200 Precinct Inspectors, for whom training is mandatory. Training is optional for the 800 clerks, and roughly 300 normally opt to attend. The training stipend is currently $10 for Inspectors and Clerks.

The Department intends to add one additional worker for each of the AutoMark devices deployed and designate that worker as a "Poll Technician." It will be necessary to train these poll technicians in the set-up and operation of the equipment as well as offer them sensitivity training to ensure disabled voters are treated with professionalism and respect. For this reason, training will be mandatory for all Poll Technicians. Because of their higher stipend ($100 as opposed to $75 for Clerks), an increase in the training stipend is not recommended at this time.

However, Precinct Inspectors will also be cross-trained on the use of the AutoMark to serve as a back-up to the Poll Technicians, and this will increase the length and complexity of Inspector training. Training classes will increase from two to as long as three or four hours, and will continue to be mandatory for Inspectors.

Sample #67: Request for Increase in Poll Worker Stipend, Solano, County, CA - Continued

Board of Supervisors Agenda Submittal
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Inspectors are ultimately responsible for all precinct operations, and for the June Primary this will be a challenge. Inspectors must be versed in the operation of two mechanical devices, the complexities of the ballot issue and provisional voting procedures, and the accurate accounting for all ballots received and issued during the day.

They must be attentive during training and must be willing to review materials prior to Election Day. The new stipends for error free provisional ballots and balanced rosters and ballots will motivate inspectors to double check the paperwork while at the polls. This added attention will save considerable staff time and effort processing the precinct's paperwork and validating provisional ballots.

In light of the complexity of the June election, with 8 party ballot types and cross-over voting, one poll worker will be designated as the Ballot Issue Clerk and trained to perform this critical duty. Although training for poll workers in clerk positions is normally optional, it will become mandatory for those designated as Ballot Issue Clerks in the upcoming primary election. Because training will be mandatory for Ballot Issue Clerks for this election, a higher stipend is recommended. Unlike Inspectors who receive $120 for the day, clerks receive $75. The higher Ballot Issue Clerk stipend is a way to motivate poll workers to serve as Ballot Issue Clerks and attend the training, without increasing the stipend for all clerks.

Precinct Inspectors and the Ballot Issue Clerks will ensure all voters receive their correct party ballots and non-partisan voters are properly instructed in cross-over voting options.

In recommending these increases and changes, the Department looks to counties with the same equipment configuration, namely precinct scanners and AutoMark devices. These include Contra Costa and Sacramento counties:

Contra Costa County:

Inspectors:	Stipend: $115	Mandatory Training: $20
Clerks:	Stipend: $ 85	Mandatory Training: $10

Sacramento County

Inspectors:	Stipend $150	Mandatory Training: $20
Clerks:	Stipend: $ 95	Mandatory Training: $20

It should be noted that Contra Costa conducts additional, 90-minute Equipment Training classes throughout the year, with 5 poll workers per class. Clerks and Inspectors are paid for these additional classes at the same rate as for the pre-election training classes. Sacramento County also pays $30 for supply pick up and drop off.

ALTERNATIVES:

If the training stipend is not increased, we will continue to pay $10 for training, but may experience resistance due to the mandatory nature of the training. If the stipends for error free provisional ballots and balanced rosters and ballots are not approved, the Department will continue to pay the current stipend of $120. If the $10 stipend for Ballot Issue Clerks is not approved, the Department will continue to pay the current clerk stipend of $75.

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Sample #67: Request for Increase in Poll Worker Stipend, Solano, County, CA - Continued

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OTHER AGENCY INVOLVEMENT:

Although a direct comparison with other counties is not possible, the Registrar of Voters office has surveyed surrounding counties as well as outlying counties with a similar voting system configuration and considers this proposal to be a mid-range pay schedule.

The Registrar of Voters office will continue to encourage County employees to work at the polls.

CAO RECOMMENDATION:

DEPARTMENT HEAD SIGNATURE:

Ira J. Rosenthal, Chief Information Officer/Registrar of Voters

Sample #67: Request for Increase in Poll Worker Stipend, Solano, County, CA - Continued

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Registrar of Voters – Poll Worker Stipend Schedule

Effective April 11, 2006

Assignment	**Current Poll Workers** (Non County Employee)	**Current County Employee Poll Workers** (Non-Exempt*)	**Proposed Stipend Schedule**
Precinct Inspector Error Free Provisional Ballots Balanced Roster and Ballots	$120	$120	$120 $10 $10
Poll Technician (To assist with AutoMark)	$100	$100	$100
Ballot Issue Clerk (For Primary Elections with multiple party ballots)	$75	$75	$85
Precinct Clerk	$75	$75	$75
Roving Inspector (To provide hands on support and elections expertise to multiple precincts)	$120 plus mileage to and from polling sites	$120 plus mileage to and from polling sites	$120 plus mileage to and from polling sites
Training Class Training is mandatory for **all** inspectors, rovers, poll technicians and ballot issue clerks. Attendance by all other poll worker clerks is optional	$10	$0 if attending on County time on regular work day $10 if the employee is on an unpaid status or using accrued leave (i.e. vacation time)	$15
Election Night Return of Supplies	$5	$5	$5

* Non-exempt County, who work at the polls in the capacities described in this document, may be working for a different department than what they are regularly assigned, but will be performing services for Solano County. These employees will receive their regular days pay plus the poll worker stipend less applicable payroll withholdings.

For employees in positions that are covered by time and one-half overtime requirements, time worked at the polls during their regular County work hours will count as regular time worked and must be included in the overtime calculation when time worked exceeds forty hours during the work week.

ATTACHMENT A