

MINNEAPOLIS

Your City.
Your Vote.

NOVEMBER 5

2013 Election Judge Training

City of Minneapolis - Elections and Voter Services

vote.minneapolismn.gov

THANK YOU! THANK YOU! THANK YOU!

- Veterans - For coming back this year
- New Judges - For joining us
- You are very important!
- 2013 Election Season
 - November 5

Where can I learn more?

Minneapolis Elections & Voter Services

- vote.minneapolismn.gov
- Minneapolis 311 or 612-673-3000
Open 11/5/13 until 8:00pm
-  www.facebook.com/votempls
-  www.twitter.co/votempls
-  www.youtube.com/cityofminneapolis
- Questions before election day -
Elections@minneapolismn.gov

Today's Agenda

- What's new in 2013
- Lessons learned from 2012
- The role of Election Judges
 - Head & Assistant Head Judges
 - Team Judges
 - Student Election Judges
- Setting up the Polls
- Election Day activities & duties
- Closing the polls & Materials for return

What is New IN 2013

- Ranked Choice Voting
- Ballot Counter
 - New, new, new
- New efforts and investments by Minneapolis
- New state law changes

Ranked Choice Voting – who is elected?

Only Minneapolis Municipal Offices

- Mayor
- Council Members – 13 Wards
- Board of Estimate and Taxation – 2 At-Large
- Park Board – 3 At-Large
- Park Board – 6 Districts

- Ballot Questions

RCV not used for School Board or other offices

Next regularly scheduled RCV election is 2017

How to vote using RCV

Simply put...

Ranked Choice Voting is a method in which voters rank candidates in order of preference

How to vote using RCV - handout

How to Complete a Ranked Choice Ballot

Step 1: Pick your first choice candidate by completely filling in the oval next to that candidate in the first column.

Step 2: If you have a second choice candidate, completely fill in the oval next to that different candidate under Second Choice column.

Step 3: If you have a third choice candidate, completely fill in the oval next to that different candidate under Third Choice column.

CITY OFFICES		
MAYOR		
Rank your first, second and third choice in the columns below. One to be elected.		
1 1st Choice Select One	2 2nd Choice, if any Must be DIFFERENT from your 1st choice Select One	3 3rd Choice, if any Must be DIFFERENT from your 1st and 2nd choices Select One
<input type="radio"/> THEODORE WIRTH PARK Parks Party	<input checked="" type="radio"/> THEODORE WIRTH PARK Parks Party	<input type="radio"/> THEODORE WIRTH PARK Parks Party
<input type="radio"/> MINNEHAHA PARK & FALLS Parks United	<input type="radio"/> MINNEHAHA PARK & FALLS Parks United	<input type="radio"/> MINNEHAHA PARK & FALLS Parks United
<input type="radio"/> NORTH MISSISSIPPI PARK Parks Party	<input type="radio"/> NORTH MISSISSIPPI PARK Parks Party	<input checked="" type="radio"/> NORTH MISSISSIPPI PARK Parks Party
<input checked="" type="radio"/> CHAIN OF LAKES Parks United	<input type="radio"/> CHAIN OF LAKES Parks United	<input type="radio"/> CHAIN OF LAKES Parks United
<input type="radio"/> DOWNTOWN RIVERFRONT Parks Party	<input type="radio"/> DOWNTOWN RIVERFRONT Parks Party	<input type="radio"/> DOWNTOWN RIVERFRONT Parks Party



If you are unsure about something or make a mistake, please ask an election judge for help.

1 First Choice	2 Second Choice	3 Third Choice
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You may: Select one candidate.

1 First Choice	2 Second Choice	3 Third Choice
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You may: Rank two candidates.

1 First Choice	2 Second Choice	3 Third Choice
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You may: Rank three candidates.

1 First Choice	2 Second Choice	3 Third Choice
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Error: Do not select the same candidate in more than one column.

1 First Choice	2 Second Choice	3 Third Choice
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Error: Do not select more than one candidate for office in the same column.

1 First Choice	2 Second Choice	3 Third Choice
<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Error: Do not skip a column.

How votes are Counted

The first choice votes for all candidates are sorted and counted. If no candidate receives the required number of votes to win, a process of eliminating candidates and considering subsequent choices begins.

Election officials will not use your second or third choice unless your first choice has already been eliminated.

New Ballot Counter

- New ballot counter will provide data for tabulation of results
 - Eliminates need for hand-count and data entry
- Digital imaging: count write-ins
- No separate write-in compartment
- Large visual color screen – informs voter
 - Ballot is counted
 - Voter error: over-vote
 - Ballot error: crooked or jammed ballot
- See vote.minneapolismn.gov

Select - **Voters & Voting Equipment**

New Efforts in Minneapolis - 1

- Polling Place floor plans – customized for each precinct
 - Mailed to Head Judges
- Additional signage to help voter confirm correct polling place
- EJs: language support will be displayed
- New Supply Envelope & Supply Container
- New cardboard transfer case for voted ballots

New Efforts in Minneapolis - 2

- New title – Head & Assistant Head Judge
- Head & Assistant train in 2-hour team class and 2-hour Head classes
- Head & Assistant are Poll Managers – manage & problem-solve; may temporarily fill-in at specific duty
- Monday supply pick-up: 2 hours pay for 2 people to pick-up and check polling place
- Absentee ballot list from Monday/Tuesday will be delivered by runners – not phone call
- Election night return to Elections Training Center/Warehouse
- **MN law change** - Voter Voucher – new maximum down from 15 to **8**

Lessons Learned from 2012

- You did a fantastic job! Every 20 years redistricting and a Presidential Election coincide. And so we had some problems of a successfully large turnout...You were and are fabulous!
- Customer Service/Line Management
 - Greeter EJ: make sure voters in correct place & help voters have registration form filled out
 - Number of rosters provided does not mean you precinct must have that many Roster EJs working the duty

Out Of Precinct – O.O.P.s

	General Election - 2012
Voted at Polls	200,663
Election Day Registrations	50,669
Duplicate Registrations - not necessary	3,495 = 6.90%
O.O.P.s Voters	677 = 1.34%
Zero O.O.P.s Precincts	15

Head Election Judge

- Administer oath of office
- Manage staffing & schedule breaks
- Cellphone contact with Election HQ
- Assign & rotate judge duties
- Supervise set-up & announce opening
- HAVA Complaints & Feedback forms
- Administer Challenges
- Announce & supervise closing

Election Judge Roles

- Assistant Head Judge
 - Assist & back-up Head Judge as needed
 - Administer Challenges
- Team Judges & Student Judges
 - Will be working various judge duties
- Precinct Support Judges
 - Support to Head & Precinct Team

EJ Professionalism

- You represent the City of Minneapolis
- No food or beverages at tables where voters are served
- All EJs must sign the attendance timesheet both volunteer and paid
- Personal computers or cellphones on breaks only

EJ Neutrality

- Curtail conversations if public is present
- Partisan comments & discussion prohibited at all times
 - 6 am until you get home
 - No exceptions

If anyone can tell – or perceive – by your words or actions what your opinion is, you failed at neutrality.

Our mission

- Ensure all eligible residents are able to exercise their right to vote
- Conduct voting in a fair, accurate, impartial and efficient manner
- Provide reliable information and friendly service to voters
- Give all voters in a precinct and throughout the city the same information
- “I will do everything I can within the law to help you vote today”

ACCURACY & INTEGRITY

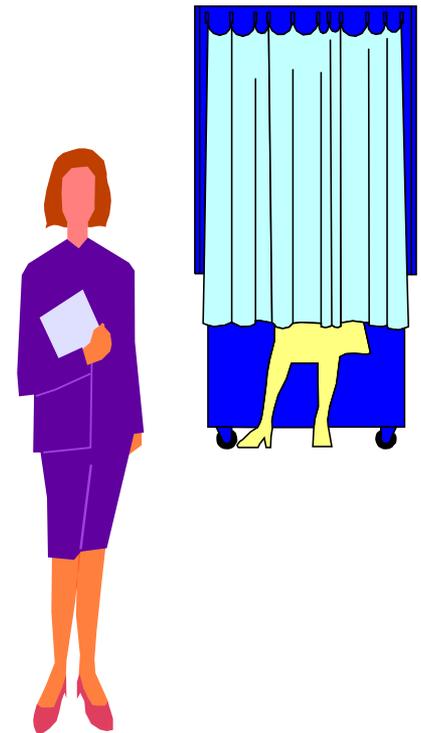
- Two EJs of different major political parties
 - Assist voters in voting booth
 - Feed ballots from Auxiliary Compartment & duplicate voted ballots
 - Curbside voting
 - Emptying ballot box during voting hours
- Paper trail – how to remember it in a year
 - Incident Log – Ballot counter jam & voter issues
 - Election Judge as a witness
 - Register in proper precinct and with proper ID
 - Results Tapes + materials returned to drop off site
 - Certification and Seals
 - Ballot Tracking Form

Political Party Affiliation

- Three major political parties
 - Democratic Farmer Labor Party
 - Independence Party – with a capital “I”
 - Republican Party
- Not major political parties
 - All other political parties
 - Not specified or unaffiliated
 - independent - with a small “i”

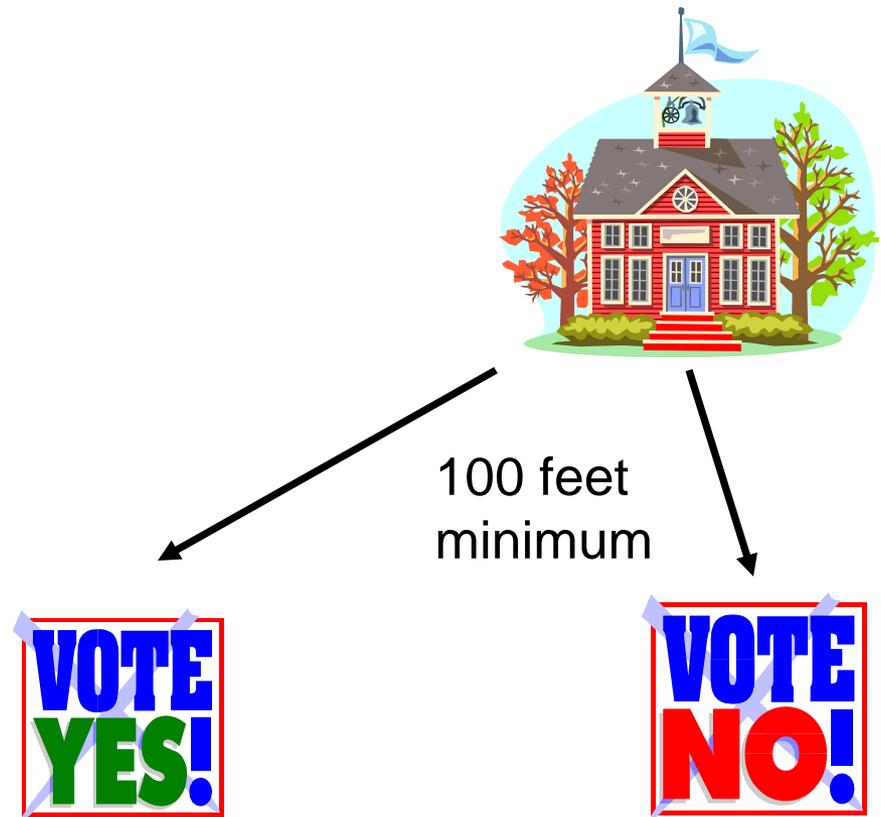
Allowed in the Polling Place

- Representatives from Secretary of State, County Auditor and local Clerk's Offices
- Election Judges
- Voters and their minor children
- Person Assisting or Vouching for Voter
- Challengers
- Students or teachers if authorized by clerk
- Persons making written complaint
- Media



Lingering or Campaign Activities

- No lingering within 100 ft. of polling place building
- No solicitation within 100 feet of polling place building or on public property surrounding it
- Exempt: Campaign signs on private property within 100 feet of polls
- Loudspeakers

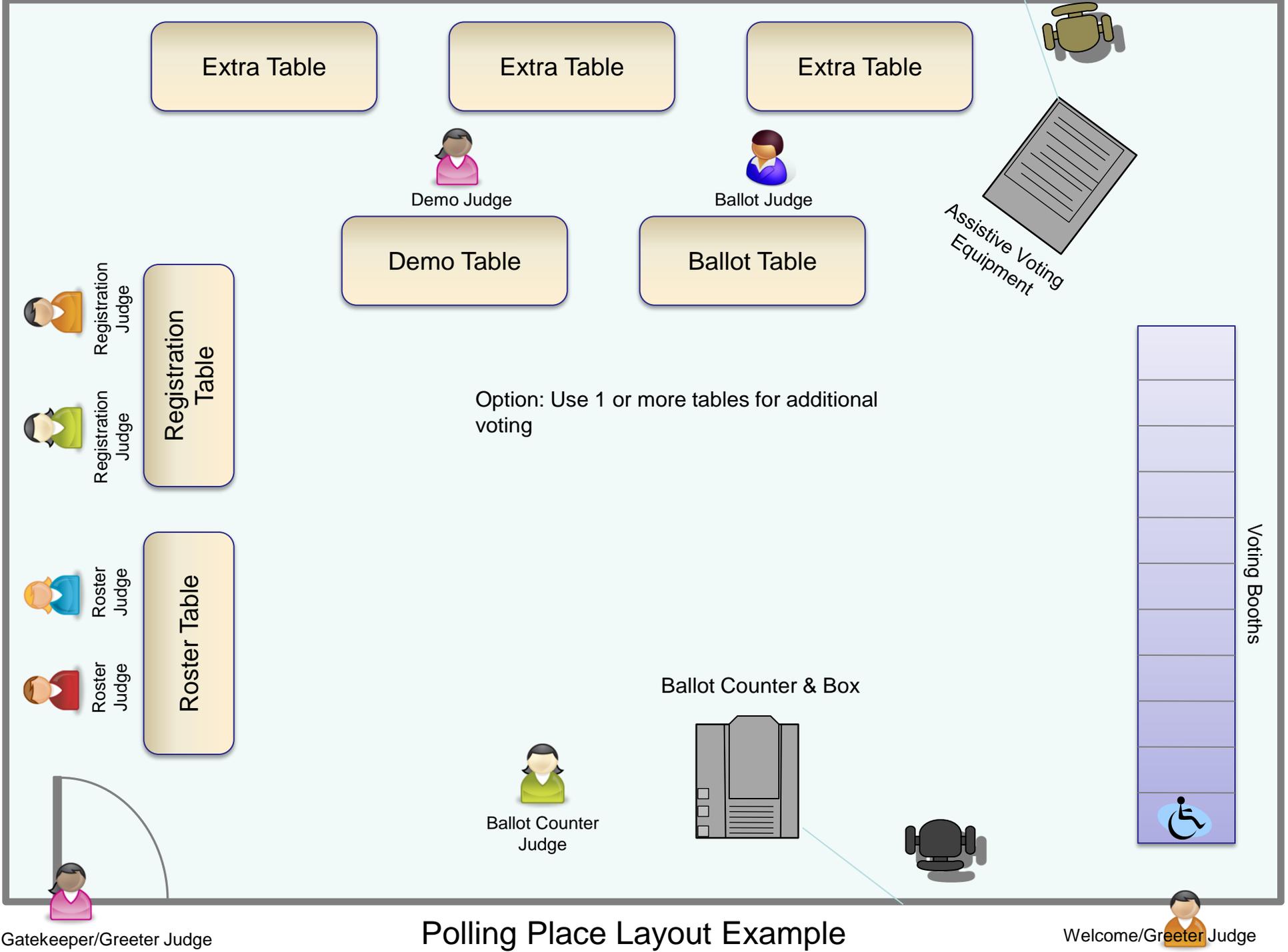


Exit Polling Allowed with restrictions

- Can be conducted anywhere outside the room used as a polling place
- Only approach voters after they have voted
- Only ask voter to take anonymous written survey
- Cannot interfere with the voting process

Setting Up the Polling Place

- Arrive at 6:00 a.m.
- Take EJ oath, declare party & sign Official Precinct Certification Form; nametags
- Follow the *Open Polls Checklist(s)*
- Correct for precinct:supplies
 - Ballot Counter on Ballot Box
 - Supply Container
 - 9 Bags
- Receive assignments from Head Judge



Extra Table

Extra Table

Extra Table

Demo Judge

Ballot Judge

Assistive Voting Equipment

Registration Judge

Registration Judge

Registration Table

Roster Judge

Roster Judge

Roster Table

Option: Use 1 or more tables for additional voting

Ballot Counter & Box

Ballot Counter Judge

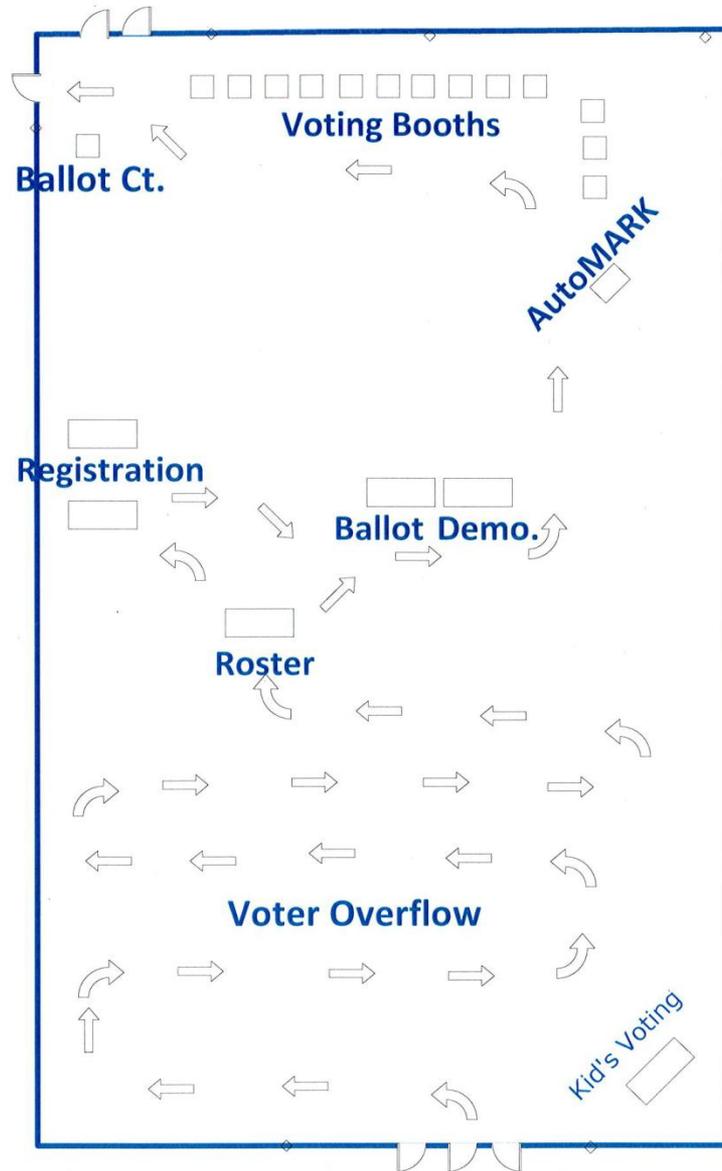
Voting Booths

Gatekeeper/Greeter Judge

Polling Place Layout Example

Welcome/Greeter Judge

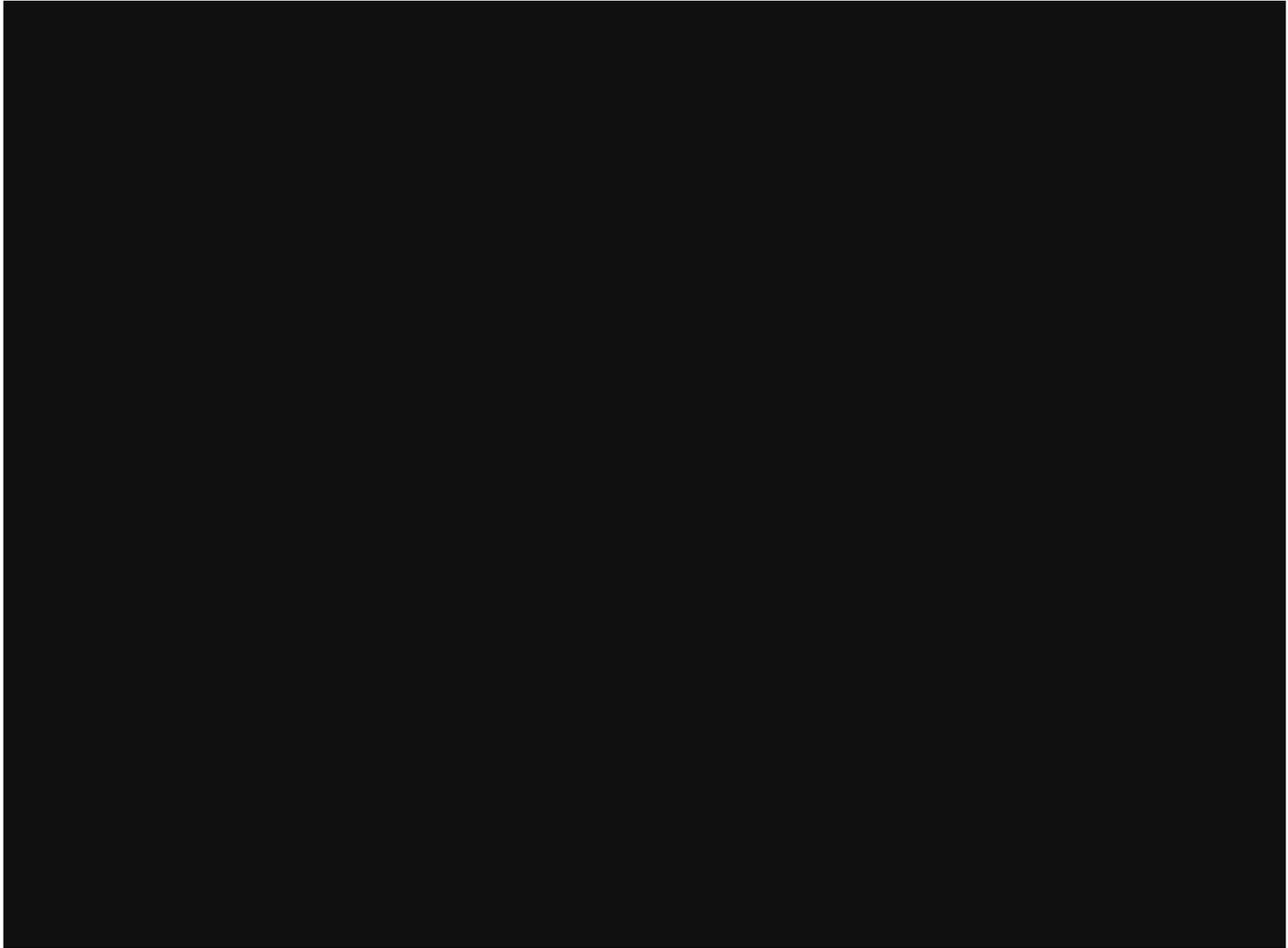
Example of Custom PP Layout



Intro to Documentation Overview

The paper trail of the election

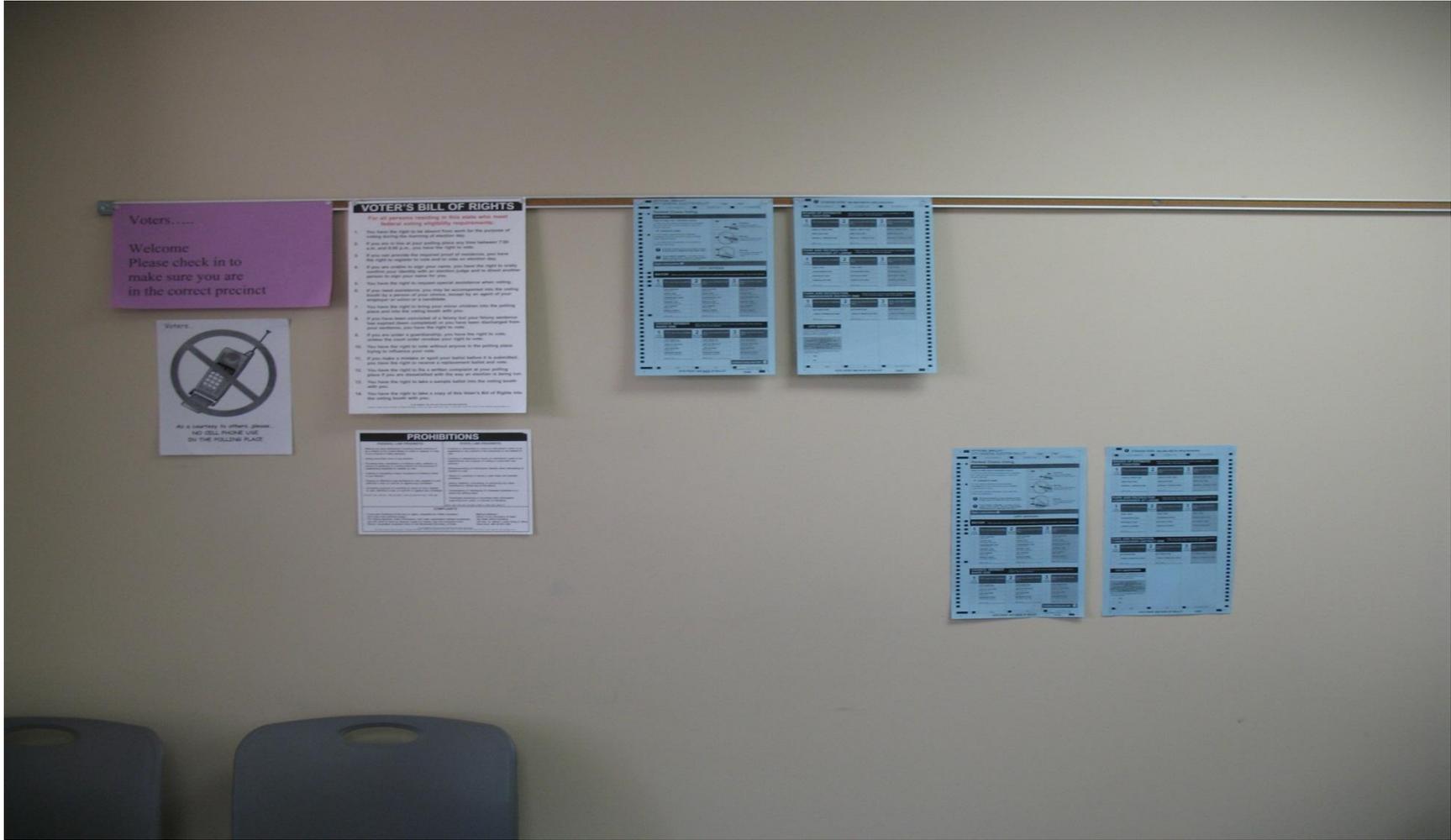
Documentation Overview



Polling Place Entrance



Sample Ballots



Ballot Counter



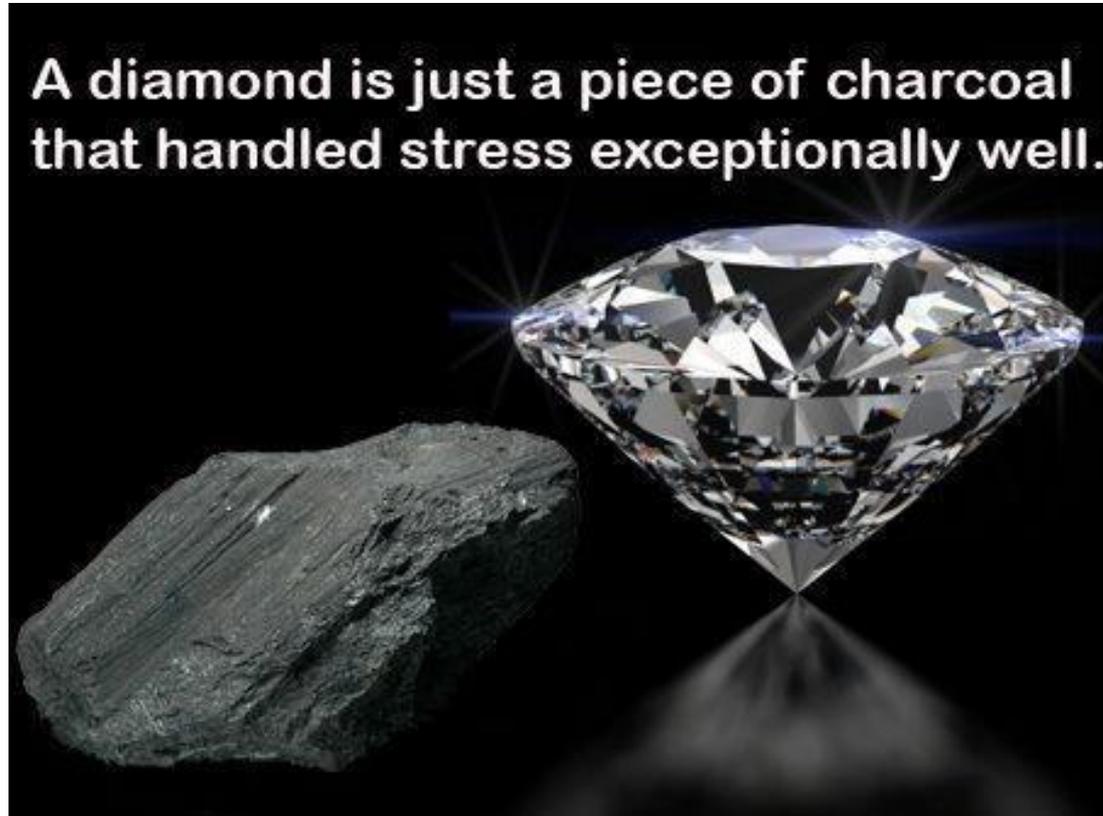
AutoMARK – Check Ballot

- Insert blank ballot
- Verify audio ballot with another ballot
- Eject ballot by using EJECT button
- Label both ballots “AutoMARK Test Ballot”
- Place both ballots into Spoiled Ballot envelope
- Do not put in Ballot Counter

AutoMARK & Voting Booths



Customer Service



Your opportunity to sparkle

Tools to Assist Voters

- First time voters may be nervous!
 - Just turned 18
 - New citizens
- Tools for voters
 - Language folder – translated materials
 - 311 – Language support line
 - AutoMARK to hear English rather than read it
 - Magnifier
 - Signature guide
 - Notepad & black pen
 - Provide chair(s) while waiting – but not in the way

Serving Voters with Disabilities

- Clear path of travel – no obstructions
 - Parking area to building entrance(s)
 - Main entrance & accessible entrance (if different) to voting room
 - Through voting room
 - Re-check during the day
- “Allow us the dignity to get the task done privately & independently. It is our decision to ask for help.” MACOPD

Who May/May Not Assist Voters?

- Voter may bring person of their choice
- Voter asks for assistance - two EJs of different political parties assist to mark ballot
- Individual persons (excluding election judges) may help vote a ballot for no more than three voters
 - Vote = filling in the ovals and/or present in the voting booth
- **Who May *NOT* Assist Voters**
 - Voter's employer or agent of voter's employer
 - Officer or agent of voter's union
 - Candidate for election

Curbside Voting

Voter unable to come
into the Polls

Option #1 Curbside Voting



Option 2 Curbside Voting

- Have voter complete *Certificate of Registered Voter* form (and *Voter Registration Application*, if required)
- Enter in appropriate roster



Office of the Minnesota
Secretary of State

Certificate of Registered Voter

For election judges to use in lieu of having a voter who is unable to enter the polling place sign the polling place roster (curbside voting.) Two election judges who are members of different major political parties shall assist the voter in completion of the voter's certificate. (Minn. Stat. section 204C.15).

After the curbside voter signs the certificate, election judges sign and attach the certificate to the page where the voter's name appears on the roster.

1. Voter Information:

I, _____
Last Name or Surname Middle Name First Name

reside at _____
Street Address or Route No.

in _____
City or Township State Zip

Phone: (____) _____

2. Verification of Registration

I certify that I am at least 18 years of age and a citizen of the United States; that I have resided in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or have the right to vote because, if I was convicted of a felony, the felony sentence has expired or been completed or I have been discharged from the sentence; that I am registered and have not already voted in this election. I understand that deliberately providing false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

Signature of Voter Date

3. Election Judge:

Signature of Election Judge Date

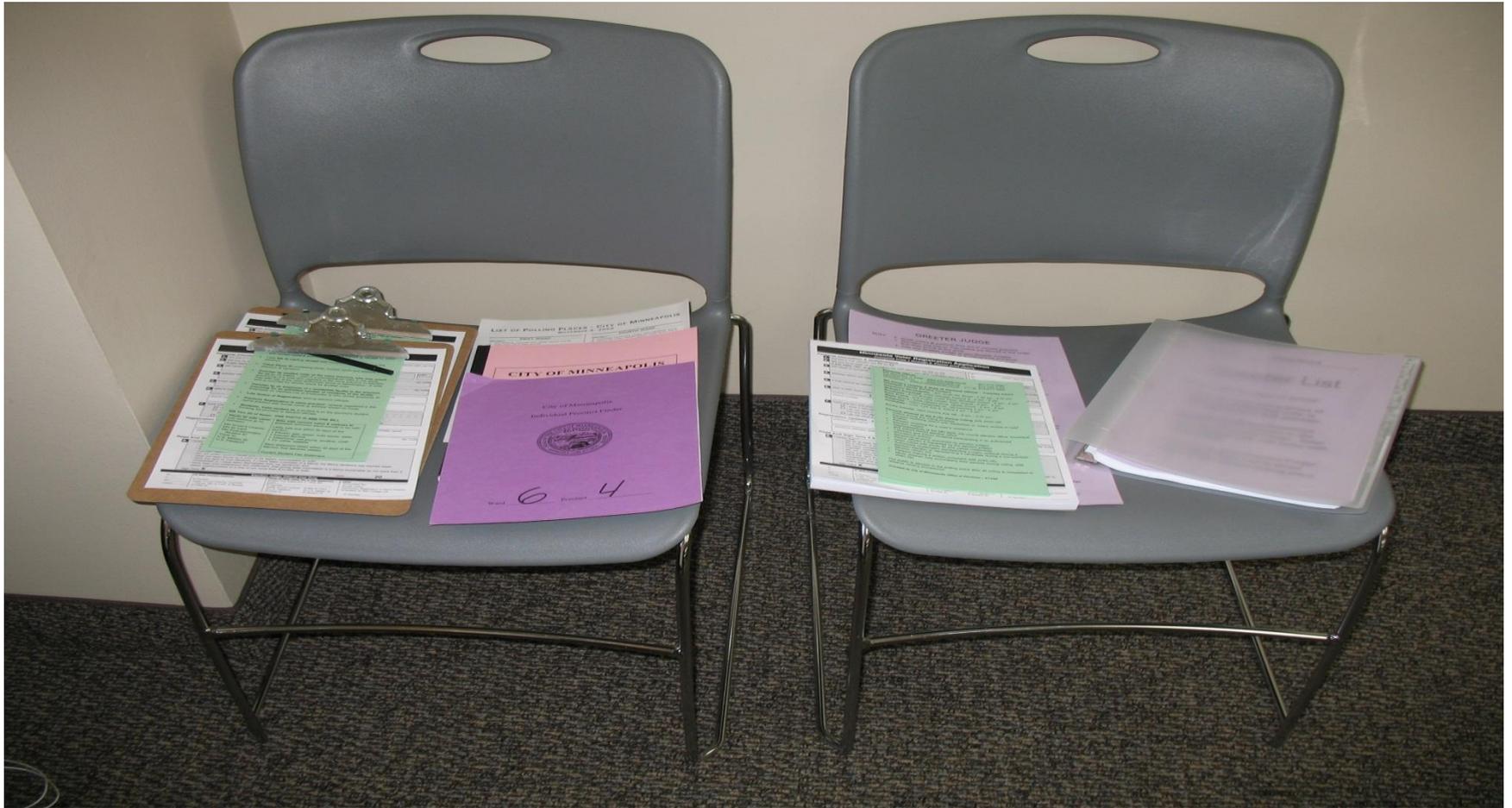
Signature of Election Judge Date

Notice to Election Judges: do not sign this certificate until after the voter has signed it, and you have found that the voter is entitled to vote at this election. Attach this certificate to the voter's name in the precinct roster or non-registered roster.

IT IS NOW
7:00 A.M. AND
YOU ARE
READY TO
OPEN THE
POLLING
PLACE!



Greeter Judge



Greeter Judge

- Greeter List: Is voter registered in this precinct?
 - If name & address (apt #) match, direct voter to Roster table
- If not pre-registered in this precinct
 - Verify voter is in correct precinct
 - Explain ID requirements - “Show me what you’re going to use to register today”
 - Give *Voter Registration Application* Direct voter to the Registration table
- Hand voter RCV instructions handout
- Maintain traffic flow
- Observe activities near poll entrance

Greeter Judge

- **Different name or address in precinct**
 - Voter must re-register with current name and address
 - Give voter VRA to fill in name & address
 - Greeter Judge checks **Previous Registration in Same Precinct** & enters Voter ID #

WARD _____ PRECINCT _____

_____ OF _____

POLLING PLACE ROSTER

Pre-registered VS Election Day Registration

Date: 11/05/13 W 12 P 6
New Registrants Green Roster
City of Minneapolis

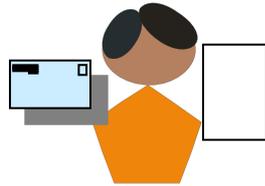
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
1	BUNYAN, PAUL J	Paul J Bunyan	1234 Bow Bow Blvd Mpls, MN 55406	9/1/1929
2	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
3	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
4	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
5	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
6	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
7	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
8	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
9	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
10	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date

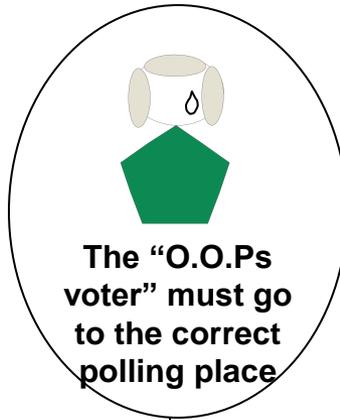
Pre-registered Voter Roster



Pre-registered Voter



Absentee Voter who brings in ballot & envelope



The "O.O.P.s voter" must go to the correct polling place



Pre-reg voter who has changed name



Pre-reg voter who moved within precinct



Voter with typo in name



Voter who has moved and now lives in precinct



CLARK TWP PRECINCTS:0030

Voter Id #	Voter Name	Address	City	Pct # - Name	SD #	ID Req
0000246740	ABBOTT, GARY L	11717 422ND ST	TAMARACK	0030 CLARK TWP	004	
0000246881	ABBOTT, KARI JEAN	11717 422ND ST	TAMARACK	0030 CLARK TWP	004	
0000249494	AHO, ARTHUR MATT	10332 422ND ST	TAMARACK	0030 CLARK TWP	004	
0000250064	AHO, TOINI MARY	10421 STATE HIGHWAY 210	TAMARACK	0030 CLARK TWP	004	
0000247210	BAJDA, ANDRE JOHN	11787 422ND ST	TAMARACK	0030 CLARK TWP	004	
0000249381	BAJDA, GAYLE RENEE	11787 422ND ST	TAMARACK	0030 CLARK TWP	004	
0003723215	BARNETT, CHARLA FAE	11717 422ND ST	TAMARACK	0030 CLARK TWP	004	
0000251754	BERG, CAROL JEANNE	42903 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0000245281	BERG, OLE WILLIAM	42903 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0003366562	BOLSTAD, PATRICIA ANN	42302 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0003366546	BOLSTAD, ROBERT KENNETH	42302 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0000251572	BOYES, GENE W	12485 422ND ST	TAMARACK	0030 CLARK TWP	004	
0000251636	BOYES, MAUREEN EDNA	12485 422ND ST	TAMARACK	0030 CLARK TWP	004	
0000251637	BOYES, TERRY GENE	43141 140TH AVE	TAMARACK	0030 CLARK TWP	004	
0000248536	BREKKE, CYNTHIA MAE	45536 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0000248590	BREKKE, DELL OSCAR	45536 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0003815785	BREKKE, LAURA ANN	45536 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0004231127	BREKKE, LYNN MARIE	45536 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0000247659	BURDICK, JOYCE ANN	45365 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0000247770	BURDICK, RUSSELL GLEN	45365 KESTREL AVE	TAMARACK	0030 CLARK TWP	004	
0000252750	CAHOON, JEANA LEIGH	44088 105TH PL	TAMARACK	0030 CLARK TWP	004	
0000252751	CAHOON, RODGER WILLIAM	44088 105TH PL	TAMARACK	0030 CLARK TWP	004	
0000248147	COLLINS, JOANNE RAE	14760 404TH LN	TAMARACK	0030 CLARK TWP	004	
0000247025	COLLINS, PATRICK M	14760 404TH LN	TAMARACK	0030 CLARK TWP	004	

Ward 8 Precinct 7

Street Name	From	To	Even/Odd/Both	W-P
1ST AVE S	4200	4351	Both	8-7
1ST AVE S	4400	4553	Both	8-7
40TH ST W	115	115	Odd	8-7
41ST ST W	215	215	Odd	8-7
42ND ST W	211	614	Both	8-7
42ND ST W	620	620	Even	8-7
43RD ST E	4	4	Both	8-7
43RD ST W	8	509	Both	8-7
44TH ST E	14	110	Even	8-7
44TH ST W	11	625	Both	8-7
45TH ST E	6	10	Both	8-7
45TH ST W	15	137	Both	8-7
46TH ST E	14	116	Even	8-7
46TH ST W	100	514	Even	8-7
BLAISDELL AVE S	4000	4355	Both	8-7
BLAISDELL AVE S	4400	4555	Both	8-7
GARFIELD AVE S	4000	4355	Both	8-7
GARFIELD AVE S	4400	4554	Both	8-7
GRAND AVE S	4000	4355	Both	8-7
GRAND AVE S	4400	4555	Both	8-7
HARRIET AVE S	4000	4356	Both	8-7
HARRIET AVE S	4400	4553	Both	8-7
LYNDALE AVE S	4001	4355	Odd	8-7
LYNDALE AVE S	4405	4555	Odd	8-7
NICOLLET AVE	4000	4356	Both	8-7
NICOLLET AVE	4400	4554	Both	8-7
PILLSBURY AVE	4001	4354	Both	8-7
PILLSBURY AVE	4401	4557	Both	8-7
PLEASANT AVE S	4000	4355	Both	8-7
PLEASANT AVE S	4400	4555	Both	8-7
STEVENS AVE S	4200	4350	Even	8-7
STEVENS AVE S	4400	4552	Even	8-7
WENTWORTH AVE	4000	4347	Both	8-7
WENTWORTH AVE	4400	4555	Both	8-7

Street Name	From	To	Even/ Odd/ Both	W-P	ZIP Code	Cong	Senate	House	County	Park/ School
1ST AVE N	21	432	B	3-8	55401	5	59	59B	04	4
1ST AVE N	515	600	B	3-8	55403	5	59	59B	04	4
1ST AVE N	706	706	E	7-6	55403	5	59	59B	03	4
1ST AVE NE	100	112	B	3-3	55413	5	60	60B	04	1
1ST AVE NE	127	315	O	3-3	55413	5	60	60B	04	1
1ST AVE NE	316	606	E	3-3	55413	5	60	60B	04	1
1ST AVE NE	501	615	O	3-4	55413	5	60	60A	02	1
1ST AVE S	1325	1408	B	7-8	55403	5	61	61A	03	4
1ST AVE S	1508	1600	E	7-5	55403	5	61	61A	03	4
1ST AVE S	1701	1931	B	6-9	55403	5	62	62A	03	4
1ST AVE S	2000	2533	B	10-9	55404	5	62	62A	03	4
1ST AVE S	2605	2838	B	10-9	55408	5	62	62A	03	4
1ST AVE S	2847	2929	O	10-9	55408	5	62	62A	03	4
1ST AVE S	3101	3148	B	8-1	55408	5	62	62B	03	6
1ST AVE S	3200	3552	B	8-2	55408	5	62	62B	03	6
1ST AVE S	3600	3955	B	8-6	55409	5	62	62B	03	6
1ST AVE S	4200	4351	B	8-7	55409	5	62	62B	03	6
1ST AVE S	4400	4553	B	8-7	55419	5	62	62B	03	6
1ST AVE S	4600	4945	B	11-1	55419	5	62	62B	03	6
1ST AVE S	5000	5556	B	11-2	55419	5	61	61B	03	6
1ST AVE S	5600	6154	B	11-3	55419	5	61	61B	03	6
1ST ST N	1	227	B	3-8	55401	5	59	59B	04	4
1ST ST N	300	800	B	3-7	55401	5	59	59B	02	2
1ST ST N	3360	3360	E	4-3	55412	5	59	59A	02	2
1ST ST NE	2310	2318	E	3-6	55418	5	60	60A	02	1
1ST ST S	1	225	B	3-8	55401	5	59	59B	04	4
1ST ST S	336	701	B	3-9	55401	5	59	59B	04	4
1ST ST S	1803	1811	B	6-3	55454	5	60	60B	04	3
1ST ST S	1920	2040	B	2-7	55454	5	60	60B	04	3
2 1/2 ST NE	3410	3659	B	1-1	55418	5	60	60A	02	1
2ND AVE N	20	417	B	3-8	55401	5	59	59B	04	4
2ND AVE N	516	516	E	3-8	55403	5	59	59B	04	4
2ND AVE N	721	2300	B	5- 6C	55405	5	59	59B	02	2
2ND AVE N	2603	2603	O	7- 1C	55405	5	59	59B	02	4
2ND AVE S	115	331	B	3-8	55401	5	59	59B	04	4
2ND AVE S	523	919	B	7-8	55402	5	59	59B	03	4
2ND AVE S	1200	1301	B	7-8	55403	5	61	61A	03	4
2ND AVE S	1703	1927	B	6-9	55403	5	62	62A	03	4
2ND AVE S	2001	2548	B	10-9	55404	5	62	62A	03	4
2ND AVE S	2600	2733	B	10-9	55408	5	62	62A	03	4
2ND AVE S	2901	2937	O	6-8	55408	5	62	62A	04	3

List of Polling Places

List of Polling Places - City of Minneapolis

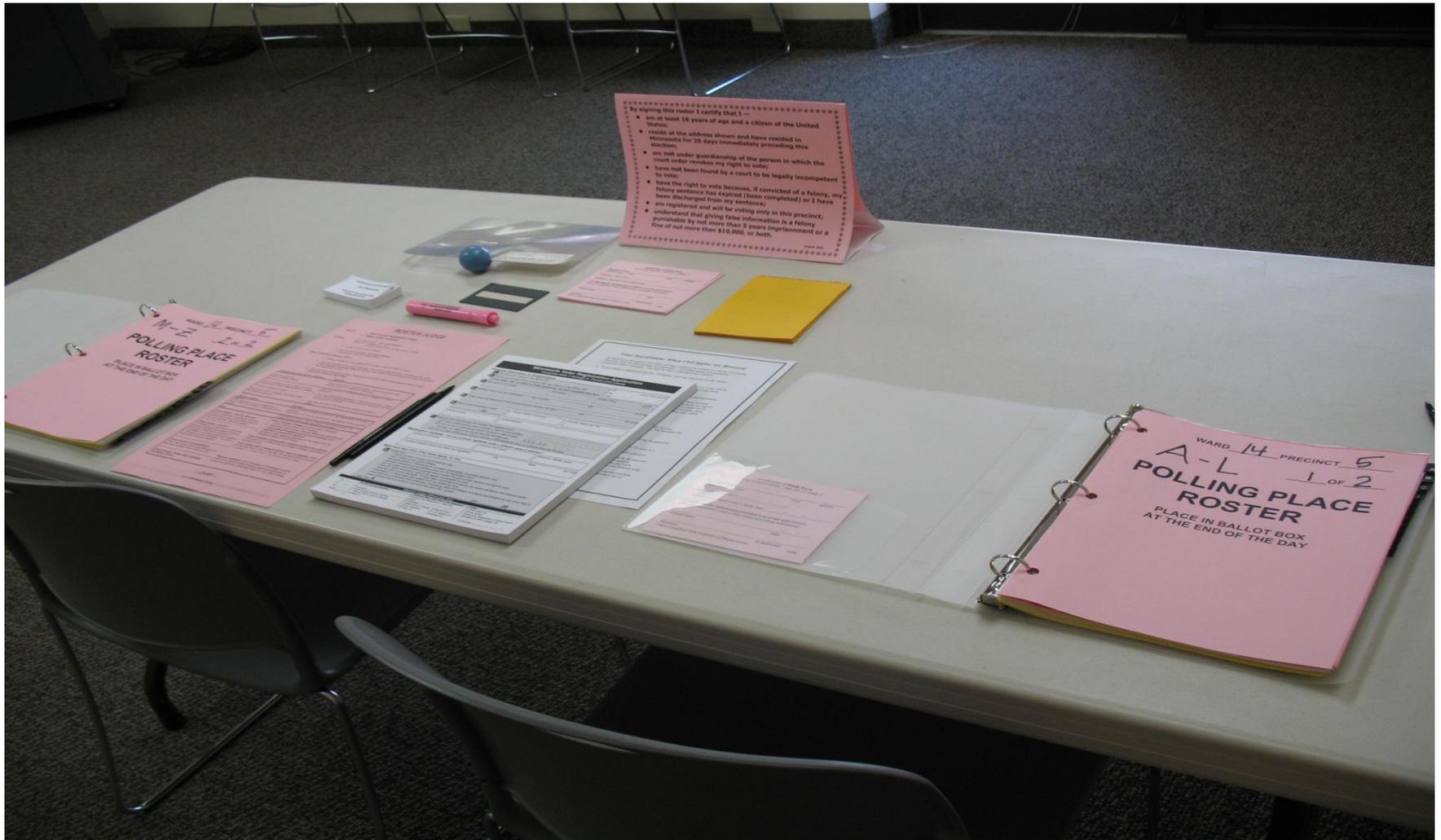
NOVEMBER 5, 2013

FIRST WARD	SECOND WARD
<p>PRECINCT—</p> <p>1 – River Village, 2919 Randolph St NE</p> <p>2 – Waite Park Recreation Center, 1810 34th Ave NE</p> <p>3 – Northeast Middle School, 2955 Hayes St NE (in Media Center)</p> <p>4 – Audubon Park Recreation Center, 1320 29th Ave NE</p> <p>5 – Windom Park NE Recreation Center, 2251 Hayes St NE</p> <p>6 – Parker Skyview Highrise, 1815 Central Ave NE</p> <p>7 – Van Cleve Park (Gym), 901 15th Ave SE #</p> <p>8 – Holland Highrise, 1717 Washington St NE</p> <p>9 – Edison High School Gym, 2030 Monroe St NE</p>	<p>PRECINCT—</p> <p>1 – Holy Trinity Lutheran Church, 2730 31st St E #</p> <p>2 – Sullivan Community School, 3100 28th St E</p> <p>3 – Van Cleve Park (Multipurpose), 901 15th Ave SE #</p> <p>4 – Weisman Art Museum, 333 River Parkway E *</p> <p>5 – Pratt Community School, 66 Malcolm Ave SE</p> <p>6 – St. Frances Cabrini Church, 1500 Franklin Ave SE</p> <p>7 – Augsburg College Christensen Center, 720 22nd Ave S</p> <p>8 – Brackett Park Recreation Center, 2728 39th Ave S</p> <p>9 – Augsburg College Oren Gateway Bldg, 610 22nd Ave S *</p> <p>10 – Grace University Lutheran Church, 324 Harvard St SE</p>
THIRD WARD	FOURTH WARD
<p>PRECINCT—</p> <p>1 – University Lutheran Church of Hope, 601 13th Ave SE</p> <p>2 – First Congregational Church of MN, 500 8th Ave SE</p> <p>3 – Marcy Open School, 415 4th Ave SE</p> <p>4 – Spring Manor Highrise, 828 Spring St NE</p> <p>5 – Saint Maron Catholic Church, 602 University Ave NE</p> <p>6 – East Side Neighborhood Services, 1700 2nd St NE</p> <p>7 – Standard Heating & Air Conditioning, Inc., 130 Plymouth Ave N (park on 2nd St N)</p> <p>8 – River Towers Condominiums, 15 1st St S</p> <p>9 – Open Book, 1011 Washington Ave S</p>	<p>PRECINCT—</p> <p>1 – Creekview Park Recreation Center, 5001 Humboldt Ave N</p> <p>2 – Jenny Lind Elementary School, 5025 Bryant Ave N (park on Dupont Ave N side)</p> <p>3 – Cityview Performing Arts Magnet School, 3350 4th St N</p> <p>4 – Loring Community School, 2600 44th Ave N</p> <p>5 – Folwell Park Recreation Center, 1615 Dowling Ave N</p> <p>6 – Hamilton Manor Highrise, 1314 44th Ave N</p> <p>7 – Luther Memorial Church, 3751 Sheridan Ave N</p> <p>8 – Parkway United Church of Christ, 3120 Washburn Ave N</p>
FIFTH WARD	SIXTH WARD
<p>PRECINCT—</p> <p>1 – Urban Research & Outreach Center (UROC), 2001 Plymouth Ave N</p> <p>2 – North Regional Library, 1315 Lowry Ave N</p> <p>3 – Rainbow Terrace, 1710 Plymouth Ave N</p> <p>4 – North Point Health & Wellness Center, Inc., 1315 Penn Ave N</p> <p>5 – Lyndale Manor Highrise, 600 18th Ave N</p> <p>6C – Heritage Commons at Pond's Edge, 350 Van White Memorial Blvd</p> <p>7 – Phyllis Wheatley Community Center – Bethune Park.</p>	<p>PRECINCT—</p> <p>1 – Heltzer Manor Highrise, 2121 Minnehaha Ave</p> <p>2 – Seward Towers East, 2910 Franklin Ave E *</p> <p>3 – Coyle Community Center, 420 15th Ave S</p> <p>4 – Elliot Park Recreation Center, 1000 14th St E</p> <p>5 – Phillips Community Center, 2323 11th Ave S</p> <p>6 – Peavey Park Recreation Center, 730 22nd St E</p> <p>7 – Ebenezer Towers, 2523 Portland Ave S</p> <p>8 – Ebenezer Park Apartments, 2700 Park Ave</p> <p>9 – Minnesota Church Center, 122 Franklin Ave W # (use Pillsbury Ave entrance)</p>

Roster Judge – voter view



Roster Judge – Judge view



Roster Judge

Pre – Registered Voters

- **Your name please...?**
- Find name on the roster
- **...and your address please?**
- Point out the oath at the top of the page
- **To affirm the oath please sign by your name**
- **Here is the receipt for your ballot**

ONE signature = ONE receipt = ONE ballot

Roster:

An original legal document

Only allowed marks

- Voter signature
- CURBSIDE
- A.B.
- VOID – with highlight
- REFUSED OATH – with highlight
- NOT ELIGIBLE – with highlight

No extraneous marks – do not make an X

Roster Judge - tips

- Similar names – use birthdates
 - Anderson or Smith or Vang
 - Jr. and Sr.
- Multiple last names: try variations
 - Anderson-Smith
 - Andersonsmith
 - Anderson Smith
 - Smith
- Common misspellings
 - Larsen or Larson

Roster Notations

- A.B.
- See ID – see poster
 - This notation informs you that the voter must show identification prior to voting
 - Acceptable IDs same as Election Day registration minus vouching
 - If voter does not have ID from list, they may re-register using Election Day Registration Procedures (i.e. voucher)

Pre-Printed Roster Challenges

Administered by Head & Assistant Head

- Most Common
 - Challenged-Postal Return
 - Challenged-Felony
 - Challenged-Guardianship
- Others
 - Challenged-Voted Out of Precinct
 - Challenged-Name Change
 - Challenged-Name or Address
 - Challenged-Other
- Noted on backside of Roster Challenge Log

Roster Challenge Documentation

Voter found NOT ELIGIBLE

10. CARLSON, JOSHUA PAUL 8161 33RD AVE S UNIT 904	0110 BLOOMINGTON W-4 P-01		
11. CARLSON, DEBI JUNE 2001 88TH ST E	27100 BLOOMINGTON	Challenged: Postal Return	0003753499
12. CARLSON, JENNIE HYMEL 2130 OLD SHAKOPEE RD E APT 208	0110 BLOOMINGTON W-4 P-01 27100 BLOOMINGTON		0003318875
13. CARLSON, JOSHUA PAUL 2001 88TH ST E	0110 BLOOMINGTON W-4 P-01 27100 BLOOMINGTON 0110 BLOOMINGTON W-4 P-01	Challenged: Postal Return	0003579457

Not Eligible (written in yellow highlight)

Joshua P. Carlson (signature with red arrow pointing to row 13)

Voter found ELIGIBLE

Municipality: Bloomington
 Ward/Precinct: W III/P 19
 Election: 8/14/2012

Roster Challenge Log

This form is for pre-registered roster challenges. Record what happened noting the following:

- Time of Oath
- Name of Individual Challenged
- Eligible or Refused/Not Eligible?
- Ballot Cast – Yes or No?
- Explain what happened
- Election Judge Initials

Time of Oath	Name of Individual Challenged	Eligible or Refused/Not Eligible?	Ballot Cast? Yes/No	Explain what happened	Election Judge Initials
10:43am	Joshua P. Carlson	Eligible	Yes	Questioned voter's answers indicated the voter is eligible	KE
2:30pm	Debi J. Carlson	Not Eligible	No	Questioned voter's answers indicated voter is not eligible	KE

In-Person Challenges

Admin by Head or Assistant Head Judge

Who can challenge?

- Election judges or voters
- Partisan: person representing major party
- Non-partisan: person representing candidate

Challenger must

- Provide proof of MN residency
- Base challenge on personal knowledge of voter's eligibility
- Complete challenge form for each challenge
- Allowed near registration and/or roster area



Office of the Minnesota Secretary of State

Oath of Challenge to Voter's Eligibility

I, _____, do hereby state under oath,
Name of person making challenge

I am:
 an election judge.
 a challenger authorized by Minnesota Statutes, section 204C.07.
 a Minnesota voter.

I reside at _____,
Street Address City or Township

Telephone number: _____

E-mail address (optional): _____

I challenge the registration of _____ whose registration lists his
Name of challenged voter
or her residence as

Street Address City of Township

This challenge is based on my personal knowledge. The grounds for my challenge are:

(attach additional sheets of signed statement if necessary).

I swear or affirm that the information stated here is truthful.

Date Signature of Challenger

Signed and sworn to or affirmed before me

Date Signature of Election Judge

For Election Judge Use Only:

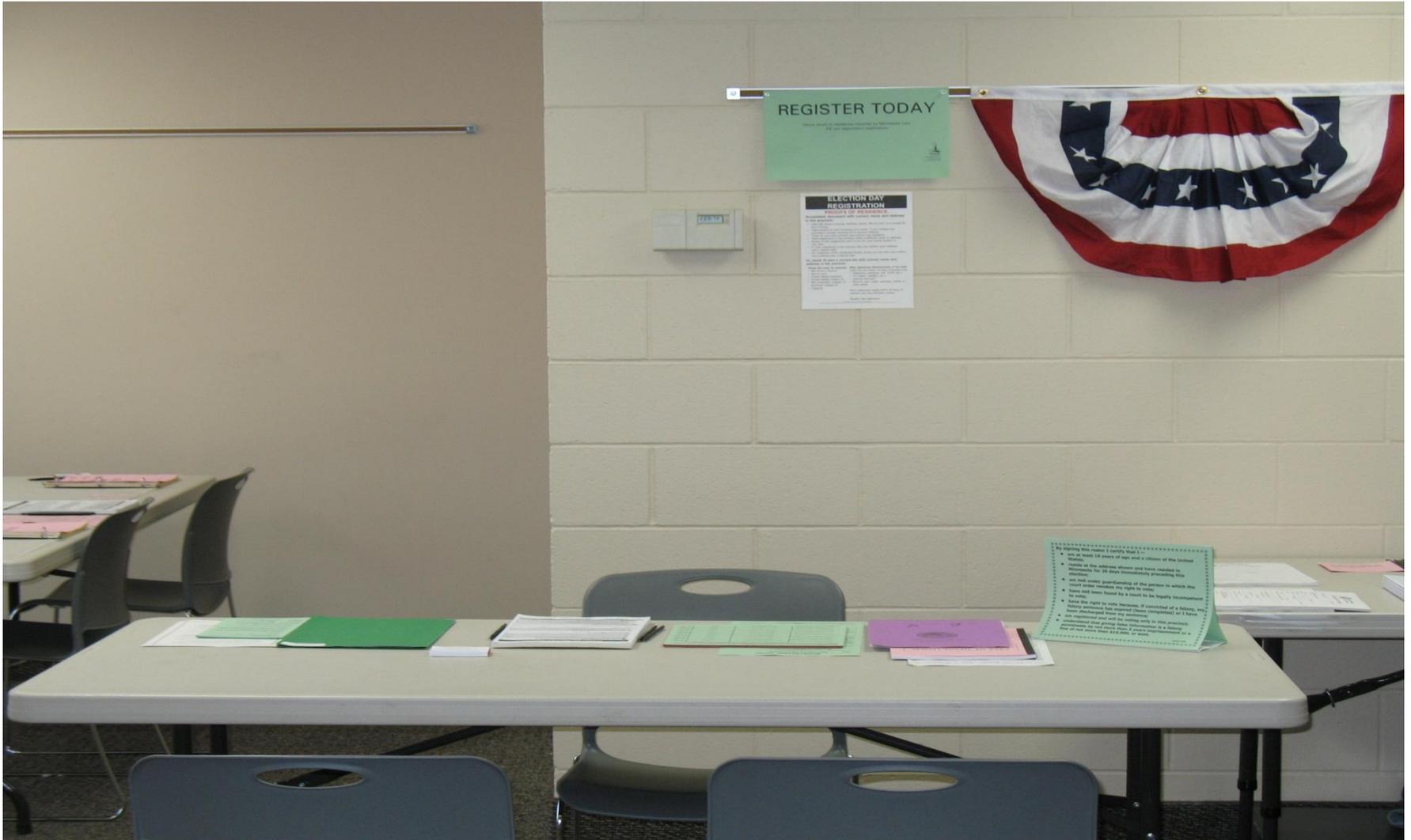
Challenge was administered by Election Judge: _____

Time: _____

- Voter refused to take challenge oath.
- Challenge was dismissed. Voter passed challenge and voted.
- Challenge was sustained. Voter failed challenge and did not vote.

Additional Comments:

Registration – Voter view



Registration Judge – Judge view



Registration Judge – Precinct & ID

- Verify voter is at the correct polling place by checking the ***PRECINCT FINDER***
 - *Double-check work of Greeter Judge*
- Verify voter has not voted by absentee by checking the *AB EDR List*
 - Voters on this list are not allowed to vote again
- Ask voter for required Proof of Residence
 - “Show me what you’re going to use to register today”
- Voter completes the *Voter Registration Application (VRA)*

AB EDR: Election Day Registration – green & vertical

Absentee Election Day Registrants for PollingPlace		07/06/2010 2:32 PM					
Already Registered and Voted by Absentee Ballot							
Absentee Election Day Registrants for PollingPlace - 11/02/2010 STATE GENERAL ELECTION, Ramsey County, All Dates, ST. PAUL W-3 P-05							
The individuals on this list have already registered and voted in this election by absentee ballot.							
Election Judge Instructions: Review this list before registering each voter on election day. If the person's name appears on this list, do not allow this individual to register or to vote in person.							
Voter Name and Address	Member ID	DOB	2	Precinct	Ballot ID	Acquired	3
ATWOOD, MARTHA 1925 NORFOLK AVE	NEW			0582 ST. PAUL W-3 P-05	550492	6/13/2010 8:07:07 PM	
BARNES, LISA LAURIE 1925 NORFOLK AVE	NEW			0582 ST. PAUL W-3 P-05	550493	7/02/2010 2:32:11 PM	
GAHSM, LEONA 1925 NORFOLK AVE	NEW			0582 ST. PAUL W-3 P-05	550494	6/13/2010 8:07:07 PM	
CARTWRIGHT, AMELIA JANE 1925 NORFOLK AVE	NEW			0582 ST. PAUL W-3 P-05	550495	6/13/2010 8:07:07 PM	
GORDON, LEONA EVA 1925 NORFOLK AVE	2133490			0582 ST. PAUL W-3 P-05	550497	6/13/2010 8:07:07 PM	
						Total Voters: 5	

Voter Registration Application

VRA

Minnesota Voter Registration Application

Complete lines 1 through 8. Please print clearly.

Personal Information & Qualifications

1. Are you a U.S. citizen? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	IP <small>election office use only</small>	
2. Will you be at least 18 on or before the next election? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If you mark "NO" to either of these questions, DO NOT complete this form.	M	AB
3. last name or surname BUNYAN	first name PAUL	middle name J
4. address where you live (residence) 1234 BLUE BABE BLVD		city METROPOUS
5. If mail cannot be delivered to the address above, provide P.O. Box		zip code 55555
6. date of birth (not today's date) 9-1-1986	school district (if known)	county where you live
phone number 777-555-5554	email address bluebabe@oxen.com	
7. mark one box and provide the number that applies to you:		
<input checked="" type="checkbox"/> I have a MN-issued driver's license or MN ID card number: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> I do not have a MN-issued driver's license or MN ID card. The last four digits of my Social Security Number are: XXX-XX- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.		

Registration Updates - Are you currently registered under a different name or address?

previous last name	previous first name	previous middle name
previous address where you were last registered		city state zip code

Read And Sign Only If All Parts Apply To You.

8. I certify that I:

- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on the registration form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.

sign here **X** Paul J Bunyan date: 11-5-2013

Election Judge Official Use Only

W <u>4</u>	ID With Current Address	Photo ID With Utility Bill or Fee Statement	Other
P <u>3</u>	ID Number: <u>8123456789012</u>	Student Fee Statement or Utility Bill	<input type="checkbox"/> Vouched For
SD	<input checked="" type="checkbox"/> MN Drivers License, Learners	(type)	<input type="checkbox"/> Late Notice
Initials <u>RBE</u>	<input type="checkbox"/> Permit, MN ID Card, or Receipt	ID Number: _____	<input type="checkbox"/> Previous Registration in Same Precinct
	<input type="checkbox"/> Tribal ID	<input type="checkbox"/> MN Drivers License	<input type="checkbox"/> Student ID With College List
		<input type="checkbox"/> U.S. Passport	ID Number: _____
		<input type="checkbox"/> Tribal ID	
		<input type="checkbox"/> MN ID Card	
		<input type="checkbox"/> U.S. Military ID	
		<input type="checkbox"/> Student ID	

Registration Judge - Check VRA

- Readable and complete: All Shaded Areas
- Check box at #s 1 & 2
- Fill in blanks at #s 3, 4, 6, 7 & 8
 - Name
 - Address - P.O. Box **NOT** acceptable
 - Date of birth
 - Signature
- EJ Official Use Only: W____ - P____, EJ initials & document Proof of Residence
- Optional/Helpful: former address, phone, email

Election Judge Official Use Only

- Complete the following:
 - Ward & Precinct
 - Judge's initials
 - Type of ID used
 - ID number of photo ID copied directly from ID by EJ

Election Judge Official Use Only			
W <u>4</u>	ID With Current Address	Photo ID With Utility Bill or Fee Statement	Other
P <u>3</u>	ID Number: <u>B123456789012</u>	Student Fee Statement or Utility Bill (type) _____	<input type="checkbox"/> Vouched For
SD _____	<input checked="" type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt	ID Number: _____	<input type="checkbox"/> Late Notice
Initials <u>KAE</u>	<input type="checkbox"/> Tribal ID	<input type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card	<input type="checkbox"/> Previous Registration in Same Precinct
		<input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID	<input type="checkbox"/> Student ID With College List
		<input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	ID Number: _____

Voter Signs Roster for Ballot

- Voter prints required information and signs *New Registration Roster*

Date 11/05/13 W 12 P 6 New Registrants Green Roster
 City of Minneapolis

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date
1	BUNYAN, PAUL J	Paul J Bunyan	1234 Blue Babe Blvd Mpls, Mn 55406	9/1/1979
2				1/19

- Registration Judge gives voter a *Registered Voter's Receipt*

State-Approved Proof of Residence

Stand Alone Documents

- Valid Minnesota Driver's License, Learner's Permit or receipt with current address in precinct
- Valid Minnesota ID or receipt with current address in precinct
- Tribal ID with name, signature, picture & current address in precinct

Proof of Residence (continued)

Photo ID and bill

**Picture ID with name
old address or no address
can be expired**

- MN Driver's License
- MN State ID
- MN Student ID (from post-secondary educational institution)
- Tribal ID
- U.S. Military ID
- U.S. Passport

**Approved Bill – mail or electronically
Name & current address in precinct**

Utility bill due within 30 days of election:

- Electric, gas, water, garbage, sewer or solid waste
- Internet service
- Telephone - landline, cell or VOIP
- TV - cable or satellite

Rent statement dated within 30 days of election that itemizes utilities – including zero balance

Current student fee statement

Voter Voucher

Registered voter in same precinct

- Pre-registered
- Registered today but was not vouched for
- Voucher must have personal knowledge of the residence of the person being vouched for
- Challengers cannot vouch
- Election judge can vouch if registered in precinct
- Voucher and election judge must complete forms
- Voter Voucher can vouch for a max of **8** voters -
Precinct List of Persons Vouched For

Employee voucher

Voucher on a *Certified List of Employees of a Residential Facility* or other proof of employment may vouch for an unlimited number of residents of the facility

- Lists (if any) located in Green Voucher Folder
- Voucher and election judge must complete forms
- Employee voucher can vouch for an unlimited number from facility (do not use *Precinct List of Persons Vouched For*)

Voucher Form

I swear or affirm that (Check one):

- I am pre-registered to vote in this precinct Voter ID # _____
- I registered in this precinct today and did not have another person vouch for me.
- I am an employee of a residential facility, _____
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

_____ Street Address _____ City

Telephone number: (_____) _____

Email address (optional): _____

I personally know that _____
(Name of person registering)

is a resident of this precinct.

Signature of Voucher

**Election Judge prints
voucher's name here**

Subscribed and sworn to before me

_____/_____/_____
Date

Signature of Election Judge

Form on back of VRA – print voucher name next to signature

Voucher Stats

Voucher Issues (VRA backside)

No EJ Signature	433
No Voucher Signature	24
Type of Voucher not checked	178
No Voter ID of pre-reg voucher	314
Checked Voucher, Did not complete form	99



Office of the Minnesota Secretary of State

Precinct List of Persons Vouching

City/Town _____ Ward _____ Precinct _____

For election judges' use in recording the number of individuals for whom a voter signs proof-of-residence oaths (vouches for) on Election Day. Cross out a number for every individual for whom a voter registered in that precinct vouches. Unless vouching for residential facility residents pursuant to 8200.5100, subpart 1, item E, a voter who is registered to vote in the precinct may sign no more than 15 proof-of-residence oaths (Minnesota Statutes, section 201.061).

Voucher's Name	Voucher's Voter ID No.	Number Vouched for on Election Day
Example: John Doe	1234567	1 2 3 4 5 6 7 8
1. _____	_____	1 2 3 4 5 6 7 8
2. _____	_____	1 2 3 4 5 6 7 8
3. _____	_____	1 2 3 4 5 6 7 8
4. _____	_____	1 2 3 4 5 6 7 8
5. _____	_____	1 2 3 4 5 6 7 8
6. _____	_____	1 2 3 4 5 6 7 8
7. _____	_____	1 2 3 4 5 6 7 8
8. _____	_____	1 2 3 4 5 6 7 8
9. _____	_____	1 2 3 4 5 6 7 8
10. _____	_____	1 2 3 4 5 6 7 8
11. _____	_____	1 2 3 4 5 6 7 8
12. _____	_____	1 2 3 4 5 6 7 8
13. _____	_____	1 2 3 4 5 6 7 8
14. _____	_____	1 2 3 4 5 6 7 8
15. _____	_____	1 2 3 4 5 6 7 8
16. _____	_____	1 2 3 4 5 6 7 8
17. _____	_____	1 2 3 4 5 6 7 8
18. _____	_____	1 2 3 4 5 6 7 8
19. _____	_____	1 2 3 4 5 6 7 8
20. _____	_____	1 2 3 4 5 6 7 8
21. _____	_____	1 2 3 4 5 6 7 8
22. _____	_____	1 2 3 4 5 6 7 8
23. _____	_____	1 2 3 4 5 6 7 8
24. _____	_____	1 2 3 4 5 6 7 8
25. _____	_____	1 2 3 4 5 6 7 8
26. _____	_____	1 2 3 4 5 6 7 8
27. _____	_____	1 2 3 4 5 6 7 8
28. _____	_____	1 2 3 4 5 6 7 8
29. _____	_____	1 2 3 4 5 6 7 8
30. _____	_____	1 2 3 4 5 6 7 8

Pursuant to Laws 2013 Chapter 131, Article 2, Section 7, a voter who is registered to vote in the precinct may sign no more than 8 proof-of-residence oaths effective July 1, 2013

Certified by the Head Election Judge of the Precinct:

Printed Name _____ Signature _____ Date _____

List each Voter Voucher Track the # vouched for - Maximum 8 completed by election judge List certified by Head Judge

Other Election Day IDs

- Notice of Late Registration letter – **do not collect**
- Voucher – voter and employee
- Previous registration in same precinct (in the pink pre-registered roster) under different address or name
- MN post-secondary student photo ID with housing list provided to election officials

UNACCEPTABLE IDs

- Marriage license
- Rent receipt that does not itemize utility
- Bank statement
- Ordinary mail
- Credit card bills
- Out-of-state driver's license
- Property tax or mortgage statements
- Name hand-written on cocktail napkin

EDR Tips & Problems

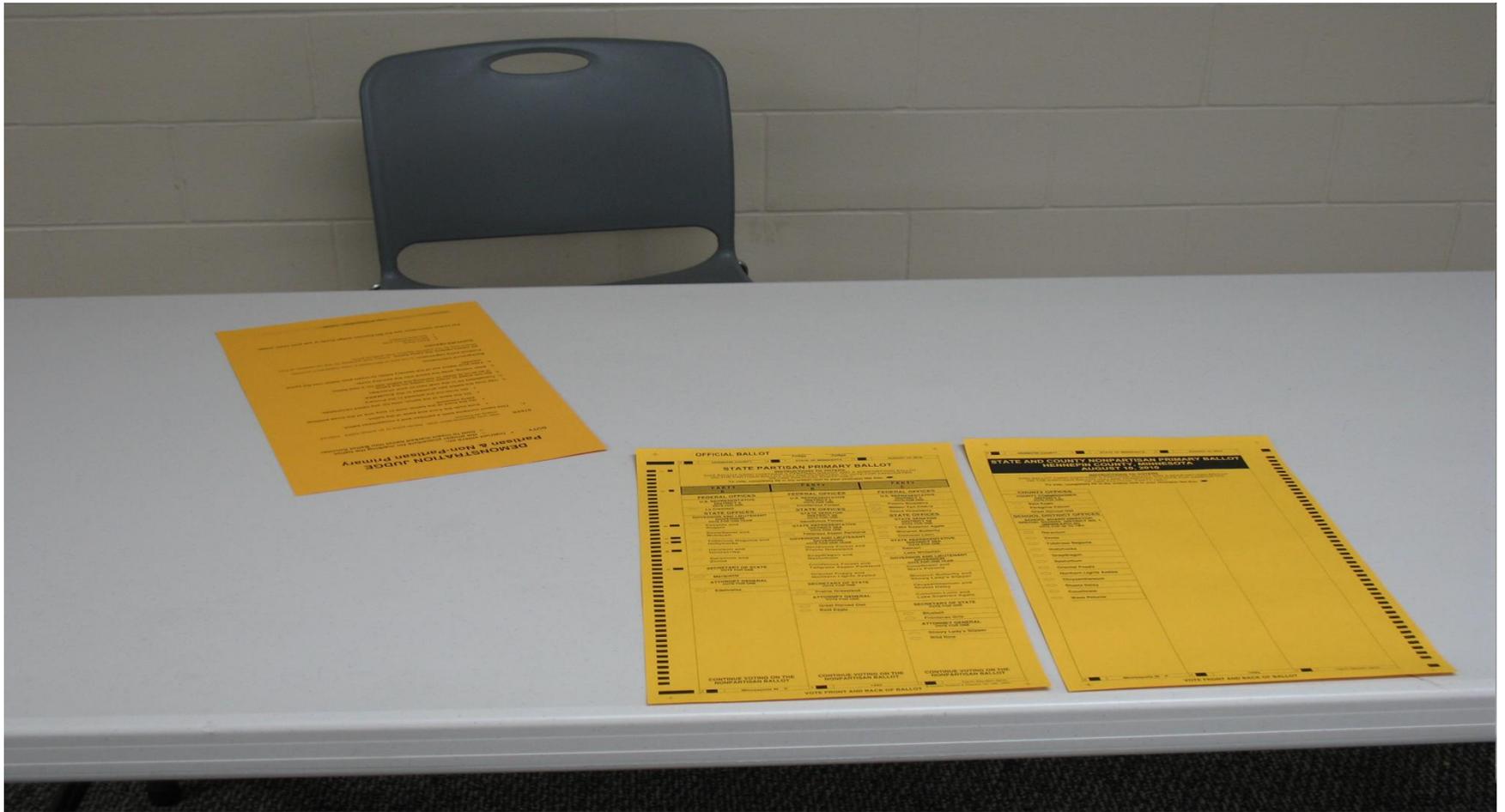
- Slow down: Opening & duty change
- Have someone double-check
- Check legibility of voter information
- Appropriate proof of residence from voter
- Incomplete proof of residence info at bottom
- Voucher: print name on voucher form
- Green Roster: Voter didn't sign in
- Green Roster: Attach VRAs in order to its Green Roster page

Three different ID columns

- Document Proof of Residence in only one of three areas
 - ID with Current Address
 - Photo ID with Utility Bill or Fee Statement
 - Other

Election Judge Official Use Only			
W <u>4</u>	ID With Current Address	Photo ID With Utility Bill or Fee Statement	Other
P <u>3</u>	ID Number: <u>B123456789012</u>	Student Fee Statement or Utility Bill (type) _____	<input type="checkbox"/> Vouched For
SD _____	<input checked="" type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt	ID Number: _____	<input type="checkbox"/> Late Notice
Initials <u>KGE</u>	<input type="checkbox"/> Tribal ID	<input type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card	<input type="checkbox"/> Previous Registration in Same Precinct
		<input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID	<input type="checkbox"/> Student ID With College List
		<input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	ID Number: _____

Demonstration Judge



Demonstration Judge

- RCV
 - Rank up to three different candidates
 - Rank only one choice in each column
 - You are not required to choose more than one candidate
 - There are also instructions at the top of your ballot
- 2-page RCV sample ballot & RCV handout
- During busy times with long lines, demo can be given to voters waiting in line

Ballot Judge & Voter

- Collect voter receipt
- Number receipts consecutively
- Put receipt on _____-_____-_____
- Check for initials at top of ballot
- Provide voter with a ballot in secrecy folder and a pen
- Spoiled ballot – reissue ballot to replace spoiled ballot

Ballot Judge to Voter

- **Vote both the front and back side of the ballot**
- **Use only this pen or the AutoMARK**
- **Write-ins – first fill in the oval and then write the name**
- **If you make a mistake, you may ask for a new ballot**
- **Direct voter to booth or AutoMARK or other writing surface**

Ballot Judge & Ballots

- Use Voter Receipt & Ballot Counter Audit to see that ballot receipts & counter match
- As each package of ballots is opened, two judges count number of ballots in each package
- Document each package count on Ballot Tracking Form
- Inform Head Judge when ballot supply runs low. Call City Hall if ballot supply is down to 200 ballots.
- Never issue the last ballot

AutoMARK

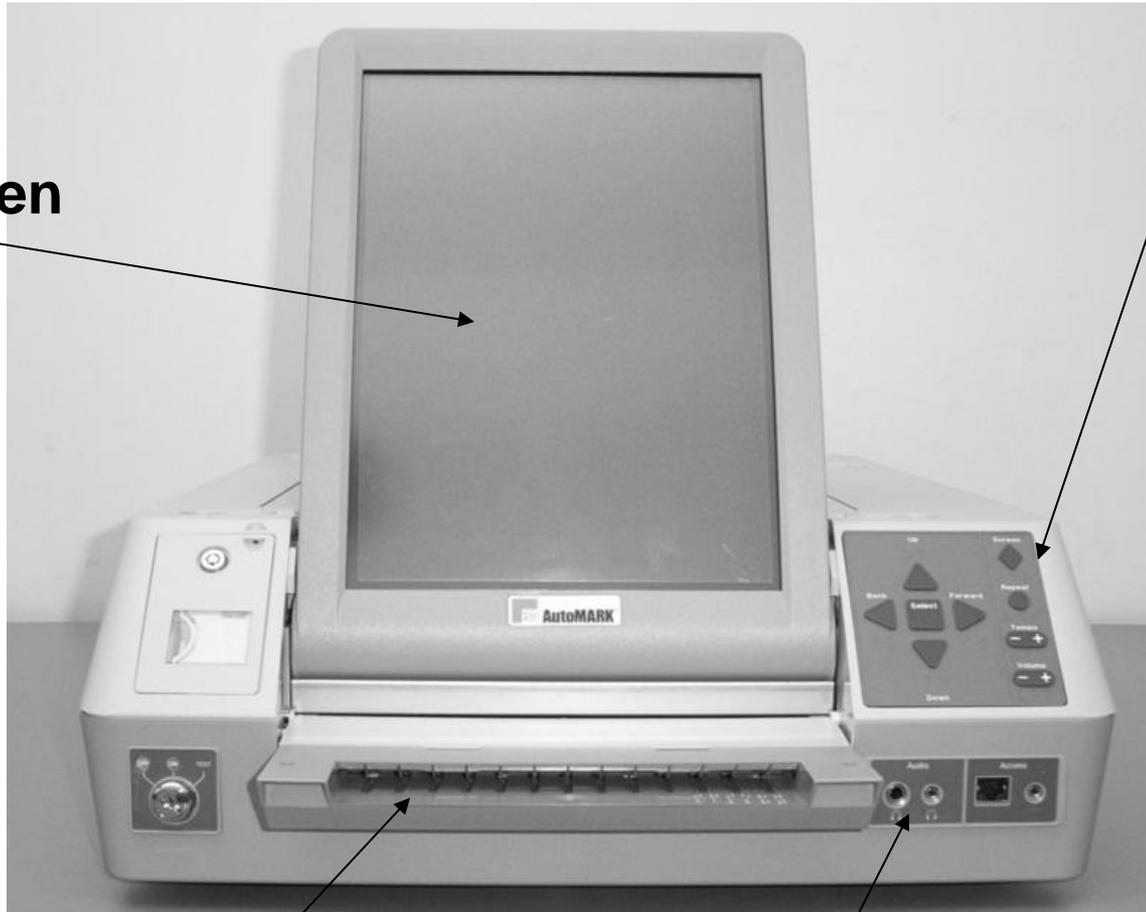
Vote Privately & Independently

Absentee & Polling Place

- AutoMARK prevents voters from an overvote
- Zoom in/Zoom out
- High Contrast/Reverse contrast
- Headphones & Braille
 - Secured when not in use
 - Voter puts on before inserting ballot
- Privacy Screen
 - Inform voter of current status & how to change

AutoMARK

**Touch Screen
Monitor**



Keypad

Labeled in Braille

Navigation

Select

- Privacy Screen
- Repeat
- Speed
- Volume

Ballot Feed Tray

**Headphone
Jacks**

AutoMARK

1. Insert ballot & vote
2. Review Summary of votes
 - Make changes if necessary
3. Select: Vote Ballot
 - Remove voted ballot from AutoMARK
 - Take voted ballot to ballot counter

Ballot Counter Judge



Ballot Counter Judge

- Help voter but protect voter privacy

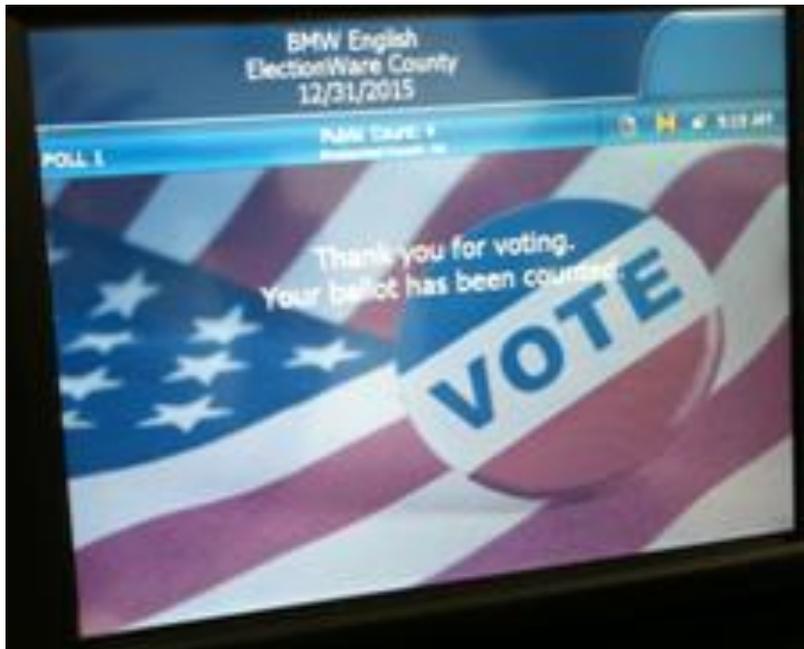
Please...

- **Take your ballot out of the folder and**
- **Place the handout, folder & pen there...**
- **and insert your ballot into the ballot counter**
- Watch the screen for voter error message
- Listen for beep for ballot feed errors
- Assist voter with messages
- Hand "*I Voted*" sticker to voter



Ballot Counter Judge

If you see this



The ballot is counted
<http://vote.minneapolismn.gov>

If you see this



Speak to an Election Judge
Voter makes decision
EJ pushes button

Voter Error Messages

- Voter Errors - ballot is **held by the counter**
 - You have made too many votes in one contest
 - Ballot contains a crossover (primary)
 - Blank ballot detected
- Help voter with two choices
 - Correct Your Ballot
 - EJ pushes button & voter takes returned ballot
 - Cast Your Ballot With Errors
 - At voter's request, EJ pushes the “***Cast Your Ballot With Errors***” button so the ballot counter will accept the ballot

Ballot Error Messages

- **Ballot Problems** - ballot automatically **returns**
 - Voter Generated Issue
 - Ballot skewed
 - Missed timing marks
- **Solution**
 - Voter reinserts ballot
 - Different orientation
 - Using both hands

Ballot Counter Inoperable

Voting continues uninterrupted

- Use Auxiliary Compartment immediately
- Call Election Headquarters immediately
- Record on Incident Log

On battery

- Call Election Headquarters
- Record on Incident Log
- 2 hour limit



Ballot Counter Fixed

- Close Auxiliary
Compartment slot
leaving ballots in
compartment to process
when time permits
- Record time on Incident
Log
- Resume normal voting
process



Closing the Polls

- 8:00 p.m. – announce polls are closed
 - Anyone in line at 8:00 p.m. may vote
 - Give a card to the last voter in line
- After the last person in line has voted, the polling place is open to public observation
 - Watch but not interfere
- Use *Closing the Polls Checklist(s)*



Confirm all Voted Ballots are Counted

- Check for any voted ballots in the Auxiliary Compartment
- Insert voted ballots into Ballot Counter
- If any ballots need duplicating, call Election Headquarters refer to the MN EJ Guide

Pack Voted Ballots carefully in White cardboard Transfer Case

Not voted Ballots

- Two judges count unused ballots from opened packages and record
- Two judges count unopened packages and record
- Complete Ballot Tracking Form
- Pack **not voted ballots** in Ballot Box



Completing the Paperwork

- Voter Statistics Worksheet
- Official Precinct Certification Form
- Ballot Tracking Form

Voter Statistics Worksheet State Primary – August 14, 2012

Municipality: Bloomington

Supervisor Judge Signature

A. Total number of ballots

Official Precinct Certification Form			
CITY	WARD/PRECINCT:	ELECTION:	ELECTION DATE
Bloomington	W 1/P 7	State Primary	August 14, 2012
PRECINCT SEAL AND BALLOT DELIVERY CERTIFICATION			
I, Janet Lewis, do hereby certify that the following ballots were delivered to the precinct:			
Ballot Counter Seal # _____			
Total number of ballots delivered: _____			

Ballot Tracking Form

CITY	WARD/PRECINCT:	ELECTION:	ELECTION DATE
Bloomington	W1/P7	State Primary	August 14, 2012
BALLOT DELIVERY CERTIFICATION			
Confirm and record the number of sealed ballot packs:			
Number of sealed ballot packs delivered: <u>10</u> @ 100 ballots per pack <small>(Recorded by City Clerk/Election Official)</small>			
Number of sealed ballot packs delivered: _____ @ 100 ballots per pack <small>(Recorded by Election Inspector)</small>			

Closing the Polls & Paper Trail

- Ballot Counter & AutoMARK
- Complete required forms
 - Official Precinct Certification Form
 - Voter Registration Bag form
 - Voter Statistics Worksheet
 - Ballot Tracking Form
 - Results Tapes – fill in & sign all copies & separate
 - Incident Log
 - Items to Return Check-off
- Take down the flag, posters & signs
- Repack duty & supply/sign bags, & container
- Disassemble voting booths

Items to Return Check-off

- Flag
- Voted Ballots: in white transfer case
- Memory Stick & one short tape
- Results Tape Envelope A
- Election Day Registration Envelope with green pages & green folder
- Pink Rosters – A to Z
- Supply Envelope
- Used/numbered voter receipts
- 4 Envelopes
 - Spoiled Ballots & Duplicate Ballots
 - Challenger Forms, feedback & HAVA Elections Complaint Form
- Election Materials Return Receipt

Elections Websites

vote.minneapolismn.gov
www.hennepin.us/elections
www.sos.state.mn.us

We will stay for additional questions.

Please share your feedback with us.
Have a diploma suitable for framing!

Please review your 2013 Duty Cards & 2012 MN Election
Judge Guide before the Election!

Thank you!

You Are A Guardian Of Democracy!

May our elections be smooth, trouble-free,
accurate and free of recount problems.



Thank you for serving as Election Judges!