

City of Minneapolis Basic Election Judge Training Fall 2014

Minneapolis Elections & Voter Services
350 S. 5th St., Room 201
Minneapolis, MN 55415

Website: vote.minneapolismn.gov
Election Judge Coordinator: (612) 673-3870 – Jilla Nadimi

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Thank You!

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

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Today's Agenda

1. What's new in 2014?
2. Election Judge and polling place overview
3. Election Judge duties on Election Day

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What's New in 2014?

In general:

- New Ballot Counter (2013)
- No ranked-choice voting this year, not until 2017
- Additional precincts, some polling place changes
- **'ePollbook' pilot**

Law changes:

- New acceptable Election Day Registration proofs
- No longer need to provide a reason to vote absentee
- Online absentee application through OSS website
- Online voter registration
- Voucher limit reduced to 8

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New Polling Places/Precincts

- 8 new precincts added
 - vote.minneapolismn.gov → voters → **where to vote** for a list of 2014 polling places with details on additions and changes

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ELECTION DAY MISSION

VOTERS

Engaged and Confident of the Election Process

ELECTION JUDGES

The Face of Elections

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

ELECTIONS & VOTER SERVICES

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

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Election Judge Mission

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

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Election Judge Conduct – In General

- Be **professional**
 - Calm, polite, respectful, and helpful
- Seek solutions
- Head Judge in charge of conflict resolution
- Unless aiding with accessibility at the voter’s request, never touch a voter
- Voter information is private

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Election Judge Conduct – Neutrality

- Partisan comments and ANY political discussion is prohibited at all times while serving as an Election Judge.

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Persons Allowed in or Near the Polling Place

See page 36 of the 2014 Election Judge Manual

- Election Judges
- Voters
- Persons helping a voter (See page 38 in 2014 Election Judge Manual)
- Children accompanying voters
- Vouchers
- Observers with written authorization from the State, County, or City **(HEJ)**
- Peace officers
- Appointed challengers **(HEJ)**
- Teachers, and elementary and high school students, if participating in a mock election that has been authorized by the OSS – Kids Voting
- Persons making a written complaint **(HEJ)**
- **Media (HEJ)**
- People conducting exit polls **(HEJ)**

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Prohibition on Campaigning

- **Campaigning of any kind is not permitted inside or within 100 ft of a polling place**
 - Map w/100 ft “buffer”)
 - No display of campaign signs, buttons, literature, or clothing with campaign slogans, etc.
 - No campaigning on public property, even beyond 100 ft.

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Prohibition on Campaigning

- Every eligible voter is still allowed to vote!
- Voters may take **sample ballots or campaign flyers** into the voting booth with them, but **must not display these publicly**

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Exit Polling

- Anonymous, written survey
- NOT in the polling place room
- May only approach voters after they have voted

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Political Party Affiliation

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

For party balance activities see page 49 of the 2014 Election Judge Manual

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Kids Voting

- Will be active in Minneapolis polling places for the Nov. 4th General Election
- 1 table in each polling place (even in split polling places)
- Can be just outside of the polling place room

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Preparing for Election Day

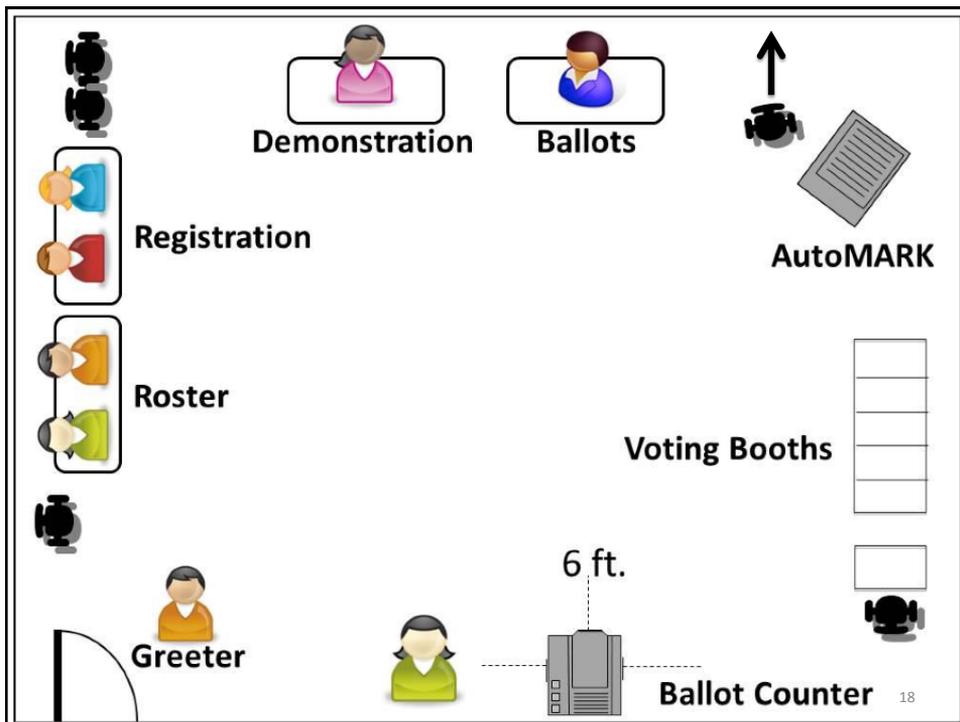
- All Election Judges:
 - **Review your training materials**
 - Dress comfortably
 - Meals and breaks
 - Remember to vote
 - Prepare for specific personal needs while serving: medications, glasses, daycare

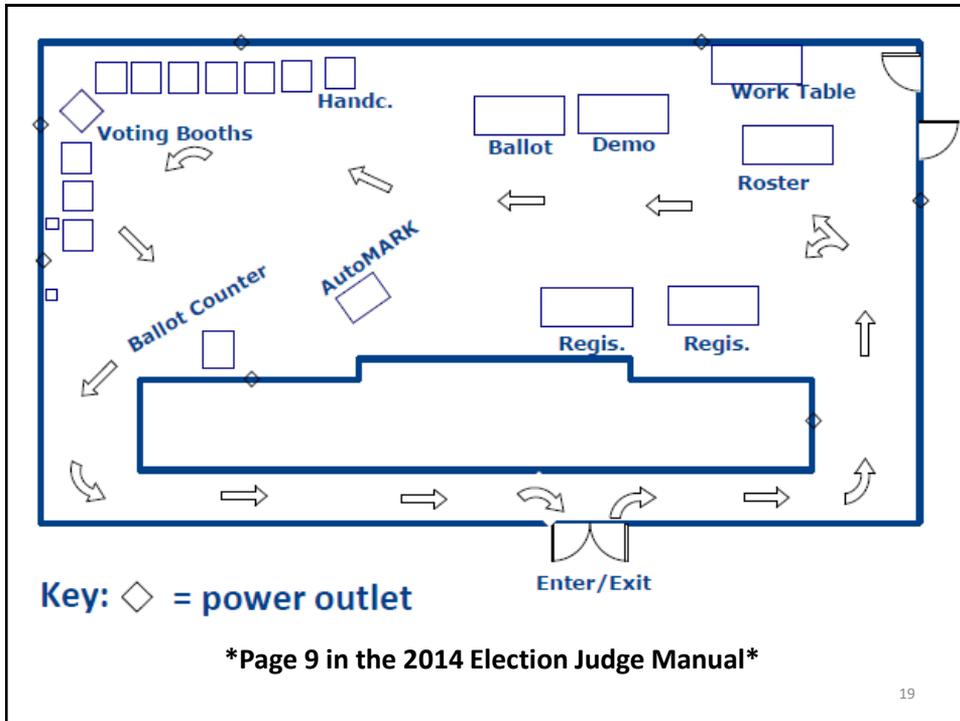
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Opening the Polls

- **All opening Election Judges must arrive by 6:00am** (some “half-day” judges will arrive at 2:00pm)
- Opening the Polls Checklist
- HEJ administers Election Judge oath, distributes nametags
- Verify precinct-specific materials
 - Ballots, rosters, AutoMARK & Ballot Counter software
- HEJ delegates duties:
 - Put up signs and U.S. Flag
 - Set up duty stations
 - Set up Ballot Counter and AutoMARK (HEJ)
 - Complete opening forms (HEJ)
 - Prepare ballots (Ballot Judge)
- **Polls Open at 7:00am**

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Signs

- Most in the **Sign Bag**
- Placement of signs / blue tape
- **‘IF YOU LIVE WITHIN THE BLUE LINE, VOTE HERE’**
- **‘ELECTION DAY VOTER PARKING ONLY’ / Meter Hoods**

U.S. Flag

- U.S. flag **must be** displayed at entrance to poll during voting hours
- 3 ways to display flag:
 - Wall-mounted bracket
 - Flag “donut”
 - Corkscrew stand

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Polling Place Supplies Overview

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

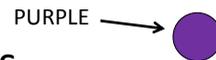
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Election Judge Overview

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

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Greeter Judge – Duties



Greeter Judge starts on page 13 of the 2014 Election Judge Manual

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

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Greeter Judge – Supplies

- Greeter's List

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	11767 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004		
0003664577	SMITH, BILL MICHAEL	11767 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		

- Precinct Finder (precinct-only & city-wide)
- Polling Place List
- Election Day Registration Forms (make sure the voter needs to register and has the right proofs)

Greeter Judge – Precinct Finder

Street Name

House #

Odd, Even, or Both

Precinct

Not needed to locate precinct

Precinct Finder
 MCD-MINNEAPOLIS

6/17/2014 3:43:42 PM

Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code	CO	MCD	WD	SD	JD	LG	SN	CG	CM	PK	HD	Range ID	Total Voters
1ST AVE N	311 to 415	B	1503 MINNEAPOLIS W-3 P-12	MINNEAPOLIS	55401	27	135	W-03	1-4	04	59B	59	5	04	4		229092	2
	706 to 706	E	1670 MINNEAPOLIS W-7 P-06	MINNEAPOLIS	55403	27	135	W-07	1-4	04	59B	59	5	03	4		301045	33
1ST AVE NE	100 to 112	B	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	80B	60	5	04	1		229098	109
	127 to 315	O	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	80B	60	5	04	1		229098	80
	316 to 808	E	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	80B	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	80A	60	5	02	1		229100	6

- The primary tool of the Greeter Judge
- What are the four important columns?
- “What precinct am I in” activity...

HOW TO USE THE MINNEAPOLIS PRECINCT FINDER



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

CONFIRM YOU ARE USING THE CURRENT **PRECINCT FINDER** AND THE CURRENT YEAR'S POLLING PLACE LIST. The Polling Place List is printed annually following approval by the Minneapolis City Council. Each year there may be polling place changes. Call Minneapolis Elections at 311 or 612 673-3000 if you have any questions.

THE COLUMNS OF THE PRECINCT FINDER

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

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Roster Judge – Duties



Roster Judge starts on page 15 of the 2014 Election Judge Manual

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

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Roster Judge – Supplies

- Roster (Pink Roster)
- Certificate of Registered Voter
- Precinct Finder (precinct-only & city-wide)
- Voter Receipts
- Voter's Oath "Tent"

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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		064 CENTRAL 0630 SPRUCE TWP	0000247210	
2. SMITH, BILL MICHAEL 11787 422ND ST		064 CENTRAL 0630 SPRUCE TWP	0000249381	
3. SMITH, BOB AARON 11717 42ND ST		064 CENTRAL 0630 SPRUCE TWP	0003723215	
4. SMITH, CHUCK BRAD 42903 KESTREL AVE		064 CENTRAL 0630 SPRUCE TWP	0000251754	
5. SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE		064 CENTRAL 0630 SPRUCE TWP	0000245281	
6. SMITH, DARLENE CHRIS 42302 KESTREL AVE		064 CENTRAL 0630 SPRUCE TWP	0003366582	
7. SMITH, DAN DERRICK 42302 KESTREL AVE		064 CENTRAL 0630 SPRUCE TWP	0003366546	
8. SMITH, EVAN JOHN 12485 422ND ST		064 CENTRAL 0630 SPRUCE TWP	0000251572	
9. SMITH, FRANK BILL 12485 422ND ST		064 CENTRAL 0630 SPRUCE TWP	0000251636	
10. SMITH, GRETCHEN ANN 43141 140TH AVE		064 CENTRAL 0630 SPRUCE TWP	0000251637	
11. SMITH, HARRY JAMES 45536 KESTREL AVE		064 CENTRAL 0630 SPRUCE TWP	0000248536	
12. SMITH, IRENE CHRISTINE 45536 KESTREL AVE		064 CENTRAL 0630 SPRUCE TWP	0000248560	
13. SMITH, IRA JOHN 45536 KESTREL AVE		064 CENTRAL 0630 SPRUCE TWP	0003815785	

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Roster Judge – Registered Voters



1. Ask for name and address

– Can't find the voter's name?

- Wrong precinct; 4 years; marriage
- Typos (Roster Correction Form; page 78 in 2014 Election Judge Manual)
- Check for spelling variations
- McDaniels, O'Connor

2. Check for roster notations

– (SEE ID, A.B., Challenge)

3. Point to Voter's Oath Tent

4. Issue the voter a Voter Receipt after they have signed the Roster

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Roster Judge – Roster Notations



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

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Roster Judge – Assistance with Signature

- A voter can use a stamp facsimile
- A voter can sign with a mark
- A voter can request that another person print their name for them

See page 15 in 2014 Election Judge Manual

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Roster Judge – Curbside Voting

See page 39 of the 2014 Election Judge Manual

1. Two Election Judges from different major political parties go out to assist the voter
2. Take a Certificate of Registered Voter form, also with registration application, if needed
3. Process forms
4. “CURBSIDE” is printed on either the Roster or New Registrants Green Roster
5. Voter Receipt to Ballot Judge; ballot and secrecy cover taken to voter; voter fills out ballot; ballot deposited into Ballot Counter

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Roster Judge – 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 its second. 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	084 CENTRAL 303C SPRUCE TWP	0000247310	
2. SMITH, BILL MICHAEL 11787 422ND ST		084 CENTRAL 303C SPRUCE TWP	0000248381	
3. SMITH, BOB AARON 11717 42ND ST		084 CENTRAL 303C SPRUCE TWP	0003723216	
4. SMITH, CHUCK BRAD 42803 KESTREL AVE		084 CENTRAL 303C SPRUCE TWP	00002261754	
5. SMITH, CHARLES JOHNATHAN 42202 KESTREL AVE	<i>C Luke Smith</i>	084 CENTRAL 303C SPRUCE TWP	0000245281	
6. SMITH, DARLENE CHRIS 42202 KESTREL AVE		084 CENTRAL 303C SPRUCE TWP	0003368502	
7. SMITH, DAN DERRICK 42202 KESTREL AVE		084 CENTRAL 303C SPRUCE TWP	0003368546	
8. SMITH, EVAN JOHN 12465 422ND ST	<i>A B</i>	084 CENTRAL 303C SPRUCE TWP	00002251572	
9. SMITH, FRANK BILL 12465 422ND ST		084 CENTRAL 303C SPRUCE TWP	00002251836	
10. SMITH, GRETCHEN ANN 43141 140TH AVE		084 CENTRAL 303C SPRUCE TWP	00002251837	
11. SMITH, HARRY JAMES 48538 KESTREL AVE		084 CENTRAL 303C SPRUCE TWP	0000248536	
12. SMITH, IRENE CHRISTINE 48538 KESTREL AVE	<i>Irene Smith</i>	084 CENTRAL 303C SPRUCE TWP	0000248590	
13. SMITH, IRA JOHN 45326 KESTREL AVE		084 CENTRAL 303C SPRUCE TWP	0003815785	

Date of birth

Voter ID #
(clerkal #
kept by the
State)

Curbside
voter

- Use pink highlighter to indicate corrections

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Registration Judge – Duties

GREEN

Roster Judge starts on page 21 of the 2014 Election Judge Manual

- Register voters
 - Verify proofs of residence

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Registration Judge – Supplies

- Minnesota Voter Registration Applications
- Registration Binder
 - New Registrants Green Roster (Green Roster)
 - Reference Sheets
- Green Folder (contains important forms)
 - Precinct List of Persons Vouching
 - Absentee Election Day Registrants for Polling Place
- Precinct Finder (precinct-only & city-wide)
- Voter Receipts
- Voter’s Oath “Tent”

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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 election office use only
M
AB

3. last name or surname first name middle name suffix (e.g., 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) 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: XXXX-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 date: ____-____-20__

Election Judge Official Use Only		
W. ID with Current Name & Address	Photo ID + Document with Current Name & Address	Other
ID Number: _____	Document Type: _____	<input type="checkbox"/> Vouched For
P. _____	Photo ID Number: _____	<input type="checkbox"/> Notice of Late Registration
SD. _____	<input type="checkbox"/> Driver's License, Learner's Permit or State ID Card	<input type="checkbox"/> Valid Registration in Same Precinct
Initials: _____	<input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID	<input type="checkbox"/> Student ID with College List
	<input type="checkbox"/> Tribal ID <input type="checkbox"/> Successor ID	ID Number: _____

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Registration Judge – Registration Steps

1. **Verify the voter is in the right polling place**
2. Confirm the voter hasn't voted A.B.
 - Check Absentee Election Day Registrants for Polling Place in Green Folder
3. Ensure the voter has proper proof of residence
4. Have the voter complete a registration application
5. Complete Election Judge section of the reg. app.
6. Have voter sign the New Registrants Green Roster
7. Issue a Voter Receipt

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Registration Judge – Determination of Residence

- **For voting purposes, a voter can only have one residence**
- Multiple residences / students
- Voters without a home
- P.O. box or General Delivery cannot be used in box #4 on application

See page 25 of the 2014 Election Judge Manual

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Registration Judge – Proofs, Stand-alone

See pages 22-24 of the 2014 Election Judge Manual

- Valid Minnesota driver's license, Minnesota learner's permit, or Minnesota ID card
 - Note: "Status Check" (See page 22 in 2014 Election Judge Manual)
- 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

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Registration Judge – Proofs, Combo

COLUMN 1 – Photo ID with current name
(can be expired)

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

+

COLUMN 2 – Approved document with current
name and current address (can be shown on
portable electronic device)

- ***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*** ⁴²

Registration Judge – Proofs, Other



- Voter Voucher
 - Registered voter in the precinct
 - Maximum reduced to 8 (Precinct List of Persons Vouching)
 - Someone cannot vouch who has been vouched for on Election Day
- Employee Voucher
- Notice of Late Registration
- Valid registration in the same precinct
- College student photo ID with name on housing list

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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

- Get Voter ID # of voucher from the registered Roster or Greeter's List

- Have the voucher print their name next to their signature

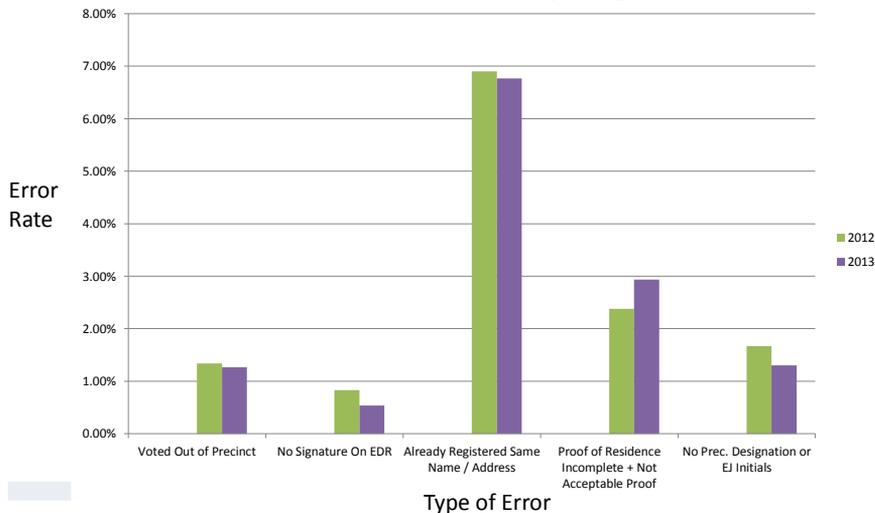
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Registration Judge – Registration Binder

- Place completed Green Roster pages with completed registration applications
- Write total # of signatures on Green Roster

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Lessons Learned - Election Day Registration Errors

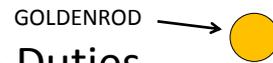


Total Election Day Registrations in 2012 = 50669

Total Election Day Registrations in 2013 = 5926

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Demonstration Judge - Duties

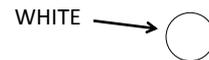


Demonstration Judge starts on page 29 of the 2014 Election Judge Manual

- Instruct voters how to mark the ballot
 - **Never demonstrate using an official ballot;** use the sample ballots provided

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Ballot Judge - Duties



Ballot Judge starts on page 31 of the 2014 Election Judge Manual

- Preparing ballots
 - Keep track of ballots (**Ballot Tracking Form**)
 - **Keep ballots secure**
- Issuing ballots to voters
 - Keep track of voter receipts

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Ballot Judge – Preparing Ballots

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

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FRONT

Ballot Tracking Form			
Minnesota	WARD/PRECINCT: «Wards - «Precincts»	General Election	DATE: November 4, 2014
BALLOT DELIVERY CERTIFICATION			
Confirm and record the number of sealed ballot packs:			
Number of sealed ballot packs delivered: _____ «Ballot Pkgs.» @ 100 ballots per pack <small>Recorded by City Clerk/Election Official</small>			
Number of sealed packs received: _____ @ 100 ballots per pack <small>Recorded by Election Judges</small>			
Oath of Confirmation:			
We, the election judges, certify that the above number of ballots were received for this election.			
Two election judges must sign below.			
_____ Election Judge		_____ Election Judge	
ELECTION NIGHT BALLOT AUDIT			
Confirm ballot quantities delivered to the precinct match the ballot quantities at the end of the night:			
A. Unused Ballots:			
1) Number of sealed packs remaining: _____ @ 100 per pack = _____			
2) Number of unused ballots not in packs: _____			
B. Used Ballots:			
3) Number of spoiled ballots: _____ + _____			
4) Number of ballots for which duplicates were made: _____ + _____			
5) Total ballots in ballot box: _____ - _____			
Total number of ballots: (Add totals from 1+2+3+4+5): _____			
Two election judges must sign below.			
_____ Election Judge		_____ Election Judge	

Return in Results Envelope A

-over-

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BACK

Ballot Tracking Form – Actual Count

Instructions: Hand count ballots and record the total for each opened ballot package.

Package 1 _____	Package 21 _____	Package 41 _____
Package 2 _____	Package 22 _____	Package 42 _____
Package 3 _____	Package 23 _____	Package 43 _____
Package 4 _____	Package 24 _____	Package 44 _____
Package 5 _____	Package 25 _____	Package 45 _____
Package 6 _____	Package 26 _____	Package 46 _____
Package 7 _____	Package 27 _____	Package 47 _____
Package 8 _____	Package 28 _____	Package 48 _____
Package 9 _____	Package 29 _____	Package 49 _____
Package 10 _____	Package 30 _____	Package 50 _____
Package 11 _____	Package 31 _____	Package 51 _____
Package 12 _____	Package 32 _____	Package 52 _____
Package 13 _____	Package 33 _____	Package 53 _____
Package 14 _____	Package 34 _____	Package 54 _____
Package 15 _____	Package 35 _____	Package 55 _____
Package 16 _____	Package 36 _____	Package 56 _____
Package 17 _____	Package 37 _____	Package 57 _____
Package 18 _____	Package 38 _____	Package 58 _____
Package 19 _____	Package 39 _____	Package 59 _____
Package 20 _____	Package 40 _____	Package 60 _____

Return in Results Envelope A

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Ballot Judge – Issuing Ballots

1. Collect a Voter Receipt
2. Number the Voter Receipt and place on spindle
3. Issue a ballot to the voter along with a secrecy cover (Only issue a ballot with the initials of Two EJs)
4. Bundle voter receipts in groups of 25 and place into Used Voter Receipts Envelope

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Ballot Judge – Unofficial Ballots



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

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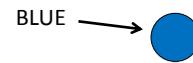
Ballot Judge – Spoiled / Found Ballots



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

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AutoMARK

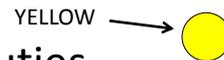


- Ballot-marking device
- Any voter can use this if they choose
- Voter can turn screen off for privacy
- Reads ballot to voters via headphones
- Keypad/touch screen can be used to make selections
- Automatically checks for marking errors
- Prints a voter's choices onto a ballot
- Not a Ballot Counter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

See page 61 of the 2014 Election Judge Manual



Ballot Counter Judge - Duties



Ballot Counter Judge starts on page 33 of the 2014 Election Judge Manual

- Monitor and troubleshoot the Ballot Counter
 - Provide assistance to voters as needed
- Issue "I Voted" stickers

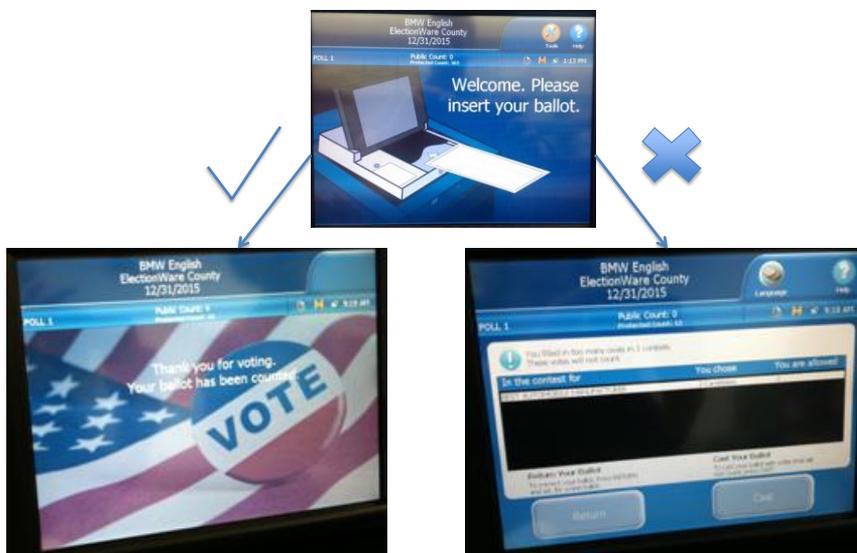
Ballot Counter Judge – DS200 Ballot Counter

- Touch screen
 - The Ballot Counter Judge will operate
- Two compartments:
 - Ballot box
 - Auxiliary compartment
- Informs voter when vote counted
- Alerts voter if there is an error



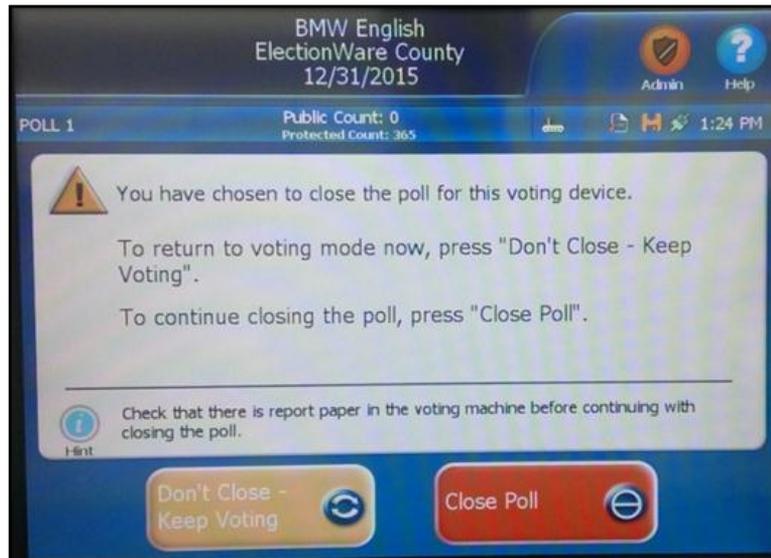
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Ballot Counter Judge – Ballot Counter Screens



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Ballot Counter Judge – Public and Protected Counts



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Ballot Counter Judge – Monitor the Ballot Counter

- No one, except for a **voter casting their ballot** or an **Election Judge** is allowed within six feet of the Ballot Counter.
- If the Ballot Counter indicates an error with their ballot, ask the voter if they would like assistance

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Ballot Counter Judge – Troubleshooting

1. Check the display for the error message
 - Do not inspect the voter’s ballot itself
 - Errors include: blank ballot, overvote, ballot jam
3. Explain the error to the voter
 - If requested by the voter, **two Election Judges of different major political parties** may review the ballot itself
4. Offer the voter a replacement ballot (if necessary)
 - Explain that some or all of their votes may not be counted
5. If the voter wants to cast their ballot as is, they may
 - **The voter chooses, the Election Judge touches the screen**

Ballot Jam? Tell your Head Judge. See page 34 of the 2014 Election Judge Manual

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Ballot Counter Judge – Ballot Counter Not Working

- Tell your Head Judge (who will call Election HQ immediately)
- Use the **auxiliary compartment**
- When the machine is operating again, **two judges of different major political parties** can open the auxiliary compartment and feed the ballots into the Ballot Counter

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Ballot Counter Judge – Full Ballot Box During Voting Hours

1. Every 500 ballots (check public count)
- 2. Two judges of different major political parties**
3. Seal ballots into a Ballot Transfer Case
4. Secure Ballot Transfer Case
5. Record in Incident Log:
 - Time
 - Initials of Election Judges present
 - Number from rat-tail seal used to secure ballots in transfer case

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Head Judge and Assistant Head Judge - Duties

- Serve as the managers of the polling place
- Open / close the Ballot Counter
- Open / close AutoMARK
- Administer challenges
- Election Judge payroll
- Opening / closing paperwork
- Communicate with Election HQ

- **The HEJ and AHEJ go through additional training**

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Head Judge and Assistant Head Judge In-person Challenges

See pages 41-42 of the 2014 Election Judge Manual

- The Head Judge is in charge of administering challenges in the polling place
- Oath of Challenge to Voter's Eligibility Form
- What is a challenge?
 - Contesting a voter's eligibility **based on personal knowledge** of the voter
- Who can issue a challenge?
 - Appointed Challengers; Election Judges; any eligible voter in the precinct

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Assistance to Voters

See pages 38-40 in the 2014 Election Judge Manual

- Language needs / accessibility needs
- Two judges of different major political parties may help a voter mark their ballot
- Voter assistance from others (not Election Judges)

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Closing the Polls – Overview

- Polls close promptly at 8pm
 - Everyone in line at 8pm must be allowed to vote
 - Do not begin closing until last voter has finished voting
 - Public is allowed to view closing activities
- Follow the instructions of your Head Judge
- Closing the Polls Checklist
- Transmit results and print Results Tapes (HEJ in charge)
 - Post one of the results tapes for public viewing
- Complete Forms and Sign Materials (HEJ in charge)
- Pack supplies
 - Many materials remain in the polling place
 - Certain materials are delivered to the Minneapolis Warehouse on election night (**Items to Return to Warehouse Election Night**)

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Closing the Polls – Signing Materials

- All return envelopes:
 - 4 signatures **over seal**
 - Even if an return envelope has nothing in it, write a 0 on the envelope in the appropriate space and sign over the seal (good for record-keeping)
- Ballot Transfer Case:
 - 2 paper seals, one plastic (rat-tail) seal
 - **4 Election Judges sign at minimum sign each paper seal**
- Results Tapes:
 - **4 Election Judges at minimum sign each tape**
- If in doubt, call Election HQ

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FRONT

ITEMS TO RETURN TO WAREHOUSE ELECTION NIGHT

Tuesday night return to Elections Warehouse
732 Harding St NE

Word
Precinct Slider

**Many materials
MUST be
delivered to the
Elections
Warehouse!**

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

Election Judge Signature

Election Judge Signature

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BACK

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.

**The rest...stay in
the polling place!**

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

MAP TO ELECTIONS WAREHOUSE

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



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Thank you!

- **Review your Election Judge Manual!**
- Training materials are available online at vote.minneapolismn.gov → Election Judges → Training Materials
 - Election Judge Videos (OSS)
 - Minneapolis Election Judge Manual
 - Frequently Asked Questions
- General Election:
 - Date: Tuesday, November 4th, 2014
 - Paychecks will be mailed December 12th

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