MINNEAPOLIS
YourCity. YourVote.

Minneapolis
Elections and Voter Services

City of Minneapolis
Basic Election Judge Training

2016

INTRODUCTION

Election Judge Training & Coordination Teams

Election Judge Training Team

- Chris Irving (Trainer)
- John Murphy (Assistant Trainer)
- Zoe DiCicco (Training Scheduler/Attendant)

Election Judge Coordination Team

- Barb Suciu (Coordinator)
- Mary Davis (Student Election Judge Coordinator)
- Elizabeth Zalanga (Assistant Coordinator)
- Aaron Grossman (Assistant Coordinator)

Contact Information

- Work assignments, paychecks, personnel information
  - 612-673-3870
  - ejcoordinator@minneapolismn.gov
- Training assignments and election judge duties:
  - 612-673-3870
  - ejtraining@minneapolismn.gov
- Inquiries related to Student Election Judges:
  - 612-518-2149
  - SEJCoordinator@minneapolismn.gov
- Address (Minneapolis City Hall; Election HQ):
  - 350 S. 5th St., Rm 201, Minneapolis, MN 55415

Agenda

1. Election Overview
2. Election Judge Overview
3. Preparing for Election Day
4. Opening the Polls
5. Polling Place Duties
6. Polling Place Conduct
7. Assistance to Voters
8. In-person Challengers
9. Absentee Ballots
10. Closing the Polls

ELECTION OVERVIEW

Election Dates

- Primary: **August 9, 2016**
- General Election: **November 8, 2016**

Expect high turnout! Minnesota typically has one of the highest rates of voter turnout in the nation (2012 General = **80.84%** of registered voters).

Minneapolis Voting Precincts

- 13 wards, divided into precincts
- **7 new precincts this year**
  - 125 (2014) → **132 (2016)**
- See precinct map online:
  - vote.minneapolismn.gov/resources/ELECTION-MAPS

ELECTION JUDGE OVERVIEW

Election Judge Types

2016 EJ Manual Pg. 16

- Team Judge (TEJ)
- Team Judge – Registration Specialist (TEJRS)
  - **New in 2016**
- Student Election Judge (SEJ)
  - Same duties as TEJ, but can't declare party.
- Assistant Head Judge (AHEJ)
- Head Judge (HEJ)
- Precinct Support Judge (PSJ)
- Health Care Facility Judge (HCF)

Different from polling place duties!

Election Judge Mission

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

VOTERS

Engaged and confident in the election process.

ELECTION JUDGES (*the face of elections*)

Serves voters with kindness, respect, and compassion and ensures that the polling place is a voter-friendly environment.

ELECTIONS & VOTER SERVICES

Provides the training and resources necessary to enable judges to serve voters and protect the integrity of the election.

Election Judge Code of Conduct

- Serve voters with compassion, patience, understanding, professionalism, and respect.
- Exhaust every possible solution.
- If you don’t know the answer, take the time to seek it out (look it up or ask; don’t guess).
- Don’t touch a voter unless permitted by the voter to aid with their accessibility needs.
- Protect voter privacy.
- **Remain impartial, neutral (political discussion prohibited at all times while serving).**

Political Party Affiliation

- Party balance activities: **2016 EJ Manual Pg. 115**
- Major political parties
  - Democratic Farmer-Labor
  - Republican
- Non-major political parties in Minnesota
  - All other political parties
  - Unspecified/unaffiliated/undeclared/independent
  - Independence party is **no longer a major political party in Minnesota.**

PREPARING FOR ELECTION DAY

Time Off Work to Serve

M.S. 204B.195

- Give your **Employer Certificate** (available in Worker Portal) to your employer at least 20 days before Election Day.
- Employer can reduce your regular wage by the rate paid to serve as an EJ.
- You can choose to take a vacation day, but cannot be forced to do so.
- **City of Minneapolis employees must complete a unique time off request form**.

Preparing for Election Day

- **Review your training materials!**
  - Questions about duties? Contact us!
  - Bring your Manual to the polling place!
- **Remember to vote** (best option is to vote absentee before Election Day).
  - Can apply for ballot online (link in Worker Portal).
- Dress comfortably.
- Do not wear political or campaign material.
- Bring food, medication, glasses.
- Plan for care of loved ones, pets.

OPENING THE POLLING PLACE

Overview

2016 EJ Manual Pg. 21

- Opening judges arrive by **6:00 a.m.**
- HEJ & AHEJ use the **Opening the Polls Checklist** (in Brown HEJ Supply Envelope)
- Polls open at **7:00am**

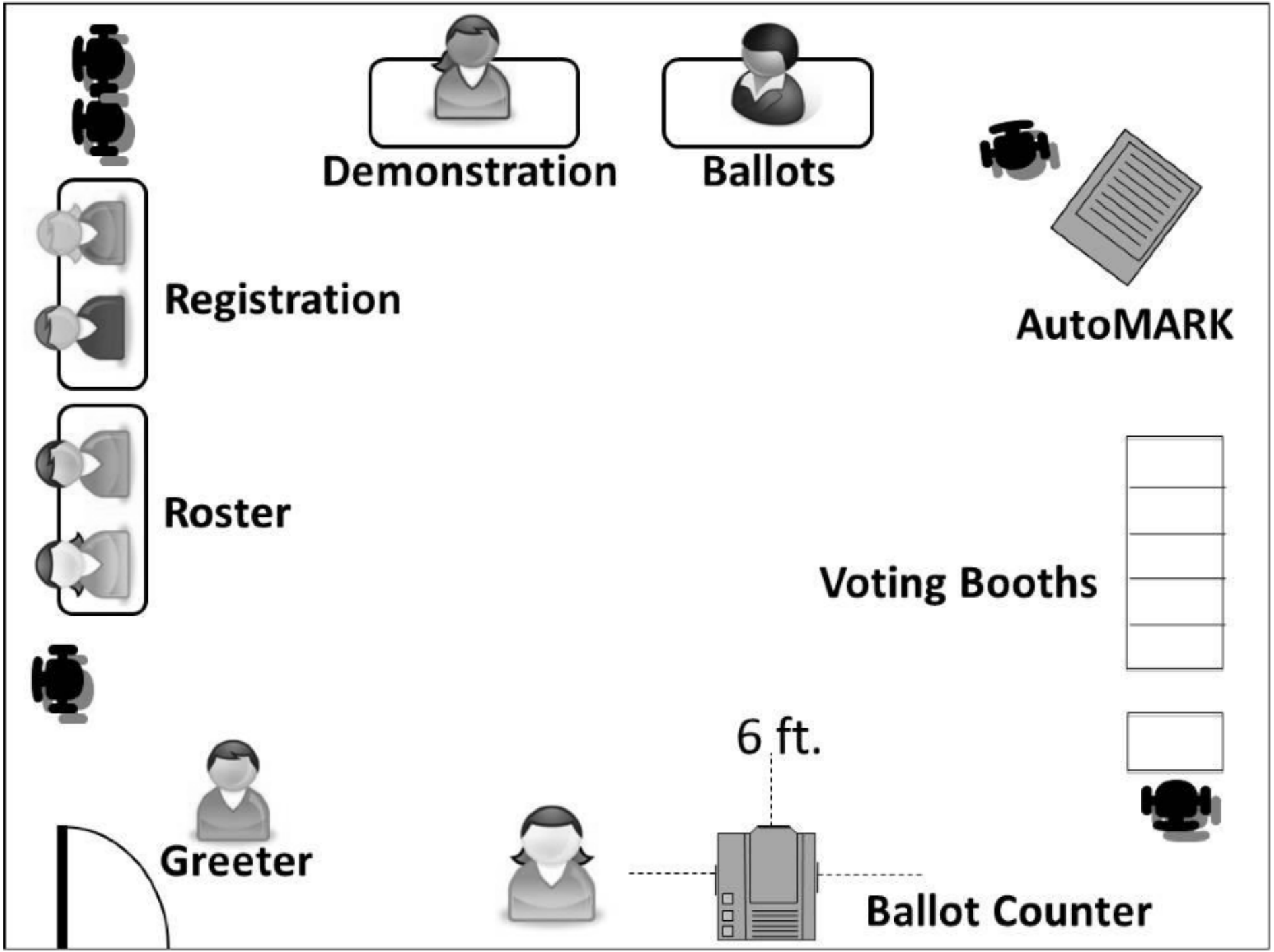
Opening Duties

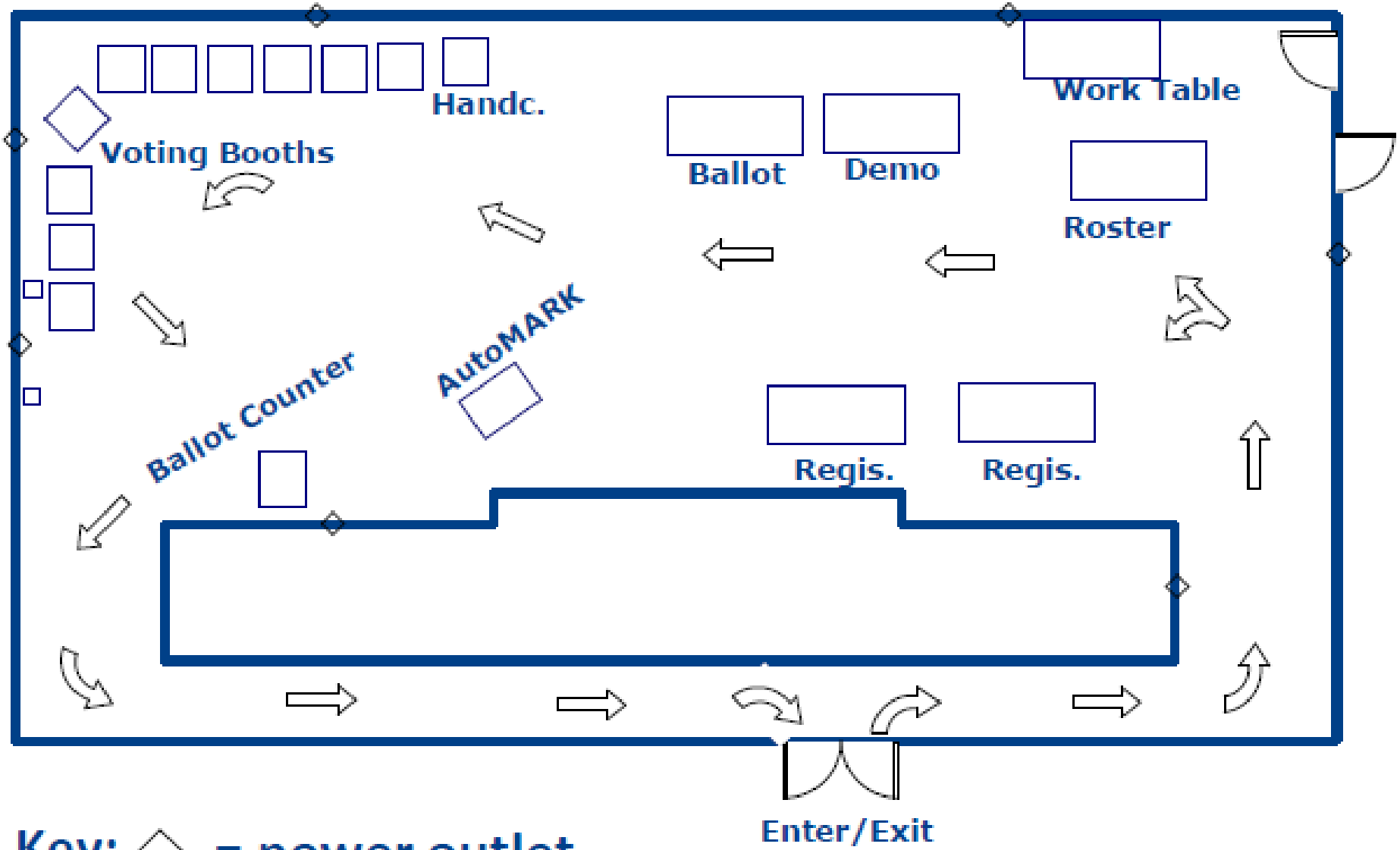
- Head & Assistant Head Judge
  - Administer oath.
  - Complete paperwork.
  - Set up ballot tabulator and AutoMARK.
  - Prepare ballots.
- **Team Judges**
  - **Set up signs, U.S. Flag, duty stations, and voting booths.**

Where to Find Supplies

Duty Station Setup

- Blue Supply Case
- Duty Bags
  - One for each station
  - Cover sheet in each bag that includes supply list
  - Other bags for HEJ, closing, signs, extra office supplies


Demonstration
Ballots
Registration
AutoMARK
Roster
Voting Booths
6 ft.
Greeter
Ballot Counter



Key: ◇ = power outlet

Setup Guidelines

- Accessibility
  - Ensure that voters of differing physical abilities can move about the polling place.
  - Have chairs available for voters who need to use them while waiting in line or marking their ballot (M.S. 204B.18 Subd. 1(d)).
- Traffic Flow
  - Set up the room to reduce bottlenecks.
- Privacy
  - Arrange voting booths and AutoMARK with privacy in mind.

Signs

- Sign Bag
  - In Blue Supply Case
  - Most signs in this bag
  - Place blue tape on **back** of sign to post.
  - Post arrows to guide voters to room.
  - ADA accessible parking
  - ADA accessible entrance
- Large signs:
  - “If you live within the blue line…”
  - “Vote here”

U.S. Flag

- Must be displayed **at entrance to polling place** during voting hours (M.S. 204C.08).

- Three mounting types:
  - Wall mount (bracket)
  - Ground mount
  - Flag donut

Setting up Voting Booths

- **2016 EJ Manual Pg. 42**
- Plug one booth into the next, then the last one into an outlet (up to 10 in chain).
- Ensure that wheelchair-accessible booth has chair near it, but not immediately in front.

Head Judge Opening Duties

- Setting up the ballot tabulator: **2016 EJ Manual Pg. 26**
- Setting up the AutoMARK: **2016 EJ Manual Pg. 33**
- Preparing ballots: **2016 EJ Manual. Pg. 98**

POLLING PLACE DUTIES

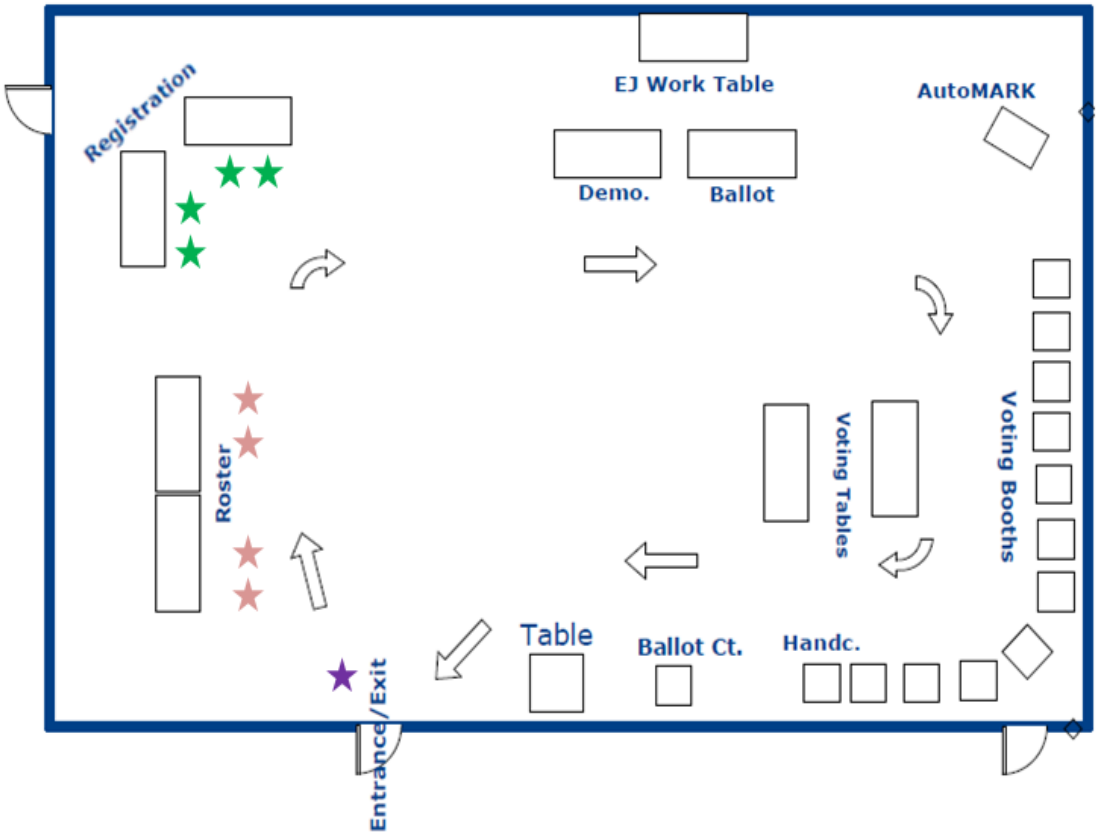
Greeter Judge

- **2016 EJ Manual Pg. 51**
- Color code: **PURPLE**
- A *proactive* position.
- Duties
  - Manage lines.
  - Greet and direct voters and authorized visitors.
  - Offer to verify registration status and precinct.
  - Help voters start the registration process.
  - Monitor polling place activity.

Multi-line Management

2016 EJ Manual Pg. 52

- 3 groups of lines to manage
- **Keep traffic moving.**
- "Gatekeeper Greeter" and Greeters "working the line."
- Direct voters as space opens up.



Greeting & Directing Voters; Greeter's List

SECRETARY OF STATE

Greeter's List

03/09/2010
2:14 PM

SPRUCE TWP PRECINCTS:0030

Voter Id #	Voter Name	Address	City	Pct # - Name	SD #	ID Req
0002381569	SMITH, BETH NANCY	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	

2016 EJ Manual Pgs. 55-58

- Voter on this list correctly? Direct them to Roster Judge.
- Not on this list? Check **Precinct Finder** and direct them either to the Registration Judge or correct precinct.
- Voter changed name or address? Direct them to the Registration Judge.
- Administrative typo? Direct them to Roster Judge.

Precinct Finder

Street Name

House #

Odd, Even, or Both

Precinct

Not needed to locate precinct

Precinct Finder

MCD-MINNEAPOLIS

11/09/2016 6/17/2014 3:4

Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code	CO	MCD	WD	SD	JD	LG	SN	CG	CM	PK	HD	Rang ID	
1ST AVE N																		
	311 to 415	B	1503 MINNEAPOLIS W-3 P-12	MINNEAPOLIS	55401	27	135	W-03	1-4	04	59B	59	5	04	4		2290	2
	706 to 706	E	1670 MINNEAPOLIS W-7 P-06	MINNEAPOLIS	55403	27	135	W-07	1-4	04	59B	59	5	03	4		3010	3
1ST AVE NE																		
	100 to 112	B	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		2290	0
	127 to 315	O	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		2290	0
	316 to 606	E	1470 MINNEAPOLIS W-3 P-03	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60B	60	5	04	1		2290	0
	501 to 615	O	1475 MINNEAPOLIS W-3 P-04	MINNEAPOLIS	55413	27	135	W-03	1-1	04	60A	60	5	02	1		2291	3
1ST AVE S																		
	1325 to 1408	B	1680 MINNEAPOLIS W-7 P-08	MINNEAPOLIS	55403	27	135	W-07	1-4	04	61A	61	5	03	4		2291	0
	1508 to 1600	E	1665 MINNEAPOLIS W-7 P-05	MINNEAPOLIS	55403	27	135	W-07	1-4	04	61A	61	5	03	4		2291	3
	1701 to 1931	B	1642 MINNEAPOLIS W-6 P-09	MINNEAPOLIS	55403	27	135	W-06	1-4	04	62A	62	5	03	4		2291	3
	2000 to 2533	B	1845 MINNEAPOLIS W-10 P-09	MINNEAPOLIS	55404	27	135	W-10	1-4	04	62A	62	5	03	4		2291	3
	2605 to 2838	B	1845 MINNEAPOLIS W-10 P-09	MINNEAPOLIS	55408	27	135	W-10	1-4	04	62A	62	5	03	4		2291	3
	2847 to 2929	O	1845 MINNEAPOLIS W-10 P-09	MINNEAPOLIS	55408	27	135	W-10	1-4	04	62A	62	5	03	4		2291	0
	3101 to 3148	B	1700 MINNEAPOLIS W-8 P-01	MINNEAPOLIS	55408	27	135	W-08	1-6	04	62B	62	5	03	6		229110	35
	3200 to 3552	B	1705 MINNEAPOLIS W-8 P-02	MINNEAPOLIS	55408	27	135	W-08	1-6	04	62B	62	5	03	6		229111	202
	3600 to 3955	B	1725 MINNEAPOLIS W-8 P-06	MINNEAPOLIS	55409	27	135	W-08	1-6	04	62B	62	5	03	6		271527	255
	4200 to 4351	B	1730 MINNEAPOLIS W-8 P-07	MINNEAPOLIS	55409	27	135	W-08	1-6	04	62B	62	5	03	6		301046	96
	4400 to 4553	B	1730 MINNEAPOLIS W-8 P-07	MINNEAPOLIS	55419	27	135	W-08	1-6	04	62B	62	5	03	6		229112	96
	4600 to 4945	B	1860 MINNEAPOLIS W-11 P-01	MINNEAPOLIS	55419	27	135	W-11	1-6	04	62B	62	5	03	6		229113	121
	5000 to 5556	B	1865 MINNEAPOLIS W-11 P-02	MINNEAPOLIS	55419	27	135	W-11	1-6	04	61B	61	5	03	6		229116	115

Roster Judge

- **2016 EJ Manual Pg. 61**
- Color code: **PINK**
- Duties
  - Check in pre-registered voters.
  - Troubleshoot roster notations.
  - Assist the HEJ & AHEJ with curbside voting (more on this later).

Checking in Pre-registered Voters

2016 EJ Manual Pg. 64

1. Ask the voter for their name and address.
2. Locate voter's name and address on Roster and verify that both are listed correctly.
3. Resolve roster notation, if one appears.
4. Direct voter's attention to the oath/affirmation at the top of the Roster and have the voter sign.
5. Issue a Voter's Receipt.

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

	Voter Name and Address	Voter Signature	District/Precinct	ID Number	DOB
1.	SMITH, BETH NANCY 11787 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000247210	
2.	SMITH, BILL MICHAEL 11787 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000249381	
3.	SMITH, BOB AARON 11717 42ND ST		004 CENTRAL 0030 SPRUCE TWP	0003723215	
4.	SMITH, CHUCK BRAD 42903 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000251754	
5.	SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000245281	
6.	SMITH, DARLENE CHRIS 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003366562	
7.	SMITH, DAN DERRICK 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003366546	
8.	SMITH, EVAN JOHN 12485 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000251572	
9.	SMITH, FRANK BILL 12485 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000251636	
10.	SMITH, GRETCHEN ANN 43141 140TH AVE		004 CENTRAL 0030 SPRUCE TWP	0000251637	
11.	SMITH, HARRY JAMES 45536 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000248536	
12.	SMITH, IRENE CHRISTINE 45536 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000248590	
13.	SMITH, IRA JOHN 45536 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003815785	

Roster Troubleshooting

- Can’t find voter’s name?
  - Investigate using strategies in **2016 EJ Manual Pg. 65.**
  - Typo? Use **Roster Correction Form** (2016 EJ Manual Pg. 69) for administrative typos.
    - **Not** for if voter has changed name or moved.
  - They voter may be in the wrong precinct (use Precinct Finder).
  - If voter insists name left off Roster due to clerical error, tell Head or Assistant Head Judge.
- Voter needs to re-register if:
  - they changed their name,
  - they moved to a new address, including to a new apartment within the same building.
  - they haven’t voted in over four years.

Roster Notations

2016 EJ Manual Pg. 70

- A.B. (already voted absentee, can't vote again)
- SEE ID (voter must provide any proof of residence, except voucher)
- Challenge notations
  - HEJ & AHEJ administers Roster challenge procedure (2016 EJ Manual Pg. 70), or delegates to experienced Roster Judge.
  - **Roster Challenge Log** (inside Roster binders).

Permitted Marks 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	CURBSIDE	004 CENTRAL 0030 SPRUCE TWP	0000247210	
2.	SMITH, BILL MICHAEL 11787 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000249381	
3.	SMITH, BOB AARON 11717 42ND ST		004 CENTRAL 0030 SPRUCE TWP	0003723216	
4.	SMITH, CHUCK BRAD 42303 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000261794	
5.	SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE	C Luce Smith	004 CENTRAL 0030 SPRUCE TWP	0000245281	
6.	SMITH, DARLENE CHRIS 42302 KESTREL AVE	See ID	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	0000261672	
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	Challenge—Postal Return	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	

Date of birth

Voter ID # (clerical # kept by the State)

Curbside voter

Registration Judge

- **2016 EJ Manual Pg. 77**
- Color code: **GREEN**
- Duties
  - Administer the Election Day Registration process.

Election Day Registration Process

1. Ask voter for name.
2. Check for name on Absentee Election Day Registrants for Polling Place list.
3. Ask voter for address.
4. Confirm voter isn't already registered using the Greeter's List.
5. Confirm voter is in the correct polling place using the Precinct Finder.
6. Have voter complete top of Voter Registration Application (VRA).
7. Verify voter's proof of residence and complete bottom of VRA.
8. Print voter's name, address, and date of birth on New Registrants Green Roster.
9. Have voter sign Green Roster.
10. Issue a Voter's Receipt.

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

- Inside Green Folder

- **2016 EJ Manual Pg. 80**
- Voter Registration Application (VRA)
- P.O. box or General Delivery cannot be used in box #4.
- Box #5 not applicable in Minneapolis.

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:

Proofs of Residence

- 2016 EJ Manual
  - Pg. 85 (Lists of proofs)
  - Pg. 164 (Registration Requirements document)
    - Visual examples of proofs.

Proofs of Residence “Stand-alone”

- Valid MN Driver’s License, MN Learner’s Permit, MN ID card, or receipt for any one of these.
  - If card says “status check”… (**2016 EJ Manual Pg. 85**)
- 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.

Proofs of Residence – "Combo"

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

- Driver's license, state ID card, or learner's permit issued by **any state**
- United States Passport
- United States Military or **Veteran ID (new in 2016)** card.
- Tribal ID card with name, signature and photo of the voter
- Minnesota university, college, or technical college ID card
- Minnesota high school ID card

+

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

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

Proofs of Residence – “Other”

- Voter Voucher
  - **Voucher Form**
  - Limit of 8 (track on **Precinct List of Persons Vouching**; 2016 EJ Manual Pg. 89)
  - Someone who registers on Election Day who is vouched for can’t vouch for someone else on that same day.
- Employee Voucher
  - **Voucher Form**
  - Must show proof of employment at a residential facility in the precinct (employee ID; name on employee list; signed statement).
  - Can vouch for an unlimited number of residents who live at the facility in which they work.
- Notice of Late Registration
- Valid registration in same precinct
- College student ID with name on Student Housing List

- **2016 EJ Manual Pg. 83**
- Voucher Form
- New in 2016: space for voucher to print name.

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 this information. Election officials use your exact date of birth and ID number to confirm your identity with the Minnesota 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 again or show proof of residence before you can vote. Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input on voting or election-related issues. The rest of the data on your application is public when used for elections, political, law enforcement or jury selection purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683.

Voucher Form

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

- ☐ I am pre-registered to vote in this precinct Voter ID # :_____
  (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

Telephone number:	E-mail address (optional)

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

_____
Signature of Voucher

Election Judge Official Use Only

Subscribed and sworn to before me

_____/_____/_____ _____
Date Signature of Election Judge

Election Judge Official Use Only Section

Election Judge Official Use Only

W 8
P 5
SD 650
Initials JN

ID With Current Address

ID Number: _____
☐ MN Drivers License, Learners Permit, MN ID Card, or Receipt
☐ Tribal ID

Photo ID With Utility Bill or Fee Statement

Student Fee Statement or Utility Bill
(type) Bank Statement
ID Number: Wisc, #W30045454
☒ ~~MN~~ Drivers License ☐ MN ID Card
☐ U.S. Passport ☐ U.S. Military ID
☐ Tribal ID ☐ Student ID

Other

☐ Vouched For
☐ Late Notice
☐ Previous Registration in Same Precinct
☐ Student ID With College List

ID Number: _____

Election Judge Official Use Only

W 8
P 5
SD 650
Initials JN

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: Bank Statement
Photo ID Number: Wisc, #W30045454
☒ 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: _____

- Always complete W, P, SD, and Initials fields.
- Can use old forms, see example on top.
- For out-of-state ID's, write state.

New Registrants Green Roster

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				/ /

- Print name, address, and date of birth for voter.
- Voter signs.
- When finished with page write # of signatures on front, remove from binder, and place with corresponding completed VRAs inside the **Election Day Registration Envelope**.

Determination of Residence

- Multiple residences; students
  - For voting purposes a person can declare only one residence.
- Voters without a home
  - 2016 EJ Manual Pg. 93
  - Can register using location description in box #4 of VRA.
  - Where voter usually sleeps.
  - Confirm precinct using available maps (for instance, back of precinct-specific Precinct Finder.

Record of Attempted Registration

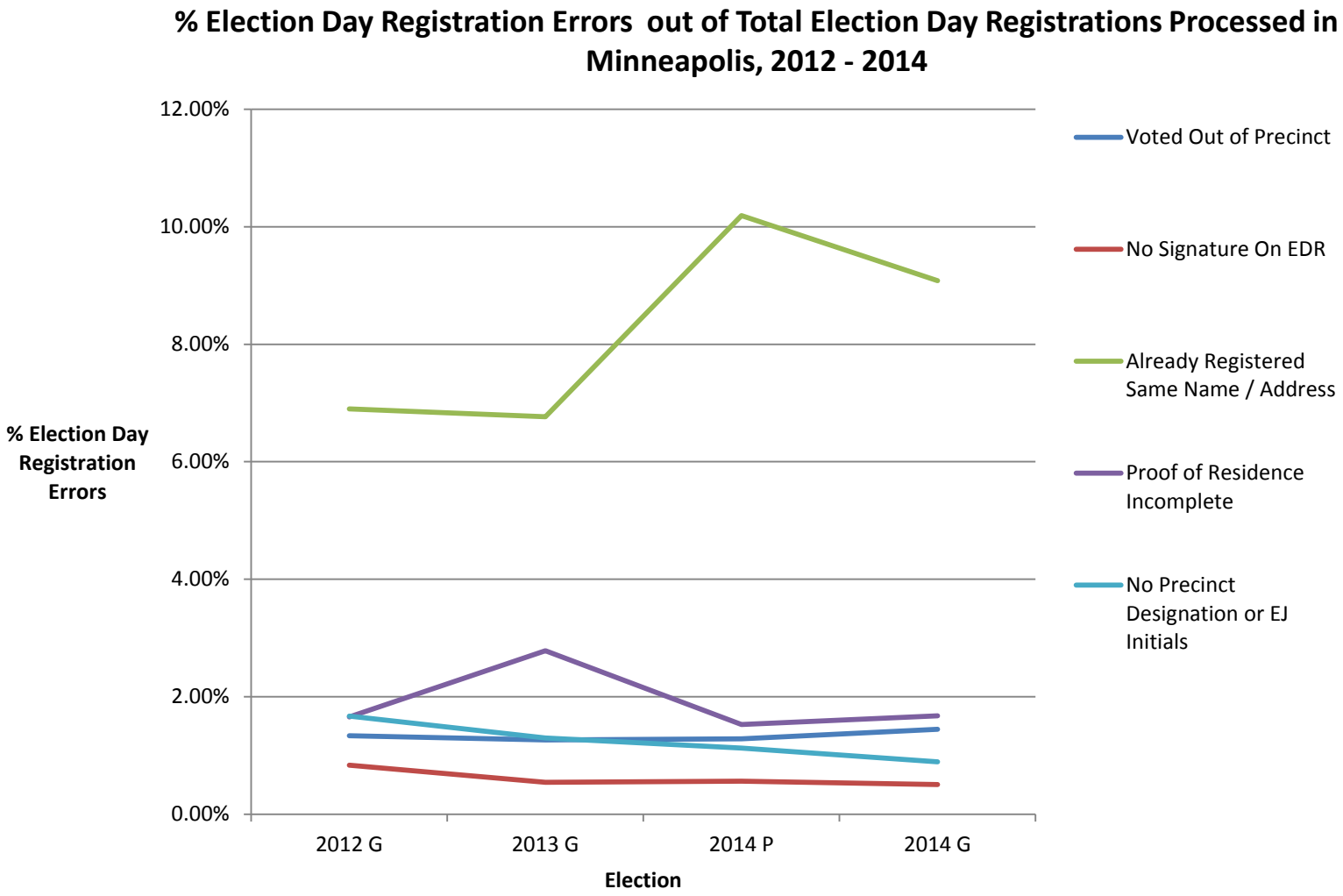
- 2016 EJ Manual Pg. 90
- New in 2016

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								


% Election Day Registration Errors out of Total Election Day Registrations Processed in Minneapolis, 2012 - 2014
12.00%
10.00%
8.00%
6.00%
4.00%
2.00%
0.00%
% Election Day Registration Errors
2012 G
2013 G
2014 P
2014 G
Election
Voted Out of Precinct
No Signature On EDR
Already Registered Same Name / Address
Proof of Residence Incomplete
No Precinct Designation or EJ Initials

Demonstration Judge

- **2016 EJ Manual Pg. 95**
- Color code: **ORANGE**
- Can be combined with Ballot Judge.
- Duties
  - Provide instructions about how to complete the ballot and deposit it into the ballot tabulator.

Rules

- Do not use an official ballot.
- Do not point directly to candidates or parties.

Instructions

- Every election
  - Use pen provided.
  - Fill in ovals.
  - Place ballot into secrecy folder (if using).
  - Insert ballot into tabulator or ask for assistance.
  - Made mistake on ballot? Let election judge know.
- Primary only
  - No write-ins allowed.
  - For partisan offices: 1) one column for each major political party, 2) can only vote for candidates from one party
- General only
  - Write-ins allowed; fill in oval and write name.
- Ballot questions
  - Only direct voter to printed instructions on ballot

Ballot Judge

- **2016 EJ Manual Pg. 97**
- Color code: WHITE
- Can be combined with Demonstration Judge.
- Duties
  - Issue ballots.
  - Collect and track Voter's Receipts.
  - Help the HEJ and AHEJ manage the ballot supply.

Issuing Ballots

2016 EJ Manual Pg. 101

1. Collect a Voter's Receipt.
2. Write the total number of receipts collected for the day on the front of the receipt (number each receipt consecutively).
3. Place the receipt on the spindle.
4. Issue the voter one ballot, and offer them a secrecy folder.
5. Direct the voter to an unoccupied voting booth, table, or to the AutoMARK.

Tracking Voter's Receipts

- For every 25 receipts collected, bundle them together with a rubber band and place the bundle into the **Used Voter Receipts Envelope**.
- Tracking these carefully throughout the day will prevent headaches when closing the polls.

Managing Ballot Supply

2016 EJ Manual Pg. 98

- Head & Assistant Head Judge in charge.
- Ballots prepared in the morning before; more throughout the day as needed.
- Alert the Head or Assistant Head Judge when the supply of prepared ballots becomes low.
  - If supply drops below 200, HEJ or AHEJ calls Election HQ.
  - Never issue the last ballot in the polling place.

Spoiled & Found Ballots

2016 EJ Manual Pg. 102

- Spoiled Ballots
  - Ballot returned by a voter
    - Marking error, ballot tabulator will not read, tear
    - Issue new ballot, put spoiled ballot into the **Spoiled Ballot Envelope**
- Found Ballots
  - Ballot abandoned by a voter
    - Ballot is not counted
    - Print “Found in booth” on ballot and place it into **Spoiled Ballot Envelope**
    - Record in Incident Log

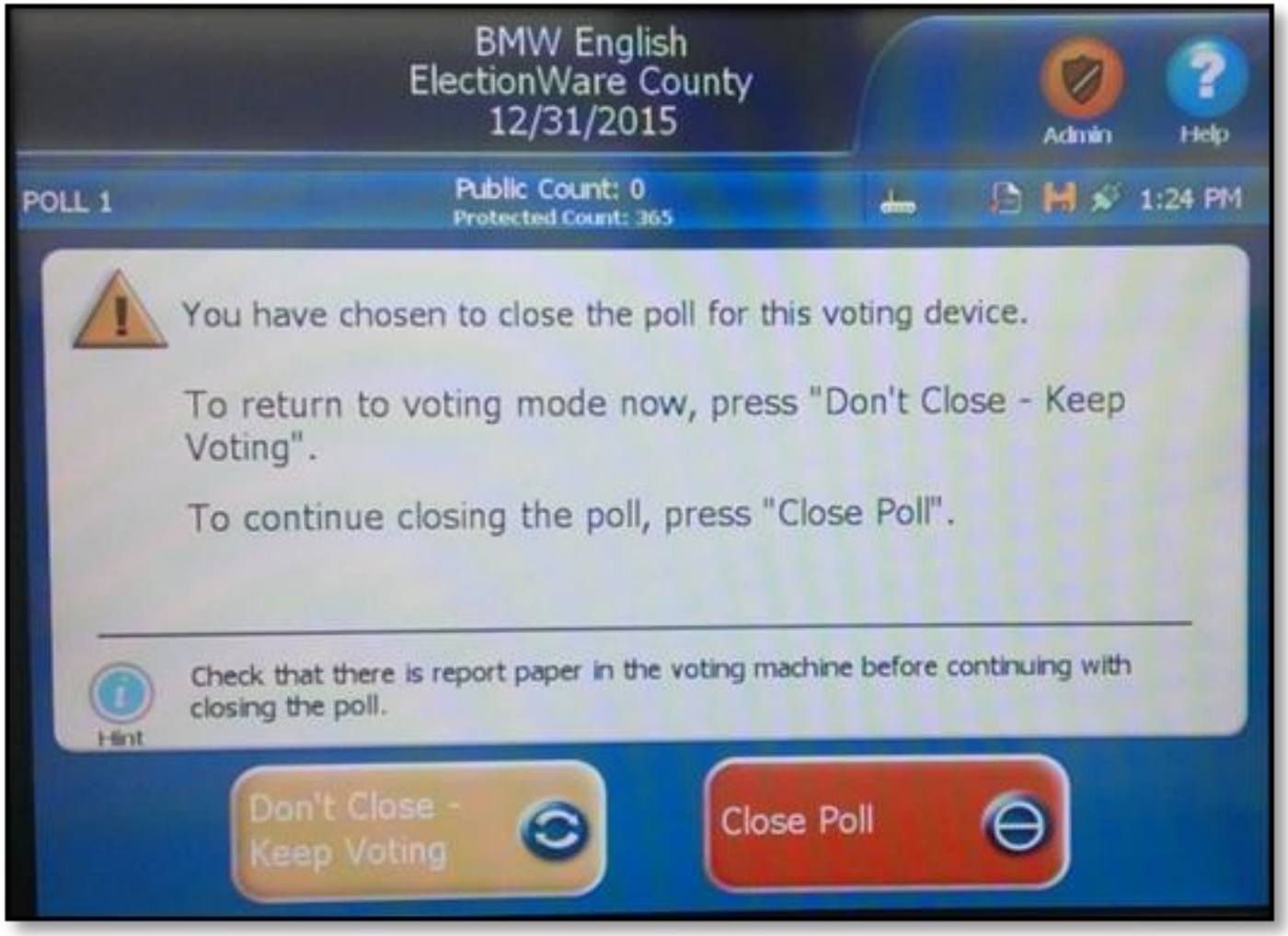
Ballot Tabulator Judge

- **2016 EJ Manual Pg. 105**
- Color code: **YELLOW**
- Duties
  - Monitor and troubleshoot the ballot tabulator.
  - Issue “I Voted” stickers

Ballot Tabulator

- DS200
- Touch screen
- Two compartments:
  - Ballot box
  - Auxiliary compartment
- Informs voter when vote is counted
- Alerts voter if there is an error

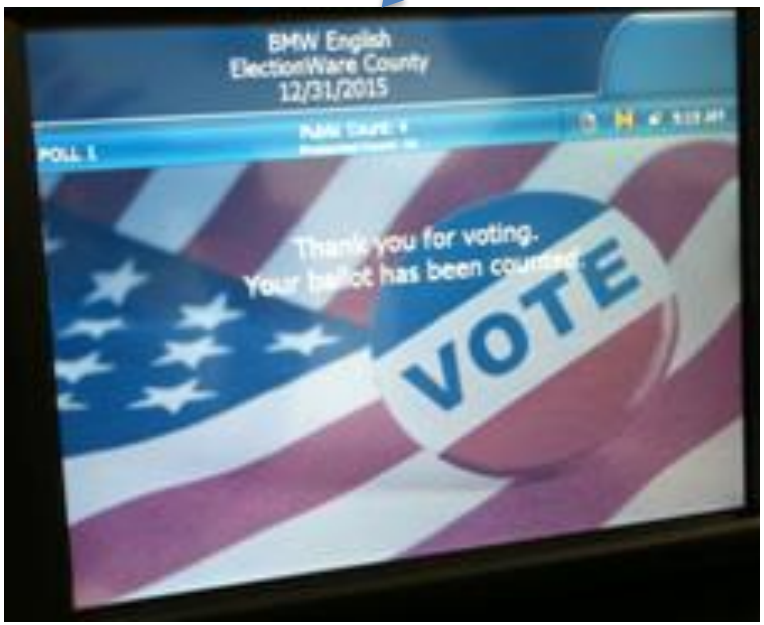
Public and Protected Counts

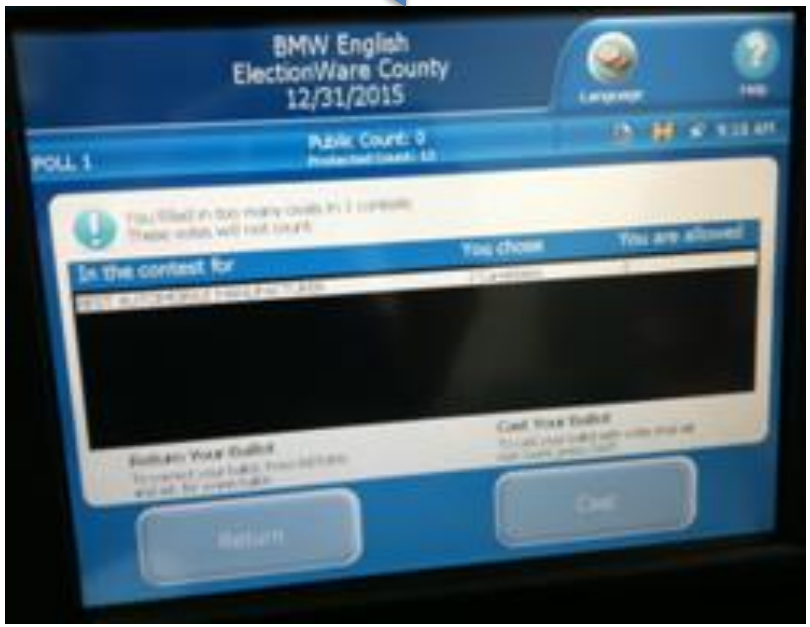


Monitoring the Ballot Tabulator

- No one, except for a voter casting their ballot (along with their assistant or children), or an election judge is allowed within six feet of the ballot tabulator.
- Give the voter privacy, and step in when assistance is needed.
- Look for error message.
- Listen for beeping.

Ballot Tabulator Screens





Troubleshooting Errors

2016 EJ Manual Pg. 106

1. Read the error message on the tabulator and explain it to the voter.
   - If the voter requests the ballot itself be examined, **two party-balanced judges** are required.
2. Provide assistance depending on the type of error.
   - Offer the voter a replacement ballot if necessary.
   - If the voter chooses to cast their ballot as is, they may.
   - The voter decides how they want to proceed, **the judge selects the option on the screen**.

Types of Errors

2016 EJ Manual Pg. 107

- Skewed ballot
- Overvote
- Cross-party vote (primaries only)
- Blank ballot
- Jammed ballot (tell HEJ or AHEJ)

Full Ballot Box During Voting Hours

2016 EJ Manual Pg. 109

When box fills to multiple of 750 (750, 1,500, etc.), let the Head or Assistant Head Judge know.

Two party-balanced judges:

1. Open ballot box.
2. Remove ballots.
3. Place ballots into transfer case, seal the case, and place it in a secure location.
4. Record on Incident Log: 1) time of day, 2) initials of the two judges who opened the box, and 3) number from rat-tail seal used for transfer case.

Ballot Tabulator Not Working

2016 EJ Manual Pg. 110; M.R. 8230.4355

Let Head or Assistant Head Judge know.

1. HEJ or AHEJ contacts Election HQ.
2. HEJ or AHEJ opens auxiliary compartment slot.
3. Explain to voters that ballots deposited into aux. comp. will be counted once tabulator is working.
4. Once tabulator is working, **two party-balanced judges** feed ballots through ballot tabulator.

Head & Assistant Head Judge

2016 EJ Manual Pg. 111

- Receive additional training.
- Pick up supplies on Monday before Election Day
- Election Day Duties (overview)
  - Manage the polling place and election judge team.
  - Assign duties to judges and rotate judges through stations.
  - **Open and close the ballot tabulator and AutoMARK.**
  - Complete opening and closing paperwork.
  - **Administer challenges.**
  - **Administer curbside voting.**
  - **Prepare ballots (ballot judge can assist).**
  - Serve as point of contact with Election HQ.
  - Deliver returns to drop-off site on election night.

POLLING PLACE CONDUCT

Persons Allowed in Polling Place

2016 EJ Manual Pg. 128; M.S. 204C.06

- Persons helping a voter
- Children accompanying voters
- Vouchers
- Observers with written authorization from the secretary of state, county auditor or clerk
- Peace officers, if judges request their presence to keep order
- Challengers appointed in writing by a political party or nonpartisan candidate
- Teachers and elementary/high school students, if participating in a mock election that has been authorized by the secretary of state
- Persons making a written complaint
- **Media**
- People conducting exit polls can be on the premises, but not in the room where voting occurs

Prohibition on Campaigning

- No campaigning of any kind is allowed inside the polling place or within 100 ft of it.
- If polling place is on public property (school, park) there is no campaigning anywhere on the property, even beyond 100 ft.
- Restriction does not apply to adjacent private property.
- Ask voters to remove or cover up political material.
  - If voter refuses to remove, they may still vote, but HEJ or AHEJ will document on Incident Log.

Exit Polling

- Only an anonymous, written survey.
- **Not** in the polling place room.
- May only approach voters after they have voted.

PROVIDING ASSISTANCE TO VOTERS

AutoMARK

2016 EJ Manual Pg. 135

- Ballot-marking device.
- Reads ballot through headphones.
- Keypad or touchscreen can be used to make selections.
- Print’s a voter’s choices on the ballot.
- Screen can be turned off.

Assistance From Election Judges

2016 EJ Manual Pg. 131; M.S. 204C.15

- Do not influence how a person votes.
- Direct questions to the voter, not others with them.
- Help only as much as requested.
- Marking ballots: **two party-balanced judges** may mark a ballot according to voter's direction.
  - Do not reveal how a person voted.

Assistance From Others

2016 EJ Manual Pg. 131; M.S. 204C.15

- Any person the voter chooses (except employer, agent of voter's employer, officer or agent of voter's union, or candidate).
- Marking ballots: **limit of 3**.
  - **Voter Assistance Tracking Sheet**

Serving Voters with Disabilities

- It is vital to ensure that all voters are able to participate equally in the voting process.
- Election judges cannot challenge the eligibility of a voter on account of that person's perceived cognitive capability.

Serving Voters Who Are Blind or Have Low Vision

- Offer your arm for them to hold, then paint a verbal picture of the pathway.
- Tell the voter when you're leaving, or when another judge will be taking over to assist them.
- Use **signature guide** or **magnification tools**.

Serving Voters Who Are Deaf or Hard of Hearing

- Speak calmly and directly to the voter.
- Avoid the impulse to talk louder.
- Pointing to appropriate objects or using visual aids can be very helpful.
- Sometimes written communications work best (use **scratch pad**).

Assistance with Signatures

2016 EJ Manual Pg. 68

- Mark, such as an “X”
  - Additional step for **VRA only**: assistant signs the **voter’s name** next to the “X” (M.S. 201.056).
- Stamp facsimile
- Another person of the voter’s choosing prints the voter’s name for them, and then the assistant signs their own name next to it.

Language Assistance

- Election judges
- Language folder (in Head Election Judge Bag)
- 311

Curbside Voting

2016 EJ Manual Pg. 132

- Head & Assistant Head Judge in charge (may delegate)
- **Two party-balanced judges** required.
- **Certificate of Registered Voter**

IN-PERSON CHALLENGERS

Appointed (In-person) Challengers

2016 EJ Manual Pg. 125

- Appointed by major political parties or non-partisan candidates (one per precinct).
- Must prove **Minnesota** residence.
- Must present **written** appointment to HEJ or AHEJ.
- The **only action** they may take is to make challenges **based on personal knowledge** of ineligibility to vote.
- **Oath of Challenge to Voter's Eligibility**

Challenges may also be made by election judges or eligible voters in the precinct.

ABSENTEE BALLOTS

Absentee Ballot Delivered to Polls

2016 EJ Manual Pg. 124

- Precinct cannot accept absentee ballot.
- Voter brings their own ballot to precinct:
  - Voter keeps their absentee ballot; instead of using it goes through standard process of casting ballot in poll.
  - Return absentee ballot by 3 p.m. to an in-person absentee voting location.
- Voter brings someone else's ballot to precinct:
  - Voter must bring that person's ballot to an in-person absentee voting location by 3 p.m.

Absentee Ballot Runners

2016 EJ Manual Pg. 124

- Works with Head & Assistant Head Judge.
- Deliver absentee voting updates to the polls.
- Updates for Roster and Registration stations.

CLOSING THE POLLING PLACE

Overview

2016 EJ Manual Pg. 139

- Polls close at **8 p.m.**
- Any voters in line at 8 p.m. are allowed to vote.
  - “Last voter” in line card (voter signs).
- Do not begin closing until last voter has finished.
- Public is allowed to view closing activities.
- HEJ & AHEJ use the **Closing the Polls Checklist** and **Items to Return Checklist** (both in Brown HEJ Supply Envelope).

Duties

- Head & Assistant Head Judge
  - Close down ballot tabulator.
    - Print Results Tapes.
    - Transmit results.
  - Close down AutoMARK.
  - Complete paperwork.
  - Prepare materials for delivery to drop-off site.
- **Team Judges**
  - **Take down signs, U.S. Flag, voting booths, duty stations.**
  - **Pack supplies that will remain in the polling place.**

Items to Return Checklist

2016 EJ Manual Pg. 154

- Found in Closing Bag
- Front: deliver to drop-off site
- Back: secure in polling place

Resources

- **Study before Election Day!**
- **2016 EJ Manual**
- vote.minneapolismn.gov
  - Election Judge → Training
- Questions about duties? Contact us!
  - Info at beginning of slides.
- Learn from experienced election judges on Election Day.

THANK YOU

- Please remember your jacket or sweater!
- Please dispose of water cup and other trash