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CITY OF MINNEAPOLIS
ELECTION JUDGE MANUAL

Note regarding this Manual:

The 2014 City of Minneapolis Election Judge Manual was based upon the 2014 Election Judge Guide produced by the Office of the Minnesota Secretary of State. The purpose of the Manual is to provide content specific to Minneapolis practices. Full credit and thanks goes to the Office of the Minnesota Secretary of State for the production of the original content.

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Election Judge Overview

About This Guide

This guide is a reference for Election Judges on Election Day. Most sections include citations referencing election laws (Minnesota Statutes or M.S. citations) or election rules (Minnesota Rules or M.R. citations). To access the full text of all election laws and rules online go to www.sos.state.mn.us, select 'Elections and Voting' near the top of the page, and on the next page select 'Election Law' under 'Election Administration' near the bottom of the page. The election process involves a sequence of required tasks. For this reason, the guide is organized by specific tasks that need to be performed on Election Day. Your local election official may provide you with additional instructions and forms. Thank you for serving as an Election Judge—you are a guardian of our democracy!

Follow Local Instructions

Elections are carried out by local jurisdictions. While all jurisdictions follow the same set of election laws, tasks can be accomplished in more than one way. For that reason, this manual has been created to provide step-by-step instructions specific to the City of Minneapolis.

Bring Your Guide to the Polls

You are not required to memorize all of the details of election procedure, but you are expected to be knowledgeable. Review this manual before Election Day, and bring it with you to the polls. You can also download a copy directly from the City's website at vote.minneapolismn.gov under the 'Training Materials' page in the 'Election Judges' section, along with the original guide produced by the Secretary of State. Additional online training materials are available there as well.

Code of Conduct

While serving, leave your political beliefs at home. On Election Day, your job is to faithfully follow election laws to the best of your ability. You must:

- **Remain courteous and professional at all times.**
- **Refrain from partisan comments or discussions.**
- **Avoid any action that may influence how a person votes.**
- **Respect the secret ballot and the privacy of voters**. Do not give advice, scrutinize ballots, or reveal how people voted. Never disclose personal information about voters found on the polling place Roster (for example, a voter's birth date). (M.S. 204B.24; M.S. 204C.15, subd. 1)

Election Judge's Oath

As an Election Judge, you take a legally binding oath that you will uphold election laws to the best of your ability. There are criminal penalties for intentionally deceiving a voter or creating an advantage for your party or candidate. At the start of the day, all judges recite and sign the following oath:

'I solemnly swear (or affirm) that I will perform the duties of Election Judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I

will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or my candidate.'

Basic Qualifications

To serve as an Election Judge, you must be eligible to vote in Minnesota and be able to read, write, and speak English. (M.S. 204B.19)

An Election Judge serving in the City of Minneapolis also must:

- Have a strong understanding of, and commitment to, nonpartisanship.
- Have the ability to communicate clearly with voters.
- Enjoy assisting and serving diverse populations.
- Be available to work long hours.
- Be able to handle stressful situations calmly and professionally.
- Demonstrate attention to detail.
- Work as a team member and follow directions.
- Be comfortable using computers.

**Fluency in Somali, Spanish, or Hmong not required, but desired to aid in serving our diverse population.*

Restrictions

- Candidates for office cannot be an Election Judge in a precinct where they appear on the ballot. This includes those who are actively campaigning as a write-in candidate.
- A person who is a relative of a candidate for office cannot serve in a precinct where that candidate is on the ballot. Relatives include a spouse, parent, child, stepchild, brother, sister, stepbrother or stepsister.
- Election Judges who are relatives to each other cannot serve together in the same precinct during the same shift. Relatives include a spouse, parent, child, stepchild, brother, sister, stepbrother or stepsister. Relatives can work separate, non-overlapping shifts in the same precinct.
- A challenger appointed to contest voter eligibility (see page 41) cannot serve as an Election Judge.

Student Election Judges (SEJ)

Students age 16 and 17 are permitted under state law to serve as Election Judge Trainees. In Minneapolis, we refer to them as Student Election Judges. To serve, a student must be a U.S. citizen in good academic standing at a Minnesota high school (or home schooled). They must also obtain school and parental permission, and serve in the county where they reside. Student Election Judges are paid at the same rate as other team judges. Like other judges, they do not have to serve the entire day; however they cannot work past 10 p.m. Student Election Judges are assigned the same duties as other judges, with the exception of tasks requiring party affiliation, and do not designate party affiliation. Student Election Judges must attend and complete the same training as other judges. (M.R. 8240.1655, subp. 3)

Training and Certification

You must complete an Election Judge training course before you serve. You must attend a class at least two hours in length, and your certification is valid for two years. Renew your certification by repeating the course every two years. The Minneapolis Elections & Voter Services Division is required to keep proof of your training on file.

Head Judges and Health Care Facility Judges are required to complete an additional hour of training. Judges assigned to an Absentee Ballot Board Judge must also receive extra training. (M.S. 204B.25; M.R. 8240.1750; M.R. 8240.2100)

Polling Place Assignments

You will likely be assigned to work in a precinct in or near where you live, though the City can ask you to serve elsewhere. Judges are assigned to polling places at least 25 days before the election (unless additional workers are needed.) With the exception of those in the role of Head Judge, you may serve for all or parts of Election Day, at the discretion of the City. (M.S. 204B.21; M.S. 204B.22 Subd. 1(b))

Number of Election Judges per precinct:

- Precincts with more than 500 registered voters must be assigned at least four Election Judges. Precincts with fewer than 500 registered voters must be assigned at least three Election Judges. Throughout the day, the minimum required number of judges should always be present in the polling place. In Minneapolis, every attempt is made to meet these minimum staffing requirements with Team Judges. In addition, each polling place has a Head and Assistant Head Judge.
- At least two judges must represent different major political parties. No more than one-half of the judges can be from the same major political party. Partisan affiliation does not apply to Student Election Judges, or to judges in school district elections not held in conjunction with a statewide election.
- The number of Student Election Judges cannot be more than one-third of the judges in a given precinct. Student Election Judges do not count toward the minimum number of judges required to serve. (M.S. 204B.22; M.S. 204B.19, subd. 5)

Position Descriptions

Listed below are the different types of Election Judges in Minneapolis. For more detail on each position, see the page references in each description.

Polling Place Election Judges

Head Judges

The Head and Assistant Head Judges are the managers of the polling place. They are in charge of monitoring and mentoring their Election Judge team as well as carrying out a variety of more complex tasks such as setting up the Ballot Counter and administering challenges.

- **Head Judge**
  In charge of the polling place. Additional training is required. See page 47 for more details.
- **Assistant Head Judge**
  Assists per the direction of the Head Judge and covers duties in case of absence. Additional training is required. See page 47 for more details.

Team Judges

Team Judges are the core Election Judge staff in each polling place, and include any Student Election Judges. Each Team Judge is assigned to a particular duty or station within their polling place. When serving as a Team Judge, you may be assigned to various duties throughout the day. To assist in performing different duties, each duty and related forms are color coded.

- **Greeter Judge (Purple)**
  Directs traffic flow, confirms registration, and maintains order. See page 13.
- **Roster Judge (Pink)**
  Signs in voters who registered in advance of Election Day. See page 15.
- **Registration Judge (Green)**
  Registers voters who are not already registered in that polling place. See page 21.
- **Demonstration Judge (Goldenrod)**
  Explains how to mark a ballot. Often combined with the Ballot Judge during low-turnout elections. See page 29.
- **Ballot Judge (White)**
  Gives ballots to voters. Often combined with the Demonstration Judge. See page 31.
- **Ballot Counter Judge (Yellow)**
  Oversees the Ballot Box area and gives out 'I Voted' stickers. See page 33.

Other Election Judges

- **Health Care Facility Judge (HCF)**
  Delivers ballots to voters who reside in a health care facility or hospital. See page 56.
- **Absentee Ballot Board Judge**
  Serves on a special board that processes absentee ballots. See 'AB Board' in the Glossary.
- **Absentee Runner Judges (A.B. Runners)**
  Delivers absentee voting status updates to the polling places on Election Day.
- **Precinct Support Judge (PSJ)**
  A liaison between Election HQ and the polling places on Election Day. These experienced Election Judges are assigned to a region of the city and are responsible for any onsite support needed, delivering supplies, and solving equipment issues.

Election Judge Evaluations

After each general election every Election Judge will be evaluated and participate in evaluating others. Evaluations are an important way to guarantee success in the polls, by ensuring every judge has the training, skills, and resources to serve the voters. They also enable Election HQ to identify issues, improve processes, and provide support to Election Judges.

How Evaluations Are Used:

- It is a tool to provide feedback on identifying strengths and weaknesses to help you be more effective.
- It is an opportunity to gain insight into how others perceive you and provides an opportunity to adjust behaviors and develop skills to become more effective.
- It focuses on objective areas regarding how well you perform your duties.
- It focuses on subjective areas such as voter service, teamwork, listening, and following directions.
- It may also identify individuals requiring more training, and those who may be recommended to be promoted, to be assigned additional responsibilities, or to not serve again.
- It is the responsibility of the HEJ, AHEJ, PSJ, and Election HQ to provide training and support to ensure every person is successful.
- Election HQ is evaluated on materials, procedures, and support provided to Election Judges.

Who Is Evaluated:

- Team Judges (including SEJs) evaluate HEJs and AHEJs.
- HEJs and AHEJs evaluate Team Judges, PSJs, each other, and Election HQ.
- PSJs evaluate HEJs, AHEJs, and Election HQ.

Polling Place Evaluation

The Head Judge will also evaluate the materials and supplies prepared for you. The evaluation form and instructions will be in the Head Judge Supply envelope. The instructions will inform you if the evaluations can be completed electronically.

Consider the following when evaluating:

Polling location

- Did you have a sufficient amount of tables and chairs? How many tables and chairs did you need?
- Did the polling place 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 Judge bag clear and helpful?
- Did the contents of each Duty Bag and Head Judge bag have the proper materials and supplies needed?

Preparing for Election Day

Time Off From Work

State law allows you to receive time off from work to be an Election Judge. Minneapolis Elections will provide a form with your scheduled hours and pay rate. Notify your employer in writing at least 20 days in advance, and attach a copy of your schedule and pay rate form.

Your employer can reduce your salary or wages by the amount you are paid for being a judge during the hours you are away from work. (For example: If you normally work 8 hours, your regular salary is $15 per hour and your Election Judge salary will be $11.20 per hour, your employer can reduce your normal pay of $120 by the $89.60 you are being paid by the City of Minneapolis for that time and pay you the difference of $30.40.) Or, you can voluntarily take a vacation day to be fully paid by your employer and receive the judge wages you earn as extra income. An employer cannot force you to take vacation. (M.S. 204B.195)

Appropriate Attire

Dress comfortably and casually. Like voters, you cannot wear political or campaign-related attire (see page 37).

Breaks and Meals

You may bring a lunch, snacks, and dinner. The Head Judge will arrange breaks and meal times. At minimum, judges who work a half-day shift are entitled to one thirty-minute break, and those working a full day are entitled to an hour total break time.

Remember to Vote

If you are working in your own precinct, vote on a break during regular voting hours. If you are serving elsewhere, vote absentee before Election Day. For information on how to vote absentee, visit vote.minneapolismn.gov.

Before Leaving Home

Election Day will be a long day. Before leaving home, do a quick inventory of your personal needs and obligations for the entire day, including:

- Do you have your reading glasses, medications, or medical supplies?
- Do you have emergency information that coworkers should be aware of?
- Have you arranged for the care of your loved ones or pets?
- It may be late when you are finished. The polls close at 8 p.m., but there are duties that need to be completed afterward. Do you have enough gas, or a ride, to return home?

Head Election Judges

- Head Election Judges have additional duties prior to Election Day such as contacting their Election Judge team and picking up essential supplies the Monday before each election (See page 47 for more details).

Setting Up the Polling Place

General Advice for Polling Place Setup

It is the responsibility of the Head Judge to coordinate the setup of the polling place and assign duties to each Election Judge.

Voting occurs in all types of buildings. You have only one hour for set up activities, so work efficiently. When setting up, focus on access, traffic flow, and privacy to ensure voters have a positive experience.

In Minneapolis, you will receive a polling place layout designed specifically for each polling place to assist you. See page 9 for details.

Access

You are required by law to make sure voters of differing physical abilities can get into and move about the polling place. As you set up, put yourself in the position of someone who has never been to the building and has difficulty with mobility. Ask yourself:

- Is there a clear path of travel through all parts of the polling place? Are there cords or rugs that could make mobility difficult?
- What signs will voters need to direct them from the parking lot to the voting room? Are there several entrances that could lead to confusion? Be sure to use the arrow signs to direct voters to the correct room.

Traffic Flow

Voters move sequentially from one station to the next—set up your space with this in mind. You—and the voters—will be grateful for an efficient layout if large crowds come at once.

Privacy

Arrange the voting stations with privacy in mind. Others nearby should not be able to see how someone is marking their ballots. Provide voters a table-height booth or a ballot-marking device with the same level of privacy as others.

Name Tags

Each Election Judge serving the polling place must wear a nametag that includes the judge's first name, and their role, such as Team or Head Judge. Nametags cannot state a party affiliation.

Review Basic Supplies

The majority of the polling place supplies are found in the Blue Supply Case that is delivered to the polling place before Election Day. Within this case are several Duty Bags that correspond to each Duty Station (for instance, there is a Registration Bag, which corresponds to the Registration Duty Station).

A special set of supplies managed by the Head Election Judge is picked up the Monday before the election and is kept within the Head Election Judge Supply Envelope.

The voting equipment, the DS200 Ballot Counter and the AutoMARK, are delivered to each polling place before Election Day.

The ballots for your precinct are secured inside the Ballot Box of the Ballot Counter.

See page 72 for a sample list of the supplies that are used in Minneapolis polling places on Election Day.

If supplies are missing, call Election HQ immediately.

Set Up Stations

There are several stations you must set up. Make sure access to each station is clear of physical obstacles. The polling place layout can be used as a guide.

- **Roster Judge Station**
  You may need more than one table.
- **Registration Judge Station**
  Provide a stable, flat writing surface for voters completing forms.
- **Demonstration Judge Station**
- **Ballot Judge Station**
  Often combined with Demonstration Judge Station.
- **Chairs**
  Minnesota law requires that you provide chairs for voters with limited mobility to sit on while waiting. Place at least one additional chair for voter use at each of the above stations. They can be to the side of the table for easy access as needed.
- **AutoMARK Station**
  Set up this station with the specific grey table provided or on a chair-height table.
- **Ballot Counter & Ballot Box Station**
  No one, except for a voter casting their ballot or an Election Judge, is allowed within six feet of the Ballot Box. It is a good practice to put tape on the floor to mark the six-foot boundary.
  - Note: the 'Ballot Counter' and 'Ballot Box' are combined together in one single unit. Technically, the Ballot Counter is a computer that sits atop the Ballot Box that scans the ballot (counting it) as a voter deposits their ballot. Once counted, the ballot is transported by the machine into Ballot Box below. Often times, 'Ballot Counter' is the term used for the entire scanner-Ballot Box combination.
- **Voting Booth Stations**
  Booths should be set up for privacy so voters can mark ballots in secret.
  - At least one voting booth must be set up that is easily accessible for a voter using a wheelchair or chair. Most polling places will be provided with a booth that is at wheelchair-height. If one is not provided, then you will need to use a table; place it where you can provide privacy for the voter.
  - Place a sign in each booth instructing how to mark the ballot.
  - Check that booth lights work and are adequate for voting. (M.S. 206.90, subd. 7; M.S. 204B.18 subd1(d))

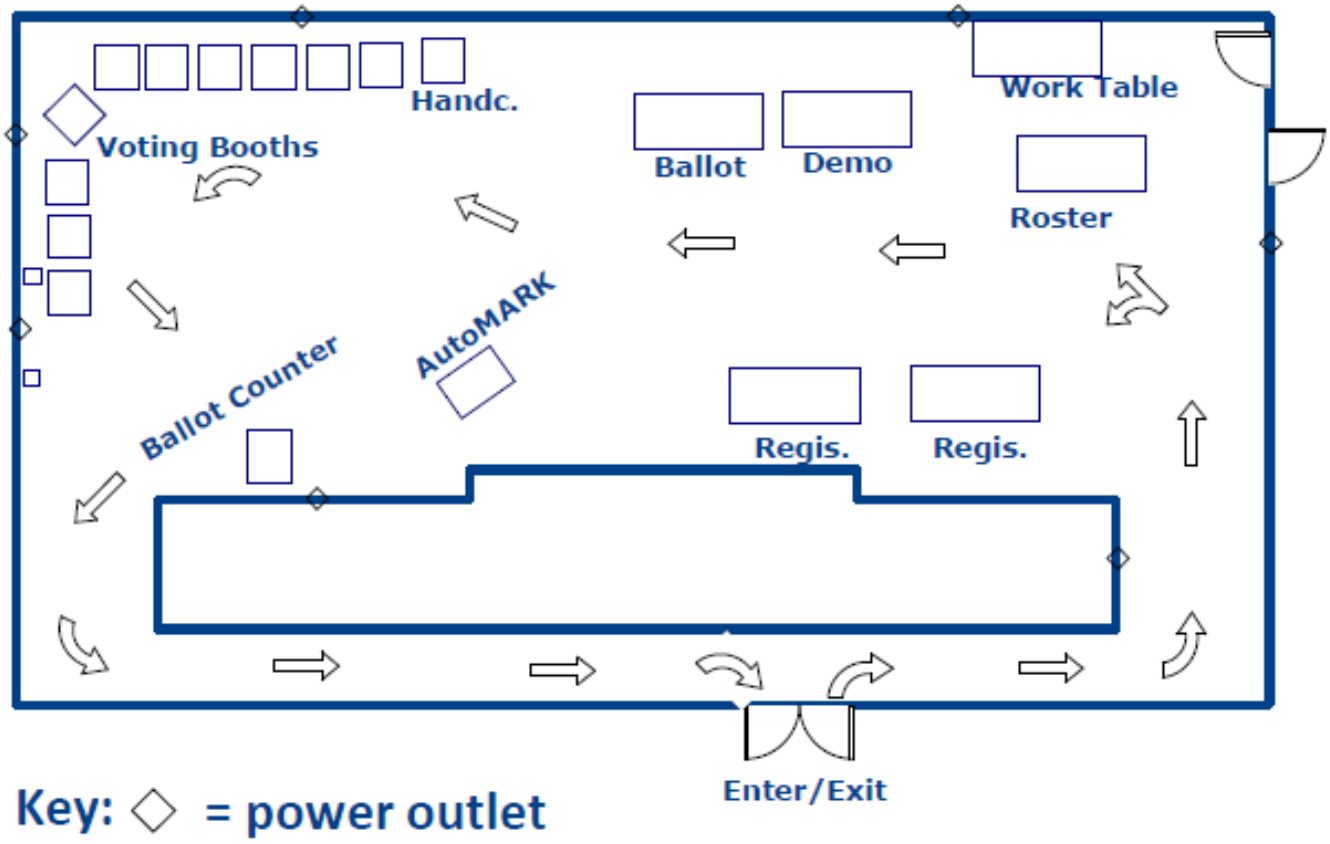
Polling Place Layouts

For every election a polling place layout is provided for each precinct illustrating the recommended polling place setup. The diagram provided is measured and scaled to each location and includes details such as the location of power outlets.

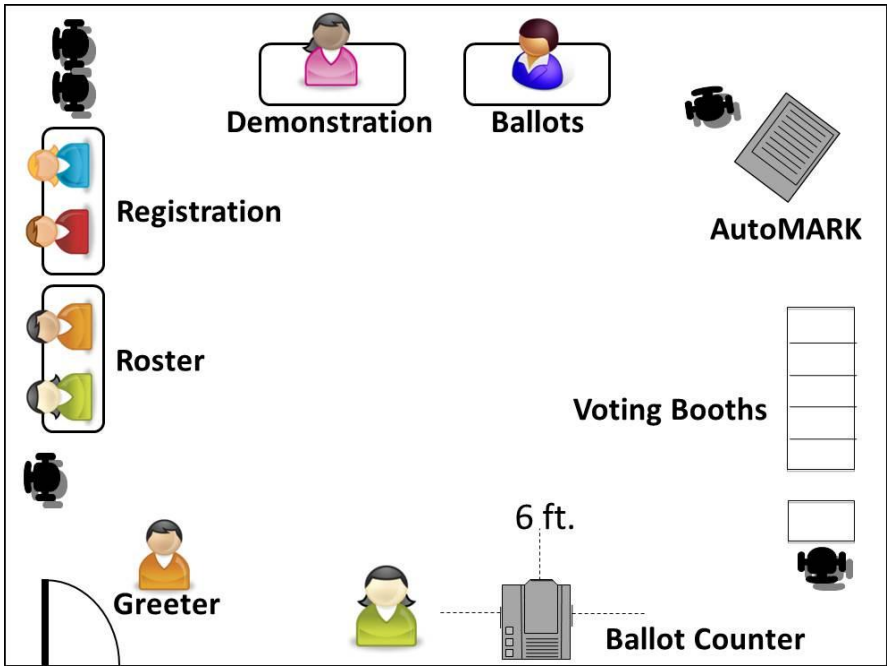
The layout is designed to maximize voter flow within the voting area and manage voter lines of those waiting to vote. As space allows, the layout will include how to arrange the voter lines inside rather than outside of the voting area and use of available space for additional tables, chairs, booths,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

These layouts are a guide. You are encouraged to communicate any concerns 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).

Minneapolis Polling Place Layout Example



Generic Polling Place Layout



Posting Signs and Directions

Your materials will include a number of informational posters. Display all signs in clear view and in areas that are accessible for all voters to read.

Attach signs to walls and doors by placing the blue 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 the sign for voting hours on the main entrance where voters will enter.
- Verify that the sample ballot posters match the offices and questions listed on the official precinct ballots. Post at least two sample ballots that voters can study while in line. One of the sample ballots should be placed at a height that can be easily read by a person seated in a wheelchair, the other should be posted at eye-level for someone standing.
- Prominently display the Voter's Bill of Rights. Review this document on page 71.
- If voters must walk through the building to enter the voting location, put up signs pointing the way. You will be supplied a set of signs with arrows on them for this purpose. If the exit is different from the entrance, clearly label the exit.
- Ensure parking spots for disabled voters are marked and available.
- Mark the entrance that voters with disabilities can use; if it is not the main door, post easily visible signs pointing the way to the accessible entrance. If it is necessary for voters with disabilities to take a different route, to avoid stairs for instance, post signs for that accessible route.

- Place a U.S. flag at the entrance of the polling place voters should use during voting hours. (M.S. 204C.08). Flags will be displayed via one of the following methods:
  - Free Standing
    - With a 'Corkscrew Stand'
    - With a 'Flag Donut'
  - Wall Mount
    - With a bracket permanently attached to the building.

**See Sign Bag on page 72 for more info regarding polling place signs.*

Equipment Setup

Each precinct will have two pieces of electronic equipment to set up: an AutoMARK and a Ballot Counter.

Confirm that your voting equipment works before completing other opening duties; the Head Judge must call Election HQ immediately if they do not work properly or if there are questions. (M.S. 204B.18)

AutoMARK (Ballot-marking Device)

The AutoMARK is a type of ballot-marking device. Ballot-marking devices must be present in every polling place so that all individuals have the same opportunity for access and participation. **(**M.S. 206.84, subd. 6; M.S. 206.57, subd. 5a; M.S. 206.57, subd. 5)

For detailed instructions on how to set up the AutoMARK, see page 64.

Ballot Counter

Each precinct will have a machine called a Ballot Counter, which reads the ballots and stores vote totals for reporting after the polls close.

For detailed instructions on setting up the Ballot Counter, see page 57.

Preparing Ballots

1. **Certify the total number of ballots provided to the precinct.**

   To do this, count the number of ballot packs. The ballots are wrapped in packs of 100 ballots. Record the number of ballot packs on the Official Precinct Certification Form.

2. **Confirm that your precinct's ballots match the offices and candidates from the Ballot Counter.**

   Contact Election HQ immediately if there are any doubts whether the offices and candidates match.

3. **Count ballots in each pack.**

   It is not uncommon for a pack to have less or more ballots than listed on the package (for example, it might have 23 ballots instead of 25). A judge must carefully count each pack as they are opened throughout the day. Fan the ballots to be certain that two are not stuck together. Record any discrepancies as +1, -1 on the Ballot Tracking Form.

4. **Initial each ballot.**

   After counting the ballots, two judges must write their initials on each ballot that will be given to a voter. Be careful not to make any other marks on the ballot. Any two judges may perform this task—judges from two different major parties are not required.

5. **Open ballot packs only as needed.**

   To ensure ballot orderliness and security, do not open more packs than necessary for voting. Start with a modest supply and open more packs only as needed during the day. Store the remaining ballot supply in a secure place until needed. Notify the Head Judge if the ballot supply becomes low.

6. **Get out a supply of secrecy covers.**

   Polling places using a Ballot Counter must offer a secrecy cover to voters. This is a folder into which the voter can place their ballot when moving about the polling place. It prevents other voters from seeing their vote choices. Use of the secrecy cover is at the voter's discretion. (M.S. 204C.09, subd. 1)

Opening the Polls

When opening time arrives, announce 'The polls are open.' Voting hours are from 7 a.m. to 8 p.m. (M.S. 204C.05)

Open Polls Regardless of Equipment Failure

You must open the polls at the appointed time even if voting equipment is not working. If the Ballot Counter is not working, have the Head Judge call Election HQ, and follow these instructions:

- Do not keep voters waiting while you try to get the Ballot Counter working—immediately utilize the auxiliary compartment slot of the Ballot Box. This slot lets voters drop their ballot into the locked Ballot Box without being counted by the machine. The ballots will be processed later in the day.
- Voters may use the AutoMARK to mark their ballot or to verify their ballot has no marking errors (see page 33 for discussion of ballot-marking errors).
- When the Ballot Counter is operational again, two Election Judges of different major political parties will process the ballots through the Ballot Counter during the day or after the polls close.

Greeter Judge

As a Greeter Judge, you will direct the flow of voters and help with other duties as assigned. You observe activity near the entrance of the polling place and ensure that unauthorized individuals are not lingering and that campaigning is not taking place. Duties include the following:

Ensure that Voters are in the Correct Polling Place

As voters enter the polling place, greet them and use your Greeter's List (that shows every registered voter in the precinct) to check their registration status. The Greeter's List contains confidential information and should only be reviewed by an Election Judge.

SECRETARY OF STATE

Greeter's List

03/09/2010
2:14 PM

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	

Multi-line Management

Multi-line management is a strategy used to ensure that voter traffic flow through the polling place is quick and efficient. During busy times, you will need two Greeters to facilitate moving the voter line: one to 'work the line,' and one to direct the voter to the appropriate station in the polling place.

Working the Line

If there is a line at the Roster Table already, check the Greeter's List to see if the voter is registered for this precinct. Ask for their name and address, and validate their information on the list.

- **If the voter is on the list**, direct them to the Roster Table.
  - If either the name or address does not match, refer to the Tips for Locating a Name and the Roster Troubleshooting Tips on page 16.
- **If the voter is not on the list**, use the Precinct Finder to confirm they are in the correct polling place (see page 24 on how use the Precinct Finder).
  - **If they are in the correct precinct**, direct them to the Registration Table. If there is a line, ask if they have one of the proofs of residence (see page 22). If they have one, provide the voter a clipboard and a Voter Registration Application to complete.
  - **If they live in a different precinct**, provide them the address of their polling place. Also provide them the list of proofs of residence for reference in case they need to register there. You can review their proof of residence with them and advise accordingly. For suggestions regarding determination of residence, refer to page 25.

The Greeter may use the greeter bag provided to hold supplies and materials while assisting voters in line.

Directing Voters

- As openings occur at the Roster or Registration Table, direct the next voter to the proper table; this may not be the first voter in line.
- Monitor voter traffic into the polling place carefully and contact the Head Judge to adjust staffing or arrange the Roster into different alphabetical ranges accordingly.
- 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. Registered voters should be expedited 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 nonregistered voters. Be sure that each line moves appropriately to minimize voter wait time.

Provide Chairs for Voters

Provide chairs for voters who need to sit while voting or waiting to vote, as well as a flat writing surface for completing forms. (M.S. 204B.18 subd1(d))

Greet Authorized Polling Place Visitors – Direct Them to Head Judge

See page 36 for a list of persons who are authorized to be in the polling place.

Roster Judge

As a Roster Judge, you sign-in voters who are already registered. The principal tool of the Roster judge is the Roster, which is a list of all of the registered voters in the precinct that includes space for each voter to sign next to their name. If there are enough judges, divide the Roster into alphabetical sections (such as A-L, and M-Z) to speed up the process. Use signs provided, or make signs if needed, so voters can easily see where to go.

Checking in Registered Voters

1. **Ask the voter for their name and address.**

   Do not ask a voter to look at the Roster to locate their name.

   - Verify that the voter's name and address are listed correctly (**including the apartment or unit number**).
   - If the voter had a name change or moved to a new address (including a move to a different apartment within the same building), the voter must re-register at the Registration Table.
   - A voter may hand you an ID to assist with locating their name, particularly if the spelling is difficult. This is the voter's choice; it is not required, and you must look at the name only. Thank the voter for the ID, but advise them that it is not required for voting. State this clearly enough for others in line to hear.

2. **Check for a Roster notation.**

   If you see a notation next to the voter's name, proceed to the Roster notation section on page 18.

3. **Point to the oath and have them sign next to their name.**

   By signing, the voter affirms the oath of eligibility. Pointing out the Voter's Oath Tent, which displays the oath in a large font, is another way to make sure the voter is fully aware of what signing the Roster means.

   - **Suggested procedure and language:** point to the Voter's Oath Tent and then the signature line and say: 'When you sign your name on line #___, you will be affirming this oath also shown at the top of the Roster page that you are eligible to vote in this precinct.'

4. **Give them a Voter Receipt and direct the voter to the Demonstration/Ballot Judge.**

   They will need a Voter Receipt in order to get a ballot from the Ballot Judge. (M.S. 204C.10) See below for further information on Voter Receipts.

Voters Who Have Difficulty Signing

A voter who cannot sign their name can make a mark, use a stamp facsimile, or request that another person print the voter's name in their presence. If another person prints the voter's name, that person should sign their own name as well next to the voter's printed name. If a voter signs with a mark, the Election Judge certifies the mark by 1) signing the voter's name and 2) printing 'witnessed by' with the Election Judge's first name initial and full last name. (M.S. 201.056)

Voter Receipts

Roster and Registration Judges issue Voter Receipts. The Ballot Judge accepts the Voter Receipt and issues the ballot to the voter. Each receipt represents a signature on the Roster. Receipts are like a ticket for a ballot; the Ballot Judge cannot issue a ballot without first receiving a receipt. The Ballot Judge cannot be the same judge who issued the receipt at the Roster Table or Registration Table.

Careful management of Voter Receipts can save time and energy during closing activities. The number of Voter Receipts (representing voter signatures) collected by the Ballot Judge must equal the number of ballots cast in the Ballot Counter. (M.S.201.061; M.R. 8200.5100; M.S. 204C.10)

Tips for Locating a Name

- **Check spelling variations.**
  For a name like Hanson, check both Hanson and Hansen.
- **See if the first and last names were switched.**
  Make sure a name such as Vang Lee is not listed as Lee Vang.
- **Check multiple combinations for two-word and hyphenated names.**
  If you cannot find 'Anderson-Smith' look also for Anderson Smith or Andersonsmith. Check under Smith in case Anderson was entered as a middle name.
- **See if an apostrophe was omitted.**
  A name like O'Brien might be in a different location within the O's depending on whether the apostrophe is entered or not.

Roster Troubleshooting Tips

Below are some reasons why a voter may not appear on the Roster (even if they believe they should be on it), as well as cases in which a voter whose name is on the Roster must re-register before voting.

- **Voter is at the wrong precinct.**
  Check the voter's address in the precinct finder. You may use the precinct map to assist the voter in locating where the voter lives.
- **Voter submitted a registration application less than 20 days before the election.**
  Election law did not allow election officials to add the voter's name to the Roster. The voter must register at the Registration Table. If the voter received a Notice of Late Registration in the mail and brought it with them, it can serve as their proof of residence. See page 88 for an example.
- **Voter's name was automatically removed.**
  As part of list maintenance, voters who have not voted in the last 4 years are removed. The voter must register at the Registration Table.
- **Voter is on the Roster but had a legal name change.**
  The voter must register at the Registration Table, but their prior registration serves as proof of residence within the precinct, and no additional documentation is needed. On the Roster, find the voter's identification number. Record it at the bottom of a Voter Registration Application, and give it to the voter to complete and present to the Registration Judge.

- **Voter's name was left off due to clerical error.**

  The voter might insist that they have pre-registered. Encourage the voter to register. If the voter refuses or does not have any of the authorized proofs of residence, ask the Head Judge to contact Election HQ for guidance. The Head Judge may need to administer the Emergency Voting Procedure detailed on page 52.

- **The voter changed addresses within the precinct.**
  The voter must register at the Registration Table. This includes any move, including an apartment change in the same building. Their prior registration in the precinct can serve as proof of residence. Write down their name and Roster ID on a piece of paper or at the bottom of a Voter Registration Application and give it to the voter to present to the Registration Judge so that the voter may re-register.

- **The voter moved out of the precinct.**
  The voter will have to go to their new precinct to vote. Provide the voter the polling location and documents required to register in the new precinct.

Keep the Roster Accurate and Orderly

The Roster is a legal document that indicates a voter received and cast a ballot. Maintain it carefully.

- **Keep the Roster free of unnecessary handwriting.**
  Do not mark an 'X' on the Roster to indicate where the voter should sign. An 'X' may be confused with a voter signature or mark.

- **The voter's name, address or date of birth on the Roster contains a clerical error.**
  Clerical errors are data entry errors such as a misspelling. Note the correction on the Roster Correction Form. Do not mark the correction on the Roster itself. See page 78 for an example of this form.

- **Voter signed their name on the wrong line.**
  Draw an arrow from the signature to the correct line. See Roster Correction Reference Sheet on page 77.

- **Voter signed the Roster but then learns they must re-register.**
  Write VOID next to the signature on the same line; highlight both the signature and the word 'VOID' and document the occurrence on the Incident Log. See Roster Correction Reference Sheet on page 77.

- **Be careful with common names.**
  Make sure you have the right 'John Smith' in front of you so that the voter does not sign the wrong Roster signature line. If you have any doubt about a person's identity, you can ask them to state: full name including the middle name, and/or date of birth. Note: Voters who registered prior to 1983 were not required to provide a date of birth, so it may not be on the Roster. In this case, you cannot ask for the voter's date of birth. (M.S. 201.071 subd. 3)

Roster Data is Confidential

The Roster contains confidential information. Election Judges must not examine Roster data other than what is necessary to assist the voter before them. The only time a voter can see the Roster is at the time when they must sign their name.

Roster Notations

Occasionally there will be a word or abbreviation on the line in the polling place Roster where voters sign their name—these are called Roster notations. Explain to the voter that there is a notation that requires additional information to clarify their eligibility to vote in the precinct. The most common Roster notations are indicated below.

- **A.B**: The voter has already voted by absentee ballot and cannot vote again in-person at the polling place.
- **See ID**: The voter is a new Minnesota voter who registered by mail, but election officials could not verify their application information. The voter will be allowed to sign the Roster and vote after showing the Roster Judge any proof of residence (see page 22) used for Election Day Registration, with the exception of vouching. If the only proof of residence the voter can provide is vouching, the voter must re-register at the Registration Table. (M.S. 201.061 subd 1a)

Notations indicating a 'challenged' voter mean that the individual cannot sign the Roster without completing additional steps. Your Head Judge will address these issues, or instruct you in resolving them. In any discussions with people who have Roster notations, it is essential to be courteous and tactful. Do whatever you can to help maintain the voter's privacy.

- **Challenged—Address**: The voter's residence at the address on the Roster is in question. If the voter says that they are eligible to vote in that precinct, use the challenge procedure described in the section below.
- **Challenged—AB Address**: The voter submitted an absentee ballot application that lists a residential address different from the address currently listed on their voter record. If the voter says that they are eligible to vote in that precinct, use the challenge procedure described in the section below.
- **Challenged—Felony**: The voter may have had a previous felony conviction. A voter with a previous felony conviction can vote after they finish their entire sentence. This includes any probation and parole, commonly known as being 'off-paper.' At that point, their voting rights are automatically restored. If the voter claims to have completed their entire sentence, use the challenge procedure described in the section below. (M.S. 609.165, subd. 1)
- **Challenged—Guardianship**: The voter may be under court-ordered guardianship with their voting rights revoked. Voters under guardianship can vote unless their court order explicitly revoked that right. If the person says that they are eligible to vote, use the challenge procedure described in the section below. (M.S. 201.15)
- **Challenged—Name and Address**: The voter's true name and residence at the address on the Roster are in question. If the voter says that they are eligible to vote in that precinct, use the challenge procedure described in the section below.
- **Challenged—Other**: The voter's eligibility is challenged, but the reason is not available. If the voter says that they are eligible to vote, use the challenge procedure described in the section below.
- **Challenged—Postal Return**: The voter was sent a postal verification card and the card was returned to the auditor because it was not deliverable to the person at the address on record. If the voter says that they are eligible to vote in that precinct, use the challenge procedure described in the section below.

- **Challenged—Voted Out of Precinct**: The voter was recorded as having voted in the wrong precinct at the last election. The voter will need to provide the Roster Judge a proof of residence used for Election Day registration (see page 22) prior to voting.
  - If the voter provides proof of residence that this address is correct, draw a line through the Roster notation in the Roster. The voter may proceed to sign the Roster and vote.
  - If the voter's address is different but the voter still resides in the precinct, direct the voter the Registration Table.
  - If the voter's address is in a different precinct, provide the voter the polling location and list of documents required to register in the new precinct.

Roster Challenge Procedure

If a voter has a notation indicating a challenge, the Head Judge or another Election Judge that they designate must resolve the challenge. Explain to the voter that there is a notation that requires additional information to clarify their eligibility to vote in the precinct. In all cases (except for Challenged—Voted Out of Precinct), questions will need to be asked to resolve the challenge, and these may be quite personal in nature. To avoid embarrassing the voter or upsetting those nearby, consider questioning the voter in private. Use the following procedure:

1. **Have the voter swear or affirm the following:**
   'Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?'
2. **Ask appropriate questions to determine if they are eligible.**

   The questions that the Head Judge or their designee will ask the voter will depend on the nature of the challenge. Examples include:

   - **Address:**
     - 'What is your residential address?' See page 25 for a voter who does not have a residential address.
     - If residence in the precinct is in question, refer to the Voting Residence Laws section on page 89.
   - **AB Address:**
     - 'What is your residential address?' See page 25 for a voter who does not have a residential address.
     - 'Did you submit an application for an absentee ballot using another residential address?'; 'Have you returned the voted absentee ballot?'
   - **Felony:**
     - 'Are you on probation or parole for a felony conviction?'
   - **Guardianship:**
     - 'Are you under court-ordered guardianship in which the court revoked your right to vote?'
     - 'Were you found by a court to be legally incompetent?'

- **Name and Address:**
  - 'What is your full name?'
  - 'What is your residential address?'
- **Other:**
  - 'What is your full name?'
  - 'What is your residential address?'
- **Postal Return:**
  - 'What is your residential address?'
- **Citizenship**:
  - 'Are you a citizen of the United States of America?'

3. **If the voter's answer(s) indicate(s) they are eligible to vote in the precinct:**
   Draw a line through the Roster notation in the Roster. The voter may proceed to sign the Roster and vote.
4. **Make notations in the Roster Challenge Log as appropriate.** (M.S. 204C.12)

Refusing or Failing a Challenge

If a voter refuses to answer questions, is not eligible, or refuses to sign the Roster, inform the voter that they cannot vote now or later in the day. Print 'Refused Oath' or 'Not Eligible' on the signature line, highlight the notation, and make a note in the Roster Challenge Log.

Roster Example

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	0003723215	
4.	SMITH, CHUCK BRAD 42903 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000251754	
5.	SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000245281	
6.	SMITH, DARLENE CHRIS 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003366562	
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		004 CENTRAL 0030 SPRUCE TWP	0000248590	
13.	SMITH, IRA JOHN 45536 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003815785	

Registration Judge

As Registration Judge, you conduct Election Day registration for those who need to register. Approximately 10% to 20% of all Minnesota voters typically register on Election Day. The volume of voters registering on Election Day will vary by precinct, and Election Judge staffing is decided with this in mind.

Voter Eligibility

To register, a person must be a U.S. citizen, at least 18 years old on Election Day, and a resident of Minnesota for 20 days. They must be finished with all parts of any felony sentence, including probation and parole. A person can vote while under guardianship unless a judge specifically has revoked their right to vote. A person cannot vote if a court has ruled that they are legally incompetent.

You will receive the earliest eligible date of birth for each election in the Hot-Tips/Notices.

Registration Steps

1. **Verify the voter is at the right polling place.**

   An individual can only vote in the precinct where they reside. It is not uncommon for a voter to go to the wrong polling place. Use the precinct finder (see page 24) or a precinct map as a reference to verify addresses in your precinct. If residence questions arise, refer to the Common Residence Questions section on page 25.

2. **Confirm the voter has not already voted absentee.**
   Before letting an individual register to vote on Election Day, review any lists of absentee Election Day registrants provided by Election HQ or the A.B. Runner. If the individual's name appears on this list, they cannot register or vote in the polling place on Election Day. Their absentee ballot has already been counted.

3. **Ask the voter to complete a Minnesota Voter Registration Application.**
   Make sure the voter reviews the oath before signing and dating. Review the Voter Registration Application and ask the voter to complete any blank items in the shaded areas or correct unreadable information. Note: If you are running out of Voter Registration Applications, you may make photocopies of an official Voter Registration Application for voters to use until more applications are available.

   Page 26 contains a detailed guide for completing this application.

4. **Confirm the voter's proof of residence.**
   Everyone who registers on Election Day must have proof of residence in the precinct. Only proofs authorized by law may be used. There are seven ways to prove where you live; the voter needs to only provide one. Refer to the next section for these proofs. Keep a running total of the number of persons who are unable to provide an authorized proof of residence. You may use a piece of paper to track this number (i.e. hash marks: ~~IIII~~). This number will be entered on the Election Day Registration Envelope.

5. **Complete the Election Judge's section on bottom of the Voter Registration Application.**
   Indicate the type of proof the voter used in the bottom of the application marked 'Election Judge Official Use Only.' Include an ID number if the document has one. Complete all relevant areas, including ward, precinct, and school district boxes on the left, along with your initials. See page 28 for instructions on completing this section.

6. **Have the voter complete and sign the New Registrants Green Roster.**
   Have newly registered voters print their name, address, date of birth, and sign their name on the New Registrants Green Roster.

7. **Hand them a Voter Receipt and direct them to the Demonstration/Ballot Judge.**
   The judge who registers a voter cannot also distribute a ballot to that voter. See page 16 for further information on Voter Receipts. (M.S.201.061; M.R. 8200.5100; M.S. 204C.10)

Voters Who Have Difficulty Signing

A voter who cannot sign their name can make a mark, use a stamp facsimile, or request that another person write the voter's name in their presence. If another person writes the voter's name, that person should sign their own name as well. If a voter signs with a mark, the Election Judge certifies the mark by 1) signing the voter's name and 2) writing 'witnessed by' with the Election Judge's first name initial and full last name. (M.S. 201.056)

Proofs of Residence

Everyone who registers on Election Day must provide one of the proofs of residence listed below. Only proofs authorized by law may be used. A voter is allowed to leave and come back in order to get what they need to register. (M.S.201.061; M.R.8200.5100)

See page 86 for the visual handout that will be available in your polling place showing samples of the various Election Day proofs of residence.

1. **ID with voter's current name and address**
   Voters may use the following IDs with their current name and address in the precinct:

   - 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. Tribal band members are not required to live on an Indian reservation in order to use a tribal identification card to prove residence.

   When presented with a Minnesota license, look for a 'status check' notation in the lower right-hand corner. If you see this, it indicates the voter was not a citizen at the time they applied for the license. They may or may not have become a citizen since obtaining the license. If they state they are eligible to vote, you or the Head Judge must follow the Roster Challenge Procedures found on page 20.

2. **Photo ID with current name plus a document with name and current address**
   If the voter does not have a document listed under number 1, the voter must present two documents: one photo ID and one document for proof of residence. The ID must contain the voter's name and photo, and can be expired. The document must have the voter's current name and address in the precinct, and can be shown electronically or on paper.

   Approved Photo IDs (choose one)

   - Driver's license, state ID card or learner's permit issued by any state (NEW in 2014)
   - United States passport
   - United States Military ID card
   - Tribal ID card with the name, signature and photo of the voter

- Minnesota university, college, or technical college ID card
- Minnesota high school ID card (NEW in 2014)

Approved Documents (choose one)
You will receive the 30 day date range for each election in the Hot-Tips/Notices.

- Residential lease or rental agreement, must be valid through Election Day (NEW in 2014)
- Current student fee statement
- Bill, account or start of service statement due or dated within 30 days; either before or after day of election 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 (NEW in 2014)
  - Rent or mortgage payments (NEW in 2014)

3. **Registered voter who can confirm or 'vouch for' the registrant's name and address**
   A voter registered in the same precinct can sign an oath attesting to a new registrant's residence. This is called 'vouching.' A registered voter can vouch for up to eight voters whom they personally know live in the precinct. The person who does the vouching can also have registered on Election Day by using any proof of residence option, except for vouching—once a voter registers by being vouched for, that person cannot in turn vouch for others. Note: Residential facility vouchers do not have an eight-voter limit—see Option 7 below. Here are the steps for processing a voucher:
   a. Have voucher complete the Voucher Form on the back side of the registration application.
   b. Review what the voucher has written, ensure that all items are complete, and then sign the form.
   c. Each registered voter has a unique identification number assigned them. Find the voucher's identification number on either the Roster or the Greeter's List and record it on the Precinct List of Persons Vouching Form. Print the voucher's name next to their signature
   d. If the voucher registered on Election Day, print the voucher's name in the space where the voucher's identification number would normally go.
   e. Record the number of persons the voter vouched for on the same form.
4. **Staff person of a residential facility**
   If the voter lives in a residential facility, a staff person from the facility can vouch for their residence with a signed oath. Unlike registered voter vouchers (see Option 3 above), residential facility staff may vouch for any number of voters living in the facility.
   - Residential facilities include nursing homes, veterans' homes, developmental disability care facilities, shelters or temporary living facilities for homeless persons, battered women's shelters, and other types of licensed facilities.

- If a list of facility staff is provided prior to the election, it will be included in your supplies. If no list is provided, a staff person can demonstrate their employment at that facility another way, such as providing an employee badge.
- Have the voucher complete the Voucher Form on the back side of the registration application. Do not record this type of voucher on the Precinct List of Persons Vouching Form. (M.S. 256E.33; M.S. 144D.01; M.S. 245A.02; M.S. 256I.03)

5. **College student ID—if a student housing list was provided**
   Your precinct may be provided with a list of students housed at a Minnesota postsecondary educational institution. If so, a student named on that list can register by showing a current, valid student ID card from that same institution. The ID must have their photo.
6. **Valid registration in the same precinct**
   If a voter is currently registered in the precinct but changed names or moved within the same precinct, their registration serves as proof of residence — no additional documentation is needed. Find the voter's identification number on either the Roster or the Greeter's List and record it on the Voter Registration Application.
7. **Notice of Late Registration**
   The voter can show a Notice of Late Registration from Hennepin County. A voter may be sent a Notice of Late Registration if they register less than 21 days before the election. See page 88 for an example.

Using the Precinct Finder

The Precinct Finder (example on page 75) is a reference tool containing street addresses along with corresponding ward and precinct information. You will have two types of Precinct Finders; one specific to your precinct and one listing all street addresses within the city. It does not list each address individually, but instead groups them into address ranges. In some cases it will also separate them by odd and even numbered addresses. Follow these steps to use the precinct finder.

1. **Find the voter's street, listed in alphanumeric order**.
2. **Find the address range that fits the voter's house number**.
3. **Match the voter's house number with the correct range.**
   - Because some streets serve as precinct boundaries, voters on one side of the street might be located in a different precinct from their neighbors on the other side. Watch for address ranges labeled for only the odd or even house numbers:
     - O designates that the address range is only for odd house numbers;
     - E designates that the address range is only for even house numbers;
     - B designates that the address range is for both sides of the street (either odd or even house numbers).
4. **Check the ward and precinct for the address range into which the voter's address falls**.

If the voter's address cannot be located in either the precinct-specific or city-wide precinct finder, use a map to determine where they live. Contact the Head Election Judge for assistance or to call Election HQ for further instructions.

Common Residence Questions

If needed, principles for determining residence are provided in M.S. 200.031, which can be found on page 89.

Multiple Houses

For voting purposes, a person can have only one residence. If the voter owns multiple houses, the voter must decide which their principal residence is. They should consider factors such as where they sleep most nights and where their family lives.

Home Damaged Due to Disaster

If a voter intends to return to the home after it is rebuilt or repaired, they do not lose residence at that location. If they do not intend to return to the home, they no longer reside there.

Student Residence

Students may choose to vote either at home or in the precinct where they live while attending school, depending on which they consider their residence. The special provisions for Election Day registration for students are in the Proofs of Residence section starting on page 22.

Voter Does Not Have a Home

A voter who is homeless may register and vote. Their residence is where they sleep, be it a shelter, a friend's house or outside. If their residence does not have an address, provide a description of the location on line 4 of the registration application (i.e. 'bridge at the corner of Washington Ave E and Lincoln Place'). If they do not typically sleep in the same place, they should put the location where they slept the previous night. They can list a mailing address on line 5 if they have one, but cannot list a mailing address as a residence. For instance, a PO Box or a 'General Delivery' cannot be used as a residence.

Roster Data is Confidential

Rosters contain confidential information. Election Judges should not examine Roster data other than what is necessary to assist the voter before them. The only time a voter can see the Roster is at the time when they must mark it to obtain a Voter Receipt.

Address Confidentiality

While the Rosters contain confidential information, the names and addresses of people who register become public information. If the voter fears someone might harm them or their family, they might not want their name on the list. At the time of registration, these voters have the option of presenting you a signed statement that withholding their name from the public information list is required for safety reasons. The Secretary of State and county auditor will then withhold the name from the public information list. If a voter provides such a statement, be sure to attach it to their registration form.

Guide for 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 ☐

2. Will you be at least 18 on or before the next election? Yes ☐ No ☐

If you mark "NO" to either of these questions, DO NOT complete this form.

IP
M
AB
election office use only

3. last name or surname | first name | middle name | suffix (Jr., Sr., II, III)

4. address where you live (residence) | apt. number | city | zip code

5. if mail cannot be delivered to the address above, provide P.O. Box | city | zip code

6. date of birth (not today's date) ____ - ____ - 19____ | school district (if known) | county where you live

phone number ____ - ____ - ____ | email address

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- ☐☐☐☐

☐ 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_____ date: ____-____-20____

Election Judge Official Use Only

W_____
P_____
SD_____
Initials_____

ID with Current Name & Address
ID Number: _____
☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt
☐ Tribal ID Card

Photo ID + Document with Current Name & Address
Document Type: _____
Photo ID Number: _____
☐ Driver's License, Learner's Permit or State ID Card
☐ U.S. Passport ☐ U.S. Military ID
☐ Tribal ID ☐ Student ID

Other
☐ Vouched For
☐ Notice of Late Registration
☐ Valid Registration in Same Precinct
☐ Student ID with College List
ID Number: _____

Completing the Voter Registration Application

Required Sections

- **Sections 1 and 2: Qualifications Check Boxes**—Voter checks the box to indicate whether they are a U.S. Citizen and 18 years of age on or before the next election.
- **Section 3: Voter Name**—Voter gives their last name or surname, first name, middle name, and suffix (if suffix applies).
- **Section 4: Home Address**—Voter prints the street address or a geographical description of where they live. An example of a geographic address is 'Highway 47, ½ mile north of County Road E.' A business address may not be used, unless it is also the voter's home. Neither a U.S. Post Office Box nor its commercial equivalent may be used as a residential address.
- **Section 6: Date of Birth**—Voter gives their complete date of birth.
- **Section 7: Identification Check Boxes**—Required: voters provide their MN Driver's License number if they have one (or the number on their MN Identification card). Provide the last four numbers of their social security number only if the voter has neither. Check the third box if the voter has none of these.
- **Section 8: Oath, Signature and Date**—Be sure to tell all voters to read the oath on the application and sign only if all parts apply to them. By signing, they affirm that all the statements on the application are true and correct and that they meet the requirements in the certification. Giving false information to register to vote is a felony punishable by up to 5 years in prison and/or a fine up to $10,000.

Complete if Applicable/Possible

- **Section 5: Mailing Address**—Give a mailing address (such as a PO Box) only when the U.S. Post Office will not deliver mail to the voter's actual street or geographical address. Other mailing addresses such as a workplace address cannot be used.
- **Section 6: Phone Number**—Encourage voters to list their phone number so they can be contacted if there is difficulty in processing the application, although it is okay if they do not.
- **Section 6: School District and County**—If voters are sure of their school district, have them indicate the district number or name; otherwise leave blank. If there is a school district election on the ballot, use the precinct finder to verify the voter's school district.
- **Section 6: Email Address**—Voters may provide their email address, although it is acceptable if they do not.
- **Registration Updates**—Voters can provide previous name or address information to indicate if they are currently registered to vote under a different name or at a different address; these voters complete a new VRA, even if they reside in the same apartment complex but only change apartments. Voters should provide the name and/or address of their previous registration so their existing voter record can be found and updated. If a voter was registered to vote at a previous address or name in the same precinct, no further proof of residence is needed.

Completing the 'Election Judge Official Use Only' Section

You must document the details of the voter's proof of residence at the bottom of the application. You may encounter one of two slightly different forms, depending on their print date. Both forms are acceptable.

Instructions for Completing Each Column (A, B, C, and D)

Election Judge Official Use Only

	ID with Current Name & Address	Photo ID + Document with Current Name & Address	Other
W 2 P 3 SD 1 Initials EJ	ID Number: A123456489012 ☒ MN Driver's License, Learner's Permit, MN ID Card, or Receipt ☐ Tribal ID Card	Document Type: Photo ID Number: ☐ Driver's License, Learner's Permit or State ID Card ☐ U.S. Passport ☐ U.S. Military ID ☐ Tribal ID ☐ Student ID	☐ Vouched For ☐ Notice of Late Registration ☐ Valid Registration in Same Precinct ☐ Student ID with College List ID Number:
A	B	C	D

Column A:

- Fill in the ward number, precinct number, school district number (in Minneapolis, the school district number will always be '1'), and Election Judge's initials.

Column B (ID with Current Address):

- Check the box of the type of ID seen, write in the ID number.

Column C (Photo ID with Current Name + Document with Current Name & Address):

- Write in the type of document seen.
- Check the box of the type of ID seen and write in the ID number. Be sure to note the state on the ID number line, even if the ID was issued in Minnesota. Do this regardless of which form you are using.
- For a voter using an out-of-state driver's license with an accompanying document, see below:

Election Judge Official Use Only

	ID with Current Name & Address	Photo ID + Document with Current Name & Address	Other
W 2 P 3 SD 1 Initials EJ	ID Number: ☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt ☐ Tribal ID Card	Document Type: Electric Bill Photo ID Number: Wisc. # W30045454 ☒ Driver's License, Learner's Permit or State ID Card ☐ U.S. Passport ☐ U.S. Military ID ☐ Tribal ID ☐ Student ID	☐ Vouched For ☐ Notice of Late Registration ☐ Valid Registration in Same Precinct ☐ Student ID with College List ID Number:

Column D (Other):

- Check the appropriate box:
  - **Vouched For**
    - Write 'See Back' in the 'ID Number' space (see page 83 for completing the backside of the form).
  - **College Student ID—if a student housing list was provided**
    - Write the number listed on their school ID and the name of the school.
  - **Valid Registration in the Same Precinct**
    - Find the voter's record in the Roster or Greeter's List, and write the voter's ID number.
  - **Notice of Late Registration**
    - Write the voter's ID number listed in the upper right hand corner of the Notice of Late Registration, if available. First-time registrants may not have an ID number listed; if so, write 'Not Available.' See page 88 for an example.

Demonstration Judge

As a Demonstration Judge, you instruct voters how to mark the ballot and how to deliver it to the Ballot Box. The Demonstration Judge may also be assigned to be the Ballot Judge in some elections.

The Demonstration Judge will have a sample ballot or a demonstration sheet to instruct the voter. Make sure to use these when demonstrating to a voter how to fill out a ballot. Never demonstrate using an official ballot, and do not point to a specific candidate or party when demonstrating how to mark a ballot. Specific ballot marking instructions for different types of ballots and elections are below. (M.S. 204C.16)

Voter Instructions

Provide these instructions to voters:

- Vote only with the pen provided; the scanner may not detect marks made with certain pens.
- Be aware that there may be two sides to your ballot.
- Make your selection by filling in the oval next to the candidate or question on the ballot.
- When finished, place your ballot into the secrecy cover.
- Insert your ballot into the Ballot Counter or ask for assistance.
- You can ask for a replacement ballot if you make a mistake and need a new one. (M.S. 204C.13)

Additional Primary Election Instructions

- No write-in votes are allowed.

Partisan Primaries

- The ballot will have a column for each major political party. You can only vote for candidates from a single party. You cannot vote for candidates from more than one party. Voting for candidates from more than one party voids all votes on the party portion of the ballot.
- You are not required to publically declare affiliation with a party, and all voters receive the same ballot. Minnesota does not have political party registration.

Combined Partisan and Nonpartisan Primaries

- For partisan offices, choose candidates from a single party.
- For nonpartisan offices, choose any candidate.

Additional General Election Instructions

- You can vote for candidates from different major political parties (in contrast to partisan primaries).
- You can vote for up to the number of people allowed for each office.
- Blank spaces are provided on the ballot for write-ins for each office. To cast a write-in vote, fill in the write-in oval and write in the name of a candidate who is not on the ballot.
- A sticker may not be placed on the ballot for any reason.

Constitutional Amendment Instructions

Constitutional amendments have voter instructions printed directly on the ballot. Election Judges should not proactively tell voters that not voting on a constitutional amendment has the same effect as voting no. This may influence how people vote. If a voter asks, direct the voter to the printed instructions on the ballot.

Ballot Judge

As a Ballot Judge, you count and track packs of ballots, collect registered Voter Receipts, and issue ballots. Be sure to keep the ballots under control at all times. Track your ballot counts carefully on the Ballot Tracking Form; this is part of the official record of Election Day activities. The Head Judge is ultimately in charge of the Ballot Tracking Form (the official ballot tracking record in the polling place). The Head Judge will delegate this responsibility to the Ballot Judge.

Counting and Initialing Ballots

1. **Certify the total number of ballots provided to the precinct.**
   To do this, count the number of ballot packs. The ballots are wrapped in packs of 100. Inform the Head Election Judge or as directed, record the results on the Ballot Tracking Form.
2. **Confirm that your precinct's ballots match the offices and candidates from the Ballot Counter.**
   This will be performed by the Head Election Judge. Verify that the ward and precinct, the candidates, and candidate order on the ballot match the information on the Zero Tape. Contact Election HQ immediately if there are any doubts whether the offices and candidates match.
3. **Count ballots in each pack.**
   It is not uncommon for a packet to have less or more ballots than listed on the package (for example, it might have 23 ballots instead of 25). A judge must carefully count each pack as they are opened throughout the day. Fan the ballots to be certain that two are not stuck together. Record any discrepancies as +1, -1 on the back side of the Ballot Tracking Form.
4. **Initial each ballot.**
   After counting the ballots, two judges must write their initials on each ballot that will be given to a voter. Be careful not to make any other marks on the ballot. Any two judges may perform this task—judges from two different major parties are not required.
5. **Open ballot packs only as needed.**
   To ensure ballot orderliness and security, do not open more packs than necessary for voting. Start with a modest supply and open more packs only as needed during the day. Store the remaining ballot supply in a secure place until needed. Notify the Head Judge if the ballot supply becomes low.
6. **Get out a supply of secrecy covers.**
   This is a folder into which the voter can place their ballot when moving about the polling place. It prevents other voters from seeing their vote choices. Use of the secrecy cover is at the voter's discretion. (M.S. 204C.09, subd. 1)

Ballot Shortages—Unofficial Ballots

- When the supply of ballots at the polling place runs low (when you have one package left), contact Election HQ, who should be able to provide you with additional ballots.
- Under no circumstance should the last ballot at the polling place be given to a voter – keep it to use for making unofficial ballots. Make unofficial ballots by photocopying or otherwise reproducing ballots. Do not wait until all the ballots are gone before making unofficial ballots. Call Election HQ before doing so and note on the Incident Log how many were made. Do not keep voters waiting. (M.S.204B.30)

Issuing Ballots

1. **Collect a Voter Receipt from the voter**.
2. **Number each Voter Receipt received consecutively (print the number on the face of the receipt)**.
   - Place each receipt on the spindle.
   - Bundle every 25 receipts collected (paperclip or rubber band) and place them in the Used Voter Receipts Envelope.
3. **Issue the voter their ballot**.
   - Each ballot must bear the initials of two Election Judges.
   - Only issue a ballot after collecting a valid Voter Receipt.
   - Offer the voter a secrecy cover.
4. **Direct the voter to an unoccupied voting booth or AutoMARK station.**
   - The voter may use another writing surface at their discretion.
   - The voter may bring any materials into the voting booth for assistance (be sure that these materials are not visible to other voters or left in the booth).
   - To ensure secrecy, only one person is allowed in a booth at a time unless they request help or have brought an assistant with them.
   - Voters can use a reasonable amount of time to vote.
     - If someone is taking an unusually long time, remind them that others are waiting, and ask if they need assistance. If they do need help, remember that two Election Judges from different major political parties must provide assistance.
   - No one can take any official ballots from the polling place. Only an Election Judge helping a curbside voter can take an official ballot from the polling place (see page 38). (M.S. 204C.13)

Spoiled and Found Ballots

A spoiled ballot is one that a voter returns to a judge because they made an error while marking it. Give them a replacement ballot. Do not examine the spoiled ballot unless the voter requests help. If the voter does request help, remember that two Election Judges from different major political parties are required to explain a ballot-marking error to a voter by examining the ballot itself.

If a voter abandons a ballot in the voting booth, print 'Found in booth' on the ballot. The votes on the ballot will not be counted. Keep any spoiled or found ballots in the Spoiled Ballot Envelope. Record any such events in the Incident Log. (M.S. 204C.13; M.R. 8230.1050)

Ballot Counter Judge

As Ballot Counter Judge, you monitor and troubleshoot operation of the Ballot Counter, and distribute 'I Voted' stickers.

Guidelines for Conduct

- Unless they request help, voters insert their own ballot into the machine.
- No one, except for a voter casting their ballot or an Election Judge, is allowed within six feet of the Ballot Box.
- After the voter finishes, offer an 'I Voted' sticker. Offer the sticker rather than placing it on the voter. (M.R. 8230.4365 subp. 3; M.S. 211B.11)

Assisting with Ballot Errors

The Ballot Counter checks for ballot errors. If it locates an error, the machine will return the ballot. The display will indicate the error. Here are common errors:

- **Skewed ballot**
  Ballot counters should accept a ballot in any orientation, but rotating and re-inserting it in a different orientation can help. Have the voter turn the ballot around and reinsert it with both hands, keeping it straight.
- **Overvoting**
  Overvoting is selecting more candidates for a single office than is allowed. For example, voters can only choose one candidate for U.S. president—voting for more than one presidential candidate is overvoting. In addition, the device may mistakenly identify stray pen or pencil marks as an overvote.
- **Cross-party voting**
  In a partisan state primary, voters can only vote for candidates from one party. If they vote for candidates from more than one party, their ballot will be returned.
- **Blank ballot**
  The machine will return the ballot if it is completely blank. A voter can cast a blank ballot, if they choose. (M.R. 8230.4365)
- **Jammed Ballot**

  See 'Troubleshooting a Jammed Ballot' on page 34.

Procedure for Resolving a Ballot-marking Error

1. **Check the Ballot Counter display for the error message.**
   Do not inspect the voter's ballot.
2. **Explain the error to the voter and offer the voter a replacement ballot.**
   If the voter does not understand your verbal explanation and asks for additional clarification, two judges from different major political parties may discretely review the ballot and advise the voter.

3. **A voter may insist that the ballot be counted as is.**
   Explain to the voter that some or all of their votes may not be counted. If the voter accepts this, the Election Judge may use the override or accept button on the Ballot Counter to cause it to accept the ballot. Voters cannot vote again after their ballot is counted by the ballot counter. (M.R. 8230.4365)

Full Ballot Box Procedure

- Two judges from different major political parties may open the Ballot Box to straighten or empty ballots and make room for more. If removing ballots, seal them in a Ballot Transfer Case and place the case in a secure area.
- In the Incident Log, record the time, the initials of the judges present, and the numbers from any seals used to secure the removed ballots in the transfer case(s). (M.R. 8230.4365, subp. 5)

Troubleshooting a Jammed Ballot

If a ballot gets jammed in the Ballot Counter, ask the voter to remain in the polling place.

- Read the error message on the Ballot Counter to see if the ballot got stuck before or after the machine counted it. Note: the 'jammed ballot' message will remain on the screen and the Ballot Counter will continue to beep until the jam has been cleared.
  - **If ballot was not counted**, an error message will indicate a problem ballot or instruct you to reinsert the ballot.
    - Generally, if a jam occurs and the ballot has not been counted, it must be removed from the front of the Ballot Counter. If it is visible, tug gently back [have the voter do this; the voter may place the ballot into a privacy cover]. If it is not visible, remove the black plastic privacy guard on top of the Ballot Counter. If it is still not visible, unlock the Ballot Counter security flap and pull the Ballot Counter forward a few inches. The ballot will likely be visible out the back of the Ballot Counter. Remove it, being sure to not let it fall into the Ballot Box. [Have the voter] re-feed the ballot after any source of the jam has been corrected [the voter may need to try different ballot orientations]. (Source: Hennepin County)
    - If the ballot jams again, read the new error message and have the voter place the ballot in the secrecy cover. Then accompany the voter to the Ballot Judge, ask for a replacement ballot, and place the spoiled ballot in the Spoiled Ballot Envelope.
  - **If the ballot was counted**, an error message will instruct that the ballot be manually placed inside the Ballot Box.
    - Generally, if a jam occurs and the ballot has been counted, the ballot got hung up on the ballot guides. The ballot guides are silver tines that are located in the upper back portion of the ballot bin. The ballot guides can be bent back slightly to allow more clearance for the ballot. In most cases the ballot will need to be cleared by opening the ballot bin and pulling the ballot down. **Two Election Judges of different major political parties must be present for this operation.** A flashlight is also helpful. (Source: Hennepin County)
    - If the ballot was counted, deposit it manually into the Ballot Box.

If Ballot Counter Stops Working

If the Ballot Counter stops working, have the Head Judge call Election HQ and follow these instructions:

- Do not keep voters waiting while you try to get the Ballot Counter working—immediately open the auxiliary compartment slot. This slot lets voters drop their ballot into the locked auxiliary compartment without being counted by the machine.
- If needed, explain to voters that once the Ballot Counter is operating, Election Judges will process them through the Ballot Counter.
- Voters may use the AutoMARK to verify their ballot has no voter errors before placing it in the auxiliary compartment.
- After the machine is operating again, two judges of different major political parties are required to remove the ballots from the auxiliary compartment and feed them into the Ballot Counter.

Rules for Polling Place Conduct

Persons Allowed In or Near the Polling Place

During voting hours, law allows only Election Judges, people directly engaged in voting, and authorized persons to be present. Ask unauthorized people to leave immediately. Authorized persons are:

- **Persons helping a voter** (see page 38).
- **Children** accompanying voters.
- **Vouchers** (see page 23).
- **Observers** with written authorization from the Office of the Secretary of State, the Hennepin County Auditor, or the City Clerk.
- **Peace officers**, if judges request their presence to keep order.
- **Challengers** appointed in writing by a political party or nonpartisan candidate (see page 41).
- **Teachers**, and **elementary and high school students**, if participating in a mock election that has been authorized by the Secretary of State.
    - Kids Voting is an organization that often carries out a mock election in Minneapolis polling places allowing youth to learn about the voting process.
- **Persons making a written complaint** (see page 37).
- **Media** may enter the polling place to observe the voting process so long as they:
    - Show photo identification to the Head Judge upon arrival along with either a recognized media credential or written statement from a local election official attesting to their credentials.
    - Stay at least six feet from voters.
    - Do not converse with voters or interfere with the voting process.
    - Do not make a list of those voting or not voting.
    - Media may take photos or video while in the polling place, as long all of these guidelines are being followed **and**: 1) they receive the permission of any voters or Election Judges being photographed or recorded; and 2) no photos or video are taken of a completed ballot.
    - No interviews with voters or Election Judges can be conducted in the polling place. Election Judges who receive requests for interviews from any members of the media should contact Election HQ.
    - Record on the Incident Log the time, length of time the media was present, and the name of the media representative. (MS 204C.06, subd. 8)
- **People conducting exit polls** can be on the premises, but not in the room where voting occurs. Depending on the building layout, this may mean the pollster must remain outdoors. An individual conducting an exit poll may only approach voters after they have voted and may only speak with a voter to the extent necessary to ask the voter to take an anonymous written questionnaire. (M.S. 204C.06)
- No one in the polling place should be discussing candidates or issues. This includes voters waiting in line **and** Election Judges. (M.S. 211B.11; 204C.13, subd. 2)

Prohibition on Campaigning

- Campaigning is not allowed in the polling place or within 100 feet of the building. If the polling place is on public property, campaigning is not allowed anywhere on the property, even beyond 100 feet. Note: Per *Schimming v. Riverblood, OAH 7-6347-20326-CV* (June 5, 2009), the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.
- Each polling place will receive a map displaying the zone where campaigning is prohibited (100 feet from the building on all sides).
- The prohibition includes displaying any political or campaign materials inside the polling place, including literature or buttons. Ask the individual to either cover up or remove the political material while in the polling place. If they refuse, explain that eligible voters will be allowed to vote, but any refusal will be recorded and referred to appropriate authorities. Record in the Incident Log the names of those who refuse to cover or remove political material.
- Voters may take sample ballots or campaign flyers into the voting booth but they should not display these materials outside the booth. Remember that voters are not restricted from taking with them other personal items.

Additional Prohibited Conduct

People may not gather or linger in the polling place or within 100 feet of the building. Intoxicated persons and/or liquor are not allowed. Ask individuals to leave if they will not or cannot cease the following:

- Disorderly conduct
- Smoking
- Lingering (M.S. 204C.06)

Voter Complaints

The HAVA Complaint Form (see page 91) must be available to voters upon request. Contact Election HQ to verify the complaint is a HAVA complaint. Inform the voter of the need to complete the form, including their signature, and the requirement that an Election Judge or notary sign and witness it. Voters may complete it at the polling place or take it with them.

On Election Day, you are authorized to sign as a notary on the HAVA Complaint Form. Your signature does not indicate agreement with the voter's statement, but indicates that you witnessed the voter complete the form. Make a note in the Incident Log with details of the event. The voter may give you the form or deliver the form to the address provided on the form. (M.S. 200.04)

Any concern a voter wishes to express that is not a HAVA complaint can be recorded on an Election Day Feedback Form. After the voter completes the form, place it into the Feedback Form Envelope. All completed forms are reviewed by the City and Hennepin County.

NOTE: This form is specific to HAVA complaints. If a voter wishes to express a complaint or compliment, use the Feedback Form (see page 93).

Providing Assistance to Voters

Voters have a right to receive assistance from Election Judges or a person of their choice, except the voter's employer, an agent of the voter's employer, an officer or agent of the voter's union, or a candidate for election. This could include assistance moving through the polling place, reading materials, completing forms, or marking ballots.

Assistance by Election Judges

At the voter's request, two judges from different major political parties can help the voter mark their ballot. When assisting, be sensitive to the specific needs of the voter. Avoid any action that may influence how they vote. Do not give advice or reveal to anyone else how they voted. Direct questions to the voter, not to others with them. Help only as much as requested.

Assistance from Others

An assistant of the voter's choice, except the voter's employer, an agent of the voter's employer, an officer or agent of the voter's union, or a candidate for election, may help the voter in all areas of the polling place, including in the voting booth. However, an assistant can only physically mark ballots on behalf of a maximum of three voters each election. They may provide other forms of assistance, apart from physically marking ballots, to an unlimited number of voters.

- An individual (other than an Election Judge) may not assist more than 3 voters in marking their ballots.
- Generally, once the voter has the ballot in hand, the assistant is considered to be helping that voter with the marking of their ballot. If the assistant merely provides physical aid to a voting booth or table and then steps away from the voter while they vote, this would not be considered assistance with the marking of the ballot.
- Although an individual may not assist more than 3 voters in marking their ballots, **there is no limit on the number of voters that an individual may help otherwise**. However, the individual assisting must be with a voter and may not linger or solicit assistance within 100 feet of the polling place. (see page 37)
- Any individual assisting a voter as described in this section may not request, persuade, induce, or attempt to persuade or induce the voter to vote for any particular political party or candidate. (M.S. 204C.15, subd. 1)
- If an assistant has marked a ballot on behalf of a voter, the voter may show it privately to an Election Judge to confirm that it is correctly marked before placing the ballot in the Ballot Box. (M.S. 204C.15, subd. 1)

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 interpretation when possible. 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 judges of different major political parties must assist.

Curbside Voting

There may be instances when a voter is unable to enter the polling place. In this case, the voter can request that you bring a ballot out to their vehicle. Your Head Judge will assign two judges to assist. Follow these procedures.

1. **Two judges from different major political parties go out to assist the voter.**
   Ask and write down their name, and return inside to check the Roster and determine if the voter is registered.
2. **Take a Certificate of Registered Voter Form (page 79) to each curbside voter.**
   This form takes the place of signing the Roster. If not registered, also bring the voter a registration application.
3. **Have the voter complete the form(s).**
   Ask for proof of residence if they need to register.
4. **Process forms.**
   Give the Certificate to the Roster Judge (if they are registered) or the Registration Judge (if they need to register) in exchange for a receipt. Have the Roster or Registration Judge print 'curbside' on the appropriate Roster signature line. Attach the certificate to the page where the voter's name appears on the Roster.
5. **Exchange the Voter Receipt with the Ballot Judge for a ballot and secrecy folder and take them out to the voter**.
6. **Have the voter fill out the ballot.**
   Provide assistance as needed.
7. **Ask the voter to wait until you confirm the ballot is accepted by the Ballot Counter**.
8. **Place the ballot into the Ballot Counter**. (M.S. 204C.15, subd. 1).
9. **If the ballot is accepted, inform the voter; if there is a ballot error message, follow the procedure on page 33.**

Serving Voters Who Have a Disability

Unfortunately, voters who have a disability continue to face barriers at polling places. These include architectural and physical barriers, as well as barriers from election personnel who have not been properly trained. Over half of respondents in a recent national survey reported encountering barriers, including attitudinal, inside the polling place. 20% said they were prevented from exercising a private and independent vote.

As an Election Judge, it is your responsibility to do everything within your ability to help each and every voter participate equally in the process. Polling place setup is the area where Election Judges most often fail to meet their obligations to voters who have a disability. Carefully review setup principles for accessibility on page 7, and thoughtfully apply them to your polling place space.

If you see a voter with a disability experiencing difficulty, ask before helping - don't touch the voter or their equipment without permission. A majority of voters with mobility impairments don't need assistance.

Voters Who Are Blind or Have Low-Vision

If asked to help a blind or low-vision voter navigate the polling place, offer your arm for them to hold, then paint a verbal picture of the pathway; give specific information about upcoming obstacles. Tell the voter when you're leaving or when another judge will be taking over to assist them.

When a blind voter with a guide dog approaches, don't interact with the dog. The dog has a job to do, and by distracting the dog you might endanger the voter.

All Election Judges must be ready to use the tools at their disposal to aid voters with accessibility needs. Tools available in Minneapolis polling places:

- Magnification card
- Magnification bar
- Signature guide
- AutoMARK

Voters Who Are Deaf or Hard of Hearing

Be alert for deaf voters, voters who are hard of hearing and voters with speech disabilities. Speak calmly and directly to the voter. Avoid the common impulse to talk louder to people with hearing impairments. If the voter doesn't understand you, try rephrasing — rather than just repeating yourself. Sometimes written communications work best. Remember, the goal is to provide effective assistance to these voters, while protecting their privacy and respecting their dignity.

Tools available in Minneapolis polling places to aid voters who are deaf or hard of hearing:

- Scratch paper
- AutoMARK

Voters with Cognitive Impairments

Only a court can decide if someone is not competent to vote. No one can make this decision on someone's behalf, including a spouse, children, caregivers, doctors or nurses. Election Judges cannot challenge the eligibility of a voter on account of that person's perceived cognitive capability.

Persons have the right to vote when they are under guardianship, conservatorship, or if someone else has power of attorney, as long as a court order did not explicitly restrict the right to vote.

The AutoMARK

The AutoMARK is a device designed specifically to aid voters with the marking of their ballot available in every Minneapolis polling place. Voters with accessibility needs may find the AutoMARK useful, but it is available for any voter who would like to make use of the device. Voters in need of language assistance or those that may be more comfortable with oral, rather than written, English may find the AutoMARK useful as well. See page 61 for more details.

Contesting a Voter's Eligibility

An Election Judge, any eligible voter in the precinct, or an appointed challenger may contest a voter's eligibility, if they have personal knowledge that the person is not eligible to vote.

Suspicion is not a basis for making a challenge; the challenger must personally know that a specific person is not eligible to vote for a specific reason.

Appointed Challengers

Major political parties and/or nonpartisan candidates can appoint one challenger per precinct, who may remain in the polling place for the day. Challengers are not poll watchers; the only action a challenger may take is to contest a voter's eligibility, if and only if they have personal knowledge of that voter's ineligibility. If this happens, the Head Judge will follow the procedure below.

If you have doubts whether the challenger should be present, ask to see their credentials or check with Election HQ. You have a right to eject a challenger who violates these provisions after being asked to cease any prohibited activity.

All challengers must:

- Present the Head Judge their written appointment from a political party or a nonpartisan candidate (appointments cannot be made by partisan candidates). Appointments must be made in writing.
- Prove their Minnesota residence by presenting one of the proofs of residence accepted for Election Day registration (see page 22). Challengers are not required to prove residence in the precinct where they are appointed. (M.S. 204C.07)
- If possible, provide a chair within view of the Roster and Registration tables but out of the way of voters for the challenger to observe.

Code of Conduct for Appointed Challengers

- A challenger can only challenge a voter's eligibility based upon their personal knowledge that the voter is not eligible to vote there.
- A challenger cannot speak to the voter, and should only speak to the Head Judge when initiating a challenge. All challenges must be made in writing.
- Challengers cannot be disruptive, handle or inspect Voter Registration Applications, files, or lists. They cannot make lists of who did or did not vote.
- Designate an area near the Roster and registration table but away from voters and provide a chair to the challenger.
- Challengers cannot take photos within the polling place.
- Challengers cannot go within six feet of the Ballot Counter.
- Challengers cannot attempt to influence voting.
- Challengers cannot compile lists of voters to challenge on the basis of mail sent by a political party that was returned as undeliverable or if receipt by the intended recipient was not acknowledged in the case of registered mail. (M.S. 204C.07)

Procedure for Making a Challenge

If a voter's eligibility is contested by a challenger, an Election Judge, or any other voter, you or another designated judge must resolve the challenge in this manner:

1. **Have the challenger complete the Oath of Challenge to Voter's Eligibility form.**
   On the form the challenger states the basis of their challenge in writing. A challenger should speak to the Head Judge and cannot speak to voters.
2. **Have the challenged voter swear or affirm the following oath:**
   'Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?'
3. **Question the voter regarding the reason for the challenge.**
   Questions will differ depending on the challenge being made. Examples may be:
   - 'What is your full name?'
   - 'What is your residential address?'
   - 'Are you at least 18 years of age?'
   - 'Are you a citizen of the United States?'
   - 'Are you under court-ordered guardianship in which the court order revokes your right to vote; or found by a court to be legally incompetent?'
   - 'Are you on probation or parole for a felony conviction?'
4. **If the voter's answers indicate that they are eligible to vote in the precinct:**
   They can sign the Roster and vote.
5. **If a challenger persists with the challenge:**
   If the challenger persists with the challenge and the voter continues to say they are eligible to vote, have the voter verbally repeat the oath (affirmation) at the top of the polling place Roster; after the voter signs the Roster, you must allow them to vote.
6. **Make notations.**
   Make notations on the Oath of Challenge to Voter's Eligibility Form and Roster Challenge Log as appropriate. Inform the challenger they may contact the county attorney to pursue the matter further. (M.S. 204C.12)

Refusing or Failing a Challenge

If a voter refuses to answer questions, is not eligible, or refuses to sign the Roster, inform them that they cannot vote now or later in the day. Print 'Refused Oath' or 'Not Eligible' on the appropriate Roster signature line, and make a note in the Roster Challenge Log.

Closing the Polls

Overview

- At 8 p.m., announce: 'The polls are closed.' Everyone in line at that moment is allowed to vote, including anyone waiting to register to vote. Those who arrive after 8 p.m. cannot vote. It is good practice to give the last voter in line a 'last voter' card or have a judge stand at the end of the line to mark the last voter.
- Do not take down your polling materials or equipment until the last voter has finished voting. Remove the U.S. flag from outside of the polling place.
- Do not lock the doors to the polling place once voting has ended. The public is welcome to watch closing activities and inquire about vote totals, though no one may interfere with your work. Public observers do not have to provide credentials to be present.
- Closing activities consist of the following:
    - Completing the precinct Results Tapes and Voter Statistics Worksheet and other reports.
    - Taking down the U.S. flag, packing up and saving posters and supplies.
    - Packing up voting stations, Ballot Counter, and AutoMARK.

Transmitting Results and Closing the Voting Equipment

Head and Assistant Head Judges are responsible for closing the Ballot Counter and the AutoMARK. The Guides below are included in this Manual, as well as in your polling place supplies:

- Ballot Counter Closing Guide (page 59)
- AutoMARK Closing Guide (page 68)

Voter Statistics Worksheet and the Results Tapes

Your primary task after the polls close is to gather various statistics of the official results of your precinct into a document called the Voter Statistics Worksheet (also referred to as a Summary Statement; see page 95 for an example). To complete the Voter Statistics Worksheet, you will need data from one of the results tapes (Voting Results Reports) and other documents such as the Rosters and the Incident Log. The results tapes will include spaces at the bottom to enter all statistics needed for the Voter Statistics Worksheet. (M.S. 204C.24)

Closing Procedures

1. **Process ballots in the auxiliary compartment.**
    - Remove any ballots from the auxiliary (emergency) voting compartment of the Ballot Box. Insert them into the Ballot Counter. During voting hours this requires two judges of different major political parties, but after the polls have closed, it does not.

- Occasionally, the Ballot Counter will reject a ballot because it is damaged or the voter used the wrong type of pen. The ballot is still valid, so you will need to make a duplicate ballot that the Ballot Counter will accept. Two judges from different major political parties do the duplication using the process found on page 45. (M.R. 8230.4365)
- Once it has been confirmed that all voted ballots have been inserted in the Ballot Counter, a judge may begin to pack the voted ballots in the transfer case.

2. **Print results tapes.**
   - After all voted ballots are counted, follow the guide on page 59 to close the Ballot Counter. The machine is programmed to print the number of required copies of the results tape. The first results tape should be an unbroken continuation of the tape with the Zero Totals Report from the morning and problem messages during the day.
3. **Transmitting the results**
   - Prior to transmission, confirm that the number of voted ballots equals the number of Voter Receipts. If the numbers do not match you must call Election HQ for approval to transmit.
   - Transmit the totals to Election HQ. Post one of the results tapes in the polling place for public viewing. Let observers know that precinct vote totals do not include votes cast by absentee voters.
   - Once transmission is confirmed, remove the memory stick and complete closing procedures for the Ballot Counter.
4. **Complete the Voter Statistics Worksheet** (see following section for instructions).
5. **Seal ballots in the Ballot Transfer Case(s)**
   - Seal the voted ballots in the Ballot Transfer Case(s) with the rat-tail and two Ballot Transfer Case Certification Seals. **At least 4 judges** must sign each of the Ballot Transfer Case Certification Seals (two per case) and affix them to the cases so that they cover the opening in a way that the box cannot be opened without the seals becoming broken.
6. **Pack up and return materials (**M.S. 204C.27).
   - Refer to the Items to Return to Warehouse Election Night form (example on page 102). Using this form, you will know exactly which items must be delivered to the Election Night drop-off site, and which to leave in the polling place.
   - **Two Election Judges** from each precinct in Minneapolis are required to sign the Items to Return to Warehouse Election Night form, and deliver the returns in the same vehicle to the drop-off site.
     - The Items to Return to Warehouse on Election Night Form is in the Closing Bag in the Blue Supply Case.
   - The drop-off site is located at 732 Harding St. NE, Minneapolis, MN 55413, just south of 35W.

Completing the Voter Statistics Worksheet

The Voter Statistics Worksheet is a summary of the essential information that is recorded in the polling place on Election Day. The information is the same data that is recorded on all results tapes. It must be completed and signed by the Head Judge and another Election Judge. It contains the following statistics:

- The number of persons registered at 7 a.m.

- Found on the back page of the Roster (Registered Voters Roster).

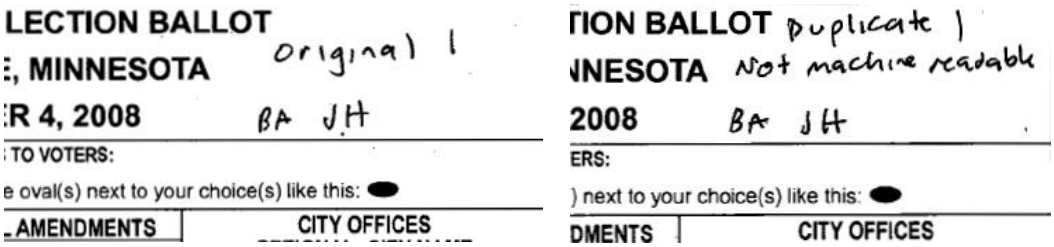
- The number of Election Judges who worked in the precinct
- The number of voting booths in the precinct
- The total number of Election Day registrations
  - Count the number of signatures on the New Registrants Green Roster or the number of registration applications.
- The total number of Voter Receipts
- The total number of persons voting (the public count)
  - Found on the results tapes. This number must match the number of Voter Receipts. If it does not, contact Election HQ.
- The number of spoiled ballots
  - Count the number of ballots in the Spoiled Ballot Envelope.
- The number of duplicated ballots
  - Count the number of ballots in the Duplicate Ballot Envelope.

For a sample Voter Statistics Worksheet, see page 95.

Process for Duplicating Ballots

Occasionally, the Ballot Counter will reject a ballot because it is damaged or the voter used the wrong type of pen or vote mark. The ballot is still valid, so you will need to make a duplicate ballot that the Ballot Counter can scan and count. Two Election Judges from different major political parties do the duplication.

1. **Label ballots as 'original 1' and 'duplicate 1.' Number subsequent ballots consecutively**.
2. **Note reason for duplication on the duplicate ballot. For example, write 'torn ballot.'**
3. **One judge reads the votes to the other judge who marks the duplicate ballot accordingly**.
4. **If voter intent is in question, follow the rules in the next section for determining voter intent**.
5. **Both judges initial both the original and duplicate ballots. When finished, both judges compare the ballots to be sure the duplicate is correct and matches the original**.
6. **Insert the duplicate into the Ballot Counter**.
7. **Place the original in the Duplicate Ballot Envelope. Record the number of original ballots in the envelope and seal the envelope**. (M.S. 206.86, subp. 5; M.R. 8230.3850)



Determining Voter Intent

Minnesota law requires that every effort be made to accurately count all votes on a ballot. Never reject a ballot for a technicality if it is possible to decide what the voter intended, even if the voter made a mistake or damaged the ballot. Count only those offices for which you can decide voter intent, using these rules:

- **A ballot may be marked with a pencil or a pen or both**.
- **Voter marked too many candidates for the same office, including write-in candidates**. Do not count any of the votes for that office but count the rest of the ballot.
- **Voter voted both 'Yes' and 'No' on a question**. Do not count any of the votes for that question but count the rest of the ballot.
- **Two candidates were marked, and the ballot shows the voter tried to erase one of the marks**. Count the vote for the remaining marked candidate.
- **Voter wrote a write-in candidate in the proper place on a general election ballot but did not fill in the oval**. Count the vote. Remember, write-in votes are not allowed in primary elections
- **A write-in vote was misspelled or abbreviated**. Count the vote if the intended candidate's identity is clear. An oval by the write-in line need not be marked to be counted.
- **Voter voted for candidates from more than one party in a primary election**. Voter intent cannot be determined, so the entire partisan portion of the ballot is defective. Do not count any of the partisan votes on the ballot.
- **Two or more persons are to be elected to an office but the voter did not choose the maximum number allowed**. Count only those that are marked.
- **Voter wrote an identification number or signed their name anywhere on the ballot; or wrote someone else's name on the ballot completely outside of a write-in space**. The voter has identified the ballot, and the entire ballot is defective. Do not count any of the votes on the ballot.
- **Voter used a mark other than filling the oval but the intention is clear**. Count the votes for each candidate. If the voter used two or more different marks, for example an 'x' and a check-mark, count the votes unless it is evident the voter intended to make the ballot identifiable.
- **Ballot has extraneous marks outside the ovals**. Count the ballot.
- **Ballot is slightly soiled**. Count the ballot.
- **Voter's mark is outside of the oval, but on or so near a name or space that it is clear the voter intended to mark the name**. Count the vote. (M.S. 204C.22)

Delivering Election Returns (M.S. 204C.27)

The Items to Return to Warehouse on Election Night Form is in the Closing Bag in the Blue Supply Case. By following the form from beginning to end, you will know exactly what needs to be taken to the drop-off site, and what can be left in the polling place.

- The drop-off site is located at 732 Harding St. NE, Minneapolis, MN 55413; a map to the site is on the back of the form.
- **Two** Election Judges must sign the list, and must deliver the returns in the same vehicle to the drop-off site.

Head and Assistant Head Judge

The Head Judge is the manager of the polling place and has completed at least one additional hour of required training for handling some of the more complex duties. As a Head Judge, you oversee the polling place, assign judges to specific tasks, and give others direction as needed. You also:

- Perform pre-Election Day duties, contact your Election Judge team and polling place contact, pick up the precinct supplies, and perform set-up activities.
- Ensure supplies are ready before opening.
- Oversee polling place setup. (See page 7).
- Administer the Election Judge oath; this is part of the Official Precinct Certification Form (page 94), which all Election Judges in each polling place must sign.
- Conduct emergency judge training for any replacement judges. (See page 52).
- Resolve questions and problems during Election Day.
- Complete election returns and other forms.
- Close the polling place and return materials. (See page 46). (M.R. 8240.1750; M.S. 204B.20)

Assistant Head Judge

The Assistant Head Judge shares all of the duties of the Head Judge. The only difference is that the ultimate decision-making authority within the polling place lies with the Head Judge.

Pre-Election Day

Contacting Your Election Judges

- Approximately two weeks before Election Day you (Head Judge only) will be mailed a list of Election Judges who are scheduled to work at your polling location along with their contact information.
- Contact each one of the Election Judges on your team. Confirm they are working and the hours they will work. Take this opportunity to assess their level of experience and begin to plan what duties each judge will be best suited for.
    - If there are any staffing concerns, contact the Election Judge Coordinator at (612) 673-3870.
- Note: The list of Election Judges assigned to your poll is subject to change due to Election Judge availability and party balance. The final list will be provided on the supply pick–up day.

Supply Pick-up and Polling Place Visit

- The Monday before each election, you are required to pick up certain materials from Minneapolis City Hall (Election HQ), review and familiarize yourself with the supplies provided, and confirm that precinct-specific materials are for your polling place. Call Election HQ immediately if any supplies are missing or incorrect.
- Be sure to call your polling place contact in advance to arrange a time for pre-setup. You and another judge may be paid up to two hours each for preparing for the election.

- Review the access and the approved layout and remind the building contact that the building must be opened by 6:00 a.m. Tuesday morning.
- If the polling space is available before Tuesday, you may begin initial set-up such as setting up the tables and voting booths in place.
- Take time to review the materials in the Blue Supply Case and materials you received in training.
- Reminder: Secure the materials received on Monday to ensure that the privacy of sensitive voter information is respected. They must not be left in a vehicle overnight.

Polling Place Set-Up

Judges arrive by 6:00 a.m. You will:

- Make proper introductions.
- Administer the Election Judge oath.
- Review the Hot Tips/Notices sheet.
- Assign and review the duties each team will perform to set up the poll and when the poll opens.
- Assign lunch and break schedule.
- Verify that each Election Judge enters their start time on the timesheet; both paid and volunteer judges must sign in. Remind them to enter their end time when they leave the poll.
- Ensure the poll is ready and opened at 7:00 a.m. Voting equipment must be opened and operational, precinct specific materials must be verified, supplies must be set up at each duty station, and signs must be posted in the correct areas inside and outside the polling place.

Opening the Voting Equipment

Head and Assistant Head Judges are responsible for opening the Ballot Counter and the AutoMARK.

You may assign a team judge to assist with opening the equipment so the Assistant Head Judge can supervise other poll set-up activities. See pages 57 and 61 for detailed instructions for each machine.

Head and Assistant Head Judge Responsibilities during Voting Hours

You are the managers of the polling place who manage, problem solve, and may temporarily fill in at a specific duty.

- Maintain a professional and voter friendly environment; ensure the neutrality of all Election Judges and that each voter is treated with respect and in a pleasant manner.
- 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 point of contact with Election HQ.
- Assist voters and Team 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 (i.e. Voter Registration Applications, Voter Receipts match Ballot Counter, etc.).

Election Day Activities Specific to Head and Assistant Head Judges

You are responsible for assisting voters and Team Judges for the following activities. Please refer to each section for details:

- Roster challenges and notations (See pages 18-20).
- In-person challenges from a challenger (See page 41).
- Curbside voting (See page 39).
- Feedback Forms and HAVA Complaint Forms (See pages 93 and 91 respectively).
- Media relations (See page 36).
- Oversee voter services; vouching, voter assistance, authorized persons and activities in the polls, and poll management. (See page 36).

Election Day Activities Requiring Party Balance

Activities that require party balance must be completed by two judges of different major political parties. These are:

- If Election Judges assist a voter with the physical marking of the voter's ballot.
- Explaining a ballot-marking error to a voter by examining the ballot itself.
- Curbside voting.
- Opening either the DS200 Ballot Counter auxiliary compartment or Ballot Box during voting hours.
- Duplicating ballots.

Poll Management

The primary goal of polling place management is maintaining an orderly and voter friendly environment. If you have long voter lines, assign additional Greeter Judges to assist voter flow.

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 that there is a 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 Judge 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.

Emergency Preparedness

If a fire, a weather emergency, or another type of emergency occurs during voting hours, take steps to protect yourself and the other people in the polling place. Familiarize yourself with evacuation plans for the polling place. Do not worry about election supplies until after everyone in the polling place is safe.

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. **Choose a location to meet outside; designate Election Judges to assist voters exiting the poll**.
2. **Record the public count from the Ballot Counter and the time on the cover of the 'A' polling place Roster**.
3. **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,
   c. The Power button will immediately turn light red.
   d. After about a minute the button will turn deep red.
   e. Release the Power button and it will turn white.
   f. Snip the wire and remove the memory stick (wire cutter is in Closing Bag in a 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**:
   - Polling place Rosters (Registered Voters Roster and New Registrants Green Roster)
   - Completed Voter Registration Applications
   - Memory stick (if able to complete step 3)
8. **Exit the polling place and account for all members of your election team**.
9. **As soon as you are in a secure location, call Election HQ for further instructions about the voting process**.

If The Polling Place Can Be Reopened:

1. **Resume voting by using the auxiliary compartment of the Ballot Counter**.
2. **Call Election HQ to advise that 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:

1. **Call Election HQ for instructions regarding emergency voting**.

Police, Fire, and Medical Response (911)

Call 911 for any problem or situation requiring a response from police, fire, or medical personnel:

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 HQ**.
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
   - Name 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
   - Names and telephone numbers of other witnesses.
7. **Call Election HQ when the situation is resolved**.
8. **Record the time and resolution of the situation on the Incident Log**.

Non-Emergency Injury or Accident

For situations that do not require 911 assistance, follow steps 6-8.

Change of Polling Place

Contact Election HQ if your polling place is unusable and you must move to a new polling place. You will be directed to a location as near as possible to the original polling place. Publicly announce the change to the voters present and post a notice in a location visible by voters from their motor vehicles. Post a similar notice of the change in the new polling place. (M.S. 204B.17)

Emergency Judge Training

You are responsible for training replacement Election Judges appointed on Election Day. Follow these steps for emergency training (M.S. 204B.23):

1. **Call and notify Elections HQ regarding the emergency appointment**.
   - Have the replacement judge complete the information as directed on the Payroll Roster.
   - Document on the Incident Log.
2. **Perform the Election Judge Oath. On the Official Precinct Certification Form next to the new judge's signature write 'the new Election Judge was elected to fill a vacancy.'** (M.S. 204B.25)
3. **Review with a replacement judge all procedures and duties that are assigned to the replacement judge**.
4. **Provide additional instruction as necessary throughout Election Day**.

Emergency Voting Procedure

If a voter's name was erroneously left off the Roster and the person refuses or is unable to complete the Election Day registration procedure, follow this emergency voting procedure.

1. **Contact Election HQ to verify that the person is registered**.
2. **If registration is confirmed and authorization is received from Hennepin County, have the voter print the required name and address information on the bottom of the Roster page where the voter would have been listed alphabetically**.
3. **Two Election Judges note on the Roster that the voter was permitted to vote pursuant to instructions from Hennepin County**.
4. **Two Election Judges initial the voter's entry on the Roster**.
5. **Give the voter a receipt and direct the voter to the Demonstration or Ballot Judge**.
6. **Make a note in the Incident Log**. (M.R. 8200.3800)

Incident Log

- Instruct all judges to inform you of any unusual events or problems and record them in the Incident Log. For example, if the Ballot Counter stops operating, a disturbance has occurred in the polling place, a voter's name is missing from the Roster, or if a voter is upset about something that happened in the polling place, etc. Record this information, the time the event occurred, and the resolution in the Incident Log.

- The Incident Log is key to solving problems at the end of the day. For instance, if ballots and signatures don't match at poll closing, check the Incident Log to find clues.
- Include as much detail as possible in case further investigation becomes necessary.
- The following events and information must be recorded in the Incident Log, if they occur:
  - Discrepancies in ballot counts (M.S. 204C.09)
  - Ballots found in voting station (M.R. 8230.1050)
  - Facts surrounding excess ballots (M.R. 8230.2030)
  - Opening a Ballot Box during voting hours (M.R. 8230.4365)
  - Irregularities or discrepancies with the Ballot Counter seal (M.R. 8230.4365)

Monitoring and Mentoring

You will be required to evaluate each Election Judge after every general election. A list of Election Judges, the evaluation form, and instructions will be in your supply envelope. The instructions will inform you if the evaluations can be completed electronically.

Through monitoring and mentoring judges during Election Day, you will have the appropriate information to evaluate each judge. Every Election Judge deserves to know how well they performed. Acknowledge judges on duties or tasks performed well and through the use of CPR techniques (see section below). 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 the 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 judge?

Note: If you have a concern about the performance of an Election Judge at a primary election, call Election HQ.

Mentoring Election Judges by Duty

Your primary duty is to provide voter services in a voter friendly environment while 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 Election Judges to limit personal conversations with neighbors and friends.

Always take every opportunity available to mentor judges. Your judges are valuable and important too. Through auditing, provide immediate positive correction. This ensures all documents are accurate and enables each Election Judge to be successful performing 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 Form 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.

For Mentoring and Correcting Election Judges: Use CPR

C = Compliment

P = Positive correction

R = Review

This is an easy process to follow when correcting an 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 advice on corrections is provided, first compliment the judge on some aspect of his/her performance. For example, you might compliment the judge on a portion of the task performed correctly or done well. It is important that the compliment be descriptive and specific.

Positive Correction

Reinforce the desired action by demonstrating the correct 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 Voter Registration Application, showing their work and comparing it to the correct way will be helpful so the judge will understand better.
- Review the rule or procedure. Sometimes a judge may have forgotten the rule or may have 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 to 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 HQ. You may be directed to request the Election Judge to leave the polling place and document this in the Incident Log.

It is important that every Election Judge follows the procedures in the polling place. If an Election Judge performs incorrectly or exhibits inappropriate behavior, it must be addressed. Make it clear in the **CPR** process if necessary that continued poor performance could result in not serving in future elections or immediate termination.

Absentee Ballots and A.B. Runners

The Roster notation 'A.B.' next to a voter's name indicates the voter has cast an absentee ballot. The voter cannot vote in the polling place. Rosters are printed several days before Election Day. However absentee voting goes through Election Day. On Election Day, Election Judges called 'A.B. Runners' verify that an absentee voter did not vote in the poll and if not update the Rosters of voters who voted by absentee ballot.

Procedure:

1. **The A.B. Runner will provide identification and ask for the Head Judge**.
2. **The Head Judge will assign Election Judges from the Roster and Registration tables to assist the A.B. Runner**.
3. **Roster Table**:
   - The A.B. Runner will state each voter's name on the list and the assigned Election Judge will locate each name in the Roster.
   - If the voter has not voted at the polling place (no signature) the A.B. Runner will stamp 'A.B.' on the appropriate signature line of the Roster.

   Registration Table:
   - The A.B. Runner will state each voter's name on the list and the assigned Election Judge will verify that the voter has not registered and voted.
   - Upon Completion, the A.B. Runner will replace the list already in the polling place with an updated Absentee Election Day Registrants for Polling Place.

You may receive a call from Election HQ after the deadline for agent delivery (3 p.m.) to determine whether voters whose absentee ballots were received via this method have already voted in-person. (M.S. 203B.121)

Health Care Facility Judges

Judges certified as Health Care Facility (HCF) Absentee Ballot Judges may deliver a ballot to an eligible voter who is a temporary or permanent resident or patient in a HCF or hospital located in the municipality in which the voter maintains residence. An eligible voter may register to vote at the time of application by filling out a Voter Registration Application and presenting an authorized proof of residence. (See page 22)

An application for an absentee ballot must be filed with the County Auditor or City Clerk. Voters who expect to be permanently unable to go to the polling place on Election Day may apply to the county auditor or clerk to receive an absentee ballot application before every election. Ballot delivery takes place during the 20 days preceding an election with the following exceptions on Election Day.

On Election Day, the judges deliver absentee ballots to eligible voters who:

- Became a resident or patient on the day before the election, and
- Asked the County Auditor or City Clerk for an absentee ballot by 5 p.m. on the preceding day, and
- Submits an application to the HCF absentee judges who deliver the absentee ballots.

Two judges from different major political parties must travel together in the same vehicle to deliver and return ballots. Two judges must be present when an applicant completes the certificate of eligibility and marks the absentee ballots. The judges may assist the applicant at the applicant's request. The return envelopes containing the marked absentee ballots should be deposited in a sealed container and returned to the City Clerk on the same day. (M.S. 203B.11; M.S. 203B.04)

Operating the Ballot Counter

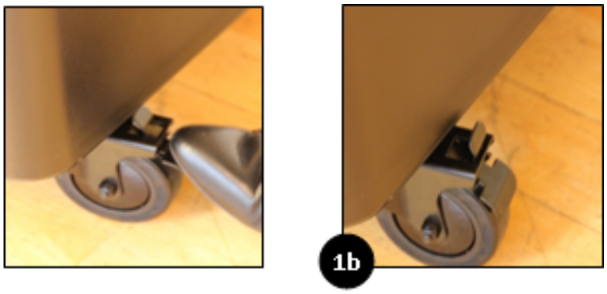
The Ballot Counter, also called the DS200, scans the ballot and stores vote totals for reporting after the polls close. The Ballot Counter (the actual computer) sits on top of the Ballot Box and the auxiliary compartment (but often the entire unit is referred to as the Ballot Counter). When a voter inserts a ballot into the counter, the machine reads the votes and deposits the ballot into the Ballot Box for storage. Each machine will have one Ballot Box for counted ballots and one auxiliary compartment into which ballots may be manually inserted in case the Ballot Counter becomes inoperable.

Ballot Counter Opening Guide:

1. Position the Ballot Counter

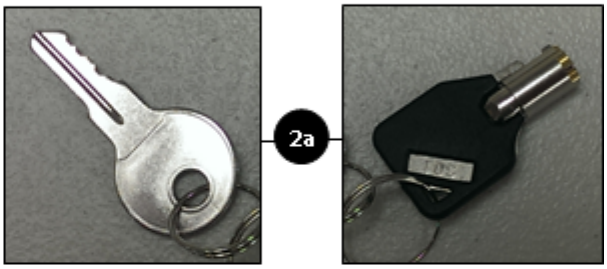
a. Move the Ballot Counter into the designated area.

b. Lock the wheels on the Ballot Counter to keep it from moving. Do this by rotating the wheels perpendicular to the side of the Ballot Counter and pushing down on the pedal on top of each wheel.



2. Open and Empty the Ballot Box

a. There are two keys for the Ballot Counter. The Flat, Silver Key opens the Ballot Box, Auxiliary Compartment, the Power Cord Compartment, and the front of the Clamshell. The Barrel Key is used for the computer itself that is stored within the clamshell.



b. Unlock and open the two doors on the front of the Ballot Counter. The small door on top accesses the Auxiliary Compartment, and the large, bottom door accesses the main Ballot Box. Make sure the Silver Flap covering the opening to the auxiliary compartment is in the upright position to prevent ballot deposit when the counter is operational.

c. On Election Day, certain supplies will be stored within the Ballot Box before opening such as blank ballots. Remove these materials and ensure that they match your precinct.

d. Confirm that both the Auxiliary Compartment and Ballot Box are empty.

e. Close and lock both doors.

3. Set up the Ballot Counter

a. Use the Flat, Silver Key to unlock the door at the back of the Clamshell.

b. Gently remove the Power Cord and plug it into a power source; you will hear a soft beep.

c. The door to the Power Cord Compartment will remain open throughout the day. Ensure that it is protected and secure.

d. Unlock the front of the Clamshell with the Flat, Silver Key and release the two latches to open it and access the counter itself.

e. Use the Barrel Key to unlock the screen. Gently lift the screen upwards. You will hear a beep. Wait for a few minutes for the system to power up. An Initial State Report will print, do not tear off the tape.

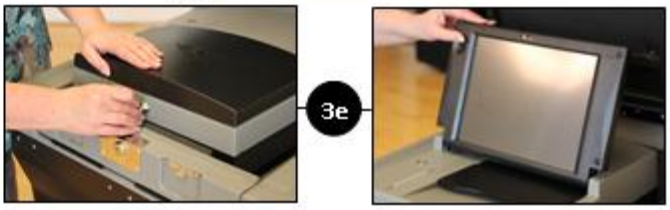
f. **You may begin seal verification during power up**. Unlock the Memory Stick Compartment with the Barrel Key, verify that the seal is intact, and that the Seal Number matches the one listed on the Opening the Polls section of the Official Precinct Certification Form. **If the seal is broken or does not match, call Election HQ.**

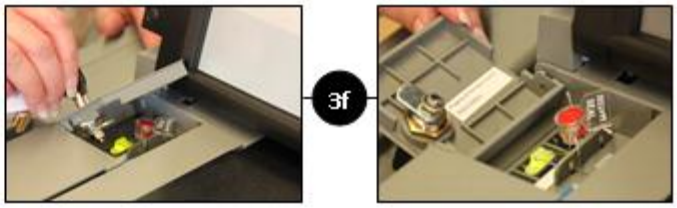
g. On the touch screen, press 'Open Poll.' The Zero Totals Report will print, **do not tear off the tape**.

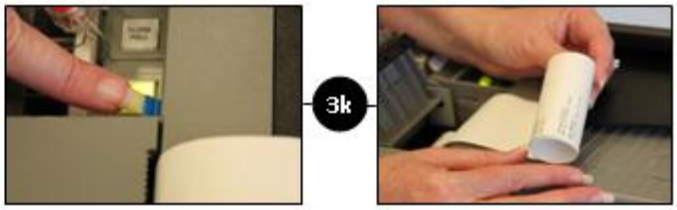
h. Compare one of your Precinct Ballots to make sure that it contains the same offices and candidates listed in the same order as on the **Zero Totals Report**.

i. On the touch screen, press 'Go to Voting Mode.'

j. The message on screen at this point should read: 'Welcome. Please insert your ballot.' The Public Count should also read: '0.' **If either of these do not display correctly, contact Election HQ**.







k. Press the Blue Lever inside the Memory Stick Compartment to release and lift the Printer Compartment Door. Next, carefully roll up the Zero Totals Report and secure it inside the Printer Compartment. Press down firmly on the Printer Compartment Door to close it. Lock the Memory Stick Compartment using the Barrel Key.

l. **Double check to make sure the machine is connected to power**. If you see a battery symbol in the upper right hand corner of the screen, check the Power Cord.

Ballot Counter Closing Guide:

1. Confirm all voted ballots are counted

a. Process any ballots contained in the Auxiliary Compartment through the Ballot Counter. This requires 2 judges of different major political parties (party balance).

2. Verify the Ballot Counter seal

a. Unlock the Memory Stick Compartment to verify the Seal Number.

b. Complete the Closing the Polls section of the Official Precinct Certification Form.

3. Close the polls and print Results Tapes

a. Press the Blue Lever inside the Memory Stick Compartment to open the printer door.

b. Unroll the tape containing the Zero Totals Report from the Printer Compartment and close the Printer Compartment Door, ensuring that the tape is aligned properly for printing. **Be careful NOT to tear the tape off.**

c. Hold down the 'CLOSE POLL' button inside the Memory Stick Compartment for five seconds, then release it.

d. On the screen, press the red 'Close Poll' button. Results Tapes (also called: 'Voting Results Reports') will be printed at this time. The machine will automatically print enough tapes for the Return Envelopes. **NOTE: If the printer door has not been closed properly, printing will not begin.**

e. Completely fill out the statistics at the beginning of each copy of the Results Tape.

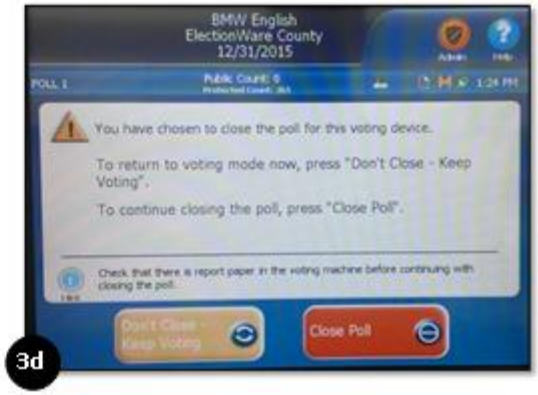
f. Four Election Judges minimum must sign the bottom of each Results Tape.

g. **Post one of the Results Tapes for viewing by the public**. Ensure that all Results Tapes are ultimately replaced into the Results Envelopes.

2a

3a

3b



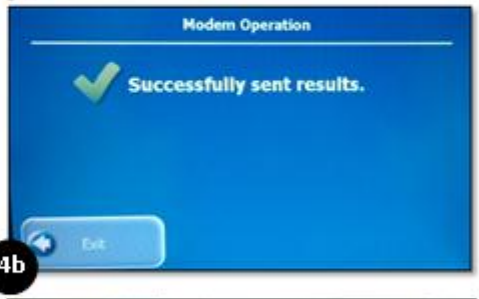
3d

4. Begin Modem Process

a. The Modem Operation screen will appear soon after automatic report printing finishes. Press the Begin Modem Process button to begin transmission.

b. When transmission is complete, the screen will read: 'Successfully sent results.' Press 'Exit' to continue.

4a



4b

5. Shutting down

a. Press the 'Finished—Turn Off' button in the lower-right-hand corner of the screen. The machine will power down.

6. Memory stick / closing up

a. Once the Ballot Counter has completely powered down, unlock the Memory Stick Compartment, cut the Memory Stick Seal with wire cutters, and remove the stick and seal.

6a

b. Place the Memory Stick into the Memory Stick Envelope, and the Memory Stick Seal into Results Envelope A.

c. Lock the Memory Stick Compartment with the barrel key.

d. Unplug the Power Cord. The machine will beep.

e. Fold the screen down and lock it with the Barrel Key.

6e

f. Shut and latch the Clamshell; lock it using the Silver Key.

g. Wind and secure the Power Cord within the rear of the Clamshell to the left of the Power Brick. Lock rear door using the Silver Key.

7. Ballots

a. Remove voted ballots and place them in the white Ballot Transfer Case.

6f

b. Sign the Transfer Case Certification Seal(s) and seal the Ballot Transfer Case(s).

c. Secure unvoted ballots within the Ballot Box and complete the Ballot Tracking Form. Store extension cords in the ballot box as well.

6g

8. Doors & wheels

a. Ensure that all doors on the Ballot Counter are locked; unlock the wheels by pressing the top of the wheel lock towards the ballot box.

Operating the AutoMARK

The AutoMARK is a ballot-marking device. A ballot-marking device must be present in every polling place so that all individuals have the same opportunity for access and participation. It provides privacy and independence to voters who cannot, or choose not, to vote using a pen, including voters who prefer oral rather than written words. This could include voters with low literacy levels, voters who speak English as a second language, or voters with cognitive or physical disabilities. The AutoMARK can display the ballot in large print or with a high-contrast background; it can read the ballot to the voter through headphones; and it allows the voter to select candidates through a keypad, touchscreen or sip-and-puff device. (M.S. 206.57, subd. 5)

Any voter can choose to use the AutoMARK to complete their ballot. In some polling places it is used frequently, and in others only rarely—what matters is that it is ready to use when a voter requests it. If you are working in your home precinct, try using it to mark your ballot to familiarize yourself with the system.

To assist you, the AutoMARK Opening and Closing Checklists are in **Blue.**

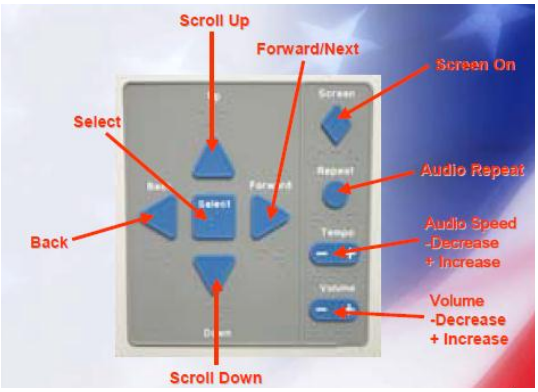
Features

When the voter inserts a ballot, an electronic version of it appears on the screen. It allows a voter to view and mark the ballot in various ways:

- It allows selections by touching the screen, pressing keys on the keypad, or the use of a sip-and-puff device.
- It can read the ballot to a voter through headphones.
- A voter can turn the screen off for increased privacy.
- The audio description of the ballot can be used in place of or in conjunction with the visual version on the screen.
- The device checks for ballot-marking errors (see page 33), such as cross-party voting during a primary election or other voter errors. A summary screen allows the voter to review their choices.
- The device prints a voter's choices on the ballot and returns the ballot to the voter so that it may be placed into the Ballot Counter.

NOTE: Voters may sometimes mistake the AutoMARK for a Ballot Counter. Being aware of this throughout the day can help ensure voters are correctly directed to the Ballot Counter once they finish voting with the AutoMARK or at a voting booth.

The AutoMARK

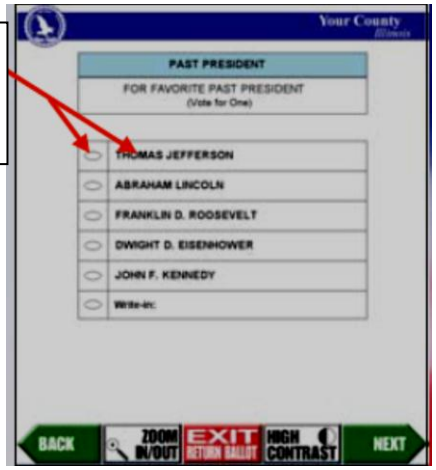


Keypad Functions

- Screen On: disables the screen if a voter is using the audio to complete the ballot.
- Audio Repeat: repeats the most recent portion of the audio.
- Audio Speed: allows the voter to increase or decrease the rate at which the audio is being played.
- Audio Volume: increases or decreases the volume level.
- Scroll Up and Scroll Down: allows the voter to scroll up or down information being displayed on the touch screen.
- Forward/Next and Back: allows the voter to advance to the next screen or back to the previous screen.
- Select: key is used to choose options displayed on the touch screen.
- Braille instructions are on each button.

Touch Screen Options

- Touch the candidate name or question or the corre-sponding oval to make a selection.
- Touch the selection a second time to deselect.



- Back: takes the voter back to the previous screen.

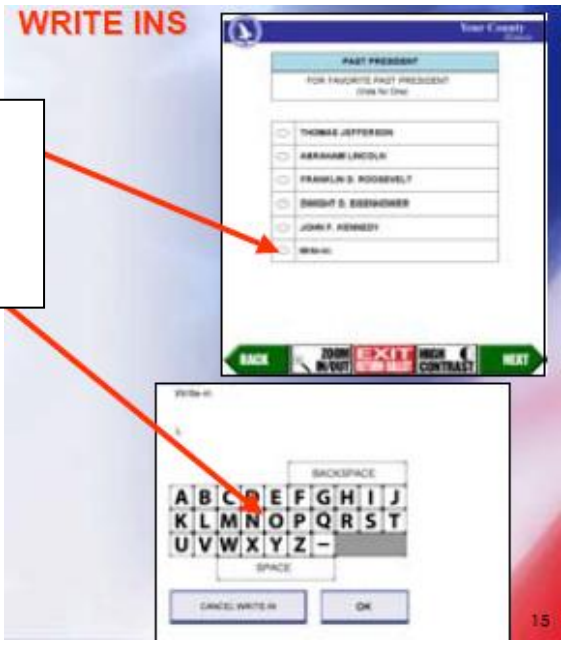
- Zoom In/Out: enlarges what is displayed on the screen. The screens will remain the size selected until the button is touched or deselected.
- Exit Return Ballot: the ballot is ejected from the device.
- High Contrast: switches the screen to white on black. This format is easier for some voters to see.
- Next: takes the voter to the next screen.

Marking the Ballot

The voter may mark the ballot by using the touch screen or the keypad functions. The audio function will prompt the voter.

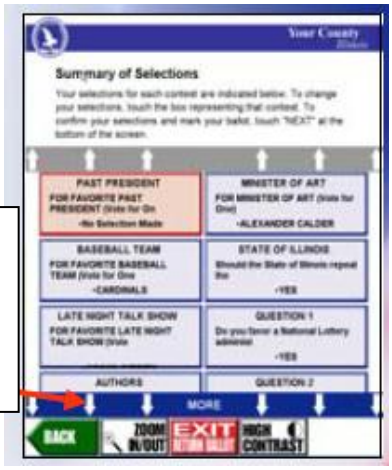
Write-Ins

- Write-ins are only an option in a general election.
- To mark a write in, select write in.
- The candidate name is entered by selecting letters individually.
- Select OK when finished.
- If using the audio, the spelling and pronunciation is provided.



Reviewing the Ballot

- This screen provides a summary of selections made on the ballot.
- Corrections can be made by selecting each race individually or by using BACK to cycle through the races in reverse order.
- Selecting the MORE bar displays portions of the summary that does not fit on the display screen.



Opening Procedures

The following instructions will help you ensure that the AutoMARK ballot-marking device is properly set up and ready to be used at 7:00 a.m. on Election Day.

The Head Judge will assign two Election Judges to set up and open the marking device and close after the polls close. You may be called upon during the day to assist voters with the device.

Overview of AutoMARK Setup:

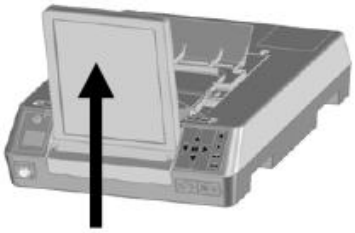
Set up the AutoMARK Table

- Follow the instructions on the box the table was delivered in. The word 'FRONT' on the table indicates where the voter sits facing the AutoMARK.
- The AutoMARK should face the opposite direction of the voting booths to ensure privacy.
- Also, watch for glare from surrounding windows.
- Allow approximately 5 feet wide for a path around the table so voters with a wheelchair can move in and around easily.
- Have 1 or 2 chairs available nearby if needed.
- **The black AutoMARK transport case should sit flat with 'THIS SIDE UP' facing up.**
- Open the transport case by lifting the latches on both sides of the case.
- Open the case carefully to avoid bending or damaging the metal hinges.
- **<u>Two</u> people should lift the AutoMARK out of the case and place it on the table.**
- Confirm that the W-P on the machine is for your precinct. If not, call Election HQ immediately.

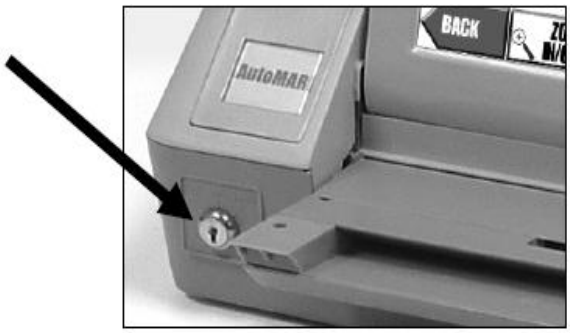
Set up the AutoMARK

1. **Retrieve the AutoMARK key (attached to a white tab) and Official Precinct Certification Form from the HEJ Supply Envelope**.
2. **Confirm the seal number is the same as on the Official Precinct Certification Form**.
3. **Plug the back power cord into the AutoMARK and then plug other end into a wall socket. A red light on the front of the AutoMARK should turn on when it is plugged in**.
4. **Open the AutoMARK cover latch**.

5. **Next, open the cover of the AutoMARK and rotate the LCD screen into position**.

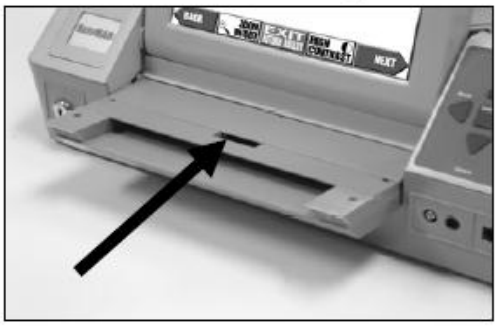


6. **Make sure the ballot feed tray is in the down position, as shown above. This is done by pulling the tray up and then folding it down**.



7. **Insert the AutoMARK key in the on/off/test switch lock on the lower left hand corner of the front panel and turn to the 'ON' position**.
   - Green Light: Machine has AC power
   - Yellow Light: Machine battery in on; check connections
   - Red Light: Machine is off

   **Be patient, it will take a few minutes for the machine to boot.*
8. **Retrieve two (2) ballots and mark 'AutoMARK Test Ballot' on the top of each ballot**.



9. **Insert one 'AutoMARK Test Ballot' into the AutoMARK**.
10. **Plug in the headphones and adjust the volume up**.
11. **Both Election Judges confirm that the ballot is correct by listening to the entire ballot while comparing it to the second 'AutoMARK Test Ballot' (you may speed up the tempo on the audio)**.
12. **Once completed, eject the unmarked 'AutoMARK Test Ballot.'**
13. **Place both 'AutoMARK Test Ballots' into the Spoiled Ballot Envelope**.
14. **Place the headphones and screen wipes in a secure place near the Ballot Judge**.
15. **Return the AutoMARK key to the HEJ Supply Envelope**.

Troubleshooting the AutoMARK

If the ballot-marking device becomes inoperable because of a problem you cannot identify, two judges of different major political parties should assist a voter in marking the ballot. Call Election HQ to report any issues with the ballot-marking device.

Use the following instructions to identify and fix ballot marking device problems:

Problem: ballot not recognized by device

Ballot has not been recognized. Please try again or contact an election official for assistance.

Possible cause:

- Ballot may not have been inserted straight into the ballot feed tray.
- Ballot is jammed in the ballot marking device.

Solutions:

- Check that ballots are for your ward.
- Retry ballot once more, inserting it straight into the feed tray.
- Spoil the ballot and issue a new ballot to the voter.
- Place the ballot into the Spoiled Ballot Envelope.
- Record in the Incident Log.

Problem: paper (ballot) misfeed

Paper misfeed. Please contact election official.

Possible cause:

- Ballot may not have been inserted straight into the ballot feed tray.
- Ballot is jammed in the ballot-marking device.

Solutions:

- Reinsert ejected ballot into ballot feed tray.
- If the ballot is not automatically ejected, insert key into lock, turn to 'TEST' and press 'EJECT BALLOT' option. Reinsert ballot.
- If ballot is not ejected, follow procedure below for clearing a paper jam.
- Spoil the ballot that was misfed and issue a new ballot to the voter.
- Record in the Incident Log.

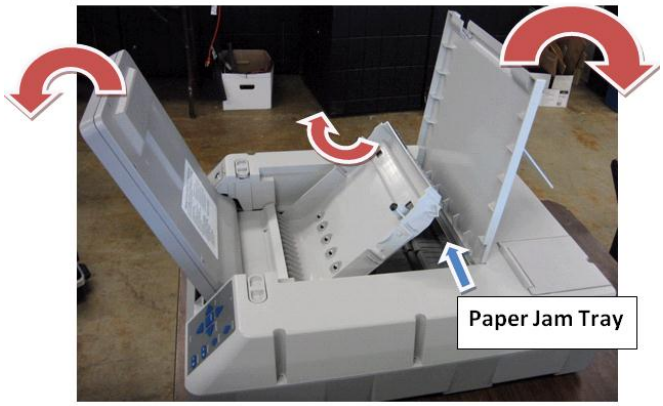
Problem: paper (ballot) jam

Possible cause:

- Ballot caught in ballot marking device and cannot be ejected.

Solutions:

- The ballot may be located under the ballot feed tray or at the back of the machine.
- Open both covers and check for the jammed ballot.
- Spoil the ballot that was jammed.
- Issue a new ballot to the voter.
- Record in the Incident Log.



Problem: Ink cartridge not printing properly

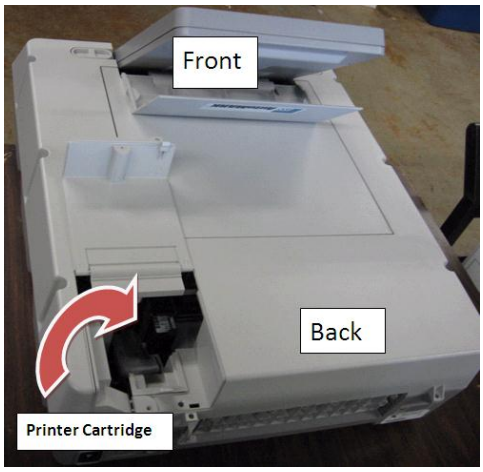
Possible cause:

- Ovals not properly marked.
- Ink is smearing on ballot.

- Write-in information printed incompletely.

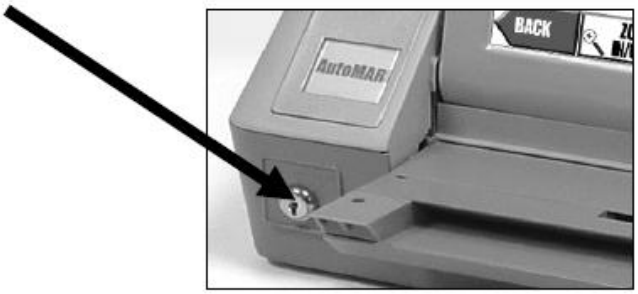
Solutions:

- Remove ink cartridge and remove dried ink.
- Call Election HQ.



Closing Procedures for the AutoMARK

1. **Confirm that the AutoMARK Seal number is the same as it was at opening on the Official Precinct Certification Form**.
2. **Retrieve the AutoMARK key from the HEJ Supply Envelope**.
3. **Insert key into the lock on the lower left hand corner of the front panel and turn two spots to the right to the 'TEST' position**.



4. **On the screen, select 'Eject Ballot'**.
   - If a ballot is ejected, label the ballot 'Found in the AutoMARK', place it in the Spoiled Ballot Envelope, and inform the HEJ.
   - If no ballot is ejected, continue to the next step.
5. **Turn the key two spots to the left to the 'OFF' position and wait for it to shut down**.
6. **Unplug AutoMARK and pack it back into the black transport case (in reverse order of the set up)**.
7. **Use two Election Judges to lift the AutoMARK into the transport case using the handgrips on the sides of the machine**.
8. **Place power cord and headphones back into the transport case**.
9. **Return the AutoMARK key to the Head Judge**.

Voter Instructions for Using the AutoMARK

Answer questions on the operation of the AutoMARK, but do not involve yourself with the voting process. If help is requested, two judges from different major political parties must assist the voter in making ballot selections. Have the voter follow the steps below.

1. **Insert the ballot into the device, making sure to keep it straight**.
    a. Wait while the device scans the ballot.
2. **Plug headphones into the device if the voter chooses audio**.
3. **Follow screen prompts**.
4. **Use touchscreen or blue keypad to select or de-select candidates**.
5. **Confirm choices and select 'Mark Ballot.'**
    a. The ballot will be marked and ejected.
6. **Unplug headphones**.
7. **Place marked ballot in the secrecy cover and take it to the Ballot Counter**.

Remember to explain that the device does not count ballots. This is important because if a voter mistakenly abandons a ballot in the device, it cannot be counted later. It should be marked 'Found in Voting Station' and placed in the Spoiled Ballot Envelope. Record this in the Incident Log immediately so that your end-of-day statistics remain accurate.

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Appendix A

Voter's Bill of Rights

From Minnesota Statutes 204C.08, subd. 1d.

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.

Appendix B

Polling Place Supplies

Due to the nature of elections, supplies can often change from year to year, making it difficult to use the same list of items for every election. Supplies are packed in bags by duty or category. Listed below are examples of supplies you will find in each bag:

Blue Supply Case

Head Election Judge Duty Bag

- Authorized Persons Information
- Challenger Form Envelope
- Election Day Feedback Form
- Feedback Form Envelope
- HAVA Complaint Form
- Language Folder
- Lanyards with 'Your City, Your Vote' Buttons
- Minneapolis Election Judge Manual
- Minnesota OSS Election Judge Guide
- Minnesota OSS Voting Rights Info. Package
- Oath of Challenge to Voter's Eligibility
- Role of Challengers: Challengers Appointed by Political…
- Role of Challengers: Challengers and Vouching…
- What to do in Emergency Situations

Sign Bag

Posted Outside the Polling Place:

- ADA Accessibility (Election Day Parking)
- ADA Entrance (Different from Main Entrance)
- Arrows

Posted Within the Polling Place:

- Blank Paper (As Needed)
- Ballot Marker (AutoMARK Poster)

At Entrance to Polling Place:

- Blue Sample Ballots
- City-wide Precinct Map
- Felony Reminder
- Forms of ID to Vote Today
- How to Vote
- 'If You Live Here Vote Here'
- Partisan Primary Voting Instructions (Primary Only)
- Polls Open Times
- Prohibitions
- 'See ID' on Roster
- Voter's Bill of Rights

Greeter Duty Bag (Purple)

- Election Day Registration Forms
- Election Day Registration Proofs of Residence
- Pens
- Polling Place List
- Precinct Finder – City of Minneapolis (Pink)
- Precinct Finder – Precinct (Blue)

Roster Duty Bag (Pink)

- Alphabet Index Tabs
- Bar Magnifier
- Certificate of Registered Voter (Curbside Voting)
- Highlighter

- Notification of Death of Voter
- Pens
- Pre-Registered Voters Sign (Pink)
- Precinct Finder – Precinct (Blue)
- Scratch Pads
- Signature Guide
- Sortkwik
- Voter Receipts
- Voter's Oath Tent

Registration Duty Bag (Green)

- Election Day Registration Envelope
- Election Day Registration Proofs of Residence
- Election Day Registration Binder (with New Registration Roster)
- Election Day Registration Forms
- Pens
- Polling Place List
- Precinct Finder – City of Minneapolis (Pink)
- Precinct Finder – Precinct (Blue)
- Register to Vote Here (Poster)
- Register Today (Green)
- Voter Receipts
- Voter's Oath Tent – Non-registered (Green)
- Voting Rights Information (Challengers & Vouchers)

Demonstration (Goldenrod) and Ballot Bag Duty Bag (White)

- Duplicate Ballot Envelope
- Pens
- Rubber Fingers
- Secrecy Folders
- Sheet Magnifier
- Sortkwik
- Spoiled Ballot Envelope
- Used Voter Receipts Envelope

Ballot Counter Duty Bag (Yellow)

- Ballot Marker Sign
- 'Be an Election Judge' Sign-up Form
- 'I Voted' Sticker

Closing Duty Bag

- Ballot Transfer Case Seals (Paper)
- Ballot Transfer Case Seals (Plastic)
- Closing the Polls Checklist
- Duplicate Ballot Envelope
- Items to Return to Drop-off Checklist
- Memory Stick Return Envelope
- Payroll Envelope
- Results Envelope A
- Results Envelope B
- Results Envelope C
- Voter Statistics Worksheet
- Wire Cutter

Extra Supplies Bag

- Election Day Registration Forms
- 'I Voted' Stickers
- Voter Receipts

Office Supply Bag

- Pens
- Black Magic Marker
- Blue Masking Tape
- Last Voter Card
- Pen Caddy
- Glue Stick/Envelope Moistener
- Post-it Notes
- Rubber Bands & Paper Clips Bag
- Sign Here Stickers
- Spindle
- Voting Booth Problem Tags

Head Election Judge Supply Envelope (Inside Blue Head Election Judge Bag)

- Hot Tips/Notices Sheet
- Incident Logs
- Ballot Counter Opening Guide
- Ballot Counter Closing Guide
- Opening the AutoMARK Instructions
- Ballot Counter & AutoMARK Keys
- Official Precinct Certification Form
- Ballot Tracking Form
- Voter Receipt & Ballot Counter Audit
- Election Judge Board List
- Payroll Sheets
- Evaluations
- Name Tags
- Precinct Maps – Streets and Buffer
- Dorm Lists – If Any
- Green Folder – Vouching
- Scissors
- Rat Tail Seal
- Roster
- Greeter List

Inside the Ballot Box (Large compartment of the DS200 Ballot Counter)

- Ballots
- Extension cord – Single Prong
- Extension Cord – Triple Prong
- Voted Ballot Transfer Case

Appendix C

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
1ST AVE S																		
	1325 to 1408	B	1680 MINNEAPOLIS W-7 P-08	MINNEAPOLIS	55403	27	135	W-07	1-4	04	61A	61	5	03	4		229103	0
	1508 to 1600	E	1665 MINNEAPOLIS W-7 P-05	MINNEAPOLIS	55403	27	135	W-07	1-4	04	61A	61	5	03	4		229104	13
	1701 to 1931	B	1642 MINNEAPOLIS W-6 P-09	MINNEAPOLIS	55403	27	135	W-06	1-4	04	62A	62	5	03	4		229105	236
	2000 to 2533	B	1845 MINNEAPOLIS W-10 P-09	MINNEAPOLIS	55404	27	135	W-10	1-4	04	62A	62	5	03	4		229106	283
	2605 to 2838	B	1845 MINNEAPOLIS W-10 P-09	MINNEAPOLIS	55408	27	135	W-10	1-4	04	62A	62	5	03	4		229107	223
	2847 to 2929	O	1845 MINNEAPOLIS W-10 P-09	MINNEAPOLIS	55408	27	135	W-10	1-4	04	62A	62	5	03	4		229108	0
	3101 to 3148	B	1700 MINNEAPOLIS W-8 P-01	MINNEAPOLIS	55408	27	135	W-08	1-6	04	62B	62	5	03	6		229110	35
	3200 to 3552	B	1705 MINNEAPOLIS W-8 P-02	MINNEAPOLIS	55408	27	135	W-08	1-6	04	62B	62	5	03	6		229111	202
	3600 to 3955	B	1725 MINNEAPOLIS W-8 P-06	MINNEAPOLIS	55409	27	135	W-08	1-6	04	62B	62	5	03	6		271527	255
	4200 to 4351	B	1730 MINNEAPOLIS W-8 P-07	MINNEAPOLIS	55409	27	135	W-08	1-6	04	62B	62	5	03	6		301046	96
	4400 to 4553	B	1730 MINNEAPOLIS W-8 P-07	MINNEAPOLIS	55419	27	135	W-08	1-6	04	62B	62	5	03	6		229112	96
	4600 to 4945	B	1860 MINNEAPOLIS W-11 P-01	MINNEAPOLIS	55419	27	135	W-11	1-6	04	62B	62	5	03	6		229113	121
	5000 to 5556	B	1865 MINNEAPOLIS W-11 P-02	MINNEAPOLIS	55419	27	135	W-11	1-6	04	61B	61	5	03	6		229116	115

Appendix D

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)

Appendix E

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	CURBSIDE	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	0000261754	
5.	SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE	Chuck Smith	004 CENTRAL 0030 SPRUCE TWP	0000245281	
6.	SMITH, DARLENE CHRIS 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003366562	
7.	SMITH, DAN DERRICK 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003366546	
8.	SMITH, EVAN JOHN 12465 422ND ST	A.B.	004 CENTRAL 0030 SPRUCE TWP	0000261572	
9.	SMITH, FRANK BILL 12465 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000261636	
10.	SMITH, GRETCHEN ANN 43141 140TH AVE		004 CENTRAL 0030 SPRUCE TWP	0000261637	
11.	SMITH, HARRY JAMES 45536 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000248536	
12.	SMITH, IRENE CHRISTINE 45536 KESTREL AVE	Irene Smith VOID	004 CENTRAL 0030 SPRUCE TWP	0000248590	
13.	SMITH, IRA JOHN 45536 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003815785	

Appendix F

Page _____ of _____

Roster Correction Form

Municipality:_____

Ward/Precinct:_____

Election Date: _____

- Please record any typos, errors or duplicated records on this form.
- Do not use for name or address changes, including apartment changes.
- Voter must complete an Election Day registration to change their name or address.

Roster ID Number	Voter Name (as it appears)	Address (as it appears)	Birthdate (as it appears)	Correction to be Made

Return to City Hall on election night

Appendix G

Office of the Minnesota Secretary of State

Certificate of Registered Voter

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

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

1. Voter Information:

I,_____
Last Name or Surname First Name Middle Name

reside at_____
Street Address or Route No.

in_____
City or Township State Zip

Phone: (_____) _____

2. Verification of Registration

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

_____
Signature of Voter Date

3. Election Judge:

_____
Signature of Election Judge Date

_____
Signature of Election Judge Date

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

Certificate of Registered Voter

Office of the Minnesota Secretary of State
180 State Office Building, 100 Rev. Dr. Martin Luther King Blvd.
St. Paul, MN 55155

Rev. 8-18-2011.

Appendix H

Non-challenge Roster Notations:

Notation	Description	Action
A.B.	The voter has already voted by absentee ballot.	Inform the voter that they have already voted by absentee ballot and cannot vote again in-person at the polling place. If the voter says that this is a mistake, contact Election HQ.
See ID	The voter is a new Minnesota voter who registered by mail, but election officials could not verify their application information.	The voter may complete their registration and vote by showing the Roster Judge any proof of residence (see page 22) used for Election Day Registration, with the exception of vouching. If the only proof of residence the voter can provide is vouching, the voter must re-register at the Registration Table. (M.S. 201.061 subd 1a).

Challenge Roster Notations (Continued on Next Page):

Notation	Description	Question / Action
Address	The voter's residence at the address on the Roster is in question.	'What is your residential address?' See page 25 for a voter who does not have a residential address. If residence in the precinct is in question, refer to the Voting Residence Laws section on page 89.
AB Address	The voter submitted an absentee ballot application that lists a residential address different from the address currently listed on their voter record.	'What is your residential address?'; 'Did you submit an application for an absentee ballot using another residential address?'; 'Have you returned the voted absentee ballot?'
Felony	The voter may have had a previous felony conviction. A voter with a previous felony conviction can vote after they finish their entire sentence. This includes any probation and parole, commonly known as being 'off-paper'. At that point, their voting rights are automatically restored. (M.S. 609.165, subd. 1)	'Are you on probation or parole for a felony conviction?'

Appendix H (Continued)

Challenge Roster Notations (Continued From Previous Page):

Notation	Description	Question / Action
Guardianship	The voter may be under court-ordered guardianship with their voting rights revoked. Voters under guardianship can vote unless their court order explicitly revoked that right. (M.S. 201.15)	'Are you under court-ordered guardianship in which the court revoked your right to vote?' 'Were you found by a court to be legally incompetent?'
Name and Address	The voter's true name and residence at the address on the Roster are in question.	'What is your full name?' 'What is your residential address?'
Other	The voter's eligibility is challenged, but the reason is not available.	'What is your full name?' 'What is your residential address?'
Postal Return	The voter was sent a postal verification card and the card was returned to the auditor because it was not deliverable to the person at the address on record.	'What is your residential address?'
Voted Out of Precinct	The voter was recorded as having voted in the wrong precinct at the last election.	No challenge question is necessary. The voter will need to provide the Roster Judge a proof of residence used for Election Day registration (see page 22) prior to voting. • If the voter provides proof of residence that this address is correct, draw a line through the Roster notation in the Roster. The voter may proceed to sign the Roster and vote. • If the voter's address is different but resides in the precinct, direct the voter the Registration Table. • If the voter's address is in a different precinct, provide the voter the polling location and documents required to register in the new precinct.

Appendix I

Reference Sheet: Election Day Registration Example

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

Boxes are checked

Personal Information & Qualifications

1. Are you a U.S. citizen? Yes ☒ No ☐
2. Will you be at least 18 on or before the next election? Yes ☒ No ☐
   If you mark "NO" to either of these questions, DO NOT complete this form.

IP
M
AB
election office use only

3. last name or surname: Man | first name: Bat | middle name: | suffix (Jr., Sr., II, III):

First and last name

Residence address

4. address where you live (residence): 123 Gotham Way | apt. number: | city: Gotham | zip code: 55415

5. if mail cannot be delivered to the address above, provide P.O. Box: | city: | zip code:

N/A in Mpls

Date of birth, **NOT TODAY'S DATE**

6. date of birth (not today's date): 03 - 10 - 1988 | school district (if known): | county where you live:

phone number: ___ - ___ - ___ | email address:

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: R2345678912 34
   ☐ 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- ☐☐☐☐
   ☐ I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.

MN DL, MN ID, last four digits of SSN or none

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.

Voter signature and date

sign here X Bat Man | date: 11 - 4 - 2014

Election Judge Official Use Only

W 1
P 3
SD 1
Initials EJ

ID with Current Name & Address
ID Number: R234567891234
☒ MN Driver's License, Learner's Permit, MN ID Card, or Receipt
☐ Tribal ID Card

Photo ID + Document with Current Name & Address
Document Type:
Photo ID Number:
☐ Driver's License, Learner's Permit or State ID Card
☐ U.S. Passport ☐ U.S. Military ID
☐ Tribal ID ☐ Student ID

Other
☐ Vouched For
☐ Notice of Late Registration
☐ Valid Registration in Same Precinct
☐ Student ID with College List
ID Number:

A B C D

A = Ward #, Precinct #, School District # (In Minneapolis it's always "1"), Election Judge Initials.

B = Check box of the type of ID seen, write in the ID#.

C = Write in the type of document seen (i.e. Qwest, Xcel), check the box of the type of ID seen and write in the ID#.

D = Check the appropriate box. The ID# space is for a) a person vouching, b) a registrant with valid registration at other address in same precinct, c) MN post-secondary Student ID# (when used with name on college housing list).

Appendix J

For more information on voting or state election results go to the Minnesota Secretary of State web site at **www.sos.state.mn.us** or call toll free **1-877-600-VOTE (1-877-600-8683)** or use Minnesota Relay Service at 1-800-627-3529 or 711.

Special assistance is available to those who are elderly, have disabilities, or are in health care facilities. Contact the Secretary of State or your County Auditor for more information.

Confidentiality Notice: Access to the data that you supply on your voter registration application is restricted to elections officials and to those who obtain the list for political, law enforcement and jury selection purposes. The lists provided for these purposes do not include your exact date of birth, driver's license, state ID or social security numbers. The last four digits of your social security number, if you provide them on line 10b of the form, enjoy special protection because they are classified as private data. If you do not have a Minnesota driver's license or state ID number, both state and federal law require that you supply the last four digits of your social security number (unless you do not have one of those either). This partial number may be sent along with your name and date of birth to the Social Security Administration, via the Department of Public Safety, to verify your identity. If you possess a Minnesota driver's license, state ID, or social security number, but do not provide it, your application may be considered incomplete and may not be processed. Your local election official may contact you to try to obtain one of these numbers. If you do not provide one, you may be required to complete a new voter registration application or show ID at your polling place before being allowed to vote.

Voucher Form

I swear or affirm that (Check one):

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

Residential Address of Voucher or Address of Residential Facility

_____
Street Address City

Telephone number: (_____)_____

Email address (optional): _____

I personally know that _____
(Name of person registering)

is a resident of this precinct.

_____
Signature of Voucher

Subscribed and sworn to before me

_____/_____/_____ _____
Date Signature of Election Judge

Appendix K

Office of the Minnesota Secretary of State

PRECINCT LIST OF PERSONS VOUCHING

City/Town_____Ward_____Precinct_____

- To be completed by election judges.
- Use to track the number of people vouched for by each voucher.
- Cross out the next number each time that person vouches for a registrant.
- Employees of residential facilities may vouch for an unlimited number of facility residents who are registering to vote at the facility's address. Otherwise, vouchers may only vouch for a maximum of eight registrants.

Voucher's Name Election Day	**Voucher's Voter ID No.**	**Number Vouched for on**
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

Certified by the Head Election Judge of the Precinct:

_____	_____	_____
Printed Name	Signature	Date

Appendix L

ELECTION DAY REGISTRATION PROOFS (Choose ONE category)

Category 1: ID with Current Name and Address in the Precinct

- 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. Tribal band members are not required to live on an Indian reservation in order to use a tribal identification card to prove residence.

OR

Category 2: Photo ID with Current Name + Document with Current Name and Address — One Per Column — Italics = *New in 2014*

COLUMN 1

- ***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 the name, signature and photo of the voter.
- Minnesota university, college, or technical college ID card.
- ***Minnesota high school ID card.***

AND

COLUMN 2

- ***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***

OR

Category 3: Additional Proofs

- **Voucher** — must already be registered in the same precinct that the person being vouched for lives, or must have registered today. A person who has been vouched for on election day cannot then go vouch for another person that same day. One voucher may only vouch for a maximum of 8 people on election day.
- **College student photo ID with name on housing list** — match the name provided on the college student photo ID with that on a housing list provided by a post-secondary institution.
- **Valid registration in the same precinct** — a voter can use their valid registration at a previous address within the precinct as proof for registering at their new address within that same precinct.
- **Notice of Late Registration** — issued by Hennepin County to voters who submitted a registration application before election day, but later than 21 days before an election.
- **Staff person of a residential facility** — if listed on the "Certified List of Employees of Residential Facilities", or if other identification is provided, these people can vouch for an unlimited number of individuals that reside in the facility where they work. Do not record this type of voucher on the Precinct List of Persons Vouching Form.

Appendix M

Registration Requirements

To Register and Vote on Election Day in Minneapolis

1 of these

(Valid, with address in Precinct)

(Valid, with address in Precinct)

(Valid, with address in Precinct)

(Valid, and if college has provided a student housing list)

MN Driver's License & State ID Renewal Offices—
Tuesday hours Hennepin County Service Centers

Downtown Minneapolis—300 South 6th Street—7:30am—4:30pm
Midtown Exchange—2929 Chicago Avenue South—9am—6pm
Brooklyn Center—6125 Shingle Creek Parkway—9am—6pm
Maple Grove—9325 Upland Drive—Monday 8am—7pm, Tuesday-Thursday 8am—5pm, Friday 8am—4pm
Minnetonka—12601 Ridgedale Drive—Monday-Friday 9am—6pm, Saturday 9am—2pm
Edina—7009 York Avenue South—Monday-Friday 9am—6pm, Saturday 9am—2pm

MINNEAPOLIS
YourCity. YourVote.
vote.minneapolismn.gov

Appendix M (Continued)

OR : 1

(Old Address or no address / May be Expired)

Driver's License issued by any state

ID Card issued by any state

Tribal Card

Minnesota university / college / technical college or high school ID card

Military ID

+ 1

Bill or account (delivered electronically or by mail) with current name & address in precinct

due or dated within 30 days of election for:

Xcel Energy

CenterPoint Energy

Electric, Gas, Sewer, Solid waste, Water

DIRECTV CenturyLink

comcast

Internet Service, TV, Cable, Satellite

verizon at&t Sprint T-Mobile

Telephone, Cell phone, Landline

VISA

Banking or credit card
Rent or mortgage payment
Student fee statement
Lease/Rental Agreement (Valid through Election Day)

Appendix N

Crow Wing County Voter Registration Office
Crow Wing County Auditor's Office
326 LAUREL ST - COURTHOUSE STE 22
BRAINERD, MN 56401
Phone: (218) 824-1045 FAX: (218) 824-1046 www.co.crow-wing.mn.us Elections@crowwing.us

NOTICE OF LATE REGISTRATION

January 1, 20XX

Voter ID: 0003595542

JEFF NARAGON
24250 BAT HALLOW LN
DEERWOOD, MN 56444

Dear JEFF NARAGON:

Your registration application was received fewer than 21 days before the 03/11/2014 TOWNSHIP ELECTION. If you do not vote in the upcoming election on 03/11/2014, your registration will be effective the day following the election.

You may register and vote on election day at the polling place listed below. Please bring this notice of late registration with you as proof of residency or bring one of the following:

1) A valid Minnesota driver's license, learner's permit, or a receipt for either that contains your valid address in the precinct;
2) A valid Minnesota identification card or a receipt for the identification card that contains your valid address in the precinct;
3) A current student identification card including your photo (if your college has provided a student housing list);
4) A tribal identification card that contains your name, picture, signature, and address in the precinct;
5) A valid registration in the same precinct under a different name or address;
6) A voter who is registered in the precinct and can attest to your address with a signed oath;
7) An employee of the residential facility where you reside who can attest to your address with a signed oath; or
8) A photo ID from the first column, **and** a current bill in your name showing your current address from the second column.

Photo ID (may be expired):

Minnesota Driver's License
Minnesota Identification Card
United States Passport
United States Military ID
Minnesota College or Technical College Photo ID
Tribal Identification Card

Bill:

1. Utility Bill due within 30 days of election day:

Telephone, cell phone, television, internet service provider, electric, gas, water, garbage, or sewer and solid waste.

2. Student fee statement

3. Rent statement dated within 30 days of election day that itemizes utilities.

The polling place where you vote for this election is:

BAY LAKE TWP
BAY LAKE TOWN HALL
13861 COUNTY ROAD 10
DEERWOOD, MN 56444

If you have any questions, please contact our office at: (218) 824-1045

Thank you,

Crow Wing County Elections

Appendix O

Voting Residence Laws

From Minnesota Statute 200.031.

Residence shall be determined in accordance with the following principles, so far as they may be applicable to the facts of the case:

- The residence of an individual is in the precinct where the individual's home is located, from which the individual has no present intention of moving, and to which, whenever the individual is absent, the individual intends to return;
- An individual does not lose residence if the individual leaves home to live temporarily in another state or precinct;
- An individual does not acquire a residence in any precinct of this state if the individual is living there only temporarily, without the intention of making that precinct home;
- If an individual goes into another state or precinct with the intention of making it home or files an affidavit of residence there for election purposes, the individual loses residence in the former precinct;
- If an individual moves to another state with the intention of living there for an indefinite period, the individual loses residence in this state, notwithstanding any intention to return at some indefinite future time;
- Except as otherwise provided in this section, an individual's residence is located in the precinct where the individual's family lives, unless the individual's family is living in that precinct only temporarily;
- If an individual's family lives in one precinct and the individual lives or does business in another, the individual's residence is located in the precinct where the individual's family lives, unless the individual establishes a home in the other precinct and intends to remain there, with or without the individual's family;
- The residence of a single individual is in the precinct where the individual lives and usually sleeps;
- The mere intention to acquire a new residence, is not sufficient to acquire a new residence, unless the individual moves to that location; moving to a new location is not sufficient to acquire a new residence unless the individual intends to remain there;
- The residence of an individual who is working temporarily in any precinct of this state is in the precinct where the individual's permanent home is located;
- The residence of an individual who is living permanently in a soldiers' home or nursing home is in the precinct where the home is located;
- If an individual's home lies in more than one precinct or political subdivision, the residence of the individual is in the precinct in which a majority of the room in which the individual usually sleeps is located;
- If an individual's home is destroyed or rendered uninhabitable by fire or natural disaster, the individual does not lose residence in the precinct where the home is located if the individual intends to return to the home when it is reconstructed or made habitable.

Appendix P

Office of the Minnesota Secretary of State

Oath of Challenge to Voter's Eligibility

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

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

I reside at _____, _____,
Street Address City or Township
Telephone number: _____

E-mail address (optional): _____

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

_____ _____ .
Street Address City of Township

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

_____

_____
(attach additional sheets of signed statement if necessary).

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

___/___/_____ _____
Date Signature of Challenger

Signed and sworn to or affirmed before me

___/___/_____ _____
Date Signature of Election Judge

For Election Judge Use Only:

Challenge was administered by Election Judge: _____

Time: _____

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

Additional Comments:

Office of the Minnesota Secretary of State
180 State Office Building, 100 Rev. Dr. Martin Luther King Blvd.
St. Paul, MN 55155

Oath of Challenge to Voter's Eligibility
M.S. 204C.12, M.R. 8200.9960

Rev. May, 2008

Appendix Q

OFFICE OF THE MINNESOTA SECRETARY OF STATE

HAVA ELECTIONS COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of the Help America Vote Act (HAVA) Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. (*Minnesota Statutes* 200.04)

It is not for the following complaints:

- Minnesota Fair Campaign Practice & Finance Acts complaints (*Minnesota Statutes* 211A and 211B) are under the purview of the State of Minnesota's Office of Administrative Hearings and are not applicable to this complaint form.
- Other Minnesota election law complaints are under the purview of the county attorney and are not applicable to this complaint form. Use the Minnesota State Election Law Complaint Form instead.

After completing this form and getting it notarized (or signed by an election judge at the polling place), return it to:

Office of the Minnesota Secretary of State
Elections Division
180 State Office Building
100 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1299

Your Contact Information

Name

Address

City State Zip Code

Telephone Email

Complaint Information

My complaint pertains to the election held on (Month/Day/Year)

My complaint is regarding (select all that apply):

- ☐ Voting Machine Standards (Section 301)
- ☐ Required Posting of Voting Information at Polling Place (Section 302 (b))
- ☐ Voter Registration (Section 303)
  - Name of registered voter was not on list
  - Registered voter information was not accurate
  - Voter registration application was not processed properly
- ☐ Other Title III provision:

Revised 12/2013

Appendix Q (Continued)

Statement of Facts

State the facts of the alleged violation, including the date, time, place and relevant actions of individuals involved. Attach supporting documentation, if any.

Affirmation

By my signature I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

Signature of complainant_____ Date_____

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____

Signature of notary public or other officer empowered to take and certify acknowledgements. Under Minnesota law, an election judge acting in his or her official capacity may notarize this form.

(Notary stamp)

Revised 12/2013

Appendix R

Election Day Feedback Form

MUNICIPALITY:	WARD/PRECINCT:	DATE:

Name: _____

Address: _____

Phone: _____

Email (optional): _____

Record any issue you would like addressed or noted.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature of Person Completing Form **Date**

_____ _____

Signature of Election Judge **Date**

Return In Feedback Form Envelope

Appendix S

Official Precinct Certification Form

Minneapolis	WARD/PRECINCT: 1 - 1	Election: General	DATE: November 4, 2014

TO BE COMPLETED BY THE CITY CLERK:
PRECINCT SEAL AND BALLOT DELIVERY CERTIFICATION

I, Grace Wachlarowicz, do hereby certify the memory devices for this precinct were secured with said
City Clerk/Election Official

seal numbers and the following ballots were delivered to this precinct:

Ballot Counter Seal #: 348147 AutoMARK Seal # 348369

Total number of ballots delivered: 600

Clerk: Grace Wachlarowicz *Witness:* Dani Connors-Smith

OPENING THE POLLS **TO BE COMPLETED BY TWO JUDGES**

PRECINCT SEAL CERTIFICATION - Rule 8230.4365

I do hereby certify the seal numbers at the opening of the poll corresponds to the precinct seal certification numbers at the time the memory devices were secured. I also hereby certify the above number of ballots were received for this election.

_____ *Election Judge* _____ *Election Judge*

If seal numbers do not correspond, explain: _____

ELECTION JUDGE'S OATH **TO BE COMPLETED BY ALL JUDGES**

I solemnly swear or affirm that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate.

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

CLOSING THE POLLS **TO BE COMPLETED BY TWO JUDGES**

PRECINCT CERTIFICATION - Rule 8230.4365
I do hereby certify the seal numbers at the close of the poll corresponds to the seal numbers at the time the poll was opened.

_____ *Election Judge* _____ *Election Judge*

If seal numbers do not correspond, explain: _____

Return in Results Envelope A

Appendix T

Voter Statistics Worksheet
General Election – November 4, 2014

Municipality: Minneapolis	**Ward/Precinct:**

Head Judge Signature: _____ Election Judge Signature: _____

Number of Election Judges who worked in this precinct → _____

Number of Voting Booths in this precinct → _____

Persons registered

Number of persons registered at 7 am — A. [ ]

Ballots Cast

Total number of election day registrations — B. [ ]

Total number of voter receipts — C. [ ]

Total number voting (Public Count) — D. [ ]

Ballots not in the ballot box

Number of spoiled ballots — E. [ ]

Number of duplicated ballots — F. [ ]

Precinct Statistics Review

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

Does the **total** in 'D' **match** the **total** in 'C'? ☐ Yes ☐ No

If you selected "No" above, call Election Headquarters. Please provide further explanation:

_____

_____

_____

_____

_____

City Clerk Review

Precinct Statistics Review is complete ☐ Yes ☐ No

Voter Statistics Worksheet is scanned and emailed to hc.vote@hennepin.us ☐ Yes ☐ No

Reviewed by _____

Return in Results Envelope A

Appendix U

*** VOTING RESULTS REPORT ***
10:23 AM September 13, 2013
Unit Serial Number: 0113360024

Hennepin, MN
2013 MINNEAPOLIS MOCK ELECTION
0004 MINNEAPOLIS CENTRAL P-01
Election Date: September 09, 2013
Poll Opened Date: September 13, 2013
Poll Opened Time: 10:19 AM
Poll Closed Date: September 13, 2013
Poll Closed Time: 10:22 AM
Public Count: 10

Public Count = Total number voting in the polling place on Election Day

Protected Count: 38

Protected Count = Total number of ballots counted during life of the Ballot Counter

Precinct Voting Report

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

Appendix U (Continued)

NUMBER OF PERSONS REGISTERED AT 7AM: _____

Found on last page of pink Roster

NUMBER OF
NEW REGISTRANTS ON ELECTION DAY: _____

from Election Day Registration Envelope – also Line B on Voter Statistics Worksheet Sheet

TOTAL NUMBER OF
PERSONS VOTING IN THE PRECINCT: _____

from top of Results Tapes – also Line D on Voter Statistics Worksheet

NUMBER OF SPOILED
BALLOTS: _____

NUMBER OF ORIGINALS FOR WHICH DUPLICATES
WERE MADE: _____

# of Spoiled Ballots & # of Duplicate Ballots

NUMBER OF UNUSED BALLOTS:
_____

# of unused ballots from the Ballot Tracking form

******* 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 HTE UNITED STATES WAS
FLOWN DURING HTE 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.

VOTE TABULATOR SEAL NUMBER: _____

Election Judge

Election Judge

Election Judge

Election Judge

Election Judge

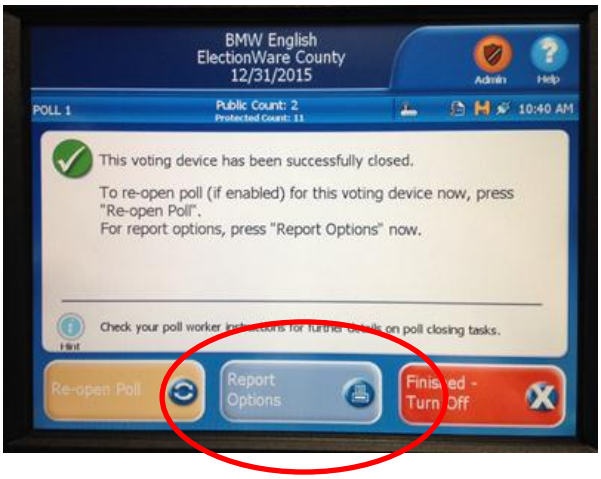
0004 MINNEAPOLIS CENTRAL P-01
Unit Serial Number: 0113360024

*** END OF REPORT ***

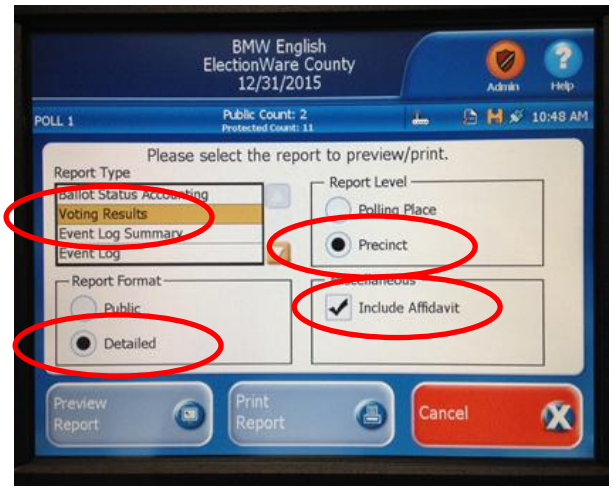
Appendix V

After the polls have been closed, results have transmitted, and the automatic printing of Results Tapes has completed, if you still *need* to print additional Results Tapes, follow the steps below:

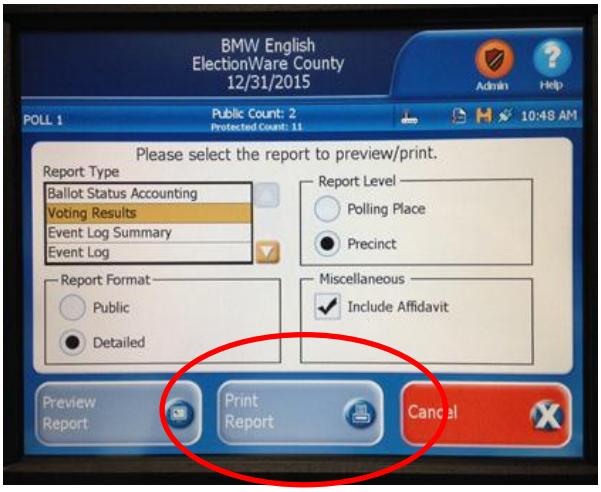
1. **From the screen displayed to the right, press 'Report Options.'**



2. **Select the following**:
   - 'Voting Results'
   - 'Detailed'
   - 'Precinct'
   - 'Include Affidavit'



3. **Press the 'Print Report' button**.



Appendix W

FOR EACH ENVELOPE:

Complete each line

Municipality _____
Ward/Precinct _____
Election _____

Results Envelope A

THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:

- ☐ 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

Numbers from these are ALSO entered on the Results Tapes

Verify/check before sealing

Seal and return to city hall on election night

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 and return to city hall on election night

1. Verify number is accurate, recount applications if necessary
2. Enter this number on Voter Statistics Worksheet **in Box B**
3. Enter this number on the **Results Tapes**

Appendix W (Continued)

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 **Tapes**

Municipality _____
Ward/Precinct _____
Election _____

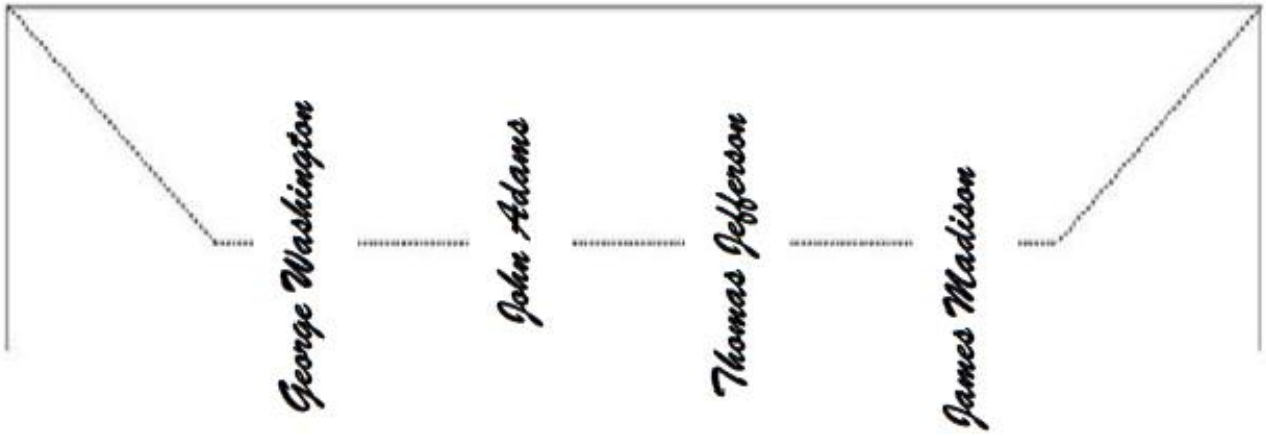
Duplicate Ballot Envelope

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

This number is ALSO entered on the Results **Tapes**

Appendix X

Every return envelope must be sealed and signed by **four** Election Judges on Election Night.



Appendix Y

Note: this is a SAMPLE, use the form in your polling place

ITEMS TO RETURN TO WAREHOUSE ELECTION NIGHT

Tuesday night return to Elections Warehouse
732 Harding St NE

Ward
Precinct Sticker

1) **Flag, if applicable** (i.e., smaller flag picked up Monday by Head/Asst Head)
2) **Voted ballots in cardboard transfer case(s), each sealed with 2 certification seals & 1 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 totals report 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
   - ☐ Notification of Death Forms
7) **Results Envelope C - sealed and signed by 4 EJs**
   - ☐ Results Tape - 3rd copy
8) **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
9) **Payroll envelope and sheets signed by Head Judge**
10) **Used Voter Receipts Envelope - sealed and signed by 4 EJs**
11) **Spoiled Ballot Envelope - sealed and signed by 4 EJs**
12) **Duplicate Ballot Envelope - sealed and signed by 4 EJs**
13) **Challenger Form Envelope - sealed and signed by 4 EJs**
14) **Feedback Form Envelope - sealed and signed by 4 EJs**
   - ☐ Election Day Feedback Form(s)
   - ☐ HAVA Complaint Form(s)
15) **Keys for Ballot Counter and AutoMARK**
16) **Return this form with Election Judge signatures**

_____ _____

Election Judge Signature Election Judge Signature

Appendix Y (Continued)

Note: this is a SAMPLE, use the form in your polling place

LEAVE AT POLLING LOCATION FOR NEXT DAY PICKUP

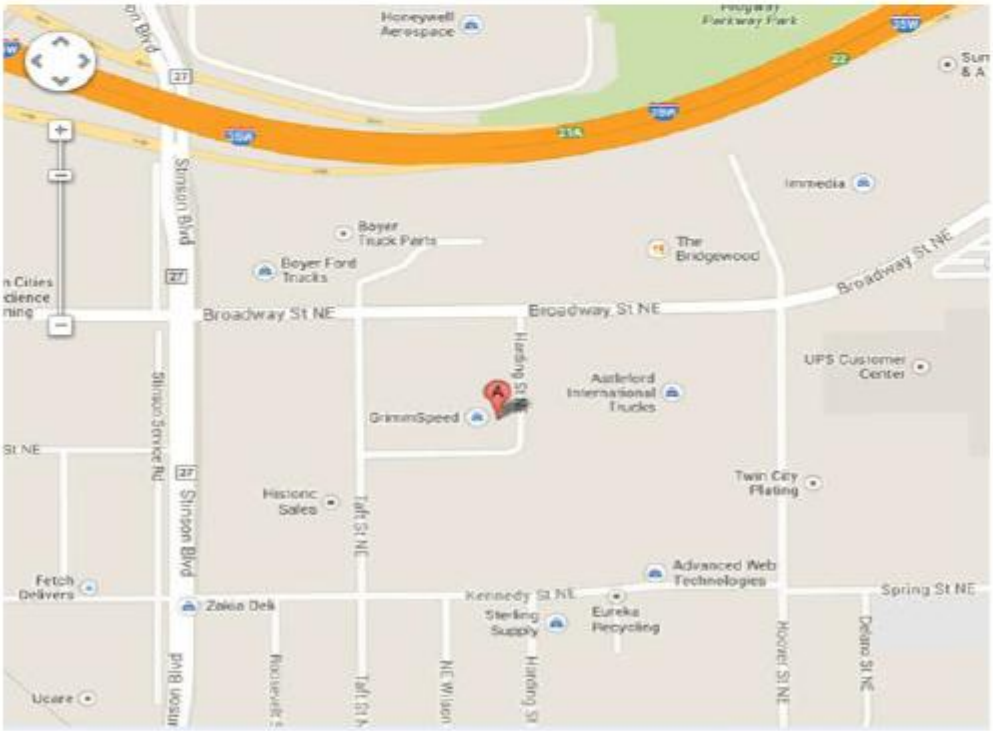
ALL ITEMS BELOW SHOULD BE LEFT AT THE POLLING PLACE

1) **Ballot Box**
   - ☐ Greeter's Lists
   - ☐ Unvoted ballots
   - ☐ Extension cords
2) **AutoMARK and Table**
3) **Voting Booths**
4) **Flag** (1 in. flags that had been delivered with equip. to site can stay with ballot counter,
5) **Blue Supply Case**
   - ☐ All other supplies
   - ☐ New in 2014: Leave the brown supply envelope and all its contents, except the payroll sheets and keys, in the blue supply tote.

Rule of Thumb **: anything not listed as items to return on election night may be placed in the blue supply tote**

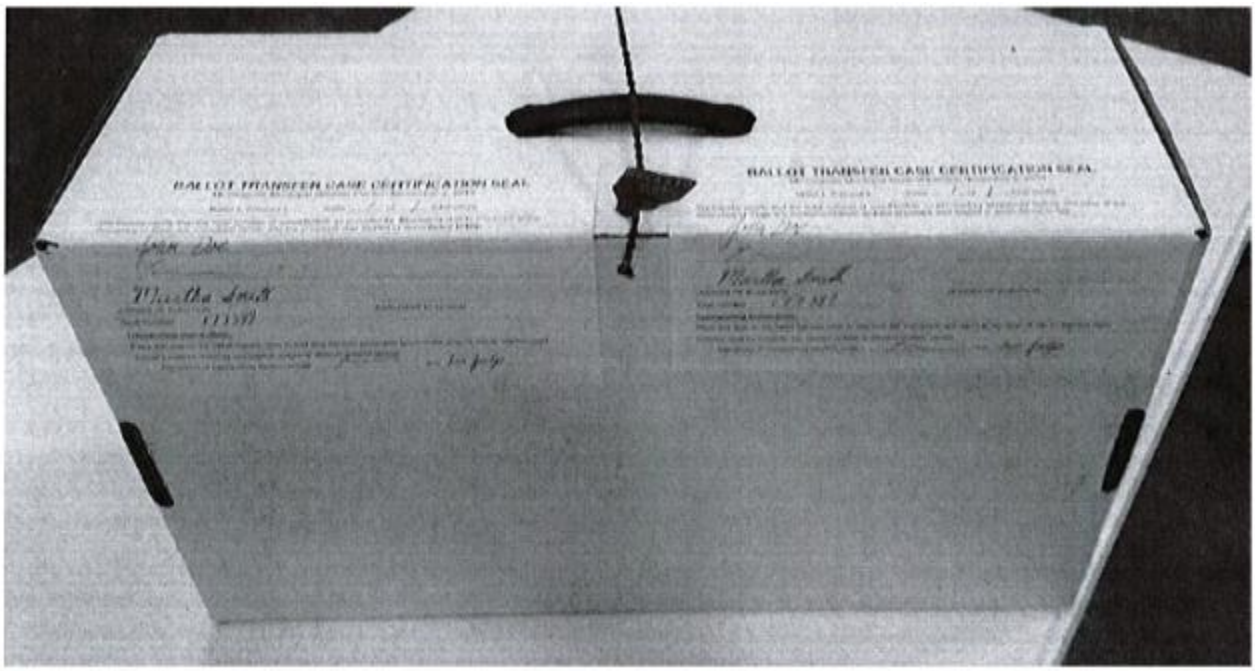
MAP TO ELECTIONS WAREHOUSE

732 HARDING ST NE, MINNEAPOLIS, MN 55413 (612) 331-2446



Appendix Z

Each Ballot Transfer Case must be sealed with two paper Ballot Transfer Case Certification Seals and one green, Rat-tail Seal. Each of the two paper seals must have at least four Election Judges, the 'Seal number' (referring to the green, Rat-tail Seal) printed in the appropriate space, and the signatures of the two Election Judges transporting the ballots to the drop-off site. The ward, precinct, and case number information must be completed as well.



BALLOT TRANSFER CASE CERTIFICATION SEAL

General Election November 4, 2014

Ward _____ Precinct _____ 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 case was sealed in accordance with 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.

Signatures of transporting election judges: _____ and _____

Minneapolis Election Judge Glossary

'A' Envelope Checker	Election Judge working at the Minneapolis Drop-off Site on Election Night who verifies the statistics written on 1st Results Tape match those on the Voter Statistics Worksheet.
1st Results Tape (See Voting Results Report)	The first tape printed after the polls close. The 'Zero Tape' printed when the polls open is still attached.
204B.14	An example of a statutory reference; the general form used to reference a law, also M.S. 204B.14.
A.B. Runner	Election Judge who delivers updates regarding individuals who have voted absentee to polling places on Election Day. They use information from an Accepted Absentee Ballots for Registered Voters form to update the registered Roster. Two forms: 1) Absentee Election Day Registrant for Polling Place, and 2) Roster Supplement: Accepted Absentee Ballots for Election Day Registrants are used to update the New Registrants Green Roster.
A.B. Tabulation	The process of opening A.B. envelopes, preparing the ballots for counting, and delivery to the central count location.
Absentee Ballot (A.B., AB)	A ballot requested by a voter to vote prior to Election Day. Ballots may be issued 46 days before an election. A voter must complete an Absentee Ballot Application to receive an AB Ballot, and can do so in-person, by mail, or via agent delivery.
Absentee Ballot Board	A special board of Election Judges that prepares absentee ballots for tabulation.
Absentee Voter	A person who has voted by absentee.
Affidavit of Candidacy	A form used to file for office and be placed on the ballot.
Agent Delivery	A process by which during the seven days preceding an election, and up until 2:00pm on Election Day, specific eligible voters designate someone to serve as an agent to pick up and return absentee ballots to them. (M.S.203B.11)
Assignment Letter	Sent to Election Judges. This letter contains information regarding their polling place and training class assignment. An Absentee Ballot Application may be included with this letter.
Assistive Voting Device	An electronic ballot marker with a touch screen, keypad, keyboard, earphones, or any electronic ballot marker that assists voters to use an audio or electronic ballot display in order to cast votes. Currently the only certified device is the AutoMARK. (M.S. 206.56, subd. 1)

AutoMARK	An assistive voting device used in polling places to mark a ballot for a voter. (See assistive voting device).
Auxiliary Compartment	A compartment in the Ballot Box used to deposit ballots when the Ballot Counter is not properly operating.
Ballot (See Defective Ballot, Duplicate Ballot, Found Ballot, Spoiled Ballot)	The official document used to cast a vote.
Ballot Box	The container used with precinct Ballot Counter to securely store voted ballots.
Ballot Counter (Automatic Tabulating Equipment)	Electronic optical scan device that counts paper ballots. Precinct Ballot Counters are used in the polls (in Mpls the DS200). Central Ballot Counters are used to count absentee ballots (in Hennepin County the DS850).
Ballot Envelope	An envelope used in absentee voting. Contains the voted ballot inside the Signature Envelops.
Ballot Secrecy Cover	A cover a voter may use to conceal the votes marked on the ballot.
Ballot Style	A unique ballot format prepared for use in one or more precincts in which all ballot information is identical.
Ballot Transfer Case	A white, cardboard box used to transport ballots to and from the polling places. After the polls close, voted ballots are secured in this case, with two Ballot Transfer Case Seals affixed and one rattail seal.
Ballot Transfer Case Certification Seal	An adhesive seal placed over the opening of the Ballot Transfer Case and signed by at least four Election Judges in the polling place. Two of these seals are required per Ballot Transfer Case in Minneapolis.
Blue Head Election Judge Bag (Blue HEJ Bag)	A blue canvas tote bag the HEJ receives on the Monday immediately before each election containing the HEJ Supply Envelope, the Precinct Board List, Rosters and Greeter Lists to be used in the polling place on Election Day.
Blue Supply Case	A large, blue, rolling case that contains forms, information sheets, supplies, and other items that will be used in the polling place during each election.
Canvass	The official certification of election results.

Central Count Voting System (Central Ballot Counter)	An electronic voting system designed for and certified by the Minnesota Secretary of State for use in a central counting center. (M.R. 8280.0250, subd. 5a)
Central Counting Center	A place selected by the governing body of an election jurisdiction where ballots from multiple precincts are tabulated by a central count voting system. (M.R. 8280.0250, subd. 5b)
Chair Judge	Previous title for the Head Election Judge.
Challenger	An individual with written authorization to be present in a polling place to question the eligibility of voters. A challenger must prove they are a resident of Minnesota by providing the Head Judge with one of the proofs of residence acceptable for Election Day registration and complete an Oath of Challenge to Voter's Eligibility form to challenge a voter's eligibility.
Cross-party Voting	Voting for candidates of more than one party when a candidate appears on the ballot under political party designations. 'Cross-party' voting is not allowed in a partisan primary.
Date of Birth (DOB)	Note use of initials.
Defective Ballot	A ballot is defective if the voter's intent cannot be determined during counting, or if the voter has written their name, ID number, or signature on the ballot.
Demonstration Ballot	A ballot of distinctive color used to instruct voters how to mark the ballot.
Dorm List	A list of students in student housing certified less than twenty days before each election. Used for Election Day registration in conjunction with a student ID.
Drop-off Site	The location to which Election Judges must deliver certain polling place materials on Election Night.
DS200	The technical name for the Ballot Counter used in City of Minneapolis polling places since 2013.
Duplicate Ballot	A ballot created by an Election Judge team to replace a ballot that cannot be scanned by an optical scan system.
Duty Bags	A set of clear, plastic bags that are deployed in the blue supply case to the polling places. They contain materials relevant to each duty station within the polling place. For instance, Duty Bags for the Roster, Registration, and Greeter duties.

Election Cycle	A two-year period from January 1 of an even-numbered year until December 31 of an odd-numbered year.
Election Day Registration (EDR)	In Minnesota, voters are allowed to register in the polls on Election Day. The voter completes the Voter Registration Application (VRA) and presents state approved forms as proof of eligibility to vote. EDR also refers to the process of Election Day Registration.
Election Day Reminder Postcard	An informational notice to remind Election Judges of essential election information. It is sent via mail one week before each election.
Election HQ (Election Headquarters)	Located at Minneapolis City Hall, this is the principal administrative location for elections under the jurisdiction of the City of Minneapolis.
Election Judge	Individuals appointed to carry out a variety of duties in the polling places on Election Day. They have a great responsibility for ensuring the accuracy and integrity of elections. For State of Minnesota eligibility requirements see M.S. 204B.19.
Election Judge Application	Submitted to Minneapolis Elections to apply to serve as an Election Judge.
Election Judge Brochure	An informational brochure containing details about requirements and service as an Election Judge. These are supplied to a variety of community organizations such as parks, libraries, and community centers. This also has a request for more information attached; if this is completed and returned to Minneapolis Elections, the individual is sent an Election Judge Application.
Election Judge HIRE Form	Filled out by each Election Judge at training. This essential document is used to enter judges into the Minneapolis HRIS system and process payroll.
Election Judge Newsletter	An informational letter, called Election Connection, highlighting election activities, from Minneapolis Elections.
Election Judge Roster (Planning Board)	The Election Judge staffing analysis that allows the Election Judge Coordinator to track the staffing level, party balance, language support, and more of each ward and precinct. Printed from EMS.
Election Judge Training Reminder Postcard	Sent one week before each training session to remind Election Judges of their training date.
Election Jurisdiction	Any municipality, school district, county, or special election district responsible for administering an election.

Election Management System (EMS)	A database program used by Minneapolis Elections to manage polling places and Election Judges.
Election Night Reporting (ENR)	The public website displaying the Election Night results from the Election Reporting System (ERS).
Eligible Voter	An individual who is eligible to vote under M.S. 201.014.
Employee of a Residential Facility	An employee of a residential facility in the precinct who can attest to the new registrant's residence at the facility. The employee must provide proof of employment and may vouch for an unlimited number of residents of the facility.
Employer Certificate	A form Election Judges may request to show to their employer to be absent from work on Election Day without penalty. This notice must be presented to an employer no fewer than 20 days before Election Day. (M.S.204B.195)
Evaluations (Election Judge Evaluations)	A form or survey completed for every general election. Judges use this form to evaluate the performance of all Election Judges at their polling place and Minneapolis Elections (also called a 360 Evaluation). The information is tracked and recorded in the Election Management System. This is vital to determine Election Judges who are invited to serve again or promoted and identify areas of improvement in administering the election.
Excess Supply Bag	A bag included in the Blue Supply Case used for miscellaneous items.
Exit Polling	Individuals may conduct exit polls, surveys of voters, anywhere outside of the room being used as the polling place. An individual conducting an exit poll may only approach a voter after having voted and only speak with them to the extent necessary to ask them to participate in completing an anonymous, written questionnaire.
Flag 'Donut'	A plastic, hollow flag pole base that can be filled with water or sand. Used in polling places.
Flag Corkscrew	A metal, corkscrew flag pole base used in polling places.
Found Ballot	A ballot discovered abandoned in a voting station. Any ballot found in a voting station must be marked 'found in voting station.' The ballot must be placed in the spoiled ballot envelope. In no case may that ballot be placed with the properly cast ballots. A note of the occurrence must be made in the Incident Log. (M.R. 8230.1050)

General Election	An election held at regular intervals on a day set by law at which voters of the state or any of its subdivisions choose by ballot public officials or presidential electors. (M.S. 200.02, subd. 2)
Green Folder	Contains a list of voters who vouched for Election Day registrants, and a certified list of Residential Facility employees who can vouch. Deployed at the Registration duty station on Election Day, and used by judges as part of the voucher process.
Greeter List (Purple Book)	A list of registered voters printed by the OSS and used by the Greeter Judge to verify a voter's registration.
Head Election Judge (HEJ)	The chief Election Judge in the polling place. The HEJ, along with the Assistant Head Election Judge (AHEJ), is responsible for managing the polling place.
Head Election Judge Supply Envelope (HEJ) Supply Envelope	A brown envelope the HEJ receives on the Monday immediately before each election. It contains important, sensitive documents and items that are needed to open, close, and manage the polling place on Election Day.
Healthcare Facility (HCF)	A hospital, residential treatment center, or nursing home licensed under M.S. 144A.02 or M.S. 144.50. The Minnesota Department of Health has lists of licensed facilities.
Help America Vote Act (HAVA)	The Help America Vote Act (HAVA) of 2002 was passed by the United States Congress to make sweeping reforms to the nation's voting process. HAVA addresses improvements to voting systems and voter access that were identified following the 2000 election. (Source: www.eac.gov)
Hennepin County (HC)	The county in which the City of Minneapolis resides. Hennepin County encompasses 45 cities in total.
HIRE Form	A payroll document used by the Minneapolis Election Judge Coordinator. These forms are typically filled out by Election Judges upon attending training.
Home County	The county designated to administer the election of a multi-county municipality or school district.
Hot Tips / Notices Sheet	A yellow reference sheet deployed to the polling places on Election Day that must be read and signed by all Election Judges in each poll. This sheet contains important reminders and last-minute information that judges need to be aware of.

Human Resources Information System (HRIS)	A program used by the City of Minneapolis to report hours worked for City employees and Election Judges.
Incident Log	A form the head Election Judge uses to document any unusual events that occur in their polling place on Election Day.
Language Support Judge	Judges who have fluency in a second language to assist voters. Most prevalent in Minneapolis: Spanish, Hmong, Somali, American Sign Language or Oromo.
Minnesota Driver's License (MDL)	A driver's license issued by the State of Minnesota. One of the principal forms of documentation used to register in the polls on Election Day.
Minnesota Rules (M.R., Minnesota Administrative Rules)	An administrative rule is a general statement adopted by an agency to make the law it enforces or administers more specific or to govern the agency's organization or procedure. An agency may adopt a rule only after the legislature has enacted a law granting this authority to the agency. An agency rule that is adopted under the rulemaking provisions of Minnesota Statutes, chapter 14, has the force and effect of law. Rulemaking in Minnesota: A Guide explains each step of the rulemaking process in Minnesota. (Source: www.revisor.mn.gov)
Minnesota Statutes (M.S.)	Laws of the State of Minnesota.
Minor Civil Division (MCD)	In the Statewide Voter Registration System (SVRS), every city, township, and unorganized territory must have a unique MCD number. Minor Civil Divisions are those areas that are recognized by the State of Minnesota or the Federal Government. The Office of the Minnesota Secretary of State assigns the MCD numbers in SVRS.
New Registrants Green Roster (Registration Roster, New Registration Roster, Green Roster)	A Roster signed by voters who are registering in the polls on Election Day.
Non-partisan	Meaning not pertaining to a political party. In a non-partisan primary or a non-partisan general election, voters may vote for any candidates. In a non-partisan election, individual candidates are listed without party designation, unless a local city charter creates other options. It also refers to Election Judges who must remain politically neutral.
Notice of Late Registration (Late Notice)	A letter that is sent to individuals who register after 5pm on the 21st day preceding any election. This letter is one of the proofs of residence eligible to be used to register in the polls on Election Day.

Oath (Affirmation)	An oath or affirmation, as the conscience of the individual dictates. If an affirmation is given instead of an oath, 'swear' means 'to affirm' and 'sworn' means 'affirmed'.
Office of the Minnesota Secretary of State (OSS)	Among other duties, this office is the chief elections administrator for the State of Minnesota.
Office Supply Bag	A bag deployed to polling places within the Blue Supply Case used for various office supplies.
Official Precinct Certification Form	A polling place form containing four parts: 1) Precinct Seal and Ballot Delivery Certification by the City Clerk, 2) Opening the polls seal certification by Election Judges, 3) Election Judge's Oath with signature lines, 4) Closing the polls seal certification by Election Judges.
Outgoing Envelope	An envelope used in the absentee voting process. Contains the postage paid return envelope, the Signature Envelops, secrecy envelope, the ballot, and instructions to the voter.
Overvote	A condition of a voted ballot in which more votes have been cast for a question or office than the number of votes that the voter is lawfully entitled to cast.
Parking Permit	Used by Election Judges for supply pick-up the Monday immediately before each election.
Partisan	In a partisan primary, voters may only vote for candidates within one major political party. In a partisan general election, candidates are listed with party designation. Voters may vote for any candidate regardless of the party affiliation of the candidate.
Payroll Roster	Printed through EMS, this document is completed on Election Day to record Election Judge hours worked, cell phone usage, and other reimbursement needs. This official record is used to enter hours worked into HRIS.
Permit Employee	A seasonal, or temporary, employee.
Petition	A collection of signatures used to show support for something or someone. Examples of petitions in Minneapolis include: a petition drive to get a charter amendment question placed on the ballot, a petition drive in lieu of a filing fee, and nominating petitions.

Political Party	An association of individuals under whose name a candidate files for partisan office. The current Major Political Parties in Minnesota are the Independence, Republican, and Democratic-Farmer Labor parties. The current Minor Political Parties in Minnesota are the Green and Grassroots parties. Other political party or principle names may also appear on ballots for partisan offices based on the party or principle stated on an individual's nominating petition.
Polling Place (PP)	The location within each precinct where voters go to cast their vote on Election Day.
Polling Place Finder (PPF)	A public web utility created and managed by the Minnesota Office of the Secretary of State that individuals can use to find out where they vote, what will appear on their ballot, when their next election is, and in which election districts they live.
Post-election Equipment Review (PER)	The manual recount (or 'audit') of randomly-selected precincts for specific offices following the State General Election to determine if counting accuracy meets a defined standard. (M.S. 206.89, Minneapolis City Ordinances 167.130)
Postal Verification Card (PVC)	PVCs are used to verify the address of a voter. They are also used to inform voters of their polling location.
Precinct Judge Board Report (Election Judge Board List)	A list of the Election Judges assigned to work in a polling place on Election Day.
Precinct Count	Used to describe a precinct where a precinct count voting system is used to count votes on ballots at the precinct polling place as voters deposit the ballots into the Ballot Box. (M.R. 8220.0250, subd. 22a)
Precinct Count Voting System (Ballot Counter)	A Ballot Counter at a precinct designed to store ballot configurations and vote totals on a removable memory unit. Voters insert their voted ballots into the Ballot Counter during voting hours on Election Day and the Ballot Counter counts the ballots after 8pm. (M.R. 8200.0250, subd. 22b)
Precinct Finder	An electronic or paper listing of street names and address ranges assigned to each precinct in the state.
Precinct Support Judge (PSJ)	A liaison between Election HQ and the polling places on Election Day. These experienced Election Judges are assigned to a region of the city and are responsible for any onsite support needed, delivering supplies, and solving equipment issues.

Preliminary Testing	Every election jurisdiction tests the voting systems and programs to ascertain that they will correctly count the votes for all offices and measures. The Ballot Counter and AutoMARK for each precinct must be tested.
Primary Election	An election at which voters choose the nominees for the offices to be placed on the general election ballot.
Prior Registration (Previous Registration in Same Precinct)	The registration record of a voter's most recent prior name or residence address.
Protected Count	This is a number representing the total number of ballots processed throughout the lifetime of a Ballot Counter. It does not have any bearing on the vote totals for a particular election.
Public Accuracy Test (PAT)	A public test conducted after preliminary testing and within three days prior to Election Day for the purpose of publically demonstrating the accuracy of the computer program and voting system which will be used to count the ballots.
Public Count	A number indicating the total number of ballots that have been processed through the Ballot Counter, displayed its screen during voting hours.
Public Information List (PIL, PI List)	A list derived from the Statewide Voter Registration System specifically designed for purchase and use by the public pursuant to Minnesota Law.
Rat-tail Seal	Plastic seals used in Minneapolis to secure the blue supply case and the Ballot Transfer Case.
Reference Sheet	Minneapolis deploys reference sheets to the polling places for Election Day use. These informational sheets provide quick access to procedures or legal requirements throughout the day.
Registered Voter in the Precinct	A registered voter in the precinct or a voter who registers on Election Day in the precinct who can attest to a new registrant's residence allowing them to register in the same precinct on Election Day. A voter may vouch for a maximum of **eight** persons. Vouched for voters cannot vouch for new voters on Election Day.
Request for Check Replacement	If an Election Judge needs a check replacement for any reason, they are sent this form that is then returned to the Finance department.

Residential Facility	Refers to a set of facilities specifically defined under M.S. 201.061, subd. 3(c); some examples include nursing homes, veterans homes, and homeless shelters.
Results Tape (Voting Results Report)	Printed when closing the Ballot Counter after the polls close. This important document contains the vote totals for all candidates and races on the ballot. At least **four** Election Judges must sign the tape. The tape becomes a part of the official record of votes cast at a polling place.
Return Envelope	An envelope used in absentee voting. A postage paid envelope that contains the voted ballot inside the Signature Envelops.
Roster (Pink Roster)	The document listing the voters registered in the precinct. It contains information about each voter, such as current address, date of birth and Voter ID #. Voters registered before Election Day sign this in order to receive a ballot.
Roster Correction Form	A polling place form used to note typographical errors that are found in the Roster.
Safe at Home (SAH)	A statewide address confidentiality program administered by the OSS.
Sample Ballots	Ballots provided to each polling place. It must be posted at the entrance to the polls.
Seasonal Application	Application to work in Minneapolis Elections as seasonal or temporary office support staff.
Signature Envelops	An envelope used in absentee voting. A white envelope that a voter completes and signs with witness information and signature.
Site Assessment	A form used in the on-site assessment conducted by Minneapolis Elections of each polling site. Used to help track existing conditions at each polling place, including required ADA accessibility standards, parking, queuing space, special needs/equipment, etc.
Social Security Number (SSN)	As it relates to elections, this number can be used to verify the identity of a voter. A voter may use the last four digits of the SSN number on the Voter Registration Application and absentee ballot application.
Spindle	Used in Minneapolis by the Ballot Judge to keep track of Voter Receipts.

Spoiled Ballot	A ballot returned to an Election Judge due to an error made by the voter. The voter can exchange this for a new blank ballot.
State General	The state general election is held on the first Tuesday after the first Monday in November in each even-numbered year.
State Primary	The state primary is held on the second Tuesday in August in even numbered years to select the nominees of the major political parties for partisan offices and also the nominees for nonpartisan offices.
Statewide Voter Registration System (SVRS)	An online utility maintained by the Minnesota Office of the Secretary of State that allows users to carry out a variety of election-related tasks such voter records and reporting functions.
Student Election Judge (SEJ)	Also considered 'Trainee Election Judges'. These judges must meet the requirements of M.S. 204B.19, and M.R. 8200.1655. Among other qualifications, these judges must be at least 16 years old, and cannot work later than 10 P.M.
Summary Statement (Results Tape, Voter Statistics Worksheet)	The precinct summary statement is the official record of the number of voters and vote totals for the precinct. The Ballot Counter results tape is the summary statement.
Supply Pick-up	Occurs the day before any election. Head Judges retrieve a Head Election Judge Supply Envelope and other essential polling place supplies.
Team Judge	Team Judges perform the election duties at polling places such as Greeter, Roster, New Registration, Ballot, and Ballot Counter Judge duties.
Training Class Roster / Sign-in Sheet	A document used to track Election Judge training hours. These hours are used for training certification and payment of hours worked. Printed from EMS.
Unaffiliated	Not affiliated with any political party.
Undervote	A condition of a voted ballot in which fewer votes have been cast for an issue or office than permitted by law.
Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)	Alternate voting procedures available to eligible voters who are absent from the precinct and maintain residence either indefinitely or temporarily outside of the U.S., or are in the military, or are the spouse or dependent of an individual serving in the military.
United States Postal Service (USPS)	The principal mail-delivery organization in the United States.

Unorganized Territory	In election law an unorganized territory is an area governed by the county without an additional organized local government. The governing body is the board of county commissioners (county board). An unorganized territory must have a unique MCD number in SVRS. Fort Snelling, for example, is an unorganized territory.
Veteran Judge	An experienced Election Judge that has served for more than one election.
Voter Information Portal (VIP)	OSS online utility for individuals to check if they are registered to vote, find their polling place location, or to check the status of their absentee ballot.
Voter Outreach Education (VOE)	A Minneapolis Elections program to educate the public and enable an active, informed, electorate.
Voter Receipt	A small paper receipt given to voters after signing the Roster or the New Registrants Green Roster. The Voter Receipt is used to receive the ballot from the Ballot Judge.
Voter Registration Application (VRA)	The form used to register to vote or to update an existing registration.
Voter Statistics Worksheet	Form completed on Election Night by the HEJ and turned in at the Drop-off site. Lists important totals from the summary statement.
Voting Booth	A unit assembled to provide a private space for a voter to mark the ballot. It has three sides enclosed with a marking surface and lighting.
Vouching	An Election Day procedure that permits an individual to register to vote and to cast a ballot if another authorized individual swears (or affirms) an oath that the individual resides in that precinct. Election Day vouchers are limited to vouching for eight voters; however, that limitation does not apply to employees of residential facilities vouching for residents of those facilities.
Ward	A ward designation is only used by cities with wards. A ward is a geographic area used for the purpose of electing a city council member to represent a subset of people living within a city. This field must not be used in any town, unorganized territory, or city without wards. (M.S. 205.84)
Ward-Precinct (W-P)	For instance, 1-4, 13-3, 2-4. It identifies a geographic area or ward, and geographic subsets within a ward. Designations are used to identify representation of governmental units, offices an eligible voter may vote on, and location of the polling place.

Witness	A Minnesota resident who signs an absentee ballot envelope to document that the ballot inside was marked by the voter entitled to cast the ballot.
Zero Totals Report (Zero Tape)	The machine tape printed as part of the opening procedure for each Ballot Counter; used to verify that no votes have been recorded by the Ballot Counter before official voting begins.