



I
Voted

2020

Minneapolis

Election Judge

Manual

MINNEAPOLIS

**Your City.
Your Vote.**

vote.minneapolismn.gov

KEY CONTACTS

Election Judge hotline

- **612-673-3870**
- Call for questions about training, polling place assignments, pay, and other logistical issues.
- Not for use on Election Day itself

Election Day headquarters

- **612-673-3030**
- We have a large team on election day whose sole job is supporting you in the field. Always confer with your head or assistant to contact headquarters.

Election Day interpreter hotline

- **1-800-225-5254**
- Customer code: MPLS2643

Other contacts

- Office of the Minnesota Secretary of State, **651-215-1440**
- Hennepin County Elections, **612-348-5151**
- General voter inquiries, **311**

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WELCOME!

Dear Election Judge,

I know there are thousands of ways you can spend your time—thank you for choosing to spend it serving our community!

Our number one mission is to serve our voters.

To serve the voter, it is our job to make sure that YOU have the resources and knowledge to be successful.

We are here to support you, so you can support our voters.

Together we will conduct elections with integrity, accuracy, and accessibility, empower civic participation across generations, and lead in election administration through innovation and collaboration.



Sincerely,

Grace Wachlarowicz, CERA
Assistant City Clerk
Director Elections & Voter Services

MEET THE TEAM



AARON GROSSMAN
In-person absentee voting



JON MARTIN
Mail absentee voting



ERIC JEFFREYS-BERNS
Logistics and equipment



JEFF NARABROOK
Judge training



KATE REDDEN
Administration



TIM SCHWARZ
Polling places and judge recruitment



GRACE WACHLAROWICZ
Director

EMPLOYEE BASICS

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Election judges at a training, practicing on the poll books

Getting ready for Election Day

Time off work to serve

Your employer must give you time off from work to be an election judge without a reduction in pay. To qualify, you must:

- Notify your employer in writing at least 20 days before Election Day.
- Attach a copy of your schedule and pay rate form to your written notice. You can find a printable copy of this (Employee Certification Letter) in the election judge portal under the work assignment tab.
- City of Minneapolis employees must complete a separate form.

“Without a reduction in pay” means you get to earn at least the same amount you would have, had you gone to work that day. In practice, this means your employer can ask you to turn over the amount you earn as an election judge during hours you would have normally been scheduled to work, or your employer can deduct that amount from your normal pay.

You can voluntarily take a vacation day to be fully paid by your employer and receive the judge salary you earn as extra income. An employer cannot force you to take vacation or any other form of paid leave.

Before Election Day

- Your head or assistant judge will contact you before Election Day to introduce themselves and answer questions.
- It is extremely difficult to fill last-minute gaps in our teams. Call us right away if your availability has changed.

Planning to vote

Have a plan to make sure you get your own ballot cast!

- If you are serving in your own precinct, work with your head judge to take a few minutes and vote on Election Day.
- Otherwise, make sure you vote in advance at our Early Vote Center, or by mail. Request your absentee ballot at <https://mnvotes.org>.

What to bring and wear

- Bring your manual, as well as lunch, snacks, and dinner to your polling place. Some polling places have a potluck tradition; your head judge will let you know in advance if this is the case.
- Dress comfortably and casually.
- Do not wear anything political or campaign-related, or that references any ballot questions.

Election Day schedule

Shift times

- Arrive by 6 a.m. unless you have signed up to work a half-shift. Please do not be late.
- Your head judge will dismiss you around 10 p.m., depending on how long the closing process lasts. Student judges cannot work past 10 p.m.

Breaks

- The head judge will arrange breaks and meal times. If you need accommodations during breaks (e.g. prayer or medical needs), let your head judge know before Election Day.
- Half-day shifts get at least one 30 minute break.
- Full-day shifts get at least one-hour total break time.



Team at Windom Recreation Center serving during a special election in January 2020.

Performance standards

Whether you are volunteering or being paid, you are city staff when you serve on Election Day. Remember that you are representing the City.

1. Have a strong understanding of and commitment to non-partisanship.

You will take an oath before you start working. Remember that perception is reality and that the public is listening. Anything that a reasonable person might think was political will be viewed as political by voters.

2. Communicate clearly with voters.

Use simple terms and avoid jargon. Use neutral language when speaking to or of voters, avoid gendered language like sir or ma'am. Be ready to use alternative ways to communicate. For example, you may need to write in order to communicate with a voter who is deaf.

3. Enjoy assisting and serving diverse populations.

People don't want to be defined by or treated differently because of who they are. Whether it's gender, sexuality, race, religion, country of origin, or something else, be aware of how your own experiences shape your reactions to others, and how that might make the other person feel welcome or unwelcome in the polling place.

4. Handle stressful situations calmly and professionally.

If a voter or an election judge becomes upset, work as a team to deescalate the situation.

5. Show attention to detail.

6. Work as a team member and follow directions.

Ask questions, inform your head judge, and listen to your head judge. If you aren't 100% sure of a process, ask.

7. Be comfortable using technology.

Being comfortable with the equipment in the polling place is key to having a smooth day for you and for voters.

8. Respect the secret ballot and private information about voters (for example, a voter's birth date).

9. Help every voter participate equally in the process.

Don't make assumptions about voters. Give the same instructions to all voters, ask them the same questions, and provide the same level of service.

10. Never touch a voter or another team member without permission.

For example, a majority of voters with mobility impairments do not need or want help. Let the voter set the terms for how they want any help.

No cell phone or reading materials during shift

The professionalism we expect includes not using cell phones or reading materials when working at a station. You can always use your phone on breaks, to help a voter, or in case of a personal or polling place emergency.

Social media policy

As city employees, you are covered under the City's social media policy.

The City has professionals who manage public communications, media inquiries, and social media traffic on behalf of the City and its departments. Other city employees are not permitted to represent the City in these ways. You are perfectly free to express opinions as a private citizen. To avoid confusion, be clear that you are speaking as a private individual, not on behalf of the City. The full policy is here: <http://www2.minneapolis.gov/policies/WCMS1Q-066527>

Team roles

Each polling place has on average 12 election judges, though some have far more and others far fewer. Each judge has one of the following defined roles.

Head and assistant head judge

- **The head and assistant judges are your bosses.**

We expect you to follow them and listen. Likewise, we expect them to be good managers and team builders. Assistant judges work in tandem with head judges and can perform the same tasks. The head is the final authority in the polling place.

- **Head and assistants have many more responsibilities.**

Both receive extra training. They supervise and give work direction to all judges, troubleshoot problems, and handle paperwork and other election procedures. They have duties before Election Day and are responsible for returning supplies on election night.

- **Interested in becoming a head or assistant someday?**

Let us know, and we can discuss if it might be a good fit.

Team judge and student judge

- **A team judge is what we call the standard election judge role.**

Most of you will be serving as team judges. You will rotate among a variety of workstations on Election Day.

- **Student judges are high school students ages 16 or 17.**

Student judges can do the same tasks as a team judge, except those that require party balance (see "Party balance tasks" on [page 115](#)).

Poll book and registration specialist

- **Poll book and registration specialists oversee the poll book station.**

They take the lead on the check-in process, especially Election Day registration. They receive extra training. There are typically one to two per polling place.

Precinct support judge

- **These experienced judges travel from precinct to precinct within a single ward.**

They monitor and mentor the head and assistant at each precinct. They assist with any problems that arise.

There is generally one for each of the 13 wards. They have a direct line of communication with headquarters via radio.

Evaluations

How we use evaluations

You will receive a link to an online evaluation after Election Day. You will use it to evaluate those you were serving with. Evaluations help us know if we gave judges the right training and resources. We also use them to consider if you should be promoted or should not serve again. We encourage you to keep notes on Election Day so you can complete evaluations later.

Evaluation questions

Heads and assistants are evaluated on a scale of one to four in these areas:

- The judge's overall performance.
- Leading the opening procedures.
- Creating a welcoming work environment.
- Resolving questions and problems.
- Managing voter flow.
- Maintaining orderly conduct.
- Delegating tasks.
- Providing feedback and training.
- Leading the closing procedures.
- You will be asked if you would recommend re-appointing this person as an election judge in a leadership position.

All other judges are rated by heads and assistants in the following areas:

- Judge's overall performance on a scale of 1 to 4.
- Working well with team members.
- Following directions.
- Remaining calm in stressful situations.
- Being courteous and respectful of all voters.
- Which election judge role(s) this judge is qualified for.



All judges take an oath before the polls open on Election Day.

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.

OPENING

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Opening procedure

1. Be there and ready to work by 6 a.m.

Head judge should call headquarters if you cannot access the building or room, or if supplies are missing or incorrect.

2. Recite the oath and sign Official Precinct Certification Form.

The head judge will administer this process.

3. Put on a name tag.

Write your first name and your role (team judge, head judge, etc.). You cannot write a party affiliation on the name tag. You can note your preferred pronouns if you wish.

4. Fill out the timesheet.

Write your start time on the Election Judge Time Report, regardless of if you work a full day, half-day, or are a volunteer. Judges with later shifts must also complete this.

5. Get an assignment from the head or assistant.

Team judges and student judges will be assigned one of the following tasks:

1. Set up workstations. The head and assistant have a polling place layout diagram showing where each station goes. They will assign set up tasks to team judges. Each station has a supply bag in the blue supply case.
2. Set up voting booths. Follow instructions on [page 13](#).
3. Post all required signage. Signs are required to be posted by law. Use the *Sign Placement Guide* found in the Sign Bag. Mark any accessible entrance that may be needed to get into the voting area. Place directional arrows along the way as needed. Mark any alternative routes necessary for wheelchair access.
4. Ensure the path from the entrance to the voting room is free of obstacles.
5. Make at least one chair available for voters at each workstation. Place them to the side of tables for easy access.
6. Post the flag at the main entrance to the polling place.

6. Set up poll book station.

This is typically assigned to the poll book and registration specialist(s). Follow instructions on [page 33](#).

7. Set up the ballot tabulator

The head or assistant will lead this process. See [page 15](#).

8. Set up the ballot marking device.

This can be delegated to any two election judges. See [page 25](#).

9. Complete paperwork.

The head or assistant will ensure completion of the opening section of the Official Precinct Certification Form (see [page 166](#)).

10. Prepare an initial supply of ballots.

This can be delegated to any two election judges. See [page 31](#) for instructions.

11. Remove campaign materials.

Scan polling place for campaign materials and remove any that are present.

12. Team meeting

Time permitting, the head or assistant should hold a brief team meeting. Things to cover may include:

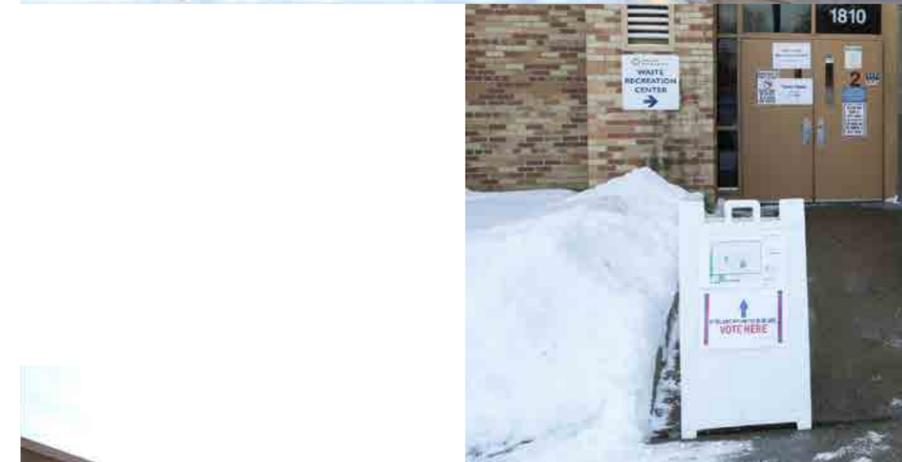
- Welcome to those new to the precinct or new judges in general.
- What to expect today.
- What to know about the break schedule.
- Reminder to not discuss politics or issues.
- What stations judges are starting at.
- What questions judges have.

13. Notify headquarters about any staffing changes

Call headquarters to report any no-shows (particularly important for students as they are minors). Also let headquarters know if someone came who isn't on your list, and whether you have way too few or way too many judges.

14. Open polls at 7 a.m.

At 7 a.m. announce the polls are open. Open polls even if tabulator is not working (see [page 97](#)) or if the poll books are not connected to election headquarters.



Voting booth setup

Who can do this

Any judge can set up booths.

Standard booths

The gray booth is being slowly phased in to replace the blue style.

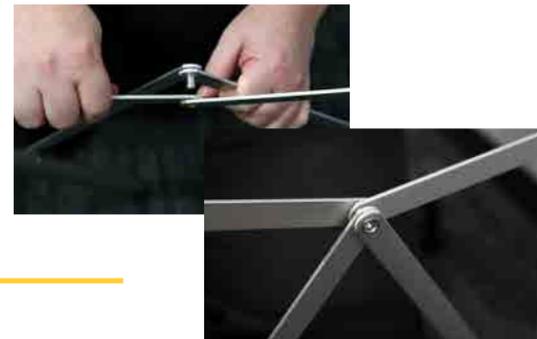


Accessible booth

At least one is sent to each polling place.



Connect the stability bolt



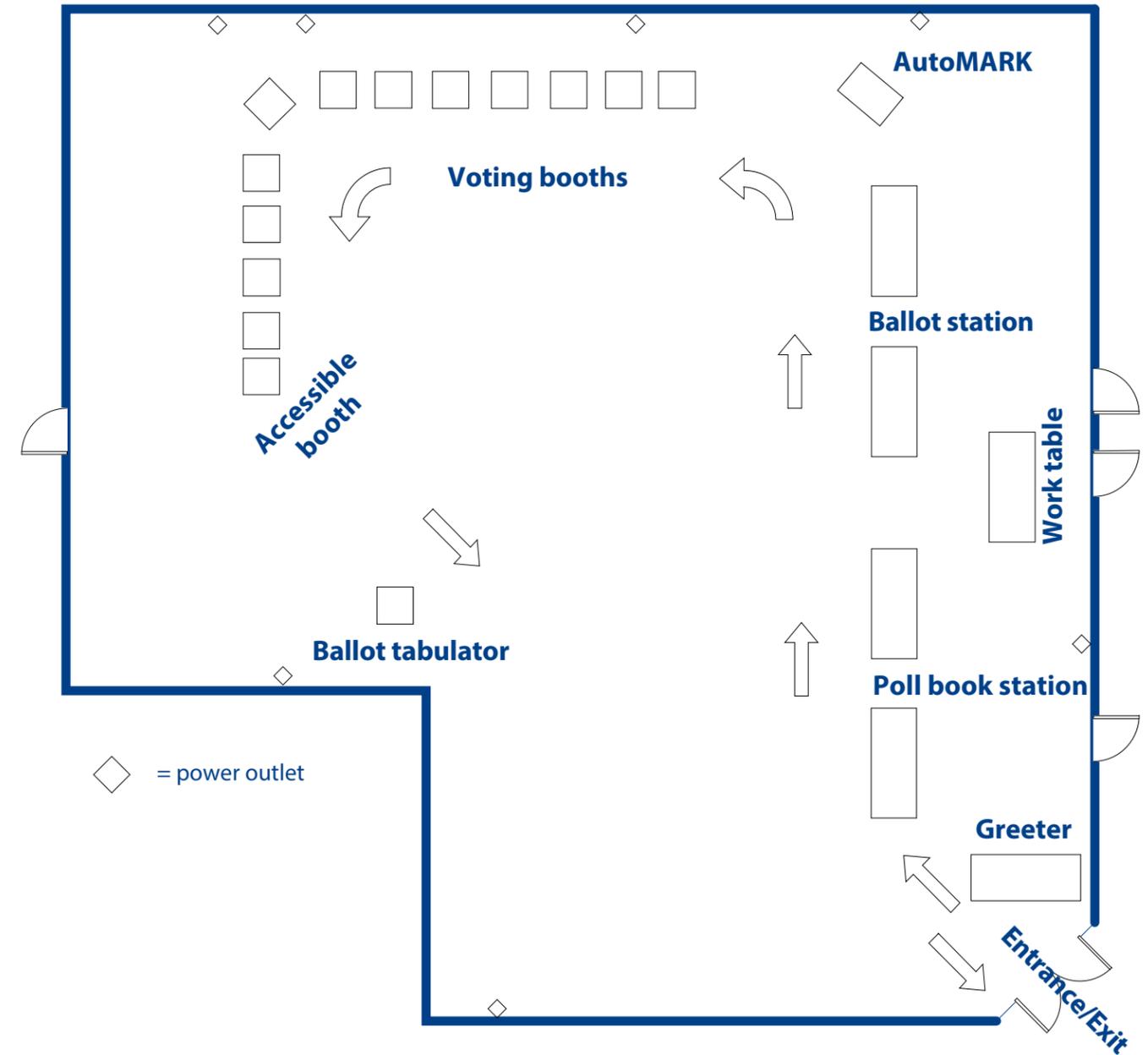
Match the poles marked 'A' with the matching opening on the case bottom.



Attach adapters to allow entry wide enough for a wheelchair



1-6 Parker Skyview Highrise



Sample polling place layout

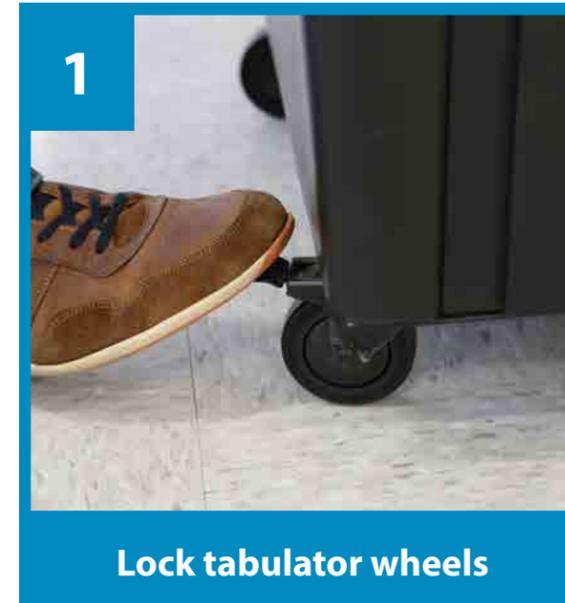
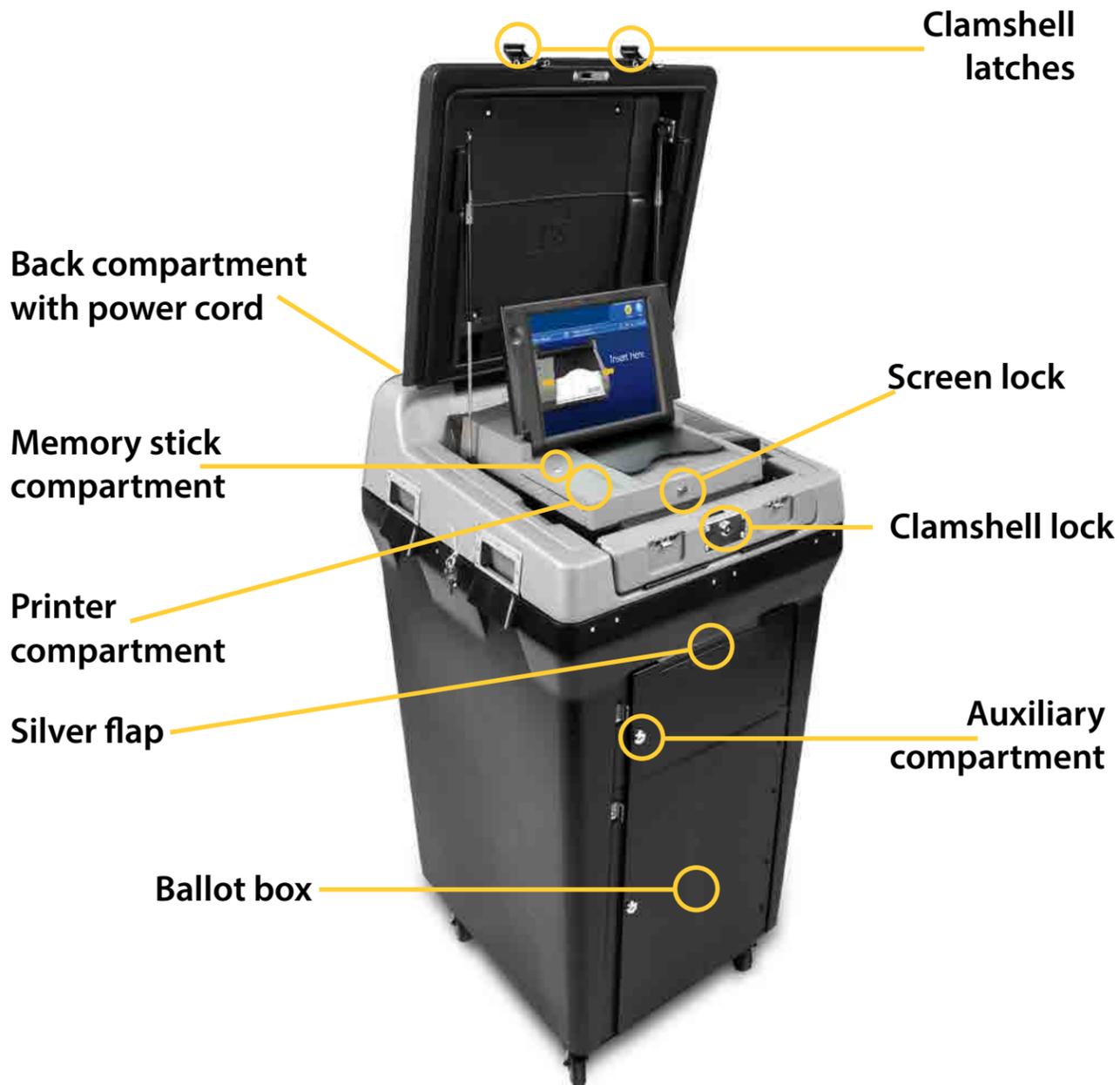
Ballot tabulator setup

Who can do this

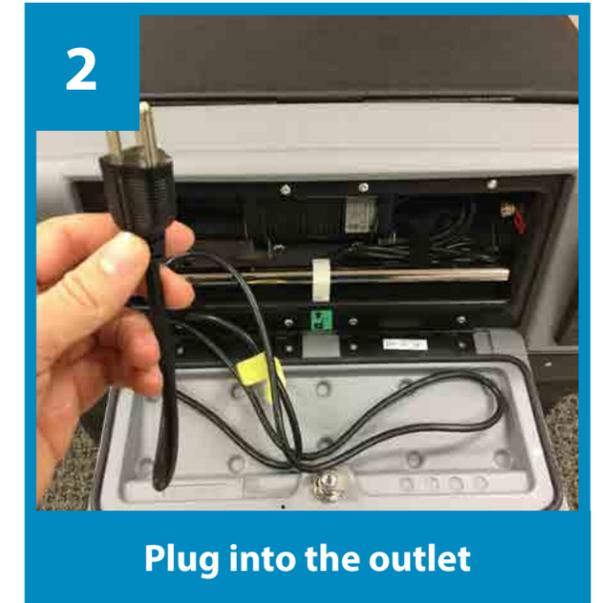
- Two judges of any party, one of whom must be the head or assistant judge.
- Party balance is NOT required.

What's needed

- Keys (flat silver key and black barrel key).
- Official Precinct Certification Form (see [page 166](#))



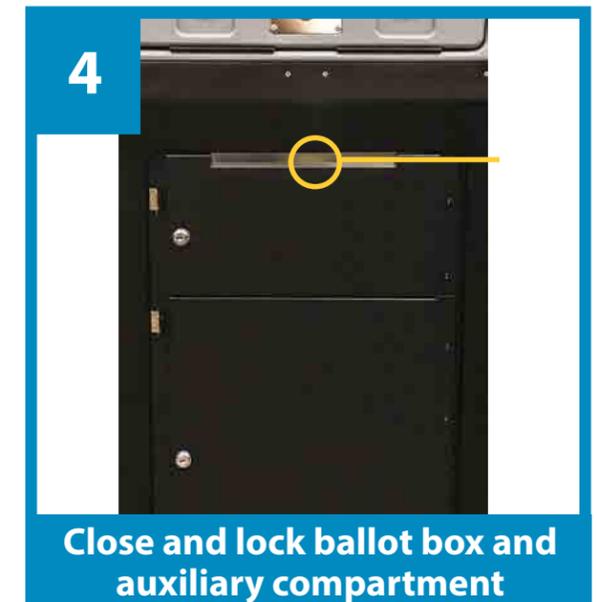
1
Lock tabulator wheels
Rotate front wheels so they are perpendicular to the side of the ballot tabulator. To lock, push down on the pedal on top of each wheel.



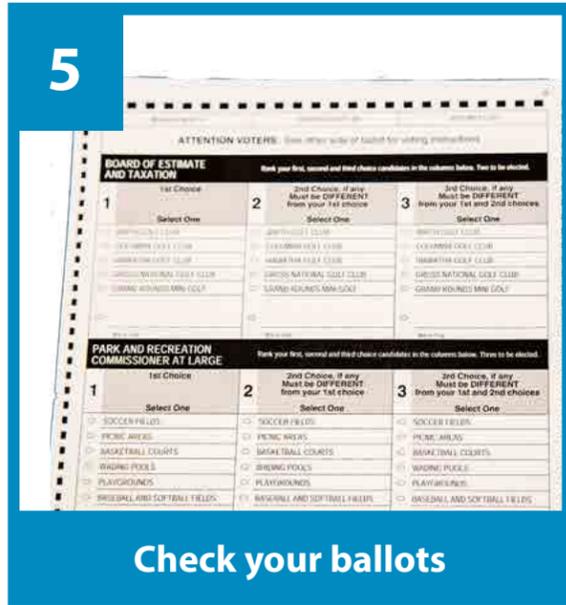
2
Plug into the outlet
With the silver key, open the back compartment. It will stay open all day. Unwind the power cord (keeping the adapter brick in place) and plug the cord into an outlet. Use the provided surge protector.



3
Empty the ballot box and check auxiliary compartment
With the silver key, open both the auxiliary compartment and the ballot box doors. Remove everything inside, including blank ballots.



4
Close and lock ballot box and auxiliary compartment
Double-check that both compartments are now empty. Make sure the auxiliary compartment's silver flap (see yellow arrow) is in the upright position.



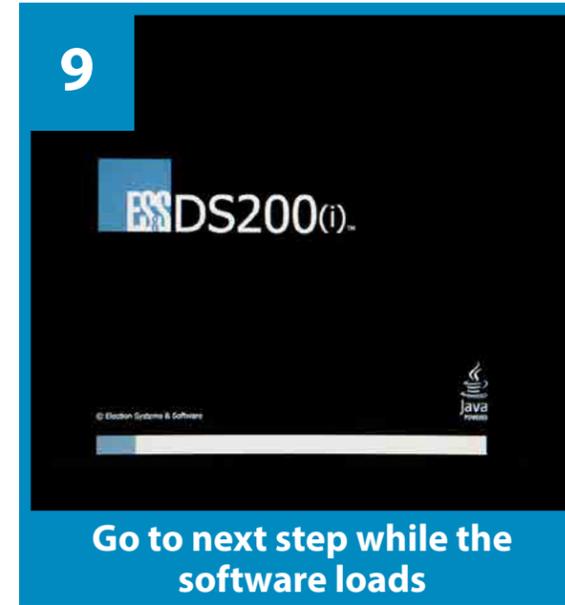
Check your ballots

Confirm the ward and precinct listed on the ballots are correct. Give the ballots to a team of two judges to count and initial (see [page 31](#)).



Open the clamshell top

Use the silver key to unlock the clamshell on the top of the tabulator. Release the clamshell latches on the front and let the lid lift on its own.



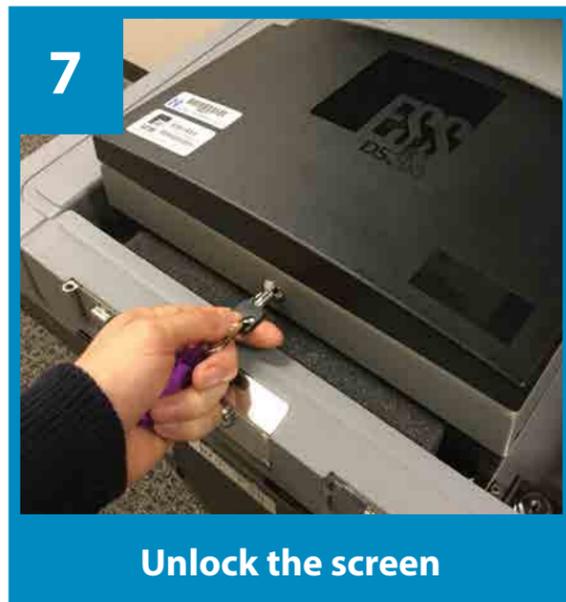
Go to next step while the software loads

It takes a few minutes for the machine to boot up. In the meantime, do the following two steps.



Open memory stick compartment

Use the barrel key to unlock the memory stick compartment and lift to open.



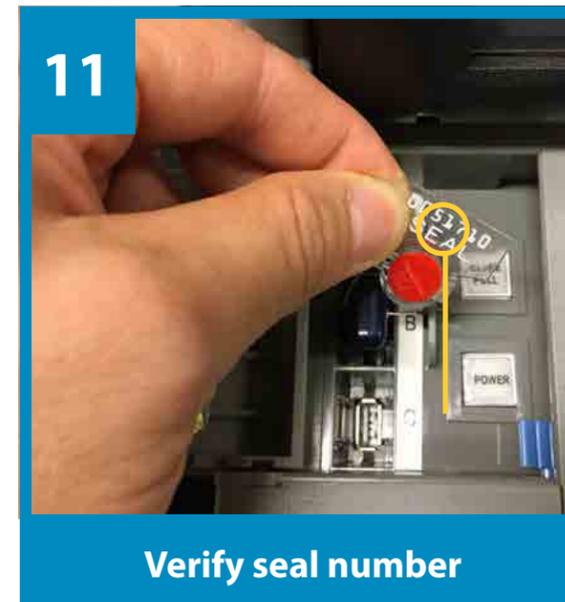
Unlock the screen

Use the barrel key to unlock the screen.



Lift screen to turn on

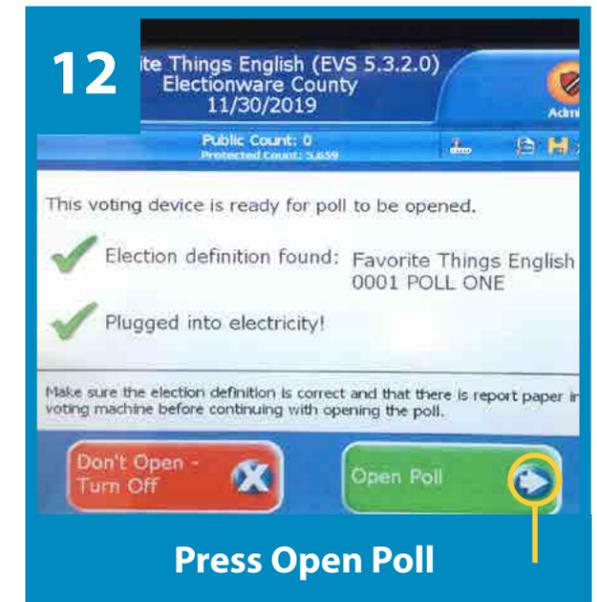
Lift the screen into an upright position. The machine will turn on if it is plugged into an outlet. If it doesn't, press the power button in the memory stick compartment.



Verify seal number

Look at your Official Precinct Certification Form. Compare the tabulator memory stick seal number to the number on the seal in the compartment.

If the seal is broken or does not match, call Election HQ immediately.



Press Open Poll

While you were verifying the seal number, one of the reports (Configuration Report) should have printed and your screen should look like this. Do not tear the report. Press Open Poll. If you see a different message, go to [page 22](#).

13

Wait for the final reports to print

The Ballot Status Accounting Report and the Zero Totals Report will print consecutively. If you get a printer error, see [page 24](#).

14

Do not tear off the reports

We want all the reports and the results report you'll print at the end of the night to be on a single, continuous roll. If you accidentally tear it you will need to note that on your Voter Statistics Worksheet.

17

Release the printer compartment

Press down the blue lever inside the memory stick compartment to release the printer compartment, then lift the compartment door upward.

18

Roll Zero Totals Report and store inside compartment

Lift the door and carefully roll up the Zero Totals Report. Secure it inside the compartment.

15

Compare Zero Totals Report to a blank ballot

Get one blank ballot. One of you read the ballot aloud while the other checks the Zero Totals Report. The candidates, any ballot questions, and the order they are listed in should match a blank ballot. If not, contact headquarters immediately.

16

Return blank ballot to ballot stock

Do not insert this ballot into the tabulator. Return it to your blank ballot stock. It does not need to be spoiled.

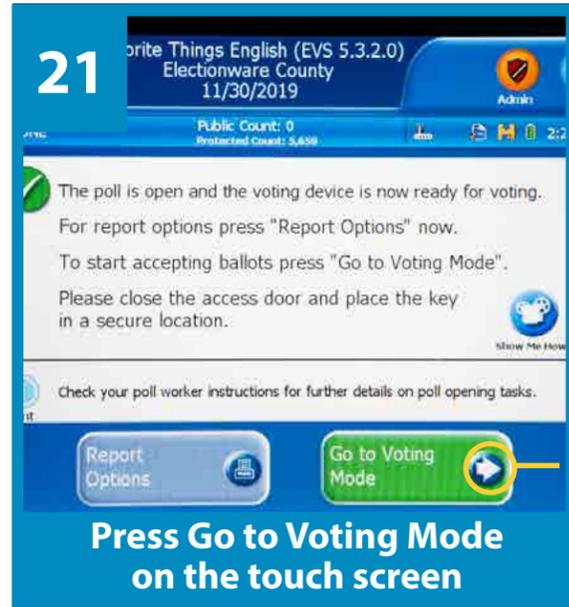
19

Close the memory stick compartment door and lock it

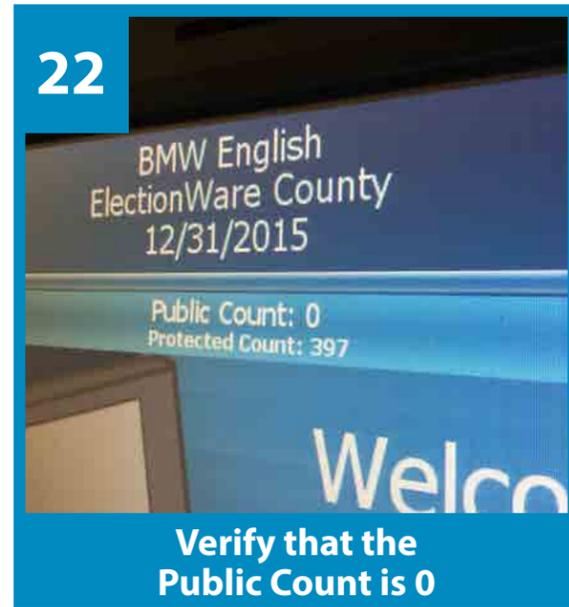
20

Public count must be zero

Verify that the Public Count is 0. If not, call headquarters immediately. The Protected Count doesn't matter; that's the number of ballots this machine has scanned in its lifetime.



The next screen will read: "Welcome. Please insert your ballot." If the machine requests that a password be entered, call headquarters.



If not, call headquarters. The Protected Count will not equal zero. It tracks the total number of ballots inserted in the life of the machine.

Tabulator opening troubleshooting

Screen says 'Enter Election Code'

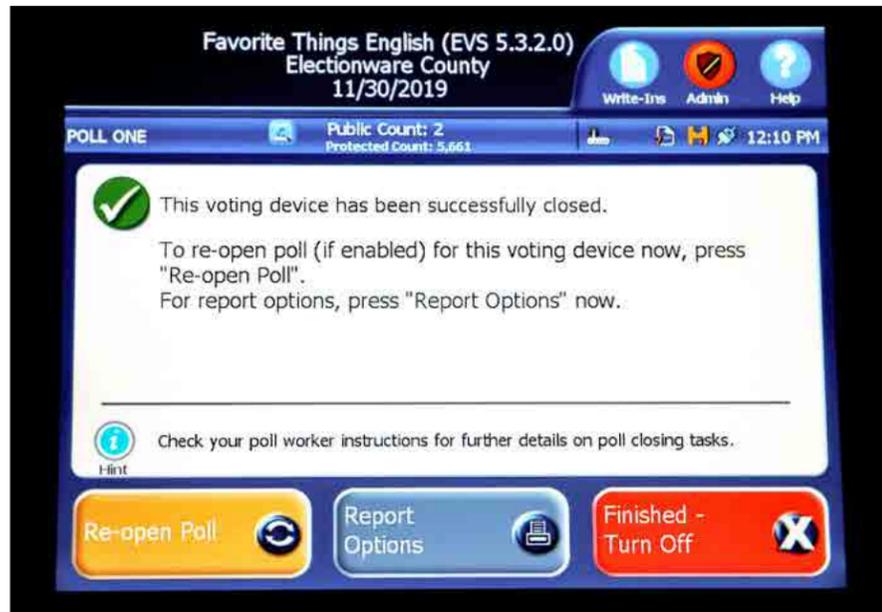


1. Press right shift (little circle on shift turns yellow)
2. Enter 'Election1' spelled with capital E and the number 1. Type carefully; if the password is entered incorrectly 3 times the tabulator will shut down and restart.
3. Allow opening report to print.
4. On screen press 'Open Poll' (green button on bottom right).
5. Zero tape will print. Do NOT tear off.
6. On screen press 'Go to Voting Mode' (green button on bottom right).
7. Confirm that public count is Zero '0'.



If you got to this screen, you did it!

Screen asks to 're-open polls'



1. Select button that reads 'Re-open'.
2. Press shift key on the right side of on-screen keyboard (circle on Shift key will illuminate soft yellow color).
3. Enter the word 'Override1', then press green 'Accept' button.
4. Press middle button 'Clear Votes'.
5. On the next screen, press 'Clear Votes & Continue'. The following screen should read 'You have successfully cleared the vote totals'.
6. Press green button 'Go to Open for Voting'.
7. Press green button 'Open Poll'. The Zero Totals report will print.
8. Press button 'Go to Voting Mode'.

Tabulator printer error

1. Is the printer door closed?

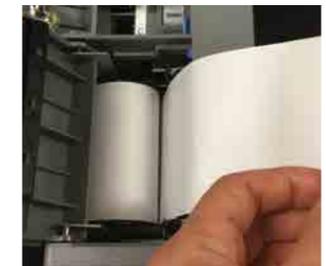
Confirm the printer door is closed. Press firmly until the door clicks into place.

2. Is the paper jammed?

Open the printer door, unroll any jams and tear off the jammed paper. Pull the end of the paper roll out to the right. Close the printer door. Press firmly until the door clicks into place.

3. Is it out of paper?

There is a new roll sitting right next to the side of the screen in the clamshell case. Drop the paper into the printer paper compartment so that it unrolls from the bottom and to the right. Pull the end of the paper roll out to the right, then close the printer door firmly until it clicks into place.



4. Always press "Resume" after a printer error

A common mistake people make is not pressing the "Resume" button after fixing the problem. This happens because the spiral animation on the screen makes it look as if it's still processing/printing.



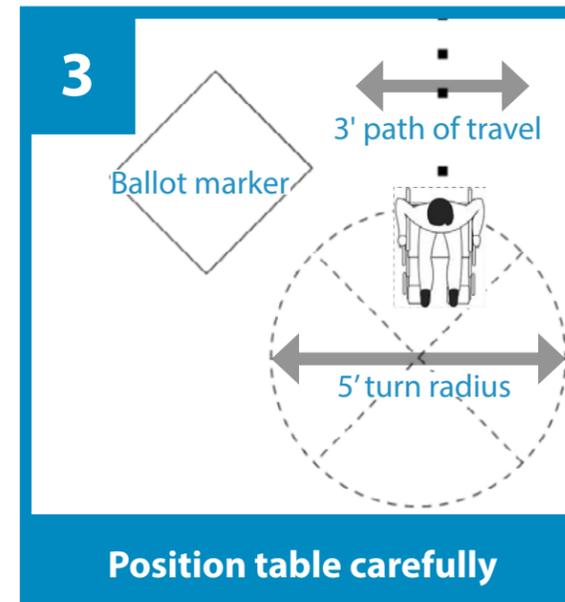
Ballot marking device setup

What's needed

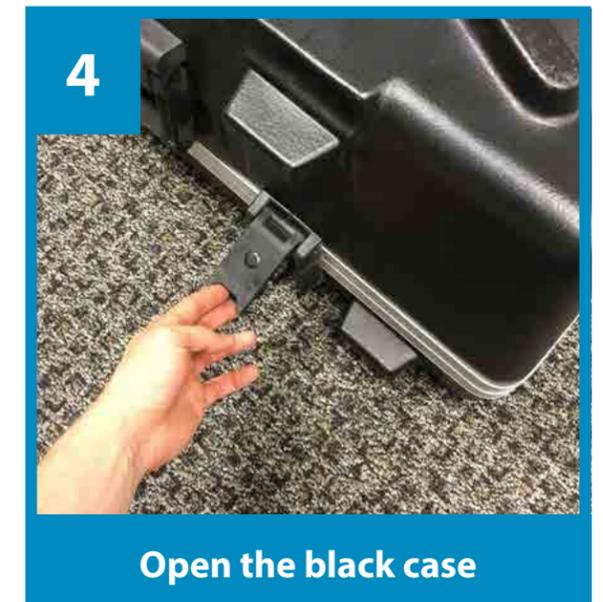
- Ballot marker (in large black case)
- Ballot marker table (gray box)
- Two ballots

Who can do this

- Any two election judges can do the setup. Party balance is not required.



The entire pathway to and from the table must be at least 3 feet wide. There must be at least a 5ft turn radius for a wheelchair to turn and approach the table. The screen should face away from voters.

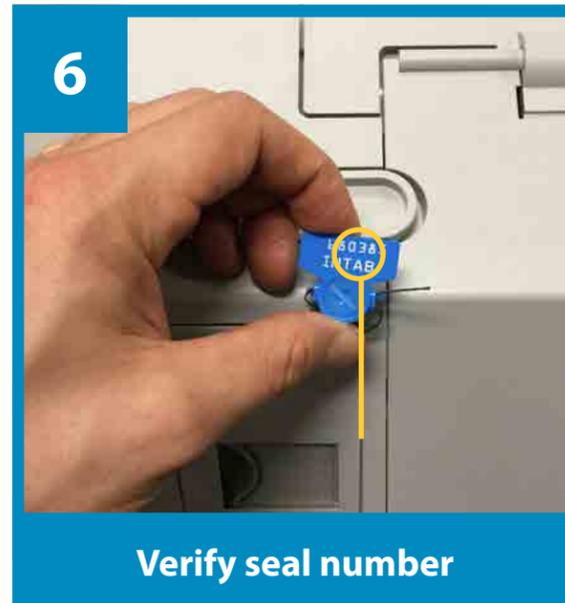


Bring the case near the table and open it up. Release the two latches on the long side and open upwards.





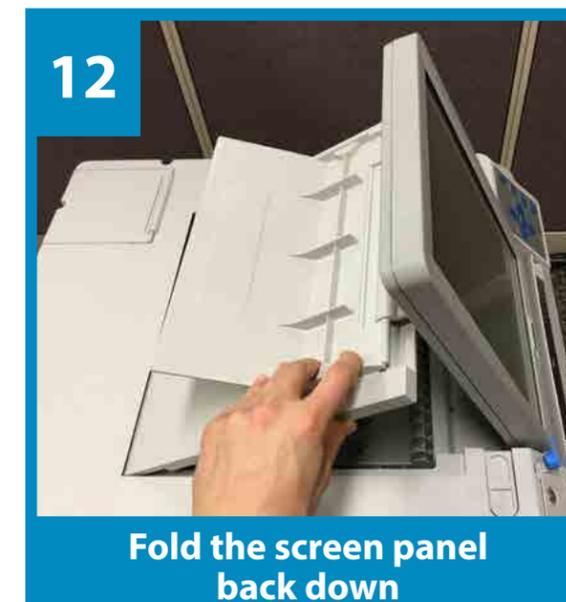
Two judges must lift together. Orient so that screen faces away from voter traffic. Set the headphones found in the black case aside for now.

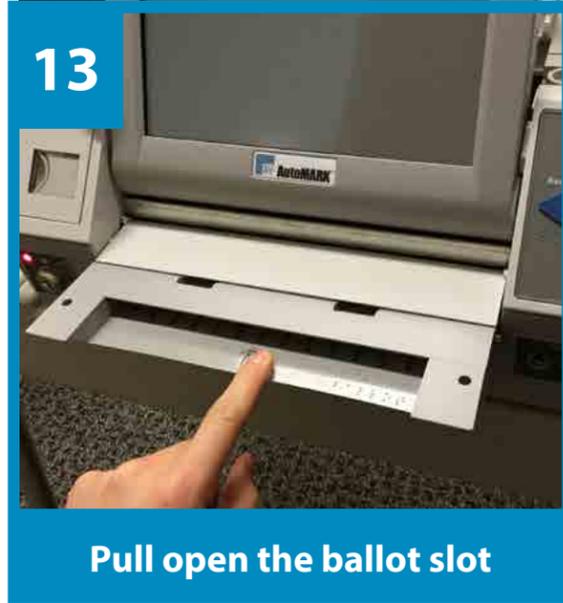


Verify that the seal number on the front matches the one on the Official Precinct Certification Form (head or assistant has this form).



Remove the power cord from the case. Plug the power cord into the back of the machine and then into an outlet.

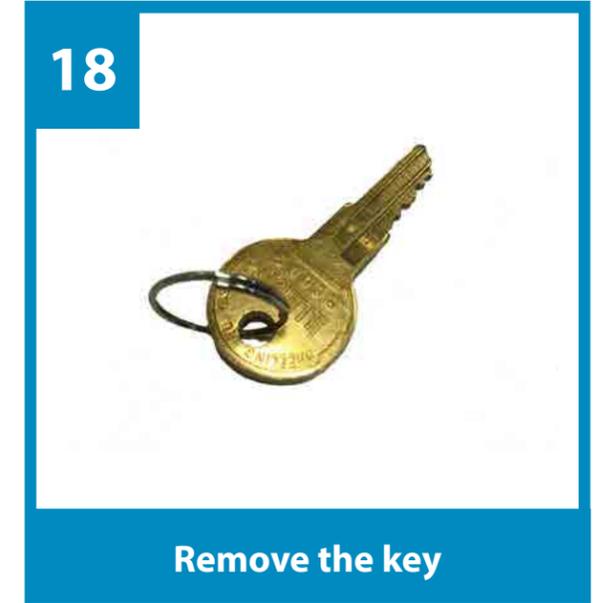




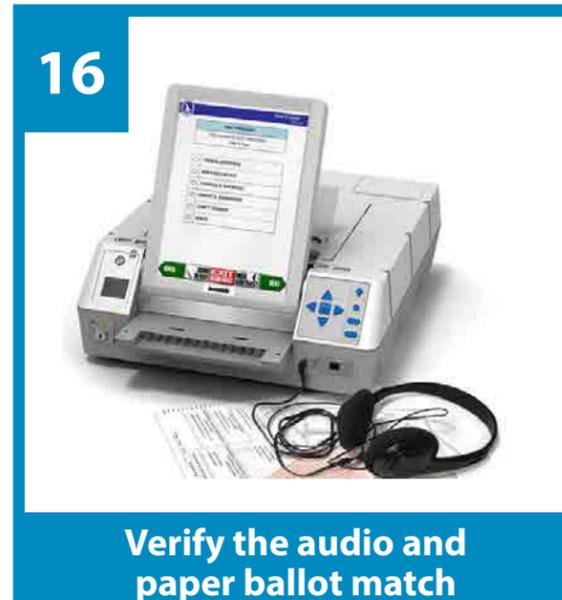
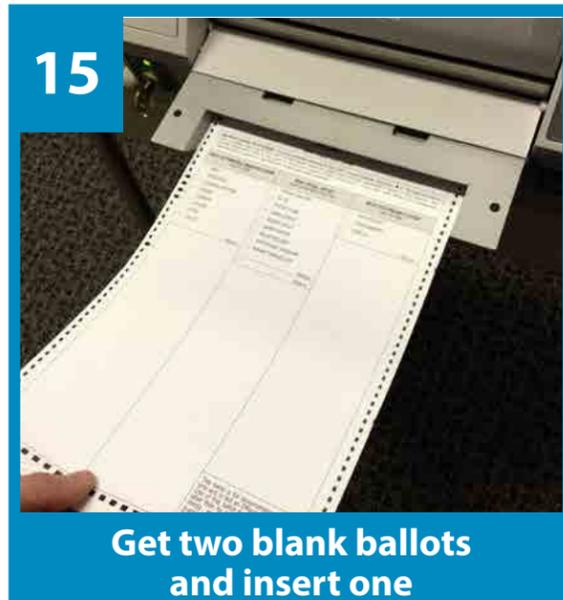
A green light means the machine is plugged in; a yellow light means the machine is running on battery backup.



After testing, press 'Exit Return Ballot' on the bottom of the screen. Place both ballots back into the ballot stock. Do not put these ballots into the tabulator.



Return the key to the head judge.



Wearing headphones, go through each office one by one and compare to the paper ballot. Do not mark the races. Use keypad to adjust audio as needed. If audio does not match paper ballot, contact election headquarters immediately.

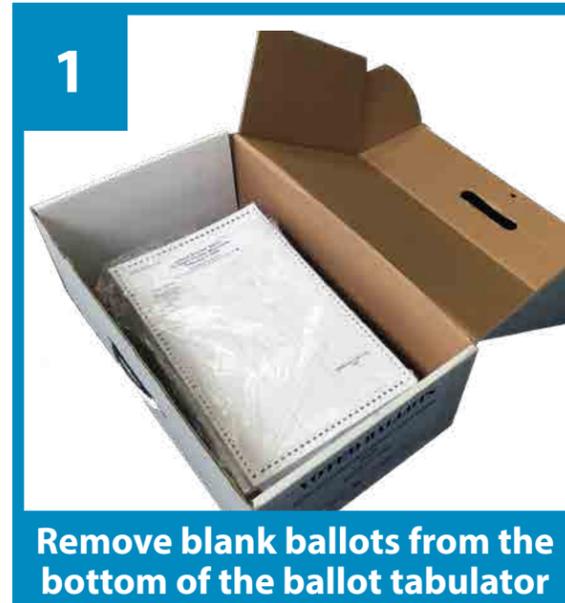
Ballot preparation

What's needed

- Wrapped ballot packets
- Ballot Tracking Form (see [page 167](#))
- Two pens

Who can do this

Any two judges can prepare the ballot, including student judges. Party balance is not required.



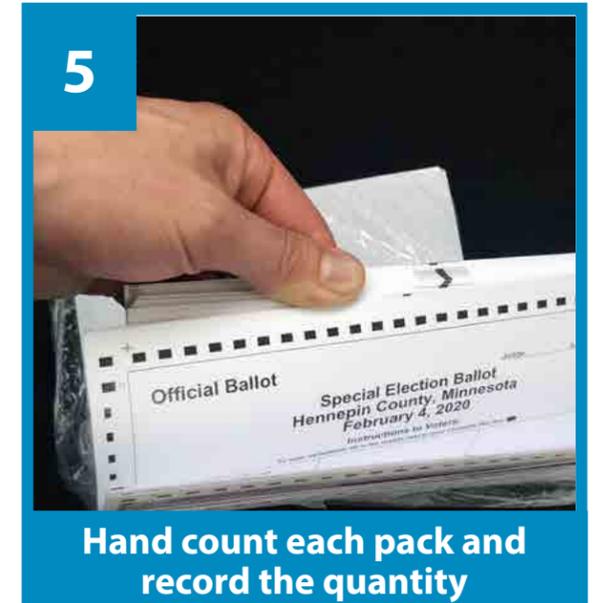
1 Remove blank ballots from the bottom of the ballot tabulator

The ballots come in the bottom of the ballot tabulator store in white ballot transfer cases.



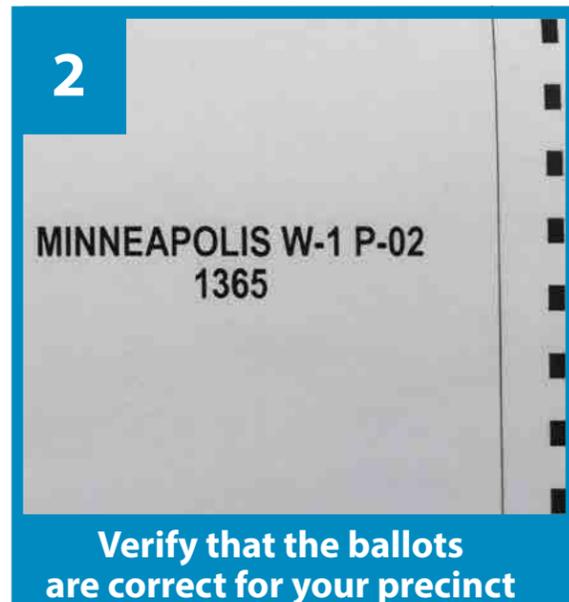
4 Open a limited number of ballot packages at a time

Ask the head or assistant judge how many packages to open. Don't open too many. You will prepare more ballots throughout the day.

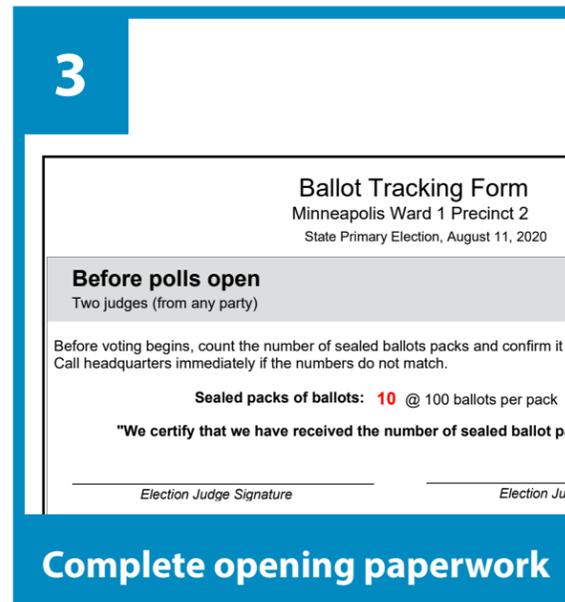


5 Hand count each pack and record the quantity

Record the quantity found in each pack on the back of the Ballot Tracking Form (see [page 167](#)).

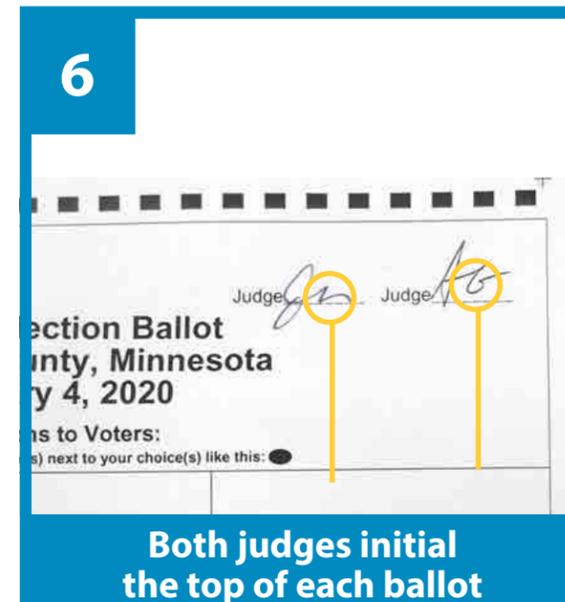


2 Verify that the ballots are correct for your precinct



3 Complete opening paperwork

Complete the 'Before Polls Open' section of the Ballot Tracking Form. Count the number of packs. It should match the number shown on the Ballot Tracking Form (see [page 167](#)). After confirming, both of you should sign the form.



6 Both judges initial the top of each ballot

Your ballots are ready! Place them at the ballot station for use. Do not pre-insert ballots into secrecy folders. Many voters do not request a secrecy folder, and it can slow down the line at the tabulator.



7 Place remaining sealed ballot packages in a secure location

Keep the ballots where the team can monitor them and access them as needed.

Poll book station setup

Who can do this

The poll book and registration specialist typically leads setup of this station. Other judges may be recruited to help as needed.

Setup steps

1. Set up Cradlepoint.

Find Cradlepoint in a small plastic case in the blue supply case. Follow the setup instructions on [page 35](#).



2. Set up tables.

Use 1-2 tables for the station.

3. Remove power cords, a power strip, and tape from the blue supply case.

4. Check seal number on the black poll book tote.

Work with your head or assistant head judge to check the seal number on the black poll book tote. The seal number should match what is listed on the Official Precinct Certification Form (see [page 166](#)).



5. Remove poll books from the black tote.

Break the black tote seal and remove the poll books. Place broken seals in 'Results Envelope A,' which the head judge will have.

6. Match poll book to its green case.

Compare numbers on the back of the poll book and the green case luggage tag. The poll book and green case tag will also have the same color dot on it.



7. Set up poll books and printers.

Follow instructions on [page 37](#).

8. Secure cords with black gaffer's tape to prevent election judges or voters from tripping.



9. Assemble signature certificate boxes.

The boxes come unassembled in the empty ballot tabulator. Each poll book needs one pre-registered and one Election Day Registration box.



10. Place remaining supplies and documents at the station.

Find the poll book supply bag in the blue supply case.

Put in a central place for all to use

- Precinct List of Persons Vouching Form (see [page 170](#))
- Roster Correction Form (see [page 169](#))
- Record of Attempted Registration Form (see [page 171](#))
- Date Ranges for Proof of Residence/Birthday
- Student Housing List (if provided)
- Paper clips, highlighter, signature guide

Place next to all poll books

- Proof of Residence (may also have Voter Acknowledgment on back)
- Scratchpads

Store until needed

- Election Day Registration Envelope
- Voter Signature Certificate Envelope
- Voided Signature Certificate Envelope

Optional sign

- Registered Voters/New Registrations (use to label specific poll books if you want registrations to go to a specific poll book judge by default).

Cradlepoint setup

Who can do this

The Poll Book and Registration Specialist will likely do this; however, any judge can be delegated this task.

What's needed

- Cradlepoint unit stored in its plastic case.
- A place to plug into the wall.
- A table to place it on, if possible.



Plug the power adapter into the back of the Cradlepoint.



Attach the two narrow antennas to the corresponding ports by gently screwing them on. At the joint, gently fold them upright. Do not force them—if they don't fold easily they aren't oriented correctly.



Attach the two wide antennas to the other side. At the joint, gently fold them upright.



Plug in the Cradlepoint. The front should begin to light up. If not, check the 'on' switch is to the left (see red arrow above). Allow it several minutes to finish its startup process. Place off the floor, preferably on a table.

Poll book setup

Who can do this

The Poll Book and Registration Specialist will likely do this; however, any judge can be delegated this task.

What's needed

- Green cases
- Black tote
- Tables
- Power strip and extension cords

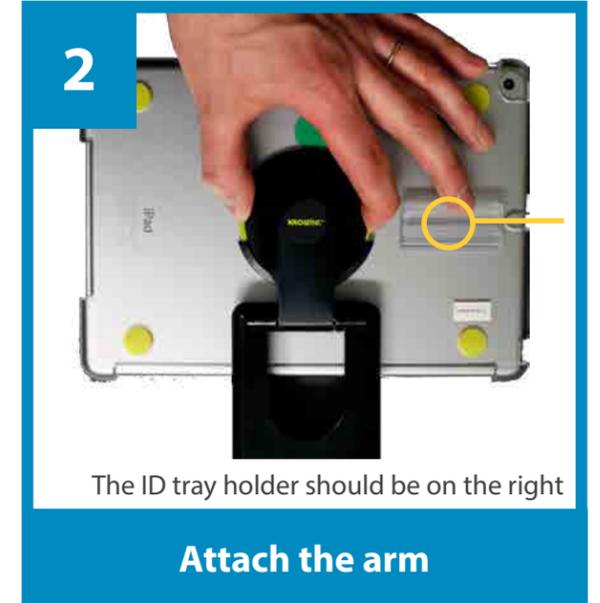


A poll book and its printer



Unpack the green case

Remove all equipment except for the white cord, white charging block, and the extra stylus.



Attach the arm

Orient the poll book horizontally with the ID tray holder on the right. Place the clip perpendicular to the poll book. Press the buttons on the side of the arm and place in circular opening. Release buttons and spin the arm until you hear a click.



Attach ID clip

With the poll book face down on a flat surface, attach the ID clip to the back of the stand tray.



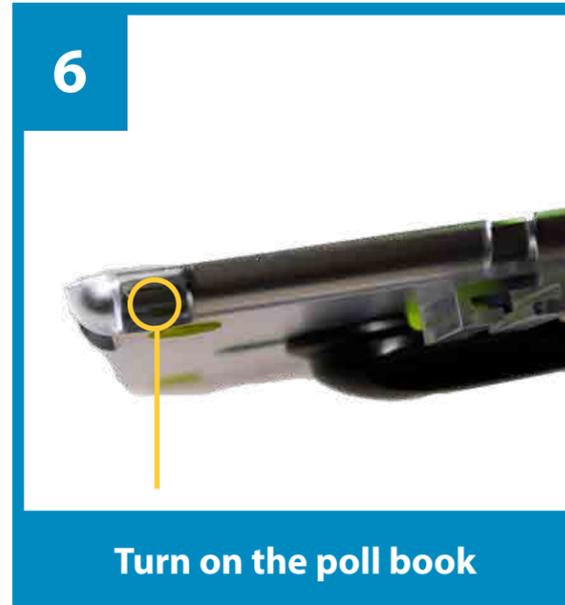
Connect arm to the base

Extend the arm completely (it shouldn't be bent at an angle) and place in the battery base.



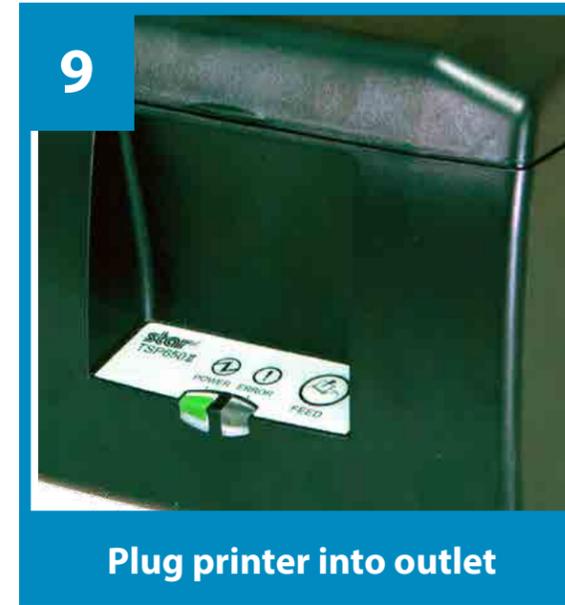
5
Connect poll book to battery base

Locate the green power cord and plug into poll book. Weave the cord through the stand arm and plug into the battery base. One of the inserts on the battery base may be plugged so it won't be used for charging other devices (phones, etc.)



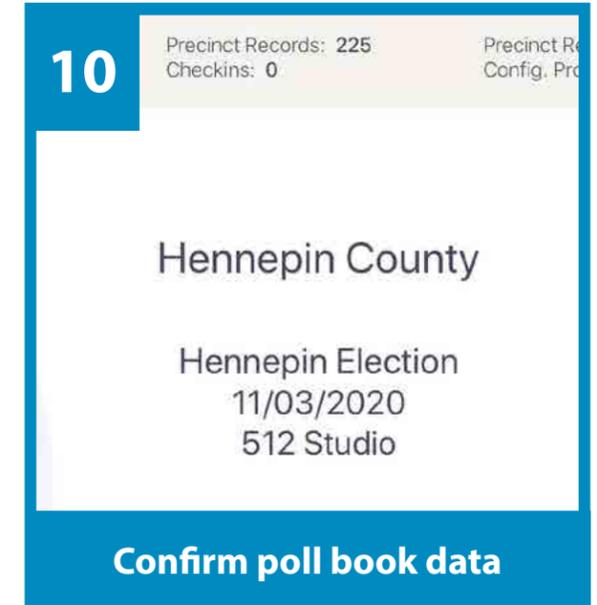
6
Turn on the poll book

Your poll book will likely turn on when plugged into the battery base. If not, press and hold the power button on the top left edge of the poll book.



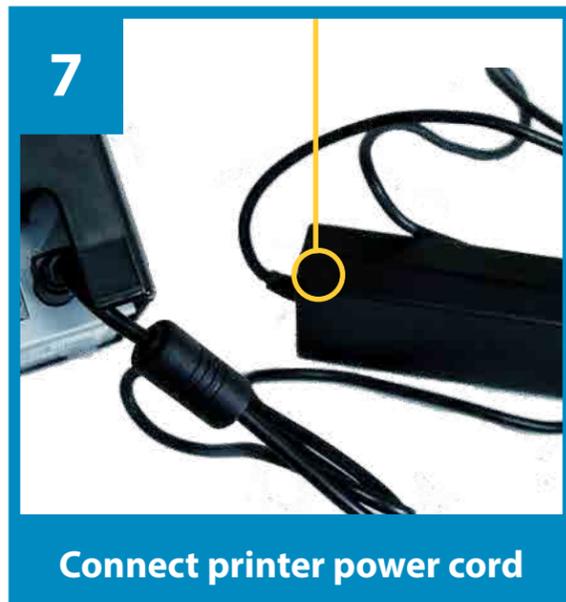
9
Plug printer into outlet

The printer should be on and the power indicator on the front should be green. If not, the ON/OFF switch is on the left side of the printer. If that doesn't work, check that your cords are firmly connected.



10
Confirm poll book data

Go back to your poll book and confirm you see the correct polling place listed, and that the check-in count is at '0'.



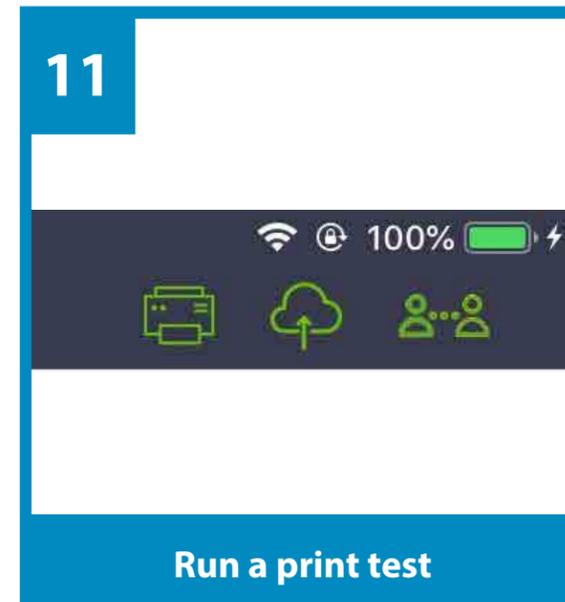
7
Connect printer power cord

Now you will set up the printer. Connect the wall plug into the printer power adapter.



8
Plug the adapter into the back of the printer

This is easiest if you stand the printer on its head so the back is pointing up. On the plug there is a flat side with an arrow which should be up facing you. Insert into the printer port.



11
Run a print test

Press the green printer icon and select "Test Print" and a sample receipt will print. Discard the receipt. You are ready to begin!

Connectivity troubleshooting

The icons in the upper right of the poll book screen should be green.

- The green printer shows that it is connected to its printer.
- The green cloud means the poll book is connected to headquarters and can receive absentee voting record updates.
- The green person-to-person shows the poll book is connected to the other poll books at your polling place.



Red printer icon

1. Make sure the printer is switched on.

Check all cables and wiring. Check the on/off switch on the left-hand side.

2. Make sure there is paper in the printer.

See image for how to orient the paper.

3. Take the poll book out of Guided Access Mode.

Contact headquarters for the code.

4. Make sure that Bluetooth is turned on.

To do this, exit the Poll Pad app (may need to take out of Guided Access mode) and look in Settings > Bluetooth. Call headquarters for assistance as needed.

5. Re-pair the printer with the poll book.

If after doing all of the above, the printer icon in the top-right corner of the Poll Pad app is red, try to re-pair the poll book to the printer. Call headquarters for assistance as needed.



Red cloud icon

1. Open the polls on time.

Do NOT wait to open polls. You can still check-in and register voters as long as your printer is connected. Process the first voters, then go back to troubleshooting.



2. Confirm the lights on the front of the Cradlepoint are on (i.e. the machine isn't actually off).

- Check unit is plugged firmly into wall outlet.
- Check that the power cord securely is plugged into back of the unit.
- Check that the 'on' switch is on. It's the toggle on the front of the device.
- Turn the toggle toward the 'I' and away from the 'O'
- If lights do not come on, turn the power switch off then back on again to reboot.

3. Confirm antennas are on correctly.

- Two narrow antennas go on the BACK.
- The two wide antennas go on the FRONT.
- Back is labeled on the top and bottom of the device.

4. Check the signal strength on the front of the Cradlepoint.

- If 2 or fewer signal bars are showing, move it to different locations within the polling place until at least 3 signal bars show.
- Placing it off the floor and/or near a window may be helpful.

5. Make sure Cradlepoint is within range of poll books.

- Maximum distance is about 30 ft. Make the path between it and the poll books as clear as possible.

6. Make sure poll books are within Bluetooth connectivity range of one another.

- Maximum distance is about 32 ft.

7. Make sure that the poll book's wi-fi is enabled.

8. Call headquarters for further assistance if needed.

GREETER STATION

Station tasks

1. Greet voters and visitors.

Greet and offer assistance to all. Start with a welcome and ask if they are registered to vote at their current address. Emphasize *current* address, because voters need to re-register if they have moved.

2. Provide answers.

Listen patiently to voter questions, and use your manuals and other materials to provide the best answer possible. If in doubt, get your head or assistant involved before giving an answer that might not be 100% perfect.

3. Arrange for assistance.

If a voter requests mobility or language assistance, bring in another judge or your head or assistant in order to serve that voter. You may also be asked to arrange help for a voter who needs curbside voting assistance - get your head or assistant involved and they will make it happen.

4. Prevent overcrowding.

Work the lines in and outside the polling place. Don't let in more people than the room can comfortably fit. Slow the inflow of voters when a line forms for the poll books, tabulator, or voting booths.

5. Use the greeter's list to find out if they are registered at their current address.

Greeter's list instructions are on [page 45](#). If they are not registered, explain what proof of residence they will need. Some voters may need to go home to find a document, identification, or someone to vouch for them.

6. Make sure voters are in the right polling place.

Use the poll book precinct finder (see [page 69](#)) or the Secretary of State's website (<https://pollfinder.sos.state.mn.us/>) to see if the voter is in the correct polling place.

7. Make the room accessible and comfortable.

Mind the physical needs of those waiting by offering chairs for voters who need to sit. Make sure there is a clear path free of tripping hazards to all the voting stations.

8. Direct voters to the poll book station.

Communicate with your head, assistant and/or poll book and registration specialist.

Every precinct has a different ratio of pre-registered voters and Election Day registrants. As such, your strategy for efficiently getting voters through the poll book station will vary.

Keep in touch with your precinct leadership and with the poll book and registration specialist to get on the same page.

9. Watch for activity that is not allowed.

Review the activities on [page 116](#) that are not allowed, such as campaigning. Tell the head or assistant if these rules are not being followed. Review the list of people allowed in the polling place on [page 113](#). Ask visitors who are not helping a voter to check in with the head or assistant. Tell unauthorized visitors they are not allowed to be there.

10. Do not accept absentee ballots!

Minnesota law does **not allow** voters to return their absentee ballots to their polling place. If a voter comes with an absentee ballot, tell them their options:

1. They can drop off their absentee ballot by 3 p.m. to Minneapolis Elections & Voter Services (980 E. Hennepin Ave) or to Hennepin County Elections at the Hennepin County Government Center downtown (300 South 6th St).
2. Or, they can vote at the polling place with a newly issued ballot. They cannot insert their absentee ballot into the tabulator. If they choose to get a new ballot, do NOT take their absentee ballot. This would introduce a ballot into the polling place that was not accounted for in the polling place ballot totals. Ask them to take it home to dispose of. If someone nevertheless leaves their ballot or discards their ballot on site, remove it and have the head judge attach it to the incident log with an explanation.

Greeter's list

The greeter's list shows the name and address of each person registered to vote in your precinct. Voters registered in a different precinct will not be on the list.

- **Ask for the voter's name and address and find them on the list.**
- **If the list shows the voter's current name and address...**
They do not need to register.
- **If the list does not show the voter...**
Confirm they are in the correct precinct.
- **If the list shows an old name/address but they still live in the precinct...**
The voter needs to register.

SECRETARY OF STATE		Greeter's List			
SRS		November 07, 2017			
		11/07/2017 MUNICIPAL GENERAL			
MINNEAPOLIS W-4 P-2					
Voter Id #	Voter Name	Address	DOB	Pct # - Name	SD #
99990183	Abraham, Garland Flint	2652 BLOOMINGTON AVE S APT 84	05/26/1971	0131 MINNEAPOLIS W-4 P-2	1
0005190356	Ackerman, Colton Snyder	8735 PORTLAND AVE S APT 313	11/22/1994	0131 MINNEAPOLIS W-4 P-2	1
0005102819	Acosta, Lorilee Greathouse	8735 PORTLAND AVE S APT 313	10/31/1995	0131 MINNEAPOLIS W-4 P-2	1
0004111161	Acuna, Shondra Miranda	8735 PORTLAND AVE S # 204 8735	04/01/1980	0131 MINNEAPOLIS W-4 P-2	1
0004776741	Acuna, Stephani Hart	PORTLAND AVE S APT 309 8735	01/01/1979	0131 MINNEAPOLIS W-4 P-2	1
0004381761	Adams, Jessica Lawrence	PORTLAND AVE S APT 407 8600	08/01/1963	0131 MINNEAPOLIS W-4 P-2	1
0005403615	Adams, Marjorie Lyle	4TH AVE S	03/05/1997	0131 MINNEAPOLIS W-4 P-2	1
0004652779	Adamson, Judi Wasson	8735 PORTLAND AVE S # 405 8735	01/01/1980	0131 MINNEAPOLIS W-4 P-2	1
0005487956	Adkins, Dianna Keller	PORTLAND AVE S APT 406 8735	01/01/1980	0131 MINNEAPOLIS W-4 P-2	1
0004794248	Adkins, Marion Parsons	PORTLAND AVE S APT 410 8648	01/01/1930	0131 MINNEAPOLIS W-4 P-2	1
0004325194	Aguiar, Madelene Fuentes	CLINTON AVE S	01/01/1990	0131 MINNEAPOLIS W-4 P-2	1
0005403584	Aguilera, Buck Warner	8735 PORTLAND AVE S # 410 8735	02/16/1993	0131 MINNEAPOLIS W-4 P-2	1
0005502926	Aiken, Britney Frizzell	PORTLAND AVE S APT 302 8640	04/18/1999	0131 MINNEAPOLIS W-4 P-2	1
0003386114	Alarcon, Jovita Weber	3RD AVE S	09/30/1945	0131 MINNEAPOLIS W-4 P-2	1
0004837790	Albers, Johnette Santos	8735 PORTLAND AVE S APT 310	07/15/1955	0131 MINNEAPOLIS W-4 P-2	1
0004864760	Albert, Margaretta Hubbard	8617 PORTLAND AVE S	09/09/1994	0131 MINNEAPOLIS W-4 P-2	1
0005041520	Albert, Nada Jones	8940 WENTWORTH AVE S APT 9	01/01/1980	0131 MINNEAPOLIS W-4 P-2	1
0004794187	Albrecht, Lino Guillory	8735 PORTLAND AVE S APT 311	01/01/1988	0131 MINNEAPOLIS W-4 P-2	1
0005174394	Alexander, Drew Ebert	8735 PORTLAND AVE S APT 207	08/10/1981	0131 MINNEAPOLIS W-4 P-2	1
0004253629	Alexander, Noah	8908 OAKLAND AVE S	12/04/1952	0131 MINNEAPOLIS W-4 P-2	1
0004327105	Blackwood Alford, Carmel	8715 4TH AVE S	11/21/1972	0131 MINNEAPOLIS W-4 P-2	1
0005331993	Meehan Alger, Cheryn	8735 PORTLAND AVE S # 213 8735	01/01/1995	0131 MINNEAPOLIS W-4 P-2	1
0005067404	Trammell Alicea, Roxane	PORTLAND AVE S APT 105 8735	01/01/1987	0131 MINNEAPOLIS W-4 P-2	1
0005183058	Alarcon, Allen Gail	PORTLAND AVE S APT 209	05/11/1997	0131 MINNEAPOLIS W-4 P-2	1

Greeter list example (names and addresses are not real voters)

Finding a voter's precinct

There are a few easy ways to find a voter's precinct.

- **Go to pollfinder.sos.state.mn.us**
This is the official polling place finder from the Office of the Minnesota Secretary of State.
- **Use a poll book, if available**
The poll book can locate polling places and print driving directions to it (see [page 69](#)).
- **Paper precinct finder**

As a backup tool, a paper precinct finder tells you which precinct a voter lives in by looking up their address. You will have a precinct version with only addresses in your precinct, as well as a citywide version.

There are many columns in the precinct finder, but you only need to look at the first four. Find the street in column 1. Find the number range in column 2 that includes the house number you want. In column 3, choose odd, even or both.

If a precinct boundary goes down the middle of a street, houses on one side will be in a different precinct than those across the street. For this reason, column 3 asks if the house number ends in an odd ('O') or even ('E') number. Alternatively, if both sides of the street are in the same precinct, it will say 'B' for both.

Find the ward (W) and precinct (P) number in column 4. Lastly, take out your polling place list. Find the polling place address for that ward and precinct.

Precinct Finder - MCD-MINNEAPOLIS									
Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code	CO	MCD	WD	SD
29TH ST W	3810 to 4408	B	1445 MINNEAPOLIS W-2 P-08	MINNEAPOLIS	55406	27	135	W-02	1-3
	101 to 125	O	1840 MINNEAPOLIS W-10 P-08	MINNEAPOLIS	55408	27	135	W-10	1-4
	106 to 218	E	1840 MINNEAPOLIS W-10 P-08	MINNEAPOLIS	55408	27	135	W-10	1-4
30TH AVE N	3400 to 3535	B	1660 MINNEAPOLIS W-7 P-04D	MINNEAPOLIS	55416	27	135	W-07	1-4
	301 to 615	B	1590 MINNEAPOLIS W-5 P-08	MINNEAPOLIS	55411	27	135	W-05	1-2
	714 to 1115	B	1590 MINNEAPOLIS W-5 P-08	MINNEAPOLIS	55411	27	135	W-05	1-2

Paper precinct finder example

POLL BOOK STATION

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Station tasks

- 1. Check-in voters who are already registered.**
See [page 49](#) for instructions.
- 2. Check-in voters who need to register or update their registration.**
See [page 57](#) for instructions.
- 3. Communicate with the greeter judge to aid line management.**
See [page 43](#) for information.
- 4. Work with your poll book and registration specialist for help and questions.**
Poll book and registration specialists receive training on tasks that team judges do not get (see [page 75](#)).
- 5. Complete administrative paperwork.**
 - Record the number of people someone vouches for ([page 71](#)).
 - Note any typos in a voter’s record (for a pre-registered voter typo, see [page 53](#); for a data entry error on a new registration, see [page 80](#)).
 - Note the number of attempted registrations ([page 171](#)).
- 6. Alert head or assistant when a ‘challenged voter’ screen appears in the poll book.**
See [page 83](#).
- 7. Paper clip documents in groups of 25.**
Paper clip pre-registered certificates and Election Day registration separately in their boxes in groups of 25. Do not mix them.

How to check-in a pre-registered voter

1

“What’s your last name, please?”

Ask the voter their last name

2

Type the first three letters of the voter’s last name

Always start the search with ONLY the first three letters of their last name. Entering a first name increases the risk of not finding the voter if you get just one letter wrong.

5

If the voter’s record is pink and says “AB”...

This means the voter has already voted by absentee ballot. Voters who requested an absentee ballot but did not return it will not have their record marked. If the voter insists that this is a mistake, contact headquarters for investigation.

6

If a challenge screen appears...

If you press on the record and the next screen says “Challenged”, ask the voter to wait while you get the head or assistant judge. Otherwise, continue to next step. Do not read the script on the screen. Your head judge will follow the instructions on [page 83](#).

3

Press search

4

Press on the correct record, or continue searching as needed

Didn’t find the voter? Always search a few different ways before giving up. To search by date of birth or address, see [page 68](#).

7

Ask the voter to tell you their address

Do not show them the screen; the voter must tell you their address.

8

“Actually, that’s my old address.”

If the voter changed names or moved...

If the voter changed their name or moved, they need to update their registration (see [page 73](#)). Otherwise, continue to next step.

9

Turn the screen 180 degrees for voter to confirm information

After the voter has confirmed their address, we want them to see the screen and check for typos on their name or date of birth.

10

“My middle is spelled A-n-n, not A-n-n-e”

If there is a typo in the record...

If there is an error in the voter’s name or date of birth due to an obvious typo, use the Roster Correction Form ([page 169](#)), then select “Accept.” Otherwise, continue to next step.

13

Have the voter read and sign the signature certificate

Ask voter to verify their information and read the oath, then sign.

14

Place the signature certificate in the pre-registered box

During the day, paper clip pre-registered certificates in groups of 25s.

11

If everything is correct, press accept

12

On the Poll Worker Confirmation screen, select “Submit”

A Signature Certificate and Voter’s Receipt will print.

15

Hand the voter their receipt and send them to the ballot station

Do NOT number the receipt. That happens at the ballot station.

16

“Wait, this is actually my child”

Check-in the wrong voter?

On occasion the wrong person gets checked in; often it’s a relative in the same house with a similar name. If this happens, alert a poll book & registration specialist, head or assistant judge, and explain the situation. They will follow instructions on [page 81](#).

Pre-registered voters do not need to show photo ID

If a voter offers, it is okay to look at their ID so you can easily find their record. Tell the voter the ID is not required so that others nearby understand what is happening.

Correct a typo in a voter’s record (Roster Correction Form)

To correct a typo, simply write it down on the Roster Correction Form (see [page 169](#)). Nothing can or should be changed in the poll book. The Roster Correction Form is only for pre-registered voters. For typos on a new or updated registration, see [page 80](#).

Use the Roster Correction Form for these situations:

- Fix a typo in a voter’s name (e.g. Smith instead of Smyth)
- Change from shortened voter’s name to their full name (e.g. John to Johnathan)
- Add a voter’s middle name
- Note a potential duplicate record
- Correct or add a missing date of birth

If the voter moved or changed names, have them re-register. Since they were already registered in the precinct, they do not need to show proof of residence (see Valid Registration in Same Precinct on [page 66](#)).

Voter’s name missing due to a clerical error

If a voter insists that their name was not in the poll book due to a clerical error, and they are unable or unwilling to register in the polling place, have the head or assistant call Hennepin County Elections at 612-348-5151 for instructions.

Notification of death

A voter may want to report the death of another voter so that they can be removed from the registration list. While this is done automatically through county records, they may still write and sign the statement below on any piece of paper. It should include the voter’s full name and address.

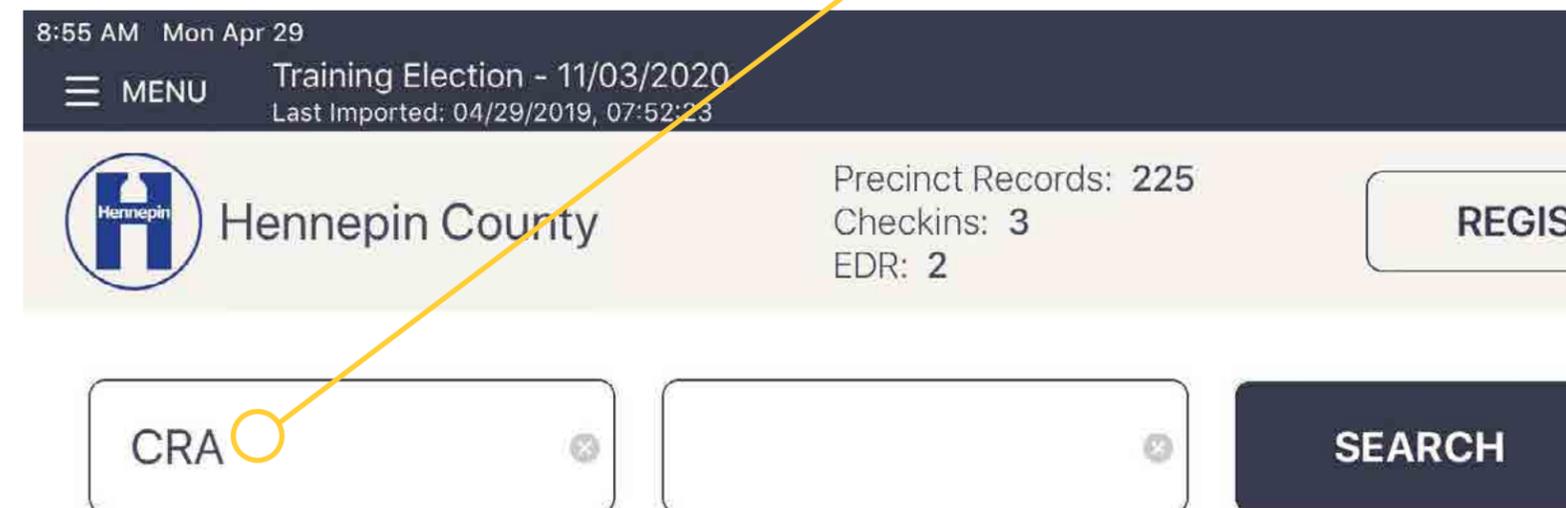
“In accordance with Minnesota Statutes 201.13, I am a registered voter and I have personal knowledge that _____ is deceased. If known, I am including their dates of birth, death, and their last known address below.”

Return any collected statements in Envelope B.

How do you spell that?

Jayden, Jaden, Jaeden, Jaidyn, Jaydon
—there are lots of ways to (mis)spell a name.

Be cautious. Always start your search with just the first three letters of the voter’s last name.



Voter registration

Eligibility

In Minnesota, you can wait until Election Day to register to vote.

Who can register to vote in Minnesota

You must be:

- a U.S. citizen,
- at least 18 years old on Election Day,
- a resident of Minnesota for 20 days, and
- finished with all parts of any felony sentence including probation and parole, also known as being 'off-paper.'

You can vote while under guardianship unless a judge has explicitly revoked your right to vote. You cannot vote if a court has ruled that you are legally incompetent.

Re-register after any name or address changes

Any change in name or address means the voter needs to register again, even if they move across the hallway in the same apartment building.

Proof of residence overview

Everyone who registers on Election Day must provide proof of residence. Some proofs of residence involve a photo ID; others do not.

- **There are seven methods for proving residence**
 1. Valid ID with current name and address ([page 63](#))
 2. Photo ID and document with current name and address ([page 64](#))
 3. Registered voter who can confirm your address (vouching) ([page 65](#))
 4. Student housing list and student photo ID ([page 65](#))
 5. Valid registration in the same precinct ([page 66](#))
 6. Notice of late registration letter ([page 66](#))
 7. Vouching by residential facility staff ([page 67](#))

- **The list of documents and IDs is exclusive.**

If a voter brings a document or ID that is not on the official list of options, it cannot be used to register. This is true even if the document is from a government office.

- **Voters can show certain documents on their phone, rather than on paper.**

If a voter is showing an old ID plus a document with their current address (see [page 64](#)) it can be shown electronically (smartphone, tablet, etc.) or on paper.

- **Voters can go home to get what they need and return.**

If a voter did not bring proof of residence, they can leave and come back with it. Please confirm first that the voter is in the right precinct; avoid having the voter come back only to be sent somewhere else.

College student residency

- Students must vote from the address they currently consider home.
- They must determine whether the place they consider their home is where they live while attending school or another residence such as a parent's.
- A special provision for Election Day registration for students is on [page 65](#).

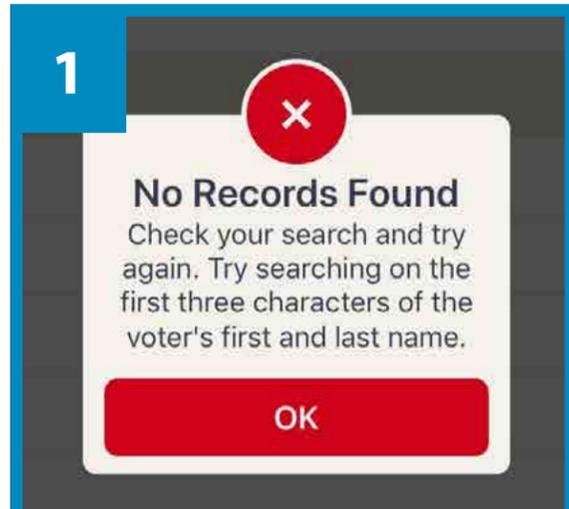
Voters who are currently homeless

See [page 78](#) for instructions.



How to register a voter

1



No Records Found
Check your search and try again. Try searching on the first three characters of the voter's first and last name.

OK

Exhaust all search options

Always search for the voter in multiple ways (last name, first name, alternate spellings, advanced search (see [page 68](#)) with date of birth, etc.) to be 100% sure they are not already registered.

2

“We’ll need a proof of residence. Let’s look at the options together.”

Verify their proof of residence

Do not begin the registration until you see their proof of residence. If necessary, review the proof of residence list with the voter (see [page 62](#)). They can go home to get something if needed.

5



Eligibility Verification

Please ask the voter to answer the questions below to determine eligibility.

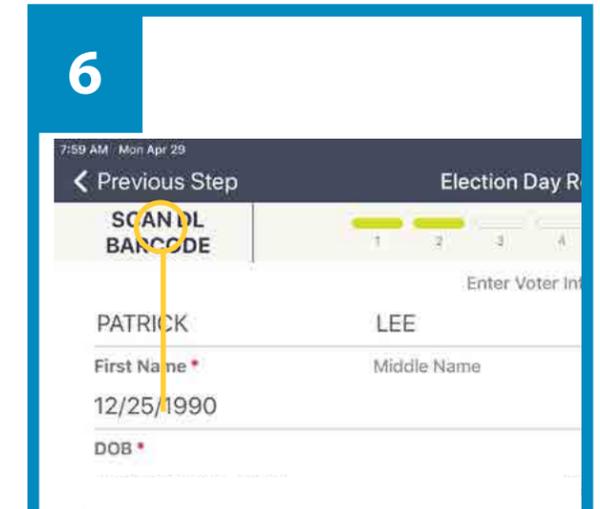
Ask the Voter
Are you a U.S. Citizen?
Yes **No**

Ask the Voter
Will you be at least 18 years old on election day?
Yes **No**

Ask the eligibility questions that appear

If the answer to both questions is “Yes,” select those options, then select “Next”.

6



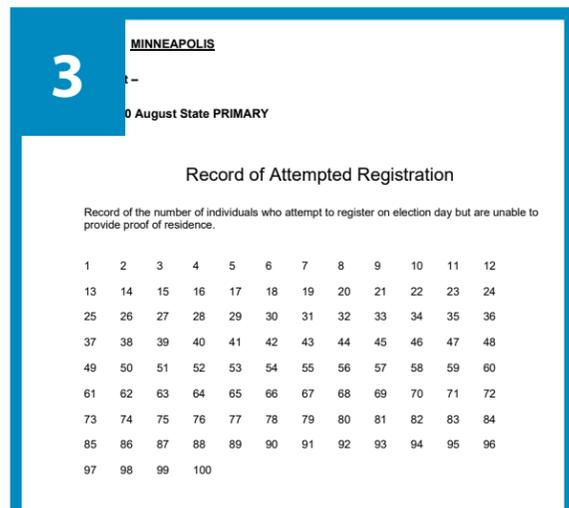
SCAN DL BARCODE

PATRICK **LEE**
First Name * Middle Name
12/25/1990
DOB *

Scan ID, if applicable

If a voter offers you a Minnesota ID, press “Scan DL Barcode” (see [page 70](#)) to import their information.

3



MINNEAPOLIS

August State PRIMARY

Record of Attempted Registration

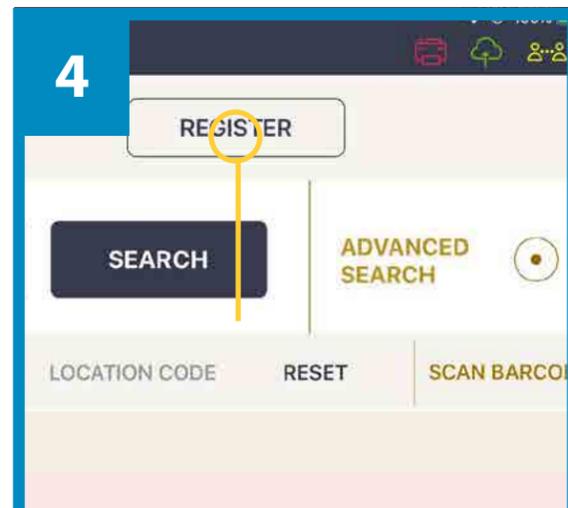
Record of the number of individuals who attempt to register on election day but are unable to provide proof of residence.

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								

If no proof of residence options work for the voter...

On the Record of Attempted Registration form (see [page 171](#)), track the number of voters who can’t register because they don’t have proof of residence.

4



REGISTER

SEARCH **ADVANCED SEARCH**

LOCATION CODE **RESET** **SCAN BARCODE**

Select “Register” from the Voter Lookup screen

7



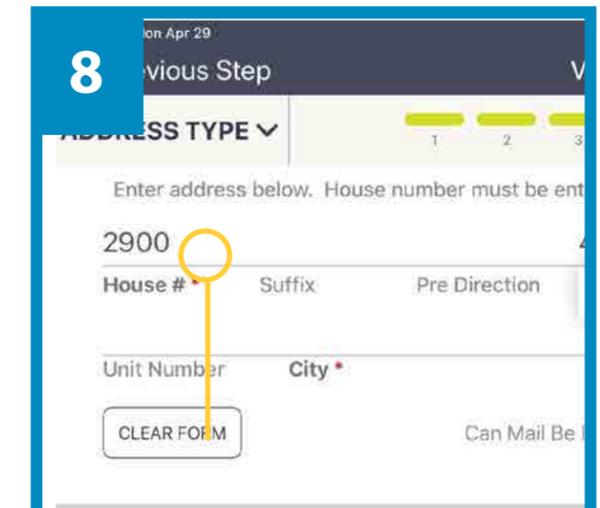
SCAN DL BARCODE

PATRICK **LEE**
First Name * Middle Name
12/25/1990
DOB *

Enter the voter’s full name and date of birth

If you don’t have an ID to scan, manually enter the voter’s full information. You are not required to ask for phone number and email address, as they are optional.

8



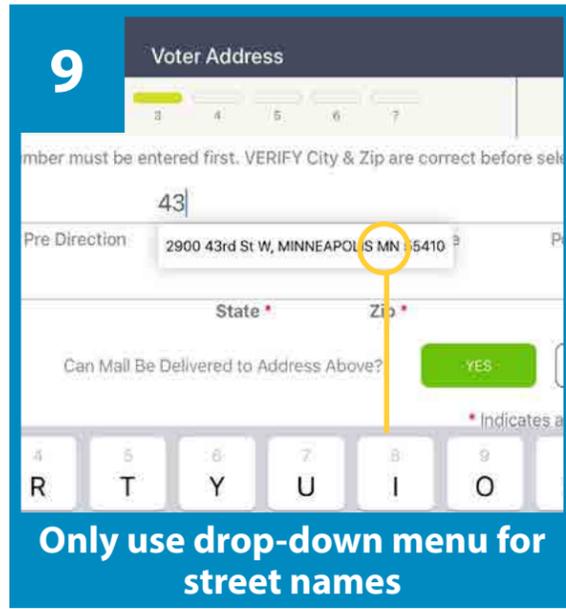
Enter address below. House number must be entered.

2900
House # * Suffix Pre Direction

Unit Number City *

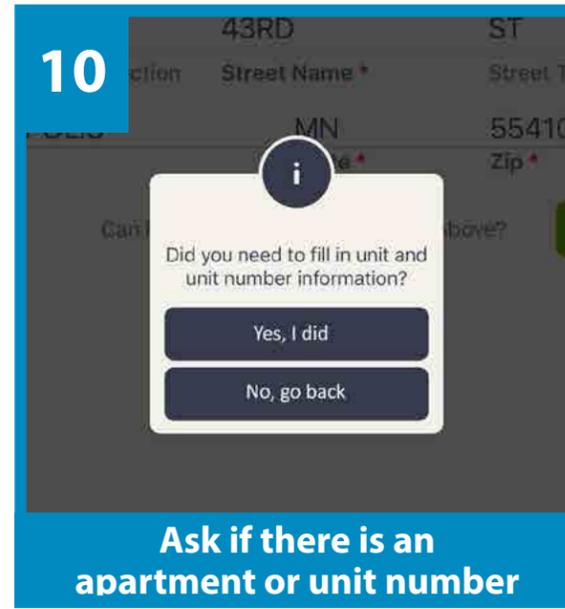
Enter house number

Enter just house number (‘2900’) first.



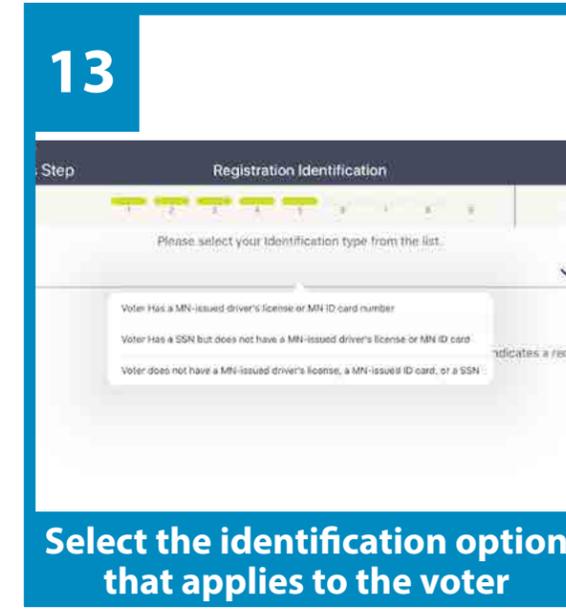
Only use drop-down menu for street names

Skip next to the street name field, enter the just first few characters ('43' for '43rd St W'), then wait for the address to appear. Select the address from the drop-down. City, state and ZIP will auto-fill.



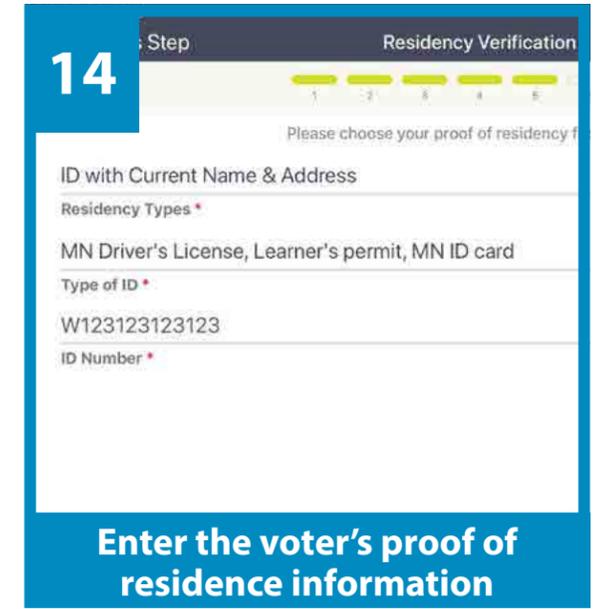
Ask if there is an apartment or unit number

When you press next, a pop-up will always appear to confirm you checked for an apartment number. Press "No, go back" or "Yes, I did" as needed.



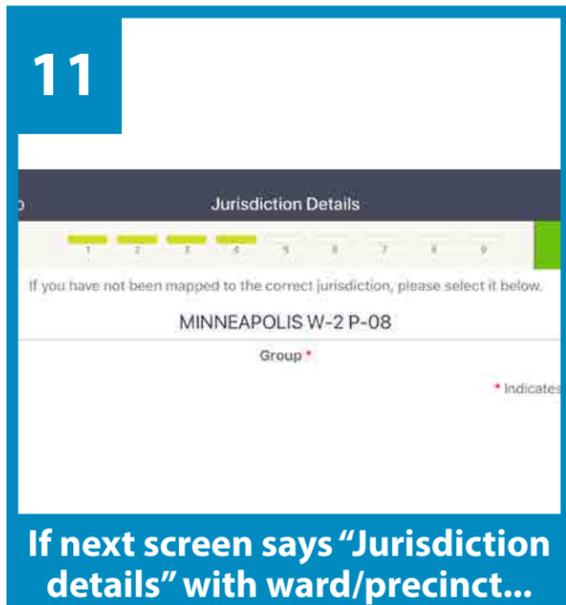
Select the identification option that applies to the voter

This step is asking for an identification number, if available. This is different from proof of residence, though in the case of a Minnesota ID the same information is used for both. If you scanned the voter's Minnesota ID (see [page 70](#)) the number will auto-populate.



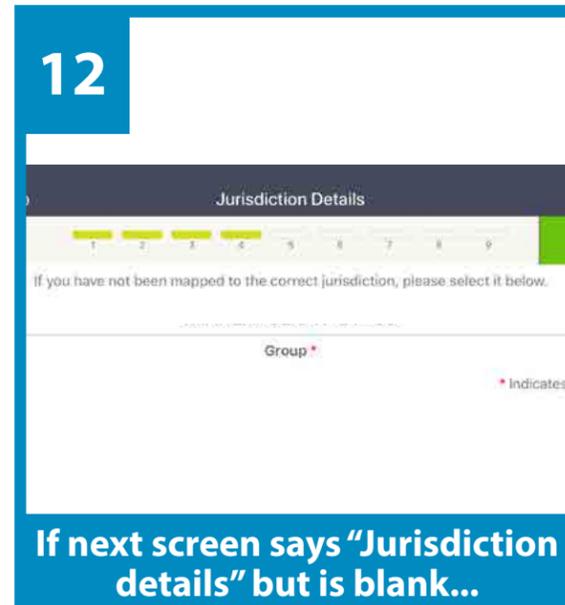
Enter the voter's proof of residence information

If you already scanned the voter's Minnesota ID the number will auto-populate here if that option is chosen. For instructions on how to complete the Voucher Form, see [page 71](#).



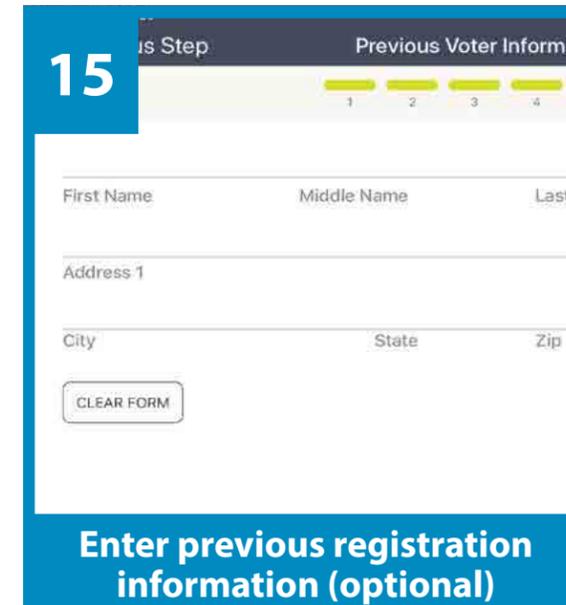
If next screen says "Jurisdiction details" with ward/precinct...

This means the address was found in a different precinct. Check that you entered the address correctly. If so, press "next," then "Map" so the voter knows where to go. Show the voter the map and offer to print directions by pressing "print location."



If next screen says "Jurisdiction details" but is blank...

This means the address was not matched to any precinct. First, check that you entered the address correctly. If you did, alert a poll book & registration specialist, head or assistant judge. They will follow the steps on [page 77](#).



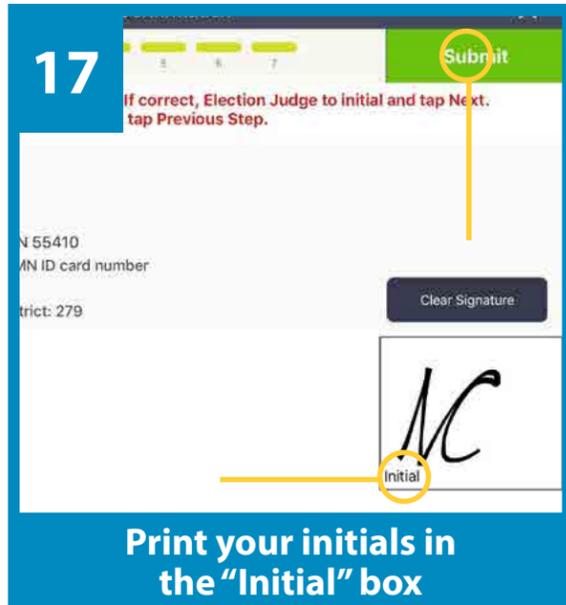
Enter previous registration information (optional)

This screen is optional. If time permits, ask if the voter has moved or changed names since last registration and enter any information they provide.



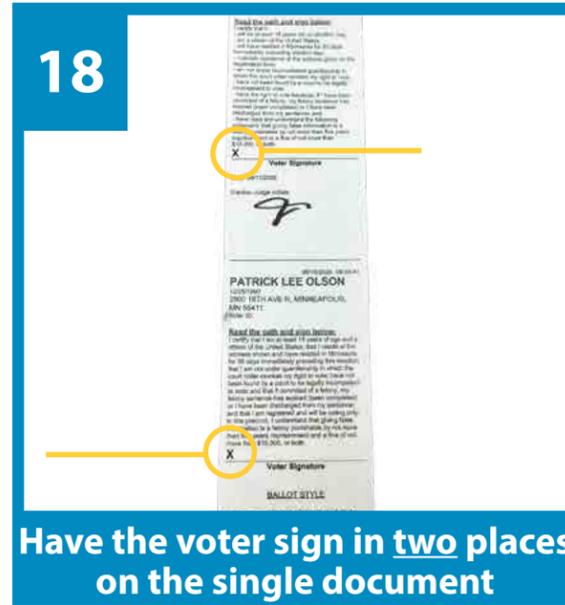
Turn the screen 180 degrees for voter to confirm information

Ask the voter to check their name, date of birth and address on the screen. We want to catch any typos before submitting.



Print your initials in the "Initial" box

When ready, press "Submit."



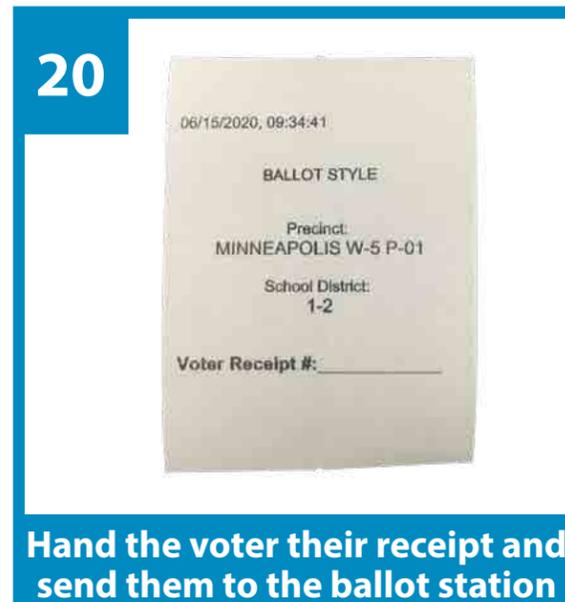
Have the voter sign in two places on the single document

The voter needs to sign the registration application and the signature certificate, which print on one long document.



Place the document in the Election Day Registration box

Fold the document in half so it will fit easily.



Hand the voter their receipt and send them to the ballot station

Do NOT number the receipt. That happens at the ballot station.

INFORMATION



Proofs of Residence: Election Day Registration

ID with Current Name and Address

- ▶ Valid Minnesota driver's license, learner's permit or ID; or a receipt for any of these.
- ▶ Tribal ID with name, address, photo and signature.

Photo ID and a Document with Current Name and Address

Approved photo IDs Choose one. Can be expired.

- ▶ Driver's license, state ID or learner's permit issued by any state
- ▶ U.S. Passport
- ▶ U.S. Military or Veteran ID
- ▶ Tribal ID with name, signature and photo
- ▶ Minnesota university, college or technical college ID
- ▶ Minnesota high school ID

Approved documents Choose one. Can be shown on electronic device.

- ▶ Bill, account or start-of-service statement due or dated within 30 days of the election for:
 - ▶ Phone, TV or internet
 - ▶ Solid waste, sewer, electric, gas or water
 - ▶ Banking or credit card
 - ▶ Rent or mortgage
- ▶ Residential lease or rent agreement valid through Election Day
- ▶ Current student fee statement

Registered Voter Who Can Confirm Your Address

A registered voter from your precinct can go with you to the polling place to sign an oath confirming your address. This is known as 'vouching.' A registered voter can vouch for up to eight voters. You cannot vouch for others if someone vouched for you.

Valid Registration in Same Precinct

If you are registered in the precinct but changed names or moved within the same precinct, you only need to tell the election judge your previous name or address.

College Student ID with Housing List

Colleges and universities send election officials a student housing list. If you are on the list, show your college photo ID to complete your registration.

Notice of Late Registration

If you registered to vote within 20 days of the election, you may get a Notice of Late Registration in the mail. Bring it with you and use it as your proof of residence to register.

Staff Person of a Residential Facility

If you live in a residential facility, a staff person can go with you to the polling place to confirm your address. This is known as 'vouching.' A staff person can vouch for all eligible voters living in the facility.

In all matters, the law and rule are the final authority.
Secretary of State, Elections Division, 180 State Office Bldg.
100 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, MN 55155-1299
(651)215-1440, Web site: www.sos.state.mn.us.

Guide to proofs of residence

Option 1: Valid ID with current name and address

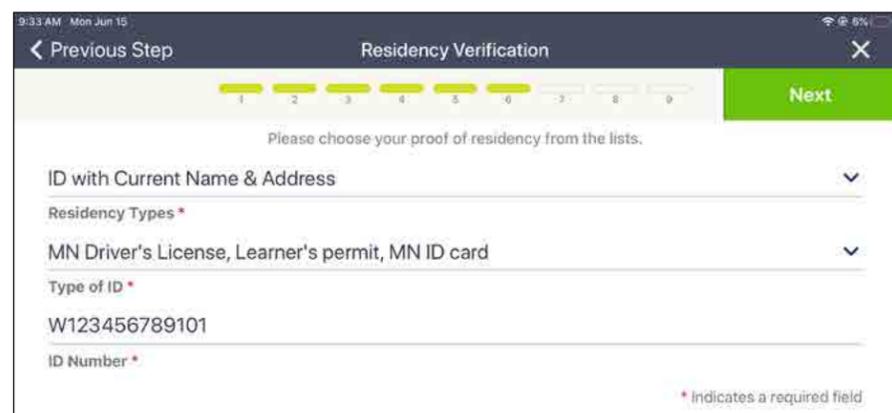
- **Valid Minnesota driver’s license, learner’s permit or ID; or a receipt for any of these.**

If showing a receipt, the voter does NOT need to have a clipped/expired photo ID.

If the card says ‘status check’ in the lower right-hand corner, it means the voter was not a citizen when they applied for the license. They may or may not have become a citizen since then. Have the head or assistant judge administer the challenge procedure found on page 107.

- **Tribal ID with name, address, photo and signature**

You are not required to live on a tribal reservation to use a tribal ID to prove residence.



Option 2: Photo ID and document with current name and address

The second option is to show two things: a photo ID and a document with current name and address.

Approved photo IDs

The ID must contain the voter’s photo and current name. It can be expired.

1. Driver’s license, state ID or learner’s permit from any state or U.S. territory
2. U.S. Passport
3. U.S. Military or Veteran ID
4. Tribal ID w/name, signature, and photo
5. Minnesota university, college or technical college ID
6. Minnesota high school ID

Approved documents

The document must have the voter’s current name and current address in the precinct. The document can be shown electronically (smartphone, tablet, etc.) or on paper.

1. Bill, account or start-of-service statement

Must be for one of the following:

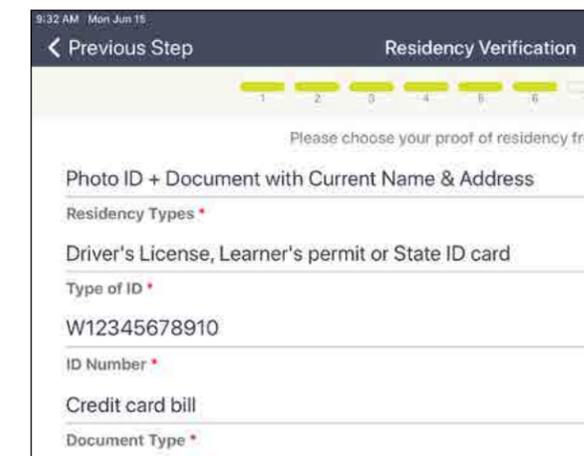
- phone, TV, or internet
- solid waste, sewer, electric, gas, or water
- banking or credit card
- rent or mortgage

Must be due or dated within 30 days of the election. If the document lists two dates (e.g., an order date and start-of-service date), use the date when service starts.

2. Residential lease or rent agreement valid through Election Day

If a lease is in an automatic renewal period and you cannot tell it is valid through Election Day, it cannot be used. You must be able to confirm that the lease goes through Election Day from the document itself.

3. Current student fee statement



Option 3: Registered voter who can confirm your address (vouching)

A registered voter from the same precinct can sign an oath confirming another voter’s address. This is called vouching. The person signing the oath is the voucher.

Vouching guidelines

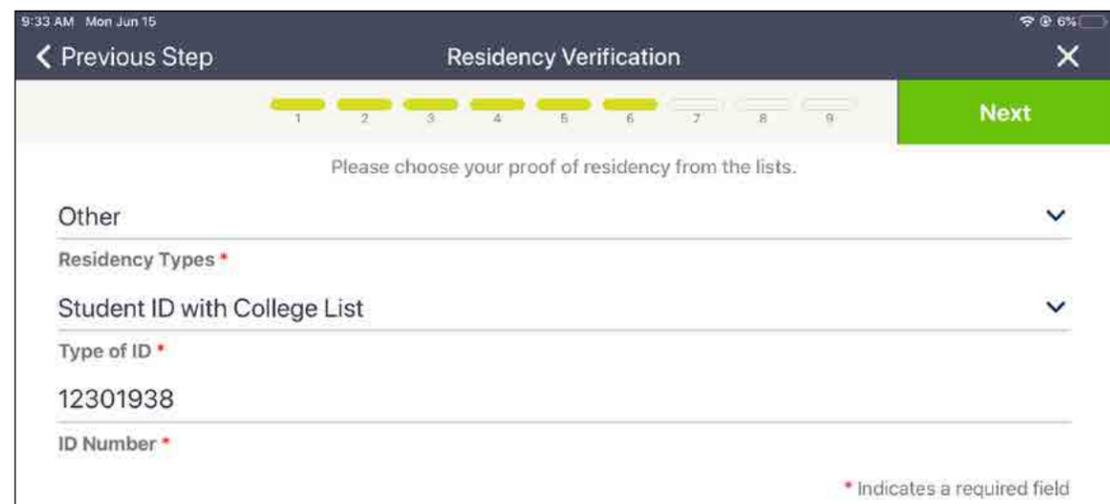
The voucher:

- Must live in the same precinct as the voter.
- Must have personal knowledge the voter lives in the precinct.
- Must register to vote, either before or on Election Day.
- Vouchers can register on Election Day unless they also were vouched for.
- Cannot vouch for more than eight voters.
- Can be an election judge. Ask another judge to register the voter in their poll book, instead of doing it yourself.

See [page 71](#) for instructions on processing a voucher in the poll book.

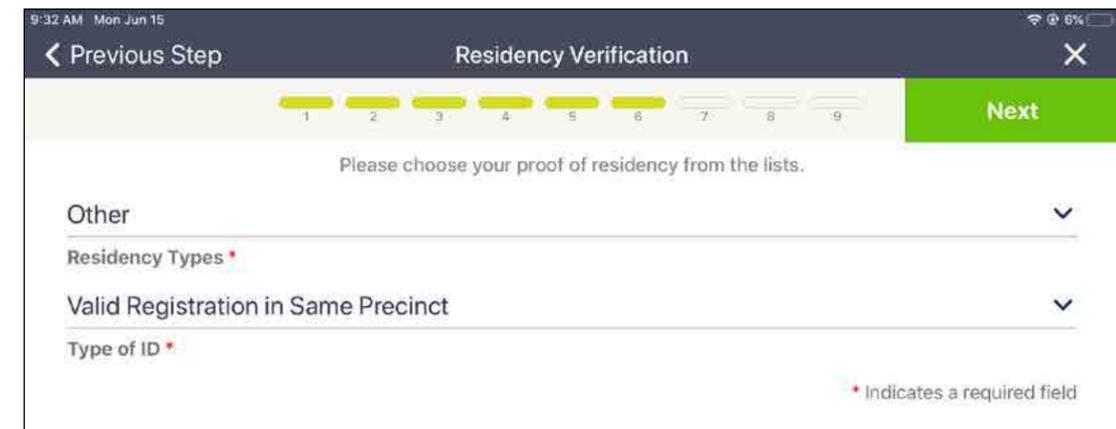
Option 4: Student housing list and student photo ID

Colleges can send a list of students who live on campus in your precinct. This applies to specific precincts near UM-Twin Cities, Augsburg, MCAD, or North Central University (Elliot Park area). If a student’s name is on the list, they just need to show a current, valid student photo ID for their proof of residence.



Option 5: Valid registration in the same precinct

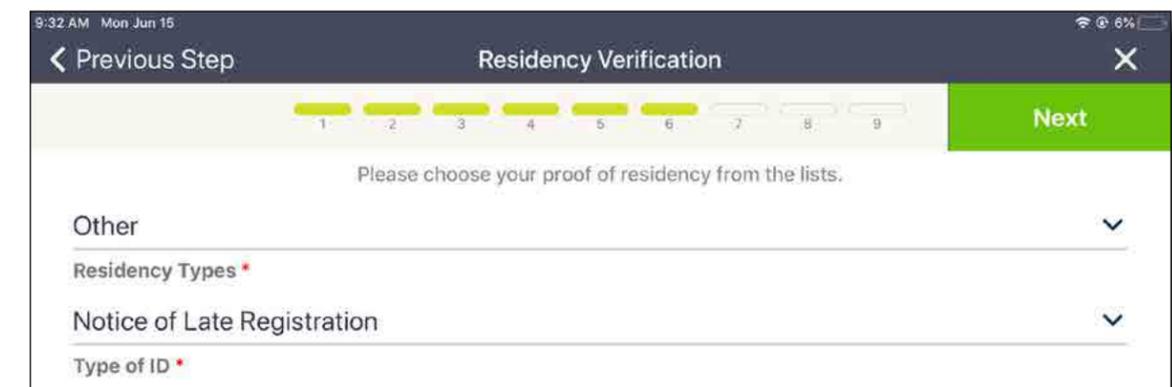
If a voter is already registered in the precinct but changed names or moved within the same precinct, their registration listed in the poll book serves as proof of residence. No additional documentation is needed. As long as their previous voter record appears in the poll book, and they still live in the precinct, they are not required to show a document with their new name and/or address. See [page 73](#) for instructions on processing in the poll book.



Option 6: Notice of late registration letter

You can either register up to three weeks before the election or on Election Day itself. If you send a registration during the 20 days leading up to the election, your registration will not be active on Election Day. Instead, you may get a letter from Hennepin County saying that you registered too late.

If so, you can bring the letter on Election Day and use it as proof of residence. No other documentation is needed. You still have to register since your registration is not active yet.



Option 7: Vouching by residential facility staff

If you live in a residential facility, a facility staff person can vouch for your address.

Residential facilities include assisted-living facilities, battered women’s shelters, group residential housing, homeless shelters, nursing homes, residential chemical treatment, residential facilities for persons with developmental disabilities, supervised-living facilities, transitional housing, and veterans’ homes.

See [page 71](#) for instructions on processing vouchers in the poll book.

Rules for residential facility vouching

This vouching differs from the vouching described in option 5 on [page 65](#).

- **They may vouch for an unlimited number of residents at the facility.**

As such, do not note their information on the Precincts List of Persons Vouching Form.

- **They must demonstrate their employment at the facility.**

The staff person can prove employment by any one of these three options:

- Show a facility employee photo ID.
- Show a statement on facility letterhead. A manager or equivalent officer must sign a letter saying the person is an employee.
- Be on the certified list of employees sent to your precinct. Some organizations send a letter in advance; it will be in your polling place supplies.

Using advanced search

Use this function only if you are unable to find the voter by searching for the voter’s name alone. This allows you to include date of birth or address in your search.

1. **Select “Advanced Search.”**

This gives you access to additional fields to add to your search.

2. **Select “Reset”**

Clear any information that may be leftover from a previous advanced search.

3. **Select the field(s) you want to include in the search.**

You can search for any combination of first name, last name, date of birth, and address.

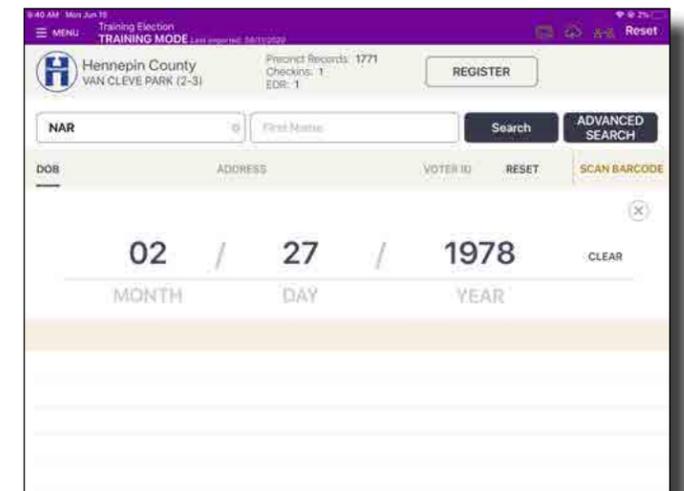
4. **When you have entered all of your search terms, select SEARCH.**

5. **If you find the voter’s record...**

- If you find the voter’s record, and it is current, complete the check-in process.
- If you find the voter’s record but the name or address have changed, press ‘Updated Registration’ on the confirmation screen (see [page 73](#)).
- If there is a typo in their name or date of birth, see [page 53](#).

6. **If you can’t find the voter...**

If after exhausting all search options the voter’s record still doesn’t appear, the voter will need to register.



Find the voter's precinct and print directions

1. Select "Menu" in the upper left-hand corner.



2. Select "Precinct Finder."

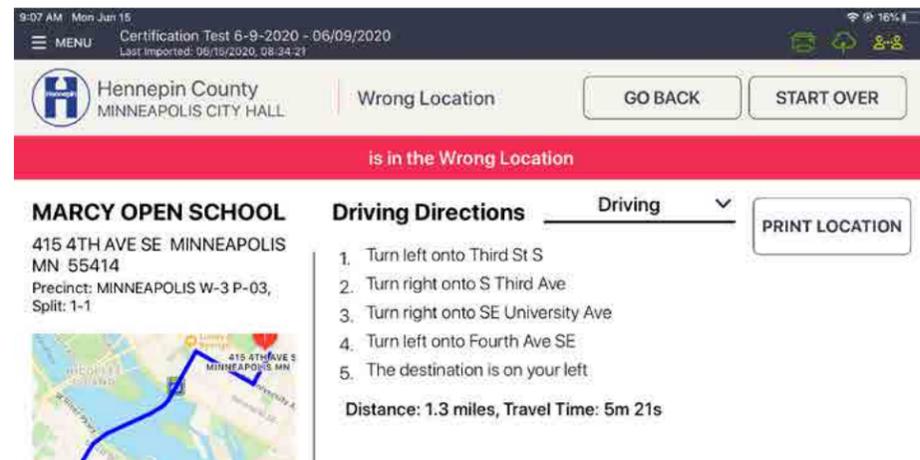


3. Enter the voter's house number and start typing the street name.
4. Select the correct street name from the drop-down and press "SEARCH."



5. Show voter the map and/or print directions.

The voter's precinct and polling place information will be displayed. You may print directions from the current polling place to the voter's correct polling place by pressing "Print Location."



How to scan a Minnesota ID

1. Go to the registration screen where you input name and date of birth.
2. Scan ID (current or expired Minnesota ID)

It's fine to use an expired ID or one with an old Minnesota address. The scanner only pulls the voter's permanent information: name, date of birth and license ID number.

3. Place the ID in the tray backward so you see the back of the ID.
4. Press "Scan DL Barcode."

The camera screen will appear and snap a shot of the barcode. If the scan is not working, check for glare and reflection on the ID, as this can prevent the camera from recognizing the barcode.



5. Do not forget to give the voter their ID back when done!

Process a voucher in the poll book

One of the proofs of residence a voter may use to register is a registered voter who can confirm their address, known as a voucher (see [page 65](#)). If this option is selected, there are extra steps to complete as part of the registration process.

1. Check the Precinct List of Persons Vouching Form

This form (see [page 170](#)) tracks how many people someone has vouched for that day, with a limit of 8. Before beginning, locate the form and confirm the voucher has not reached their limit. Keep the form nearby, as you will fill it out in the last step. Note: residential facility vouchers are not tracked on this form, as they can vouch for all eligible residents and are not limited to 8.

2. Choose "Vouched For" as proof of residence.

On the Residency Verification screen, select "Other" on the "Residency Type" line. On the "Type of ID" line, select "Vouched For."

3. Select type of voucher.

Select whether the voucher (not the voter) is pre-registered, registered today, or is an employee of a residential facility.

4. Enter the voucher's information.

Again, you are entering the voucher's information, not the voter's.

- Touch the "Voucher Name" line and begin typing the voucher's name. A list of pre-registered voters will appear. Verify the voucher's name and address and select from the list. The voucher's name and address will auto-populate.
- Enter the voucher's phone number.
- If voucher is an employee of a residential facility, enter the name of the facility.

5. Select the keyboard icon to return to top of the page.

6. Select "Sign".

You and the voucher will sign the screen.

7. Complete the registration process per usual.

8. Fill out the Precinct List of Persons Vouching form.

You need to track all vouchers, except residential facility vouchers, on the Precinct List of Persons Vouching form (see [page 170](#)).

Update a voter's record

If a voter is registered in your precinct, but has changed names or moved (but still lives in the precinct) you can update their record easily.

1. Do not use "Update Registration" to correct a typo.

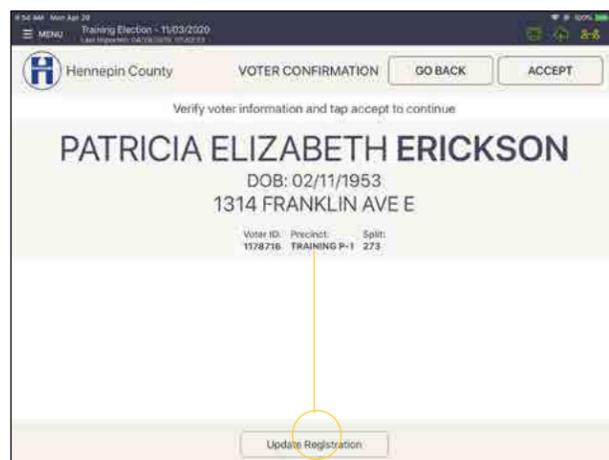
Typos on a pre-registered voter's record go on the Roster Correction Form (see [page 169](#)). There is nothing to update or change in the poll book.

To correct a typo on a new registration that was created today at the polling place, see [page 80](#). There is nothing to update or change in the poll book.

2. Search for the voter and pull up the confirmation screen.

3. Press "Update Registration."

Instead of pressing "Accept," press "Update Registration" at the bottom of the screen.



4. Enter the new information.

The registration screen will appear with the voter's current information already filled in. Change the information as necessary.

5. Use "Valid Registration in Same Precinct" as proof of residence.

Since the voter has a previous registration in the precinct, and are simply updating their name and/or address, they can use "Valid Registration in Precinct" as their proof of residence (see [page 66](#)). They do not need to provide a document with their new name or address.

Voters who need to maintain privacy

The name and address on your voter registration record is public information. However, a voter can ask to keep their information private due to personal safety concerns.

Request to keep information private

The voter can ask that their name and address be visible only to election officials and judges. To do this, have the voter write and sign the statement below on any piece of paper. It should include the voter's full name and the address, and be attached to their signature certificate.

"I request that my name be withheld from the public information list of voters because it is required for either my safety or the safety of my family, as provided in Minnesota Statutes 201.091, sub. 4."

Request to inactivate registration

As an extra safety measure, voters can ask to have their registration deactivated. Officials will enter their information into the system only long enough to verify their voting address. It will be marked as private from the start. This will prevent election officials from seeing the information in the private database of voters unless they are specifically looking for the voter's record.

To verify the address, a county election official will send a postcard. Once it has been delivered to the address, the election official will inactivate the record. The person must re-register before voting again.

Have the voter write and sign the statement below on any piece of paper. It should include the voter's full name and the address they are registering to vote at. Attach the statement to their signature certificate.

"I am currently registered to vote at the name and address above. I hereby request that my voter record be marked "inactive" in the statewide voter registration system, in accordance with Minnesota Statutes 201.13, subdivision 4."

Safe at Home

If a voter tells you they are enrolled in the Minnesota Secretary of State's Safe at Home address confidentiality program, have them call 651-201-1399 for further instructions. Participants in this program need their address to be private for their safety, and registering in the polls can jeopardize their anonymity.

Poll book & registration specialist

Duties

1. Lead poll book station setup ([page 33](#)).

2. Troubleshoot technical issues.

- Connectivity issues with the printer ([page 41](#)) or cradlepoint ([page 42](#))

3. Spend your day monitoring the team.

Your main role is to mentor and supervise others as they work on the poll books. Most polling places have two poll book and registration specialists. At least one of you should be monitoring others' work rather than operating a poll book yourself.

4. Perform advanced tasks and functions on the poll book.

- Reprinting documents ([page 79](#))
- Canceling check-ins ([page 81](#))
- Correcting typos (see [page 53](#) for a typo on a pre-registered voter, and [page 80](#) for a typo on a new registration)
- Registering voters without a findable street address ([page 77](#))

5. Be available for calls from headquarters.

We may text or call you. Keep phones on and with you and check your messages periodically.

6. Will I rotate to other stations?

There should always be at least one poll book specialist at the poll book station. It's fine for one of you to rotate to other stations as needed or by request, but the poll book station is your default station.

7. Notify your head or assistant if a challenge screen appears.

Only the head or assistant should administer the challenge process ([page 83](#)).

8. Lead poll book station closing ([page 131](#)).

Mentoring and quality control

• **Orient each person during station changes.**

For example, point out where to find the Precinct List of Persons Vouching Form (see [page 170](#)) and ask a few questions to test their knowledge. Make sure they understand various proofs of residence, etc.

• **Stand behind team members and monitor while they work.**

This develops our team and ensures that everyone is learning. Listen as they work and intervene with corrections and tips.

• **Ensure that signature certificates are paper clipped in groups of 25 throughout the day.**

Bundle pre-registered signature certificates and Election Day registration signature certificates separately; do not commingle.



Poll book green cases at the (former) Elections Warehouse

Advanced poll book functions

Voter's address is not in the poll book

On occasion, a voter's address cannot be found by the poll book. This is most common with new housing or housing that is zoned commercial.

- 1. After you enter address and continue, the next screen will say "Jurisdiction Details" without a ward/precinct listed.**

This means the address was not matched to any precinct.

- 2. Triple-check that you entered the address correctly.**

Press "previous step" and re-enter the address if needed.



- 3. Select your precinct on the "Jurisdiction Details" screen.**

Press the "Group" field and a drop-down of precincts will appear. Carefully choose your precinct.



- 4. Call headquarters for approval and for override code.**

Headquarters will verify the address is in your precinct and give you an override.

- 5. Proceed with the rest of the registration per usual.**

How to register a voter who is homeless

- 1. Be patient and kind.**

Some voters cannot find a voucher needed for their proof of residence, leaving them frustrated.

- 2. Ask the voter where they are staying.**

A voter's residence is where they sleep, be it a shelter, a friend's house, a parked car or outside. If they do not typically sleep in the same place, ask where they slept the previous night. P.O. Box or general delivery address cannot be used as a residence.

- 3. Verify the location they are staying at is in the precinct.**

If the location does not have a street address, you will need to look on a precinct boundary map. View a zoom-able precinct map at <https://tinyurl.com/viewmplsmap>, or call headquarters for assistance. If the voter typically sleeps in another precinct, guide them to the correct polling place.

- 4. Review proof of residence options with the voter.**

In most cases, a voter who is homeless will need someone to vouch for them. This can be difficult, particularly for those who stay outside. If the voter is staying at a shelter, review the residential facility vouching process on [page 67](#).

- 5. Begin to register the voter in the poll book.**

If the voter does live in the precinct and has proof of residence, begin the registration.

- 6. If necessary, enter a description of their address.**

If the voter stays outside, you will need to type a description of it. Enter zeros for the house number, and then put a description in the street name field.

- 7. Select your precinct on the "Jurisdiction Details" screen.**

If the address could not be found, you will see a screen asking you to choose the ward/precinct. Press the "Group" field and a drop-down of precincts will appear. Carefully choose your precinct

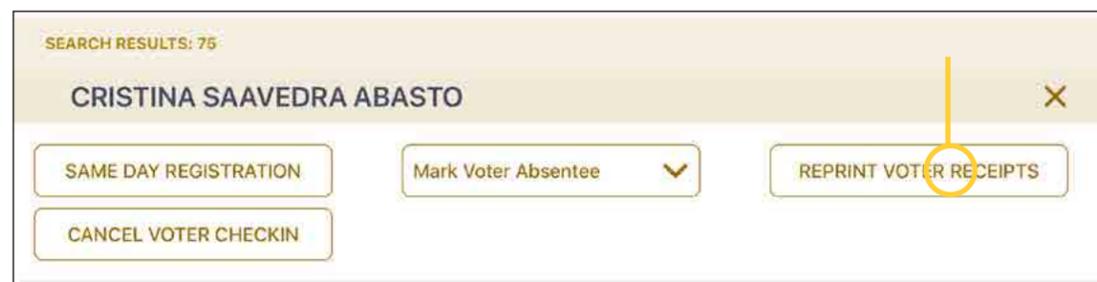
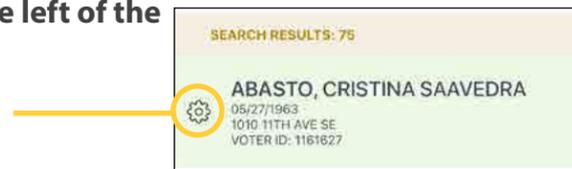
- 8. Call headquarters for approval.**

Staff will review details and give final approval.

Reprint a document

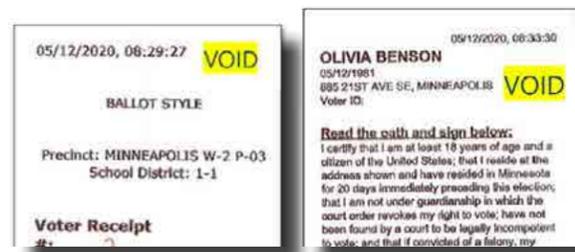
If a signature certificate or ballot receipt is torn or does not entirely print, you can reprint it.

1. In the poll book, search for the voter whose document you need to reprint.
2. Select the gear button located to the left of the voter's last name.
3. Enter the password.
4. Press "Reprint Voter Receipts."



5. Have voter sign reprinted Signature Certificate as needed.
6. Write 'void' on the partial or torn Signature Certificate or ballot receipt and place it in the Voided Signature Certificates Envelope.

If you now have two intact ballot receipts, take care to void the extra and place in the voided envelope. An extra ballot receipt that makes it way to the ballot station will cause your counts to be off.



7. Have the head judge record this in the Incident Log.

Data entry error on a registration

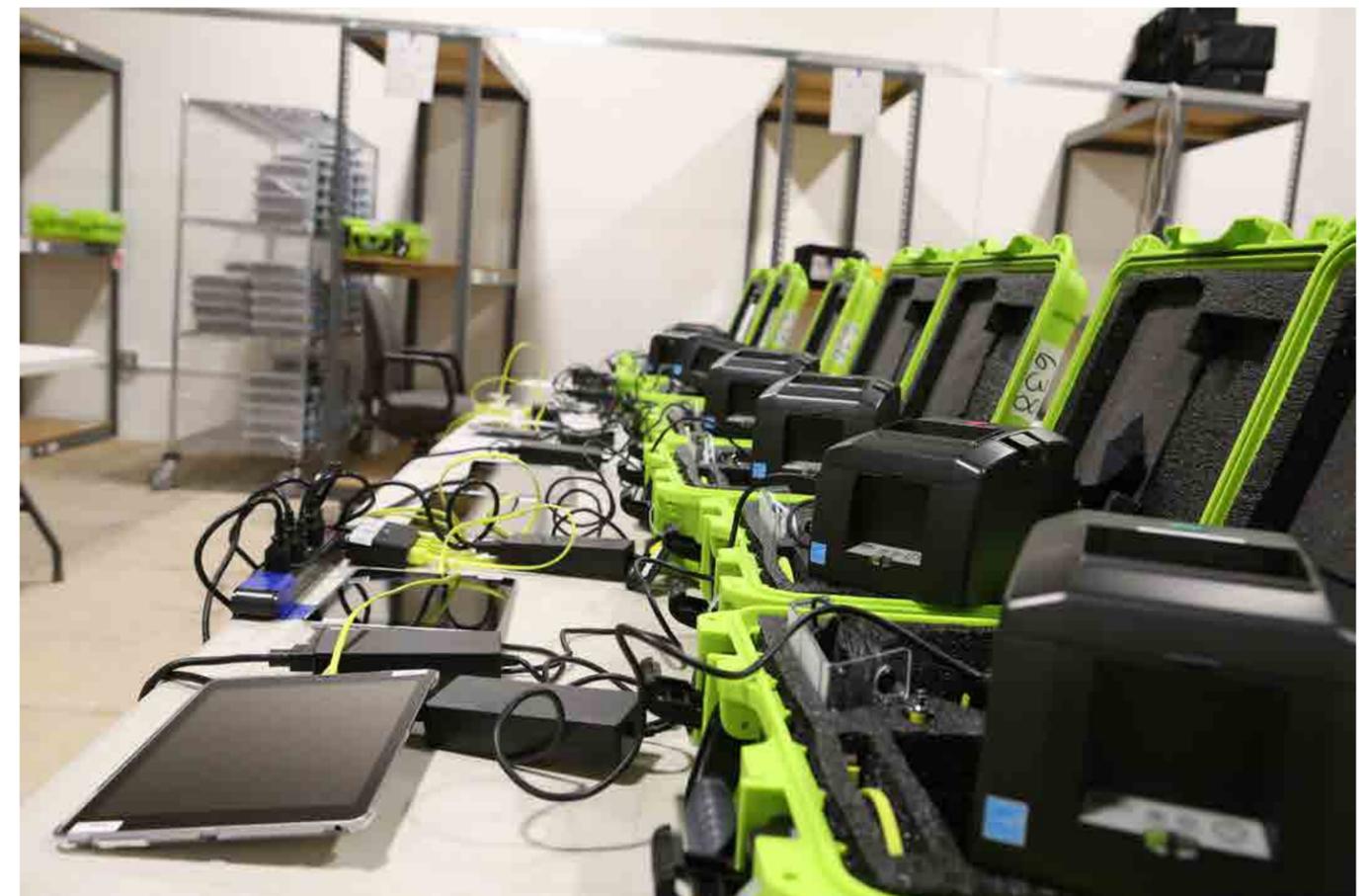
If you or the voter notices a data entry error after printing the registration application and signature certificate, follow these steps.

Remember, correcting typos on the record of a pre-registered voter follows a different process than the one below (see [page 53](#)).

1. Write down the correction directly on the printed document.

For example, cross out a misspelled letter and write the correct one next to it.

2. Note the correction with a highlighter.
3. Write your initials next to the correction.
4. Have the head or assistant make a notation on the Incident Log.



Getting poll books ready for Election Day

Cancel a voter check-in

You will need to cancel a voter check-in if:

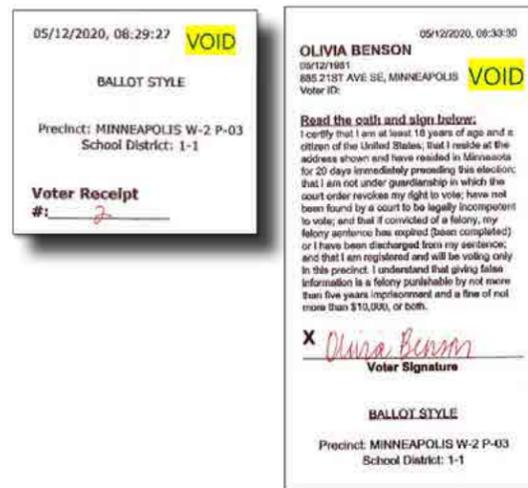
- You checked-in the wrong voter.
- You checked-in the correct voter, but then discover the voter needs to update their name/address, which requires a registration update ([page 73](#)).

1. Process the voter first.

If you checked-in the wrong voter, first take care of the voter in front of you. Find the correct record and check them in. Then proceed to the next steps.

2. Write "VOID" on the documents.

Print the word "VOID" at the top of the Voter Signature Certificate and Voter's Receipt that need to be voided and highlight it in yellow.



3. Place the voided documents in the Voided Signature Certificates Envelope.

4. Make a note in the Incident Log.

Include time, election judge involved, voter involved, and reason for cancellation.

5. In the poll book, search for the voter who you mistakenly checked-in.

6. Select the gear button located to the left of the voter's last name.

7. Enter the password.

8. Press "cancel voter check-in."

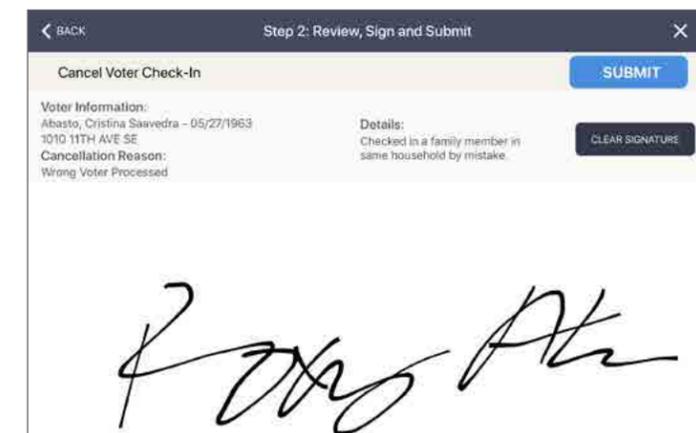
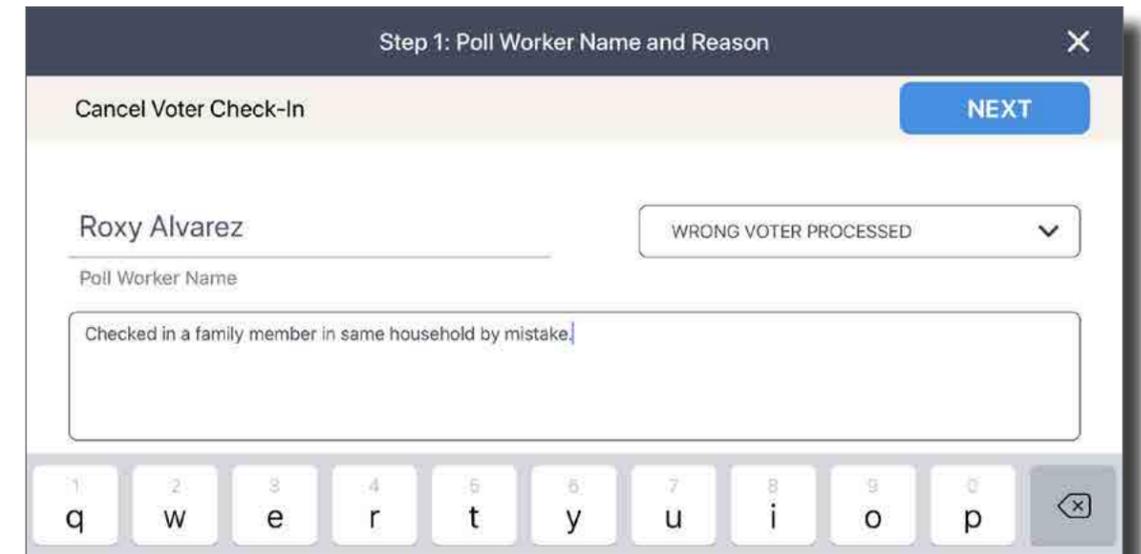


9. Document the incident, sign and press "Submit."

Note the name of the election judge who made the error, select a reason, and explain what happened in the notes area.

10. Sign the next screen, then press "Submit."

The voter's record has now been cleared and will no longer show as being checked-in.



Challenged voter screen

If you select a voter's record in the poll book and the screen says challenged voter, politely ask the voter to wait while you get the head or assistant judge. Do not read the content of the screen. Roster challenges pop up if there is some need to clarify the voter's eligibility to vote in your precinct. There are several potential issues that could appear in the process of maintaining the voter registration database, and the law provides a process for resolving such questions.

Instructions for head or assistant

1. Be tactful.

Do not embarrass or upset the voter. Have a private conversation away from others, which may mean stepping aside for a moment. You can remove the poll book from its stand while you do so.

Explain there are some questions you need to ask and read the script on the screen.

2. The script explains why there is a challenge, walks you through putting the voter under oath, and has questions for you to ask the voter.

Resolve the challenge based on the voter's answer to your question(s).

You must take action based only on the voter's answer. Do not ask or require a voter to prove their eligibility beyond the answers given under oath.

3. Final steps:

- If the voter's answer indicates they are eligible, press CLEAR CHALLENGE on the bottom of the screen and process the voter as usual.
- If the voter's answer indicates they are not eligible, they cannot vote. Press CHALLENGE FAILED, and record details on the Incident Log.
- If the voter declines to swear or affirm in order to answer questions, press CHALLENGE REFUSED.

In all cases, record the full details of the challenge in the Incident Log.

See ID

In some cases where a voter registered in advance, the system may not be able to verify their information. The head or assistant needs to be called. The voter will need to present proof of residence documentation that would be needed to register. They do not need to re-register, unless they need a voucher for proof of residence.

Do not update software

If a pop-up screen appears asking to update software, press 'Later.' Let the whole team know about this.

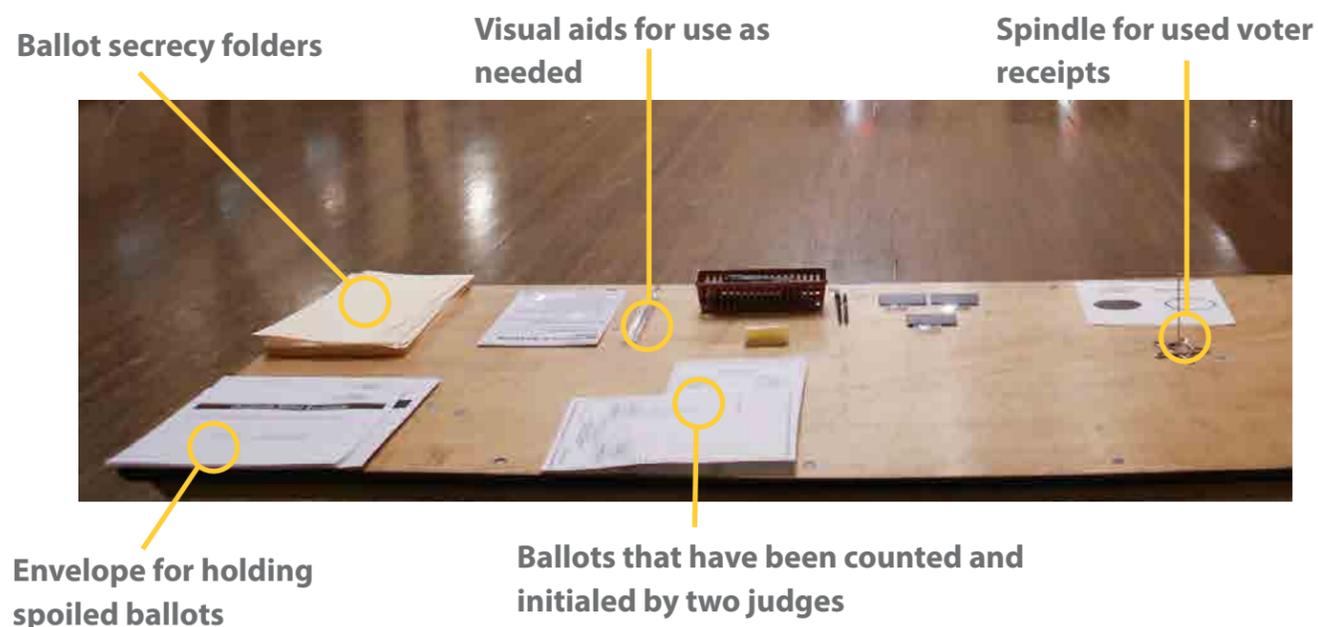


Yes, that's right. The poll books ARE fun!

BALLOT STATION

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Station tasks

- 1. Receive voter receipts and issue a ballot.**
Make sure each ballot has the initials of two election judges.
- 2. Number and count voter receipts.**
- 3. Prepare more ballots to issue, as needed.**
- 4. Give voters instructions on how to mark a ballot.**
See [page 88](#) for what to say.
- 5. Issue replacement ballots to voters who make a mistake.**
You must 'spoil' the old ballot and place it in an envelope. See [page 91](#).

Preparing ballots

Procedure

- 1. Never open more than needed.**
You can always open more later. This promotes ballot security and simplifies closing paperwork. Keep your head judge in the loop during the day.
- 2. Follow steps 4 - 6 on [page 32](#)**
- 3. Return remaining sealed packages to a secure location.**

Ballot shortages

- If the total supply of ballots runs low (200 or lower), contact headquarters immediately.
- Never issue your last ballot. Keep it to use for making unofficial ballots. Do not wait until all the ballots are gone before making unofficial ballots.
- Check with headquarters before doing so and note on the Voter Statistics Worksheet how many were made. Do not keep voters waiting.

Issuing a ballot

1. Collect a voter receipt.

Never give out a ballot unless the voter hands you a voter receipt first. Number and store the receipt before you hand over a ballot.

2. Number each receipt sequentially.

Write the total number of receipts collected for the day on the front of the receipt.

For example, if this is the fifth receipt collected, write “5” on it. For reference, look at the last receipt collected.

When polls close, the number of voter receipts should match the number of ballots in the ballot tabulator.

The head or assistant judge will compare (audit) these figures on an hourly basis to ensure everything is on track.

3. Place the receipt on the spindle.

4. Paper clip receipts in 25s during the day.

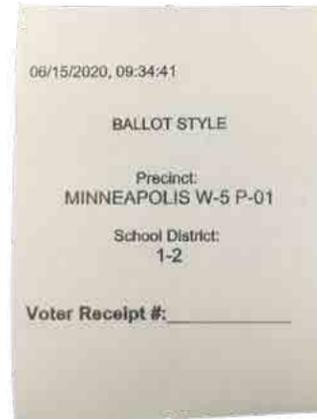
For every 25 receipts you collect, paper clip them together with a paperclip or rubber band. Store them in the Used Voter Receipts Envelope.

5. Offer a secrecy folder.

This folder lets you cover your ballot choices while you carry it to the tabulator. Always offer one, but voters are not required to take it.

6. Give basic instructions on how to mark a ballot.

See the following section for a script.



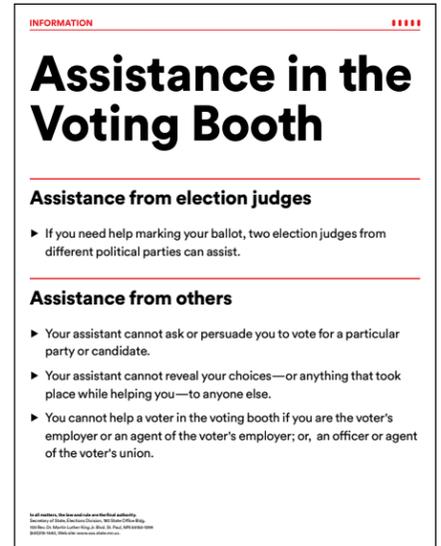
7. Have any assistants with the voter review rules for neutrality.

Voters can have an assistant in the voting booth with them, but the assistant cannot influence the voter in any way. There is a laminated document at the ballot station listing these rules (thumbnail on the right). Have the assistant read the rules before going back with the voter.

8. Direct the voter to an empty voting booth, table, or ballot marking device.

Always offer the ballot marking device—do not make assumptions about who needs or wants to use the ballot marking device: “You can vote at any of those booths over there. We also have a machine that can mark the ballot for you.”

Voters do not have to wait for an open voting booth. They can use a free table or a clipboard to complete their ballot if they choose.



Voter instructions

- Give the same instructions to every voter.
- Always hold the ballot by the top edge, to avoid accidentally pointing at any given race.
- With your other hand, explain the ballot, keeping your hand flat and open. Your other hand shouldn't touch the ballot itself. Do not point to specific candidates or parties, even by accident.
- You may demonstrate with an official ballot, but never do so with a pen in hand (avoid the risk of accidentally marking a ballot).

Providing neutral instructions

Our job as election judges is to assist voters in understanding the voting process in order to cast their ballot. The law prohibits judges from discussing ballot questions, candidates, or policy issues. This is critical to maintaining a fair and impartial polling place for all voters.

Voter instructions for a primary election

“Here is your ballot. There are races on both sides of the ballot.

On the front, each major party has a column; decide which party’s candidates you want to vote for, then only vote for candidates in that same column. Then continue on the back with nonpartisan races.

Completely fill in the oval next to the candidate’s name of your choice.

If you make a mistake, bring the ballot back here to get a new ballot.

When you are done, bring your ballot to the ballot counter.

You can vote at any of those booths over there. We also have a machine that can mark the ballot for you.”

Voter instructions for a general election

“Here is your ballot. There are races on both sides of the ballot.

Completely fill in the oval next to the candidate’s name of your choice.

If you make a mistake, bring the ballot back here to get a new ballot.

When you are done, bring your ballot to the ballot counter.

You can vote at any of those booths over there. We also have a machine that can mark the ballot for you.”

Voter instructions for a ranked-choice voting election

Minneapolis uses ranked-choice voting when electing city offices. Instructional handouts on ranked-choice voting are available at the polling place during applicable elections.

“Here is your ballot. There are races on both sides of the ballot.

This election used ranked-choice voting.

Pick your first choice candidate by completely filling in the oval next to that candidate in the first column.

If you have a second or third choice candidate, completely fill in the oval next to those candidates under the second and third choice columns.

If you make a mistake, bring the ballot back here to get a new ballot.

When you are done, bring your ballot to the ballot counter.

You can vote at any of those booths over there. We also have a machine that can mark the ballot for you.”

Ballot question instructions

Never explain or discuss the content of ballot questions. Just explain how to mark ‘yes’ or ‘no,’ which is printed on the ballot.

Spoiled, found or abandoned ballots

If a voter makes a mistake on their ballot, they can turn it in and get a new one. Ballots that voters give back due to an error are called 'spoiled' ballots.

Spoiled ballot

1. Retrieve the Spoiled Ballot Envelope.
2. Have the voter place their ballot directly into the Spoiled Ballot Envelope.

Do not take the ballot from the voter. Ask the voter to insert it directly, unless they request assistance. Do not write anything on the ballot. If the voter wants to review the ballot with you, remember that two judges from different major political parties are required (see [page 115](#)).

3. It's fine to fold the ballot if it is longer than the envelope.
4. Issue a replacement ballot to the voter.

Found or abandoned ballot

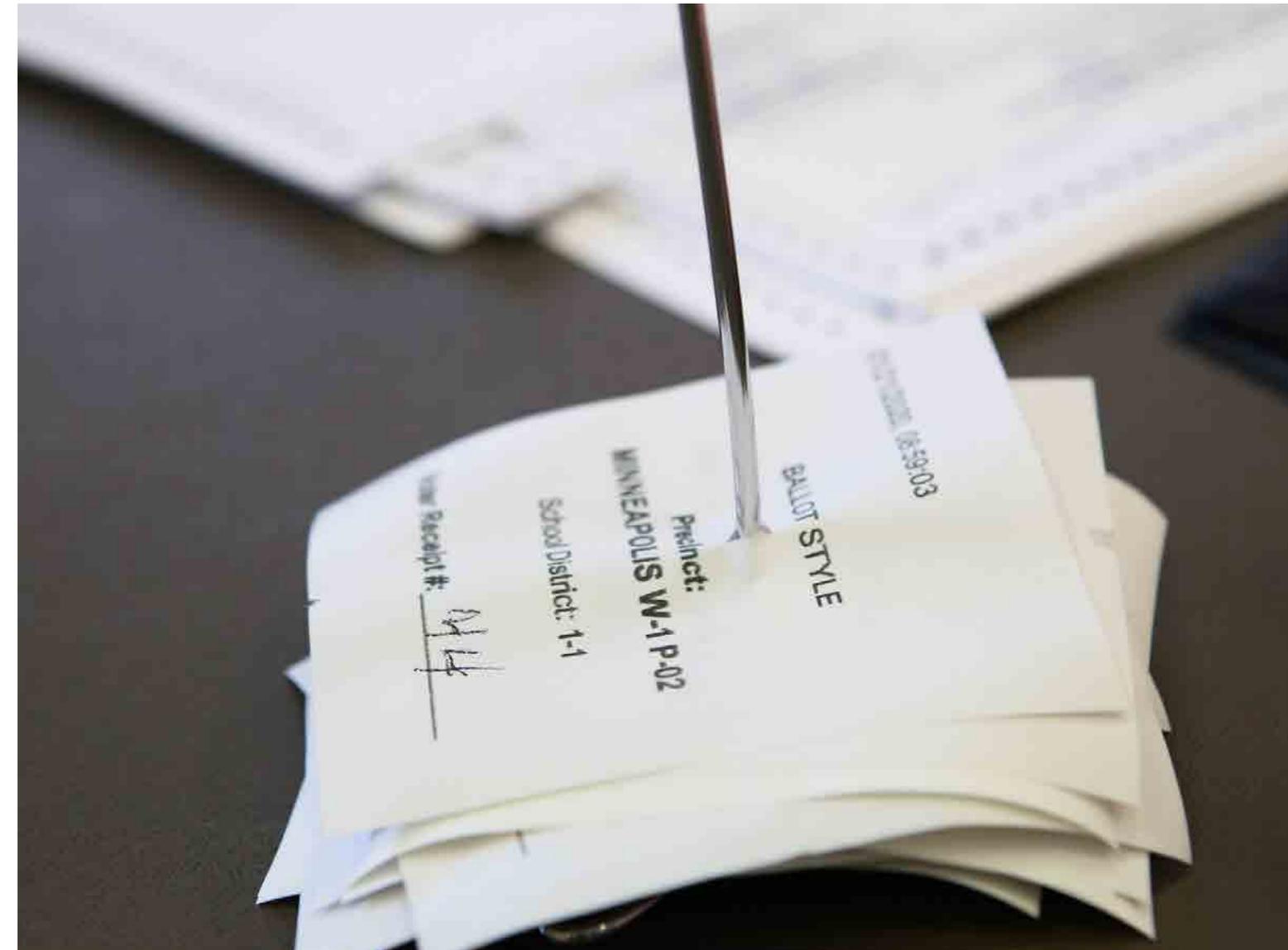
If a voter leaves their ballot behind and exits, it cannot be counted. It does not matter if it was found in a voting booth, on a table or in the ballot marker. If the voter didn't take it to the tabulator, it cannot be counted.

1. Notify your head or assistant judge.
2. Print "Found in _____" on the ballot.
3. Put it in the Spoiled Ballot Envelope.
4. Make a note in the Incident Log.

Conducting hourly audits

The head or assistant judge checks each hour that the number of receipts at the ballot station matches the number of ballots in the tabulator (see "Voter Receipt & Ballot Tabulator Audit" on [page 172](#)).

Don't let your counts get off by mis-counting or mis-numbering your voter receipts!



Take your time, and number and count your receipts carefully.

TABULATOR STATION

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Station tasks

1. Watch the tabulator.

No one except voters and judges is allowed within six feet of the tabulator. Unless a voter asks for help, let them insert their ballot.

2. Manage the line leading to the tabulator.

Lines can form at the tabulator, so make sure voters do not linger longer than necessary. As soon as you hear the ballot drop and see the thank you screen, motion for the voter to step aside and receive their sticker so the next voter can come up. At times, you might have another judge give stickers so you can focus on moving the line.

3. Help voters with ballot errors.

If a voter has an error on their ballot, such as voting for more candidates than is allowed in a race, the machine will give an error message. Use the instructions on [page 93](#) to help the voter resolve the issue.

4. Alert the head or assistant judge of problems.

Get help when there is a jammed ballot, the ballot box becomes full, or the ballot tabulator stops working.

5. Hand out "I Voted" stickers.

Do not touch the voter or place the sticker on them. Hand it to them unless they ask for help.



The welcome screen on the ballot tabulator

Helping with ballot errors

1. Tell the voter that the ballot tabulator has a message about their ballot.

Check the display of the ballot tabulator for the error message.

2. Explain the error.

Read the screen, which explains the problem without exposing the voter's ballot.

If the voter does not understand your explanation or needs more clarification, the voter can press "Return" and get their ballot back. Two judges from different major political parties (see [page 115](#)) may then discretely review the ballot and advise the voter.



3. Offer the voter a replacement ballot.

If the voter wants a replacement ballot, press "Return" on the screen to eject it. Ask them to take the ballot back to the ballot station and ask for a new ballot.

If the voter wishes to cast their ballot as is, notify them that those portions of their ballot with an error may not be counted, because the machine cannot interpret their choice. Instruct the voter to select "Cast" on the screen.

Common ballot marking errors

Skewed ballot

- The tabulator takes ballots in any orientation, but it may have been inserted at an awkward angle.
- Have the voter reinsert the ballot using different orientations. Use two hands to make sure it goes in straight.

Overvotes

- This is when the voter chose more candidates for an office than are allowed. For example, you can only select one candidate for President. Marking two candidates leads to an overvote. The machine can mistake stray pen marks as an overvote too.
- Ask if the voter would like a new ballot, or to cast it as is. Overvoted offices will not be counted, but any office or ballot questions filled out correctly will be counted.

Cross-party votes (primary only)

- 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. Cross-party voting will cause the entire partisan part of the ballot not to be counted.

Blank ballot

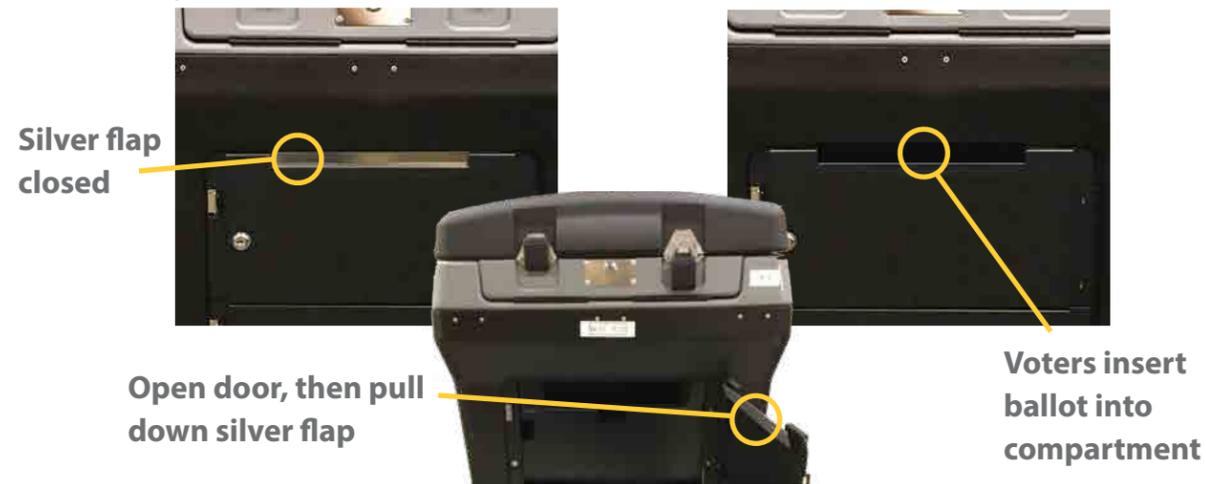
- If a voter did not fill in any race on the ballot, the machine will trigger an error message.
- The voter may return to the voting booth to complete their ballot, or cast it blank as is.

If the tabulator is not working

You must open the polls at 7 a.m. even if the ballot tabulator is not working.

- 1. Alert the head or assistant judge.**
- 2. Open the flap on the auxiliary compartment.**

Do not keep voters waiting. Immediately open the sliver flap on the auxiliary compartment to receive voted ballots.



- 3. Make a public announcement, and continue informing voters as they arrive.**

"We are working with election headquarters to get the tabulator running. In the meantime, please place your completed ballot into the locked box. When the machine is back up, two election judges from different major political parties will together feed them into the tabulator. Thank you for your patience!"



- 4. Have a head or assistant call headquarters for help on fixing the machine.**
- 5. Remove ballots and insert once the machine is working.**

Later in the day (or after the polls close), two judges from different major political parties must remove the ballots from the auxiliary compartment and insert them into the tabulator.

- 6. Document all details in the Incident Log.**

Full ballot box

The ballot box may need to be emptied several times during the day. The ballots get stored in cardboard ballot transfer cases designed to fit approximately 1000 ballots.

- 1. Make a plan to empty the box when it reaches intervals of 1000.**

Monitor the public count to determine when it needs emptying.



- 2. If you wish to tidy the ballots in smaller intervals...**

Straightening and boxing 1000 ballots at a time can be messy and time-consuming. If voter traffic has slowed, you might consider tidying the box at 500 or so.

To do so, follow steps 3-5 below. However, don't seal the transfer case since you need to put more in later. Instead, after you have placed the ballots in the case, close it and place it in the bottom of the tabulator for safekeeping. New ballots will fall on top of the case. The transfer case must either remain locked in the tabulator as shown below, or be immediately sealed as described in steps 6-7.



- 3. Make a public announcement before beginning:**

"Our ballot box occasionally fills and needs to be emptied to prevent ballot jams. We will now remove the ballots that have been counted and transfer them to a secure case."

4. **Have two judges from different major political parties open the ballot box and remove ballots.**

5. **Place ballots into a Ballot Transfer Case.**



6. **Seal the Ballot Transfer Case.**

Use two Ballot Transfer Case Certification Seals and one green seal as shown below. Four judges must sign each of the seals, including the two judges who will deliver returns to the drop-off site.



7. **Place the Ballot Transfer Case in a secure location.**

It should remain in a place where the head judge and other team members can monitor it.

8. **Record each time you open the ballot box in the Incident Log.**

Note the time of day and ask the judges who opened the tabulator to initial the log. Write down the number from any seals used to secure removed ballots into Ballot Transfer Cases.

Jammed ballot

Ask the voter to stay put while you fix the problem. Alert the head or assistant and follow these steps.

If the ballot was not counted

If the error message says the ballot has not been counted, it means it jammed before the scanner could read and count the votes.

Try these steps to remove the ballot.

1. If the ballot is visible, have the voter gently tug it back.
2. If not visible, remove the black plastic privacy guard on top of the ballot tabulator.
3. If it is still not visible, unlock the security flap and pull machine forward a few inches. The ballot will likely be visible out the back of the ballot tabulator. Remove it, being sure not to let it fall into the Ballot Box.
4. Try to vote the ballot again. The voter may need to try different ballot orientations.
5. If it jams again or will not accept the ballot, read the new error message and have the voter place the ballot in the secrecy cover. Go with the voter to the ballot station for a replacement ballot. Put the spoiled ballot in the Spoiled Ballot Envelope.

If the ballot was counted

If the error message says, "Your ballot has been counted, but it didn't drop into the ballot box," it means the ballot passed through the scanner and was counted, but got jammed before it dropped into the ballot box.

In most cases, you will have to clear the ballot by opening the main compartment and pulling the ballot down. Two judges from different major political parties must be present for this operation. A flashlight is also helpful.

VOTER ASSISTANCE

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Each polling place has an assistive ballot marking device

Rules for outside assistants

At the ballot station, ask assistants who accompany voters to the voting booth to review rules of neutrality (see [page 88](#)).

1. Voters can get help from the person of their choice.

The only person who cannot assist is an agent of the voter's employer or union.

2. Assistants can only assist at the voter's request.

As an election judge, let the voter know they can get help from you if they wish, and have them confirm they want assistance from the individual with them.

3. Assistants cannot influence how they vote.

Assistants cannot persuade someone to choose a particular party or candidate.

4. Assistants must come with the voter, remain with them, and leave when finished.

Assistants must leave when the voter finishes (or sooner if not assisting in the active voting area). Assistants cannot linger or offer to help others within the buffer zone (see [page 116](#)).

5. Assistants cannot reveal to anyone how the person voted.

6. The voter can show their completed ballot to election judges.

If an assistant marked their ballot, the voter has a right to show it to two judges from different major political parties to check that it is marked correctly.

Providing respectful assistance

Common courtesy, state and federal law all require that each voter be treated with dignity and respect. When serving voters, there are some common things to remember.

- **Always ask before stepping in.**

The voter may not need or want help; they decide. Wait until they have expressed what help they want.

- **Listen to the voter.**

They are fully aware of what they can do, trust them to tell you what kind of help they want or need.

- **Speak to the voter, not their assistant.**

Always speak directly to the voter and not to their companion, aide, or interpreter.

Assistance in the voting booth

- **Two judges from different major parties are required to help mark a ballot.**

When helping a voter mark their ballot, the law requires that it be done by two judges from different major political parties. Your head judge will assign individuals to serve in this role.

- **Bilingual judges should serve as interpreter.**

If only one of the two judges speaks or signs in the voter's language, the bilingual judge should interpret the conversation for both the voter and the English-speaking judge so that everyone understands each other. This ensures all parties participate in the conversation.

- **Student judges can interpret, but don't count as a judge from a major party.**

Student election judges can serve as an interpreter anywhere in the polling place. However, because they cannot declare a party, they cannot count as one of the two judges from different major parties (see [page 115](#)). In this situation, you will need three judges, with the student judge interpreting the conversation between the voter and the other two judges.

Multilingual signage

- Polling locations that serve large populations of voters for whom English is a second language are a priority for receiving additional materials and support
- When possible, we provide translated signage and materials, as well as bilingual judges to assist with interpretation.
- If you speak a language other than English, write that language on your name tag. Some polling places are sent buttons you can wear that say you are bilingual in a particular language.

Election Day interpreter hotline

Minneapolis 311 is no longer our contact for live interpreting service.

1. **To speak with a bilingual interpreter, call 1-800-225-5254.**
2. **Give the operator our customer code: MPLS2643.**
3. **Identify which language is needed.**
4. **Wait for the operator to connect to the correct interpreter.**
5. **Have the conversation on speakerphone.**

When connected, explain you are an election judge calling to help a voter. The interpreter will translate everything into both English and the voter's language.

When speaking to the interpreter, you do not need to say "Tell the voter that..." The interpreter will simply translate the conversation between the two of you back-and-forth into your respective languages.

6. **Provide directions on how to view a ballot, if needed.**

You may need to direct the interpreter to <https://myballotmn.sos.state.mn.us/> to view the voter's specific ballot. At that website, the interpreter will need to enter the voter's address. The interpreter cannot influence how the person votes. They can only translate what is written on the ballot.

Voters with mobility issues

- **Ask for consent before helping.**

Never move or touch someone, or touch their wheelchair, cane, or walker without their permission.

- **Your polling place should be wheelchair ready.**

Your polling place should always be clear and ready for all voters. Wheelchairs require a minimum of 3 ft of clearance to safely move through the room. Double-check for obstacles like chairs which may be blocking a safe path. Chairs should be readily available for voters who need to sit at any time.

Voters who are blind or low vision

- **Introduce yourself by name as an election judge.**

Offer to assist, and take the voter's lead on how much or whether to assist.

- **If asked to help navigate the polling place, offer your arm.**

Paint a verbal picture of the pathway. Give specific information about upcoming obstacles.

- **Tell the voter if you leave or if another judge will now assist them.**

- **Do not interact with service animals.**

- **Offer visual aids as needed.**

Minneapolis polling places all have magnification cards and bars, signature guides and the ballot marking device ([page 107](#)).

Voters with cognitive impairments

Only a court can decide if someone is not competent to vote. No one can make this decision on their behalf, including family or doctors. No one can challenge a voter's eligibility because of perceived cognitive capabilities.

People can vote when under guardianship, conservatorship, or if they gave someone power of attorney, as long as a court order did not explicitly restrict their right to vote.

Voters with speech or hearing impairments

- **Indicate your name tag to identify yourself as an election judge.**

- **Speak calmly.**

Avoid the impulse to talk louder to people who are deaf. Speak normally while looking directly at the voter.

- **Make sure the voter has a clear view of your mouth as you speak.**

It's common for people with a hearing impairment to rely on lipreading for comprehension.

- **Speak to the voter, not their interpreter.**

If a sign language interpreter is present, make eye contact with and direct your questions to the voter, not the interpreter.

- **Try rephrasing rather than repeating yourself.**

Questions with "yes" or "no" answers can be helpful.

- **Use notepads and written communication as needed.**

Assistance with signatures

Some voters sign with a mark, a stamp, or they may request someone to sign on their behalf. If an assistant (including judges) prints the voter's name for them, that assistant should sign their own name as well. If a voter signs with a mark, the election judge certifies the mark by signing the voter's name for them.

Ballot marking device

Any voter can choose to use the ballot marking device to complete their ballot. It provides privacy and independence to voters who cannot, or choose not, to vote using a pen, including voters who prefer spoken rather than written words.

How it works

When you insert a ballot, an electronic version of it appears on the screen. The voter can navigate through the ballot using a touchscreen or braille keypad, and can have each part of the ballot read aloud through headphones. The device also looks for ballot-marking mistakes (see [page 95](#)) and lets you review your choices. When finished, the device prints a voter's choices on the ballot and ejects the ballot so it can be placed into the ballot tabulator.

Offer ballot marking device to all voters consistently

Never make assumptions about whether a voter wants to use the ballot marking device. In your ballot instructions, tell each voter that it's an option so that they can decide for themselves. This is one of the ways we provide consistent, respectful service to all.



Curbside voting

Voters who cannot go inside can have a ballot taken out to their vehicle.

1. Two judges from different major parties are required.

When helping a voter mark their ballot, the law requires that it be done by two judges from different major political parties. Your head judge will assign individuals to serve in this role.

2. Take a poll book outside and greet the voter.

Remove the poll book from its stand.

3. Search for the voter in the poll book.

4. Check-in the voter or register the voter as needed.

Go through the normal steps of checking-in the voter (if already registered at current address) or registering the voter on the poll book.

5. Return inside to print documents.

Your poll book needs to be within about 30 feet of the printer for it to work. It may take a moment to reconnect.

6. Retrieve the documents from the printer.

7. Go to the ballot station and exchange the ballot receipt for a ballot.

8. Place the ballot in a secrecy folder, get a pen, and return to the voter.

You must use a secrecy folder, as you will be carrying the voter's marked ballot through the polling place.

9. Have the voter sign their paperwork.

If the voter needed to register, don't forget to have them sign the document in two places.

10. Give the voter their ballot to fill out.

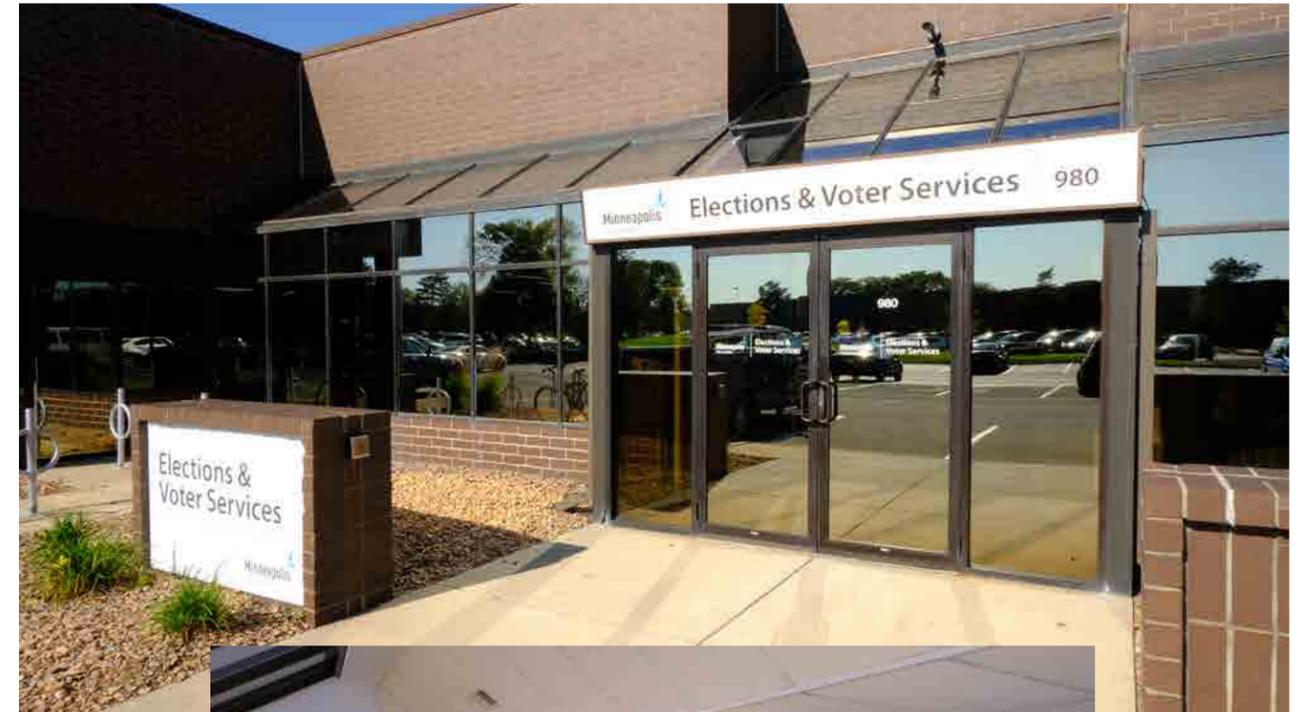
11. When done, ask them to wait there to make sure the tabulator accepts their ballot.



- 12. Place the ballot in the secrecy folder and go inside.
- 13. Place their signed document in the correct bin at the poll book station.
- 14. Place the ballot in the tabulator and get an "I Voted" sticker.

Return to the voter with confirmation and an 'I Voted' sticker. If there was a ballot error, follow the procedures on [page 95](#).

- 15. Return any remaining materials inside to appropriate places.



LAWS FOR FAIRNESS AND ORDER

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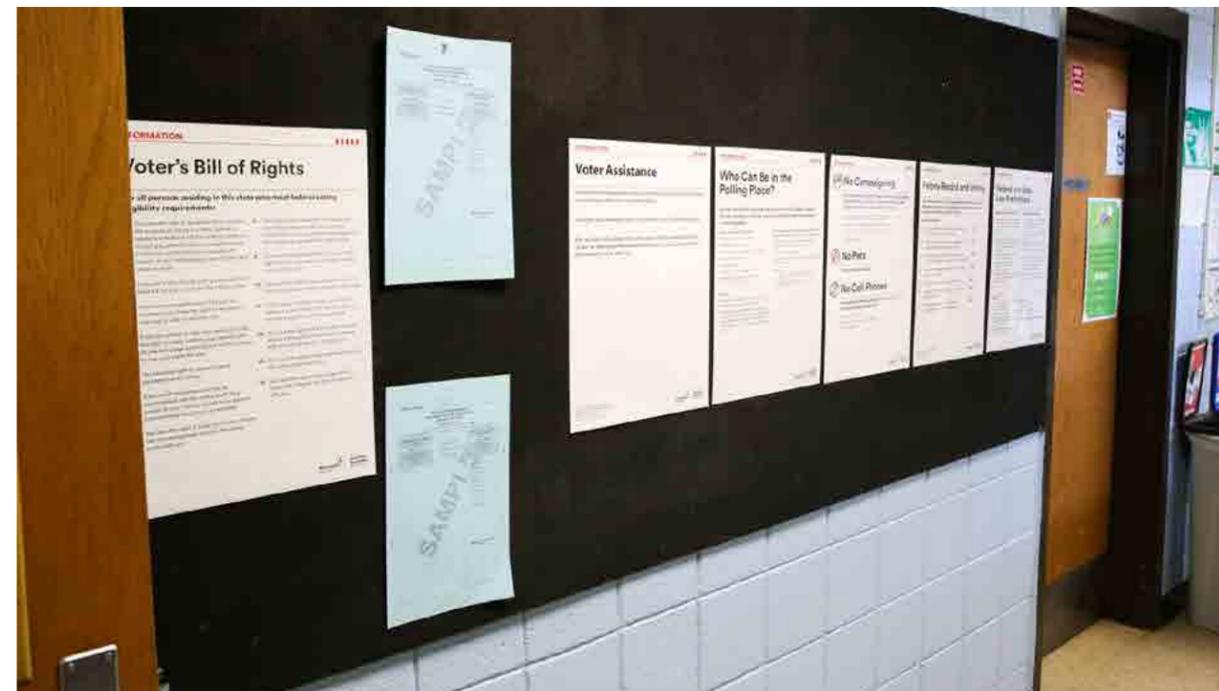
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Signs are posted in every polling place that contain instructions and rules

Voter's Bill of Rights

Minnesota state law guarantees a number of critical rights to voters. These are posted on the wall at each polling place.

INFORMATION



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 in a state, federal, or regularly scheduled election 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 guardianship, you have the right to vote, unless the court order revokes your right to vote.
10. You have the right to vote without anyone in the polling place trying to influence your vote.
11. If you make a mistake or spoil your ballot before it is submitted, you have the right to receive a replacement ballot and vote.
12. You have the right to file a written complaint at your polling place if you are dissatisfied with the way an election is being run.
13. You have the right to take a sample ballot into the voting booth with you.
14. You have the right to take a copy of this Voter's Bill of Rights into the voting booth with you.

Who is allowed

You cannot be in or near the polling place unless you are authorized to, as listed below. People who can be present besides voters are:

- **Someone assisting a voter.**
See [page 102](#) for rules for outside assistants.
- **Minor children accompanying their parents.**
- **Vouchers.**
See [page 65](#) and [page 67](#).
- **Observers with written authorization.**
Must be from the Office of the Secretary of State, Hennepin County Auditor, or City Clerk.
- **Peace officers.**
Only if election judges request their presence to keep order. Note in Incident Log.
- **Challengers.**
Must be appointed in writing by a party or nonpartisan candidate. See [page 119](#).
- **Someone making a written complaint.**
See [page 117](#).
- **Exit pollsters.**
Exit pollsters can be within 100 feet of the building, but not in the room where people vote. At some locations, this may mean remaining outdoors. The pollster can approach voters only after they have voted. They can only speak to voters to ask if they want to take an anonymous, written questionnaire. Note in Incident Log.
- **Media.**
Media may observe the voting process if they follow the rules on [page 114](#). Note in Incident Log.
- **Service animals.**
Service animals aiding persons with accessibility needs are allowed in polling places. You are not allowed to ask about or require documentation of the person's disability.

Rules for media

The head or assistant judge should record on the Incident Log the time of day, length of their visit, and the name of the media representative.

When media arrives, the head judge should provide the following information:

- **Media must show identification.**
Media must show a photo ID to the head judge, along with either a recognized media credential or a letter from a local election official confirming their credentials.
- **May not talk to voters or disturb the voting process.**
- **Interviews with voters or election judges are not allowed.**
Any questions, including tabulator counts, must be referred to headquarters; have the head or assistant contact headquarters if you receive interview requests.
- **Stay at least six feet from voters or the ballot tabulator.**
- **May not make a list of those who have or have not voted.**
- **They may take photo or video, but not of someone's voted ballot.**

Ballot selfies

Some voters like to post a picture of their completed ballot to their social media accounts. Minnesota election law does not explicitly ban or allow this activity. Until there is clarity, you do not need to stop people from doing this unless it disrupts or violates the privacy of others.

It is strongly recommended that media get permission from anyone being photographed or recorded.

Party balance tasks

Two judges from different major political parties must together do the tasks below. The head judge has a list of the judge's stated political affiliation, if any.

- **Assist a voter with the marking or examination of their ballot**
See [page 103](#).
- **Curbside voting**
See [page 108](#).
- **Open the auxiliary compartment or the ballot box during voting hours**
See [page 98](#).
- **Duplicate ballots**
See [page 139](#).

Major parties in Minnesota

There are four major parties in Minnesota:

- Democratic-Farmer-Labor Party
- Grassroots-Legalize Cannabis Party
- Legal Marijuana Now Party
- Republican Party of Minnesota.

Any combination of these four parties meets the requirement for party balance tasks.

Student judges and judges not affiliated with a major party

Student judges and those who do not affiliate with a major political party can help with any tasks that require balance, as long as it is led by two judges representing any two major political parties.

Prohibited activities

1. No discussing candidates or issues that are on the ballot.

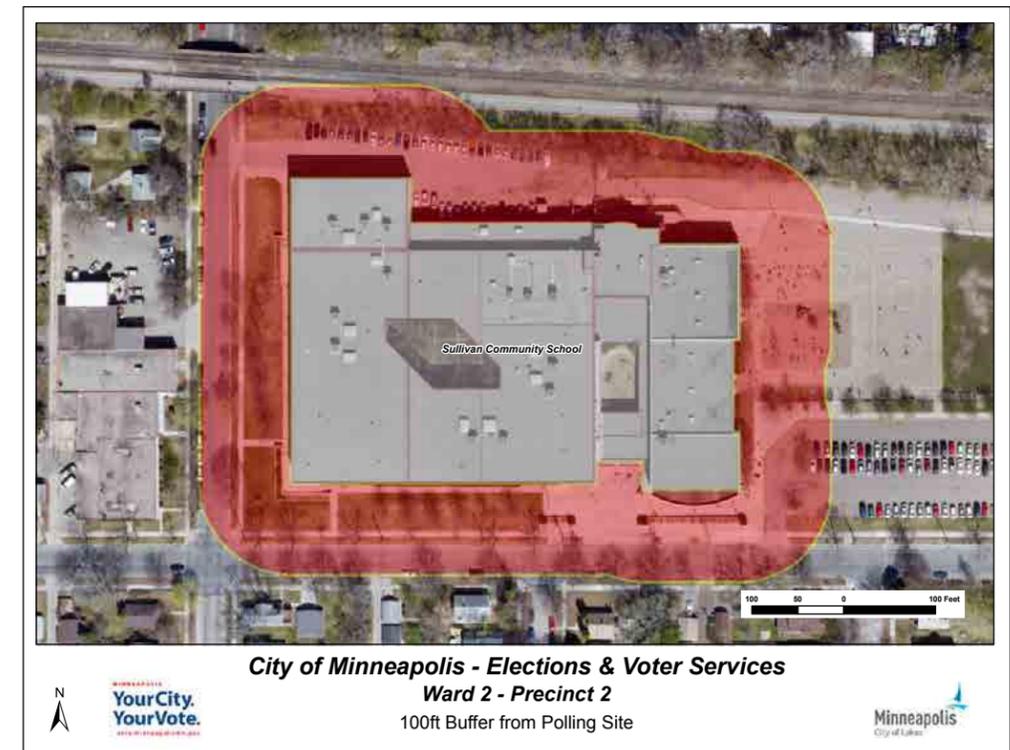
This includes voters waiting in line and election judges.

2. No gathering, lingering, or campaigning in the 100-foot buffer zone.

By law, the 100-foot area leading to and from the polling place must be free from influence. This space is known as the "buffer zone."

- If the polling place is on public property, campaigning is not allowed anywhere on the property, even beyond 100 feet.
- The ban on signs and campaign materials within 100 feet does not apply to any adjacent private property.
- If within view, the greeter judge should monitor activity in the buffer zone and notify the head judge of problems as needed.

Each polling place has a satellite map showing the buffer zone boundaries.



3. No wearing or displaying materials referencing what's on the ballot.

Voters cannot display materials with the name, insignia or slogan of a political party, candidate or ballot question that is on the ballot. Use the ballot as your reference point: if it's on the ballot, it shouldn't be visible on the voter.

Politely ask voters to cover up or remove prohibited items while in the polling place. If they refuse, explain they can vote, but the refusal will be recorded and referred to appropriate authorities. The head or assistant should record this in the Incident Log.

Voters may take partisan sample ballots or campaign fliers into the voting booth as long as they are not visible to others. They must take the items with them when they leave.

4. No one except voters (along with their assistant or children) and election judges are allowed within six feet of the ballot tabulator.

More than one voter can be within the 6-foot boundary, as long as they do not crowd people or invade their privacy when voting.

5. No taking official ballots or election materials from the polling place.

The exception is judges who are helping with curbside voting ([page 108](#)).

6. No intoxication, liquor or smoking.**7. No disorderly conduct.**

Voter feedback and complaints

Voters have a right to file a complaint at the polling place. Direct voter complaints to the head or assistant judge.

Election Day Feedback Form

- See [page 175](#) for an example.
- Use this form for most complaints or feedback.
- Completed forms go in the Feedback Form Envelope to be reviewed by the City and Hennepin County.
- The head or assistant should record facts relating to the voter's complaint in the Incident Log.

Help America Vote Act (HAVA) Complaint Form

- See [page 173](#) for an example.
- Federal law requires this form be available to voters to report a suspected violation of the federal Help America Vote Act law.
- Use this form for complaints about
 - voting equipment
 - polling place accessibility
 - the posting of required voter information at a polling place
 - voter registration requirements and processes.

If you are not sure if a particular complaint is a HAVA complaint, contact headquarters.

How to complete the HAVA Form

- 1. Voters may finish it at the polling place or take it with them.**
- 2. The voter must complete the form, including their signature, and have it notarized.**

By law, all election judges are deputized as notaries on Election Day for purposes of witnessing a HAVA complaint. Your signature does not mean you agree with the voter's statement, but that you witnessed the voter complete the form.
- 3. Where to return the form.**

The voter may give you the form or deliver it to the address provided on the form.

Completed forms given to you go in the Feedback Form Envelope. The head or assistant judge must make a note in the Incident Log about what caused the voter to file the complaint.

Polling place challengers

An election judge, an eligible voter in the precinct, or an appointed challenger may challenge someone's eligibility to vote. To do this, they must have personal knowledge the person is not eligible. Suspicion is not a basis for making a challenge. Major political parties and nonpartisan candidates can appoint one challenger per precinct to be in polling places on Election Day. They must present a letter of appointment to your head or assistant, who will note the Challenger's name in the Incident Log; there is no need to keep the appointment letter.

Challenger rules

1. **Provide them with the "Challenger Guidelines in the Polling Place" handout.**
In your materials is a handout describing their role and the rules. When they arrive, review it with them and ask if they have any questions. You have a right to eject a challenger who violates these rules after being asked to stop any prohibited activity.
2. **Challengers are not poll watchers.**
Minnesota does not allow poll watchers. All a challenger can do is challenge a voter's eligibility who they personally know is ineligible. Challengers cannot interfere with, question, or involve themselves with any other part of the voting process.
3. **Present the head judge a written appointment letter.**
Only a political party or a nonpartisan candidate can make appointments. Partisan candidates cannot appoint challengers. Appointments must be made in writing.
4. **Prove Minnesota residence.**
They must show one of the proofs of residence accepted for Election Day registration (see [page 62](#)). Challengers do not have to live in the precinct they were appointed to.
5. **Must only speak to head or assistant judge—no talking to voters.**
Provide a chair in view of the poll book station but out of the way of voters.
6. **Must base a challenge on personal knowledge the voter is not eligible.**
7. **Other restrictions:**
Cannot be disruptive, handle or inspect documents, make lists of who voted, take photos, go within six feet of the tabulator, or influence voting. Cannot compile lists of voters to challenge based on mail sent by a party that was returned as undeliverable or if receipt was not acknowledged in the case of registered mail.

Challenge process

If someone makes a challenge, the head or assistant judge should do the following:

1. **Tell the challenger to speak to you, not the voter.**
2. **Have the challenger complete Oath of Challenge to Voter's Eligibility Form.**
See the form on [page 176](#).
3. **Have the challenged voter swear or affirm an oath.**
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote in this election?"
4. **Question the voter.**
Ask only what is needed to address the reason for the challenge. Examples may be: What is your full name? What is your residential address? Are you at least 18 years of age? Are you a citizen of the United States? Are you under court-ordered guardianship in which the court order revokes your right to vote; or found by a court to be legally incompetent? Are you on probation or parole for a felony conviction?

If the voter is eligible...

If the voter's answers show that they are eligible to vote in the precinct, they can vote. They are not required to present documentation to overcome the challenge. Place completed Oath of Challenge to Voter's Eligibility Form into the Challenger Form Envelope and make a note in the Incident Log.

If a challenger persists with the challenge...

If the challenger persists and the voter continues to say they are eligible to vote, have the voter verbally repeat the oath/affirmation on their signature certificate. After the voter signs their signature certificate, you must allow them to vote. Make notes on the Oath of Challenge to Voter's Eligibility Form as appropriate. This form goes into the Challenger Form Envelope. Make a note in the Incident Log. Tell the challenger they may contact the county attorney to pursue the matter further.

If the voter is not eligible...

If a voter's answer indicates they are not eligible, refuses to answer questions, or refuses to sign the signature certificate, inform them that they cannot vote now or later in the day. Make a note in the Incident Log.

CLOSING

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Team judge duties

- 1. Wait to begin closing and tear down until the last voter has finished.**
- 2. Assist the head and assistant as assigned.**
You may help with gathering and counting documents. Never seal an envelope containing materials until told to do so by the head or assistant.
- 3. Clean up workstations**
Place any items not needed by the head or assistant into the bags, which go in the blue supply case.
- 4. Take down the U.S. flag.**
- 5. Take down signs and any blue tape used to secure signs.**
- 6. Disassemble voting booths.**
- 7. Clean up the room.**
Make sure the room is clean as you found it.

Head and assistant duties

- 1. At 8:00 p.m. announce that the polls are closed.**
- 2. Identify the last voter in line and have a judge stand behind that person.**
Anybody in line by 8 p.m. can vote, even if the line is going out the building. Assign a judge to stand behind the last voter and direct any voters who come after 8 p.m. that the poll is closed.
- 3. Wait to begin closing and tear down until the last voter has finished.**
- 4. Set up your closing worktable and determine your workflow.**
The closing table is for completing forms and organizing supplies for delivery to the drop-off site. Some head judges want all materials brought to the closing table for counting; others ask judges to count items (e.g., voter signature certificates) elsewhere and then bring them over once finished.
- 5. Assign duties to team judges (should be done in advance). Tell them not to seal envelopes until instructed.**
- 6. Close the ballot tabulator and the ballot marker.**
See [page 123](#). Either the head or assistant must assist with this closing the tabulator. Any two judges can close the ballot marker.
- 7. Close the poll book station.**
See [page 131](#). Assign this to a poll book and registration specialist, if one is assigned to your precinct.
- 8. Complete paperwork.**
 - Results tapes ([page 179](#))
 - Return envelopes ([page 135](#))
 - Official Precinct Certification Form ([page 166](#))
 - Ballot Tracking Form ([page 167](#))
 - Voter Statistics Worksheet ([page 177](#))
 - Election Judge Time Report
- 9. Secure equipment and supplies in one place before leaving for the night.**
- 10. Clean up the room.**
Make sure the room is clean as you found it.
- 11. Deliver critical materials to the drop-off site ([page 136](#)).**

Ballot tabulator closing

Who can do this

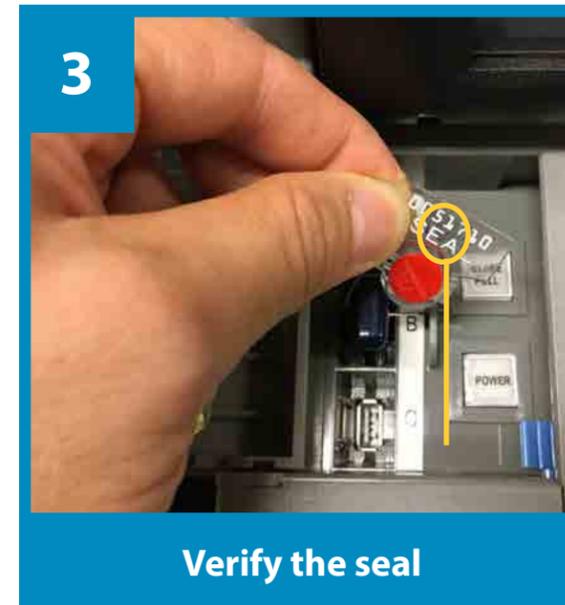
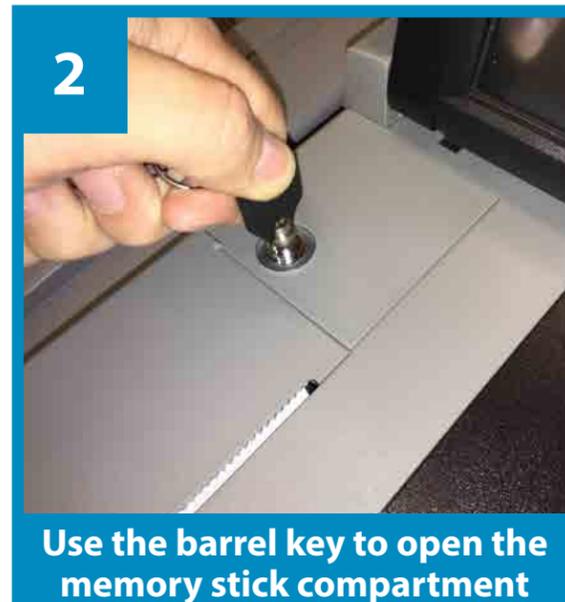
- Two judges of any party, one of whom must be the head or assistant judge.
- Party balance is NOT required (exception: party balance is needed if there are ballots in the auxiliary compartment that still need to be voted).

What's needed

- Keys (flat silver key and black barrel key).
- Official Precinct Certification Form (see [page 166](#))
- Ballot transfer cases
- Ballot transfer case paper seals
- Green plastic seals
- Wire-cutters



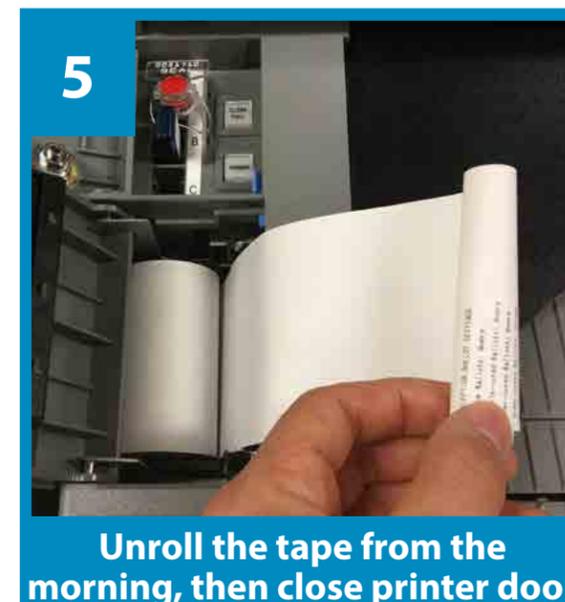
If there are ballots in the compartment, two judges from different major parties must insert them into the machine. Otherwise, party balance is not required for these steps.



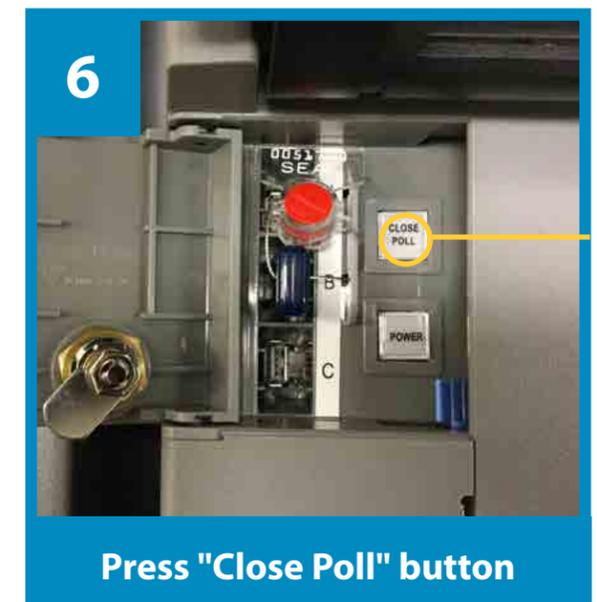
On the Official Precinct Certification Form ([page 166](#)) verify that the seal is intact and shows the same number you attested to in the morning.



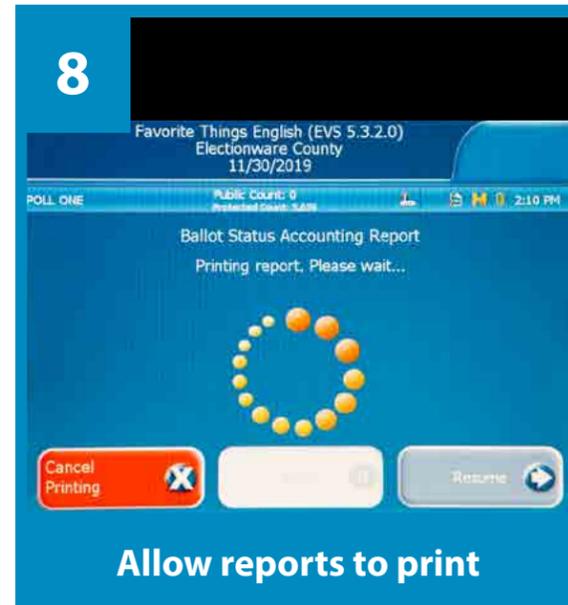
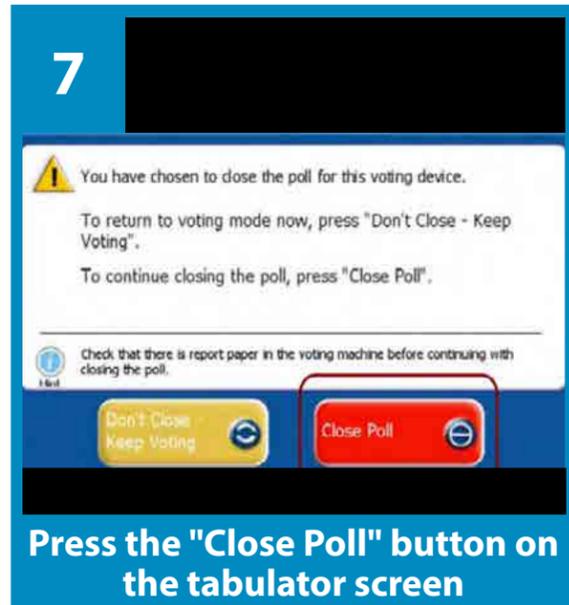
Press down the blue lever inside the memory stick compartment to release the printer compartment, then lift the compartment door upward.



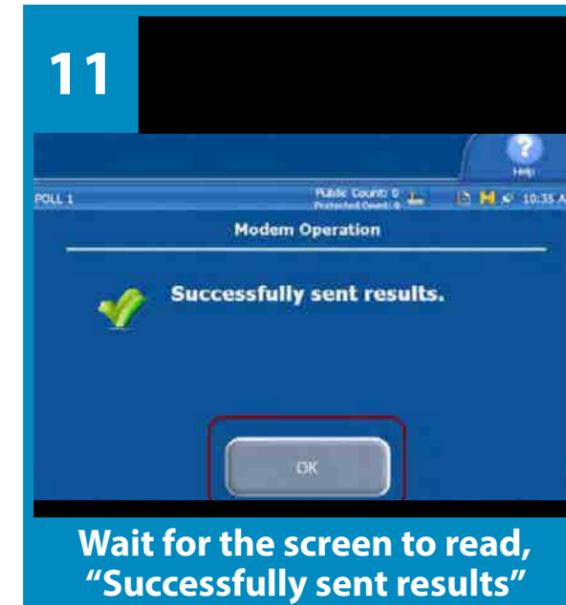
Align for printing and close the door.



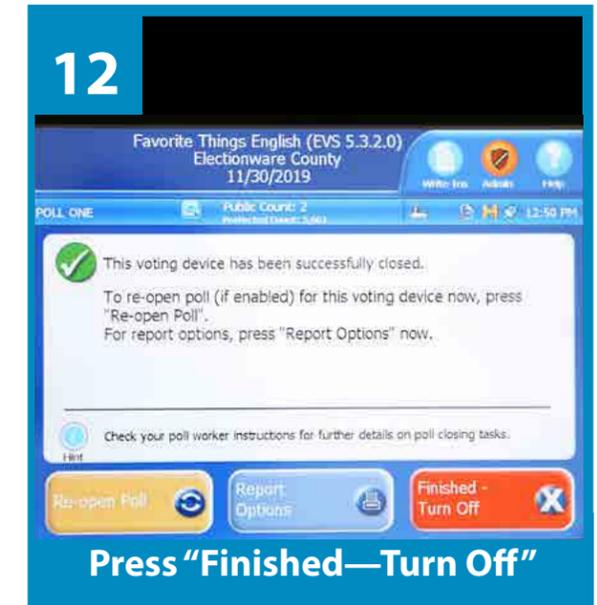
Hold for a few seconds, then release.



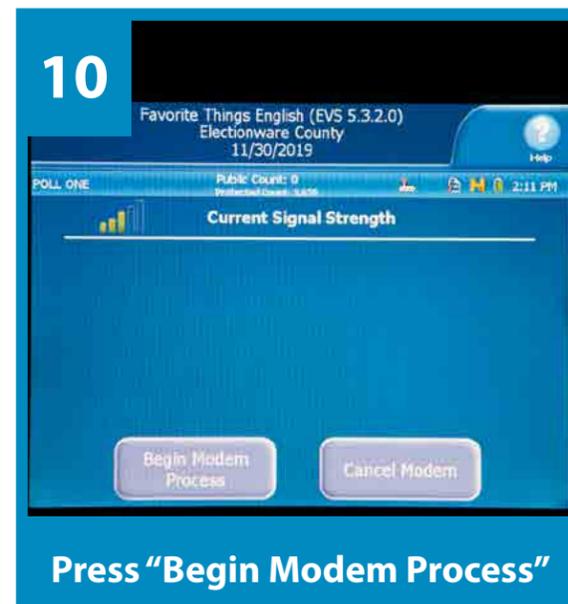
A Ballot Status Accounting Report will print, followed by three copies of the Results Report. If you get a printer error, see [page 24](#).



If an error message appears, contact headquarters immediately.



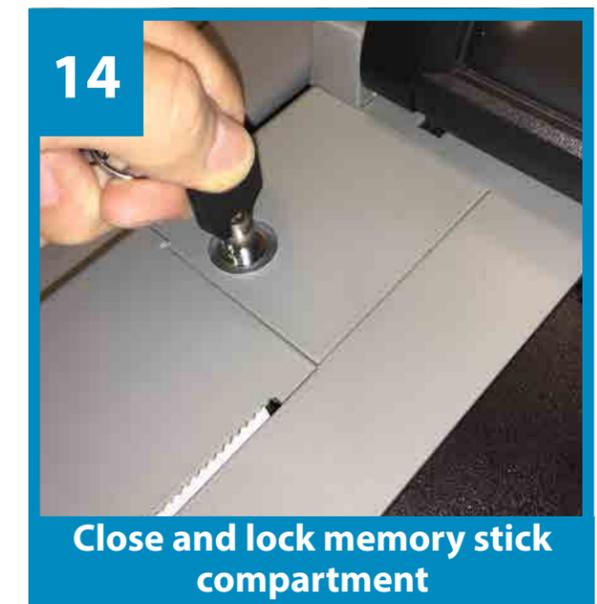
You now have one, long piece of paper!
Set aside for now.



This will transmit voting results to Hennepin County. Call headquarters if you have signal strength issues.



Cut the seal using wire cutters. Place the memory stick into the Memory Stick Envelope, and the seal into Results Envelope A.

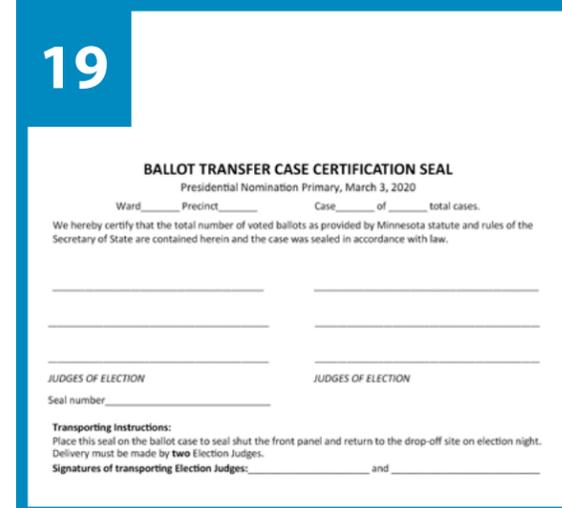




15
Close and lock the screen

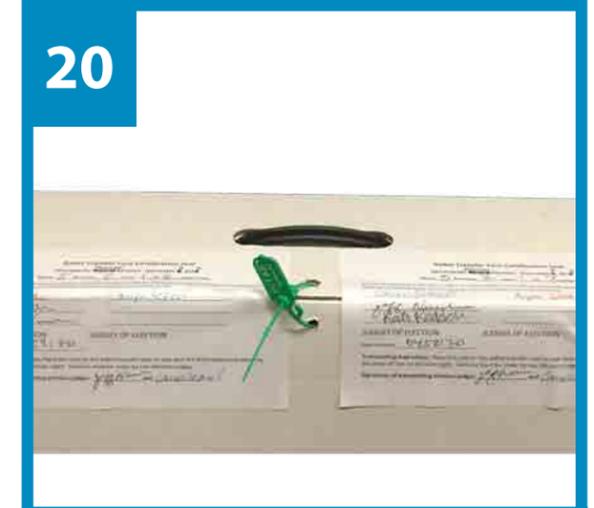


16
Close and lock the clamshell



19
Fill out two Ballot Transfer Case Certification Seals for each case

Four election judges must sign each paper seal. Locate a green plastic seal and write its number on the paper seal. Number each case, noting the total number of cases used (1 of 1, 1 of 2 ...)



20
Seal with a green seal



17
Unplug, wind, and secure the power cord inside the tabulator

Be sure to keep the surge protector with the cord.

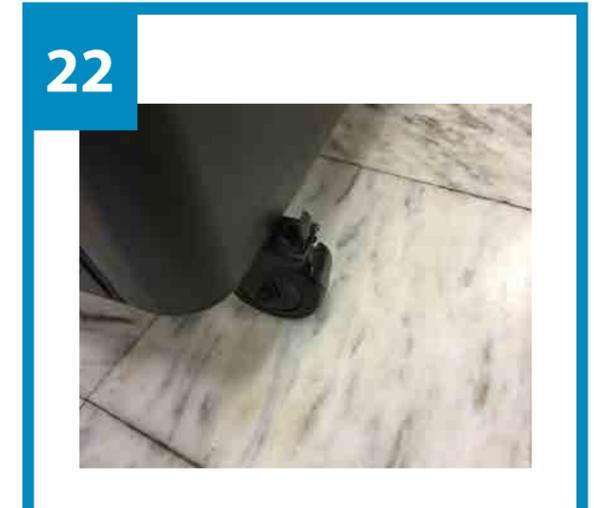


18
Remove voted ballots and place them in Ballot Transfer Cases



21
Store all unvoted ballots in the ballot box main compartment

All unused ballots must be locked in the bottom of the ballot box. Place them in an empty Ballot Transfer Case (if available) or simply stack them in the bottom.



22
Unlock the wheels and place the tabulator with other equipment

Ballot marking device closing

Two judges of any party can close the ballot marker. Party balance is NOT required.



1
Confirm the seal number is the same as when polls opened

The seal number to check against is listed on the Official Precinct Certification Form (see [page 166](#)).



2
Check for any ballots inside the machine

Turn the key to the "Test" position. On the screen, select "Eject Ballot" to make sure machine is empty. If a ballot is found, contact head judge immediately.



3
Unplug the power cord from the wall and device



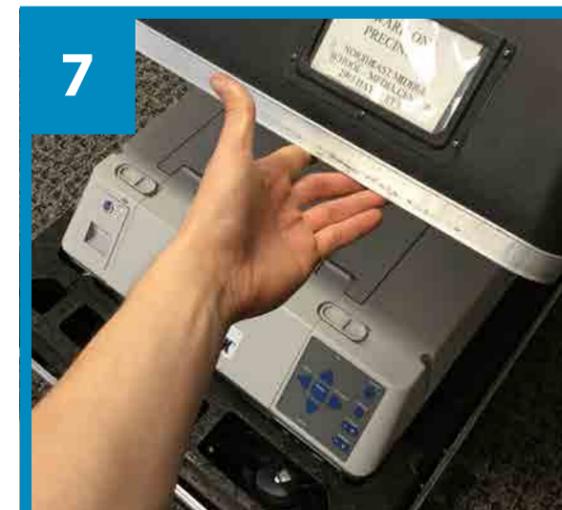
4
Lift and lower the ballot slot



5
Pull the screen forward and lower into place



6
Latch the device lid



7
Place the device, power cord and headphones in the case



8
Pack up table

Store table and device case in a secure location for pickup after Election Day.

Closing the poll book station

1

Synchronize poll books and keep them on

Press the green cloud icon on each poll book and press synchronize now. Let them sync while you put away other materials. You can tell it's done by looking at the "Last Sync Time" timestamp.

2

Count Election Day registration signature certificates

Give the final count to your head election judge. Place the documents in the Election Day Registration Envelope found in the poll book supply bag, but do not seal yet.

3

Gather pre-registered voter signature certificates.

Gather the bundles from each box and place in the Voter Signature Certificate Envelope, but do not seal. You do NOT need to tally a total unless instructed to.

4

Gather and store miscellaneous documents.

Place Roster Correction Form and Record of Attempted Registration Form in Results Envelope B. Place Precinct List of Persons Vouching form in the Election Day Registration Envelope.

5

Return miscellaneous supplies

Return power strips, extension cords, paperclips, certificate boxes, and all other supplies to the correct bag and place in the blue supply bag.

6

Return equipment to correct green case

Place poll book equipment (everything but the poll book) in the correct green case (see next page for diagram). Verify the number on the printer and the number on the green case luggage tag are the same.

7

Turn the poll book off and store in black tote

Press the home button and silver power button on the top of the left edge at the same time until the screen goes black, wait one second then release them both. Watch a moment to be certain the poll book doesn't restart instead. Return them to the black tote in numerical order from front to back.

8

Take apart and store the Cradlepoint

Return it to its small plastic case, then store in the blue supply case.



Note seal numbers on the Official Precinct Certification Form (see [page 166](#)).



The judges going to Election Night drop-off must bring the black tote. Green cases should stay in polling places for pickup after Election Day.



Close-up of how to re-pack your green case



It's a LONG day...and you're almost done

Return envelopes

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, even if it is empty.
If empty, write zero in the space for item quantity on the front.
3. Seal the envelope and have any four election judges sign over the seal.
4. See image below for how to sign. Do this even if there is nothing in the envelope.

All envelopes must be completed, sealed, and returned, even if there is nothing in the envelope!



Properly signed and seal envelopes

Election night drop-off

Who comes to drop-off

Two judges (of any party affiliation) must deliver returns to the drop-off site. One of the two judges must be either the head or assistant. It is ideal for both head and assistant to do this, but not required.

Drop-off locations

You will be assigned to one of two drop-off locations. One is our main office at 980 E Hennepin Ave, and then the other is currently a site in South Minneapolis. Your paperwork on Election Day will indicate which one to go to.



The first team to return to drop-off gets smiles and high-fives!

What to bring to election night drop-off

Drop-off instructions may change slightly from election to election. You will always have the most recent copy of this list in your closing bag. These items are listed in the order in which you will return them at the drop-off site.

- **Ballot transfer case(s) with voted ballots**
- **Sealed black tote with poll books inside**
- **Memory Stick Envelope**
 - Memory stick from ballot tabulator.
- **Results Envelope A**
 - 1st results tape
 - Voter Statistics Worksheet
 - Official Precinct Certification Form
 - Ballot Tracking Form
 - Incident Log
 - All Broken Seals
- **Results Envelope B**
 - Results Tape - 2nd copy
 - Roster Correction Form
 - Notification of Death Form (printed form no longer sent, voter may handwrite statement)
- **Results Envelope C (only if school district is on the ballot)**
 - Results Tape – 3rd copy
- **Election Day Registration Envelope**
 - All Election Day registration signature certificates
 - Precinct List of Persons Vouching Form
 - Record of Attempted Registrations Form
- **Voter Signature Certificate Envelope**
 - All pre-registered voter signature certificates

- **Voided Signature Certificates Envelope**
 - Voided roster signature certificates
 - Voided Election Day Registration signature certificates
 - Voided ballot receipts
- **Payroll Envelope with signed judge time report and any new hire forms**
- **Used Voter Receipts Envelope**
- **Spoiled Ballot Envelope**
- **Duplicate Ballot Envelope**
- **Challenger Form Envelope**
- **Feedback Form Envelope**
 - Election Day Feedback Form(s)
 - HAVA Complaint Form(s)
- **Keys for ballot tabulator and Ballot Marker**

Items to leave at the polling place

- **Ballot tabulator**
- **Cradlepoint**
- **Blank ballots**
- **Unused Ballot Transfer Cases**
- **Power strips and extension cords**
- **Green poll book cases**
- **Voting booths**
- **Ballot marking device (AutoMARK)**
- **Flag**
- **Brown Head Election Judge Supply Envelope**
- **Blue supply case**
- **Anything not listed on the return list**

Anything else not on the return list should remain behind in the blue supply case.

Duplicating ballots

On rare occasions, you may need to duplicate ballots.

The head or assistant should call headquarters before following the steps below.

- 1. Two judges from different major political parties are required for this process.**
- 2. Label ballots as “Original 1” and “Duplicate 1.”**
Number subsequent ballots consecutively.
- 3. Note the reason for duplication on the duplicate ballot.**
For example, write “torn ballot.”
- 4. One judge reads the votes to the other, who marks the duplicate ballot accordingly.**
If voter intent is in question, follow the rules on [page 140](#).
- 5. Both judges initial both the original and duplicate ballots.**
- 6. When finished, compare the ballots to be sure the duplicate is correct and matches the original.**
- 7. Insert the duplicate into the ballot tabulator.**
- 8. Place the original in the Duplicate Ballot Envelope.**
- 9. Record the number of original ballots in the envelope and seal the envelope.**

Determining voter intent

- 1. 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.
- 2. 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.
- 3. Two candidates were marked, and the voter tried to erase one of the marks.**
Count the vote for the remaining marked candidate.
- 4. Voter wrote a write-in candidate but did not fill in the oval.**
Count the vote. Remember, write-in votes are not allowed in primary elections
- 5. 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.
- 6. Voter chose 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.
- 7. Voter wrote an identification number or signed their name anywhere on the ballot, or wrote someone else’s name on the ballot entirely 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.
- 8. 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 checkmark, count the votes unless it is evident the voter intended to make the ballot identifiable.
- 9. The ballot has extraneous marks outside the ovals or is slightly soiled.**
Count the ballot.
- 10. 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.

HEAD & ASSISTANT

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Thank you for serving as a head or assistant judge! Your leadership is vital to a successful day for your team and for voters. The head and assistant judge share responsibilities and can perform the same tasks. The head judge has final say when necessary.

Tasks before Election Day

In addition to reviewing your manual, there are five important things for you and your counterpart to do before Election Day.

Connect with your counterpart

It's important to call or meet your counterpart before Election Day. You will want to divide up your pre-election responsibilities and start planning the day. Things to figure out include:

- Who will contact the team? Split the list?
- Who is picking up supplies?
- Are we doing pre-setup on Monday?
- Who is driving to drop-off on election night?
- What challenges did your precinct have last time?
- How do you manage traffic flow and long lines at this location?

Call your team

You will be able to access the roster of those working in your polling place about 7-10 days before the election. Your team may change a little by Election Day due to last-minute cancellations and changes.

- **Please make phone calls to the team**

Email is a useful tool for getting some information out to your team, but it is still expected that you speak with the judge directly. A key part of this process is answering any questions that judge may have; we've found by experience that a direct conversation is the best way to do that. If you run into problems, call us right away at 612-673-3870; we've got your back.

We recommend taking notes from each of these conversations to help plan your day, and consider as you speak with them how you may want to deploy them during setup, and what station to start them with at 7 a.m.

- **Introduce yourself**

Explain that you're available to answer questions if they have any. If they're new to your precinct, be sure to welcome them.

- **Share how they can reach you**

Phone number, email or whichever communications channel you'd like them to use. Be certain that students, in particular, know the best way to reach you on election morning if they are having any issues arriving on time. A text number is often easiest for students.

- **Confirm that they know their shift**

When it starts, when it ends, and offer advance information on breaks (two half-hour paid breaks for meals for a full day.) If their understanding is different from what is on your roster, call us right away.

- **Accommodations**

Ask judges if they need any special accommodations affecting health, mobility, sitting/standing for long periods, or anything else they wish to share. You'll need to be aware of this for assigning and rotating people among the stations.

- **Transportation**

Suggest good areas to park (if applicable) and the best entrance to use at 6 a.m. With students, it's best to confirm that they have a plan (ride, transit, bike ...) to get there in time, and to get home at the end of the night.

- **Food**

Be sure that they understand their options for food during the day. Does your facility have access to a kitchen, refrigerator, microwave, coffee maker? What nearby food options exist, and are they worth recommending?

- **What to wear**

It's useful to remind judges about dress guidelines, particularly if your space gets particularly warm or cool. No clothing with a message should be worn. Books, magazines or games should stay at home.

- **Bilingual judges**

When judges sign up to work they can list what additional languages they speak. You will see this listed on your roster of election judges. Those who speak a second language are not necessarily trained interpreters. Ask them about it when you call, and confirm they would be comfortable interpreting in that language on Election Day

- **New judges**

Please pay special attention to new judges, or judges new to your precinct. You want them to feel welcome and integrated as part of the team. Give them a realistic idea of what to expect.

- **"What questions do you have for me?"**

It's always good to close by asking the judge if they have any questions or concerns and do what you can to address them. If they have questions you can't answer, feel free to call the office.

Pick up supplies

Nearly all supplies are shipped to polling places before Election Day. However, some equipment and paperwork must be picked up the weekend before Election Day by either the head or assistant. Supplies are at our main office. Final hours will be confirmed by email as we approach the election.

Make an initial staffing plan

You will want to walk in the door on Election Day morning with a plan for who is doing what during the first few hours of the day. A staffing plan will make the critical setup hour more effective and will show your team that you are prepared!

Morning setup plan

- **Tabulator setup**

With your counterpart, decide which of you will lead setup for the tabulator.

- **Poll book and cradlepoint setup**

This will be led by one or more of your poll book & registration specialists.

- **Voting booth, signage, ballot marker and station setup**

These tasks can be assigned to any judge.

- **Ballot preparation**

This can be assigned to any two judges. For the morning ballot prep, it's a good idea to assign judges who have done this before.

Initial station assignments

Decide in advance where you are placing people for the 7 a.m. opening of the polls. Put the people who are most comfortable with the poll books at that station to get off to a good start.

Breaks and station rotation

You might make a preliminary break schedule, or at least determine how many people can go on break at a time or for lunch and still have your polling place well staffed. Discuss with your counterpart how often you will rotate the team to a new station.

Pre-election polling place visit

The head and assistant can go together and/or enlist the help of team judges.

You will be paid a maximum of four hours total work time. This means one person can work four hours, or four people could work one hour, etc. You might consider including one or more of your poll book and registration specialists.

1. Contact the site.

You will get contact information for your polling place site; do your best to call them and arrange a time to visit on Monday before the election.

2. Familiarize yourself with the supplies in the blue supply case.

You can cut the seal on the case; simply reseal it with a green rattail seal from the head judge supply envelope.

3. Confirm that precinct-specific materials are correct.

Call immediately if any supplies are missing or incorrect.

4. Review the polling place layout diagram.

You will get a polling place layout diagram at supply pick-up. If you update the layout, mark the changes on the diagram so headquarters can revise it.

5. Set up tables, chairs and voting booths.

You can only set up in the election space, behind doors that will be locked overnight.

While you can move equipment into position, and even run extension cords as needed, nothing should be plugged in until morning.

6. Post signage in the voting room.

7. Set up poll book printers and stands.

If you wish, you can set up all the poll book equipment except for the poll book itself. You will pick up the poll books at supply pick-up. Keep the poll books secured at your house until Election Day morning. Never keep the poll books in your vehicle unattended or overnight.

8. Do not break seals on or initialize any of the following equipment:

- Ballot tabulator
- Ballot marker
- Black tote containing poll books

9. Remind the building contact of morning hours.

The building must be opened by 6 a.m. on Election Day morning.

10. Locate accessible entrances and plan routes.

If the building has more than one entrance, you will need to mark those entrances and post signage through the building directing people to the voting room. If the accessible entrance is different than the entrance most voters will use, clearly mark it and place arrows along the route to the voting room.

11. Think through some basic safety measures.

It's a good idea to locate emergency equipment (AED, fire extinguisher), find where any first aid kit is kept, and identify a simple evacuation route

12. Secure all equipment before you leave.

Tasks on Election Day

Customer service

- **Maintain a professional and voter-friendly environment.**

You and your attitude set the tone for your team. Ensure the neutrality of all election judges; ensure every voter is treated with respect and in a pleasant manner.

- **Resolve issues and document them in the Incident Log.**

See [page 149](#).

- **Assist voters and team judges with questions.**
- **Maintain orderly conduct among voters and election judges.**
- **Handle voter complaints and feedback.**

Provide feedback and HAVA forms as needed ([page 117](#)).

- **Communicate with polling place visitors.**

See [page 113](#).

Oversee special procedures

- **Administer curbside voting or delegate to an experienced team judge.**

See [page 108](#).

- **Administer challenge process.**

See [page 83](#).

- **Complete hourly audits of ballot tabulator count and voter receipt count.**

See [page 91](#).

- **Report your tabulator count at 12 p.m. and 5 p.m.**

Twice during the day, we will need a quick update from each precinct. You will receive a message on your phone directing you to a website asking you to report the current public count on the tabulator.

Team management

- **Monitor and mentor team judges.**

See [page 151](#).

- **Delegate tasks to team judges as necessary.**

Assign team judges to duties and rotate them through different workstations throughout the day.

- **Coordinate the breaks for team judges.**

See [page 3](#) for minimum break requirements.

- **Conduct emergency training for any replacement election judges.**

See [page 154](#).

Polling place operations

- **Lead the opening and closing process.**

See [page 10](#) and [page 121](#), respectively.

- **Serve as point of contact with headquarters.**

Either the head or assistant must have a cell phone to keep in contact with headquarters. Please be certain we have a number at which we can reach you throughout the day.

- **Manage voter traffic inside and outside of the polling place.**

- **Monitor the polling place for campaign activity.**

See [page 116](#).

- **Take the lead during emergency situations.**

See [page 155](#).

Incident Log

The head judge must keep notes on incidents or problems during the day. Always inform the head judge of anything unusual so it can be recorded. Record the time the event occurred and the resolution. Include as much detail as possible in case further investigation becomes necessary.

Always record the following items in the Incident Log if they occur.

Ballots and the tabulator

- The hourly count of voter receipts and the tabulator is off (see [page 91](#)). You must also call headquarters if you are unable to identify the problem in time for the next audit.
- Any time you open the ballot box during voting hours (see [page 98](#)).
- The ballot tabulator stops operating (see [page 97](#)).
- Facts surrounding an excess number of ballots in the ballot box.
- A ballot is abandoned in a voting station (see [page 91](#)).
- Irregularities or discrepancies with the ballot tabulator seal.

Voters and election judges

- A voter is upset about something that happened in the polling place (see [page 117](#)).
- An election judge is misbehaving or not performing well.
- A disturbance has occurred in the polling place.
- Emergency judge appointment and training (see [page 154](#)).

Poll book and registration process

- The wrong voter was checked-in on the poll book (see [page 81](#)).
- A voter is challenged in the poll book ([page 83](#)) or by a challenger ([page 119](#)).
- A signature certificate needed to be reprinted (see [page 79](#)).

- Data entry error on a registration application (see [page 80](#)).
- A voter's name is missing from the poll book (see [page 53](#)).

Other

- Media visits (see [page 114](#)).
- If in doubt, put it in the Incident Log.

Managing the polling place

Keep a professional and voter-friendly environment

Your focus should be keeping an orderly, neutral, and voter-friendly environment.

1. Assign more greeter judges to manage long lines.

2. Maintain a quiet and respectful environment.

A busy polling place can feel chaotic. Voters want to know things are under control. Make sure space does not become so crowded that it becomes hard to manage. As leadership, you set the tone for your polling place. If you present as calm and confident, your team and your voters will appreciate it.

3. Make sure that voters have privacy while voting.

Let voters know they can use an open table or a clipboard to complete their ballot if they choose. Voters do not have to wait for a free voting booth.

Dealing with challenging people

There are times when you may have to address challenging voters, election judges, appointed challengers and campaigners.

De-escalation tips

- **Listen and validate the person's emotions.**

Validate their feelings, even if you don't agree with why they are upset. Say, "I understand why you might be upset."

- **Find a neutral space and limit people present.**

Onlookers add to the tension and intensity of a situation. Find a quiet corner and see if the individual is willing to sit down together.

- **Slow it down.**

The slower you go, the more time you both have to gather your composure.

- **Call headquarters and let us deal with the individual.**

Never hesitate to call headquarters to let us help—that's exactly what we're there for.

When to involve law enforcement

In rare cases, you may need law enforcement to remove someone who won't cooperate. Call law enforcement if:

- **You feel threatened, or**
- **They are preventing you from doing your job, and you have asked them to stop at least twice.**

Ask them to stop a second time and warn them you will need to have the police eject them if they won't cooperate. If they continue, you may call the police.

Unless your are in danger, you must call headquarters first for approval before calling. The entire incident from start to finish must be meticulously documented in the Incident Log.

Managing election judges

Your primary job 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 successfully, and provide constructive feedback and correction to those that are not.

While monitoring and mentoring your election judge team, keep notes that will allow

you to provide constructive feedback on each election judge's evaluation.

Performance issues

The team is counting on you to manage performance issues. Intervene quickly if you see inappropriate behavior. It's frustrating to the rest of the team if you don't take action.

Use tact and speak privately as much as possible, following the process below:

- **Compliment, give positive correction, then review**

First, compliment the judge about something that they have been doing well. Then, explain to the judge that you observed something that needs to be improved and demonstrate the correct way

Place emphasis on the correct way to do things instead of dwelling on what was done incorrectly.

Finally, review how the judge behaves after the correction is made, and provide the judge with feedback about whether or not the correct behavior was achieved.

- **Pair the person with a more experienced or reliable judge**

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.

- **Get support from your Precinct Support Judge**

Your Precinct Support Judge can serve as an outside, neutral voice. Explain to them what is happening and see if they can work with the individual.

- **Find a station that is a better fit**

Rotating among stations is an important way to break up long stretches of doing the same task. However, some judges may perform well at one station but struggle at others. If a judge repeatedly fails to perform at a station, despite having done the interventions listed above, you might need to post them at other stations for the rest of the day.

- **Contact headquarters to discuss serious conduct issues**

It is essential that every election judge follow polling place rules and procedures. If an election judge performs incorrectly or misbehaves, it must be addressed. If not corrected, the judge may not be asked to serve in the future or may be terminated immediately. Call headquarters to discuss serious conduct issues.

Supporting student judges

We take seriously the responsibility to safeguard our youth while promoting a positive, nurturing environment for their development.

- **Contact headquarters if a student judge is absent or leaves work early**

We need to know before polls open that yes, students arrived as expected or no, they did not. headquarters will follow up with students, their family, and their school to make sure they are safe if they aren't where they are supposed to be.

- **Treat student judges as full team members**

Hold them to the same expectations and standards as the adults on your team, and talk with them with the same level of respect. Youth may need more context around a given task than adults because voting is newer to them.

- **Be aware of cultural and generational differences**

There have been times when head judges have wrongly interpreted cultural or generational differences as disrespect or disinterest. Always assume the best and use communication to ask clarifying questions to check your assumptions.

- **Ask bilingual students their comfort level**

Many of your student judges are bilingual or multilingual. Students, like adult judges who speak a second language, are not necessarily trained interpreters. Ask bilingual students about their comfort with providing language assistance to voters.

- **Assign students the same tasks and duties as adult judges**

Rotate students through all the election judge duties throughout the day. They should participate in everything except duties that require party balance.

- **Supervise youth as a team in public view of others**

Youth should not be in the primary care of only one adult, and private conversations between youth and adults should occur in a public place in view of others.

- **Transportation to and from the polling place.**

Transportation is the responsibility of the student and their guardians. However, DO make sure students have a ride and aren't left alone waiting. You are discouraged from transporting students yourself. If necessary, make sure the student's guardians are aware and transport the student **with another adult**. You should not be alone one-on-one with the student.

- **Informal contact with youth**

Phone calls, correspondence, or face-to-face contact between an adult and a youth that is not connected to official election activities is considered informal contact. Informal contact may occur and can be legitimate and beneficial. However, employees and volunteers should seek permission of parents before having informal contact with a student election judge. They should clearly let the parent know the nature of the contact and that it is not part of the organization's activity. Parents are responsible for monitoring any informal contact.

- **Reporting violations**

If you witness any violation of these policies, contact headquarters.

Emergency judge appointment

All appointees must meet the qualifications to serve (see vote.minneapolismn.gov/judges for details).

1. **Call headquarters before making the appointment.**

2. **Have the appointee complete paperwork.**

This includes a hire form and the election judge timesheet. Put the hire form in the Payroll Envelope for return on election night.

3. **Have the appointee recite the election judge oath.**

Have them sign the oath section of the Official Precinct Certification Form. Next to the signature write 'newly appointed to fill a vacancy.'

4. **Review necessary election procedures and tasks.**

Assign the appointee to a workstation. Provide instruction as necessary throughout the day.

5. **Make notes in the Incident Log about the appointment.**

Note their first and last name, and the time their shift began.

EMERGENCY PLANS

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The safety of election judges and anyone else in the polling place is your priority; everything else is secondary.

Do not worry about election supplies until after everyone in the polling place is safe.

Familiarize yourself with evacuation plans for the polling place.

Change of polling place

If your polling place becomes unusable and you must move to a new site:

1. Contact headquarters.

Staff will find a location as near as possible to the original polling place.

2. Publicly announce the change.

Announce the change to the voters present and post a notice in a location visible to voters from their motor vehicles. Post a similar notice in the new polling place.

Police, fire, or medical emergency

1. Call 911.

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.

Also, state the specific location inside the building where the problem is located.

4. Explain the circumstances to the 911 operator

The more accurately you can describe the situation, the better for the 911 dispatcher to be able to determine what type of response is required.

5. After calling 911, call headquarters.

Explain the situation and staff will be sent to assist you.

6. Record the situation on the Incident Log noting:

Time of incident, type of problem, the name of the individual(s) involved if known, brief physical description of the individual(s), a brief description of the incident; the names and signatures of election judges witnessing the event; and the names and telephone numbers of other witnesses.

7. If the incident involves an injury, record the following:

Name, address, and telephone number of the injured person; how the injury occurred, with details on the location and circumstance; and detail on the injury (i.e., bruise on the left ankle, cut on right thumb).

8. Call headquarters when the situation is resolved.

9. Record the time and resolution of the situation on the Incident Log.

Non-emergency injury or accident

If the situation does not require 911, follow steps 6-9 above.

Active shooter procedures

If there is an active shooter at your location, you should run, hide and fight, in that order.

Run

You should run and evacuate the site as your first choice, leaving all election materials and equipment behind.

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Call 911 when you are safe.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

Hide

If you cannot evacuate, find a place to hide where the active shooter is less likely to find you.

Your hiding place should...

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place...

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby...

- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e. radio, television).
- Hide behind large items (i.e. cabinets, desks).
- Remain quiet.

Fight

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

When police arrive

- Put down any items in your hands.
- Keep hands visible.
- Follow all instructions.
- Avoid making quick movements towards officers.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

If polling place must be left unattended

This would be due to a catastrophic emergency such as a fire, bomb threat, or other situations when you may need to leave the site.

1. **Stay calm and do not panic.**
2. **Choose a location to meet outside; have judges assist voters exiting the poll.**
3. **Record the time and the public count from the ballot tabulator in the Incident Log.**
4. **Remove the memory stick from the ballot tabulator.**

These steps will take a couple of minutes.

1. Use the barrel key to unlock the memory stick compartment.
2. Hold down the power button. It will immediately turn light red. After about a minute the button will turn deep red.
3. Once deep red, release the power button, and it will turn white.
4. Snip the wire securing the memory stick and remove the memory stick. The wire cutter is in the closing bag.
5. Take the memory stick with you.

5. **Secure blank unused ballots in the ballot marker case.**
6. **Keep voted ballots locked in the ballot tabulator.**
7. **Remove any ballots in the auxiliary compartment (if applicable).**
Use any available envelope (i.e., Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment. Take them with you when you leave.
8. **If time permits, take the poll books (just the iPad).**
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 headquarters for further instructions.**

If you can reopen the polling place

1. **Resume voting by using the auxiliary compartment of the ballot tabulator, if necessary.**
2. **Call headquarters to report that the polling place has reopened.**
Support staff will be sent to re-install the memory stick.
3. **Record events in the Incident Log.**

Poll book contingency plans

Single poll book is inoperable

1. Continue to use operational poll books as usual.
2. Call headquarters to report inoperable poll book.
3. A replacement will be sent to your precinct.
4. Return the backup poll book and its green case at drop-off.

Power failure or all printers are inoperable

- 1. Notify headquarters immediately.**
- 2. Create one station for pre-registered voters, and another for non-registered voters.**

Put the following materials at the pre-registration station:

- Greeter's List.
- Blank white roster pages with an oath at the top. Keep a clean copy from which to make additional copies as needed.

Put the following materials at the non-registered voter station:

- Voter registration applications.
- Blank green roster pages with an oath at the top. Keep a clean copy from which to make additional copies as needed.

- 3. Pre-registered voters station details**

Check-in voters on poll book, but have voters sign paper roster.

1. Search for voter and check-in on Poll Book. No Signature Certificate will print.
2. Initial to left of voter's name on the Greeter's List and write/transfer the voter's name and ID number to the next blank line on the white roster sign-in sheet.
3. Have voter sign the roster sign-in sheet.
4. Issue the voter a receipt for a ballot.

- 4. Non-registered voters station details**

Check-in voters on poll book, but have voters sign paper roster.

1. Search for voter and complete registration on poll book. No Signature Certificate or registration application will print.
2. Voter completes paper voter registration application.
3. Voter writes name and address, signs on next blank line on the green non-registered roster sign-in sheet.
4. Issue the voter a receipt for a ballot.

- 5. If power is restored, return to regular process.**

Do not go back and print Signature Certificates for voters that signed the roster sign-in sheet.

- 6. Return all roster sign-in sheets with Election Day materials and return all completed voter registration applications.**

All poll books become inoperable

- 1. Notify headquarters immediately.**

Precinct support judge will deliver a supplemental roster of accepted absentee ballots.

- 2. Have the team alphabetize signed Signature Certificates by the first initial of the last name for use in backup voter check-in process.**

You will need these to confirm the person did not vote earlier in the day.

- 3. Create one station for pre-registered voters, and another for non-registered voters.**

Put the following materials at the pre-registration station:

- Greeter's List.
- Blank white roster pages with an oath at the top. Keep a clean copy from which to make additional copies as needed.
- Use 3-ring binders for Greeter's List to be divided by last name (if needed)
- Supplemental roster of accepted absentee ballots (delivered by precinct support judge).

Put the following materials at the station for non-registered voters.

- Voter registration applications.
- Blank green roster pages with an oath at the top. Keep a clean copy from which to make additional copies as needed.
- Supplemental roster of accepted absentee ballots (delivered by precinct support judge).
- Paper precinct finder.

4. Pre-registered voters station details

1. Use Greeter's List to locate pre-registered voter's name, address, and registration status.
2. Confirm voter has not already voted by absentee ballot by consulting the supplemental roster of accepted absentee ballots.
3. Check that voter has not already voted in person in that precinct by reviewing the alphabetized Signature Certificates.
4. If a voter has not already voted, administer appropriate process as indicated by Greeter's List notations. Note that "Show ID," challenge status, and accepted AB roster notations appear in the furthest right columns on the Greeter's List.
5. Initial to left of voter's name on the Greeter's List and write/transfer the voter's name and ID number to the next blank line on the white roster sign-in sheet.
6. Voter signs white roster.
7. Voter receives receipt.

5. Non-registered voters station details

1. Use Greeter's List to determine if a voter needs to register. Use precinct finder to assess if the voter is in the correct polling location.
2. Confirm voter has not already voted by absentee ballot by consulting the supplemental roster of accepted absentee ballots.
3. Check that voter has not already voted in person in that precinct by reviewing the alphabetized Signature Certificates.
4. Voter completes paper voter registration application.
5. Write voter's name and address on next blank line on the green non-registered roster sign-in sheet.
6. Voter signs green roster sign-in sheet.

7. Voter receives receipt.

6. If poll books become operable again judges may return to poll book process.

7. As time permits, two judges enter the voters from the paper roster(s) into the poll book.

- Two judges look up voters who signed the white registered roster. Select each voter's record, and tap accept and print Signature Certificate.
- Two judges manually enter voter information from voter registration application. Print the Signature Certificate.
- To indicate voter history has been recorded in the poll book, two judges mark each roster record "VH" followed by both judges' initials on roster sign-in line.

8. At end of night, count signatures and receipts for number voting in the polling place.

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Official Precinct Certification Form

The head or assistant uses this form before polls open and after polls close.

All judges must sign the oath section. The opening and closing sections are for verifying that the seal numbers shown on equipment are the same numbers as when they left the voting equipment warehouse.

Official Precinct Certification Form

Minneapolis **W-13 P-13 MT OLIVET CHURCH**

Presidential Nomination Primary - March 3, 2020

Election judge oath

All judges must take and sign before beginning work.

"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)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Opening the poll certification

Must be two judges (from any party), at least one of whom should be the head or assistant.

"At the opening of the poll, we certify the memory stick seal numbers and poll book tote seal number match the seal numbers when they were secured by the city clerk, as recorded below."

- Tabulator memory stick seal # **435597**
- AutoMARK memory stick seal # **717957**
- Black poll book tote(s) exterior seal # **521940**
- Number of poll books inside: **4**

_____ *Election Judge Signature*

_____ *Election Judge Signature*

If seal numbers do not correspond, call headquarters, then provide explanation on back of form.

Closing the poll certification

Must be two judges (from any party), at least one of whom should be the head or assistant.

"We certify the memory stick seal numbers at the close of the poll match the seal numbers at the opening of the poll, as listed above. We have re-sealed the black poll book tote."

The new black poll book tote(s) seal # is _____.

_____ *Election Judge Signature*

_____ *Election Judge Signature*

If seal numbers do not correspond, call headquarters, then provide explanation on back of form.

Ballot Tracking Form

Use this form to audit and track ballots in the polling place. The form has two sides. The head or assistant should lead completion of this form, however the counts on the back should be delegated to team judges.

Ballot Tracking Form
 Minneapolis Ward 1 Precinct 2
 State Primary Election, August 11, 2020

Before polls open
Two judges (from any party)

Before voting begins, count the number of sealed ballots packs and confirm it matches the numbers below. Call headquarters immediately if the numbers do not match.

Sealed packs of ballots: 9 @ 100 ballots per pack

"We certify that we have received the number of sealed ballot packs listed above."

_____ *Election Judge Signature* _____ *Election Judge Signature*

After polls close
Two judges (from any party)

Count ballots in the locations below and confirm the total matches the amount you began with (above).

Ballot type	Amount
Unopened packs: _____ @ 100 per pack	= _____
Unused ballots from opened packs	+ = _____
Spoiled ballots (see Spoiled Ballot Envelope)	+ = _____
Ballots you had to duplicate (see Duplicate Ballot Envelope)	+ = _____
Ballots in ballot box (total count from the tabulator)	+ = _____
Total number of ballots	_____

_____ *Election Judge Signature* _____ *Election Judge Signature*

Return to Envelope A

Ballot Tracking Form
 Minneapolis Ward 1 Precinct 2
 State Primary Election, August 11, 2020

Before polls open & during the day
Two judges (from any party)

Two judges must hand count ballots in each package they open and record the number below.

	# of ballots
Package 1	
Package 2	
Package 3	
Package 4	
Package 5	
Package 6	
Package 7	
Package 8	
Package 9	
Package 10	
Package 11	
Package 12	
Package 13	
Package 14	
Package 15	
Package 16	
Package 17	
Package 18	
Package 19	
Package 20	

Return to Envelope A

Roster Correction Form

Use this form at the poll book station. It is ONLY for corrections to be made on a pre-registered voter's record. To correct errors on an Election Day registration, see [page 80](#).

Municipality _____

Roster Correction Form

Page ____ of _

Ward/Precinct _____

Election _____

- **Use this form:**
 1. To make *corrections* to a voter's name (permitted corrections: typos; change from shortened name to full name, e.g. John to Johnath or adding a voter's middle name)
 2. To indicate duplicate records
 3. To correct or add a missing date of birth
- **Do not use this form for *changes* to a voter's name or address (including apartment changes/additions).** For these things, the voter must complete election day registration (voter may use Valid Registration in Same Precinct as proof of residence).
- **Correction must be approved by second election judge (either the Head Judge or the Head Judge's designee).**

Type of Correction (check one box below)	Voter ID Number	Voter Name (as it appears in poll book)	Correction to be Made	Apprc EJ Ini
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				

Return in Results Envelope B

Form Revisec

Precinct List of Persons Vouching Form

This form is used at the poll book station. Use it to track how many voters someone vouches for (see [page 71](#)), as there is a limit of 8 people a voter can vouch for. The only exception is residential facility vouchers (see [page 67](#)), who are not limited to 8 and so are not entered on this form.



Office of the Minnesota Secretary of State

PRECINCT LIST OF PERSONS VOUCHING

City/Town _____ Ward _____ Precinct _____

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

Voucher's Name	Voucher's Voter ID No.	Number Vouched for on Election Day
Example: <i>John Doe</i>	<i>1234567</i>	± 2 3 4 5 6 7 8
1. _____	__ - __ - __	1 2 3 4 5 6 7 8
2. _____	__ - __ - __	1 2 3 4 5 6 7 8
3. _____	__ - __ - __	1 2 3 4 5 6 7 8
4. _____	__ - __ - __	1 2 3 4 5 6 7 8
5. _____	__ - __ - __	1 2 3 4 5 6 7 8
6. _____	__ - __ - __	1 2 3 4 5 6 7 8
7. _____	__ - __ - __	1 2 3 4 5 6 7 8
8. _____	__ - __ - __	1 2 3 4 5 6 7 8
9. _____	__ - __ - __	1 2 3 4 5 6 7 8
10. _____	__ - __ - __	1 2 3 4 5 6 7 8
11. _____	__ - __ - __	1 2 3 4 5 6 7 8
12. _____	__ - __ - __	1 2 3 4 5 6 7 8
13. _____	__ - __ - __	1 2 3 4 5 6 7 8
14. _____	__ - __ - __	1 2 3 4 5 6 7 8
15. _____	__ - __ - __	1 2 3 4 5 6 7 8
16. _____	__ - __ - __	1 2 3 4 5 6 7 8
17. _____	__ - __ - __	1 2 3 4 5 6 7 8
18. _____	__ - __ - __	1 2 3 4 5 6 7 8
19. _____	__ - __ - __	1 2 3 4 5 6 7 8
20. _____	__ - __ - __	1 2 3 4 5 6 7 8
21. _____	__ - __ - __	1 2 3 4 5 6 7 8
22. _____	__ - __ - __	1 2 3 4 5 6 7 8
23. _____	__ - __ - __	1 2 3 4 5 6 7 8
24. _____	__ - __ - __	1 2 3 4 5 6 7 8
25. _____	__ - __ - __	1 2 3 4 5 6 7 8
26. _____	__ - __ - __	1 2 3 4 5 6 7 8
27. _____	__ - __ - __	1 2 3 4 5 6 7 8
28. _____	__ - __ - __	1 2 3 4 5 6 7 8
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:

Printed Name

Signature

Date

Return to the Election Day Registration Envelope

Record of Attempted Registration

This form is used at the poll book station. Use it to count the number of voters during the day who wanted to register to vote, but were not able to provide proof of residence.

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								

Return in Election Day Registration Envelope

Voter Receipt & Ballot Tabulator Audit

The head or assistant judge use this form to track that the number of receipts at the ballot station matches the number of ballots in the tabulator.

Sometimes a judge at the ballot station may mis-number or miscount, and it takes a bit to determine what happened. Other times a voter might abandon their ballot or even leave the polling place with it, causing the counts to be off. The important thing is to determine what happened, document it, and notify headquarters by phone.

Call headquarters if the audit is off

If the sum of columns B and C do not match column A, take some time to determine why. If your numbers are still off, record this on the Incident Log and contact headquarters immediately.

VOTER RECEIPT & BALLOT TABULATOR AUDIT City of Minneapolis – State PRIMARY, August 11, 2020 W/P: **W-1 P-01**

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 to Brown Head Election Judge Supply Envelope

HAVA Complaint Form

This is a federally required form that is used for a specific set of complaints. The head judge will have these forms.



OFFICE OF THE MINNESOTA SECRETARY OF STATE

HAVA ELECTIONS COMPLAINT FORM

Instructions

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

It is not for the following complaints:

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

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

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

Your Contact Information

Name

Address

City State Zip Code

Telephone Email

Complaint Information

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

My complaint is regarding (select all that apply):

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

Other Title III provision:

Revised 7/2017

Statement of Facts

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

Affirmation

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

Signature of complainant _____ Date _____

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

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

(Notary stamp)

Revised 7/2017

Voter Statistics Worksheet

The Voter Statistics Worksheet is used to promptly transfer key information to Hennepin County on Election Night. The head or assistant judge completes this form after the polls close and your counts have been made (spoiled ballots, voter receipts, Election Day registration certificates, etc.).

- **Number of election judges working in this precinct**

This is a total headcount, regardless of shift length.

- **Number of voting booths in this precinct**

Count all booths except for the ballot marking device station (AutoMARK).

- **Number of voters registered at 7 a.m.**

We will print this number for you; use it to fill out Results Tapes (see [page 179](#)).

- **Total number of election day registrations**

Total is listed on the Election Day Registration envelope.

- **Total number of voter receipts**

Total is listed on the Used Voter Receipts Envelope.

- **Total number voting (Public Count)**

Total is listed near the beginning of the Results Report under "Public Count."

- **Number of spoiled ballots**

Total is listed on the Spoiled Ballot Envelope.

- **Number of duplicated ballots**

Total is listed on the Duplicate Ballot Envelope.

- **Is the morning zero tape attached...**

The zero tape should be attached to the first copy of the Results Reports. If you tore it by mistake, mark "Yes" and explain what happened in the section below.

- **Does the total in 'C' match the total in 'B'?**

This question asks if your "counts," meaning your hourly audit of the tabulator versus receipt count matched at the end of the day. If not, call us as you close polls, even if you notified us earlier. In addition, document what happened on this sheet.

Voter Statistics Worksheet 60A Special GENERAL Election – February 4, 2020 Place in Results A Envelope

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 → _____

Number of voters registered at 7 a.m.: <<this will be pre-filled in for you>>

Election day registrations

Total number of election day registrations A.

Ballots cast

Total number of voter receipts B.

Total number voting (Public Count) C.

Ballots not in the ballot box

Number of spoiled ballots D.

Number of duplicated ballots E.

Precinct Statistics Review

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

Does the **total** in 'C' match the **total** in 'B'? Yes No

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

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 _____

Results Tapes

Though we refer to it simply as the results tape, the long piece of paper that prints from the tabulator is actually made of several different reports.



When polls open, a Configuration Report and Ballot Status Accounting Report print, followed by the Zero Totals Report.

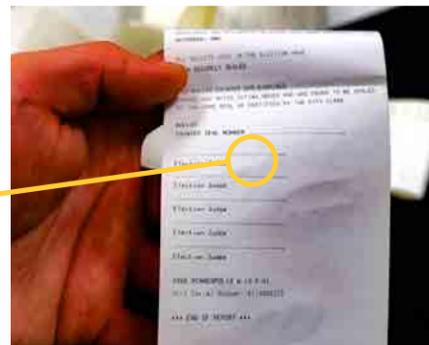
When polls close, a second Ballot Status Accounting Report prints, followed by three copies of the Results Report.

Getting results tapes ready

You will need to separate the final two Results Reports from the rest of the document, then fill out statistics and sign.

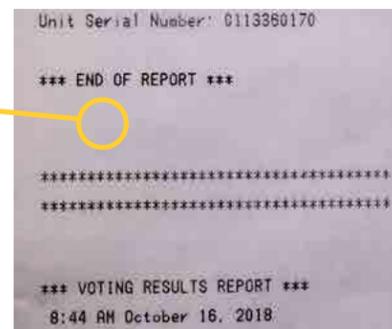
1. Hold the end of report and scan up.

Hold the very end of the report. You'll see a place for judges to sign. Now scan up through the report, past the results, until you see another signature block.



2. Find the signature block, then tear.

Just below the signature block is the end of the 2nd Results Report and the start of the 3rd. Tear at that spot.



3. Find the next signature block, then tear.

Scan up again from the bottom of the 2nd results tape until you see the next signature block. Tear again at this spot.

4. Enter statistics into each document.

You should now have three separate documents. Find the first document and begin to gather and enter the stats as shown on the next page.



5. Post the third tape on the wall

The public is allowed to view closing and see the results tape. Post it on the wall for people to see.

Results Report

Statistics

Four judges sign

NUMBER OF PERSONS REGISTERED AT 7AM: _ _

NUMBER OF NEW REGISTRANTS ON ELECTION DAY: _ _ _ _

NUMBER OF SIGNATURES (VOTER RECEIPTS): _ _ _ _ _

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*****

<<Editor's note: Full oath cut for space in this example>>

BALLOT COUNTER SEAL NUMBER: _ _ _ _

ELECTION JUDGE

ELECTION JUDGE

ELECTION JUDGE

ELECTION JUDGE

Voter Statistics Worksheet (page 177)

Election Day Registration Envelope

Used Voter Receipts Envelope

See "Public Count" near top of Results Report

Spoiled Ballot Envelope

Duplicate Ballot Envelope

Ballot Tracking Form (see page 167)

Official Precinct Certification Form (see page 166)

Any four judges may sign

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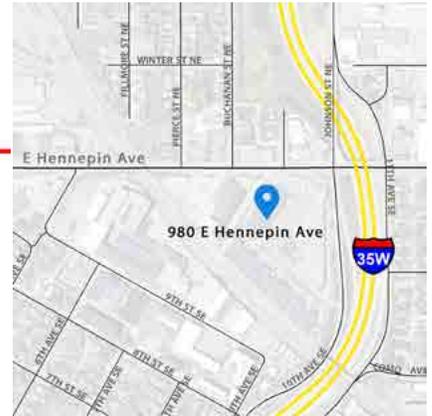
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Minneapolis

Elections & Voter Services

Your City. Your Vote.



We are in a business park near the intersection of E Hennepin Ave and I-35W.

Enter the business park from E Hennepin Ave. Our suite is inside the business park and does not face the street. Once in the lot, take your first right and travel 300 feet to reach the building.

The building has free public parking. Nearby bus routes include the 61, 25, and 4. Bike racks are located in the front of the building. A Nice Ride hub is located nearby.



980 East Hennepin Ave, Minneapolis MN 55414-1314
Monday - Friday, 8:00 a.m. - 4:30 p.m.



vote.minneapolismn.gov



elections@minneapolismn.gov



311 or from outside the city call 612-673-3000
Fax 612-673-2756
TTY 612-673-2157



@votempls



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