

# City of Minneapolis Head Election Judge Training

**2016**

# INTRODUCTION

# Contact Information

- Before Election Day
  - [ejcoordinator@minneapolismn.gov](mailto:ejcoordinator@minneapolismn.gov)
    - Questions about work assignment, staffing.
  - [ejtraining@minneapolismn.gov](mailto:ejtraining@minneapolismn.gov)
    - Questions about duties.
  - 612-673-3870
    - All questions.
- On Election Day
  - 612-673-3030 (Election HQ Hotline)

# Agenda

1. Warm-up Quiz
2. Overview
3. Before Election Day
4. Election Day
5. Opening the Polls
6. During Voting Hours
7. Polling Place Conduct
8. Assistance to Voters
9. Closing the Polls
10. After Election Day
11. Quiz Review & Questions

# WARM-UP QUIZ

- Work in groups of 2-3.
- Complete pgs. 3-5 in your Activity Packet.
- Use your training materials!

# OVERVIEW

# Head & Assistant Head Judge

- The Head Election Judge (HEJ) & Assistant Head Election Judge (AHEJ) share the responsibility of managing the polling place.
- HEJ is highest authority in polling place.
- HEJ or AHEJ needs:
  - Cell phone for use on Election Day.
  - Reliable transportation for delivery of supplies to drop-off site on Election Night.

# Team Election Judge – Registration Specialist (TEJ-RS)

## 2016 EJ Manual Pg. 16

- **New for 2016.**
- Most polling places will have one.
- Stays at Registration Duty Station throughout Election Day.
- Duties:
  - All those of a Team Judge assigned to Registration Duty Station.
  - Mentor Team Judges at the Registration Duty Station.
  - Lead Opening & Closing of Registration Duty Station.
- Training materials posted online.

# Kids Voting

- Program that allows youth to practice voting.
- In **some** precincts.
- Will have their own supplies.
- At end of Election Day:
  - Kids Voting staff will give their ballots to HEJ & AHEJ to take to the drop-off site.
  - Other Kids Voting supplies will be left in the polling place.

**BEFORE ELECTION DAY**

# Duties before Election Day

## 2016 EJ Manual Pg. 112

- Contact your election judge team.
- Pick up supplies from HQ.
- Perform basic set up of polling place (if possible).
- **STUDY YOUR EJ MANUAL!** Call with any questions.

# Contacting Your Election Judge Team

## 2016 EJ Manual Pg. 112

- Two weeks before Election Day, **HEJs & AHEJs** will be **emailed** contact info for their election judge team (also will be available in Portal on Work Assignment page).
- Contact each judge:
  - Introduce yourself.
  - Ask judges if they need any special accommodations.
  - Confirm that they know their shift and how to get to the polling place.
  - Assess their ability level and begin planning duty assignments.
- Judge team *may* change by Election Day. Updated lists will be provided during Monday supply-pickup.

# Head Election Judge Supply Pick-up

## 2016 EJ Manual Pg. 112

- Monday before Election Day.
- 9am-6pm.
- Minneapolis City Hall, **Rm 107**.
  - Parking in front of City Hall.
- HEJ or AHEJ (alone, together, or with Team Judge helper).
- Either secure supplies in precinct (if setting up on Monday) or at home (if not).
  - Supplies **cannot** be left in car overnight.

# Head Election Judge Supply Pick-up



# Polling Place Visit & Setup

## 2016 EJ Manual Pg. 112

- Setup day: Monday before Election Day.
- Two judges may be paid for up to two hours.
- Polling place contact info **emailed** two weeks before Election Day.
- Contact polling place building staff to **schedule time for setup**.
- Confirm that precinct-specific supplies are correct.
- Use custom polling place layout to set up duty stations, other tables, chairs, and voting booths.
  - **DO NOT** initialize the ballot tabulator or AutoMARK.
  - **DO NOT** prepare any ballots.
- If you need extra tables or chairs, talk to the building staff. If unreachable, contact HQ.
- Before leaving, secure all supplies and equipment **within the polling place** and **remind staff that building must be open by 6 a.m. on Election Day**.

# Custom Polling Place Layouts

## 2016 EJ Manual Pg. 22

- Use as guide to set up polling place.
- Write any suggested edits directly onto the layout.

# ELECTION DAY

# Duties On Election Day

## 2016 EJ Manual Pg. 113

- Coordinate opening and closing of the polls.
- Prepare ballots.
- Assign judges to duty stations, rotate throughout day.
- Verify, and ensure proper conduct of, polling place visitors.
- Document issues in **Incident Log**.
- Monitor polling place for campaign activity.
- Manage and mentor election judge team.
- Complete hourly audits of Voter's Receipts & # of voters.
- Collect line length data once per hour.
- Administer challenges.
- Administer curbside voting.
- Serve as point of contact for HQ.
- Conduct emergency training for replacement judges.

# Parking

- If you drive to your polling place on Election Day, park away from the building, if possible. We want to reserve spaces close to the polling place for voters.

# OPENING THE POLLS

# Opening the Polls

## 2016 EJ Manual Pg. 21

- Use **Opening the Polls Checklist**.
- Administer oath.
- Distribute nametags.
- Ensure Team Judges read **Hot Tips/Notices**.
- Have judges complete **Election Judge Time Report**.
- Assign setup duties and duty stations.
- Set up the **ballot tabulator** and **AutoMARK**.
- Complete **Official Precinct Certification Form**.
- Prepare ballots & **Complete Ballot Tracking Form**.

# Setting up the Ballot Tabulator

## 2016 EJ Manual Pg. 26

- HEJ **or** AHEJ must complete (Team Judge may assist).
- Start as soon as possible.
- Document seal # on **Official Precinct Certification Form**.
- Compare Zero Totals Report to blank ballot.
  - **DO NOT** deposit ballot into the tabulator. Return this ballot to the blank ballot stock after use.
- **Let's practice!**

# Setting up the AutoMARK

## 2016 EJ Manual Pg. 33

- HEJ **or** AHEJ must complete (Team Judge may assist).
- Start as soon as possible.
- Document seal # on **Official Precinct Certification Form**.
- Two blank ballots used to test the machine.
  - When finished: Return these ballots to the blank ballot stock. **DO NOT** run these ballots through the tabulator.

# Preparing Ballots in the Morning

## 2016 EJ Manual Pg. 98

- **Two election judges** (no party balance necessary).
  - Can be delegated to Team Judges (very likely).
1. Retrieve ballots from ballot box.
  2. Verify ballots are correct for your precinct.
  3. Document # of ballots received on the **Official Precinct Certification Form**.
  4. Complete Ballot Delivery Certification section of **Ballot Tracking Form**.
  5. Open packs (several to start the day).
  6. Count ballots in each pack and record numbers on back of **Ballot Tracking Form**.
  7. Two judges initial the top of each ballot.
  8. Place remaining blank ballots in secure location.

# Official Precinct Certification Form

## 2016 EJ Manual Pg. 167

- Complete the following sections:
  - Election Judge's Oath (also completed throughout day)
  - Opening the Polls

# Ballot Tracking Form

## 2016 EJ Manual Pg. 103

- Complete the Ballot Delivery Certification section.

# Signs

- New: **Sign Placement Guide** (in Sign Bag).
- Be sure to post signs neatly, using rolled-up blue tape on the back of each sign to do so.
- Extra signage provided in buildings with multiple precincts.
  - Signage that alerts voters that precinct is split.

# Emergency Team Judge Training

## 2016 EJ Manual Pg. 118

- If judges are needed in event of emergency (e.g. judges don't show up for shift).
- You may call HQ to request more staff.
- HQ may also assign individuals.
- HEJ may appoint any **eligible** individual to serve as a judge (review eligibility requirements with person; get okay from HQ before appointing).
- Follow procedure on 2016 EJ Manual Pg. 118.

# Supply delivery on Election Day

- Two items will be delivered to each polling place on Election Day morning by 6:30 a.m.
  - **Rosters of Pre-registered Voters** (for Roster Judge station)
  - **Election Day Registrants for Polling Place Lists** (for Registration Judge station)

**DURING VOTING HOURS**

# Managing the Polling Place

## 2016 EJ Manual Pg. 115

- Maintain an orderly, politically neutral, voter-friendly environment.
- Ensure voter traffic is moving efficiently.
- Record incidents in the **Incident Log**.
  - 2016 EJ Manual Pg. 123.

# Managing Team Judges

- Rotate Team Judges through duty stations.
- **Ensure judges take breaks.**
  - Use **Break Schedule**.
  - Half day = 30 mins, full day = 1 hour (at least).

# Mentoring Team Judges

## 2016 EJ Manual Pg. 121

- Why is mentoring Team Judges important?
- Observe your team completing their duties.
- Provide **constructive** feedback using CPR.
  - Constructive vs. unconstructive feedback.
  - Compliment, Positive correction, Review.
    - For example...
  - Have your own mentoring technique? Use it!

# Party Balance Activities

## 2016 EJ Manual Pg. 115

HEJ & AHEJ responsible for gathering party-balanced judges when required.

1. Assisting a voter in the active voting area.
2. Explaining a ballot-marking error to a voter by examining the ballot itself.
3. Curbside voting.
4. Opening either of the compartments of the ballot tabulator (ballot box or aux. compartment) during voting hours.
5. Duplicating ballots.

# Administering Challenges: Roster Challenge Notations

## 2016 EJ Manual Pgs. 72-74

- Be **respectful** and **discreet**.
  - The point is **NOT** to embarrass the voter.
  - “We need to clarify something about your registration.”
1. Ask voter to swear/affirm oath/affirmation.
  2. Question voter depending on type of challenge.
  3. Depending on whether or not the voter clears the challenge, take appropriate action.
  4. Make an entry in the **Roster Challenge Log**.
- Special procedure for: Challenge-Voted Out of Precinct
    - Voter must show proof of residence.

# Administering Challenges: In-person Challengers

## 2016 EJ Manual Pg. 125

- Appointed challengers.
  - Appointed by major political parties or non-partisan candidates (one per precinct).
  - Challengers are NOT poll-watchers! Minnesota law doesn't allow them.
  - 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 (challengers are not “poll-watchers”).
- **Election judges** and **eligible voters** in the precinct can also issue challenges.
  1. Challenger completes **Oath of Challenge to Voter's Eligibility**.
  2. Ask voter to swear/affirm oath/affirmation.
  3. Question voter depending on type of challenge.
  4. Depending on whether or not the voter clears the challenge, take appropriate action.
  5. Place **Oath of Challenge to Voter's Eligibility** forms into **Challenger Form Envelope**.

# Challenge—Felony

- If a voter has a Challenge—Felony notation on their signature line in the Roster (or receive an in-person challenge regarding their felony status), **they have a right to clear that challenge by swearing an oath** that they have completed all parts of their sentence (“off paper”).
- **If a voter is unsure** of their felony status, offer them the opportunity to check for them.
  - Hennepin County phone #: 612-348-5151.
  - Ask to speak to the probation officer about a voter’s felony status.
  - Ask: “has the voter completed all parts of their felony sentence,” or “is the voter off paper?”

# Emergencies

## 2016 EJ Manual Pg. 116-117

- **The safety of everyone in the polling place is your first priority.** Once people are safe, then secure supplies.
- Catastrophic emergencies (evacuations).
  - Secure memory stick, ballots, Rosters, Voter Registration Applications.
- If emergency personnel necessary (fire, police, medical).
  - Call 9-1-1.
  - Know where emergency equipment are kept: AED, fire extinguisher.
  - Know who on your team has experience with CPR or first aid.
- Non-emergency injuries or accidents.
  - Know where first aid kit is kept.
  - Document in Incident Log.

# Documenting Complaints

## 2016 EJ Manual Pg. 130

- HAVA Elections Complaint Form
  - Only for complaints regarding voting equipment, required signage, or voter registration.
- Feedback Form
  - For any concern a voter wishes to express that is not a HAVA complaint.
  - Only used for voter feedback.
- For both: completed forms placed in **Feedback Form Envelope.**

# Absentee Ballot Runners

## 2016 EJ Manual Pg. 124

- Provide absentee voting updates.
- Staff from HQ throughout day.
- Calls from HQ for updates late in the day.

# Voter's Receipt & Ballot Tabulator Audit

## 2016 EJ Manual Pg. 120

- Once an hour.
- **# of Voter's Receipts** compared to **Public Count + # of Voters currently in booths (including tables and AutoMARK)**.
- #s not matching? Investigate.
  - Check AutoMARK & voting booths for abandoned ballots.
  - Document reason on Incident Log.

# Line length data collection

- Once per hour: count the # of voters in line at the Greeter, Roster, and Registration stations, and write the # on the **Line Length Data Collection Sheet**.
  - Deployed via the Head Judge Bag in the Blue Supply Case.

# Clearing a Jammed Ballot from the Ballot Tabulator

## 2016 EJ Manual Pg. 108

- Where does this typically occur?
- If the ballot box must be opened to clear jam, **two party-balanced judges** are required.
- Check whether the ballot has been counted.

# Public count

- Send public count to Election HQ twice on Election Day at **Noon & 6 p.m.**
  - Via text: 612-518-2149.
  - Include Ward / Precinct and Public Count
- Reminder: do not give the public count out to anyone but Election HQ.

# POLLING PLACE CONDUCT

# Election judge code of conduct

- Ensure your team knows:
  - Our mission is to **serve voters**.
  - Be respectful.
  - Be patient.
  - Maintain neutrality.
  - Exhaust every possible solution within the law to help the voter exercise their right to vote.

# 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 (let's review the rules!)**
- People conducting exit polls can be on the premises, but not in the room where voting occurs

# Prohibition on Campaigning

## 2016 EJ Manual Pg. 129

- No campaigning of any kind is allowed inside the polling place or within 100 ft. of it (the “buffer zone”).
  - **Map of “buffer zone” provided to polling place.**
  - Sergeants-at-arms.
- 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.
- **What is campaigning? Refer to “Guidance on what constitutes campaigning...” sheet.**

# Other Prohibited Conduct

## 2016 EJ Manual Pg. 129

- Disorderly conduct.
- Smoking.
- Drinking liquor, intoxication.
- Linger.
  - People may not gather or linger in the polling place or within 100 feet of the building (the “buffer zone”).

# Photography in the polling place

- No photos may be taken of a completed ballot.
- It is *highly recommended* that anyone taking photographs obtain the permission of anyone being photographed.
- It is important to both **respect voter privacy** and **prevent disruptions**.

# Cell phone use in the polling place

- The HEJ or AHEJ may use their cell phone to call HQ or to otherwise assist a voter.
- Other election judges should not use their phones while on duty (on break is okay) unless using it to assist a voter.
- Voters may use their cell phone to display a document for proof of residence.
- In general, cell phone use in the polling place is *okay* as long as it does not become disruptive.

# ASSISTANCE TO VOTERS

# Assistance to Voters

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

- If a voter needs assistance in the polling place, they may obtain it from:
  - An election judge.
  - A person of their choosing (**except** employer, agent of voter's employer, officer or agent of voter's union, or candidate).
- Special rules come into play when it comes to **assisting a voter with their ballot (or in any other way)** within the **active voting area**.
  - Active voting area = portion of the polling place designated for voter to complete their ballot.

# Assistance to Voters

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

- Assistants are **NOT PERMITTED** to:
  - Request, persuade, or induce, the voter to vote for any particular political party or candidate.
  - Reveal to anyone the name of any candidate for whom the voter has voted or anything that took place while assisting the voter.
- **It is vital that the voter be able to exercise their constitutional right to cast their ballot according to their wishes.**

# Assistance from Election Judges

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

- When assisting voter with their ballot (or in any other way) within the active voting area: **two party-balanced judges are required.**
- Be sensitive to the needs of the voter.
- Direct questions to the voter, not others with them.
- Help only as much as requested.

# Assistance from Others

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

- When assisting a voter with their ballot within the active voting area: **the assistant is limited to 3 “assists” per election.**
  - Track “assists” using the **Voter Assistance Tracking Sheet.**
- Assistants must:
  - enter polling place with voter,
  - remain with the voter the entire time they are in the polling place, and
  - leave the polling place with the voter immediately after the voter has cast their ballot (or sooner if not assisting in active voting area).
- Individuals not actively engaged in assisting voter must leave the polling place and 100-ft “buffer zone.”
- No solicitation of assistance is permitted within 100-ft “buffer zone.”

# Voter Assistance Tracking Sheet

- Ballot Judge manages form.
- Used for non-election judge assistants.
- Place a dash through the next number for each assist.

EJ Initials	Name of Assistant	1	2	3
GW	John Smith	<del>1</del>	<del>2</del>	3
		1	2	3
		1	2	3

# Language Assistance

- Election judges with abilities in languages other than English.
  - Buttons will be provided to precincts.
- Language folder (in Head Election Judge Bag).
- 311

# 311 interpretation assistance

- Call 311, tell the agent:
  - “I am a Minneapolis election judge working in precinct \_\_\_\_\_, and need interpretation assistance for \_\_\_\_\_ (language).”
- 311 will connect you with an interpreter (311 uses an external interpretation service called Certified Languages International).
- Tell the CLI interpreter the same thing you told the 311 agent.
- If the voter needs assistance understanding the ballot:
  - Direct the interpreter to: **myballotmn.sos.state.mn.us** (interpreters will have internet access).
  - To view the voter’s sample ballot, the interpreter inputs the voter’s address into the website.
  - Help the interpreter get the voter’s address.
  - Interpreters can only read the ballot to a voter, not tell them to vote for any particular candidate or question.

# AutoMARK

## 2016 EJ Manual Pg. 135

- Ballot-marking device.
- Reads ballot through headphones.
- Keypad or touchscreen can be used to make selections.
- Prints a voter's choices on the ballot.
- Screen can be turned off.
- **Offer the option to use the AutoMark to all voters.**
  - “You may complete your ballot at any available voting booth, table, or by using the AutoMARK.”



# Curbside Voting

## 2016 EJ Manual Pg. 132

- If voter is outside polling place in their vehicle and unable to leave their vehicle.
- Requires **two party-balanced judges**.
- **Certificate of Registered Voter** takes the place of a signature on either Roster.
  - These are placed either: 1) in the cover of the binder for the Roster of Pre-registered Voters or 2) along with the new Registrants Green Roster page.

# CLOSING THE POLLS

# Closing the Polls

## 2016 EJ Manual Pg. 139

- Use **Closing the Polls Checklist**.
- Give “last voter” card to last voter in line and have them sign it.
- Designate a “closing table.”
- Assign closing duties to Team Judges.
- Close down **ballot tabulator** and **AutoMARK**.
- Complete paperwork.
- Secure voting equipment and some supplies in polling place.
- Deliver critical supplies to drop-off site.

# Closing Down the Ballot Tabulator

## 2016 EJ Manual Pg. 140

- Complete **Closing the Polls** section of the **Official Precinct Certification Form**.
- Print **Results Tapes** (Voting Results Reports).
  - 3 should print automatically, if not, more can be printed (see 2016 EJ Manual Pg. 153).
- Transmit results.
  - If results do not transmit, contact HQ immediately.
- After machine has powered down completely: use wire cutters to remove USB memory stick, and place into **Memory Stick Envelope**.
- Remove ballots, seal into transfer case(s).
- **Let's practice!**

# Securing Ballots

## 2016 EJ Manual Pg. 144-145

1. Remove ballots from tabulator.
2. Place ballots into transfer case(s).
3. Seal
  - One rat-tail seal (plastic).
  - Two Ballot Transfer Case Certification Seals (Paper).
    - Each signed by minimum of four judges (top section).
    - Two transporting judges also sign on bottom (may be two of the four that have already signed in the top section).

# Closing Down the AutoMARK

## 2016 EJ Manual Pg. 146

- Ensure no ballots have been left in the AutoMARK.
  - If ballot found, write “Found in AutoMARK at Closing,” place in Spoiled Ballot Envelope, and make note in Incident Log.

# Return Envelopes

## 2016 EJ Manual Pg. 150

- Enclose items.
- Complete required information on front.
- Seal.
- Four election judges sign over the seal.
- **Even if there is nothing in the envelope** (happens often with Duplicate Ballot Envelope), still complete front, seal, and sign.

# Results Tapes

## 2016 EJ Manual Pg. 147

- Also called **Voting Results Report**.
- Complete statistics at the top of **each** tape.
- # of Results Tapes needed: 3.
  - See 2016 EJ Manual Pg. 153 if not printing automatically.
- **Fold** tapes with precinct information facing outward before placing them into Return Envelopes.
- First tape, **unbroken** from **Zero Totals Report**, goes in **Results Envelope A**.
- Other two tapes go in **Results Envelopes B** and **D** (there is no C).

# Voter Statistics Worksheet

## 2016 EJ Manual Pg. 148

- Use information from Results Tapes.
  - Information almost identical.
- Most common omission: info at top of form.  
Don't forget about this!
- Place in **Results Envelope A.**

# Official Precinct Certification Form

## 2016 EJ Manual Pg. 167

- Complete the **Closing the Polls** section at the bottom of the form.
- Enclose in **Results Envelope A**.

# Ballot Tracking Form

**2016 EJ Manual Pg. 149**

- Complete the **Election Night Ballot Audit** section.
- Place in **Results Envelope A**.

# Election Judge Time Report

- Before Team Judges leave, ensure that they enter their **shift end time** on the **Election Judge Time Report**.
- Ensure that each judge has filled out their information completely and **signed** the form.

# Delivering Materials to Drop-off Site

## 2016 EJ Manual Pg. 154

- Use **Items to Return Checklist** (if you forget something critical in the polling place, you will have to go back and retrieve it!)
- Two judges (no party-balance necessary) must deliver returns. One of these **must** be the HEJ or AHEJ.
- There are **two** drop-off sites this year. Check to see which is **assigned** to your precinct.

# DUTIES AFTER ELECTION DAY

# Duties After Election Day

## 2016 EJ Manual Pg. 114

- HEJ & AHEJ invited to attend the Debrief.
- Complete election judge performance evaluations.
  - 2016 EJ Manual Pg. 14
  - More information about these sent after election.

# QUIZ REVIEW & QUESTIONS