

BALLOT JUDGE - RCV

DUTY

- Count and track packs of ballots
- Collect Registered Voter Receipts
- Issue ballots to properly registered voters
- If voters have questions about Ranked Choice Voting, refer voter to Demonstration Judge & demonstration aids
- Check voting booths for abandoned materials

SET-UP

- Count the number of sealed ballot packs and record on Ballot Tracking form
- Two EJs count an initial supply of ballots and record count on back of Ballot Tracking form
- Stack initialed ballots on the table

STEPS with each voter

1. Ask the voter for the **Registered Voter's Receipt**.
2. Consecutively number the receipt and place it on the spindle. Bundle in 25's and double-check.
3. Insert the initialed ballot into a **Secrecy Folder**. Hand the ballot and pen to the voter.
4. Tell the voter
 - **Vote both the front and back of the ballot.**
 - **Use only this pen or the AutoMARK.**
 - **If you choose to write in a candidate, first fill in the oval, and then write in the name of the candidate.**
 - **Do not fold the ballot.**
 - **If you make a mistake, you may request a new ballot.**
5. Direct the voter to an unoccupied voting booth or AutoMARK. If the voter will be using the AutoMARK, offer the headphones from the secured location. Secure headphones when use is complete.

ISSUE A NEW BALLOT IF VOTER HAS SPOILED A BALLOT OR REQUESTS A NEW ONE

Examples of Spoiled ballots	Voter errors specific to Ranked Choice Voting
<ul style="list-style-type: none"> • Over-voted • Crossed out or erased marks • Voter changes mind • Damaged ballot 	<ul style="list-style-type: none"> • Voted for the same candidate more than once • Skipped a ranking before or between ranked candidates

- If voter requests instruction on how to mark the ballot, direct voter back to Demonstration Judge.
- Voter places ballot in the **Spoiled Ballot Envelope**.
- Issue a new ballot to the voter and direct voter to the next available voting booth.

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MONITOR BALLOT SUPPLY

- Inform Head Judge when supply of initialed ballots is low.
- Two Election Judges must initial ballots.
- Account for all ballot packs opened on back of Ballot Tracking form
- Inform Head Judge when ballot supply is down to 200. Head Judge should immediately contact Election Headquarters at 612-673-3030.

PERIODICALLY CHECK VOTING BOOTHS FOR ABANDONED MATERIALS

- Campaign literature: remove and dispose
- Abandoned ballot: Do not insert into Ballot Counter
Label the ballot **"Found in booth"**
Place abandoned ballot in Spoiled Ballot Envelope
Make note on Incident Log

SUPPLIES NEEDED

- Initialed ballots stacked backside up
- Container for ballot marking pens
- Spindle for Registered Voter's Receipts
- Duplicated Ballot Envelope - "Ballots for which Duplicates were or are to be made"
- Secrecy Folders
- Ballot pens
- Spoiled Ballot Envelope
- Bag for used Voter Receipts

For further information see the MN Election Judge Guide or ask your Head Judge.