MINNEAPOLIS
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Minneapolis
Elections and Voter Services

City of Minneapolis Election Judge Manual

2016

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OVERVIEW

About this manual

This manual is the primary reference material for Minneapolis Election Judges. It is built upon the foundation of the Election Judge Guide created by the Office of the Minnesota Secretary of State (MN OSS), adding content that is specific to Minneapolis. Full credit goes to the MN OSS for the creation of the original guide.

Throughout this manual, you will see citations referencing election laws (Minnesota Statutes or M.S. citations) or election rules (Minnesota Rules or M.R. citations). Find the full text of election laws and rules online at: www.sos.state.mn.us.

An electronic version of this manual, the Election Judge Guide produced by the Office of the Minnesota Secretary of State, and other training materials, are available online on the Minneapolis Elections & Voter Services website: vote.minneapolismn.gov.

Thank you for serving as an Election Judge—*you are a guardian of our democracy*!

Follow local instructions

Minnesota elections are carried out by local jurisdictions like the City of Minneapolis, and not all jurisdictions do things the same way. If you have worked as an election judge in another jurisdiction and are now serving in Minneapolis, keep this in mind.

Code of conduct

While serving, it is essential that you leave your political beliefs at home. On Election Day, your job as an election judge 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, or any other polling place documents (for example, a voter's birth date).[1]

[1] 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.[2] At the start of Election 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 in Minnesota, you must be eligible to vote in Minnesota and be able to read, write, and speak English.[3]

Qualifications for Minneapolis election judges

Minneapolis election judges 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 is 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.

[2] M.S. 204B.26
[3] M.S. 204B.19

- 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 125) cannot serve as an Election Judge.

Training and certification

There are different training requirements for each type of election judge.

Election Judge Training Requirements Minneapolis certification valid through the end of the year in which a course was completed[4]				
	Basic Election Judge Training	**Head Judge Training**	**Precinct Support Judge Training**	**Registration Specialist Training**
Team Judge	3 Hrs. Required			
Team Judge – Registration Specialist	3 Hrs. Required			1 Hr. Required
Student Judge	3 Hrs. Required			
Assistant Head Judge	3 Hrs. Required	3 Hrs. Required		
Head Judge	3 Hrs. Required	3 Hrs. Required		
Precinct Support Judge	3 Hrs. Required	3 Hrs. Required	2 Hrs. Required	
Healthcare Facility Judge[5]	3 Hrs. Required			

[4] Minnesota Rules Chapter 8240 requires, *at minimum*, recertification for Basic and Head Judge training once every two years; however, certification for all Minneapolis training courses is only valid through the end of the calendar year in which the course was completed.

[5] Absentee voting judges receive additional training administered by the EVS staff member in charge of absentee voting.

Polling place assignments

Elections & Voter Services will try to assign you to work in a precinct near where you live, though you may be asked to serve somewhere else in the city. You may serve for all or part of Election Day—unless you are a Head Judge, then you must serve for the full day.[6] You will receive your work assignment as soon as you are hired.

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. Every attempt is made to meet these minimum staffing requirements with Team Judges. In addition, each polling place has one Head Judge and one 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.[7]

Performance evaluations

After each general election every election judge will have their performance evaluated and have the opportunity to evaluate others. These evaluations are an important way to guarantee success in the polls. They help ensure that every judge has the training, skills, and resources necessary to serve voters. They also enable us to identify issues, improve processes, and provide support to election judges.

How evaluations are used

- To provide feedback, including identifying strengths and weaknesses intended to help election judges be more effective.
- To examine objective measurements regarding how well duties are performed.
- To examine subjective areas such as voter service, teamwork, listening, and following directions.
- To identify election judges who require more training, should be promoted and assigned additional responsibilities, or should not serve again.
- To determine ways which Elections & Voter Services (EVS) may improve materials, procedures, and support provided to election judges.

[6] M.S. 204B.21; M.S. 204B.22 Subd. 1(b)
[7] M.S. 204B.22; M.S. 204B.19, subd. 5

It is the responsibility of Head Judges, Assistant Head Judges, Precinct Support Judges, and EVS to provide training and support to ensure every judge is successful.

Who is evaluated

All election judges are evaluated, and have the chance to evaluate at least one other type of Election Judge. Judges that interact with EVS on Election Day will also have the opportunity to provide feedback regarding the performance of EVS staff.

How to complete evaluations

Typically, evaluations are deployed in both electronic and paper formats. Look for instructions closer to Election Day regarding how to access evaluations.

Deadline for completion of evaluations

Completed evaluations must be submitted to EVS no later than November 30 following a regularly scheduled General Election.

Time off from work to serve as an election judge

State law allows you to receive time off from work to serve as an election judge. EVS will provide you with a certificate that includes your work schedule 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 wage is $15 per hour and your Election Judge wage will be $13.30 per hour, your employer can reduce your normal pay of $120 by the $106.40 you are being paid by the City of Minneapolis for that time and pay you the difference of $13.60. Or, you can voluntarily take a vacation day—unless you are a City of Minneapolis employee—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.[8]

City of Minneapolis employees serving as election judges

City of Minneapolis employees serving as election judges are required to complete a “Request for Time Off from Work to Serve as an Election Judge” before serving in each election. If you are a City employee serving as an election judge in an upcoming election and have not yet completed this form for that election, or unsure if you have, please call the Election Judge Coordinator at (612) 673-3870. The form can alternatively be downloaded from CityTalk under Forms, completed, and delivered to the Elections & Voter Services office in City Hall Room 201.

[8] M.S. 204B.195

ELECTION JUDGE TYPES

Minneapolis has seven types of election judges:

1. Team Election Judge (Team Judge, TEJ)
2. Team Election Judge – Registration Specialist (Team Judge – RS, TEJRS)
3. Student Election Judge (Student Judge, SEJ, Trainee Election Judge)
4. Assistant Head Election Judge (Assistant Head Judge, AHEJ)
5. Head Election Judge (Head Judge, HEJ)
6. Precinct Support Judge (PSJ)
7. Healthcare Facility Judge (HCF Judge)

Election judge *types* are different from *polling place duties* (page 49).

Team Election Judge (Team Judge, TEJ)

Team Judges carry out the responsibilities of the six duties within the polling place on Election Day. The six duties are:

- Greeter Judge
- Roster Judge
- Registration Judge
- Demonstration Judge
- Ballot Judge
- Ballot Tabulator Judge

Team Election Judge – Registration Specialist (Team Judge – RS, TEJRS)

These are experienced Team Judges who specialize in Election Day Registration. They are stationed exclusively at the Registration duty station and perform all the same duties as other Team Judges who are assigned to that station, but additionally must:

- mentor other judges serving at the Registration duty station,
- oversee opening and closing responsibilities related to the Registration duty station,
- perform hourly audits of the Election Day Registration applications and the New Registrants Green Roster.

Student Election Judge (Student Judge, SEJ, Trainee Election Judge)

Referred to as a "Trainee Election Judge" in Minnesota Statute, Student Judges are youth aged 16 and 17 years old that perform the same polling place duties as Team Judges with the exception of those that require major political party affiliation.[9]

Qualifications unique to Student Judges include that they:

- be at least 16 years of age to serve,
- must serve within their County of residence or in a County adjacent to it,
- cannot serve on Election Day past 10 p.m.,[10] and
- must receive permission from their school and parents.

Head Election Judge (Head Judge, HEJ)

Head Judges manage a polling place on Election Day. This includes triaging problems, monitoring and mentoring their Election Judge staff, and executing some of the more complex polling place duties like setting up and closing down the ballot tabulator, administering challenges, and completing election certification forms.

Assistant Head Election Judge (Assistant Head Judge, AHEJ)

Assistant Head Judges share the responsibility of managing the polling place on Election Day with Head Judges. The duties of the Head and Assistant Head Judge are identical.

Precinct Support Judge (PSJ)

Precinct Support Judges are a type of election judge unique to Minneapolis. Each is in charge of an entire ward on Election Day. They are responsible for traveling from precinct to precinct within their ward, monitoring and mentoring the Head and Assistant Head Judges at each precinct, and addressing any issues that may arise. These judges have a direct line of communication with Election HQ on Election Day via radio.

Healthcare Facility Judge (Healthcare Judge, HCF Judge)

These judges serve as part of the absentee voting staff. Before Election Day they are sent to administer absentee voting at healthcare facilities within the city.[11]

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[9] M.S. 204B.19 Subd. 6.; the duties that require major political party affiliation can be found on page 112.
[10] M.R. 8240.1655 Subp. 3.; 204B.19 Subd. 6.
[11] M.S.203B.11

PREPARING FOR ELECTION DAY

Study before Election Day and bring your manual to the polls

You are not required to memorize all of the details of election procedure, but you are expected to be knowledgeable. **Take the time to study** this manual before Election Day. The more you study, the better prepared you will be for your duties.

On Election Day, **take your manual with you to the polls to use as a reference** throughout the day. Your personal copy can be especially useful if you have filled it with your own notes.

Appropriate attire for the polling place

Dress comfortably and casually. Like voters, you cannot wear political or campaign-related attire.

Breaks and meals

You may bring a lunch, snacks, and dinner to your polling place. 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, you may vote on a break during regular voting hours. If you are serving elsewhere, you may vote absentee before Election Day. For information about 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:

- 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?
- Do you have enough gas, or a ride, to return home?

Head and Assistant Head Election Judges

Head Election Judges have additional duties prior to Election Day such as contacting their team and picking up essential supplies. See the Head and Assistant Head Judge chapter (page 111) for details.

OPENING THE POLLING PLACE

Overview

All election judges working an opening shift on Election Day **must arrive by 6 a.m**, and the **polls must be open and ready for voters at 7 a.m**. The Head and Assistant Head Judge are in charge of coordinating opening duties, and completing some advanced duties.

The key document for opening the polls is the **Opening the Polls Checklist**, which is found in the Brown HEJ Supply Envelope. This will guide you through every step of the process.

Call Election HQ immediately if:

- You are unable to access your polling place building or room.
- Equipment or supplies are missing or incorrect for your precinct.

Head and Assistant Head Judge opening duties

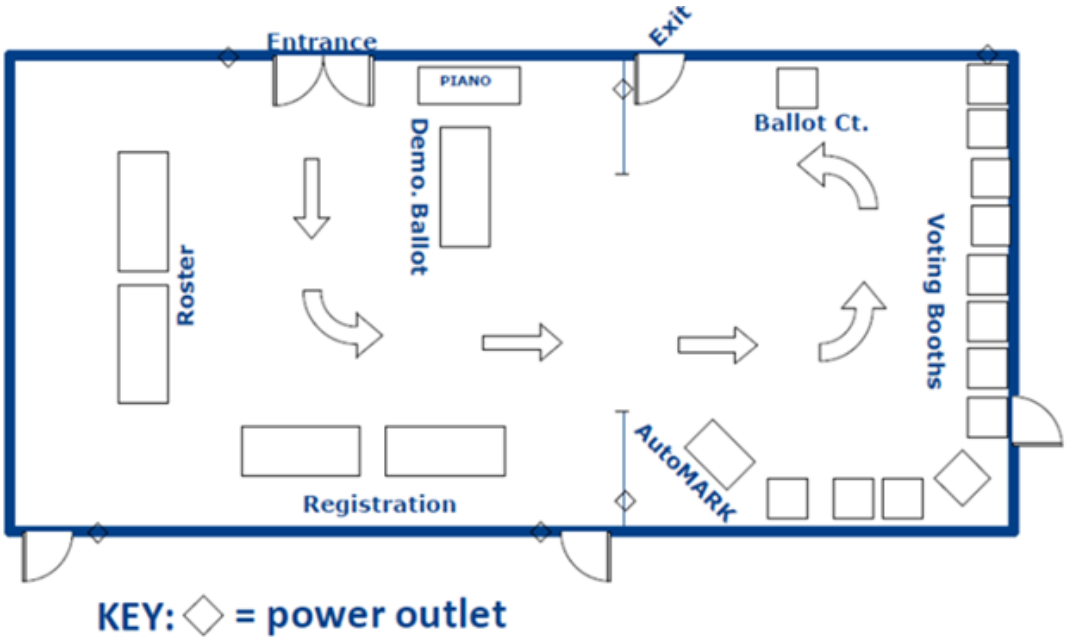
- Administer the "Election Judge's Oath" to Team Judges, and have each judge sign the corresponding section on the Official Precinct Certification Form (page 167).
- Distribute nametags (must not include party affiliation).
- Distribute the Hot Tips/Notices and ensure that every judge reads the document.
- Assign duties to Team Judges.
- Have each Team Judge complete the Election Judge Time Report (payroll timesheet).
- Initialize the ballot tabulator (page 26) and AutoMARK (page 33).
    - The Head **or** the Assistant Head Judge must assist with these.
    - **Start these as soon as possible**, as they take significant time to complete.
- Complete the "Opening the Polls" section of the Official Precinct Certification Form (part of process for initializing the ballot tabulator).
- Prepare ballots (page 98).
    - Requires two judges, no party balance necessary.
    - May be delegated to experienced Team Judges.
- At 7 a.m. announce: "the polls are open!"

Team Judge opening duties

- Assist the Head and Assistant Head Judge as assigned.
- Set up duty stations (pages 22 - 25).
- Set up U.S. flag (page 48).
- Set up voting booths (page 42).
- Post signs (page 47).

Polling place layout

Each Head and Assistant Head Judge will receive a custom polling place layout that looks something like this:



Use this as a guide to set up the equipment and duty stations in your polling place. The arrows indicate the suggested traffic flow for voters.

These have been crafted to meet the needs of each individual polling place. If you have suggestions for how these can be improved, please write them directly onto the layout.

Chairs

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 duty stations. They can be placed to the side of tables for easy access as needed.

Access

You are required by law[12] 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?

[12] M.S. 204B.16. Subd. 5.

- 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 provided arrow signs (or make more if necessary) 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. Both election judges and 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. Wheelchair-accessible booths and the AutoMARK station must afford the same level of privacy as the tall voting booths. Ensure that the AutoMARK screen is facing away from polling place traffic.

Where to find supplies

On Election Day morning you will find supplies on one of four containers:

• Blue Supply Case
  ○ The vast majority of polling place supplies are here.
  ○ This is where each of the Duty Bags are.	

• Blue HEJ Supply Bag ○ Picked up by the Head or Assistant Head Judge before Election Day.	

• Brown HEJ Supply Envelope
  ○ Found inside the Blue HEJ Supply Bag.
  ○ Picked up by the Head or Assistant Head Judge before Election Day.	

• Ballot box
  ○ The lower compartment of the ballot tabulator.
  ○ Blank ballots are secured here when sent to the polls.	

See page 158 for a detailed list of polling place supplies.

Nametags

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 must not include party affiliation.

Setting up duty stations

Use your custom polling place layout as a guide to set up each of the duty stations. Each station has a supply bag associated with it that is delivered to each polling place via the Blue Supply Case.

Setting up the ballot tabulator

1. Move the ballot tabulator into the designated area according to your custom polling place layout (example on page 22).
2. Lock the wheels on the ballot tabulator to keep it from moving.
    a. Do this by rotating the wheels until they are perpendicular to the side of the ballot tabulator and then pushing down on the pedal on top of each wheel.

3. Use the silver key to unlock and open the two doors on the front of the ballot tabulator.
    a. The top door accesses the auxiliary compartment, and the bottom door accesses the ballot box.

4. Remove blank ballots, extension cords, and any other supplies from the ballot box.
5. Check the ward and precinct numbers on your ballots to make sure that they are correct for your precinct.
6. Confirm that both the auxiliary compartment and ballot box are empty.

7. Ensure that the silver flap is in the upright position.

8. Close and lock the auxiliary compartment and ballot box doors.
9. Use the silver key to unlock the door on the back of the ballot tabulator.
    a. This door will remain open throughout the day.

10. Gently unravel the power cord (keeping the black brick in place) and plug the cord into an outlet.

11. Use the silver key to unlock the front of clamshell on the top of the ballot tabulator.

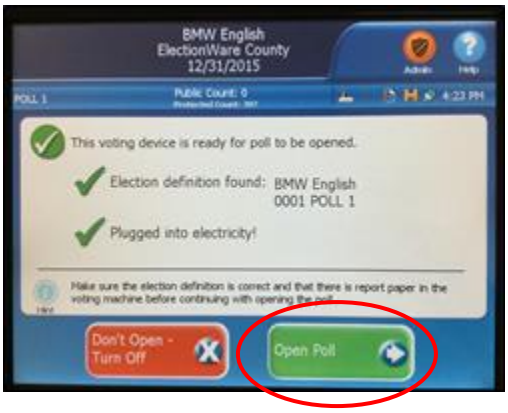
12. Release the latches on the front of the clamshell, and allow the clamshell lid to lift on its own.
13. Use the barrel key to unlock the screen.

14. Turn on the ballot tabulator by gently lifting the screen into an upright position
    a. When the ballot tabulator is plugged into power and the screen is raised, it turns on automatically. Alternatively, it can be turned on by pressing the Power button in the memory stick compartment (picture in later steps).
    b. The system will begin printing some startup reports. **Do not tear off the tape.**

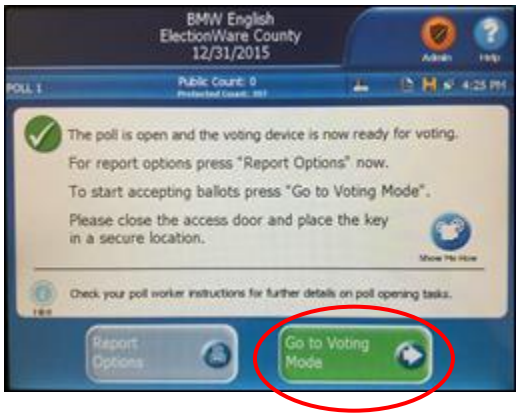
15. Use the barrel key to unlock the memory stick compartment.

16. Verify that the memory stick seal is intact and that the number matches the one listed in the Opening the Polls Section of the Official Precinct Certification Form.
    a. If the seal is broken or does not match, **call Election HQ immediately**.

17. Once the ballot tabulator has completely booted up, press “Open Poll” on the touch screen.
    a. The Zero Totals Report will print. **Do not tear off the tape**.

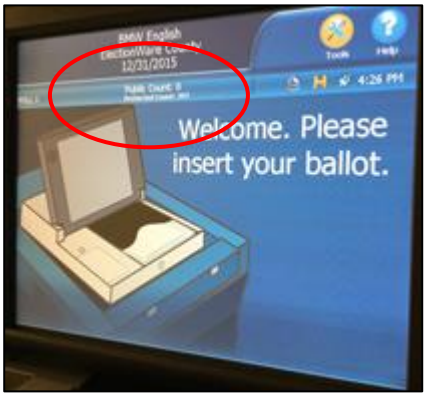


18. Retrieve a blank precinct ballot, and use it to make sure that the offices, candidates, and questions on it, and the order that they are listed in, match with those on the Zero Totals Report.
    a. If these do not match, contact Election HQ immediately.
19. Return the blank ballot to your blank ballot stock. **Do not run this ballot through the ballot tabulator**.
20. If the machine requests that a password be entered, call Election HQ .
21. Press “Go to Voting Mode” on the touch screen.

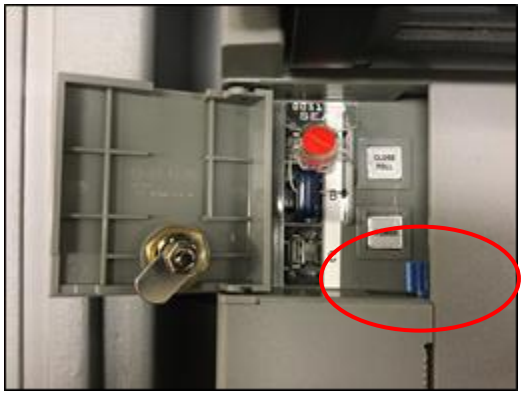


    a. The screen should now display the message: “Welcome. Please insert your ballot.”

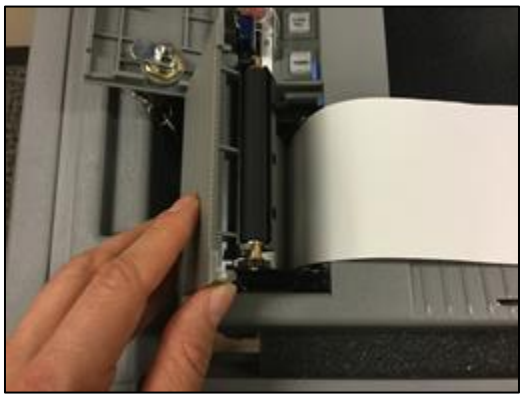
22. Verify that the “Public Count” equals “0.”
    a. If this does not equal “0,” call Election HQ immediately.
    b. The “Protected Count” may not equal zero. This is okay. This number is like an odometer for the machine.



23. Press the blue lever inside the memory stick compartment.
    a. This will release the printer compartment door.



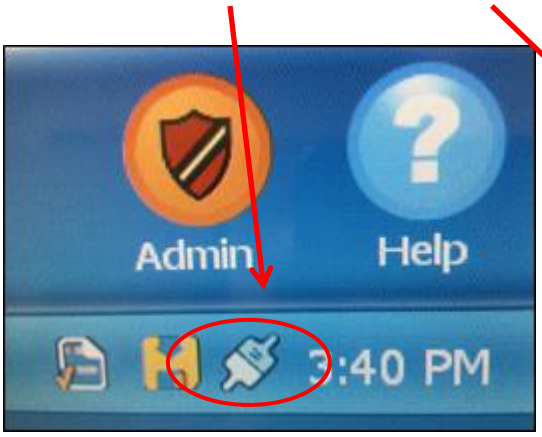
24. Lift the printer compartment door.

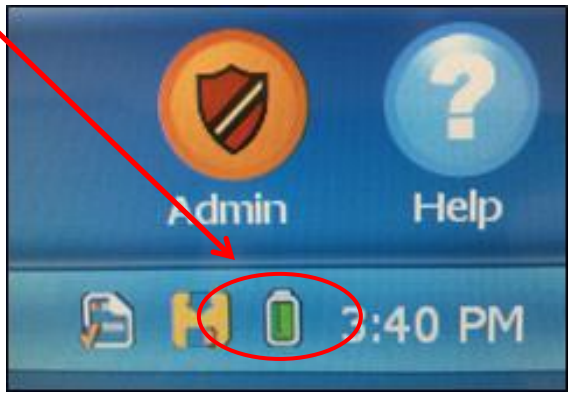


25. Carefully roll up the tape and secure it inside the printer compartment.

26. Firmly press down on the printer compartment door to close it.

27. Close the memory stick compartment door and lock it using the barrel key.
28. Double-check to make sure the machine is connected to power.
    a. In the upper-right hand corner of the screen, two connected plugs mean the tabulator is connected to power. A battery symbol means that it is not.



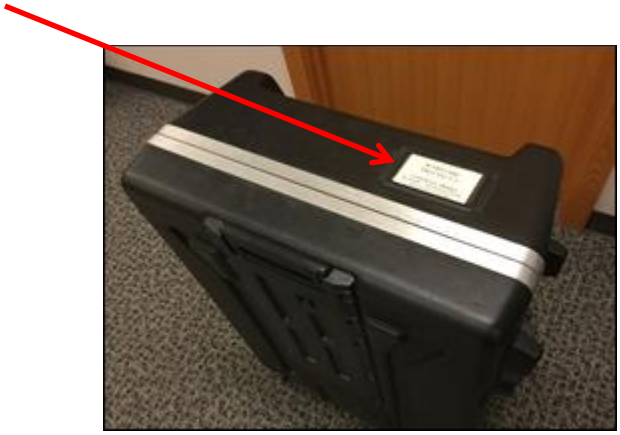


The ballot tabulator is now ready to accept ballots when the polls open at 7:00 a.m.

Setting up the AutoMARK

This process can take up to 30 minutes; it is a good idea to get started early.

1. Check the precinct label on the AutoMARK case to ensure that it is correct for your precinct.
    a. If this label is not correct for your precinct, contact Election HQ immediately.



2. Remove the AutoMARK table from the grey AutoMARK table box.

3. Place the four metal legs into the four holes in each corner of the underside of the AutoMARK table.

4. Place the AutoMARK table in the room according to your custom polling place layout.
    a. The pathway to the AutoMARK table must be at least four feet wide, enough to make room for a wheelchair.
5. Orient the AutoMARK table so that when the AutoMARK itself is placed on it, the screen will face away from voter traffic.
    a. The word “Front” on the table indicates the side that the screen will face when the AutoMARK is atop it.

6. Place a chair near the AutoMARK table for a voter to use if needed.
    a. It’s important to keep this chair clear of the table by default and only use it as needed so that wheelchair access isn’t prevented.
7. Extend the handle on the top of the AutoMARK case.

8. Roll the AutoMARK case next to the AutoMARK table and lower the handle on the top of the case.

9. **Two election judges** gently lower the case so that it lies flat on the floor, ensuring that the words “THIS SIDE UP” are facing right-side up.

10. Release the two latches on the long sides, one on each side, of the AutoMARK case, and open it upwards.

11. **Two election judges** carefully lift the AutoMARK out of its case and place it on the AutoMARK table, orienting the front of the AutoMARK with the word “Front” on the AutoMARK table.
    a. One election judge should stand on either side of the AutoMARK while lifting.
    b. Use the grooves on the bottom of the long sides of the AutoMARK to lift it.
    c. The “feet” on the bottom of the AutoMARK will fit into the four round grooves on the AutoMARK table.

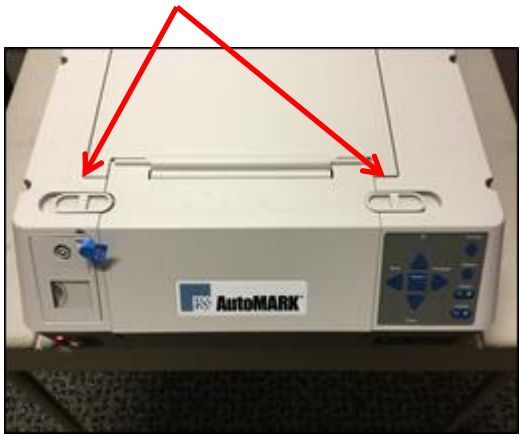
12. Remove the power cord from the AutoMARK case.

13. Plug the power cord into the back of the AutoMARK and then into an outlet.
    a. Make sure that the cord is positioned so that no one can accidentally trip on it.
    b. A red light on the front of the AutoMARK indicates the machine is plugged in, but turned off.

14. Remove the headphones from the AutoMARK case and keep them nearby for the moment.

15. Verify that the seal number on the AutoMARK matches the number on the Official Precinct Certification Form.

16. Slide the two latches located on the front-top of the AutoMARK outward.



17. Fold back the panel on the front of the AutoMARK.

18. Fold back the second part of the panel, which lays flat over the screen, into a vertical position.

19. Lift the screen up and out from the center of the AutoMARK.

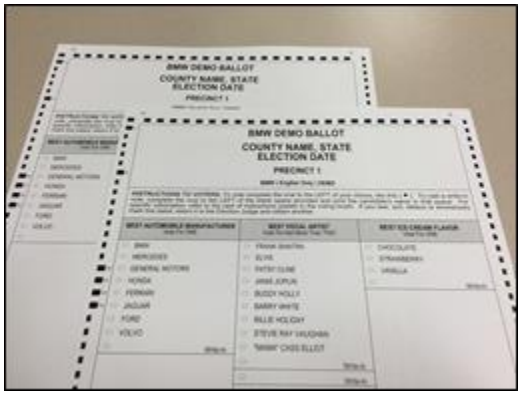
20. Fold the panel that previously concealed the screen back down towards the front of the AutoMARK.

21. Gently pull the ballot slot, located just below the screen on the front of the AutoMARK, up and out away from the screen.

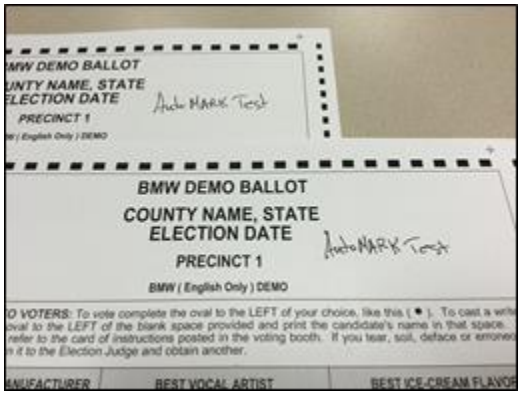
22. Insert the AutoMARK key (delivered to polls via the Head Election Judge Supply Envelope) into the keyhole on the lower left hand corner of the front of the AutoMARK.

23. Turn the key to the "ON" position (the screen may remain black for a minute or longer before displaying anything).
    a. A **green** light indicates the machine is on and receiving ac power; a **yellow** light indicates the machine is on and running on battery backup power; **red** light indicates the machine is off, but receiving ac power.

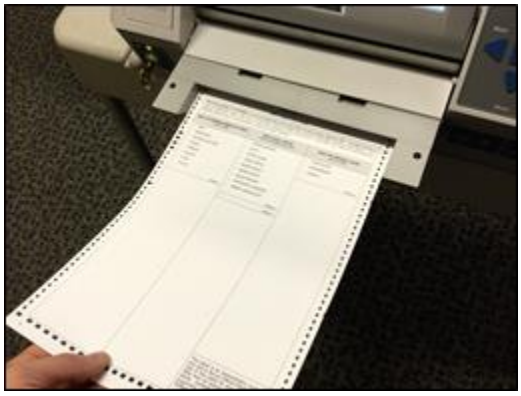
24. Obtain two blank ballots.



25. Write “AutoMARK Test” on the top of both of the ballots.

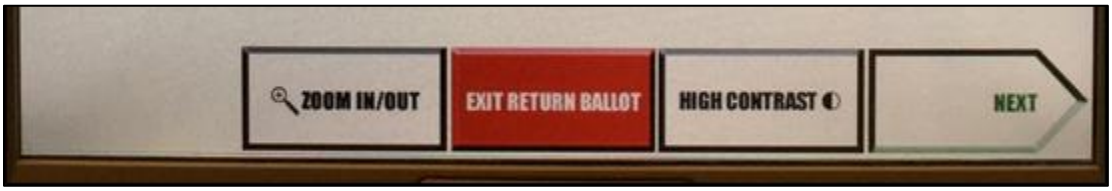


26. Insert one of the ballots into the AutoMARK.



27. Plug the headphones into the AutoMARK.

28. Verify that the audio reading of the ballot and the physical ballot match by going through each of the offices, candidates, and questions one by one on the AutoMARK, and comparing what you hear to the physical ballot. **Do not mark the ballot**.
    a. Adjust the volume and tempo of the audio as needed using the buttons on the front-bottom-right of the AutoMARK.
    b. If the audio does not match the physical ballot, contact Election HQ immediately.
29. Eject the ballot by pressing the "Exit Return Ballot" option on the bottom of the screen.



30. Place both of the ballots used to test the AutoMARK into the Spoiled Ballot Envelope (found at the Ballot Judge duty station). **Do not deposit these ballots into the ballot tabulator.**
31. Place the headphones at the Ballot Judge duty station, so they can be given to a voter when needed.
32. Remove the AutoMARK key from the AutoMARK, and leave it in the custody of the Head or Assistant Head Judge.

The AutoMARK is ready for use when voters arrive at 7:00 a.m.

Setting up voting booths

Blue voting booths

1. Lay the booth flat on the floor.

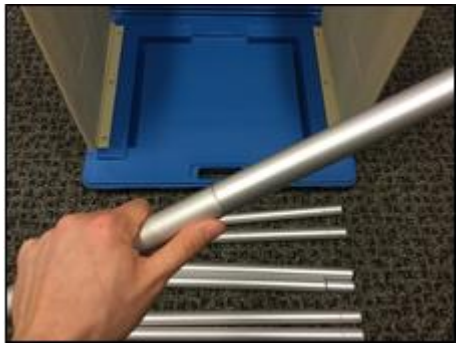
2. Release the two latches on the front of the booth.

3. Lift the lid of the booth upwards.

4. Lift each of the grey panels, one to the right, and the other to the left, and lock them into place with the top of the booth.

5. Remove the four legs from the top of the booth.

6. Connect the two pieces of each leg together.



7. Lay the booth on its top, and insert the four legs into the bottom of the booth.

8. **Two election judges** carefully lift the booth and put it into place.

9. Unwind the power cord from the inside of the booth.

10. Plug the power cord either into another booth to continue a chain of booths (up to 10), or into an outlet if it is the last in a chain.
    a. If plugging the cord into an outlet, run the cord between the top of the booth and one of the grey panels.

Plugging one booth into another.

Plugging the last booth in a chain into an outlet.

    b. When receiving power, the light on the voting booth will turn on automatically.

Wheelchair-accessible blue voting booths

Compared to the tall blue booths, these have shorter legs and extensions that allow the front legs to be farther apart.

The extensions attach to the bottom of the booth, and the legs attach to the outer portion of the extensions.

A wheelchair-accessible blue booth connected to a tall blue booth:

Setting up signs

Small signs

- Found in the sign bag, in the Blue Supply Case.
- Most of these are posted near the entrance to the polling place room; ensure these are in clear view of every voter that enters.
- Post the sign for voting hours on main entrance where voters will enter the building.
- Sample ballot posters
    - Ensure that the offices, candidates, and questions match those on the official precinct ballots.
    - One of these must be posted at a height such that a voter in a wheelchair would be able to read it.
- Arrows
    - Used to direct voters through a building where the polling place room is far away from the building entrance.
    - If you do not have enough arrow signs, it is okay to make your own.
- Accessible Vote Here
    - If the accessible entrance is different from the main entrance, set this up in an area that will direct voters with accessibility needs to it.
- Secure these to a wall by rolling up blue tape on the **back** of each sign.

Large signs

- "**If you live within the blue line, vote here**"
    - Place this outside the building.
    - This will either be on an a-frame, or a stake.
    - Set it up away from the polling place entrance in an area where most voters are likely to pass by so that they can verify they are at the correct location before entering.
        - Some sites may not have a long approach to the building; use your best judgment in placement.
    - Sites that may have two "main" entrances should receive two signs (one for each entrance/pathway); examples: MLK Park, Van Cleve Park.
- "**Vote Here**"
    - Place this inside or outside the building, wherever it is most helpful for voters.

Setting up the U.S. flag

Place the U.S. flag at the main entrance to your polling place building. This serves to mark where voters should enter during voting hours.[13] Depending on your polling place, you will receive the equipment to display the flag via one of the following methods:

- Ground mount
- Flag donut
- Wall mount

Open polls regardless of equipment failure

You must open the polls at 7 a.m. even if the ballot tabulator is not working. If it is not working by then:

1. Open the auxiliary compartment of the ballot tabulator to accept voted ballots.
    a. Only the Head or Assistant Head Judge may do this.

2. Call Election HQ for further instructions.

It's extremely important not to keep voters waiting while you try to get the tabulator working.

Voters may use the AutoMARK to mark their ballot or to verify their ballot has no marking errors before depositing it into the auxiliary compartment.

Ballots deposited into the auxiliary compartment will be run through the tabulator later in the day by party-balanced election judges (page 110).

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[13] M.S. 204C.08

POLLING PLACE DUTIES

The eight polling place duties

Each duty has a unique set of functions, and most have a color code.

- **Greeter Judge**
  - Confirms polling place and registration status, directs traffic flow, and maintains order (see page 51).
  - Duty station color code = **PURPLE**
- **Roster Judge**
  - Checks in voters who registered before Election Day (see page 59).
  - Duty station color code = **PINK**
- **Registration Judge**
  - Registers voters who did not register in advance of Election Day (see page 77).
  - Duty station color = **GREEN**
- **Demonstration Judge**
  - Explains how to mark a ballot, and is often combined with the Ballot Judge during low-turnout elections (see page 95).
  - Duty station color code = **ORANGE**
- **Ballot Judge**
  - Collects Voter's Receipts and issues ballots to voters (see page 97).
  - Duty station color = **WHITE**
- **Ballot Tabulator Judge**
  - Oversees the ballot tabulator and offers "I Voted" stickers (see page 105).
  - Duty station color code = **YELLOW**
- **Head Judge**
  - Manages the polling place.
- **Assistant Head Judge**
  - Assists the Head Judge with management of the polling place.

Station rotation

Judges (aside from the Head and Assistant Head Judge) will be asked to serve at more than one duty station throughout the day. This provides the vital opportunity for all election judges to become adept at all of the duties.

More than one judge per duty

In almost every election, especially a busy one, most of the duties in each polling place will be carried out by more than one election judge. For instance, there will almost always be multiple Roster and Registration Judges, and there will often be more than one Greeter Judge. This is possible, but less so, with the other duties.

Difference between election judge "types" and polling place "duties"

When an election judge is serving at a particular Duty Station, they are referred to by the duties they are assigned at that station. For instance, election judges working at the Registration Judge Duty Station are referred to as "Registration Judges" when serving at that station. More than one judge may be assigned to a station at one time.

Election judges serving for the first time often ask: "which kind of 'judge' will I serve as?" referring to the different Duty Stations. First: it's important to understand that although "Judge" is part of the name of each of the Duty Stations, these are different *polling place duties*, not different types of *election judges.* Therefore, you may be a Team Judge serving at the Roster Judge Duty Station, or a Student Judge serving at the Greeter Judge Duty Station. Second, you will eventually serve at all of the Duty Stations! Don't worry, whether it is your first time serving as an election judge, or you have many years of experience, your Head and Assistant Head Judge will work with you to assess your strengths and assign you appropriately.

GREETER JUDGE

Overview

Greeter Judges are the gatekeepers and traffic managers of the polling place. They help voters and polling place visitors get to where they need to go and ensure that lines are moving efficiently.

Greeters can be posted in any of three places depending on the needs of the polling place:

- At the entrance to the polling place room.
- Along the line of voters beginning near the entrance to the polling place room.
- At the entrance to the polling place building.

Station color code = **PURPLE**

Responsibilities

- Manage lines (page 52).
- Greet and direct voters and polling place visitors (page 55).
- Offer to check the registration status of voters (page 56).
- Offer to confirm that voters are in the correct polling place (page 57).
- Monitor polling place activity (page 59).

Tools

- Greeter's List (page 56)
- Precinct Finder (page 57)
    - Precinct-specific
    - City-wide
- Voter Registration Application (page 80)
- Registration Requirements document
- Polling Place List

Managing lines

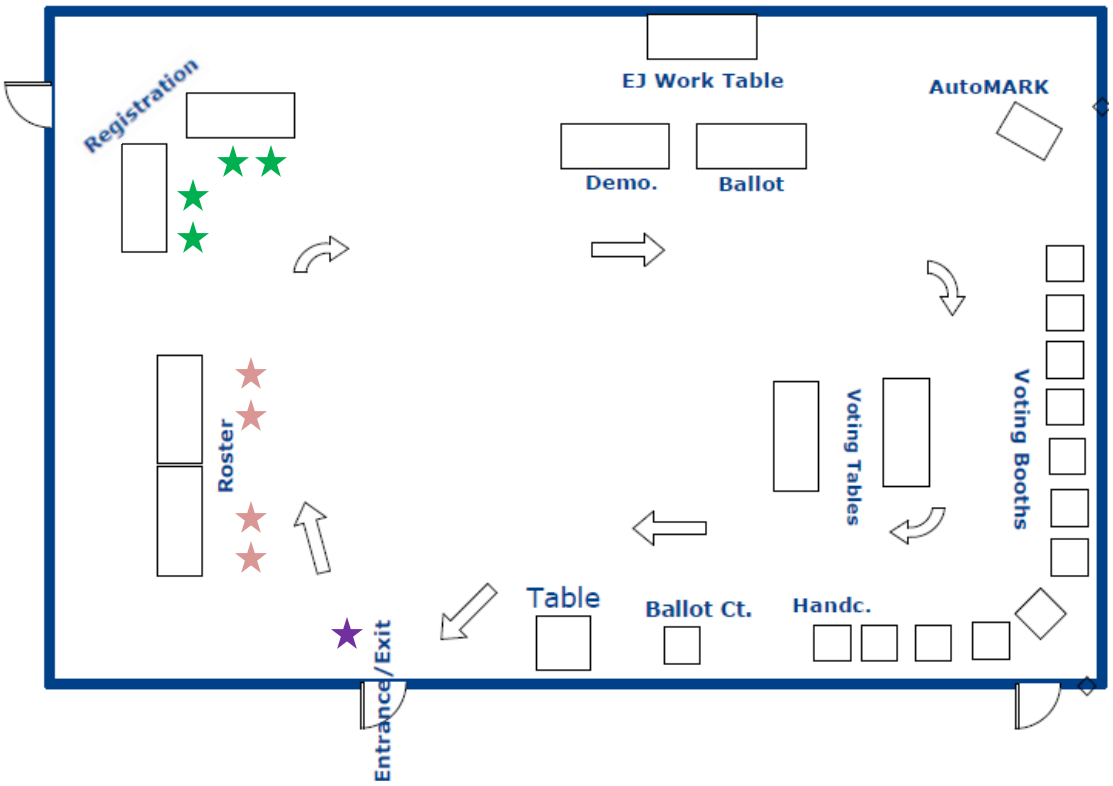
The most important responsibility of Greeter Judges is line management. Ensuring that voters are served in the most efficient way possible is essential to providing great public service on Election Day.

Multi-line management

Greeter Judges, depending on where they are stationed, are responsible for one or more of the following lines:

1. *One* line of voters that starts near the entrance to the polling place room and extends out of that room (★ is front of line).
2. *Multiple* lines at the Roster Judge duty station, each representing a different alphabetic range of last names, A-E, F-M, etc. (★ is front of line).
3. *Multiple* lines at the Registration Judge duty station (★ is front of line).

Polling place room:



The Greeter stationed at the entrance to the polling place room serves as a "gatekeeper," and is responsible for managing all three sets of lines, (★),(★), and (★), while those stationed at either of the other two locations are responsible for the first line (★) only.

Working the lines

Actively work with voters in line to ensure that they have to wait as little as possible.

Depending on where you are stationed as a Greeter, your focus will be slightly different:

- Entrance to the polling place room (gatekeeper).
    - Allow voters to proceed from the first line (★) to either the Roster (★) or Registration (★) station as space permits.
        - Generally, work with each voter in line in order from first to last; however, if the first voter in line can't proceed because they are registered and there is no room in the line for their last name range at the Roster (★) station, and the second voter in line needs to register and there is room at the Registration (★) station, allow the second voter to proceed first.
    - Offer to check the registration status of voters.
    - Offer to verify that voters are in the correct polling place.
- Along the first line (★) of voters.
    - Offer to check the registration status and verify the polling place of voters.
        - Assist voters with the registration process if they are in the in the correct polling place and need to register.
- At the entrance to the polling place building.
    - Direct voters to the polling place room.
    - Offer to check the registration status and verify the polling place of voters.
        - Assist voters with the registration process if they are in the in the correct polling place and need to register.

Helping voters waiting in line start the Election Day registration process

If a voter is waiting in the first line (★), you have already confirmed that they need to register, and there is no room for them at the Registration station (★), help them get started with the registration process. First, make sure the voter has one of the required proofs of residence (page 85), then provide them with a Voter Registration Application, Clipboard, and pen so they can begin.

This will save the voter and the Registration Judge time, and keep traffic moving efficiently through the polling place.

Congestion in the polling place

If you are stationed at the entrance to the polling place room, keep an eye on congestion forming in areas of the room beyond the Roster (★) and Registration (★) stations and take this into consideration before allowing voters from the first line (★) to proceed.

For instance, a backlog may have occurred at the ballot tabulator or voting booths, so even though people may be able to get past the Roster or Registration station, they will have nowhere to go soon afterwards. This could cause congestion and confusion which must be avoided.

Providing chairs for voters

Be mindful of the physical needs of those waiting in line. Provide chairs for voters who need to sit while voting or waiting to vote, as well as a flat writing surface for completing forms.[14]

[14] M.S. 204B.18 Subd 1.(d)

Greeting and directing voters and polling place visitors

Greet everyone as they enter the polling place and direct them if necessary.

Voters

Ensure voters know where they need to go, but remember that some may need assistance and some may not. The key is to offer assistance, but not to slow traffic by stopping voters who do not need it. All voters will eventually have their registration status confirmed at either the Roster or Registration station.

Greet voters, and then if necessary use your Greeter's List (page 56), Precinct Finder (page 57), and other tools if to direct them.

1. Greet the voter.
    a. Say: "Welcome! Are you registered to vote at your current address?"
        i. If the voter says yes, direct them to the Roster Judge.
        ii. If the voter says no, go to step 2.
2. Check the voter's registration status using the Greeter's List.
    a. If the voter's name and address appear on this list correctly, send them to the Roster Judge.
    b. If the voter's name or address appear on this list incorrectly, this may be due to a clerical error, or the voter may need to update their registration.
        i. If there is a clerical error (page 69), direct the voter to the Roster Judge.
        ii. If the voter has changed their name or address, they need to update their registration, go to step 3.
    c. If the voter's name and address do not appear on this list at all, go to step 3.
3. Confirm the voter's polling place using the Precinct Finder.
    a. If the voter is in the correct polling place, inform them about what they will need to register, and then direct them to the Registration Judge.
        i. If there is no room in the lines at the Registration Judge station, help the voter get started with registration by completing a Voter Registration Application.
    b. If the voter is not in the correct polling place, direct them to the correct one. The voter may be registered there or not, so let the voter know what they will need to register in the event they need to do so.

Authorized and unauthorized polling place visitors

A list of authorized polling place visitors can be found on page 128.

- Direct authorized polling place visitors other than voters, voter assistants, children of voters, or vouchers to the Head or Assistant Head Judge.
- Direct unauthorized visitors out of the polling place.

Greeter's List

The Greeter's List is used to determine whether a voter is registered in the precinct or not. It contains a list of every registered voter in a precinct. Every voter that appears in a precinct's Greeter's List also appears in the precinct's Roster.

Using the Greeter's List to determine a voter's registration status

1. Ask the voter for their name and address.
2. In column II, locate the voter's name.
    a. Listed alphabetically by last name from A—Z.
3. In column III, locate the voter's address.
    a. If the voter's name and address appear in the list correctly, they are registered to vote in the precinct. Direct them to the Roster Judge.
    b. If the voter's name and address do not appear in the list, they are not registered to vote in the precinct, and may be in the wrong one. Determine their precinct using the Precinct Finder (page 57).

Column I, the Voter Id#, is used in the vouching process for Election Day registration. A pre-registered voter who is vouching for someone else will need this number for their Voucher Form. See page 87 for details.

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	

I II III

Precinct Finder

The Precinct Finder is used to determine the precinct to which each voter must go to vote. It contains a set of address ranges and corresponding precincts. There are two versions:

- Precinct-specific
  - Contains only addresses within the precinct.
  - Contains a map of the precinct on the back cover.
- City-wide
  - Contains all addresses in Minneapolis.

Using the Precinct Finder to determine a voter's precinct

Check the precinct-specific version first, since it is contains fewer addresses to search through. If their address does not appear there, then that voter is in the wrong precinct. Use the city-wide version then to determine the correct one.

1. Ask the voter for their address.
2. In column I, locate the voter's street address.
    a. Numerical streets appear first, in order from lowest to highest.
    b. Alphabetic streets appear next, in order from A—Z.
3. In column II, find the voter's house or building number within the correct range.
    a. Only look at those ranges that appear below the voter's street address and before the next street address down on the list.
4. Match the house range found in column II, with the correct letter in column III.
    a. 0 = Odd house or building numbers; E = Even house or buildings numbers; B = Both odd and even house or building numbers.
5. Match the house range in column II with the letter in column III, with the corresponding precinct directly to the right in column IV.
    a. The only thing needed from this column is the information at the end of each line: "W—#" and "P—#".
6. If the voter is in the correct precinct, direct them to the Roster or Registration Judge depending on their registration status. If they are in the wrong precinct, find their precinct on your list of polling place addresses, and direct the voter there.

For example, we can see below that a voter who lives at **1898 1st Ave S** must go to vote in **W-6 P-09**.

SVRS

Precinct Finder

MCD-MINNEAPOLIS

I Street Address	II House Range Unit Range	III O E B	IV Precinct	City	ZIP Code
1ST AVE N					
	311 to 311	O	1503 MINNEAPOLIS W-3 P-12	MINNEAPOLIS	55401
	706 to 706	E	1670 MINNEAPOLIS W-7 P-06	MINNEAPOLIS	55403
1ST AVE NE					
	110 to 221	B	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413
1ST AVE S					
	1600 to 1600	E	1665 MINNEAPOLIS W-7 P-05	MINNEAPOLIS	55403
	1801 to 1931	B	1642 MINNEAPOLIS W-6 P-09	MINNEAPOLIS	55403
	2110 to 2222	B	1845 MINNEAPOLIS W-10 P-09	MINNEAPOLIS	55404
	2312 to 2312	E	1845 MINNEAPOLIS W-10 P-09	MINNEAPOLIS	55404

Monitoring polling place activity

Certain activities are prohibited within or near Minneapolis polling places (page 128). Ensure that these rules are being followed, and speak with your Head or Assistant Head Judge if you need assistance.

ROSTER JUDGE

Overview

Roster Judges are the keepers of the Roster of Pre-registered Voters (Roster). They ensure that pre-registered voters get checked in, issued a Voter's Receipt, and directed to the Demonstration and Ballot Judge(s).

Station color code = **PINK**

Responsibilities

- Checking in pre-registered voters (page 64).
- Resolving Roster notations (page 70).
- Directing voters.
- Keeping the Roster private, accurate, and free of extraneous marks.
- Recording roster corrections.
- Assisting the Head and Assistant Head Judge with curbside voting.

Tools

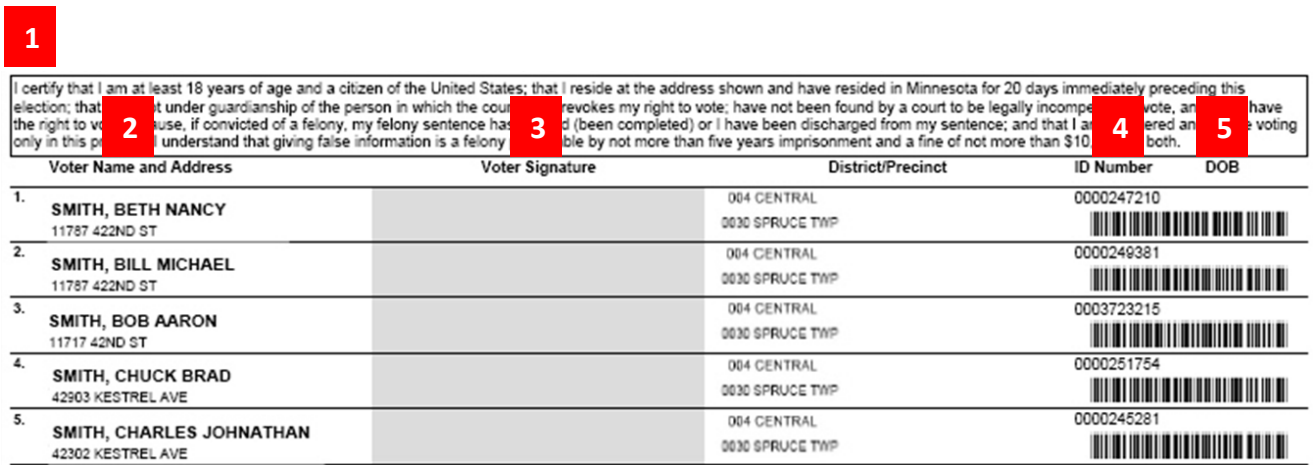
- Roster of Pre-registered Voters (Roster) (page 62)
- Roster Correction Form (page 69)
- Roster Challenge Log (page 72)
- Voter's Receipts (page 75)
- Notification of Death Form (page 75)
- Certificate of Registered Voter (page 132)

The Roster of Pre-registered Voters (Roster)

The Roster is a list of all of the voters in the precinct who have registered in advance of Election Day. It is a legal document used to keep a record of those who have voted.

You will need to know how to use five parts on Election Day:

1. Oath/Affirmation
    a. A voter signing the Roster is swearing to, or affirming, this.
2. Voter Name and Address
    a. Listed alphabetically by last name.
3. Voter Signature
    a. A voter signs here once their name and address have been verified.
    b. Roster notations (page 70) may appear here.
4. ID Number
    a. A unique number used for each voter registration record.
    b. Useful in two situations, both for Election Day registration:
        i. For a pre-registered voter who is vouching for someone else (the number is needed for the voucher form—page 83).
        ii. For a voter who needs to re-register but still lives within the precinct (a voter can use this number by itself as their proof of residence—page 87).
5. DOB
    a. Date of Birth
    b. Used to distinguish between voters with similar names or addresses (e.g. a father and son both named John Smith who live at the same address).



Roster confidentiality

- 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.
- Do not give the Roster to a voter and ask them to look through it to locate their name.

Using the Roster to check in pre-registered voters

1. Ask the voter for their name and address.
    a. Script: "Hello, your name and address please?"
2. Locate the voter's name and address in the Roster and verify that both are listed correctly (you can use DOB, Date of Birth, to distinguish between voters with similar names and addresses).
    a. **Do not** give the Roster to the voter and ask them to locate their name.
    b. If you can't find the voter's name, or either their name or address are listed incorrectly, see "Roster troubleshooting" on page 65.

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	

3. Resolve the roster notation, if one appears, using the process on page 70.

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	Challenge—Postal Return	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. Direct the voter's attention to the oath/affirmation at the top of the page then have the voter sign their name in the "Voter Signature" space on the line next to their name.
    a. Script: "Please sign on line # ___ affirming the statement at the top of the page."

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	

5. Give the voter one Voter's Receipt and direct them to the Ballot/Demonstration Judge.[15]

[15] M.S. 204C.10

Roster troubleshooting

You may encounter one of the scenarios described in this section while checking in a pre-registered voter.

If you cannot find the voter's name in the Roster

1. Use the following strategies and attempt to locate their 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.

    If you find the voter's name is in the Roster but it is in the incorrect place *due to one of the reasons above*, it is likely that a data-entry error occurred. Complete the Roster Correction Form (page 69) and then allow the voter to sign the Roster.

    If the voter has changed their name or address, but their previous information still appears in the Roster, the voter needs to register (page 78).

2. After exhausting all options to locate a voter's information in the Roster, determine which of the following situations applies to the voter and apply the solution:

    - The voter may have submitted a registration application less than 20 days before Election Day.
        - Election law[16] did not allow election officials to add the voter's name to the Roster. The voter must register at the Registration station.
            - If the voter received a Notice of Late Registration (page 166) in the mail and brought it with them, it can serve as their Proof of Residence (page 85).
    - The voter's information may have been automatically removed from the Roster.
        - As part of registration list maintenance, voters who have not voted in the last 4 years are removed.

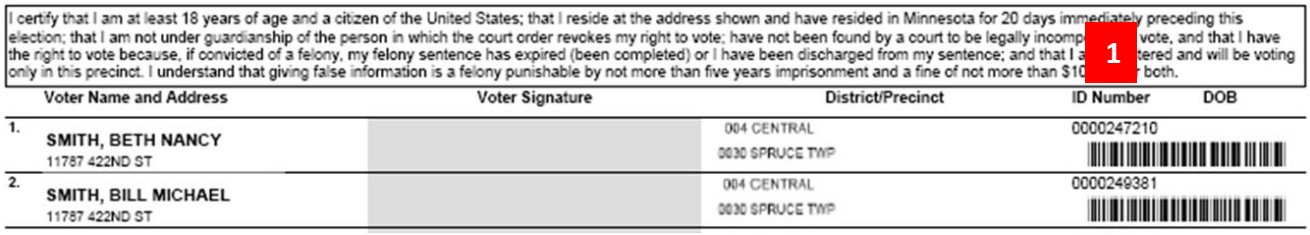
[16] M.S. 201.061

    - The voter must register at the Registration station.
- Their information may have been left off due to clerical error.
    - If the voter insists 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 or Assistant Head Judge to contact Election HQ for guidance.
            - If authorized by Election HQ , The Head or Assistant Head Judge may need to administer the Emergency Voting Procedure detailed on page 119.
- The voter may have moved.
    - They may be registered in another precinct.
    - Check the Precinct Finder (page 57) to confirm their precinct.
        - If they are in the correct precinct, send them to the Registration Judge.
        - If they are **not** in the correct precinct, send them to the correct one.

If the voter's information can be found in the Roster, but is incorrect

If this is the case, one of two things is possible: 1) the voter's name is misspelled due to an administrative typo, or 2) the voter changed their name or moved to a new address.

- If the voter's name is misspelled, complete the Roster Correction form (page69), and allow the voter to sign the Roster.
- If the voter had a legal name change or moved to a different address (including a new unit in the same building).
  - The voter must register at the Registration station.
  - If the voter changed their name:
    - Give them their ID Number [1] so that they may use "Valid Registration in Same Precinct" as their proof of residence (page 87), instruct the voter as to what the number is for, and send them to the Registration Judge.
  - If the voter moved:
    - Check the Precinct Finder (page 57) to confirm their precinct.
      - If they are in the correct precinct, give them their ID Number [1] so that they may use "Valid Registration in Same Precinct" as their proof of residence (page 87), instruct the voter as to what the number is for, and send them to the Registration Judge.
      - If they are **not** in the correct precinct, send them to the correct one.



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 incomp 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 a tered 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 r both.

1

	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	

The oath/affirmation at the top of the Roster is too small for the voter to read

Assist the voter using:

- the Voter Oath/Affirmation Tent, which has the text in large font, or
- a magnification card or wand.

Voter requires assistance signing the Roster

A voter in this situation has the following options:

- The voter may make a mark, such as an “X,” in the “Voter Signature” space next to their name on the Roster.
- The voter may sign using a stamp facsimile of their signature.
- The voter may request that another person (a person that they have chosen to assist or an election judge) print the voter’s name in their presence.
    - The person printing the voter’s name must sign their name on the same line next to the voter’s printed name.

Voter offers their ID

If a voter offers you their ID, you may use it to help locate their name in the Roster, but nothing else. Inform them that ID is not required for voting in Minnesota.

Roster Correction Form

This form is used to correct *obvious data-entry errors* found in voter records on the Roster; it's **not** for voter's who have *changed* their name or address.

Do not mark corrections on the Roster itself.

When to use this form:

- To correct typos in a voter's name.
  - Voter's name is spelled "Smith**e**" when it should be "Smith."
- To flag potential duplicate records.
  - More than one record that likely belongs to the same voter.
- To correct typos in a voter's date of birth.
  - Voter's date of birth is "8/2/**1982**" when it should be "8/2/1983."
  - Date of birth is missing entirely.

When **not** to use this form:

- For voters who have moved to a different address—including to a different unit in the same building—or changed their name.
  - These voters must register (page 78).

Page _____ of _____

Municipality_____
Ward/Precinct_____
Election_____

Roster Correction Form

- Use this form only to correct typos, errors or duplicated records.
- Do not use for actual changes to name or address, including apartment changes.
- Voter must complete an election day registration to change their name or address.
  - Voter may use Valid Registration in Same Precinct as proof of residence.

Type of Error (check one box below)	Voter ID Number	Voter Name (as it appears)	Correction to be made
☐ Name misspelled ☐ Duplicate Record ☐ Date of Birth incorrect ☐ Date of Birth missing			
☐ Name misspelled ☐ Duplicate Record ☐ Date of Birth incorrect ☐ Date of Birth missing			
☐ Name misspelled ☐ Duplicate Record ☐ Date of Birth incorrect ☐ Date of Birth missing			

Roster notations

There are three common notations that can appear in the "Voter Signature" line to the right of a voter's name on the Roster:

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	A.B. [1]	004 CENTRAL 0030 SPRUCE TWP	0000247210	
2.	SMITH, BILL MICHAEL 11787 422ND ST	See ID [2]	004 CENTRAL 0030 SPRUCE TWP	0000249381	
3.	SMITH, BOB AARON 11717 42ND ST	Challenge—Postal Return [3]	004 CENTRAL 0030 SPRUCE TWP	0003723215	

- A.B. [1]
  - The voter has already voted by absentee ballot and had their ballot counted. The voter cannot sign the roster and vote again in a polling place.
- See ID [2]
  - The voter hasn't voted in Minnesota before and registered to vote by mail, and election officials could not verify their application information. The voter must show the Roster Judge any proof of residence (page 85)—*except for vouching*—before they can sign the Roster. If the voter has a voucher, they can register with the Registration Judge.
- Challenge notations [3]
  - These indicate doubt about a voter's eligibility to vote, and will need to be resolved using the procedure on page 72 before being allowed to vote (note: **there are special procedures for Challenge—Felony and Challenge—Voted Out of Precinct**).
  - There kinds of challenges that can appear are:
    - **Challenged—Address**
      - The voter's residency at the address on the Roster is in question.
    - **Challenged—AB Address**
      - The voter submitted an absentee ballot application that lists a residential address different from the one currently listed on their voter record.
    - **Challenged—Citizenship**
    - **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 completion of any probation and parole, commonly known as being "off paper". At that point, their voting rights are automatically restored.
      - **There is a special procedure used to resolve this type of notation, see page 72.**

- **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.
- **Challenged—Name and Address**
  - The voter's true name and residency at the address on the Roster are in question.
- **Challenged—Other**
  - The voter's eligibility is challenged, but the reason is not available.
- **Challenged—Postal Return**
  - The voter was sent a postal verification card that was returned to the County Auditor because it was not deliverable to the person at the address on record.
  - **This is the most common type of challenge notation.**
- **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.
  - **There is a special procedure used to resolve this type of notation, see page 72.**

If another kind of notation appears on the Roster, contact Election HQ for guidance: 612-673-3030.

Resolving A.B. and See ID roster notations

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	A.B.	004 CENTRAL 0030 SPRUCE TWP	0000247210	
2.	SMITH, BILL MICHAEL 11787 422ND ST	See ID	004 CENTRAL 0030 SPRUCE TWP	0000249381	

- A.B.
  - Inform the voter that their absentee ballot has already been received and counted.
    - If the voter contends that they have not voted by absentee for this election, contact Election HQ : 612-67-3030.
- See ID
  - Inform the voter that they will need to show one of the Proofs of Residence allowed for Election Day registration (except vouching) before signing the Roster.
    - If the voter only has a voucher, then they may proceed to the Registration station to complete Election Day registration.

Resolving challenge notations

Overview

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	Challenge—Postal Return	004 CENTRAL 0030 SPRUCE TWP	0003723215	

- The Head and Assistant Head Judge are responsible for resolving challenge notations, unless they've delegated the authority to a Roster Judge.
- In discussions with voters about challenge notations, it is essential to be courteous and tactful. Do whatever you can to help maintain the voter's privacy.
- Use the Roster Challenge Log (inside each Roster binder) to record each instance the roster challenge procedure is administered.

Municipality_____

Ward/Precinct_____

Election_____

Roster Challenge Log

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

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

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

Roster challenge procedure (except for "Felony" and "Voted Out of Precinct" notations)[17]

1. Ask the voter: "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?"
    a. If the voter refuses to answer questions, inform them that they cannot vote now or later in the day, print "Refused Oath" in the Voter Signature line on the Roster, and make a note in the Roster Challenge Log.
2. Question the voter depending on the type of challenge.
    a. Address; Postal Return
        i. "What is your residential address?"
    b. AB Address
        i. "What is your residential address?"; "Did you submit an application for an absentee ballot using another residential address?" If yes, "Have you returned the voted absentee ballot?"
    c. Citizenship
        i. "Are you a citizen of the United States of America?"
    d. Guardianship
        i. "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?"
    e. Name and Address; Other
        i. "What is your full name?"; "What is your residential address?"
3. Depending on the voter's answers, determine their eligibility to vote and complete the applicable additional steps.
    a. If the voter's answers indicate they are eligible to vote in the precinct: draw a line through the Roster notation and allow the voter to sign the Roster and vote.
    b. If the voter's answers indicate lack of eligibility to vote, print and highlight "Not eligible" in the Voter Signature space on the Roster.
4. Make an entry in the Roster Challenge Log.

[17] M.S. 204C.12;

Roster challenge procedure ("Felony" notation)

1. Call Election HQ : 612-673-3030, and ask to confirm the status of the voter's felony sentence. Or, **only if HQ is unreachable***,* ask the voter: "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?", then ask: "are you on probation or parole for a felony conviction?"
    a. If the voter's sentence has been completed (the voter is "off paper"): draw a line through the Roster notation and allow the voter to sign the Roster and vote.
    b. If the voter's sentence has not been completed: print and highlight "Not eligible" in the Voter Signature Space on the Roster, and do not permit the voter to sign the Roster and vote.
2. Make an entry in the Roster Challenge Log.

Roster challenge procedure ("Voted Out of Precinct" notation)

1. Have the voter show you any one of the proofs of residence acceptable for Election Day Registration (pg. 85).[18]
    a. If the voter provides acceptable proof of residence: draw a line through the Roster notation and allow the voter to sign the Roster and vote.
    b. If the voter does not provide acceptable proof of residence: print and highlight "Not eligible" in the Voter Signature Space on the Roster, and do not permit the voter to sign the Roster and vote.
2. Make an entry in the Roster Challenge Log.

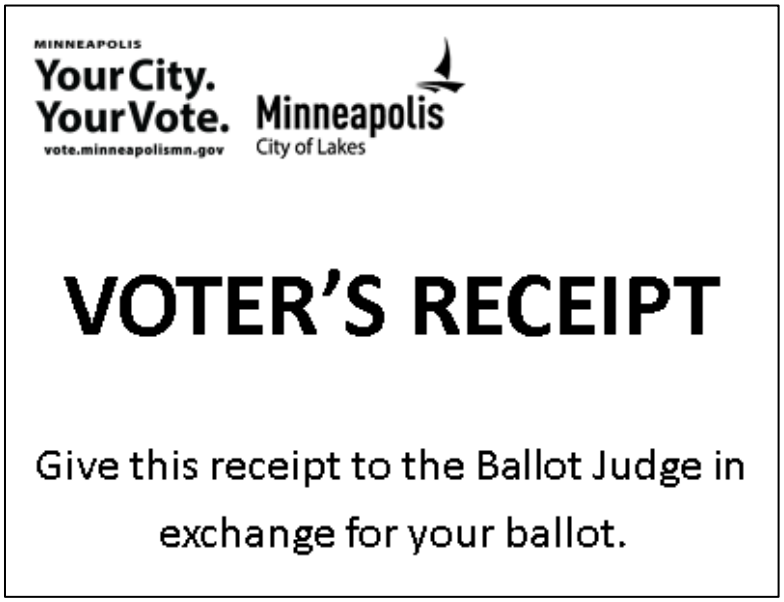
[18] 201.016 Subd.1a

Notification of Death Form

A voter can use this form to report the passing of a voter who *they personally know*.

Voter's Receipts

Issued by both the Roster and Registration Judges, these are like a ticket for a ballot, and show that a voter has checked in with either the Roster or Registration Judge. Each checked-in voter receives *one* of these and gives it to the Ballot Judge in exchange for their ballot.[19]



[19] M.S. 204C.10

REGISTRATION JUDGE

Overview

Registration Judges administer the Election Day Registration Process. If a voter hasn't pre-registered, they will need to register in the polling place on Election Day in order to vote. The Registration Judge helps them do that, issues them a Voter's Receipt, and directs them to the Demonstration/Ballot Judge.

Station color code: **GREEN**

Responsibilities

- Administer the Election Day Registration process.
- Maintain accurate and orderly Election Day Registration records.

Tools

- Voter Registration Application (page 80)
- New Registrants Green Roster (page 84)
- Absentee Election Day Registrants for Polling Place (page 91)
- Registration Requirements (page 164)
- Voter's Receipts (page 75)
- Election Day Registration Envelope
- Greeter's List (page 56)
- Precinct Finder (page 57)
- Record of Attempted Registration (page 90)
- Precinct List of Persons Vouching
- Certified List of Employees of Residential Facilities (page 92)

Voter eligibility

The register to vote in Minnesota, a person must:

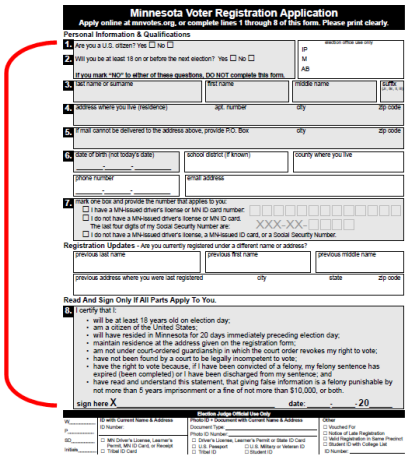
- be a U.S. citizen,
- be at least 18 years old on Election Day,
- have been a resident of Minnesota for 20 days, and
- have finished with all parts of any felony sentence including probation and parole.

Also:

- A person may vote while under guardianship unless a judge specifically revoked their right to vote.
- A person cannot vote if a court has ruled that they are legally incompetent.

Election Day Registration Process

1. Ask the voter for their name.
2. Check for the voter's name on the Absentee Election Day Registrants for Polling Place list (page 91) to verify that they have not already voted by absentee ballot.
    a. If the voter appears on the list, inform them that their absentee ballot has already been counted and that they cannot cast another ballot.
3. Ask the voter for their address.
4. Use the Greeter's List (page 56) to confirm that the voter isn't already registered.
    a. If the voter's current information is on this list, the voter is already registered. Send them to the Roster Judge.
5. Use the Precinct Finder (page 57) to confirm that the voter is in the correct polling place.
    a. If the voter is not in the correct polling place, send them to the correct one.
6. Have the voter complete the top portion of the Voter Registration Application.



Minnesota Voter Registration Application

Apply online at mnvotes.org, or complete lines 1 through 8 of this form. 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.

election official use only: IP / M / AB

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) ___ - ___ - ___ | school district (if known) | county where you live
7. phone number ___ - ___ - ___ | email address
8. 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.

9. 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___

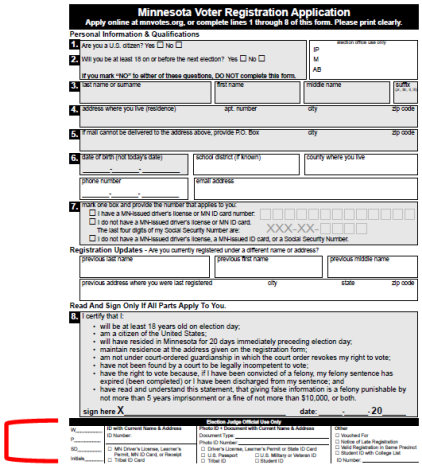
Election Judge Official Use Only

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 or Veteran ID ☐ Tribal ID ☐ Student ID

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

7. Verify the voter's proof of residence (page 85) and complete the Election Judge Official Use Only section at the bottom of the Voter Registration Application.



Minnesota Voter Registration Application
Apply online at mnvotes.org, or complete lines 1 through 8 of this form. 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.

Election Office Use Only: IP / M / AB

3. Last name or surname | first name | middle name | suffix (Jr., Sr., I, II, etc.)
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: 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_____ ID with Current Name & Address ☐ ID Number: _____
P_____
SD_____ ☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt ☐ Tribal ID Card
Initials_____
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 or Veteran ID ☐ Tribal ID ☐ Student ID
Other
☐ Vouched For
☐ Notice of Late Registration
☐ Mail Registration in Same Precinct
☐ Student ID with College List
ID Number: _____

8. On one line of the **New Registrants Green Roster**, print the voter's full name, address, and date of birth, then direct to voter to sign.
   a. Script: "Please sign in the signature space line #__. When you sign you are affirming the statement at the top of the page."

City of Minneapolis

Date: 11 / 8 / 2016 W 1 P 9 — New Registrants Green Roster — # of signatures on front and back = ____ / 20

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

	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date Mo / Day / Yr
1	John Michael Voter	*John Michael Voter*	123 12th St S, Mpls. Mn,	8 / 4 / 1981
2				/ /
3				/ /

9. Give the voter one Voter's Receipt and direct them to the Ballot/Demonstration Judge.[20]

[20] M.S. 204C.10

Voter Registration Application (VRA)

This form must be completed to register to vote in Minnesota. The version with the voucher form on the back (see page 80) is also referred to as an "Election Day Registration application (EDR)."

Minnesota Voter Registration Application

Apply online at mnvotes.org, or complete lines 1 through 8 of this form. 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.

election office use only
IP
M
AB

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) _____-_____-_____ | 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 or Veteran 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 whether they are a U.S. Citizen and 18 years of age.
- Section 2—Voter Name: voters give their last name or surname, first name, middle name, and suffix (if suffix applies).
- Section 4—Home Address: voters print 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: voters give their complete date of birth.
- Section 7—Identification Check Boxes: voters check the box that applies to them and fill in the respective ID number. If the voter does not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number, they check the third box.
- Section 8—Oath, Signature and Date: be sure to tell 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.[21]

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.
    - **This section is not applicable in Minneapolis, as the USPS will deliver mail to all street addresses in the city**. **LEAVE THIS SECTION BLANK.**
- 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.
    - 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.
    - 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.

[21] M.S. 201.071

Completing the Election Judge Official Use Only section

This section, which is found at the bottom of the Voter Registration Application, must be completed for every voter who registers. Complete column A on every VRA, then complete column A, B, or C depending on the type of proof of residence the voter uses.

Election Judge Official Use Only			
W_____ P_____ SD_____ Initials_____ **A**	ID with Current Name & Address ID Number: ☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt ☐ Tribal ID Card **B**	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 or Veteran ID ☐ Tribal ID ☐ Student ID **C**	Other ☐ Vouched For ☐ Notice of Late Registration ☐ Valid Registration in Same Precinct ☐ Student ID with College List ID Number: _____ **D**

- **Column A:** Ward #, Precinct #, School District (always 1 in Minneapolis), and Election Judge Initials.
- **Column B (stand-alone proofs):** Check the box next to the type of ID and write the ID Number in the space provided.
- **Column C (combo proofs):** Write the Document Type (electric bill, bank statement, etc.) and the Photo ID Number (including which State the ID is from), and check the box next to the type of Photo ID.
- **Column D (other proofs):** Check the box next to the type of proof. In ID Number space: For Vouched For, write See back; For Student ID, write number from ID; For Valid Registration in Same Precinct or Notice of Late Registration, write ID Number found on Roster, Greeter's List, or Notice of Late Registration (if new late registrant with no ID Number, write: "Not Available").

For the example below:

- The election judge is Mary Johnson, working in precinct 1-8.
- The voter is using a Wisconsin Driver's License along with an electric bill as their proof of residence.

Election Judge Official Use Only			
W 1 P 8 SD 1 Initials MJ	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: Electric bill Photo ID Number: Wisc. #G123456789011 ☒ Driver's License, Learner's Permit or State ID Card ☐ U.S. Passport ☐ U.S. Military or Veteran 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 Voucher Form

This form, which is on the back of the Voter Registration Application, must be completed if vouching is used by a voter as a proof of residence (page 83).

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: Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials and other authorized government agencies may access it. Election officials use your exact date of birth and ID number to confirm your identity with the Department of Public Safety or Social Security Administration. If you have an ID number but refuse to give it, your application may be incomplete and you may have to apply ag ote. Election officials ask for your email so they can contact you about your applica ay email you (or contact you another way) about voting and elections, or ask fo dress, you cannot re ation is public when us n purposes. If you need to keep pe t you can do.

Voucher **PRINTS** name here

Voucher checks the box that applies

Election Judge enters the Voter ID # of the person vouching, found on the **Roster** or **Greeter's List**

Voucher Form

I, Jane Jones (Name of Voucher) swear or affirm that (Check one):

☒ I am pre-registered to vote in this precinct Voter ID # : 1234567 (to be completed by the election judge)

☐ 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
350 S. 5th Street	Minneapolis

Telephone number:	E-mail address (optional)
612-222-2222	

I personally know that John Johnson (Name of person registering) is a resident of this precinct.

Jane Jones
Signature of Voucher

Election Judge Official Use Only

Subscribed and sworn to before me

11 / 8 / 2016 — Date

Election Judge — Signature of Election Judge

Date of the election

New Registrants Green Roster

This document is used to keep a record of all voters who register on Election Day. It's very similar to the Roster of Pre-registered Voters, complete with an oath at the top of the page.

Procedures:

- Write the Date [1], and Ward-Precinct information [2] on each page.
- When both sides of a Green Roster page are filled with signatures (it is two-sided with 10 signature spaces on each side):
    1. remove the Green Roster page from its binder,
    2. write the # of signatures in the space provided (it's possible that there are less than 20, for instance on the last Green Roster page used for the day) [3],
    3. bundle it together with the corresponding Voter Registration applications,
    4. and place the bundle inside the Election Day Registration Envelope.

1 2 3

City of Minneapolis

Date: ____/____/_____W____P____ New Registrants Green Roster # of signatures on front and back = ____ / 20

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

	Please Print Name (Last,First,Middle)	Signature Affirming Oath	Address	Birth Date Mo / Day / Yr
1				/ /
2				/ /
3				/ /
4				/ /

New Registrants Green Roster data is confidential

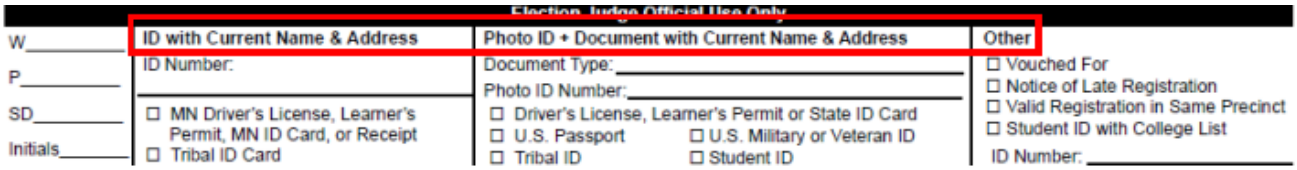
New Registrants Green Rosters contain confidential information. Election judges should not examine Green Roster data other than what is necessary to assist the voter before them. The only time a voter can see the Green Roster is at the time when they must mark it to obtain a Voter's Receipt.

Proofs of Residence

Everyone who registers on Election Day must provide one of the proofs of residence listed in this section to the Registration Judge.[22] To affirm that proof of residence has been provided, the Election Judge completes the "Election Judge Official Use Only" section at the bottom of the VRA.

The VRA splits the proofs into three broad categories:

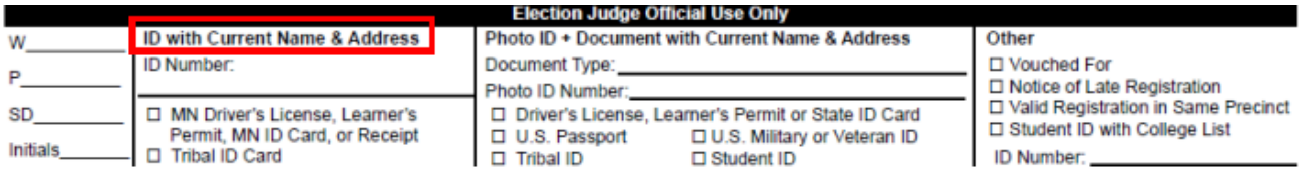
- **Category 1:** ID with voter's current name and address (the "stand-alone" category)
- **Category 2:** Photo ID with current name plus document with current name and address (the "combo" category)
- **Category 3:** Other


Election Judge Official Use Only

	ID with Current Name & Address	Photo ID + Document with Current Name & Address	Other
W_____	ID Number:	Document Type: _____	☐ Vouched For
P_____		Photo ID Number: _____	☐ Notice of Late Registration
SD_____	☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt	☐ Driver's License, Learner's Permit or State ID Card	☐ Valid Registration in Same Precinct
Initials_____	☐ Tribal ID Card	☐ U.S. Passport ☐ U.S. Military or Veteran ID	☐ Student ID with College List
		☐ Tribal ID ☐ Student ID	ID Number: _____

If a voter doesn't have adequate proof of residence, they are allowed to leave the polling place to get what they need to register and return later in the day.

Category 1: ID with voter's current name and address


Election Judge Official Use Only

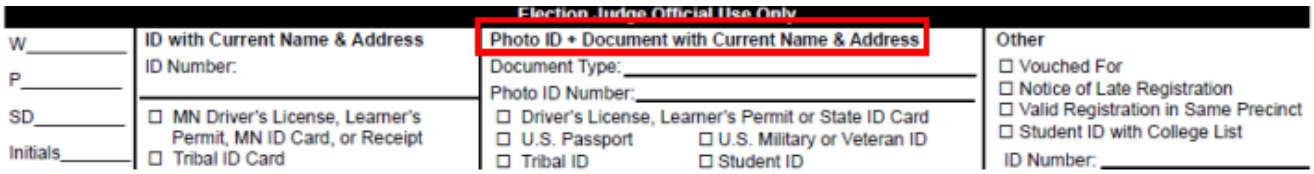
	ID with Current Name & Address	Photo ID + Document with Current Name & Address	Other
W_____	ID Number:	Document Type: _____	☐ Vouched For
P_____		Photo ID Number: _____	☐ Notice of Late Registration
SD_____	☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt	☐ Driver's License, Learner's Permit or State ID Card	☐ Valid Registration in Same Precinct
Initials_____	☐ Tribal ID Card	☐ U.S. Passport ☐ U.S. Military or Veteran ID	☐ Student ID with College List
		☐ Tribal ID ☐ Student ID	ID Number: _____

Voters may use any one of 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.
    - If Minnesota driver's license says "status check" in the lower right-hand corner, it means the voter was not a citizen when they applied for a license. They may have since become a citizen, so if the voter says that they are eligible to vote, administer the Roster Challenge Procedure found on page 72.
- The yellow receipt for a Minnesota driver's license, Minnesota learner's permit or Minnesota 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.

[22] M.S. 201.061; M.R. 8200.5100

Category 2: Photo ID with current name plus a document with current name and address


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 or Veteran ID
☐ Tribal ID
☐ Student ID

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

This is also referred to as the "combo category."

For this category:

- Voters must show one approved photo ID **and** one approved document.
- The ID must contain the voter's photo and current name.
- The ID can be expired.
- The document must have the voter's name and current address in the precinct.
- The document and can be shown **electronically** or on **paper**.

Voter must show 1 photo ID + 1 document	

Approved photo IDs:
• Driver's license, state ID or learner's permit **issued by any state**
• United States passport
• United States Military or Veteran ID[23]
• Tribal ID with the name, signature and photo of the voter
• Minnesota university, college, or technical college ID
• Minnesota high school ID
	Approved documents:
	• Residential lease or rental agreement (must be valid through Election Day)
	• Current student fee statement
	• Bill, account or start of service statement due or dated within 30 days of election for:
	  ○ Phone (landline, cell, VOIP, etc.)
	  ○ TV (cable, satellite, etc.)
	  ○ Internet
	  ○ Solid waste or sewer
	  ○ Electric, gas or water
	  ○ Banking or credit card
	  ○ Rent or mortgage payments

[23] Veteran ID is new for 2016.

Category 3: Other

Election Judge Official Use Only			
W_____	ID with Current Name & Address	Photo ID + Document with Current Name & Address	Other
P_____	ID Number:	Document Type:	☐ Vouched For
SD_____	☐ MN Driver's License, Learner's Permit, MN ID Card, or Receipt	Photo ID Number:	☐ Notice of Late Registration
Initials_____	☐ Tribal ID Card	☐ Driver's License, Learner's Permit or State ID Card	☐ Valid Registration in Same Precinct
		☐ U.S. Passport ☐ U.S. Military or Veteran ID	☐ Student ID with College List
		☐ Tribal ID ☐ Student ID	ID Number:

The voter may use any one of the following to prove residence within the precinct:

"Vouched For": Voter Voucher	• A registered voter who attests to a new registrant's address. • May vouch for up to 8 voters in one election. ○ Keep track of this using the Precinct List of Persons Vouching (page89). • May have registered on Election Day, as long as they were not vouched for. • Must complete Voucher Form on back of Voter Registration Application (page 83).

"Vouched For": Employee Voucher	• An employee of a residential facility who attests to the residence of persons who reside at the facility in which they work.
	• Must prove employment at a residential facility to the Registration Judge in **one** of three ways:
	  ○ by appearing on the List of Employees of Residential Facilities deployed to the precinct,
	  ○ by showing their facility employee photo ID, or
	  ○ by showing a statement on facility letterhead that is signed and dated by a manager or other equivalent officer that says the person is an employee of the facility.
	• May vouch for an unlimited number of residents at the facility in which they work.
	  ○ For this reason, Employee Vouchers **don't** have to be tracked using the Precinct List of Persons Vouching.
	• Residential facilities include:
	  ○ Assisted-living facilities
	  ○ Battered women's shelters
	  ○ Group residential housing
	  ○ Homeless shelters
	  ○ Nursing homes
	  ○ Residential alcohol and chemical treatment programs
	  ○ Residential facilities for persons with developmental disabilities

	○ Supervised-living facilities ○ Transitional housing ○ Veterans' homes • Must complete Voucher Form on back of Voter Registration Application (page 83).
Notice of Late Registration	If a voter registers before Election Day, but after the registration deadline 21 days before, the voter may receive this notice if the county can get it to them in time.
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.
College student ID, if name also appears on Student Housing List provided to precinct	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 that has the student's photo.

Precinct List of Persons Vouching

Record the name and Voter ID # of every Voter Voucher on this form (not applicable to Employee Vouchers), and record the number of persons vouched for by placing a " / " through each number.[24]

Office of the Minnesota Secretary of State

PRECINCT LIST OF PERSONS VOUCHING

City/Town Minneapolis Ward 1 Precinct 8

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

Certified by the Head Election Judge of the Precinct:

Head Election Judge	Head Election Judge	11/8/2016
Printed Name	Signature	Date

[24] M.S. 201.061 Subd. 3.

Record of Attempted Registration

If a voter attempts to register on Election Day but is unable to provide proof of residence, record the instance using this form by placing a " / " through each number.[25]

Municipality_____

Ward/Precinct_____

Election_____

Record of Attempted Registration

Record of the number of individuals who attempt to register on Election Day, but are unable to provide proof of residence.

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96
97	98	99	100								

[25] M.S. 201.061 Subd. 7

Absentee Election Day Registrants for Polling Place

This is a list of voters who cast an absentee ballot and submitted a Voter Registration Application at the same time. These voters cannot vote again in the polling place. This list is the first thing you should check when going through the Election Day registration process.

Absentee Election Day Registrants for Polling Place

Already Registered and Voted by Absentee Ballot

Absentee Election Day Registrants for Polling Place - 11/04/2014 STATE GENERAL ELECTION, Hennepin County, All Dates, MINNEAPOLIS W-1 P-01

The individuals on this list have already registered and voted in this election by absentee ballot.

Election Judge Instructions: Review this list before registering each voter on election day. If the person's name appears on this list, do not allow the individual to register or to vote today.

Voter Name and Address	Voter ID Number	DOB	Precinct	Ballot ID	Accepted
DALTON, TIMOTHY	NEW	10/31/1963	1360 MINNEAPOLIS W-1 P-01		11/3/2014
STEVENSON, JOSHUA		07/31/1979	1360 MINNEAPOLIS W-1 P-01		10/30/2014

Total Voters: 2

Certified List of Employees of Residential Facilities

This list *may* be provided to your polling place and contains the names of employees of residential facilities who may vouch for residents who live in the facility in which they work.

Office of the Minnesota Secretary of State

Office Use Only
Ward 1
Precinct 8

CERTIFIED LIST OF EMPLOYEES OF RESIDENTIAL FACILITIES

Instructions

Submit completed form to County Auditor no less than 20 days before the election. Contact information for auditors may be found on the Office of Secretary of State website (http://www.sos.state.mn.us) under Election Official Directory.

Facility Information

Facility Name: Residential Facility

Street Address: 1234 River St

City: Minneapolis State: MN Zip Code: 55403

Select type of Facility:

- ○ A transitional housing facility defined in *Minnesota Statutes* 256E.33, subd. 1
- ○ A supervised living facility licensed by the commissioner of health under *Minnesota Statutes* 144.50, subd. 6
- ○ A nursing home as defined in *Minnesota Statutes* 144A.01, subd. 5
- ○ A residence registered with the commissioner of health as a housing with services establishment as defined in *Minnesota Statutes* 144D.01, subd. 4
- ☒ A veterans home operated by the board of directors of the Minnesota Veterans Homes under *Minnesota Statutes* 198
- ○ A residence licensed by the commissioner of human services to provide a residential program as defined in *Minnesota Statutes* 245A.02, subd. 14
- ○ A residential facility for persons with a developmental disability licensed by the commissioner of human services under *Minnesota Statutes* 252.28
- ○ Group residential housing as defined in *Minnesota Statutes* 256I.03, subd. 3
- ○ A shelter for battered women as defined in *Minnesota Statutes* 611A.37, subd. 4
- ○ A supervised publicly or privately operated shelter or dwelling designed to provide temporary living accommodations for the homeless.

Employee List

Jason Nameth	
Omar Hassan	
Nari Fowler	

Attach additional sheets for employee names if necessary

Certification

Pursuant to *Minnesota Statutes* 201.061, subd. 3, I certify that employees of this facility listed above may vouch on election day for eligible voters who are residents of this facility.

Name: Robert Smith Title at Facility: Director

Signature: Robert Smith Date: 9/30/2016

Email: Robert.Smith@residentialfacility.org Phone: 612-123-4567

Address confidentiality

While the New Registrants Green 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 with a signed statement that withholding their name from the public information list is required for safety reasons. The Minnesota Secretary of State and the 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.

Common residence questions

If needed, principles for determining residence are provided in M.S. 200.031, which can be found on page 163.

- Multiple houses
  - For voting purposes a person can have only one residence. If the voter owns multiple houses, the voter must decide which their principle 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 residency
  - Student 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 on page 85.
- 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 Voter Registration Application (for instance: "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. P.O. Box or General Delivery cannot be used as a residence.

DEMONSTRATION JUDGE

Overview

Demonstration Judges instruct voters on the process of completing their ballot and depositing it into the ballot tabulator. In many cases, the same person carries out the duties of the Demonstration Judge and the Ballot Judge.

Station color code = **ORANGE**

Responsibilities

- Inform voters about marking their ballot and depositing it into the ballot tabulator.
  - Never demonstrate using an official ballot.
  - Do not point to specific candidates or parties while demonstrating how to mark the ballot.
- Give special instructions during primaries, and ranked-choice voting elections.

Tools

- Sample ballot

Instructions to voters

Provide the voter with instructions depending on the type of election.

For the purpose of giving instructions to a voter who is hard of hearing, use this guide or your Duty Card to show the instructions to them.

During every election

- Vote only with the pen provided (the scanner may not detect marks made by other pens).
- Make your selections by filling in the oval next to the candidate or question on the ballot.
- When finished completing your ballot, place it into the secrecy folder (if voter wishes to use it).
- Insert your ballot into the ballot tabulator or ask an election judge for assistance.
- If you make a mistake on your ballot, tell an election judge and they will give you a replacement.[26]
    - This is particularly important during primary and ranked-choice voting elections.

During general elections

- 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 print on the line next to it the name of a candidate who is not on the ballot.

During primaries

- No write-in votes are allowed.
- For partisan offices:
    - There will be one column for each major party.
    - You cannot vote for candidates from more than one party, if you do, all votes on the partisan portion of the ballot become void.
- For non-partisan offices, choose any candidate.

During an election with a constitutional amendment question on the ballot

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, which election judges are not permitted to do. If a voter asks, direct the voter to the printed instructions on the ballot.

[26] M.S. 204C.13

BALLOT JUDGE

Overview

The Ballot Judge is the caretaker of ballots for the polling place. They help the Head and Assistant Head Judge prepare ballots in the morning and throughout the day, issue and track ballots throughout the day, and assist the Head and Assistant Head Judge with ballot reconciliation after the polls close.

Duty station color code: WHITE

Responsibilities

- Issue and track ballots.
- Assist the Head and Assistant Head Judge with the preparation and reconciliation of ballots.
- Collect and track Voter's Receipts.

Tools

- Ballots
- Voter's Receipts (page 75)
- Ballot Tracking Form (page 103)
- Spoiled Ballot Envelope (page 102)
- Duplicate Ballot Envelope
- Used Voter Receipts Envelope (page 101)
- Secrecy Folder
- Voter's Receipt Spindle

Preparing and tracking ballots[27]

A supply of ballots must be prepared in the morning and be ready for voters when the polls open. Throughout the day, if the supply of prepared ballots gets low, more must be prepared.

Ballot delivery to the polling place must be certified in the morning and quantities of ballots from each opened pack must be recorded using the Ballot Tracking Form.

Preparing ballots in the morning

Two election judges (no party balance required) must complete this process.

1. Retrieve ballot packs from the ballot box, and the Ballot Tracking Form from the Brown HEJ Supply Envelope.
2. Verify that the ballots are correct for your precinct.
    a. If they are not, **contact Election HQ immediately**.
3. Complete the Ballot Delivery Certification section of the Ballot Tracking form.
    a. Count the number of sealed packs, and record this number.
        i. If the "Number of sealed packs received" doesn't match the "Number of sealed ballot packs delivered," **contact Election HQ immediately.**
    b. Both election judges sign in the Oath section.

Ballot Tracking Form

Minneapolis	Ward-Precinct: 1-1	Primary	Date: August 9, 2016

BALLOT DELIVERY CERTIFICATION

Confirm and record the number of sealed ballot packs:

Number of sealed ballot packs delivered: 15 @ 100 ballots per pack
Recorded by City Clerk/Election Official

Number of sealed packs received: 15 @ 100 ballots per pack
Recorded by Election Judges

Oath of Confirmation:

We, the election judges, certify that the above number of ballots were received for this election.

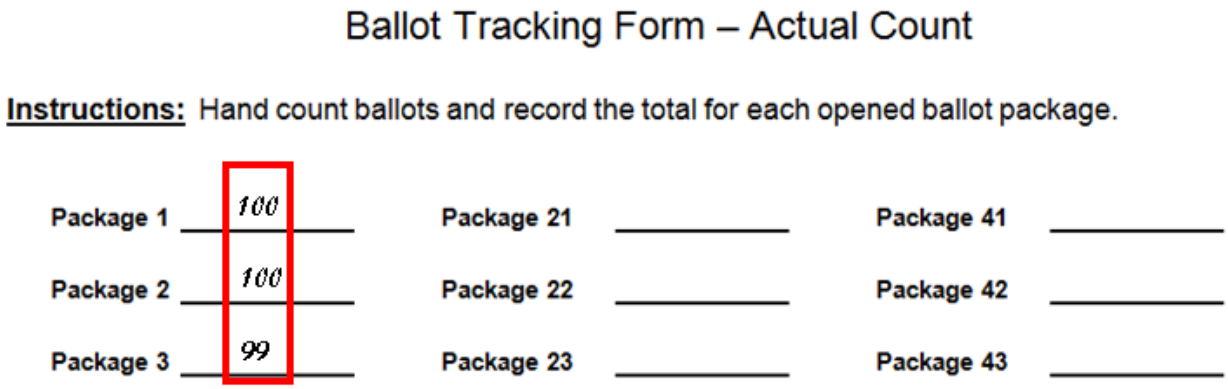
Two election judges must sign below.

Johnny Thomas — Election Judge

Beth Hamilton — Election Judge

[27] M.S. 204C.09, Subd. 1

4. Provide a ballot to the Head or Assistant Head Judge so that they can confirm that the offices, candidates, and ward-precinct information on it match those on the Zero Totals Report (printed from the ballot tabulator), and that the offices and candidates appear in the same order.
    a. The Head or Assistant Head Judge does this while setting up the ballot tabulator.
    b. If any the information does not match, **contact Election HQ immediately**.
5. Open ballot packs **(number determined by Head or Assistant Head Judge)**, count the ballots in each pack, and record the counts on the back of the Ballot Tracking Form.
    a. The number of packs that should be opened before polls open will vary by precinct and by election. In a presidential election year, nearly all precincts will want to open several packs to start the day.
    b. Packs typically contain 100 ballots, but it is possible from time to time for the count to vary slightly.

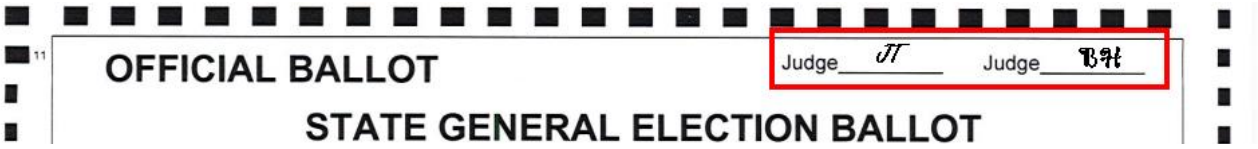


Ballot Tracking Form – Actual Count

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

Package 1	100	Package 21		Package 41	
Package 2	100	Package 22		Package 42	
Package 3	99	Package 23		Package 43	

6. Two judges (no party balance required) initial each blank ballot.



7. Place remaining sealed ballot packages in a secure location.

Preparing additional ballots throughout the day

When the supply of prepared (initialed) ballots is starting to run low (less than 100) and there are still many voters in line or there is significant time left in the day, it's time to prepare more ballots. To do this, **repeat steps 5-7** from the "Preparing ballots in the morning" section above.

Issuing ballots[28]

Rules for issuing ballots

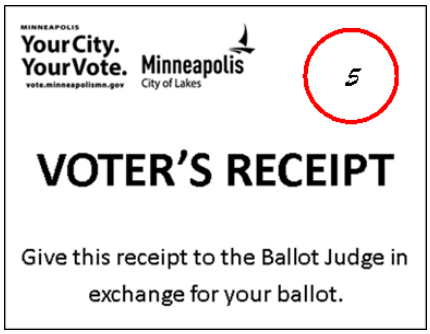
- No one may take any official ballots from the polling place (exception: two party-balanced election judges conducting curbside voting).
- Voters may use a reasonable amount of time to vote.
    - If someone is taking an unusually long time, remind them that others are waiting, and ask if they need assistance. If they do need assistance with their ballot, two-party balanced judges, or a person of their choice (with exceptions) may assist them (see page 131).
- The voter may use a voting booth, the AutoMARK, or an open table to complete their ballot.
- The voter may bring any materials with them into the voting booth for assistance (for instance, a sample ballot).
    - Be sure that none of these materials are visible to other voters or left in the voting booth.
- Only one person is allowed in a voting booth at a time unless they request help or have brought an assistant with them.

[28] M.S. 204C.09, Subd. 2

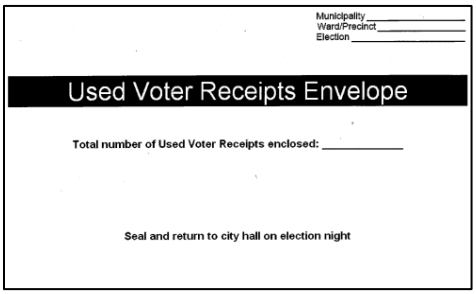
Procedure for issuing ballots

1. Collect a Voter's Receipt from the voter.

2. Write the total number of Voter's Receipts collected for the day on the front of the receipt.
    a. For example, if this is the fifth receipt collected, write "5" on it. For reference, look at the last receipt collected.



3. Place the receipt on the spindle.
    a. For every 25 receipts you collect, bundle them together with a paperclip or rubber band and place them into the Used Voter Receipts Envelope.



4. Issue one ballot to the voter, and offer them a secrecy folder.
    a. Each ballot issued must bear the initials of two election judges.
    b. The voter isn't required to take a secrecy folder if they don't want it.
5. Direct the voter to an unoccupied voting booth, table, or AutoMARK.

Ballot shortages, unofficial ballots

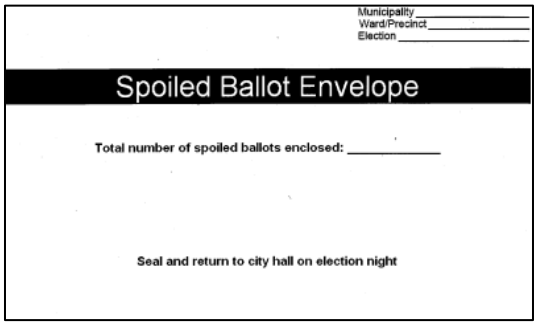
- If the total supply of ballots at the polling place runs low (below 200 ballots), contact **Election HQ immediately** to request additional ballots.
- Under no circumstance should the last ballot at the polling place be given to a voter; keep it to use for making unofficial ballots. Do not wait until all the ballots are gone before making unofficial ballots. Check with Election HQ before doing so and note on the Voter Statistics Worksheet how many were made. Do not keep voters waiting.[29]

Spoiled and found ballots[30]

If a voter makes a mistake on their ballot, they may return it to the Ballot Judge and receive a replacement ballot. Ballots returned in this manner are called "spoiled" ballots.

To spoil a ballot:

1. Collect the voter's ballot.
    a. Do not examine the ballot unless the voter requests help. If the voter does request help, remember that two party-balanced election judges are required.
2. Place the ballot into the Spoiled Ballot Envelope (do not write anything on the ballot).


Municipality_____
Ward/Precinct_____
Election _____

Spoiled Ballot Envelope

Total number of spoiled ballots enclosed: _____

Seal and return to city hall on election night

3. Issue a replacement ballot to the voter.

If a voter abandons their ballot in the voting booth:

1. Print "Found in booth" on the ballot.
2. Place the ballot into the spoiled ballot envelope.
3. Record the instance on the Incident Log.

[29] M.S. 204B.30
[30] M.S. 204C.13; M.R. 8230.1050

Ballot Tracking Form

This form is used to certify the number of ballots delivered to the precinct, track ballots throughout Election Day, and reconcile them at the end of the day.

Front of form

Ballot Tracking Form

Minneapolis	Ward-Precinct:	Primary	Date: August 9, 2016

BALLOT DELIVERY CERTIFICATION

Confirm and record the number of sealed ballot packs:

Number of sealed ballot packs delivered: ___ @ 100 ballots per pack
Recorded by City Clerk/Election Official

Number of sealed packs received: _____ @ 100 ballots per pack
Recorded by Election Judges

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*

Back of form

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**	_____

BALLOT TABULATOR JUDGE

Overview

The Ballot Tabulator Judge is charged with monitoring the ballot tabulator, managing the line leading to the ballot tabulator, assisting voters in the event of an error, and issuing “I Voted” stickers.

Duty station color code: **YELLOW**

Responsibilities

- Monitor the ballot tabulator.
- Manage the line leading to the ballot tabulator.
- Assist voters with ballot errors (party balance necessary for inspecting ballot itself). (page 106)
- Alert the Head or Assistant Head Judge if:
    - there is a jammed ballot, (page 108)
    - the ballot box becomes full (page 109), or
    - if the ballot tabulator stops working (page 110).
- Issue “I Voted” stickers.

Tools

- “I Voted” stickers

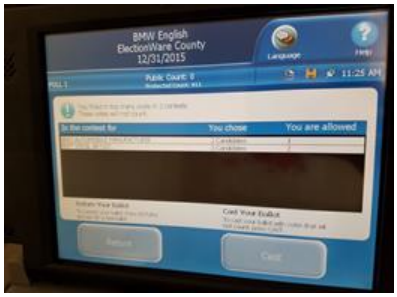
Guidelines for conduct[31]

- Unless a voter specifically requests help, the voter inserts their own ballot into the tabulator.
- No one, except for a voter casting their ballot or an election judge, is allowed within six feet of the ballot box.
    - Tape can be placed on the floor to mark this boundary.
    - More than one voter can be within the 6 foot boundary, but it is essential to ensure that the ballot tabulator doesn't become crowded and to protect the privacy of a voter casting their ballot.
- After a voter has deposited their ballot into the ballot tabulator, offer an "I Voted" sticker.
    - Do not place the sticker on the voter; allow them to collect it unless they specifically request assistance.

Assisting with ballot errors

Procedure[32]

1. Tell the voter that the ballot tabulator has a comment about their ballot.
2. Check the display of the ballot tabulator for the error message.
    a. Do not inspect the voter's ballot.



3. Provide assistance to the voter depending on the type of error.
    a. For a skewed ballot:
        i. Read the display of the tabulator to explain the error to the voter.
        ii. Have the voter attempt to deposit the ballot using different orientations, being careful to deposit the ballot straight into the machine with both hands.
    b. For overvotes, cross-party votes, or blank ballots:
        i. Read the display of the tabulator to explain the error to the voter.

[31] M.S. 204C.06 Subd. 2; M.S. 211B.11; M.R. 8230.4365 Subp. 3
[32] M.R. 8230.4365

1. If the voter does not understand your verbal explanation and asks for additional clarification, two party-balanced election judges may discretely review the ballot and advise the voter.

ii. The voter decides whether they would like a replacement ballot, or to cast their ballot as is.

1. If the voter wants a replacement ballot, follow the spoiled ballot procedure (page 102).
2. If the voter wishes to cast their ballot as is, **notify them that portions of their ballot may NOT be counted**. If they still wish to cast their ballot as is, select the option on the display if the tabulator to cast the ballot.

c. For a jammed ballot: see the "Troubleshooting a jammed ballot" section in this chapter.

Types of ballot errors

- Skewed ballot
  - Ballot tabulators should accept a ballot in any orientation, but the ballot may have been inserted at an awkward angle.
  - The voter should attempt to deposit the ballot using different orientations, being careful to deposit the ballot straight into the machine with both hands.
- Overvote
  - The voter has selected more candidates for an office than are allowed. For example, voters can only choose one candidate for U.S. President, so voting for two Presidential candidates will trigger an overvote.
  - The device may mistakenly identify stray pen marks as an overvote.
  - The voter may spoil their ballot and receive a replacement or cast it as is **(warning: overvoted offices will NOT be counted)**.
- Cross-party voting
  - In a partisan state primary, voters can only vote for candidates from one party. Voting for candidates from more than one party will trigger this error.
  - The voter may spoil their ballot and receive a replacement or cast it as is **(warning: cross-party voting will cause the entire partisan portion of the ballot NOT to be counted).**
- Blank ballot
  - The voter did not vote for anything on their ballot.
  - The voter may return to the voting booth to complete their ballot, or cast it as is.[33]
- Jammed ballot
  - The ballot jammed within the machine, and may have been counted, or not counted.
  - See "If a ballot jam occurs" in this chapter.

[33] M.R. 8230.4365

Troubleshooting a jammed ballot

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

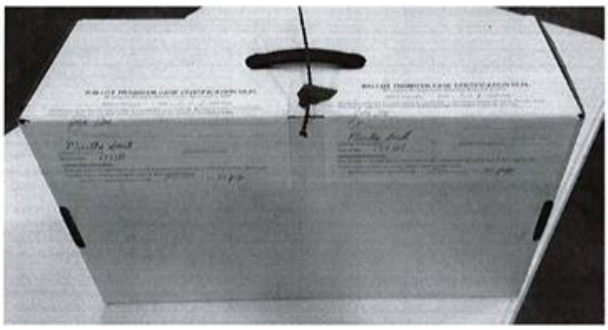
- Read the error message on the ballot tabulator to see if the ballot got stuck before or after the machine counted it. Note: the "jammed ballot" message will remain on the screen and the ballot tabulator will continue to beep until the jam has been cleared.
    - If the ballot was **not counted**, an 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 tabulator. 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 tabulator. If it is still not visible, unlock the ballot tabulator security flap and pull the ballot tabulator forward a few inches. The ballot will likely be visible out the back of the ballot tabulator. 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 box. 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 **party-balanced judges** must be present for this operation. A flashlight is also helpful. (Source: Hennepin County)

If the ballot box becomes full during voting hours

For every 750 ballots deposited into the ballot tabulator (when "Public Count" = 750, 1,500, etc.), it's time to empty the ballot box.

This procedure **must be completed by two party-balanced judges**:

1. Open the ballot box.
2. Remove ballots.
3. Place ballots into a Ballot Transfer Case.
4. Seal the Ballot Transfer Case using two Ballot Transfer Case Certification Seals and one Rat-tail Seal.



5. Place the Ballot Transfer Case in a secure location.
6. Record on the Incident Log the: 1) time of day, 2) initials of the two judges who opened the ballot tabulator, and 3) number from any seals used to secure removed ballots into Ballot Transfer Cases. [34]

[34] M.R. 8230.4365, Subp. 5

If the ballot tabulator stops working

1. The Head or Assistant Head Judge calls Election HQ .
2. The Head or Assistant Head Judge opens the auxiliary compartment slot on the front of the ballot tabulator.

3. Explain to voters that once the ballot tabulator is operational, election judges will process ballots through the ballot tabulator.
4. Allow voters to deposit their ballots into the auxiliary compartment.
    a. If voters desire, they may first use the AutoMARK to verify that there are no errors with their ballot.

5. Once the machine is operational, **two party balanced judges** remove the ballots from the auxiliary compartment and feed them into the ballot tabulator.
    a. Don’t do this if there is a long line of voters waiting to cast their ballot.
    b. This may be done after the polls close.

HEAD AND ASSISTANT HEAD JUDGE

Overview

The Head and Assistant Head Judge are the managers of the polling place. They monitor and mentor their team of judges, assign duties, and carry out some of the more advanced polling place tasks. They have additional duties before Election Day and are responsible for returning supplies to EVS on election night. While the HEJ and AHEJ share duties, the HEJ is the ultimate authority in the polling place.

Either the Head or Assistant Head judge is required to have a cell phone, used to keep in contact with Election HQ on Election Day. Reimbursement is provided for this use.

Responsibilities

- Before Election Day (page 112)
- On Election Day (page 113)
- After Election Day (page 114)
    - Complete Election Judge Evaluations

Tools

Supply lists for each of the following can be found on page 158.

- HEJ Duty Bag
- Blue HEJ Supply Bag
- Brown HEJ Supply Envelope
- Closing Bag

Duties before Election Day

Contacting your election judge team

- Two weeks before Election Day, you 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 that 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: 612-673-3870.
- The list of election judges assigned to your polling place is subject to change due to election judge availability and party balance. The final list will be provided on the Monday before Election Day during supply pick-up.

Monday supply pick-up and polling place visit

The Monday before Election Day, the Head **or** Assistant Head Judge is required to pick up supplies from Election HQ . If the HEJ or AHEJ is able to arrange it with the polling place, they can visit their polling place, complete some basic setup activities, and secure materials there. If they can't arrange a polling place visit (for instance if there is another event in the building) HEJs or AHEJs are permitted to store these supplies at home (**cannot be in a vehicle**).

- Supply pick-up (required)
    - Location: Minneapolis City Hall
    - Time: 9 a.m. — 6 p.m.
- Polling place visit (if possible)
    - Contact your polling place in advance to arrange a time to visit.
    - The HEJ or AHEJ may go together, or enlist the help of one of their Team Judges. **Two judges total will be paid for up to two hours each** for this purpose.
    - Review and familiarize yourself with the supplies provided and confirm that precinct-specific materials are correct. **Call the Election Judge Coordinator immediately if any supplies are missing or incorrect.**
    - Review materials in the Blue Supply Case and materials received in training.
    - Review the custom polling place layout and access to the polling place and remind the building contact that the building must be opened by 6 a.m. on Election Day morning.
    - Secure materials received from Election HQ to ensure that sensitive voter information is protected. **These materials must not be left in a vehicle overnight**.
    - Set up tables, chairs and voting booths. **Do not initialize the ballot tabulator or AutoMARK**.

Duties on Election Day

Polling place setup

See the “Opening the polling place” chapter on page 21.

During voting hours

- Maintain a professional and voter-friendly environment.
- Ensure the neutrality of all election judges.
- Ensure that every voter is treated with respect and in a pleasant manner.
- Manage voter traffic inside and outside of the polling place.
- Maintain orderly conduct among voters and election judges.
- Delegate tasks to Team Judges as necessary.
- Serve as point of contact with Election HQ .
- Assist voters and Team Judges with questions.
- Administer curbside voting, or delegate to an experienced Team Judge.
- Assign Team Judges to duties and rotate them through different duties throughout the day.
- Administer challenges, or delegate to an experienced Team Judge.
- Complete hourly audits of the Public Count on the ballot tabulator and the Voter’s Receipts (page 120).
- Provide Feedback Forms and HAVA Complain forms to voters if necessary (page 130).
- Communicate with polling place visitors (page 128).
- Monitor the polling place for campaign activity.
- Monitor and mentor Team Judges.
- Coordinate breaks for Team Judges.
- Conduct emergency training for any replacement election judges (page 118).
- Respond to and resolve issues and document them on the Incident Log.

After the polls close

See the “Closing the polling place…” chapter on page 139.

Duties after Election Day

After Election Day, Head and Assistant Head Judges have the opportunity to complete evaluations of their team, and others as well. See below, and page 14.

Evaluating your election judge team

After the General Election, you will have the opportunity to evaluate your election judge team. You'll evaluate them based on how they performed at each duty station, and other criteria. To complete these effectively, keep notes about each of your election judges as you monitor and mentor them on Election Day. The Head and Assistant Head judge should collaborate to complete evaluations of their team.

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?
- Every Election Judge deserves to know how well they performed. Acknowledge judges on duties or tasks performed well in addition to detailing what they could do better. Judges should know where improvement is needed.

Since formal evaluations are only completed after the General Election, if you have a concern about the performance of an Election Judge at a primary election, call the Election Judge Trainer: 612-673-3858.

Polling place management

You primary focus on Election Day is **maintaining an orderly, neutral, and voter-friendly environment**. Here are somethings to keep in mind as you are managing your polling place:

- 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; however, ensure that the space doesn't become so crowded that it becomes hard to manage.
- Ensure that the polling place is a quiet and respectful environment.
- When a polling place gets busy, things can appear chaotic. It is critical that voters understand that things are under control.
- Ensure that voters have privacy while voting.
- Monitor the Roster and Registration stations and adjust staffing as needed.
- Ensure that voters know that they are permitted to use an open table or a clipboard to complete their ballot if they choose. Voters do not have to wait for an open voting booth.

Party balance activities

An activity that requires "party balance" can only be completed by **two judges of different major political parties**. The following are all of the party balance activities:

- Assisting a voter with the marking of their ballot.
    - Remember, voters can have a person of their choice assist them with this instead (see page 131).
- Explaining a ballot-marking error to a voter by examining the ballot itself.
- Curbside voting.
- Opening either the auxiliary compartment or the ballot box of the ballot tabulator during voting hours.
- Duplicating ballots.

Emergency preparedness

If a fire, a weather emergency, or another type of emergency occurs during voting hours, take steps to protect yourself and 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**. **The safety of election judges and anyone else in the polling place is your first priority, everything else is secondary.**

If polling place must be left unattended

This would be due to a **catastrophic emergency** (tornado, fire, bomb threat, or other situations when election judges may be ordered to leave premises).

1. First and foremost, **STAY CALM, DO NOT PANIC.**
2. Choose a location to meet outside; designate Election Judges to assist voters exiting the poll.
3. Record the public count from the ballot tabulator and the time of day in the Incident Log.
4. Remove the memory stick from the ballot tabulator. Follow these steps in sequence to do so (this 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 securing the memory stick and remove the memory stick (wire cutter is in Closing Bag in a clear pink bag with small tan envelope).
5. Secure blank, non-voted ballots in the AutoMARK case.
6. Keep voted ballots locked in the ballot box.
7. Use any available return envelope (i.e. Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment.
8. If time permits, take the following items with you:
    a. Polling place Rosters (Roster of Pre-registered Voters and New Registrants Green Roster)
    b. Completed Voter Registration Applications
    c. Memory stick
9. Exit the polling place and account for all members of your election judge team.
10. 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 tabulator, if necessary.

2. Call Election HQ to explain 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.

If emergency requires police, fire, or medical

1. Call 9-1-1.
2. Identify yourself as an election judge and give your ward and precinct number.
3. State the name and address of the polling place building and the specific location inside the building where the problem is located.
4. Explain the circumstances to the 911 operator and accurately describe the situation.
    a. 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.
5. **After** calling 911, call Election HQ .
6. Explain the situation and staff will be sent to assist you.
7. Record the situation on the Incident Log noting:
    a. Time of incident
    b. Type of problem
    c. Name of individual(s) involved if known
    d. Brief physical description of individual(s) involved
    e. Brief description of the incident
    f. If the incident involves an injury, obtain the following:
        i. Name, address, and telephone number of the injured person
        ii. How the injury occurred, describe in detail the location and circumstance
        iii. Describe in detail the injury (i.e. bruise on the left ankle, cut on right thumb)
8. Names and signatures of Election Judges witnessing the incident
9. Names and telephone numbers of other witnesses.
10. Call Election HQ when the situation is resolved.
11. Record the time and resolution of the situation on the Incident Log.

Non-emergency injury or accident

If situation does not require 911, follow steps 6-8 from the “police, fire, or medical” section.

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.[35]

Emergency appointment and training of Team Judges[36]

This type of training is conducted by the Head Judge of the polling place in which a Team Judge is emergency-appointed to serve.

1. Call and notify Election HQ that an emergency appointment has been made (Election HQ may alternatively assign someone to your precinct).
2. Have the appointee complete a HIRE Form.
3. Direct the appointee to complete the Election Judge Time Report.
4. Document the emergency appointment in the Incident Log. Write:
    a. that the individual has been appointed as a Team Judge,
    b. their first and last name, and
    c. the time their shift will begin.
5. Have the appointee recite the Election Judge's Oath, and sign in the Oath section of the Official Precinct Certification Form.
6. Next to the appointee's signature on the Official Precinct Certification Form, write: "The new Election Judge was appointed to fill a vacancy".
7. Review with the replacement judge all procedures and duties that are assigned to them (keep in mind that the appointee doesn't need to be taught everything all at once).
8. Assign the appointee to a duty station.
9. Provide additional instruction as necessary throughout Election Day.
10. Ensure that the appointee's HIRE Form is placed with items to be returned to the warehouse on Election Night.

[35] M.S. 204B.17
[36] M.R. 8240.1900

Emergency voting procedure[37]

If a voter insists that their name was left off the Roster due to a clerical error, and they are unable or unwilling to register in the polling place, use the following procedure:

1. Call Hennepin County Elections (the County Auditor): 612-348-5151.
2. If the county confirms the voter's registration and authorizes you to do so, have the voter print the required name and address information on the Roster page where the voter would have been listed alphabetically.
1. Two judges note on the Roster that the voter was permitted to vote pursuant to instructions from the County Auditor.
2. Two judges write their initials next to the voter's entry on the roster.
3. Give the voter a Voter's Receipt and direct them to the Demonstration & Ballot Judge.
4. Make a note of this occurrence in the Incident Log.

[37] M.R. 8200.3800

Voter Receipt & Ballot Tabulator Audit

Use this form once an hour to record:

- the # of Voter's Receipts collected by the Ballot Judge in column A,
- the Public Count from the Ballot Tabulator in column B, and
- the # of voters currently using voting booths (including AutoMARK or a table).

Add the totals in the 2nd column from the right, if the numbers in that column and column A don't match, record this on the Incident Log and **contact Election HQ immediately**.

Print your initials in the final column.

VOTER RECEIPT & BALLOT TABULATOR AUDIT

City of Minneapolis - Tuesday, August
Ward _____
Precinct _____

THESE NUMBERS SHOULD MATCH

AUDIT TIME	A VOTER RECEIPT #		B BALLOT TABULATOR # (PUBLIC COUNT)	C # OF VOTERS IN BOOTH	B+C AUDIT TOTAL	ELECTION JUDGE INITIALS
7 A.M.	0		0	0	0	
8 A.M.						
9 A.M.						
10 A.M.						
11 A.M.						
12 P.M.						
1 P.M.						
2 P.M.						
3 P.M.						
4 P.M.						
5 P.M.						
6 P.M.						
7 P.M.						
8 P.M.						

If a discrepancy is discovered, note it in the Incident Log and then promptly contact Election Headquarters at 612-673-3030.

Return this form via the Brown HEJ Supply Envelope to the drop-off site on Election Night.

Monitoring and mentoring your election judge team

Your primary duty is to provide voter services in a politically neutral and voter-friendly environment while ensuring the accuracy and the integrity of the election. To do this, you will need an effective team.

Throughout the day, observe your election judge team and ensure that they are completing their duties correctly. Commend those that are completing their work properly, and provide constructive feedback and correction to those that are not.

Tips for maintaining an effective election judge team

- Always take every opportunity available to mentor judges.
- Audit paperwork completed by election judge team and provide immediate positive correction if necessary.
    - This ensures all documents are accurate and enables each election judge to be successful performing tasks correctly and accurately.
- Provide positive feedback to election judge team.
    - Every person wants to know they are performing well.
- Encourage team mentoring and growth by pairing veteran judges with new judges.
- Identify potential future Head or Assistant Head Judges, and, as appropriate, expose these candidates to Head Judge duties.

Mentoring judges using CPR

No, this isn't the life-saving technique used on a person when their heart stops; this is a different kind of CPR. It's a tool for mentoring election judges.

CPR stands for:

- C = Compliment
- P = Positive correction
- R = Review

Use this process when correcting a judge's performance:

1. **Compliment** the judge about something that that they have been doing well.
    a. 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**.
2. Explain to the judge that you observed something that needs to be improved, and **use positive communication, modeling, and demonstration** to convey the correct way to do things.

    a. Positive correction means to place emphasis on the correct way to do things instead of dwelling on what was done incorrectly. While it is important for the judge to understand what they did wrong, it is more helpful to reinforce what you want the judge to do.
3. Observe how the judge behaves after the correction is made, and **provide the judge with feedback** about whether or not the correct behavior was achieved.
    a. This is vital because if you merely ignore 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 mentoring 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 a mistake or particular behavior 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.

Continued errors or inappropriate behavior

It is important that every election judge follows polling place rules and procedures. If an election judge performs incorrectly or exhibits inappropriate behavior, it must be addressed. If not corrected, the judge may not be asked to serve in the future, or may be terminated immediately.

Keep notes to use for election judge evaluations

While monitoring and mentoring your election judge team, keep notes that will allow you to provide constructive feedback on each election judge's evaluation.

Incident Log[38]

- Instruct all judges to inform you of any unusual events or problems and record them in the Incident Log. For example, if the ballot tabulator 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
    - Ballots found in voting station
    - Facts surrounding excess ballots
    - Opening a Ballot Box during voting hours
    - Irregularities or discrepancies with the Ballot Counter seal

[38] M.S. 204C.09; M.R. 8230.1050; M.R. 8230.2030; M.R. 8230.4365;

Absentee ballots

Absentee ballot runners (A.B. Runners)

On Election Day, absentee voting staff will go to each polling place to verify that certain voter who cast an absentee ballot close to Election Day did not also go and vote in the polling place. They will coordinate with the Head Judge, make updates to the Roster of Pre-registered Voters, and provide new Absentee Election Day Registrants for Polling Place lists as necessary.

Procedure:

1. The A.B. Runner provides name badge and asks for the Head or Assistant Head Judge.
2. The Head or Assistant Head Judge assists the A.B. Runner, or delegates experienced election judges from the Roster and Registration Stations to do so.
3. At the Roster Station:
    a. The A.B. Runner states each voter's name on the list and the Head, Assistant Head, or delegated judge locates each name in the Roster.
    b. 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.
4. Registration Station:
    a. The A.B. Runner will state each voter's name on the list and the Head, Assistant Head, or delegated judge verifies that the voter has not registered and voted.
    b. Upon completion, the A.B. Runner will replace the Absentee Election Day Registrants for Polling Place list with an updated one.

Voter who brings an absentee ballot to the polling place

If a voter brings in **their own** absentee ballot, they have one of two options:

- Keep their absentee ballot, and instead of casting that ballot, go through the process of casting a ballot in the polling place.
    - The voter may not use their absentee ballot in the polling place.
- Return their absentee ballot to any one of the Minneapolis in-person absentee voting locations, or to Hennepin County by 3 p.m.

If a voter brings **someone else's** absentee ballot to a polling place, the judge **must** direct them to return the ballot to any one of the Minneapolis in-person absentee voting locations, or to Hennepin County by 3 p.m.

CONTESTING A VOTER'S ELIGIBILITY

An election judge, any eligible voter in the precinct, or an appointed challenger may contest a voter's eligibility to vote, but only if they have **personal knowledge** that the person is not eligible to vote. **Suspicion is not a basis for making a challenge.**

Appointed challengers

Major political parties and nonpartisan candidates can appoint **one challenger per precinct** who may remain in the polling place on Election 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 to vote. If a challenge is made, the Head or Assistant Head Judge follows the procedure in this chapter.

If you have doubts as to whether the challenger should be present, ask to see their credentials (see below) 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 (page 85). Challengers are not required to prove residence in the precinct in which they are appointed.[39]

If possible, provide a chair within view of the Roster and Registration stations but out of the way of voters for the challenger to observe.

Challengers may not harass voters and must respect voter privacy.

[39] M.S. 204C.07

Code of conduct for appointed challengers[40]

- A challenger can only challenge a voter's eligibility based upon their **personal knowledge** that the voter is not eligible to vote.
- A challenger cannot speak to the voter, and should only speak to the Head or Assistant 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 stations, 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.

Administering in-person challenges[41]

If a voter's eligibility is contested by a challenger, an election judge, or an eligible voter, the Head, Assistant Head Judge, or another designated judge must resolve the challenge.

1. Have the challenger complete the Oath of Challenge to Voter's Eligibility form (page 127).
    a. On the form the challenger states the basis of their challenge in writing. A challenger may only speak to the Head or Assistant Judge and not to voters.
2. Have the challenged voter swear or affirm the following oath:
    a. "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.
    a. Questions will differ depending on the challenge being made. Examples may be:
        i. What is your full name?
        ii. What is your residential address?
        iii. Are you at least 18 years of age?
        iv. Are you a citizen of the United States?
        v. 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?
        vi. Are you on probation or parole for a felony conviction?

[40] M.S. 204C.07
[41] M.S. 204C.12

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, 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 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.

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.

Oath of Challenge to Voter's Eligibility form

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:

_____

_____

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 other specifically authorized persons to be present. Direct unauthorized persons out of the polling place immediately. Authorized persons are:

- **Persons helping a voter**.
- **Children accompanying voters**.
- **Vouchers** (page 87).
- **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 (page 125).
- **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**.
- **Media** may enter the polling place to observe the voting process so long as they:
    - Show photo identification to the Head or Assistant 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, 1) they receive 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. If you receive requests for interviews from the media, contact Election HQ .
    - Record on the Incident Log the 1) time of day, 2) length of time the media was present, and 3) the name of the media representative.[42]

[42] 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 1) only approach voters after they have voted 2) only speak with a voter to the extent necessary to ask the voter to take an anonymous, written questionnaire.[43]

No one in the polling place may discussing candidates or issues. This includes voters waiting in line and Election Judges.[44]

Prohibited conduct[45]

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

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.
    - The prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.[46]
- Each polling place will receive a map displaying the zone where campaigning is prohibited.
- 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.

[43] M.S. 204C.06
[44] M.S. 211B.11; 204C.13, subd. 2
[45] M.S. 204C.06
[46] Schimming v. Riverblood, OAH 7-6347-20326-CV (June 5, 2009)

Voter complaints

There are two forms available in the polling place used for recording different kinds of voter complaints, the HAVA Elections Complaint Form, and the Election Day Feedback Form.

HAVA Elections Complaint Form

The HAVA Elections Complaint Form must be available to voters upon request. If you aren't sure if a particular complaint is a HAVA complaint, Contact Election HQ . 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.[47]

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.

Election Day Feedback Form

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.

Election Day Feedback Form

MUNICIPALITY:	WARD/PRECINCT:	DATE:

Name: _____

Address: _____

Phone: _____

Email (optional): _____

Record any issue you would like addressed or noted.

_____

[47] M.S. 200.04

PROVIDING ASSISTANCE TO VOTERS

Within the polling place, 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 the 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 party-balanced election judges** 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[48]

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.

- 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.
- 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.
- 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.

[48] M.S. 204C.15, subd. 1

Assistance for voters with second language needs

Polling locations that serve large populations of voters for whom English is a second language, particularly locations where Hmong, Somali, and Spanish are commonly spoken, are a priority for receiving additional materials and support. When possible, translated signage and Voter Registration Applications will be provided as well as election judges who can assist with interpretation. If a judge speaks a language other than English, they should write that language on their nametag.

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 party-balanced election judges** 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 party-balanced election judges** go out to assist the voter.
2. Ask for and write down their name, and return inside to check the Roster and determine if the voter is registered.
3. Take a Certificate of Registered Voter Form to each curbside voter.
    a. This form takes the place of signing the Roster. If not registered, also bring the voter a registration application.

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

4. Have the voter complete the form(s).
    a. Ask for proof of residence if they need to register.
5. Process forms.
    a. 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.

6. Exchange the Voter's Receipt with the Ballot Judge for a ballot and secrecy folder and take them out to the voter.
7. Have the voter fill out the ballot.
    a. Provide assistance as needed.
8. Ask the voter to wait until you confirm the ballot is accepted by the ballot tabulator.
9. Place the ballot into the ballot tabulator.[49]
10. If the ballot is accepted, inform the voter; if there is a ballot error message, follow the procedure on page 106.

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 22, 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 cards and bars
- Signature guides
- AutoMARK

[49] M.S. 204C.15, subd. 1

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.

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.[50]

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.

Features

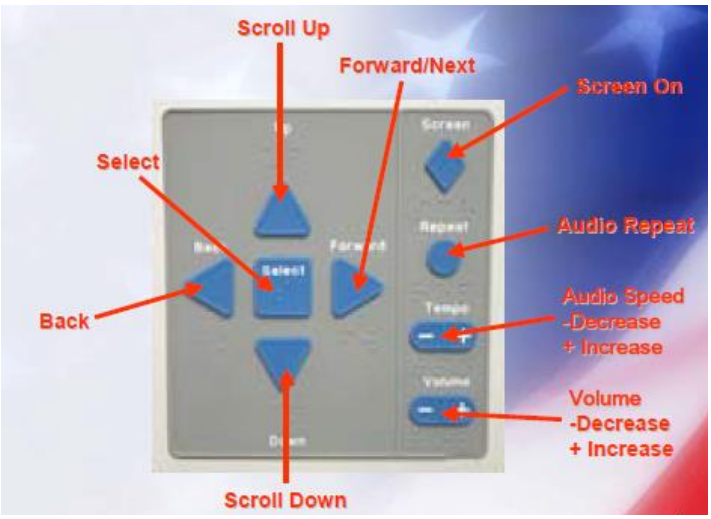
When the voter inserts a ballot, an electronic version of it appears on the screen. It allows a voter to view and mark the ballot in various ways:

- 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 tabulator.

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

[50] M.S. 206.57, subd. 5

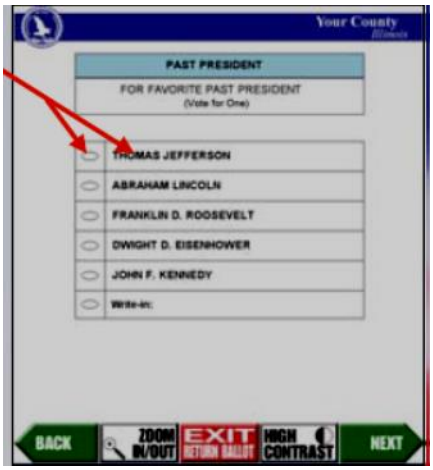
Keypad functions



- 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 corresponding oval to make a selection.
- Touch the selection a second time to deselect.



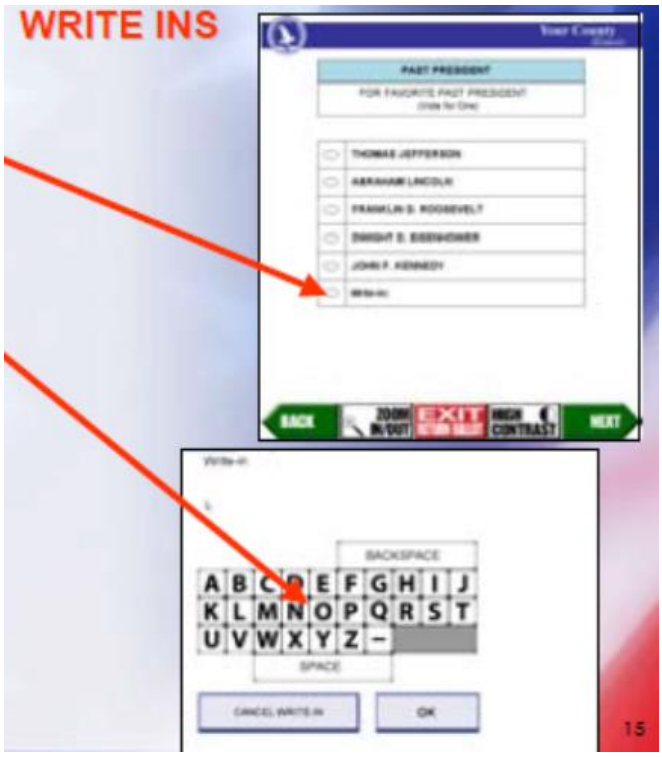
- Back: takes the voter back to the previous screen.
- Zoom In/Out: enlarges what is displayed on the screen. The screens will remain the size selected until the button is touched or deselected.
- Exit Return Ballot: the ballot is ejected from the device.
- High Contrast: switches the screen to white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

Marking the ballot

The vote may mark the ballot using the touch screen or the keypad functions. Audio 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.

CLOSING THE POLLING PLACE AND DELIVERING RETURNS

Overview

Closing the polls can seem hectic, but it doesn't have to be. These **two key documents** will guide you through every step:

- Closing the Polls Checklist
- Items to Return Checklist

These and other items necessary for closing the polls are found in the **Closing Bag**.

Head and Assistant Head Judge closing duties

- At 8 o'clock announce: "the polls are closed!"
- Assign closing duties to Team Judges.
- Designate a table to use for completing forms and organizing supplies for delivery to the drop off site.
- Close down the ballot tabulator (page 140) and AutoMARK (page 146).
    - Either the Head **or** Assistant Head Judge must assist with these.
- Complete paperwork.
    - Results Tapes (page 147)
    - Return Envelopes (page 150)
    - Official Precinct Certification Form (page 167)
    - Ballot Tracking Form (page 149)
    - Voter Statistics Worksheet (page 148)
    - Election Judge Time Report
- Give the "last voter" card to the last voter in line.
- Secure equipment and supplies in one place before leaving for the night.
- Deliver critical materials to the drop-off site (page 154).

Team Judge closing duties

- Assist the Head and Assistant Head Judge as assigned.
- Clean up duty stations and place any items not needed by the Head or Assistant Head Judge into the duty bags, which go in the Blue Supply Case.
- Take down the U.S. flag.
- Take down signs.
- Disassemble voting booths.

Closing down the ballot tabulator

Two judges must complete this process, and **one must be either the Head or Assistant Head Judge**. On step requires party balance, and one other requires four judges.

1. **Two party-balanced judges** remove any ballots in the auxiliary compartment and process them through the ballot tabulator.
    a. If the tabulator will not accept a ballot, it may be because it's unreadable. The ballot must be duplicated to be counted (see page 151).
2. Use the barrel key unlock and open the memory stick compartment.

3. Verify that the memory stick seal is still intact.
    a. If it is not, **contact Election HQ immediately**.

4. Using the memory stick seal number, complete the Closing the Polls section of the Official Precinct Certification Form.

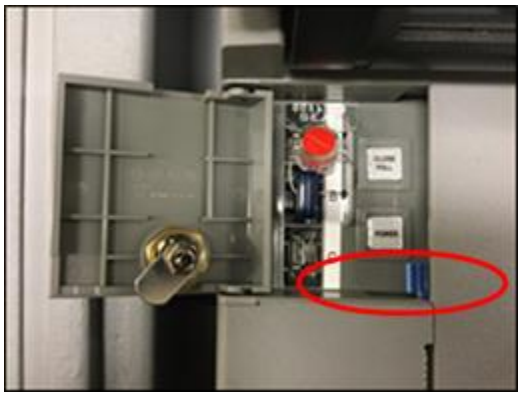
CLOSING THE POLLS
TO BE COMPLETED BY TWO JUDGES

PRECINCT SEAL 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*

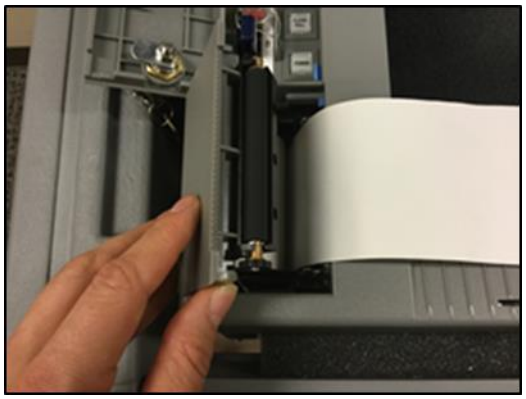
If seal numbers do not correspond, explain:_____

5. Press the blue lever inside the memory stick compartment to release the printer door.



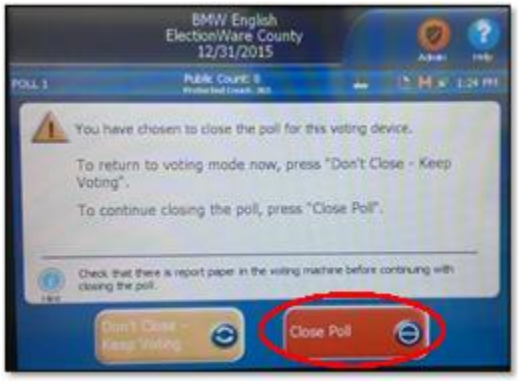
6. Open the printer door and unroll the Zero Totals Report printed in the morning.

7. Align the tape properly for printing and close the printer door.



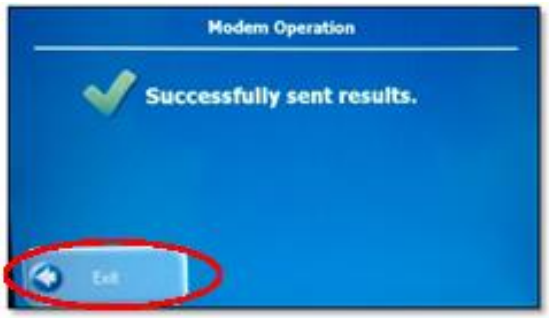
8. Hold down the CLOSE POLL button (inside the memory stick compartment) for five seconds, then release it.

9. Press the Close Poll button on the screen.
    a. 3 copies of the Results Tapes (also called Voting Results Reports), one for each of the Results Envelopes, will print.
    b. If the printer door has not been closed properly, printing will not begin.

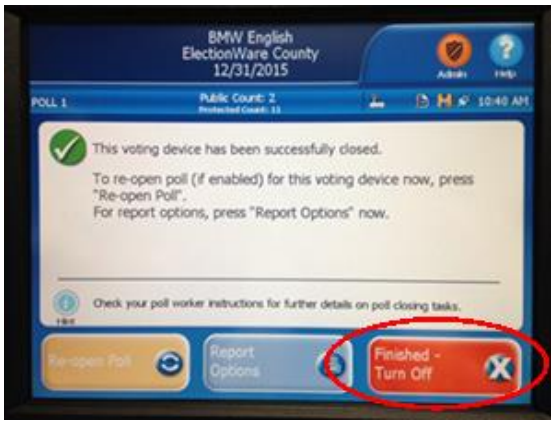


10. After Results Tapes have finished printing, place them with other forms to be completed on election night (see Completing Results Tapes, page 147).
11. Press the Begin Modem Process button on the screen to transmit voting results to Hennepin County.

12. If an error message appears indicating results did not transmit successfully, **contact Election HQ immediately.** If “Successfully sent results” appears on the screen, press Exit.



13. Press the Finished—Turn Off button on the screen.



14. Once the ballot tabulator has **completely powered down**, cut the seal on the memory stick using wire cutters, and remove the stick and seal.
15. Place the memory stick into the Memory Stick Envelope, and the seal into Results Envelope A.
16. Use the barrel key to lock the memory stick compartment.
17. Gently fold the screen down towards the front of the machine and lock it in place using the barrel key.

18. Gently shut the clamshell and lock in in place using the silver key.

19. Unplug the power cord from the wall or extension cable.
20. Wind and secure the power cord within the rear of the clamshell to the left of the power brick.

21. Lock the rear door of the clamshell using the silver key.
22. Remove voted ballots and place them in Ballot Transfer Cases.
23. Complete two Ballot Transfer Case Certification Seals for each Ballot Transfer Case.
    a. **Four election judges** must sign each of the seals, **including the two judges that will deliver returns** to the drop-off site.

BALLOT TRANSFER CASE CERTIFICATION SEAL

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_____

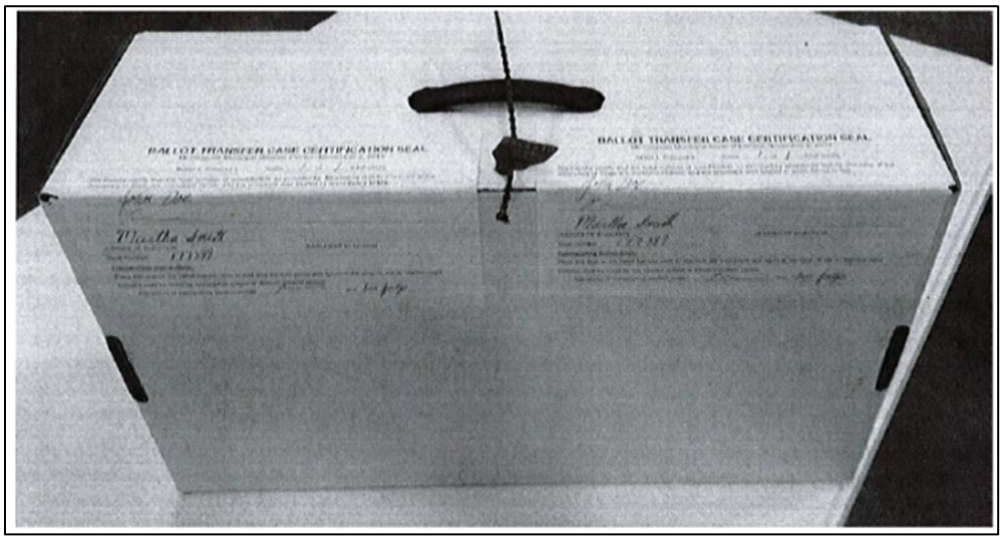
Transporting Instructions:

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 _____

24. Seal each of the ballot transfer cases using 1 green rat-tail seal, and 2 Ballot Transfer Case Certification Seals.



25. Place voted ballots (sealed inside Ballot Transfer Cases) with items to return to drop-off site on election night.
26. Secure unvoted ballots within the ballot box.
27. Close and lock the doors to the auxiliary compartment and ballot box.
28. Unlock the wheel by gently tapping the top part of the lock toward the ballot tabulator.

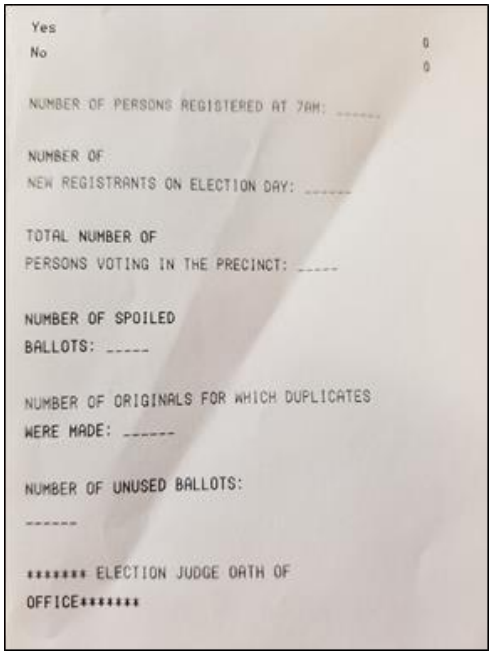
29. Move the ballot tabulator to the location where all other items to remain in the polling place are kept.

Closing down the AutoMARK

1. Remove the AutoMARK Case from storage and lay it flat on the floor.
2. Open the case by releasing the two latches on its sides.
3. Open the case.
4. Indicate on the Official Precinct Certification Form that the AutoMARK Seal Number is the same as it was at the opening of the polls.
5. Retrieve the AutoMARK Key (attached to a white tab) from the Head Election Judge Supply Envelope.
6. Facing the front of AutoMARK, insert the key into the lock on the lower left side of the machine.
    a. Turn the key to the right to the TEST position.
    b. On the screen, select EJECT BALLOT.
7. If a ballot is ejected, report this information to the Head Election Judge. Label the ballot "Found in AutoMARK at closing," place the ballot into the Spoiled Ballot Envelope, and make a note in the Incident Log.
8. If no ballot is ejected, continue on with the next step.
9. Turn the key to the left to the "OFF" position and wait for the machine to shut down.
    a. Once a red light appears on the front of the AutoMARK in approximately 15 seconds, the machine is off.
10. Remove the AutoMARK Key and return it to the Head Election Judge Supply Envelope.
11. Unplug the power cord from the wall outlet and also from the back of the AutoMARK.
12. Lift the ballot slot on the front of the AutoMARK to a vertical position and lower it into place.
13. Pull the touch screen forward.
14. Open the top lid.
15. Lower the screen into place below the lid.
16. Close the top & front of the lid and slide the top lid latches into place to secure the lid.
17. With one Election Judge on either side of the machine, use the side grooves to lift the AutoMARK and place it into the AutoMARK Case.
    a. **Always have two Election Judges lift the AutoMARK**.
18. Place the power cord and headphones back in the AutoMARK Case.
19. Lower the cover of the case and secure the latches on either side of case.
20. Use the instructions on the AutoMARK Table box to pack the AutoMARK Table into its box.
21. Place the AutoMARK Table and the AutoMARK Case in a secure location with other supplies that are to remain in the polling place on Election Night.

Completing Results Tapes

1. Fill in the statistics at the beginning of each Results Tape.


Yes 0
No 0

NUMBER OF PERSONS REGISTERED AT 7AM: _____

NUMBER OF
NEW REGISTRANTS ON ELECTION DAY: _____

TOTAL NUMBER OF
PERSONS VOTING IN THE PRECINCT: _____

NUMBER OF SPOILED
BALLOTS: _____

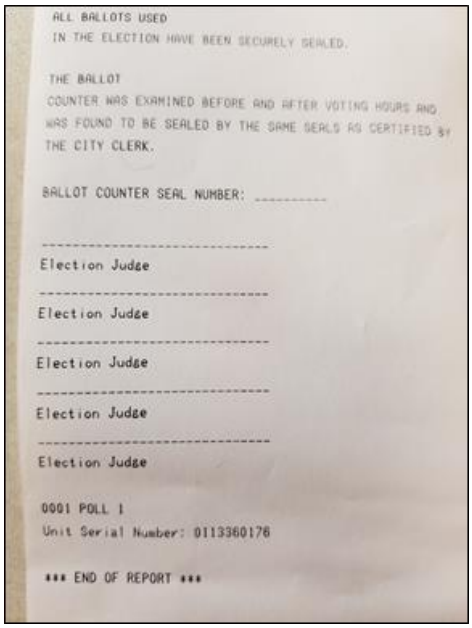
NUMBER OF ORIGINALS FOR WHICH DUPLICATES
WERE MADE: _____

NUMBER OF UNUSED BALLOTS:
_____

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

- Number of persons registered at 7am found in last page of Roster of Pre-registered Voters.
- Number of new registrants on Election Day found by counting the number of signatures on the New Registrants Green Roster
- Total number of persons voting in the precinct found near the top of the Results Tape (Public Count).
- Number of spoiled ballots found by counting the number of ballots in the Spoiled Ballot Envelope.
- "Number of originals for which…" found by counting ballots in the Duplicate Ballot Envelope.
- Number of unused ballots found on the properly completed Ballot Tracking Form.

2. Print the Ballot Tabulator seal number near the bottom of each tape.
3. Four election judges sign the bottom of each tape.


ALL BALLOTS USED
IN THE ELECTION HAVE BEEN SECURELY SEALED.

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

BALLOT COUNTER SEAL NUMBER: _____

_____
Election Judge
_____
Election Judge
_____
Election Judge
_____
Election Judge
_____
Election Judge

0001 POLL 1
Unit Serial Number: 0113360176

*** END OF REPORT ***

4. Use these to complete the Voter Statistics Worksheet.
5. Place the first Results Tape (unbroken from the Zero Totals Report) into Results Envelope A and the other two tapes into the remaining two Results Envelopes.

Voter Statistics Worksheet

Use the information from the Results Tapes to complete this form.

Voter Statistics Worksheet
General Election – November 8, 2016

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

Completing the closing portion of the Ballot Tracking Form

After the polls close, the Election Night Ballot Audit portion of the Ballot Tracking Form must be completed and signed by two election judges (no party balance required).

You will always have at least **two spoiled ballots** since two will have to be spoiled as part of testing the AutoMARK in the morning.

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: 4 @ 100 per pack = 400

\+

2) Number of unused ballots not in packs: 237

B. Used Ballots:

3) Number of spoiled ballots: + 12

4.) Number of ballots for which duplicates were made: + 0

5) Total ballots in ballot box: 851

=

Total number of ballots: (Add totals from 1+2+3+4+5): 1500

Two election judges must sign below.

Johnny Thomas	Beth Hamilton
Election Judge	Election Judge

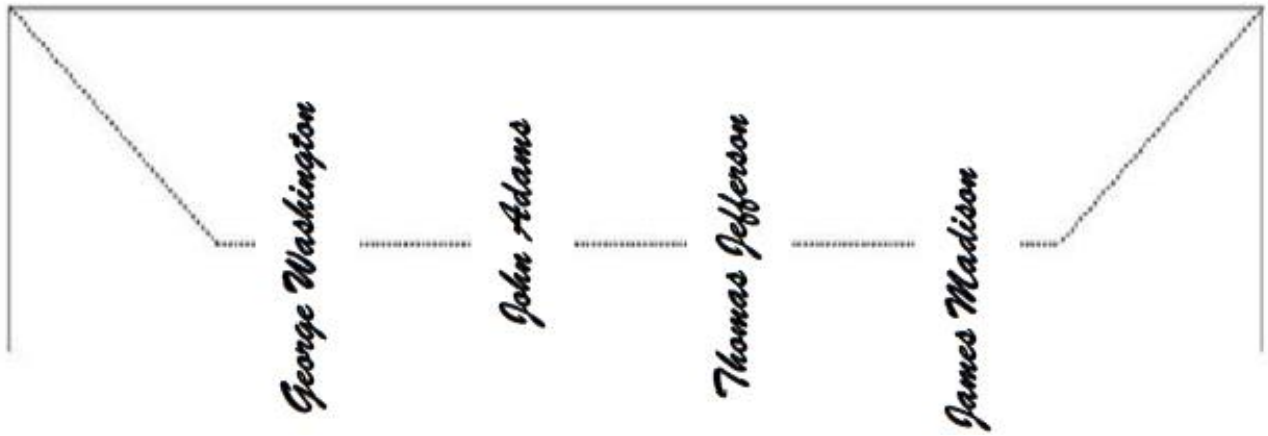
Return envelopes

The following are the different return envelopes:

- Results Envelope A, B, and D (there is no “C”)
- Election Day Registration Envelope
- Feedback Form Envelope
- Challenger Form Envelope
- Used Voter Receipts Envelope
- Spoiled Ballot Envelope
- Duplicate Ballot Envelope
- Feedback Form Envelope

For each envelope:

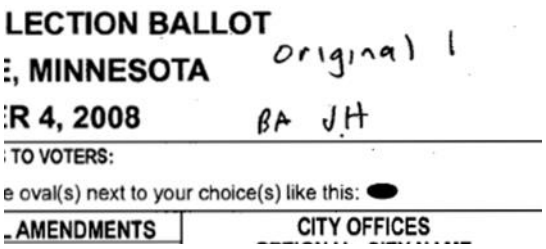
1. Enclose all of the items listed on the front of the envelope.
2. Complete all of the information on the front of the envelope.
    a. Do this even if there is nothing in the envelope. If this is the case, write “0” in the space for item quantity.
3. Seal the envelope, and **four election judges** sign over the seal.
    a. Do this even if there is nothing in the envelope.

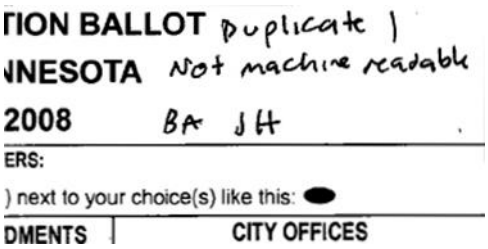


Duplicating ballots[51]

Occasionally, the ballot tabulator 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 tabulator can scan and count. **Two party-balanced judges** are required for this process.

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 on page 152 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 tabulator.
7. Place the original in the Duplicate Ballot Envelope. Record the number of original ballots in the envelope and seal the envelope.





[51] M.S. 206.86, subp. 5; M.R. 8230.3850

Determining voter intent[52]

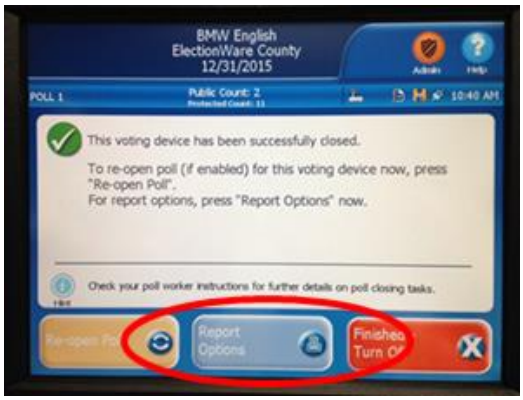
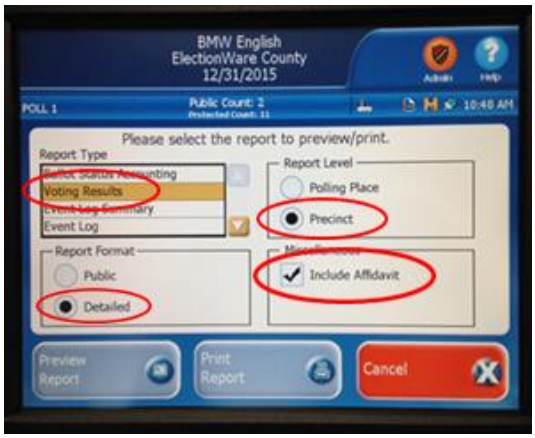
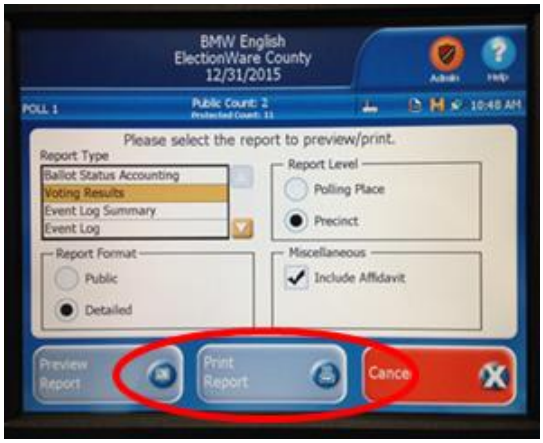
Minnesota law requires that every effort be made to accurately count all votes on a ballot. Never reject a ballot for a technicality if it is possible to decide what the voter intended, even if the voter made a mistake or damaged the ballot. Count only those offices for which you can decide voter intent,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

[52] M.S. 204C.22

Printing additional Results Tapes

After the polls have been closed, results have transmitted, and the automatic printing of Results Tapes has completed, you will have the ability to print additional results tapes if necessary. One reason you may need additional tapes is if there are members of the public who wish to see the results posted.

1. From the screen displayed below, press "Report Options."	
2. Select the following: a. Voting Results b. Detailed c. Precinct d. Include Affidavit	
3. Press the "Print Report" button.	

Delivering returns to the drop-off site

Two judges (no party-balance required) must deliver returns to the drop-off site, and **one of those judges must be the Head or Assistant Head Judge**.

Items to Return Checklist

The front lists everything that needs to be delivered to the drop-off site and the back lists everything that stays in the polling place on election night. It is found in the **Closing Bag**.

ELECTION NIGHT - ITEMS TO RETURN CHECKLIST

Tuesday night return to _____
123 XYZ Street

Ward
Precinct Sticker

1) **Kid's Voting Envelope**
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 D - 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

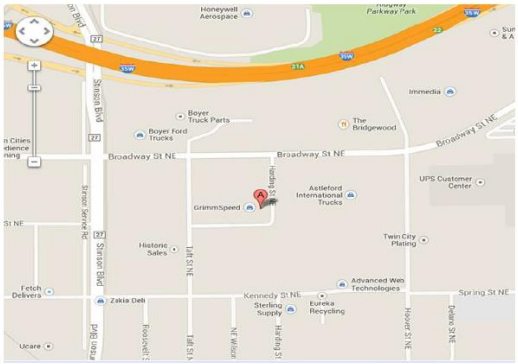
LEAVE AT POLLING LOCATION FOR NEXT DAY PICKUP

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**
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 Case**

MAP TO ELECTIONS WAREHOUSE
732 HARDING ST NE, MINNEAPOLIS, MN 55413 (612) 331-2446



More than one site

New in 2016, there are two different election night drop-off locations; however, each precinct is assigned to one location. This has been done to reduce wait times while dropping off supplies. **Judges will receive information about their drop-off site before Election Day**.

APPENDIX I: 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.

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.[53]

[53] M.S. 203B.11; M.S. 203B.04

APPENDIX II: VOTER'S BILL OF RIGHTS

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

1. You have the right to be absent from work for the purpose of voting without reduction to your pay, personal leave, or vacation time on Election Day for the time necessary to appear at your polling place, cast a ballot, and return to work.
2. If you are in line at your polling place any time before 8:00 p.m., you have the right to vote.
3. If you can provide the required proof of residence, you have the right to register to vote and to vote on Election Day.
4. If you are unable to sign your name, you have the right to orally confirm your identity with an Election Judge and to direct another person to sign your name for you.
5. You have the right to request special assistance when voting.
6. If you need assistance, you may be accompanied into the voting booth by a person of your choice, except by an agent of your employer or union or a candidate.
7. You have the right to bring your minor children into the polling place and into the voting booth with you.
8. If you have been convicted of a felony but your felony sentence has expired (been completed) or you have been discharged from your sentence, you have the right to vote.
9. If you are under a guardianship, you have the right to vote, unless the court order revokes your right to vote.
10. You have the right to vote without anyone in the polling place trying to influence your vote.
11. If you make a mistake or spoil your ballot before it is submitted, you have the right to receive a re-placement 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.[54]

[54] M.S. 204C.08, Subd. 1d.

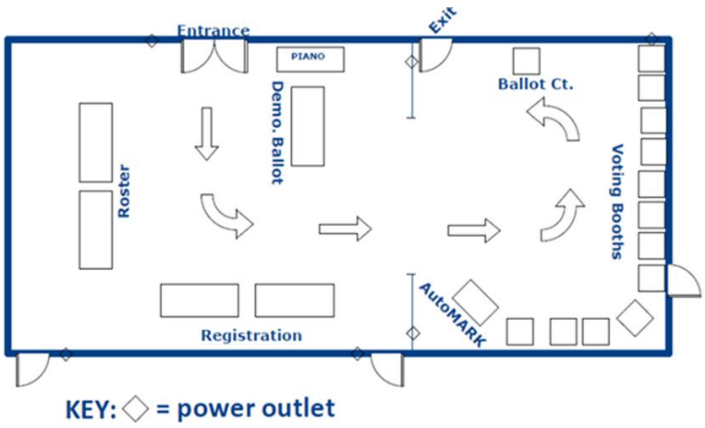
APPENDIX III: POLLING PLACE LAYOUTS

For every election a polling place layout will be 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.

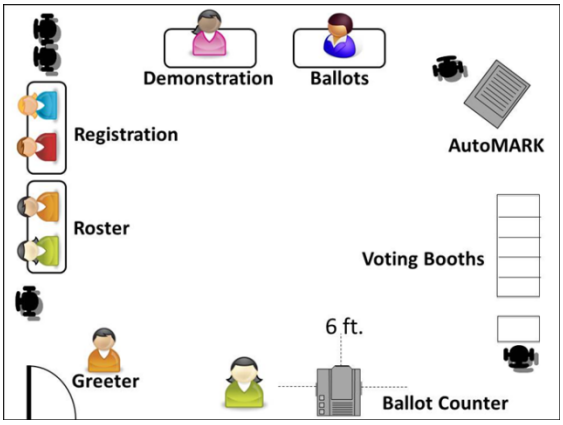
The layout is designed to maximize voter flow within the voting area, and ease management of voter lines. As is feasible, layouts will include how to arrange the voter lines inside rather than outside of the voting area and how to make use of available space for additional tables, chairs, booths, etc.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

These layouts are a guide. You are encouraged to communicate any concerns or suggested adjustments with Election HQ . You may adjust the layout accordingly to ensure that voters are getting in and out of the spaces effectively. Please indicate any adjustments or corrections directly on 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 suggestions 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 custom polling place layout



Generic polling place layout



APPENDIX IV: POLLING PLACE SUPPLIES

Blue Supply Case

Delivered directly to the polling place, this contains are all of the supplies for each duty station, signs, and supplies for closing the polls.

Sign Bag

- Various polling place signs.

Greeter Bag

- Voter Registration Applications
- Polling Place Lists
- Pens
- Precinct Finder (City-wide)
- Precinct Finder (Precinct-specific)
- Registration Requirements

Roster Bag

- Alphabet Index Tabs
- Certificate of Registered Voter (Curbside Voting).
- Pink Highlighter
- Magnifying Lens
- Notification of Death of Voter
- Pens
- Pre-Registered Voters Sign
- Precinct Finder (City-wide)
- Precinct Finder (Precinct-specific)
- Scratch pads
- SEE ID on Roster…
- Signature Guide
- Sortkwik
- Voter's Receipts
- Voter's Oath Tent (Pink)

Registration Bag

- Election Day Registration Binder (with New Registrants Green Roster)
- Voter Registration Applications
- Election Day Registration Envelope
- Know Your Voting Rights (Challengers & Vouchers)
- Polling Place List
- Pens
- Precinct Finder (City-wide)
- Precinct Finder (Precinct-specific)
- Register Today Sign
- Registration Requirements
- Voter's Receipts
- Voter's Oath Tent (Green)

Demo & Ballot Bag

- Demonstration Ballots
- Demonstration Ovals
- Spoiled Ballot Envelope
- Used Voter Receipts Envelope
- Magnifier Lens
- Pens
- Rubber Fingers
- Secrecy Folders
- Sortkwik
- Spindle

Ballot Tabulator Bag

- Ballot marker sign
- Be and election judge form
- "I Voted" stickers

Head Election Judge Bag

- Authorized Persons Information
- Feedback Form
- Challenge Form Envelope
- Feedback Form Envelope
- HAVA Complaint Form
- Know Your Voting Rights (Challenges & Vouching)
- Language Folder
- Lanyards
- Minneapolis Election Judge Manual
- Minnesota OSS Voting Rights Info. Packet
- Oath of Challenge to Voter's Eligibility Form
- Role of Challengers: Challengers appointed…
- Green "Rat-tail" Seals
- What to do in Extreme Emergency…

Closing Bag

- AutoMARK Closing Checklist
- Ballot Tabulator Closing Guide
- Ballot Transfer Case Seals: Paper
- Ballot Transfer Case Seals: Plastic
- Closing the Polls Checklist
- Duplicate Ballot Envelope
- Memory Stick Envelope
- Payroll Envelope
- Results Envelope A
- Results Envelope B
- Items to Return to Drop-off Site Checklist
- Voter Statistics Worksheet
- Wire Cutters

Inside the ballot box

- Ballots
- Extension Cords
- Voter Ballot Transfer Case

Blue HEJ Supply Bag

Picked up by Head & Assistant Head Judges on the Monday before Election Day.

- Rosters of Pre-registered Voters
- Greeter's Lists
- Brown HEJ Supply Envelope

Brown HEJ Supply Envelope

Picked up by Head & Assistant Head Judges on the Monday before Election Day.

- Hot Tips/Notices
- Incident Logs
- Ballot tabulator Keys
- AutoMARK Keys
- Voter Receipt & Ballot Tabulator Audit
- Precinct Judge Board Report
- Election Judge Time Report (in manila envelope)
- Election Judge nametags
- Nametag holders/lanyards
- Lunch Break Schedule
- EJ Performance Evaluation Instructions
- Precinct Map
- Polling Place Layout
- Blank HIRE Forms
- Dorm Lists
- Green Folder
- Scissors
- Rat Tail Seal
- Ballot Tracking Form
- Official Precinct Certification Form

APPENDIX V: PRECINCT FINDER COLUMN DESCRIPTIONS

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 VI: ELECTION JUDGE MARKS ON ROSTER

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 43ND ST		004 CENTRAL 0030 SPRUCE TWP	0003723216	
4.	SMITH, CHUCK BRAD 42303 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000261764	
5.	SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE	C 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 VII: VOTING RESIDENCE LAWS

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.[55]

[55] M.S. 200.031

APPENDIX VIII: REGISTRATION REQUIREMENTS DOCUMENT

This contains visual examples of the proofs of residence required for Election Day Registration, and it will be available in the polling place.

1 from Category A

A

MINNESOTA Driver's License, ID Card, Learner's Permit, or receipt for one of these

(Valid, with current name and current address in precinct)

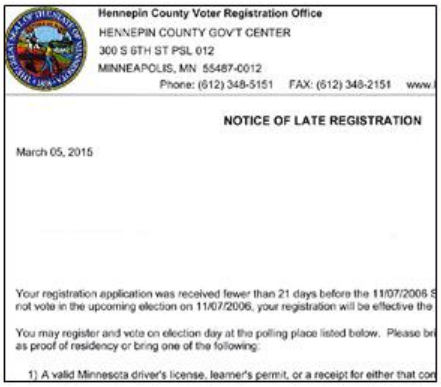
MINNESOTA University, College, or Post-Secondary School ID

(Valid, and name must appear on student housing list provided by their college)

TRIBES:
Bois Forte
Fond Du Lac
Grand Portage
Leech Lake
Lower Sioux
Upper Sioux
Mille Lacs
Red Lake
Shakopee
Prairie Island
White Earth

Tribal ID Card

(Valid, with signature, photo, current name, and current address in precinct)



Hennepin County Voter Registration Office
HENNEPIN COUNTY GOV'T CENTER
300 S 6TH ST PSL 012
MINNEAPOLIS, MN 55487-0012
Phone: (612) 348-5151 FAX: (612) 348-2151 www.

NOTICE OF LATE REGISTRATION

March 05, 2015

Your registration application was received fewer than 21 days before the 11/07/2006 S
not vote in the upcoming election on 11/07/2006, your registration will be effective the

You may register and vote on election day at the polling place listed below. Please bi
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 con

Notice of Late Registration

(Sent by election officials to voters)

Also accepted:

- **Voter Voucher:** A registered voter (either pre–registered or registering on Election Day) in the precinct may vouch for up to 8 other voters in the same precinct. A voter who is vouched for on Election Day cannot vouch for another voter in that same election.
- **Residential Facility Employee Voucher:** Employees of a residential facility in the precinct may vouch for an unlimited number of residents who live in that facility. The employee must show the election judge their facility employee ID badge, a statement on facility letterhead signed and dated by manager or equivalent officer of the facility, or their name must be present on a certified list of employees provided by the facility prior to Election Day. Employee Vouchers do not need to live in the precinct.
- **Previous registration in the same precinct**: Already registered in this same precinct with former name or address shown on roster.

OR: 1 from Category B + 1 from Category C

B

(Current name; old address or no address; may be expired)

ANY STATE Driver's License, ID Card, Learner's Permit

Minnesota university, college, tech. college, or high school ID card

Tribal ID Card (with signature, photo, and current name)

US Passport

Military or Veteran ID

C

Bill, or account/start-of-service statement (electronic or paper format) with **current name and address in precinct,** and **due or dated within 30 days of Election Day** for:

Electric, Gas, Sewer, Solid Waste, Water

Internet, TV, Cable, Satellite

Telephone: Cell/Mobile/ Landline

Banking or credit card statement

Rent or mortgage payment statement

Student fee statement (*Current*—could be for "Fall", for example)

Lease/Rental Agreement (Valid through Election Day)

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

APPENDIX IX: NOTICE OF LATE REGISTRATION

Hennepin County sends this notice to voters who register after the pre-registration deadline. Those voters will need to register on Election Day, but can use this as stand-alone proof-of residence.

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 X: OFFICIAL PRECINCT CERTIFICATION FORM

This form is used as part of the processes for both opening and closing the polls.

Official Precinct Certification Form

MUNICIPALITY: Minneapolis	WARD/PRECINCT:	ELECTION: General	DATE: November 8, 2016

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." (MS 204B.24)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

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

I, _____, do hereby certify the memory devices for this precinct were secured with said seal numbers and the following ballots were delivered to this precinct:

Ballot Counter Seal # _____ AutoMARK Seal # _____

Total number of ballots delivered _____

Clerk: _____ *Witness:* _____

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

_____ _____
Election Judge *Election Judge*

If seal numbers do not correspond, explain:_____

CLOSING THE POLLS
TO BE COMPLETED BY TWO JUDGES

PRECINCT SEAL 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"

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GLOSSARY

204B.14	An example of a statutory reference; the general form used to reference a law, also M.S. 204B.14.
Absentee Ballot Runner (A.B. Runner)	Election judge who delivers updates regarding individuals who have voted absentee to polling places on Election Day.
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)
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 tabulator 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 tabulator	An electronic optical scan device that counts paper ballots. Precinct ballot tabulators are used in the polls (in Mpls, the DS200). Central ballot tabulators are used to count absentee ballots (in Hennepin County, the DS850).
ballot secrecy folder (secrecy folder)	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 Supply Bag (Blue HEJ Supply 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.

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.
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 (Student Housing 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 model of ballot tabulator 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 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 Newsletter	An informational letter, called Election Connection, highlighting election activities, from Minneapolis Elections.
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 Worker Portal	An online tool that allows election judges to sign up to work for an election, review and update their personal information, and manage their work and training assignments.
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 given to all election judges allowing them to request time off from work to serve as an election judge. The request must be granted except under specific circumstances. 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.
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 the Precinct List of Persons Vouching form, and a certified list of Residential Facility employees who can vouch. Deployed to the Registration duty station on Election Day, and used by judges as part of the voucher process.
Greeter's List	A list of registered voters printed by the OSS and used by the Greeter Judge to verify a voter's registration.
Brown Head Election Judge Supply Envelope (Brown 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.
Hot Tips / Notices	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.
Incident Log	A form the Head Election Judge uses to document any unusual events that occur in their polling place 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	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.
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.
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.
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.

political party	An association of individuals under whose name a candidate files for partisan office. The current Major Political Parties in Minnesota are the Democratic-Farmer Labor Party and the Republican Party. The current Minor Political Parties in Minnesota are the Independence, 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.
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 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 tabulator and AutoMARK for each precinct must be tested.

Primary	An election at which voters choose the nominees for the offices to be placed on the general election ballot.
Protected Count	This is a number representing the total number of ballots processed throughout the lifetime of a ballot tabulator. 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 tabulator, displayed on its screen during voting hours.
rat-tail seal	Plastic seals used in Minneapolis to secure the blue supply case and the Ballot Transfer Case.
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 tabulator 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.
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	An unofficial ballot used for reference only. One must be posted at the entrance to the polls for use by voters.
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.
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 MN state general election is held on the first Tuesday after the first Monday in November in each even-numbered year.
State Primary	The MN 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 tabulator Results Tape is the summary statement.

Team Judge	Team Judges perform the election duties at polling places such as Greeter, Roster, New Registration, Ballot, and Ballot Counter Judge duties.
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.
veteran judge	An experienced election judge that has served for more than one election.
Voter Outreach Education (VOE)	A Minneapolis Elections program to educate the public and enable an active, informed, electorate.
Voter's Receipt	A small paper receipt given to voters after signing the Roster or the New Registrants Green Roster. The Voter's 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. Voter 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.
Zero Totals Report (Zero Tape)	The machine tape printed as part of the opening procedure for each ballot tabulator; used to verify that no votes have been recorded by the ballot tabulator before official voting begins.