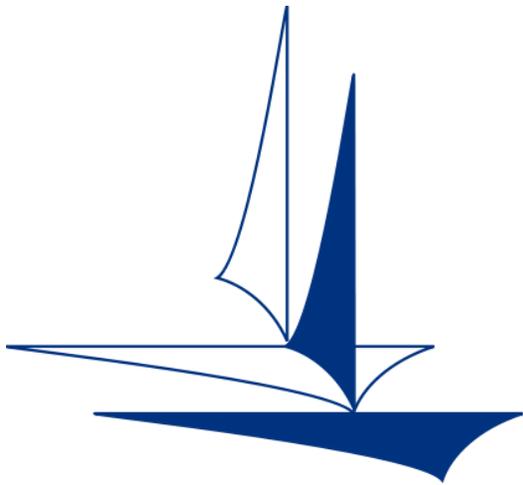


2013

**Head & Assistant Head
Election Judge Manual**



Minneapolis
City of Lakes

Minneapolis Election Judge Hotline

612-673-3030

Table of Contents

<i>Pre-Election Day</i>	4
<i>Polling Place Setup</i>	6
Judges arrive by 6:00 a. m.	6
Opening the Voting Equipment.....	7
Confirming Ward/Precinct Specific Materials	7
Setting up the Polling Place Space.....	7
Arranging the Polling Place Stations Using the Polling Place Layout:	7
Supplies.....	8
Post Signs.....	8
Setting up Outside of the Polling Place	8
Ballot Counter Setup	8
AutoMARK Setup.....	8
Announce polls are open.....	8
<i>Head and Assistant Head Responsibilities during Voting Hours</i>	9
<i>Election Day Activities Specific to Head and Assistant Head Judges</i>	9
Roster Challenges and Notations	9
In-Person Challenges from a Challenger	10
Vouching.....	11
Voter Voucher: Oath of a Registered Voter in the Precinct	11
Employee Voucher: Oath of an Employee of a Residential Facility.....	11
Curbside Voting	11
Pre-Registered Voters.....	11
Non-Registered Voters	12
Duplicating Ballots.....	12
HAVA Complaint Procedures.....	12
Election Day Feedback Form	13
Emergencies	13
Extreme Emergencies / Evacuations	13
Police, Fire, & Medical Response – 911.....	14
Media Relations.....	15
Exit Polling	15

Voter Services.....	15
Authorized Persons and Activities in the Polls	15
Authorized Persons	15
Prohibited Conduct.....	16
Voter Assistance	16
Who May Assist Voters.....	16
Assistance for Voters with Second Language Needs.....	16
Assistance by Persons Other Than Election Judges.....	16
<i>Poll Management</i>	17
Line Management.....	17
Voter Flow in the Polls.....	17
<i>Closing the Polls</i>	18
Transmitting Results and Closing the Voting Equipment.....	18
Handling Time Sheets and Releasing Election Judges	19
Chain of Custody.....	20
<i>Delivery of Documents</i>	21
Delivery Drop-off Procedures.....	21
<i>Monitoring Election Judges by Duty</i>	22
Greeter Judge	22
Roster Judge	22
Registration Judge	22
Demonstration Judge	23
Ballot Judge	23
Ballot Counter Judge	23
<i>Mentoring</i>	24
Mentoring Election Judges by Duty.....	24
Mentoring and Correcting Election Judges: CPR.....	24
<i>Evaluations</i>	25
Criteria for Evaluating Election Judges	25
Polling Place Evaluation.....	26
<i>Appendix</i>	27
A. Example of Supply Envelope	27

B. Duty Assignment/Opening & Closing	28
C. Lunch Schedule.....	29
D - Roster Correction Form.....	30
E. Voter Registration Application	31
F. Voucher Form	32
G. Precinct List of Persons Vouching	33
H. Trouble-Shooting Ballot Counter	34
I. Duplicating Ballots.....	35
J. Voter’s Bill of Rights (HAVA Guidelines).....	36
K. Ballot Counter Tape (results tape) at 8:01 p.m.	37
K. Ballot Counter Tape (results tape) at 8:01 p.m.	38
L. Voter Statistics Worksheet	39
M. Return Envelopes	40
M. Return Envelopes	41
N. Overlap the Flap.....	42
O. Ballot Transfer Case Certification Seal	43
P. Example of Closing the Polls Checklist – Return to Election Warehouse	44
P. Example of Closing the Polls Checklist - leave at polling place for pickup	45

Pre-Election Day

Approximately two weeks before the election, you will be mailed a list of elections judges, with their contact information, who are scheduled to work at your polling location. Your first step should be to call the Election Judges on your team including the Student Election Judges. Welcome them to your team, confirm that they are working, and the hours they will work. Take this opportunity to learn about each person's experience working as an Election Judge and answer any questions they may have. Encourage the Election Judges to review and bring their training materials (PowerPoint handout, 2012 State of Minnesota Election Judge Guide, and Duty Cards) to the polls.

As Head Election Judge, you are asked to set up your polling site the Monday before the election. Make contact with your polling site contact in advance and arrange a time for your Monday set-up. You and the Assistant Head Judge (or another Election Judge if available) will each be paid for two hours to pick up precinct supplies from City Hall and set up your location. Review and familiarize yourself with the supplies provided – Greeter List, Rosters, Supply Envelope with last minute EJ Board list and keys. Verify you have everything that is ward and precinct specific, and if any supplies are missing, call Election Headquarters immediately.

Rosters

Verify the correct ward/precinct by looking at the heading on the roster page. If the rosters are not correct call the Election Headquarters immediately; the ballots and rosters are specific to your precinct. Alphabetize the rosters and separate them into the 3-ring binders provided in alpha ranges that will best serve your voters. On election morning, make alpha signs that correspond to the range for each roster book. *Note:* if applicable for your location, these signs should be placed on the wall behind the roster table so it is easier for the voter to be in the correct line.

A diagram of your polling place layout will be included in the supplies you will pick up the day before Election Day. When you visit the polling place on Monday to review the access and the approved layout, remind the building contact that the building must be opened by 6:00 a.m. Tuesday morning. If the polling space is available, you may begin initial set-up such as getting tables and voting booths in place. Take time to review the Head and Assistant Head Judge Manual and materials you received in training.

REMINDER: Secure the materials received on Monday to ensure that the voters' privacy of sensitive information is respected. They must not be left in a vehicle overnight.

Poll Layout, Signage, and Site Visits – New in 2013

Elections and Voter Services implemented a new procedure for Election Day preparation. For every election, you will receive a *polling place layout illustrating the recommended polling place setup*. The diagram provided is measured and scaled to your location and includes details such as the location of power outlets.

The layout is designed to maximize voter flow within the voting area and manage voter lines waiting to vote. As space allows the layout will include how to arrange the voter lines inside rather than outside of the voting area and use of available space for additional tables, chairs, booths, etc. In some cases, where possible, recommendations might include an alternate exit than was used previously, so congestion at a single entry/exit point can be avoided.

These layouts are not in any way final. You are encouraged to communicate any concerns directly on the layout or suggested adjustments. You may adjust the layout accordingly to ensure that the voters are getting in and out of the spaces effectively. Please make any adjustments or corrections directly onto the layout provided and

return it at the end of the night with other materials. If tables or voting booths need to be laid out differently, hand sketch it onto the layout. Written comments may also be included on the layout itself. Please also note if there is a missing outlet on the layout (outlets appear as small “diamond” shapes along the walls).

Site visits of every polling location will be performed annually. Each location will be reviewed for any physical changes that may have occurred during the year, and layouts will be refined based on these annual reviews and/or comments and suggestions received from the Election Judges.

The layout will also include a one-page description of line management/placement in the space outside the voting area in each location, such as preferred voter queuing, placement of Greeter Judges, and placement of any door/hall monitor judges.

New Signs

- Yard /outdoor sign “IF YOU LIVE WITHIN THE BLUE LINE, VOTE HERE”, with an arrow pointing towards a precinct map (precinct border in blue).
 - The lower portion of the sign will have a space to attach a translation in Somali, Spanish or Hmong.
 - Post the sign on an obvious voter pathway to the polling location. Placement should be on an approach that would allow a voter to double-check they are in the correct location prior to getting to the entry and prior to reaching a Greeter Judge or waiting in line unnecessarily. Should the only possible location be next to the entry point, such placement would be acceptable.
 - These signs do not replace the folding metal **VOTE HERE** signs, but serve as a compliment to them.
 - These signs will need to be retrieved and returned to the elections warehouse at the end of the night.
 - Not all polling locations will have this sign in 2013. Every location will have this sign in 2014
- START HERE Sign
 - This was created based on comments in some larger polling sites concerning voters that might not understand the process well or first-time voters that enter a gym, look around and not immediately know where to start, get discouraged or embarrassed and walk away. While this is likely not a major issue, it may be a useful aid.
 - This sign will be used in large venues (mostly in gyms), to indicate where a voter should start (i.e. roster/registration area.)
 - These signs will also be printed in two languages, where applicable.

New Device for Flags

- Flag brackets were installed at a few sites that did not have them previously. Many sites, however, will not allow or want a flag bracket installed. These sites will have one of two new options to place the flag close to the main entry to your polling site:
 - Metal, corkscrew version, placed in the ground. The metal corkscrew holder is to be stepped on to insert into the ground. If there is some difficulty such as very dry or hard ground, attempt placement along the edge of a sidewalk/pavement.
 - Plastic, umbrella stand version, placed on surface. The plastic umbrella stand has a port to pour water into to weight the base.
 - The current flag poles are meant to be used with a bracket, and they are not suitable for placement this close to the ground. Longer flag poles for these locations will be purchased in 2014.
 - The flag bases will be returned to the Elections Warehouse with other materials at the end of election night.

Election Judge Assignment Sheet and Lunch Schedule

Prepare the Election Judge Assignment sheet and lunch schedule; **See Appendix B (Duty Assignment/Opening & Closing and Appendix C (Lunch Schedule))**

Make sure that one or two Election Judges assigned to each duty are working the full day:

- Election Judges assigned to set up will also work this duty when the polls open at 7:00 am.
- Whoever sets-up a duty should also close that position after 8:00 p.m. This will make it easier at closing as these Election Judges will know what supplies should be packed into the duty bag and placed in the blue supply container.
- Be sure to assign the Election Judges not directly setting up a specific duty or table to a duty so everyone knows where to be when the polls open.
- Rotate and/or assign Election Judges as needed throughout the day

Be sure to schedule lunch breaks as appropriate during anticipated slow times:

- It is acceptable for the Head or Assistant Head Judge to cover a duty during lunches. However one must be available and accessible to assist voters or Election Judges at all times.
- During busy times, adjust coverage during lunches as needed to ensure all duties are staffed to serve the voters.

Polling Place Setup

Setting up the polling place is a time of preparation before declaring the polls are open at 7:00 a.m.

Judges arrive by 6:00 a. m.

Head Judge Responsibilities:

- Make proper introductions
- Administer the Election Judge oath
- Review the Yellow Hot Tips sheet; have all Election Judges initial and store it in the **Supply Envelope**
- Assign and review the duties of Election Judges in the polling place
- Assign lunch and break schedules
- Verify that each Election Judge enters the start and end time on the timesheet; both paid and volunteer judges must sign in.
- Ensure the poll is ready and opened at 7:00 a.m.

Activities to Complete:

- Voting equipment is opened and operational
- Precinct specific materials are verified
- Polling place is set-up:
 - Unpack supplies: a) Precinct specific supplies picked up on Monday and b) Supplies by duty in the blue supply container
 - Set up each duty inside the polling place
 - Post signs in and outside the polling place
 - Count and initial ballots

Opening the Voting Equipment

Head and Assistant Head Judges are responsible for opening the ballot counter and the AutoMARK and verifying that the ballot box is empty. You may assign a team judge to assist with opening the equipment so the assistant Head Judge can supervise other poll set-up activities. Detailed instructions for each machine are in the supply envelope: the “**Opening the Polls**” tri-fold document and the AutoMARK (blue) “**AutoMARK Opening Checklist.**”

Confirming Ward/Precinct Specific Materials

Comparing the Proofing Ballot to the Zero Tape on the Ballot Counter

Verify that the Zero Tape printed has the correct ward/precinct on the top of the tape. Confirm that the offices, the names of the candidates, and the ballot questions on the Proofing Ballot match the Zero Tape. If the Proofing Ballot and Zero Tape do not match, call Elections Headquarters immediately. Once it has been verified that the Zero Tape matches keep it connected to the roll in the counter. Do NOT tear off the Zero Tape. Tightly roll it and lock it under the printer cover in the ballot counter. The Head Judge will also complete the Certification forms.

Confirm the Ballots and Number Received

After the assigned judges confirm the ballots are for the correct ward and precinct for this polling location, they will count the number of ballot packages, and give the number to the Head Judge. The number of sealed ballot packs received should also be written on the **Ballot Tracking Form**.

Official Certification Form: Verify that the seal listed matches the seal number on the Ballot Counter and AutoMARK. Confirm the number of ballot packages received is the number on the certification form.

Ballot Preparation

Once you have confirmed that the polling place has the correct ballots, the ballots can be prepared for voting. Two judges will pre-initial enough packages to start the day in preparation for the opening of the polls at 7:00 a.m. It is important that the judges do not pre-initial an excess of ballots. More ballots can be pre-initialed during the course of the day.

Remind the ballot judges that each time a package of ballots is opened, count the number of ballots and enter this number on the back of the **Ballot Tracking Form**. The ballot judge should inform you when there are only two packages left. Also, do not open more packages than necessary for voting.

Setting up the Polling Place Space

While the Head Judge is setting up the voting equipment, all other judges are responsible for setting up the rest of the polling place. The Assistant Head Judge will oversee the set up.

Arranging the Polling Place Stations Using the Polling Place Layout:

- Greeter station – Use the Greeter Apron or blue Head Judge bag to hold the Greeter supplies
- Roster Table – Rosters are separated by groups of the alphabet to help control traffic - post alpha signs as appropriate
- Table for New Election Day Registrants
- Table for Demonstration Judge - to instruct voters how to mark their ballot
- Table for Ballot Judge - to collect voter receipts and issue ballots
- Voting Booths – place the booth at table height at the end of the row of booths to assist voters with disabilities

- AutoMARK – allow enough space for privacy for wheelchair (5 ft.) access and an additional chair
- Ballot Counter – placed with wheels locked near the exit

Your layout was specifically designed to address your polling place needs. **See Poll Layout, Signage, and Site Visits – New in 2013 (pg. 5) for additional information.** The generic polling place layout found in the **2012 State of Minnesota Election Judge Guide (pg. 55)** illustrates the basic voter flow.

Supplies

The duty bags inside the blue supply container will have everything you need for each duty. It also has the Voter Receipts, “**I Voted Stickers**”, signs, maps, and clipboards. Unmarked ballots, extension cords, and the white cardboard box with basic supplies will be in the ballot box.

Post Signs

- Attach signs to walls and doors by placing the tape on the backside and ensure that the signs are hung evenly. It is important to make the voter’s first impression of the City a positive one. Signs must be placed and attached in a professional manner.
- Post all signs in areas that are accessible for the voters to read
- Clearly label the exit if it is a door other than the entrance
- Hang “arrow” signs on how to access the polling place if needed
- Post sample ballots (at two different heights) near the entry of the polling place
- Post informational signs and ward maps on the walls

Setting up Outside of the Polling Place

- Post voting hours
- Post “NEED HELP” voter assistance
- Post “Vote Here” signs
- Post “Vote Here if You Live Here” if provided
- Display flag near the front door where the voters will enter

Ballot Counter Setup

Follow the detailed instructions “**Opening the Polls**” set-up sheets

AutoMARK Setup

Follow the detailed set-up instructions on the “**AutoMARK Opening Checklist**”

Announce polls are open

At exactly 7:00 a.m., announce, “**The polls are open.**” You must use the same clock for opening and closing the polls. The polls must open even if the voting equipment is not working.

Head and Assistant Head Responsibilities during Voting Hours

Head and Assistant Head Judges are the Polling Place Managers who manage, problem solve, and may temporarily fill in at a specific duty.

Head Judge Responsibilities:

- Maintain a professional and voter friendly environment
- Manage polling place to assure voter flow moves smoothly outside and in the polling place
- Maintain orderly conduct with voters and Election Judges
- Delegate tasks as needed
- Serve as contact with Election Headquarters
- Assist voters and Election Judges with questions
- Monitor curbside voting
- Assign and rotate judge duties
- Administer Challenges
- Manage HAVA Complaints and Feedback forms
- Mentor Election Judges
- Audit paperwork for accuracy (**Voter Application Registrations**, voter receipts match ballot counter, etc.)

The Head and Assistant Head Judges will monitor all judges to ensure neutrality and each voter is treated with respect and in a friendly manner. The Head and Assistant Head Judges will monitor and/or mentor Election Judges by duty.

Election Day Activities Specific to Head and Assistant Head Judges

Roster Challenges and Notations

Occasionally there will be a word or abbreviation on the line in the polling place roster where voters would sign their name. Notations indicating a “challenged” voter mean that the individual cannot vote without completing additional steps before signing the roster and voting. Head and Assistant Head Judges will administer all challenges.

The source of a pre-printed Roster Challenge is election officials and their government partners. A voter has the opportunity to overcome a challenge verbally. Document all Roster Challenges in the **Roster Challenge Log** in the pink Roster that includes the challenged voter’s name. Only if necessary, use the **Incident Log** to document additional information.

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.				
Voter Name and Address	Voter Signature	District/Precinct	ID Number	DOB
1. SMITH, BETH NANCY 11787 422ND ST	Challenged: Felony	004 CENTRAL 0030 SPRUCE TWP	0000247210 	
2. SMITH, BILL MICHAEL 11787 422ND ST	Challenged: Postal Return	004 CENTRAL 0030 SPRUCE TWP	0000249381 	
3. SMITH, BOB AARON 11717 42ND ST	Challenged: Voted Out of Precinct	004 CENTRAL 0030 SPRUCE TWP	0003723215 	
4. SMITH, CHUCK BRAD 42903 KESTREL AVE	Challenged: Guardianship	004 CENTRAL 0030 SPRUCE TWP	0000251754 	
5. SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE	SEE ID	004 CENTRAL 0030 SPRUCE TWP	0000245281 	
6. SMITH, DARLENE CHRIS 42302 KESTREL AVE	Challenged: AB Address	004 CENTRAL 0030 SPRUCE TWP	0003366562 	
7. SMITH, DAN DERRICK 42302 KESTREL AVE	AB	004 CENTRAL 0030 SPRUCE TWP	0003366546 	

Head/Assistant Election Judge administers Challenge Process Roster Challenge: See the 2012 State of Minnesota Election Judge Guide pg. 21; section 5.3 Roster Notations for detailed instructions.

Challenges and Notations	Election Judge Action
A.B.	<ul style="list-style-type: none"> Explain that the voter has already voted by absentee ballot and cannot vote again.
CHALLENGED – POSTAL RETURN CHALLENGED – VOTED OUT OF PRECINCT CHALLENGED – NAME CHANGE CHALLENGED – NAME OR ADDRESS CHALLENGED – FELONY CHALLENGED – GUARDIANSHIP CHALLENGED – A.B. ADDRESS	<ul style="list-style-type: none"> If voter’s answers indicate voter is eligible to vote in the precinct – voter signs in and votes. If voter refuses to answer, inform voter that the voter cannot vote now or later in the day. Enter the time, print “refused oath”. And highlight the entry. If a challenger is present and persists with a challenge while the voter’s answers indicate eligibility to vote, the voter must take oath at the top of the roster verbally, sign in and vote.
SHOW ID or SEE ID	<ul style="list-style-type: none"> Voter must show identification before they can vote. Acceptable IDs are the same as Election Day Registration IDs other than a Voucher

In-Person Challenges from a Challenger

Role of Challengers in the Polling Place

Challengers are appointed by the major political parties or by nonpartisan candidates. In the case of a question on the ballot, Election Headquarters will give you additional instructions. Only one challenger per major party or nonpartisan candidate may be appointed per polling place. Challengers representing major political parties may only be appointed by the party and may not be appointed by the candidate. All challenger appointments must be made in writing. Election Judges will be friendly and courteous and provide a chair within in view but out of the way for the Challenger to observe.

The sole purpose of a challenger is to challenge voter eligibility of voters based on personal knowledge. The challenger should only speak to the Head Election Judge, not to other election judges or to the voters. The role of a Challenger does not include monitoring polling place procedures or checking on voter turnout or making a list of who has and has not voted. Cellphone and other electronic recording or transmission is not allowed by Challengers while in the polling place.

A challenger must:

- Present the Head Judge their written appointment.
- Prove their residency in MN by presenting one of the proofs of residency, accepted for Election Day registration. **(Listed in M.S. 201.061, subd. 3)**
 - Challengers are not required to prove residence in the precinct where they are appointed on Election Day.
- All challenges must be made in writing. A challenger should speak to the Head Election Judge when initiating a challenge. Complete and sign the **Oath of Challenge to Voters Eligibility** form for each voter challenge.

If the voter's answers to the challenge questions indicate the voter is eligible to vote in your precinct, the voter may proceed to sign the roster and vote. If a voter refuses to answer questions, is not eligible, or refuses to sign the roster, inform the voter he cannot vote today. Print "Refused Oath" or "Not Eligible" on the appropriate signature line to indicate that the voter either refused to complete the challenge process or was found to not be eligible. At the bottom of the **Oath of Challenge to Voter's Eligibility** form, document the outcome of the challenge. Only if necessary, make a note in the **Incident Log. In Person Challenge: See the 2012 State of Minnesota Election Judge Guide pg. 37; section 11.2 Challenged Voter Procedures for detailed instructions.**

Vouching

Voter Voucher: Oath of a Registered Voter in the Precinct

A voter may register and vote by having someone who is registered in the same precinct vouch for their residence. The voucher may be pre-registered in the precinct or have registered on Election Day (but not by being vouched for.) The registered voter signs an oath attesting (or vouching) to the new registrant's residence in the precinct. **Voter Vouchers within the polling place on Election Day can vouch for up to 8 voters (not 15 as in previous years) as long as they personally know the voters live in the precinct.** The Registration Judge will have the voucher complete the **Voucher Form** on the back side of the voter registration application. The registration table will have a Greeter List to verify the voucher is pre-registered in the precinct and enter the Voter ID number on the **Voucher Form**.

The Election Judge must also use the **Precinct List of Persons Vouching** form to keep a count of the number persons that a particular voter has vouched for.

Employee Voucher: Oath of an Employee of a Residential Facility

An employee of a residential facility, nursing home, veterans home, developmental disability care facility, shelter or temporary living facility for homeless, battered women's shelters, and other licensed residential facility **may vouch for an unlimited number of residents of that facility.** If a list of employees is provided by the facility prior to the election, it will be included in your polling place supplies in the green folder. Employees on the list do not need to show any other identification in order to vouch for a resident of the facility. If no list is provided, an employee of a residential facility may vouch for residents as long as they can demonstrate their employment at that facility. The Registration Judge should have the voucher complete the **Voucher Form** on the back side of the **Voter Registration Application**.

Curbside Voting

There may be instances where a voter is unable to enter the polling place and requests curbside voting. It is helpful to find out the voter's name before you assign election judges go out to serve the voter. Check the Greeter List and precinct finder to see whether or not the voter is registered assigning two Election Judges assist the voter.

Pre-Registered Voters

1. Two Election Judges of different major political parties to go to the car with a **Certificate of Registered Voter Form**, a pen and a clipboard.
2. The voter prints their name and address, and signs the certificate. The Judges may assist the voter in completing all paperwork as necessary.

3. Judges return to the polling place with the completed **Certificate of Registered Voter Form** to verify whether or not the voter is registered and listed on the polling place roster with the correct address.
4. Election Judges verify in the roster and that the voter has not already voted by absentee.
5. The judge should print “**Curbside**” on the voter’s signature line and obtain a **Registered Voter’s Receipt**.
6. Attach the **Certificate of Registered Voter Form** to the page in the polling place roster containing the voter’s name.
7. Judges hand the **Registered Voter’s Receipt** to the Ballot Judge, who then gives them the following materials to take to the voter in the car:
 - Ballot
 - Ballot secrecy cover
 - Ballot pen
 - RCV instruction sheet
 - “**I Voted**” sticker
8. After voting is completed, instruct the voter to place the ballot back in the ballot secrecy cover. Ask the voter to remain until the ballot is inserted into the ballot counter.
9. Judges return to the polling place and insert the voted ballot into the Ballot Counter.
10. If the Ballot Counter returns a ballot, follow the appropriate procedure on Ballot Counter error messages.
11. Inform the voter when their ballot has been accepted and read by the Ballot Counter.

Non-Registered Voters

Follow steps 1-11 outlined above with the following additional steps for the voter who needs to register:

- Verify the voter is in the correct precinct to vote
- Review the supplemental **Absentee Election Day Registrants List** to verify that the voter has not already voted by absentee
- The voter provides acceptable ID to register on Election Day and completes the **Voter Registration Application Form**.
- An Election Judge will print the voter’s name, address, and date of birth on the green New Registrants Roster form and print “**Curbside**” and the judge’s initials on the voter’s signature line. All other steps remain the same.

Duplicating Ballots

This process will only be necessary if the ballot counter was not in use for a portion of the day and voters placed ballots into the Auxiliary Compartment. Examples of ballots that may need to be duplicated are:

- Torn or damaged
- Marked with a pen or pencil that cannot be read by the Ballot Counter
- A crossed out overvote
- Having votes marked outside the vote targets

Two judges of different political parties must complete these tasks. Never alter the votes on an original ballot!

See Appendix I (Duplicating Ballots)

HAVA Complaint Procedures

The **HAVA Election Complaint** form is a form required by the Federal Help America Vote Act (HAVA) and Minnesota law.

If a person has a complaint regarding the **election equipment or procedures**:

- Refer to the Voter Bill of Rights **See Appendix J (Voter's Bill of Rights)**. This will assist you in determining if it is a HAVA complaint.
- Contact Election Headquarter to verify the complaint is a HAVA complaint
- If yes, give them a copy of the **HAVA Election Complaint Form**
- Explain that the person must complete the form and have it notarized. (Election Judges serving on Election Day are considered notaries for this purpose).
- The completed form will be returned to Election Headquarters and forward to the Secretary of State
- The voter may take this form home, complete it and return it directly to the MN Secretary of State at the address provided on the form.
- Record on the **Incident Log** and insert in the **Feedback Form Envelope**.

Election Day Feedback Form

The **Election Day Feedback Form** is used for voters who have a comment or concern that does not qualify as a HAVA complaint. This form may also be used to convey a positive experience or comment.

1. Have the voter complete and sign the form.
2. Ask if the voter wants a follow up response
3. An Election Judge also signs and dates the form
4. Place the completed forms in the **Feedback Form Envelope** to be returned to Election Headquarters.

Emergencies

Extreme Emergencies / Evacuations

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when Election Judges may be ordered to leave premises), use the following procedures.

STAY CALM – DO NOT PANIC

If time permits, and your safety is not jeopardized, follow these steps before you leave the polling place:

1. Record the public count from the Ballot Counter and the time on the cover of the "A" polling place roster
2. To remove the memory stick from the ballot counter follow these steps in sequence – it will take a couple of minutes:
 - a) Use the barrel key to unlock the memory stick compartment
 - b) Hold down the Power Button
 - i. The button will immediately turn light red
 - ii. After about a minute the button will turn deep red
 - c) Release the Power Button and it will turn white
 - d) Snip the wire and remove the Memory Stick (wire-cutter is in closing bag in clear pink bag with small tan envelope)
4. Secure blank, non-voted ballots in the AutoMARK case
5. Keep voted ballots locked in the ballot box
6. Use any available return envelope (i.e. Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment
7. If possible, take the following items with you
 - a) Polling place rosters (pre-registered and Election Day)

- b) Completed voter registration applications
 - c) Memory stick
8. Choose a location to meet outside and account for all members of the election team
 9. As soon as you are in a secure location, call Election Headquarters to receive further instructions about the voting process

IF THE POLLING PLACE CAN BE REOPENED:

1. Resume voting by using the auxiliary compartment of the ballot box.
2. Call Election Headquarters and let them know the polling place has reopened.
3. Support staff will be sent to re-install the memory stick and assist in reestablishing normal operations
4. Record events on the **Incident Log**.

IF THE POLLING PLACE CANNOT BE REOPENED, CALL ELECTION HEADQUARTERS FOR INSTRUCTIONS FOR EMERGENCY VOTING.

Police, Fire, & Medical Response – 911

It is appropriate to call **911** for problems or situations requiring a **response** from police, fire or medical personnel.

Use the following procedures

1. Identify yourself as an Election Judge and give your ward and precinct number.
2. State the name and address of the polling place building and the specific location inside the building where the problem is located.
3. Explain the circumstances to the 911 operator and accurately describe the situation. The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.
4. After calling 911, call Election Headquarters.
5. Explain the situation and the appropriate staff will be sent to assist you.
6. Record the situation on the **Incident Log** noting:
 - Time of incident
 - Type of problem
 - Names of individual(s) involved if known
 - Brief physical description of individual(s) involved
 - Brief description of the incident
 - If the incident involves an injury, obtain the following:
 - Name, address, and telephone number of the injured person
 - How the injury occurred, describe in detail the location and circumstance
 - Describe in detail the injury (i.e. bruise on the left ankle, cut on right thumb)
 - Names and signatures of Election Judges witnessing the incident
7. Names and telephone numbers of other witnesses.
8. Call Election Headquarters when the situation is resolved.
9. Record the time and resolution of the situation on the **Incident Log**.

Media Relations

A news media representative may enter a polling place during voting hours only to observe the voting process. A photo ID must be submitted to the Head Election Judge upon arrival at the polling place along with either a recognized media credential or written statement from a local election official attesting to the media representative's credentials.

A media representative must **not**:

- Approach within six feet of a voter
- Converse with a voter while in the polling place
- Make a list of persons voting or not voting
- Interfere with the voting process
- Approach within six feet of a voting booth, ballot counter or any other polling place equipment

Record on the **Incident Log** the time, length of time the media was present, and the name of the media representative. Call Election Headquarters if the media asks for comments or interview.

Exit Polling

Refer to the **2013 Election Judge Training PowerPoint presentation**

See the **2012 State of Minnesota Election Judge Guide pg. 14; section 3.2 Prohibited Conduct**

Voter Services

- Start fresh with each voter.
- Listen respectfully, making eye contact with the speaker.
- Use your knowledge and qualifications to solve difficult situations.
- Respond with words and voice that are factual, not emotional or confrontational.
- State facts and emphasize what you CAN do.
- Provide constructive reinforcement.
- Avoid negative words.
- Use pronouns cautiously.
- Be composed and relaxed.

Authorized Persons and Activities in the Polls

During voting hours, the law allows only Election Judges, people directly engaged in voting, and authorized persons to be present in the polling place.

Authorized Persons

- Representatives from the Secretary of State, County Auditor and local Clerk's Office
- Election Judges
- Voters and their minor children
- Persons assisting or Vouching for voter
- Challengers
- Teachers and students if authorized by clerk
- Children participating in Kids Voting if occurring in precinct
- News media with proper ID and credentials
- Persons making a written complaint

Prohibited Conduct

Some persons, items and activities are not allowed in the polling place. Persons engaging in prohibited or inappropriate conduct must be asked to leave. Inappropriate actions include:

- Lingering within 100 ft. of the polling place
- Campaigning
 - Campaigning is not allowed within 100 ft. of the polling place
 - Campaign buttons and clothing cannot be displayed in or within 100 ft. of the polling place
 - Campaign signs are not allowed within 100 ft. of the polling place
 - Exempt: Campaign signs on private property within 100 ft. of the polls

Voter Assistance

State and federal laws require that assistance be available for voters. This may include assisting voters into or through the polling place, reading registration or voting materials, completing forms or marking ballots. When assisting voters, Election Judges must be sensitive to the special needs of these voters. **See the 2012 State of Minnesota Election Judge Guide pg. 16; section 3.5.1 Help by Election Judges for additional detailed instructions.**

Sample ballots or voting aids – Voters may bring sample ballots and any materials, including campaign materials, into the voting booth for personal use. These materials cannot be displayed outside of the voting booth or left in the polling place.

Who May Assist Voters

- Voters may bring a person of their choice
- Voter who asks for assistance – two Election Judges of different political parties assist to mark ballots

Assistance for Voters with Second Language Needs

Polling locations that serve a large population of voters with English as a second language, specifically Hmong, Somali, and Spanish will have additional materials and support. Translated signage and voter registration applications will be provided as well as Election Judges who can assist with interpreting. These judges should have a button identifying them as speaking a particular language.

Election Judges may speak in a second language to assist and instruct the voter on the voting process. If the voter requests assistance marking the ballot, two Election Judges of different political parties must assist.

Encourage the use of the AutoMARK with the earphones. Many voters may not be able to read in English but may understand verbal English.

Assistance by Persons Other Than Election Judges

A voter may also obtain the assistance of another person, instead of asking Election Judges for help. This person can be anyone the voter chooses except the voter's employer, an officer or agent of the voter's union, or a candidate in the election. Election Judges should make it clear to individuals who are not Election Judges and who are physically marking a ballot for a voter that they can only **mark ballots for three voters** in one election. There is no limit on the number of voters that an individual may help (including translation, disability or literacy issues) as long as they do not accompany the voter into the voting booth.

Poll Management

The Head and Assistant Head Judges are responsible for managing the polls. The primary goal of poll management is maintaining an orderly and voter friendly environment that consists of three basic categories:

1. Line Management
2. Voter flow in the poll
3. Monitoring and mentoring Election Judges by duty; assisting voters as needed

Line Management

The goal of line management is to prepare voters in the voting process and to expedite the lines quickly and efficiently. This is the primary duty of the Greeter Judge. In addition to the basic Greeter duties, the Greeter must facilitate moving the voter line to minimize voter wait time and eliminate congestion in the voting area. Effective in 2013, the one line management rule is eliminated. The greeter may now take voters out of order and direct the voter to the roster or new registration table as applicable. For example:

Roster Table

- The rosters should be separated in alpha ranges to reflect your specific poll
- If there is an opening for a particular alpha range, for example A-F, ask the voters who are registered with the last name that begins with letters A-F. Direct the first voter in line who says yes.
- Monitor carefully. If there are many registered voters in line with the last names in the same alpha range, you may need to separate the roster into different or more alpha ranges and staff Roster Judges accordingly.

Registration Table

- Use the same process as described for the roster table
- NOTE: If your polling location has a high number of voters that require Election Day registration, staff accordingly however do not ignore the registered voters! The most common voter complaint is from registered voters who have to wait a long time due to Election Judges serving nonregistered voters. These voters should be expedited quickly as they should not be penalized for properly registering before Election Day.

If space permits within your polling location, you may have two lines, one for registered and one for non-registered voters. Be sure that each line moves appropriately to minimize voter wait time.

Voter Flow in the Polls

It is acceptable to have many voters (within fire code regulations) in the polling area. The key is maintaining order to ensure a quiet and respectful environment. It is critical to have the *appearance or perception* of order for the voters. Voters will accept having many people in the polling area as long as it does not appear chaotic or lack of privacy to vote.

Guidelines to use based on the size and layout of the polling location:

- Provide additional tables or space for voters to vote if voting booths are full. The voter should be given the option to choose to wait for a booth or use a table
- If available, some voters can choose to use a clipboard to vote
- At the ballot table, the voters waiting must be given the ballot. Suggest that they may familiarize themselves with the ballot while waiting for an open booth
- Monitor the roster and new registration tables and adjust staffing as needed

Closing the Polls

At 8:00 p.m. (using the same clock that opened polls) announce, “**The polls are closed**” and hand the last voter in line the “**Last Voter in Line**” card or have an Election Judge stand at the end of the line. As a courtesy to voters, do not begin to tear down the polling materials before 8:00 p.m. or until the last voter has voted.

Once voting is finished the public is welcome to watch the closing activities and get the results (by posting a results tape). Anyone may watch, but no one may interfere with the Election Judges’ work. Members of the public who are watching closing activities after the polls closed do not have to provide a written letter.

Head Judge Responsibilities:

- The voted ballots equal the number of voters voting (by voter receipts).
- The results transmitted successfully
- All results tapes are completed with information required and signed by a minimum of 4 Election Judges
- All documents and forms are complete and accurate
- All documents and forms are enclosed in the correct envelope (Documents to enclose are listed each envelope)
- All envelopes are properly sealed
- Voted ballots are properly sealed with a rat tail seal in the white cardboard transfer box
- All materials to be delivered are secure
- All material to remain in the poll are secure
- Poll location is left clean and orderly respecting the building owners
- Poll location is locked upon leaving

Closing Activities

- Confirm all voted ballots are counted
- Close the ballot counter
- Send results and print official results tape – two tapes are automatically printed
- Remove voted ballots from ballot box
- Count and secure unvoted ballots
- Complete forms and tapes
- Enclose proper and completed documents as directed on return envelopes
- Pack up all materials and supplies
- Pack the AutoMARK
- Prepare items to return using the checklist
- Complete timesheet

Transmitting Results and Closing the Voting Equipment

Head and Assistant Head Judges are responsible for closing the ballot counter and the AutoMARK. Detailed instructions for each machine are in your supply envelope: “**Closing the Polls**” tri-fold document and the AutoMARK (blue) “**AutoMARK Closing Checklist.**”

Prior to transmission, the number of voted ballots must equal the number of voter receipts.

If this does **NOT** balance:

- You must count the number of signatures on the pre-registered and new registration rosters.
- Call Election Headquarters if you still cannot balance. They will assist in balancing.
- The Director must approve any discrepancy.

On the **Voter Statistics Worksheet** and **Incident Log** document in detail measures taken to find the discrepancy, an explanation for the discrepancy, and if the discrepancy was approved by the Director. The discrepancy must be approved by the Director prior to transmitting results.

Handling Time Sheets and Releasing Election Judges

- Make sure each Election Judge signed in and out on the payroll sheet.
- Volunteer Judges must also sign in and out on the payroll sheet.
- You may release Election Judges after 8:00 p.m. if there are sufficient judges to complete closing of the polls activities.
- Election Judges who will deliver completed forms and documents must enter the actual time leaving on the polling location timesheet. Additional payment for delivery will be for a minimum of one hour, unless noted on staff on the **Drop-Off Site Instructions & Election Supply Receipt** form at the Elections Warehouse.

Chain of Custody

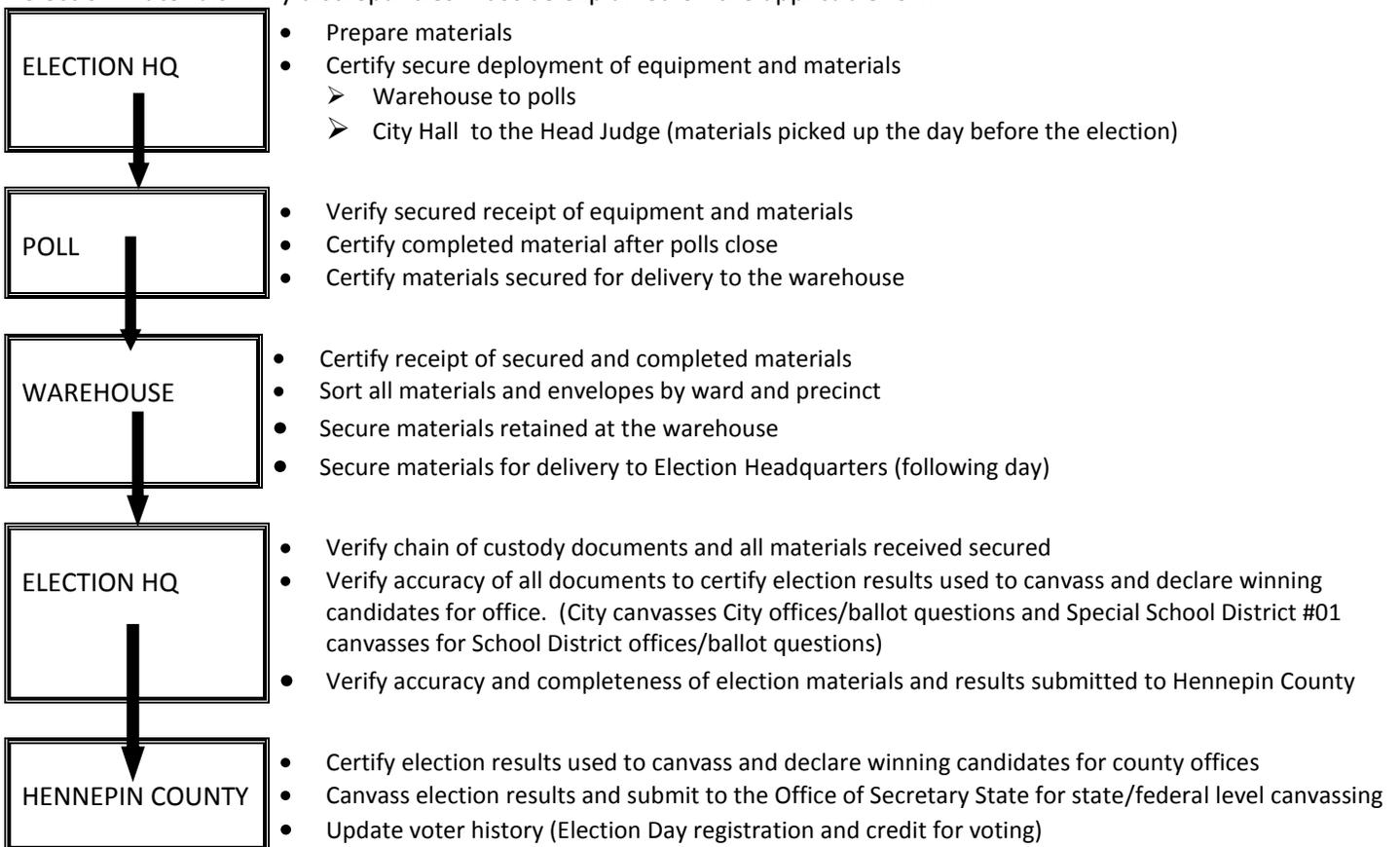
In addition to completing forms and documents accurately, it is important for you to understand the procedures used to preserve the integrity of the election. The following section describes the chain of custody process.

A record documenting the delivery, receipt and return of election materials is required for every election. This documents that the election materials were deployed and returned securely. Seal numbers, seal labels and signatures that overlap the flap of envelopes also ensure that tampering has not occurred with the election materials and equipment.

Documenting with signoffs of delivery and receipt of election materials are recorded in every step of the process:

- Delivery of equipment and materials to the polling location.
- Election materials issued and picked up by Head Election Judges the day before Election Day
- Confirmation of secured materials prior to opening the polling place
- Secured materials after the close of polls
- Returning documents to the Election Warehouse
- Delivery of election materials to Hennepin County

All forms are signed by election personnel and/or the Election Judges certifying the delivery and/or receipt of election materials. Any discrepancies must be explained on the applicable form.



Definition of Canvass: to examine in detail; specifically: to examine (votes) officially for authenticity

Delivery of Documents

New effective 2013: All polling locations will deliver Election Night documents to the Elections Warehouse. Refer to **Appendix P (Example of Closing the Polls Checklist)** for an example of the checklist items and documents to be delivered. Be sure to pack/deliver in the order listed on the checklist.

Delivery Drop-off Procedures

All items listed on the **Example of Closing the Polls Checklist** will be returned by you and another Election Judge to the Elections Warehouse in Northeast Minneapolis at:

732 Harding St NE, Minneapolis, MN 55413

The City will provide traffic control personnel at the warehouse to direct arriving traffic, give directions on where to park, and direct traffic leaving the warehouse. Greeters will be at the entrance to accept your flag. They will then direct you to one of the pods to drop off your materials in the order listed on the checklist.

Monitoring Election Judges by Duty

Greeter Judge

The Greeter Judge is the gatekeeper to the polling place and will monitor activities in and near the polling place and organize the line of waiting voters to avoid congestion. All polling locations will have at least one Greeter Judge; most will have two Greeters to manage the voter line.

The Greeter Judge will have an apron for supplies to assist voters and move them quickly through the poll.

The Head and Assistant Head Judges will observe the Greeter Judge on:

- Checking the Greeter List to confirm the voter is registered in the precinct and directing them to the Roster table
- Verifying that the voter is in the correct polling place and redirecting them to the correct polling place if they are not
- Identifying any specific voter needs such as language support, chairs, or assistance for voters with disabilities
- Providing unregistered voters in the correct precinct with a clipboard, Voter Registration Application, and confirming the voter has the correct documents to register
- Issuing and reviewing the Ranked Choice Voting instructions with each voter
- Maintaining flow of lines and moving voters efficiently to the correct table
- Informing the Head or Assistant Head Judge of long lines
- Monitoring the entrance to the building to make certain people are not lingering within 100 feet and that there are no campaign materials in that area and informing the Head or Assistant Head Judge as needed

Roster Judge

Voters who are already registered go directly to the Roster Judge to sign in and be given their **Registered Voter's Receipt**.

The Head and Assistant Head Judges will observe the Roster Judge on:

- Asking voters for their full name and address, and finding the name and address on the roster.
- If there is not a notation by a voter's name, pointing out the oath at the top of the page and instructing the voter to sign on the line next to their name to affirm the oath.
- Assuring there are no marks or X's on the roster page
- The **Roster Correction Form** is used correctly **See Appendix D (Roster Correction Form)**
- If a voter signs on the wrong line, it is properly voided or corrected

Registration Judge

The Registration Judge conducts Election Day registration. The judge who registers a voter cannot issue a ballot for that voter - these duties must be separated.

The Head and Assistant Head Judges will observe the Registration Judge on:

- Confirming the voter is in the correct precinct
- Verifying the voter is not on the **Absentee Election Day Registrations for Polling Place** list
- The **Voter Registration Application (VRA)** is completed correctly. **See Appendix E (Voter Registration Application)**
- The Registration Judge has documented and completed the bottom of the VRA correctly **See Appendix E (Voter Registration Application)**

- The Registration Roster is completed with the voter’s signature
- The Registration Judge has correctly completed the Voucher Form
- All voters are treated with the same courtesy and only questions voters based on how they have answered the questions on the VRA.

Demonstration Judge

It is important that the Demonstration Judges remain impartial on Election Day. To help with this an impartial demonstration ballot does not use real names for candidates or parties is provided. The Demonstration judge will also instruct the voter on how to vote a Ranked Choice ballot. Based on voter traffic this duty may be combined with the Ballot Judge duties.

The Head and Assistant Head Judges will observe the Demonstration Judge on:

- Correctly explaining how to vote a Ranked Choice ballot
- Explaining how to fill in the oval

Ballot Judge

The Ballot Judge is in charge of counting the ballot packages, initialing the ballots, collecting and numbering the **Registered Voter Receipt**, and issuing the ballot in a secrecy folder to the voters. Spoiled ballots will also be brought to the Ballot Judge to exchange for a new ballot.

The Head and Assistant Head Judges will observe the Ballot Judge on:

- Asking the voter if they understand how to vote a Ranked Choice ballot and answering any questions.
- Counting the number of ballots in each package and entering it on the **Ballot Tracking Form**
- Collecting and counting the voter receipts
- Maintaining an appropriate supply of initialed ballots
- Advising the Head Judge when the ballot supply is at 200

The Head and Assistant Head Judges will periodically confirm that the number of voter receipts matches the number of ballots accepted on the ballot counter and voters voting.

Ballot Counter Judge

The Ballot Counter Judge is assigned to oversee the ballot counting process and may assist the voter if needed. The Ballot Counter Judge may instruct the voter on how to insert the ballot and alert the voter to ballot error messages. They will also work with any ballot counter issues such as jammed or stuck ballots and follow Full Ballot Box procedures as necessary. Ballot Counter Judge also issues the “**I Voted**” sticker. **See the 2012 State of Minnesota Election Judge Guide pg. 36; section 10.4 “I Voted” Stickers**

The Head and Assistant Head Judges will observe the Ballot Judge on:

- Assisting voters as needed.
- Explaining error messages

Call the Election Judge Hotline – **612-673-3030** - for any ballot counter issues such as jammed or stuck ballots.

Mentoring

Mentoring Election Judges by Duty

Your primary duty is to provide voter services by a voter friendly environment and ensuring the accuracy and the integrity of the election. You must be available to help Election Judges with specific tasks. You may help out at a duty table and/or cover during lunch breaks but either the Head or Assistant Head Judge must be available at all times to assist voters and Election Judges. As you walk through the polling area, smiling and acknowledging voters will promote a voter friendly environment. Remind the Election Judges to limit personal conversations with neighbors and friends.

Always take every opportunity available to mentor the judges. Your judges are valuable and important too. Through auditing, provide immediate positive correction. It ensures all documents are accurate and enables the Election Judge to be successful performing the tasks correctly and accurately. Provide positive feedback as well. Every person wants to know they are performing well. As you monitor, make notes as needed to complete the **Election Judge Evaluation Forms** with valid and accurate ratings and comments.

Finally, encourage team mentoring and growth; pair veteran judges with new judges. Also identify potential future Head or Assistant Head Judges. As appropriate, expose these candidates to your Head Judge tasks and duties. Having a well versed election team will enable everyone to assist as needed. It also enables individuals nearing retirement the confidence - and legacy - that the poll will continue to operate in an efficient, accurate, and voter friendly manner.

Mentoring and Correcting Election Judges: CPR

C=Compliment

P=Positive correction

R=Review

This is an easy process to correct Election Judge's performance. Explain to the judge that you observed something that needs to be improved. You will use positive oral communication or modeling and demonstration techniques to convey the needed improvement. To be most effective whenever you observe something the Election Judge should do differently, it is important that your suggestion be communicated constructively to the judge. It is more helpful to reinforce what you want the judge to do rather than emphasize what he/she is doing incorrectly.

Compliment

Before corrected advice is provided you should first compliment the judge on some aspect of his/her performance. For example you might complement the judge on a portion of the task performed correctly or done well. It is important that the complement be descriptive and specific.

Positive Correction

Reinforce the desired action by demonstrating the action or procedure that you would like them to perform. It is counterproductive for you to refer to, describe, or demonstrate what the judge did incorrectly. Drawing attention to the incorrect procedure reinforces the wrong thing.

Review

Finally you should observe or review the judge's behavior to provide feedback about whether or not improvement was achieved. If you merely leave the judge after providing positive correction the judge may get the impression that you care too little about them to stay and make sure the correction was achieved.

Additional Tips

- It is helpful if you have specific examples of work performed inaccurately. For example with the new registration application showing their work and comparing it to the correct way will be helpful in the judge will understand better.
- Review the rule or procedure. Sometimes a judge may have forgotten the rule or maybe they misunderstood the procedure.
- If and when appropriate, explain how it may adversely affect a voter and/or how other judges are dependent upon the correct performance.
- If the judge still has difficulty following the rules or instructions, ask another judge to assist in training and work side-by-side. Request this judge to inform you if the Election Judge is continuing to perform incorrectly.
- If the Election Judge fails to achieve compliance, call Election Headquarters. You may be directed to request the Election Judge to leave the polling place and document in the **Incident Log**.

It is important that every Election Judge follows the procedures in the polling place. If the Election Judge performs incorrectly or exhibits inappropriate behavior it must be addressed. Make it clear in **CPR** that continued poor performance could result in termination.

Evaluations

Criteria for Evaluating Election Judges

After each election you will be required to evaluate each Election Judge. A list of Election Judges, a copy of the evaluation form, and instructions will be in your supply envelope. Evaluations will be completed electronically. If you do not have access to a computer, you may copy the evaluation form as needed and return by mail.

Through monitoring/auditing and mentoring you will have the appropriate information to evaluate. Every Election Judge deserves to know how well they performed. Acknowledge judges on duties or tasks performed well and through CPR judges should know where improvement is needed.

You will evaluate each Election Judge on every duty; both the Head and Assistant Head Judge should collaborate on each evaluation.

Consider the following when evaluating:

- Is this judge new?
- Did the judge display adequate knowledge of election laws and procedures for each duty?
- Was the judge alert and attentive during the entire day?
- Did the judge perform the duties assigned by you in an acceptable manner?
- Did the judge perform proficiently or need additional training at each duty?
- What other observations would assist in the evaluation? You can use the comment section for additional information.
- Would you recommend re-appointing this Election Judge?

- Is this judge a longtime valued judge who should be considered for retirement? If so, provide information to ensure the transition can begin to ensure this judge's dignity, respect and confidence of leaving a legacy to other judges and to the citizens of Minneapolis.
- Does this judge have the potential to become a Head or Assistant Head Judge?

Polling Place Evaluation

You will also evaluate the materials and supplies prepared for you. A copy of the evaluation form and instructions will be in your supply envelope. Evaluations will be completed electronically. If you do not have access to a computer, you may complete the evaluation form and return by mail.

Consider the following when evaluating:

Polling Location

- Did you have sufficient table and chairs?
 - How many tables and chairs did you need?
- Did the poll layout meet the needs of the voters?
- Was building staff supportive and helpful?

Supplies from Election Headquarters

- Did you have enough supplies?
 - If not, what was in short supply?
- Is there anything you need or want that was not supplied?
- Were the instructions for each duty bag and Head bag clear and helpful?
- Did contents of each duty bag and Head bag have the proper materials and supplies needed?

Appendix

A. Example of Supply Envelope

Supply Envelope is returned to Election Warehouse			
WARD	1	PRECINCT	1
SUPPLY ENVELOPE			
THIS ENVELOPE CONTAINS IMPORTANT ELECTION DAY MATERIALS ITEMS IN YELLOW MUST BE RETURNED ON ELECTION NIGHT Other Items on this list can be placed in ballot box.			
			On Election Night return these items in:
Items to Review before Election Day			
• HOT TIPS SHEET		Supply Envelope	
• OPENING/CLOSING CHART		Supply Envelope	
Incident Logs			
• INCIDENT LOGS		Results Envelope A	
Materials Needed to Open and Close			
• OPENING/CLOSING POLLS CHECK LISTS		Supply Envelope	
• KEYS FOR BALLOT COUNTER & AUTOMARK		Supply Envelope	
• OFFICIAL PRECINCT CERTIFICATION FORM		Results Envelope A	
• BALLOT TRACKING FORM		Results Envelope A	
• VOTER STATISTICS WORKSHEET		Results Envelope A	
• VOTER RECEIPT & BALLOT COUNTER AUDIT		Supply Envelope	
• ITEMS TO BE RETURNED CHECKLIST		Bring to Warehouse	
Personnel Materials			
• EJ BOARD LIST		Supply Envelope	
• PAYROLL ENVELOPE & SHEETS		Supply Envelope	
• BE AN ELECTION JUDGE SIGN-UP FORM		Supply Envelope	
• Name Tags - EJ, Chair, Challenger		Ballot Box	
• Lunch/Break Schedule		Ballot Box	
Polling Place Information			
• PRECINCT MAPS - STREETS AND BUFFER		Supply Envelope	
Voter Registration Information			
• DORM LISTS - IF ANY		Supply Envelope	
• GREEN FOLDER - VOUCHING		ED Registrations Envelope	
EJ Hotline 612-673-3030			

B. Duty Assignment/Opening & Closing

9/13

The judges assigned to set up before the polls open will:

- Be assigned to this duty when the polls open
- Be responsible for the closing procedures

Reminder: Be sure to assign judges to a duty that are not setting up a duty table.

BEFORE THE POLLS OPEN/ASSIGNMENT AT 7:00AM

<u>BALLOT / DEMO TABLE</u>
JUDGE
JUDGE
JUDGE
JUDGE
<u>NEW REGISTRATION TABLE</u>
JUDGE
JUDGE
JUDGE
<u>ROSTER TABLE</u>
JUDGE
JUDGE
JUDGE
JUDGE
<u>VOTING BOOTHS, POSTERS AND FLAG (also assignment at 7:00am)</u>
JUDGE
JUDGE

E. Voter Registration Application

Minnesota Voter Registration Application
Complete lines 1 through 8. Please print clearly.

Personal Information & Qualifications

1. Are you a U.S. citizen? Yes No IP election office use only
 2. Are you at least 18 on or before the next election? Yes No M /
 If you mark "NO" to either of these questions, DO NOT complete this form. AB

3. Last name or surname: SUPER First name: MAN Middle name: Public Use, S, A, B

4. Address where you live (residence): 911 BATMAN WAY City: STP State: zip code: 55106

5. If mail cannot be delivered to the address above, provide P.O. Box: City: State: zip code:

6. Date of birth (not today's date): 01-10-1980 School district (if known): County where you live:

7. Mark one box and provide the number that applies to you:
 I have a MN-issued driver's license or MN ID card number:
 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-6744
 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 SUPER SHAW City: 06-01-2009

Election Judge Official Use Only

W: ID With Current Address: ID Number: MN Driver License, Leases, Parents, MN ID Card, or Receipt: Tribal ID: Photo ID With Utility Bill or Fee Statement/ Student Fee Statement or Utility Bill: Other: Voucher, Fee: Late Notice: Preform Registration in Same Precinct: Student ID With College List: ID Number:

A **B** **C** **D**

The voter must complete numbers 1-8. If any of the information is missing, the voter may not become registered. If the voter does not check the boxes on lines 1&2, line 8 restates voter will be at least 18 years or older on Election Day and is a citizen of the United States.

A=Ward #, Precinct #, School District #, Election Judge initials

B= Check the box of the document seen, write in the ID number

C= Write in the type of bill viewed (i.e. Qwest, Excel), check the box of ID viewed and write in the card #, or MN post-secondary student ID with current fee statement

D= check the appropriate box the ID number is the number on the roster for the a) voucher, b) registrant who is in the roster at a different address or c) MN post-secondary student photo ID with housing list

F. Voucher Form

09/13

CHEAT SHEET FOR COMPLETING VOUCHER FORM FOR ELECTION DAY REGISTRATION

Make sure information in the dotted box is complete:



VOUCHER FORM

Find voucher in the Roster or Greeter List, enter voter ID # OR If voucher just registered, enter "EDR" as Voter ID#

I swear or affirm that (Check one):

- I am pre-registered to vote in this precinct
I registered in this precinct today and did not have another person vouch for me
I am an employee of a residential facility:

Voter ID#

Check Either Box

Residential Address of Voucher or Residential Facility

Address of the Voucher

Street address

City

Telephone Number () optional

Email address (optional):

Name of person being vouched for

I personally know that (Name of person registering)

Is a resident of this precinct.

Signature of the voucher

EJ PRINTS VOUCHER'S NAME HERE

Signature of Voucher

Subscribed and sworn to before me

Date of the Election

Signature of the Election Judge

Date

Signature of Judge

G. Precinct List of Persons Vouching



**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:

Head Judge Signature Required

Printed Name _____ Signature _____ Date _____

H. Trouble-Shooting Ballot Counter

Note: The Ballot Counter screen should remain raised (vertical) until directed to fold down during closing procedures. If the screen is folded down out of sequence, the ballot counter will continually beep. The beeping will stop and put the tabulator in “sleep” mode similar to a computer. If for any reason the screen is folded down and/or goes into ‘sleep’ mode, do not worry or panic! Call Election Headquarters and election staff will give simple step by step instructions to re-open the polls.

You may be in a location with poor reception. Move the ballot counter to another location near a window facing downtown Minneapolis

OR

Use the antenna:

1. Keep the display screen on the ballot counter up.
2. On the left side behind the screen, use the barrel key to open the antenna compartment.
3. Raise the antenna.
4. Transmit results.
5. When transmission is successful, put down antenna and re-lock compartment.



Transmission Failure Messages:



EXIT

**“Retry Send Results”
Select this button**

**Select this. It will bring
you to the screen to
retransmit**

I. Duplicating Ballots

Follow these procedures to duplicate ballots that cannot be read by the Ballot Counter. Examples of ballots that may need to be duplicated are:

Torn or damaged

Marked with a pen or pencil that cannot be read by the Ballot Counter

A crossed out overvote

Having votes marked outside the vote targets

TWO JUDGES OF DIFFERENT POLITICAL PARTIES MUST COMPLETE THESE TASKS. NEVER ALTER THE VOTES ON AN ORIGINAL BALLOT!

Ballots Are Labeled

- Duplicate #1 & Original #1,
- Duplicate #2 & Original #2, Etc.
- Put Reason On Duplicate Ballot



1. Count the ballots to be duplicated. In the upper right corner, consecutively number the original ballots, i.e. ORIG 1, ORIG 2, etc.
2. Count out the same number of blank ballots. In the upper right corner, consecutively number the blank ballots as duplicates, i.e. DUP 1, DUP 2, etc.
3. Note the reason for duplicating the ballot on the duplicate ballot at the top of the ballot.
4. The Election Judges duplicating the ballots initial both the original and duplicated ballot below the number.
5. Two judges of different major political parties mark the DUPLICATE ballot with the identical votes of the original ballot. One judge must read the votes on the original ballot and the other judge must mark the corresponding votes on the duplicate ballot.
6. After the duplicate ballot has been marked, the judges must compare the duplicate to the original to ensure that they are identical.
7. Insert the DUPLICATE ballot into the ballot counter.
8. Place the original ballot (the one not counted by the Ballot Counter) into the “Duplicated Ballot Envelope.”

J. Voter's Bill of Rights (HAVA Guidelines)

VOTER'S BILL OF RIGHTS

For all persons residing in this state who meet federal voting eligibility requirements:

1. You have the right to be absent from work for the purpose of voting without reduction to your pay, personal leave or, vacation time on election day for the time necessary to appear at your polling place, cast a ballot, and return to work.
2. If you are in line at your polling place any time before 8:00 p.m., you have the right to vote.
3. If you can provide the required proof of residence, you have the right to register to vote and to vote on election day.
4. If you are unable to sign your name, you have the right to orally confirm your identity with an election judge and to direct another person to sign your name for you.
5. You have the right to request special assistance when voting.
6. If you need assistance, you may be accompanied into the voting booth by a person of your choice, except by an agent of your employer or union or a candidate.
7. You have the right to bring your minor children into the polling place and into the voting booth with you.
8. If you have been convicted of a felony but your felony sentence has expired (been completed) or you have been discharged from your sentence, you have the right to vote.
9. If you are under a guardianship, you have the right to vote, unless the court order revokes your right to vote.
10. You have the right to vote without anyone in the polling place trying to influence your vote.
11. If you make a mistake or spoil your ballot before it is submitted, you have the right to receive a replacement ballot and vote.
12. You have the right to file a written complaint at your polling place if you are dissatisfied with the way an election is being run.
13. You have the right to take a sample ballot into the voting booth with you.
14. You have the right to take a copy of this Voter's Bill of Rights into the voting booth with you.

In all matters, the law and rule are the final authority.

Secretary of State, Elections Division, 180 State Office Bldg., 100 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155-1299, (651)215-1440, Web site: www.sos.state.mn.us

K. Ballot Counter Tape (results tape) at 8:01 p.m.

*** VOTING RESULTS REPORT ***
 8:01 PM November 5, 2013
 Unit Serial Number: 0113360024

Hennepin, MN
 2013 MINNEAPOLIS MOCK ELECTION
 0004 MINNEAPOLIS CENTRAL P-01
 Election Date: November 5, 2013
 Poll Opened Date: November 5, 2013
 Poll Opened Time: 6:36 AM
 Poll Closed Date: November 5, 2013
 Poll Closed Time: 8:09 PM
 Public Count: 10

**Public Count = Total Number Voting on
 November 5, 2013**

Protected Count: 38
 Precinct Voting Report

**Protected Count = Total Number ballots counted
 during life of the ballot counter**

Unit Serial Number: 0113360024

Minneapolis Central P-01

Total Paper Sheets: 10

1ST CHOICE MAYOR

Number to Vote For	1	
PRK THEODORE WIRTH PARK		2
UNT MINNEHAHA PARK & FALLS		6
PRK NORTH MISSISSIPPI PARK		1
UNT CHAIN OF LAKES		1
PRK DOWNTOWN RIVERFRONT		0
Write-in		0
Over Votes		0
Under Votes		0

Total Votes		10

2ND CHOICE MAYOR

Number to Vote For	1	
PRK THEODORE WIRTH PARK		2
UNT MINNEHAHA PARK & FALLS		3
PRK NORTH MISSISSIPPI PARK		2
UNT CHAIN OF LAKES		2
PRK DOWNTOWN RIVERFRONT		1
Write-in		0
Over Votes		0
Under Votes		0

Total Votes		10

3RD CHOICE MAYOR

Number to Vote For	1	
PRK THEODORE WIRTH PARK		1
UNT MINNEHAHA PARK & FALLS		0
PRK NORTH MISSISSIPPI PARK		1



K. Ballot Counter Tape (results tape) at 8:01 p.m.



NUMBER OF PERSONS REGISTERED AT 7AM: -----

Found on last page of pink roster

NUMBER OF
NEW REGISTRANTS ON ELECTION DAY: -----

from Registration Envelope – also Line A on Voter
Statistics Worksheet Sheet

TOTAL NUMBER OF
PERSONS VOTING IN THE PRECINCT: -----

from top of results tape – also Line C on Voter Stats
Worksheet

NUMBER OF SPOILED
BALLOTS: -----

of Spoiled Ballots & # of Duplicate Ballots

NUMBER OF ORIGINALS FOR WHICH DUPLICATES
WERE MADE: -----

of Unused ballots from Ballot Tracking form

NUMBER OF UNUSED BALLOTS:

***** ELECTION JUDGE OATH OF
OFFICE*****

WE, THE UNDERSIGNED ELECTION JUDGES OF
THIS PRECINCT DO HEREBY CERTIFY THAT:

THE PROPER
BALLOTS FOR THE PRECINCT WERE USED FOR VOTING;

ALL OF
THE BALLOTS CAST WERE PROPERLY CAST AND COUNTED;

NUMBERS ENTERED ON THIS SUMMARY STATEMENT SHOW THE
NUMBER OF VOTES CAST FOR EACH CANDIDATE AND/OR
QUESTION;

THE NATIONAL FLAG OF THE UNITED STATES WAS
FLOWN DURING THE TIME THAT ELECTION JUDGES WERE
SERVING;

THE TOTAL NUMBER OF COUNTED BALLOTS AGREES
WITH THE NUMBER OF VOTERS

ALL BALLOTS REQUIRING
DUPLICATION ARE IN THE PROPER ENVELOPES AND ALL WRITE-IN
VOTES HAVE BEEN PROPERLY RECORDED; AND

ALL BALLOTS USED
IN THE ELECTION HAVE BEEN SECURELY SEALED.

THE BALLOT
COUNTER WAS EXAMINED BEFORE AND AFTER VOTING HOURS AND
WAS FOUND TO BE SEALED BY THE SAME SEALS AS CERTIFIED BY
THE CITY CLERK.

BALLOT COUNTER SEAL NUMBER -----

Election Judge

EJ signatures attest to oath &
certify numbers entered

0004 MINNEAPOLIS CENTRAL P-01
Unit Serial Number: 0113360024

*** END OF REPORT ***

CUT TAPE

L. Voter Statistics Worksheet

Voter Statistics Worksheet

Minneapolis Municipal Election – Tuesday, November 5, 2013

Municipality: Minneapolis	Ward _____ Precinct _____
---------------------------	---------------------------

Your signature certifies accuracy

Print Head Judge Name _____ Signature of Head Judge _____

A. Total number of election day registrations

Number from Election Day Registration

B. Total number of voter receipts

C. Public Count (from top of Results Tape)

Is the morning zero tape attached to the first results tape? Yes No

Does 'B' match 'C'? Yes No

- If you marked **Yes**, the form is complete
- If you marked **No**, continue below

If you know why B & C do not match, explain both below and in the Incident Log.

If you cannot explain why B & C are different, take the following steps in order to reconcile B & C, and explain below and note in Incident Log. Then, you must call 612-673-3030.

- Check the Auxilliary Compartment of the Ballot Box for any uncounted voted ballots
- Check the AutoMARK to see if there is an abandoned ballot in it by turning the key to "test"
- Voter receipts
 - Check numbering of receipts - see if numbered correctly/consecutively
 - Are receipts in bundles of 25
 - Count the number of receipts
- Count the number of people who voted at the polling place
 - Signatures on pink Rosters - do NOT include AB notations
 - Signatures on EDR Green Rosters
- Count the ballots in the Ballot Box

If you selected "No" above, please provide further explanation below (as well as in Incident Log)

Return in Results Envelope A

M. Return Envelopes

FOR EACH ENVELOPE DO THE FOLLOWING:

Complete & return ALL envelopes whether used or empty

Municipality _____
 Ward/Precinct _____
 Election _____

Results Envelope A

THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:

Numbers are ALSO entered on the Results Tape

- 1st Tape (zero results with 1st results tape)
- Voter Statistics Worksheet
- Official Precinct Certification Form
- Ballot Tracking Form
- Incident Log
- Ballot Counter Broken Seal
- Roster Challenge Log

Verify/check off before sealing

Seal & Return to Elections Warehouse Tuesday

MUNICIPALITY
 GENERAL

Municipality _____
 Ward/Precinct _____
 Election _____

Election Day Registration Envelope

THIS ENVELOPE MUST INCLUDE THE FOLLOWING ITEMS:

Verify/check off before sealing

- All Completed Election Day Registration Applications
- Election Day Registration Roster
- Precinct List of Person Vouching Form

Total number of Completed Election Day Applications: _____
 Approximately how many people attempted to register but did not have proper ID? _____

Seal & Return to Elections Warehouse Tuesday

1. Verify number is accurate, recount applications if necessary
2. Enter this number on Voter Statistics Worksheet LINE A
3. Enter this number on the results tape

M. Return Envelopes

Municipality _____
Ward/Precinct _____
Election _____

Feedback Form Envelope

THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:

Record the total number of forms enclosed:

Election Day Feedback Forms: _____

HAVA Complaint Forms: _____

Municipality _____
Ward/Precinct _____
Election _____

Challenger Form Envelope

Total number of Oath of Challenge to Voter's Eligibility forms enclosed: _____

Municipality _____
Ward/Precinct _____
Election _____

Spoiled Ballot Envelope

Total number of spoiled ballots enclosed: _____

← This number is ALSO entered on the Results Tape

Municipality _____
Ward/Precinct _____
Election _____

Duplicate Ballot Envelope

Total number of original ballots enclosed for which duplicates have been made: _____

← This number is ALSO entered on the Results Tape

N. Overlap the Flap

Example of signatures overlapping the flap on the closing envelopes to be signed by at least four (4) Election Judges

Envelopes to be signed:

- Results Envelope A
- Election Day Registration Envelope
- Used/numbered Voter Receipts Envelope
- Spoiled Ballots Envelope
- Duplicate Ballots Envelope
- Challenger Forms Envelope
- Feedback Form Envelope



O. Ballot Transfer Case Certification Seal

BALLOT TRANSFER CASE CERTIFICATION SEAL

Minneapolis Municipal General Election November 5, 2013

Ward 1 Precinct 1 Case _____ of _____ total cases.

We hereby certify that the total number of voted ballots as provided by Minnesota statute and rules of the Secretary of State are contained herein and the envelope was sealed in accordance to law.

JUDGES OF ELECTION

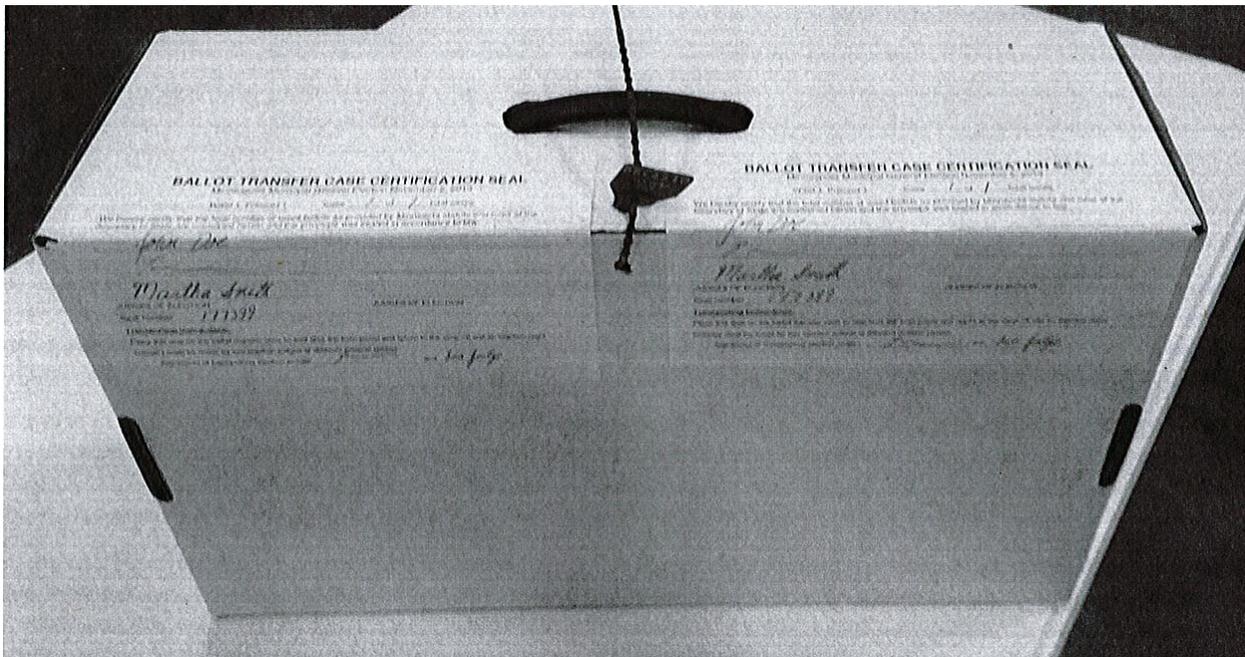
JUDGES OF ELECTION

Seal number _____

Transporting Instructions:

Place this seal on the ballot transfer case to seal shut the front panel and return to the drop-off site on election night. Delivery must be made by two election judges of different political parties.

Signatures of transporting election judges: _____ and _____



P. Example of Closing the Polls Checklist – Return to Election Warehouse

EXAMPLE of CLOSING THE POLLS CHECKLIST	
Tuesday night return to Election Warehouse 732A Harding St NE	
<input type="checkbox"/>	Flag(s)
<input type="checkbox"/>	Voted ballots in cardboard transfer case sealed with rat-tail seal
<input type="checkbox"/>	Memory stick with short tape in Manila envelope
<input type="checkbox"/>	Results Envelope A - sealed and signed by 4 EJs
	<input type="checkbox"/> 1st Tape (zero results with 1st results tape)
	<input type="checkbox"/> Voter Statistics Worksheet
	<input type="checkbox"/> Official Precinct Certification Form
	<input type="checkbox"/> Ballot Tracking Form
	<input type="checkbox"/> Incident Log
	<input type="checkbox"/> Ballot Counter Broken Seal
	<input type="checkbox"/> Roster Challenge Log
<input type="checkbox"/>	Election Day Registration Envelope - sealed and signed by 4 EJs
	<input type="checkbox"/> All Completed Election Day Registration Applications
	<input type="checkbox"/> Election Day Registration Roster
	Green Folder with Precinct List of Person Vouching form
	<input type="checkbox"/> & Certified List of Residential Employees
<input type="checkbox"/>	Pre-Registered Pink Rosters
	<input type="checkbox"/> _____ Number returned
<input type="checkbox"/>	Supply Envelope (Brown Flap-over)
	<input type="checkbox"/> "Be an Election Judge" Sign-up Form
	<input type="checkbox"/> Dorm Lists - if any
	<input type="checkbox"/> EJ Board List
	<input type="checkbox"/> Hot Tips Sheet
	<input type="checkbox"/> Keys for Ballot Counter & AutoMARK
	<input type="checkbox"/> Language Folder
	<input type="checkbox"/> Opening/Closing Chart
	<input type="checkbox"/> Opening/Closing Polls Check Lists
	<input type="checkbox"/> Proofing Ballot
	<input type="checkbox"/> Payroll envelope & sheets signed by Head Judge
	<input type="checkbox"/> Precinct Maps - Streets & Buffer
	<input type="checkbox"/> Voter Receipt & Ballot Counter Audit Form
<input type="checkbox"/>	Used Voter Receipts Envelope - sealed and signed by 4 EJs
<input type="checkbox"/>	Spoiled Ballot Envelope - sealed and signed by 4 EJs
<input type="checkbox"/>	Duplicate Ballot Envelope - sealed and signed by 4 EJs
<input type="checkbox"/>	Challenger Form Envelope - sealed and signed by 4 EJs
<input type="checkbox"/>	Feedback Form Envelope - sealed and signed by 4 EJs
	<input type="checkbox"/> Election Day Feedback Form
	<input type="checkbox"/> HAVA Complaint Form
<input type="checkbox"/>	"Vote Here if You Live Here" Sign if any
Return this form with Election Judge signatures	
Election Judge Signature	Election Judge Signature

P. Example of Closing the Polls Checklist - leave at polling place for pickup

		Leave at Polling Location for Next Day Pickup
<input type="checkbox"/>	Ballot Box	
	<input type="checkbox"/>	Unvoted ballots locked inside Ballot Box
	<input type="checkbox"/>	Extension cords
	<input type="checkbox"/>	Small white supply box with 3-D supplies
<input type="checkbox"/>	AutoMARK and Table	
<input type="checkbox"/>	Blue Rolling Supply Container	
	<input type="checkbox"/>	Greeter List(s)
	<input type="checkbox"/>	Pink Precinct Finder(s) - citywide
	<input type="checkbox"/>	Purple Precinct Finder(s) - precinct
	<input type="checkbox"/>	Secrecy Folders
	<input type="checkbox"/>	Duty Bags
	<input type="checkbox"/>	All other supplies not previously accounted for