

City of Minneapolis Basic Election Judge Training 2014

City of Minneapolis Elections & Voter Services
vote.minneapolismn.gov

Thank You!

- A big thanks goes out to our **veteran judges** – many of whom have served for several years.
- Welcome to our **new election judges!**

Today's Agenda

- What's new in 2014?
- Lessons learned from 2013 & 2014 specials
- Election judge overview
- Before election day
- Election day overview
- Polling place supplies overview
- Election day

What's New in 2014?

Highlights include...

- New people! (Judy retirement)
- New ballot counter (first used in 2013, but many have still not seen it!)
- New acceptable election day registration proofs
- Changes to polling place supplies
 - Duty bags have supplies listed
 - Reference sheets for each duty
- New precincts, from 117 to 125
- # of people someone can vouch for has been reduced from 15 to 8
- No longer need to provide a reason to vote absentee
- Online absentee application through OSS website
- ePollbook Pilot, General only, 5 precincts, more info to come
- No ranked-choice voting this year, not until 2017
- ALL judges go through basic training together for the first time (new, veteran, HEJ, SEJ, PSJ, etc.)

What's New in 2014?

New Polling Places/Precincts

- 8 new precincts
 - vote.minneapolismn.gov, voters, where to vote – for a list of 2014 polling places with additions
 - If you are in a new site, please let us know of any issues
- 5 polling places have been moved (1 is only a temporary move for 2014)
- A few room changes within polling places (Head Judges should already know)

What's New in 2014?

New Ballot Counter

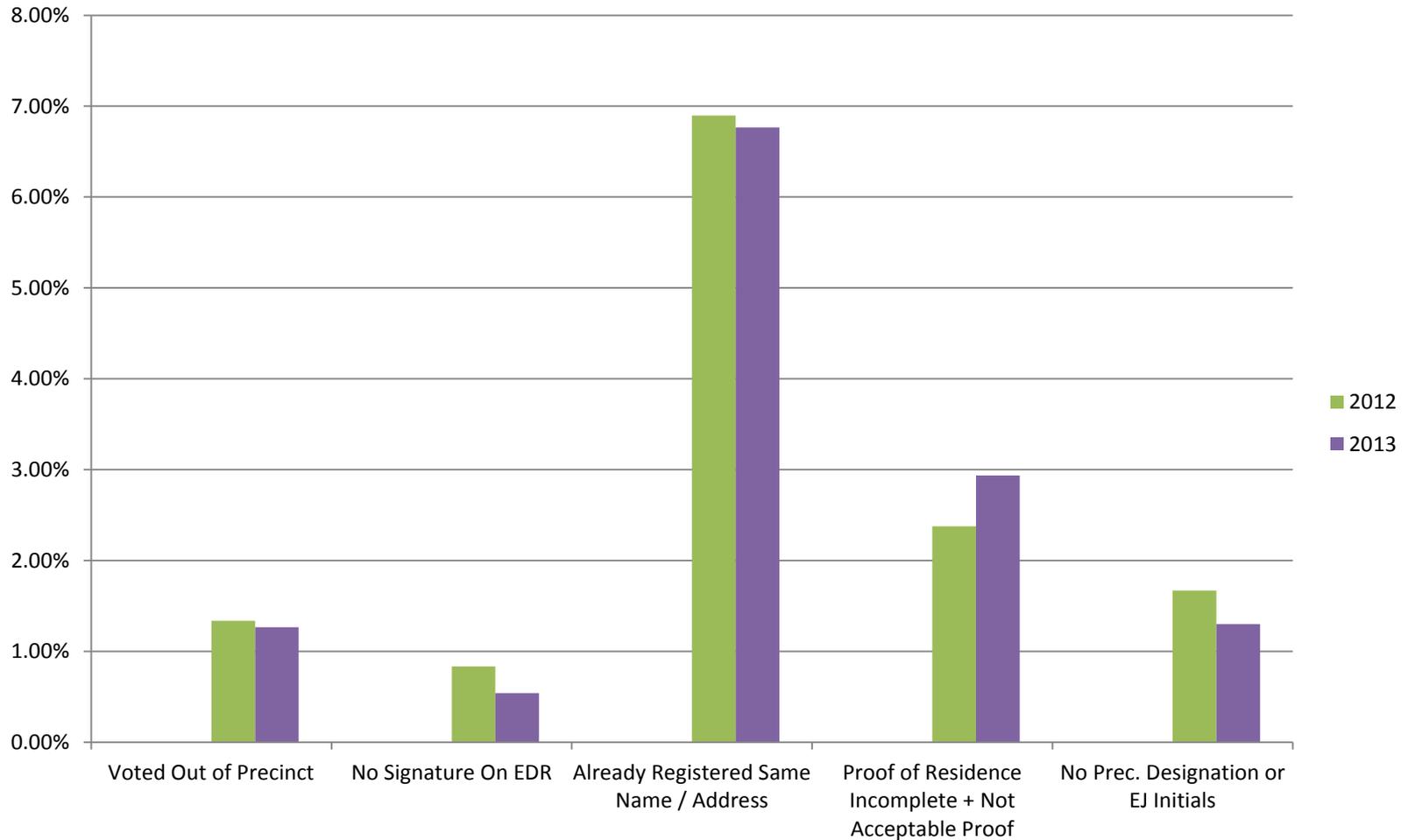
- **The DS200**
- First deployed in 2013, but this is important, and new for some!
- Detail in the Ballot Counter Judge section



Lessons Learned from 2013 and 2014 Specials

- Election day registration errors
- Multi-line management (Greeter section)
- Fill out forms completely
 - If you have a question, call Election HQ

Lessons Learned from 2013 and 2014 Specials – EDR Errors



Election Judge Overview

- Minneapolis has three primary types of judges that work in the polling place :
 - Head Election Judge (1 per polling place)
 - Assistant Head Election Judge (1 per polling place)
 - Team Judge (several per polling place; the majority of the team)
 - Student Election Judges (Trainee Election Judges; same except party balance activities)
- Other types of Minneapolis election judges include:
 - Precinct Support Judge (one will visit your polling place on election day)
 - Health Care Facility Judge
 - Absentee Ballot Runner Judge

Election Judge Overview

Election Judge Duties in the Polling Place

- Head Judge & Assistant Head Judge
- Greeter Judge
- Roster Judge
- Registration Judge
- Demonstration Judge & Ballot Judge
- Ballot Counter Judge

Election Judge Overview

Our Mission

- To ensure that all eligible residents are able to exercise their right to vote
- To conduct voting in a fair, accurate, impartial, and efficient manner
- To provide reliable information and friendly service to voters
- **“I will do everything I can within the law to help you vote today”**

Election Judge Overview

ELECTION DAY MISSION

VOTERS

Engaged and Confident of the Election Process

ELECTION JUDGES

The Face of Elections

Serves the Voter with Knowledge of Elections in a Voter Friendly Environment

ELECTIONS & VOTER SERVICES

Provides the Training and Resources to Enable the Election Judges to Serve the Voter and Maintain the Integrity of the Election

Election Judge Overview

Neutrality

- Partisan comments and ANY political discussion is prohibited at all times while serving as an election judge
 - From 6am until you get home, no exceptions

Before Election Day

- Team Judges
 - Review your training materials (there will be materials online)
 - Time off work to serve
 - Notify employer in writing at least 20 days in advance with copy of schedule and pay rate (sent with assignment letter).
- Head Judges have other duties

Election Day Overview

Persons Allowed in or Near the Polling Place

- Voters
- Persons helping a voter (translators okay; marking ballots 3 max)
- Children accompanying voters
- Vouchers
- Observers with written authorization from the OSS, County, or City (HEJ)
- Peace officers
- Challengers appointed in writing by a political party or nonpartisan candidate (HEJ)
- Teachers, and elementary and high school students, if participating in a mock election that has been authorized by the OSS – Kids Voting
- Persons making a written complaint (HEJ)
- Media (details in OSS Election Judge Guide, page 30) (HEJ)
- People conducting exit polls (HEJ)

Election Day Overview

Prohibition on Campaigning

- Campaigning of any kind is not permitted within 100 ft of a polling place, that includes inside the polling place. (every precinct will have a map w/100 ft “buffer”)
 - This means no display of signs, campaign buttons or literature, clothing with campaign slogans, etc.
 - If polling place is on public property, there is no campaigning permitted on the property anywhere, even beyond 100 ft.

Election Day Overview

Prohibition on Campaigning

- Every eligible voter is still allowed to vote!
 - If someone is displaying campaign buttons, ask them to cover up or remove them while in the polling place.
 - If someone refuses not to display campaign material, they are still allowed to vote, but the election judge will need to document their name in the incident log
 - Voters MAY bring any materials into the booth including sample ballot and campaign materials to assist them voting-but may not visibly display to others

Election Day Overview

Exit Polling

- Can be on the polling place premises, but not in the room where voting occurs
- Individuals conducting polls may:
 - Only approach voters after they have voted
 - Only speak to voters to the extent necessary to ask voters to take an anonymous, written questionnaire

Election Day Overview

Accuracy and Integrity

- Activities that require two election judges of different major political parties (party balance)
 - Assisting voters in the marking of their ballots
 - Be sensitive to the voter's needs
 - Avoid action that may influence how they vote
 - Explaining a ballot-marking error to a voter
 - If a voter requests assistance in reviewing their ballot for an error
 - Curbside voting
 - Emptying the ballot box during voting hours
 - NO party balance required if transferring ballots from auxiliary compartment, only two judges
 - Duplicating ballots

Election Day Overview

Political Party Affiliation

- Three major political parties in Minnesota
 - Democratic Farmer Labor Party
 - Independence Party (note: capital “I”, and “-ence”)
 - Republican Party
- Not major political parties in Minnesota
 - All other political parties
 - Not specified/unaffiliated
 - independent (note: lowercase “i”, and “-ent”)

Election Day Overview

Kids Voting

- Please be **helpful and accommodating!**
- Will be in all precincts this year, except for two, **for the November General (not Primary)**.
- **Large student groups will go through polls between 10-2:30;** Head Judge will be provided with arrival times (in schools only)
- Sometimes there is room inside poll, sometimes not (depending on venue)
 - They can set up outside the poll itself (**work with building staff**)
 - Layouts should have a Kids Voting area incorporated; if you decide alternate setup, indicate this on the polling place layout
- **Be prepared to take supplies when they are finished.**

Polling Place Supplies Overview

- In the ballot counter
- Head Election Judge Supply Envelope
- Blue Supply Case
 - Duty Bags
 - Sign Bag
 - Head Election Judge Bag
 - Greeter Bag
 - Roster Bag
 - Registration Bag
 - Demo. & Ballot Bag
 - Ballot Counter Bag
 - Office Supply Bag
 - Extra Supplies Bag
 - Closing Bag

Polling Place Supplies Overview

Reference Sheets

- Included with materials for different duty stations
- Greeter, Roster, and Registration Binders

Election Day

Opening the Polls

- All opening election judges must arrive by 6:00am (some “half-day” judges will arrive at 2:00pm)
- Opening the Polls Checklist
- HEJ administers election judge oath
- Distribute nametags
- HEJ delegates duties:
 - Put up signs and U.S. flag
 - Set up duty stations
 - Set up Ballot Counter and AutoMARK (HEJ in charge)
 - Ballot Counter & AutoMARK Guides
 - Complete opening forms (HEJ in charge)
 - Prepare ballots (Ballot Judge)

Election Day Signs

- Some in Sign bag, others deployed separately
- Placement of signs
 - Use Sign Bag Cover Sheet
 - Place blue tape on backside of signs
- “IF YOU LIVE WITHIN THE BLUE LINE, VOTE HERE”
 - All precincts will now have these
 - Some on stakes, some on a-frame
- “ELECTION DAY VOTER PARKING ONLY”
 - Some polling places; judges don’t set up; are these useful?
- Meter hoods
 - Some polling places; judges don’t set up; for accessibility

Election Day

Signs – If You Live Within the Blue Line Vote Here

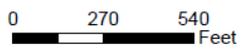


City of Minneapolis
Ward 3 - Precinct 4

Spring Manor
Highrise

828 Spring St NE

	Polling Place
	Precincts



Election Map
Wards Adopted March 27, 2012
Precincts Adopted March 30, 2012



Election Day Flags

- Every precinct must display the U.S. flag at the entrance
- New flag poles, for donuts or ground mounts
 - 1 inch diameter
 - 3 ways to display flag:
 - **bracket** (mounted on wall), **flag donut**, or **corkscrew stand** (mounted in ground)
- Flag donuts will now be pre-filled with sand, approx. 25 lbs
- If your flag mount does not function, or does not work for your polling place, let us know!

Election Day

Head Judge / Assistant Head Judge - Duties

- Serve as the managers of the polling place
- Open / close the ballot counter
- Open / close AutoMARK (or delegate)
- Administer challenges
- Election judge payroll
- Opening / closing paperwork

- The HEJ and AHEJ go through additional training, more details will be covered there

Election Day

Head Judge - In-person Challenges

- The Head Judge is in charge of administering challenges in the polling place
- What is a challenge?
 - Contesting a voter's eligibility **based on personal knowledge** of the voter
- Who can issue a challenge?
 - Appointed Challengers; election judges; any eligible voter in the precinct

On Election Day

Greeter Judge – Duties



- Welcome and guide voters
- Multi-line management
- Direct voters to either the Roster or Registration table
- Provide a chair for those who need a place to sit while waiting
- Greet authorized polling place visitors and direct them to the Head Judge

On Election Day

Greeter Judge – Supplies



- Polling Place List
- Election Day Registration Forms (make sure the voter needs to register and has the right proofs)
- Precinct Finder (1 for whole city, 1 for precinct)
- Greeter's List

	SECRETARY OF STATE	Greeter's List	03/09/2010 2:14 PM
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SPRUCE TWP PRECINCTS:0030

Voter Id #	Voter Name	Address	City	Pct # - Name	SD #	ID Req
0002381569	SMITH, BETH NANCY	11787 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0003984577	SMITH, BILL MICHAEL	11787 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0004564567	SMITH, BOB AARON	11717 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0004159630	SMITH, CHUCK BRAD	42903 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	
0002444482	SMITH, CHARLES JOHNATHAN	42302 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	
0011173910	SMITH, DARLENE CHRIS	42302 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	

On Election Day

Greeter Judge – Precinct Finder



Street Name

House #

Odd, Even,
or Both

Precinct

Not needed to locate precinct

Precinct Finder
 MCD-MINNEAPOLIS

6/17/2014 3:43:42 PM

Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code	CO	MCD	WD	SD	JD	LG	SN	CG	CM	PK	HD	Range ID	Total Voters
1ST AVE N																		
	311 to 415	B	1503 MINNEAPOLIS W-3 P-12	MINNEAPOLIS	55401	27	135	W-03	1-4	04	59B	59	5	04	4		229092	2
	706 to 706	E	1670 MINNEAPOLIS W-7 P-06	MINNEAPOLIS	55403	27	135	W-07	1-4	04	59B	59	5	03	4		301045	33
1ST AVE NE																		
	100 to 112	B	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		229096	109
	127 to 315	O	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		229098	80
	316 to 606	E	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		229099	0
	501 to 615	O	1475 MINNEAPOLIS W-3 P-04	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60A	60	5	02	1		229100	6

- What precinct am I in activity...



HOW TO USE THE MINNEAPOLIS PRECINCT FINDER

The **Precinct Finder** is similar to a Zip Code Directory. Voters must vote in the precinct where they currently live. Precinct boundaries may run down the middle of streets. Neighbors living across the street may vote in different precincts.

CONFIRM YOU ARE USING THE CURRENT **PRECINCT FINDER** AND THE CURRENT YEAR'S POLLING PLACE LIST.

The Polling Place List is printed annually following approval by the Minneapolis City Council. Each year there may be polling place changes. Call Minneapolis Elections at 311 or 612 673-3000 if you have any questions.

THE COLUMNS OF THE PRECINCT FINDER

Street Address: Street names are listed numerically first, then alphabetically
Note: directions (N, S, E, W) are the last part of the street name

House Range

Unit Range: Example: the range "2600 to 2699" includes all the house numbers from 2600 to 2699

O/E/B: Determined by the last digit of the house number

Odd: Only odd house numbers are included in the range (1, 3, 5, 7, 9)

Even: Only the even house numbers are included in the range (0, 2, 4, 6, 8)

Both: Both odd and even house numbers are included

Precinct: State Precinct Code, City, Ward and Precinct

Zip Code: Zip codes

CO: County Code (Hennepin is 27)

MCD: Municipality Code (Minneapolis is 135)

WD: Ward

SD: School District (Minneapolis SD #1 with six districts)

JD: Judicial District

LG: Legislative District (Minnesota House of Representatives)

SN: Senate District (Minnesota Senate)

CG: United States Congressional District

CM: County Commissioner District

PK: Park District (Minneapolis Park and Recreation Board)

Election Day

Roster Judge – Duties



- “Checking in” registered voters
- Issuing Voter Receipts
- Curbside Voting
- Troubleshooting Roster Notations

Election Day

Roster Judge – Supplies



- Roster
- Certificate of Registered Voter (Curbside Voting)
- Notification of Death of Voter
- Precinct Finder (precinct-only)
- Voter Receipts
- Voter's Oath "Tent" (on roster as well, but good additional visual aid)

Election Day



Roster Judge – Registered Voters

- ASK for name and address
 - Can't find the voter's name?
 - Wrong precinct; 4 years; marriage
 - Typos (Roster Correction Form); check for spelling variations
- Check for roster notations
 - (SEE ID, A.B., Challenge)
- Point to Voter's Oath Tent
- Issue the voter a Voter Receipt after they have signed the Roster

Election Day



Roster Judge – Voters Who Need Assistance

- A voter can use a stamp facsimile
- A voter can request that another person write their name
 - The person writing the voter's name for them should sign their own name as well
- A voter can sign with a mark

Election Day



Roster Judge – Voter’s Oath “Tent”

- Voters are signing a legal document
- When signing the Roster, they are swearing to (or affirming) an oath (or affirmation)
- Be clear

Election Day



Roster Judge – Roster Notations

- A.B. (already voted absentee, cannot vote again)
- See ID (voter can provide any EDR proof except vouching)
- Challenge notation (Head Judge administers challenges; procedures on back of Roster Challenge Log)
 - Felony
 - Guardianship
 - Voted Out of Precinct
 - Name and Address
 - AB Address
 - Postal Return
 - Other

Election Day



Roster Judge – An Orderly Roster

- Do not write an “x” where a voter should sign
 - Can be confused with a voter mark
- See reference sheet for voter signature correction

Election Day

Roster Judge – Signature Correction

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		004 CENTRAL 0030 SPRUCE TWP	0000247210	
2. SMITH, BILL MICHAEL 11787 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000249381	
3. SMITH, BOB AARON 11717 42ND ST		004 CENTRAL 0030 SPRUCE TWP	0003723216	
4. SMITH, CHUCK BRAD 42303 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000251754	
5. SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE	<i>C. Charles Smith</i>	004 CENTRAL 0030 SPRUCE TWP	0000245281	
6. SMITH, DARLENE CHRIS 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003366502	
7. SMITH, DAN DERRICK 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003366546	
8. SMITH, EVAN JOHN 12485 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000251572	
9. SMITH, FRANK BILL 12485 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000251636	
10. SMITH, GRETCHEN ANN 43141 140TH AVE		004 CENTRAL 0030 SPRUCE TWP	0000251637	
11. SMITH, HARRY JAMES 45536 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000248536	
12. SMITH, IRENE CHRISTINE 45536 KESTREL AVE	<i>Irene Smith</i>	004 CENTRAL 0030 SPRUCE TWP	0000248590	
13. SMITH, IRA JOHN 45536 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003815785	

- Use pink highlighter to indicate corrections

Election Day



Roster Judge – Curbside Voting

- For voters who are unable to enter the polling place
 - Find out if they need to register
- Two judges from different major political parties
- Certificate of Registered Voter form
 - Along with EDR, if applicable
- Roster or Registration Judge writes “CURBSIDE” on either the Roster or New Registrants Green Roster
- Take voter receipt to ballot judge; get ballot and secrecy cover; have voter fill out ballot; put ballot in ballot box

Election Day



Registration Judge – Duties

- Register voters (Election Day Registration)
 - Verify proofs of residence
- Issue Voter Receipts

Election Day



Registration Judge – Supplies

- Registration Binder
 - New Registrants Green Roster
 - Reference Sheets
- Election Day Registration Applications (EDR)
- Green Folder
 - Precinct List of Persons Vouching
 - Absentee Election Day Registrants for Polling Place
- Precinct Finder
- Voter Receipts
- Voter's Oath "Tent"

Election Day



Registration Judge – Registration Binder

- New in 2014
- Combines the New Registrants Green Roster with a set of Reference Sheets
- After 20 signatures (front and back total) place Green Roster page with EDRs; place the set in the Election Day Registration Envelope

Election Day



Registration Judge – Registration Steps

- **Verify the voter is in the right polling place**
- Confirm the voter hasn't voted A.B.
 - Check Absentee Election Day Registrants for Polling Place in Green Folder
- Ensure the voter has proper proof of residence
- Have the voter complete an EDR
- Complete election judge section of EDR
- Have the voter sign the New Registrants Green Roster
- Issue a voter receipt

Election Day



Registration Judge – New Registrants Green Roster

City of Minneapolis

Date: ____/____/____ W ____ P ____

New Registrants Green Roster

of signatures on front and back = ____ / 20

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 Day / Mo / Yr
1				/ /
2				/ /
3				/ /
4				/ /
5				/ /
6				/ /
7				/ /
8				/ /
9				/ /
10				/ /

Election Day



Registration Judge – Proofs, Category 1

- Valid Minnesota driver's license, Minnesota learner's permit, or Minnesota ID card.
- The yellow receipt for a Minnesota driver's license, learner's permit, or ID card.
- Tribal ID card with name, current address, signature, and picture issued by the tribal government of a tribe recognized by the Bureau of Indian Affairs.

Election Day



Registration Judge – Proofs, Category 2

COLUMN 1 – Photo ID with current name

- ***Driver's license, state ID card, or learner's permit issued by any state***
- United States Passport
- United States Military ID card.
- Tribal ID card with name, signature and photo of the voter
- Minnesota university, college, or technical college ID card
- ***Minnesota high school ID card***

COLUMN 2 – Approved document with current name and address

- ***Residential lease or rental agreement (must be valid through election day).***
- Current student fee statement.
- ***Bill, account statement, or start of service notification***, due or dated within 30 days of election day for:
 - Phone (landline, cell, VOIP, etc.)
 - TV (cable, satellite, etc.)
 - Internet services
 - Solid Waste or sewer services
 - Electric, gas, or water
 - ***Banking or credit card***
 - ***Rent or mortgage payments***

Election Day



Registration Judge – Proofs, Category 3

- Voucher
 - Maximum reduced to 8
 - Someone cannot vouch who has been vouched for on election day
- College student photoID with name on housing list
- Valid registration in the same precinct
- Notice of Late Registration
- Staff person of a residential facility

Election Day



Registration Judge – Determination of Residence

- For voting purposes, a voter can only have one residence
- If **multiple houses**, the voter must determine their principle residence
- Students can vote either at home, or, if living on campus, at that address
- Voters without a home may provide a description of where they live
 - Most likely will need voucher
- P.O. box or General Delivery cannot be used

Election Day

Demonstration Judge - Duties

- Inform voters how to mark a ballot
 - Never demonstrate using an official ballot; use the sample ballots provided
- For partisan primaries, inform the voter that they can only vote for **one** political party for all offices on the partisan portion of the ballot

Election Day

Ballot Judge - Duties

- Keeping track of ballots
 - Ballot Tracking Form (HEJ in charge)
- Keeping track of voter receipts
- Issuing ballots to voters

Election Day

Ballot Judge – Preparing Ballots

- Two judges count and certify the total number of ballots provided to the precinct (count # of packs)
 - Ballot Tracking Form (HEJ)
 - Official Precinct Certification Form (HEJ)
- Match ballots to Zero Totals Report
- Prepare a supply of ballots
 - Two judges open and count each pack (Ballot Tracking Form); **important**, sometimes packs don't contain exactly 100
 - Two election judges initial each ballot
 - Don't prepare too many ballots
 - If ballot supply drops below 200, call election HQ

Ballot Tracking Form

MUNICIPALITY:	PRECINCT:	ELECTION:	DATE:
BALLOT DELIVERY CERTIFICATION			
<p>Confirm and record the number of sealed ballot packs:</p> <p>Transfer Case One Number of sealed ballot packs delivered: _____ @ 100 ballots per pack Transfer Case Two Number of sealed ballot packs delivered : _____ @ 100 ballots per pack <small>Recorded by City Clerk/Election Official</small></p> <p style="margin-left: 40px;">Number of sealed ballot packs received: _____ «Pckgs» @ 100 ballots per pack <small>Recorded by Election Judges</small></p>			
<p>Oath of Confirmation:</p> <p>We, the election judges, certify that the above number of ballots were received for this election.</p> <p>Two election judges must sign below.</p> <p style="text-align: center;"> _____ <i>Election Judge</i> _____ <i>Election Judge</i> </p>			
ELECTION NIGHT BALLOT AUDIT			
<p>Confirm ballot quantities delivered to the precinct match the ballot quantities at the end of the night:</p> <p style="text-align: center;"><u>A. Unused Ballots</u></p> <p>1) Number of sealed packs remaining: _____ @ 100 per pack = _____</p> <p>2) Number of unused ballots not in packs: _____ + _____</p> <p style="text-align: center;"><u>B. Used Ballots</u></p> <p>3) Number of spoiled ballots: _____ + _____</p> <p>4) Number of ballots for which duplicates were made: _____ + _____</p> <p>5) Total ballots in ballot box: _____ + _____</p> <p>Total number of ballots (Add totals from 1+2+3+4+5): _____ = _____</p> <p>Two election judges must sign below.</p> <p style="text-align: center;"> _____ <i>Election Judge</i> _____ <i>Election Judge</i> </p>			

Ballot Tracking Form

- Back of this form has spaces to enter the number of ballots **hand-counted** in each packet

Return in Results Envelope "A"

-over-

Election Day

Ballot Judge – Unofficial Ballots

- **NEVER ISSUE THE LAST BALLOT IN THE POLLING PLACE**
- Unofficial ballots can be made in an emergency
 - Contact election HQ

Election Day

Ballot Judge – Issuing Ballots

- Collect a voter receipt (number it), and issue a ballot to a voter; offer a secrecy cover
 - Only ballots with the initials of two election judges may be issued
 - Only issue a ballot after receiving a voter receipt
- Instruct the voter how to mark the ballot
- Bundle voter receipts in groups of 25 and place into Used Voter Receipts Envelope

Election Day

Ballot Judge – Spoiled and Found Ballots

- Spoiled Ballots
 - Ballot returned by a voter
 - Marking error, ballot counter will not read, tear
 - Issue new ballot, put spoiled ballot into the Spoiled Ballot Envelope
- Found Ballots
 - Ballot abandoned by a voter
 - Ballot is not counted
 - Place found ballot into spoiled ballot envelope
 - Record in Incident Log

Election Day

Ballot Judge – AutoMARK

- Ballot-marking device
- Voter can turn screen off for privacy
- Reads ballot to voters via headphones
- Keypad/touch screen can be used to make selections
- Automatically checks for marking errors
- Prints a voter's choices onto a ballot
- Not a ballot counter
 - If ballot left in AutoMark, write “Found in Voting Station” on ballot
 - Mark in Incident Log



Election Day

Ballot Judge – Assistance to Voters

- Two judges of different major political parties may help a voter mark their ballot
- Voter assistance from others (not ejs)
 - Can be anyone the voter chooses (except an agent of the voter's employer, union, or a candidate)
 - Can assist the voter with anything in the polling place
 - Can only **physically** mark the ballots on behalf of **three voters** at each election
 - A voter may ask an election judge to verify that a ballot that has been marked for them is correct

Election Day

Ballot Counter Judge - Duties

- Monitor and troubleshoot the ballot counter
- Issue “I Voted” stickers

Election Day

Ballot Counter Judge – DS200 Ballot Counter

- Touch screen
- Informs voter of:
 - Blank Ballot
 - Overvotes
 - Cross-party votes (partisan primaries)
 - Ballot Jam
 - Ballot Counted
- Two compartments:
 - Ballot box
 - Auxiliary compartment



Election Day

Ballot Counter Judge – Ballot Counter Screens



Election Day

Ballot Counter Judge – Assisting Voters

- Stay beyond six feet of the ballot counter unless the voter asks for assistance
- If there is an error with the ballot, ask the voter if they would like assistance
- Errors include:
 - Skewed ballot
 - Overvoting
 - Cross-party voting
 - Blank ballot

Election Day

Ballot Counter Judge – Troubleshooting Issues

- Check the display for the error message
 - Do not inspect the voter's ballot itself
- Explain the error to the voter
 - Two election judges of different major political parties may review the ballot itself
- Offer the voter a replacement ballot
 - Explain that some or all of their votes may not be counted
 - If the voter wants to cast their ballot as is, they may
 - The voter chooses, the election judge touches the screen

Election Day

Ballot Counter Judge – Full Ballot Box During Voting Hours

- Two judges of different major political parties
- If removing ballots, seal into a Ballot Transfer Case
 - Record in Incident Log:
 - Time
 - Initials of judges present
 - Number from rat-tail seal used to secure ballots in transfer case

Election Day

Ballot Counter Judge – Jammed Ballot

- Tell your Head Judge
- Ask the voter to remain in the polling place
- Read error message on screen
 - Has the ballot been counted?
 - The error message will say that the ballot needs to be re-run or that the ballot has been counted
- Have the voter handle the ballot; have a secrecy cover ready for them

Election Day

Ballot Counter Judge – Arrow Stickers

- “Blaze orange” arrow stickers have been applied to all ballot counters
 - Outlines more clearly where to insert the ballot into the ballot counter

Election Day

Ballot Counter Judge – Ballot Counter Not Working

- Call Election HQ
- Tell your Head Judge
- Immediately begin using the auxiliary compartment
- When the machine is operating again, two judges (no party balance required) can open the auxiliary compartment and feed the ballots into the ballot counter

Election Day

Closing the Polls – Overview

- Polls close promptly at 8pm
 - Everyone in line at 8pm must be allowed to vote
 - Do not begin closing until last voter has finished voting
 - Public is allowed to view closing activities
- Transmit results and print results tapes (HEJ in charge)
 - Post one of the results tapes for public viewing
- Pack supplies
 - Many materials go back into their duty bags (use the Cover Sheets as a guide)
 - Certain materials are delivered to the Minneapolis Warehouse on election night (see **Items to Return to Warehouse Election Night**)
- Complete Forms (HEJ in charge)
- Closing the Polls Checklist
- Follow the instructions of your Head Judge

Election Day

Closing the Polls – Signing Materials

- All return envelopes:
 - 4 signatures **over seal**
- Ballot Transfer Case:
 - 2 Ballot Transfer Case Certification Seals
 - **All election judges sign each seal**
- Results Tapes:
 - All election judges sign
- If in doubt, call Election HQ

Election Day

Closing the Polls – Delivering Returns

- **Items to Return to Warehouse Election Night**
 - Items on the front are returned to the warehouse
 - Items on the back are left in the polling place
- Two judges must deliver the returns
 - The two judges that sign the forms should deliver the returns

ITEMS TO RETURN TO WAREHOUSE ELECTION NIGHT

Tuesday night return to Elections Warehouse
732 Harding St NE

Ward
Precinct Sticker

- 1) **Flag(s)**
- 2) **Voted ballots in cardboard transfer case sealed with rat-tail seal**
 - _____ Number of transfer cases returned
- 3) **Pre-Registered Pink Rosters**
 - _____ Number of rosters returned
- 4) **Memory Stick Envelope**
- 5) **Results Envelope A - sealed and signed by 4 EJs**
 - 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(s) - any filled out with entries
- 6) **Results Envelope B - sealed and signed by 4 EJs**
 - Results Tape - 2nd copy
 - Roster Correction Form
- 7) **Election Day Registration Envelope - sealed and signed by 4 EJs**
 - Green Roster pages with VRAs clipped to each page
 - Green Folder with Precinct List of Person Vouching form & Certified List of Residential Employees
- 8) **Payroll envelope and sheets signed by Head Judge**
- 9) **Used Voter Receipts Envelope - sealed and signed by 4 EJs**
- 10) **Spoiled Ballot Envelope - sealed and signed by 4 EJs**
- 11) **Duplicate Ballot Envelope - sealed and signed by 4 EJs**
- 12) **Challenger Form Envelope - sealed and signed by 4 EJs**
- 13) **Feedback Form Envelope - sealed and signed by 4 EJs**
 - Election Day Feedback Form(s)
 - HAVA Complaint Form(s)
- 14) **Keys for Ballot Counter and AutoMARK**
- 15) **Return this form with Election Judge signatures**

Election Judge Signature

Election Judge Signature

Items to Return to Warehouse Election Night

- What to do with polling place materials when closing? See this list.
- If it is on this list, it needs to be delivered to the Mpls Elections Warehouse on election night. If not, leave it in the polling place.
- 2 election judges must sign and deliver. The two judges that sign should be the same two judges that deliver supplies.

Thank you!

- Primary Election date:
 - Tuesday, August 12th, 2014
- General Election date:
 - Tuesday, November 4th, 2014
- Training materials will be available online
 - vote.minneapolismn.gov → Election Judges → Training Materials
 - Election Judge Videos (OSS)
 - Minneapolis Election Judge Manual