City of Minneapolis
Chair & Assistant
Election Judge Training

Welcome to 2012

www.minneapolismn.gov

THANK YOU! THANK YOU! THANK YOU!

- Veterans - For coming back this year
- New Judges - For joining us
- You are very important!
- 2012 Election Season
  - August 14
  - November 6

Today's Agenda

- What's new in 2012
- Lessons learned from 2010, 2011 & 2012
- The role of Election Judges
  - Chair & Assistant Chair Judges
  - Team Judges
  - Student Election Judges
- Opening the Polls
- Election Day activities & duties
- Closing the polls & Materials to return to DOS

2012 Election Season

Primary

- Partisan offices: voters must vote within one of the three parties
- Non-partisan offices
- No write-ins allowed

General Election

- Partisan offices (not required to vote for one party only)
- Write-ins allowed
- Ballot question(s)
- Constitutional amendment(s)

What is New since 2010

- Roster
  - An original legal document with no extra marks
  - EJ cannot make "X"
- Roster Challenge Log
- Election Day Feedback Form
- EJs allowed within 6 feet of Ballot Box
- Challengers cannot ask how many voted during the day
- Voter Receipt/Ballot Counter Audit form

Redistricting 2012

- From 131 to 117 precincts
- Reduced by 14 & more evenly sized
- Not using 20 former polling places
- Added 7 new polling place facilities
- Used neighborhood lines as allowed by other district lines

Voter confusion in some areas due to change

2010 – 2012 Lessons Learned

Items to Return

- 1 precinct didn't return Memory Card
- 2 precincts didn't return Rosters
- 2 precincts put totally blank/unused ballots in the voted ballot envelopes (blank ballots not distributed/voted should be put back into ballot box at Closing)

Balancing numbers: receipts & ballots

- Check voter receipts & ballot counter hourly
- Jammed ballots – document in Incident Log

Out Of Precinct – O.O.P.s

	G - 2008	G - 2009	P - 2010
EDRs	50,505	2,950	4,832
O.O.P.s Voters	897 = 1.8%	27 = .92 % Less than 1%	58 = 1.2% 8 in double PPs
Zero O.O.P.s Precincts	11	114	95

Sources and Resources

No need to memorize!

- Chair Judge and Assistant Chair Judge – your team leaders
- Other veteran Election Judges
- Precinct Support Judges (PSJs)
- Checklists
- Duty cards
- Minnesota Election Judge Guide
- Call Election Headquarters

Who Can Be An Election Judge?

Must be

- Eligible to vote in Minnesota
- Able to read, write and speak English
- Appointed by city authority
- Trained and certified as an election judge
- Affiliated or not affiliated with a major political party

Cannot be

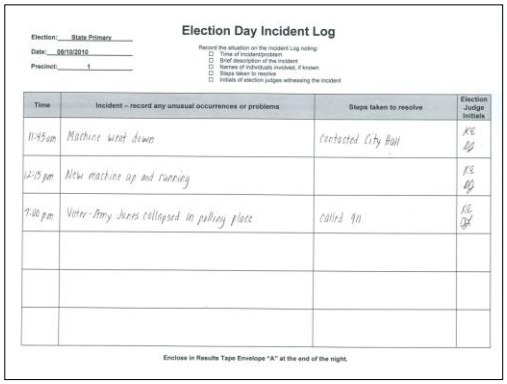
- A candidate or spouse, parent, child, stepchild, sibling or stepsibling of a candidate or another election judge in the same precinct
- Challenger

Political Party Affiliation

- Three major political parties
  - Democratic Farmer Labor Party
  - Independence Party – with a capital "I"
  - Republican Party
- Not major political parties
  - All other political parties
  - Not specified or unaffiliated
  - independent - with a small "i"

ACCURACY & INTEGRITY

- Two EJs of different major political parties
  - Assist voters in marking ballots
  - Feed ballots from Auxiliary Compartment & duplicate voted ballots
  - Curbside voting
  - Emptying ballot box during voting hours
- Paper trail – how to remember it in a year
  - Incident Log – Ballot counter jam & voter issues
  - Election Judge as a witness
  - Register in proper precinct and with proper ID
  - Results Tapes + materials returned to drop off site
  - Certification and Seals
  - Ballot Tracking Form



Election Day Incident Log

Election: State Primary
Date: 08/10/2010
Precinct: 1

Record the situation on the Incident Log noting:
- ☐ Time of incident/problem
- ☐ Brief description of the incident
- ☐ Names of individuals involved, if known
- ☐ Steps taken to resolve
- ☐ Initials of election judges witnessing the incident

Time	Incident – record any unusual occurrences or problems	Steps taken to resolve	Election Judge Initials
11:45 am	Machine went down	contacted City Hall	KE AJ
12:15 pm	New machine up and running		KE AJ
7:30 pm	Voter-Amy Jones collapsed in polling place	called 911	KE AJ

Enclose in Results Tape Envelope "A" at the end of the night.

Chair Election Judge

- Administer oath of office
- Manage staffing & schedule breaks
- Cellphone contact with Election HQ
- Assign & rotate judge duties
- Supervise set-up & announce opening
- HAVA Complaints & **Feedback forms**
- Administer In-Person Challenges
- May release excess EJs after dinner hour
- Announce & supervise closing

EJ Professionalism

- You represent the City of Minneapolis
- No food or beverages at tables where voters are served
- All EJs must sign the attendance timesheet including
  - Volunteer and paid Election Judges
  - Student Election Judges
- Personal computers or cellphones on breaks only

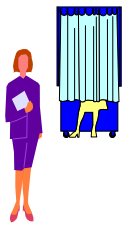
EJ Neutrality

- Curtail conversations if public is present
- Partisan comments & discussion prohibited at all times
  - 6 am until you get home
  - No exceptions

If anyone can tell – or perceive – by your words or actions what your opinion is, you failed at neutrality.

Allowed in the Polling Place

- Representatives from Secretary of State, County Auditor and local Clerk's Offices
- Election Judges
- Voters and their minor children
- Person Assisting or Vouching for Voter
- Challengers
- Students or teachers if authorized by clerk
- Persons making written complaint
- Media

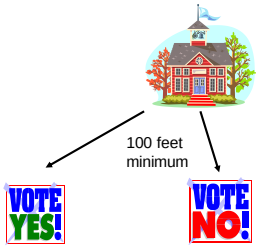


Conduct Not Allowed In The Polling Place

- Disorderly Conduct
- Intoxication
- Campaigning

Lingering or Campaign Activities

- No lingering within 100 ft. of polling place building
- No solicitation within 100 feet of polling place building or on public property surrounding it
- Exempt: Campaign signs on private property within 100 feet of polls
- Loudspeakers



Exit Polling Allowed with restrictions

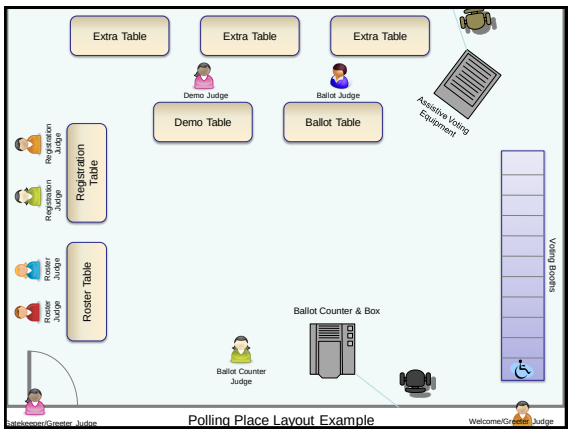
- Can be conducted anywhere outside the room used as a polling place
- Only approach voters after they have voted
- Only ask voter to take anonmyous written survey
- Cannot interfere with the voting process

Opening the Polling Place

- Arrive at 6:00 a.m.
- Take EJ oath, declare party and sign Official Precinct Certification Form; put on nametags
- Follow the *Open Polls Checklist(s)*
- Locate equipment and supplies
- Receive assignments from Chair Judge

Set up an orderly flow

- Greeter Judge
- Roster Area
- Election Day Registration
- Demonstration Judge
- Ballot Judge
- AutoMARK – set up for privacy
- Voting Booths
- Ballot Counter Area



Polling Place Layout Example

Opening the Polling Place

- Two judges verify the seal numbers on the ballot counter and AutoMARK and sign the Official Precinct Certification Form
- Verify all materials are for your precinct
  - ballots, ballot counter, roster, sample ballot
- Two judges prepare ballot counter for voting
- Two judges confirm that AutoMARK audio ballot match the precinct ballot

Opening the Polling Place

- Verify ballot quantities and two judges sign the Official Precinct Certification Form
- As each package is opened, two judges count number of ballots in each package
- Note any discrepancies on the Ballot Tracking Form
- Two judges initial a supply of ballots

Opening the Polling Place - signs

- Blue Sample Ballot –
  - Does it match your white ballot?
  - Post two copies at different heights
    - Standing height
    - Seated height
- Post various posters and/or maps
- Place U.S. Flag outside entrance to the polling place building

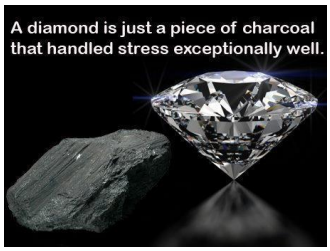
Polling Place Entrance

Signs at Entrance

Sample Ballots

IT IS NOW 7:00 A.M. AND YOU ARE READY TO OPEN THE POLLING PLACE!

Customer Service



Your opportunity to sparkle

Our mission

- Ensure all eligible residents are able to exercise their right to vote
- Conduct voting in a fair, accurate, impartial and efficient manner
- Provide reliable information and friendly service to voters
- Give all voters in a precinct and throughout the city the same information
- "I will do everything I can within the law to help you vote today"

Customer Service

Think of your last great experience

- Start fresh with each voter - do not carry over a bad experience
- Avoid pronouns & negative word - "I can't register you with that ID"
- Refer to authority - "Minnesota Law requires…"

5 Steps to Customer Service

1. Listen & make eye contact
2. Confirm you heard & understood
3. Check your body language
4. Use a calm voice, show empathy, respond with facts
5. Commit to action – offer solutions
6. ***Recovery – help the Underhappy***

Customer Service

- First time voters may be nervous!
  - Just turned 18
  - New citizens
- English as second language voters
  - Language folder – translated materials
  - 311 – Language support line
- Voters with disabilities
  - Magnifier
  - Signature guide
  - Notepad & black pen
  - Provide chair(s) while waiting – but not in the way

Polling Place Accessibility & Accommodations

Accessibility

- Entry to the polling place and voting area
- Parking
- Voting stations

AutoMARK

- Must be available for federal, county, city, and school elections
- Available in the office for in person absentee or mail voting for these elections

(M.S. 204B.16, subd. 4 206.57, subd 5)

Accommodations

- Voting by absentee ballot
- Curbside voting
- Assistance by a bipartisan team of election judges
- Voter bringing individual of their choosing to provide assistance in the polling place

M.S. 203B.02, subd. 1, 204C.15, subd. 1, 204C.15, subd. 2

Curbside Voting

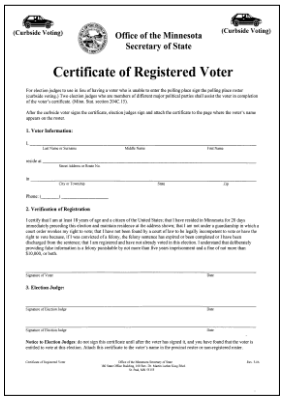
Voter unable to come into the Polls

Option #2 – Curbside Voting

- Ask voter's name and look up in the roster to verify if the voter is registered
- Verify voter has NOT voted by absentee ballot, if non-registered
- Two judges (different major political parties) take Certificate of Registered Voter form, along with Voter Registration Application (if not registered) to the car

Curbside Voting

- Have voter complete *Certificate of Registered Voter* form (and *Voter Registration Application*, if required)



(Curbside Voting) Office of the Minnesota Secretary of State (Curbside Voting)

Certificate of Registered Voter

For election judges to use in lieu of having a voter who is unable to enter the polling place sign the polling place roster (curbside voting.) Two election judges who are members of different major political parties shall assist the voter in completion of the voter's certificate. (Minn. Stat. section 204C.15).

After the curbside voter signs the certificate, election judges sign and attach the certificate to the page where the voter's name appears on the roster.

1. Voter Information:

I, _____
Last Name or Surname — Middle Name — First Name

resides at _____
Street Address or Route No.

in _____
City or Township — State — Zip

Phone: (_____) _____

2. Verification of Registration

I certify that I am at least 18 years of age and a citizen of the United States; that I have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person where I have not retained the right to vote, have not been found by a court to be legally incompetent to vote, and have not been convicted of a felony without having my civil rights restored; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than $10,000, or both.

_____
Signature of Voter — Date

3. Election Judge:

_____
Signature of Election Judge — Date

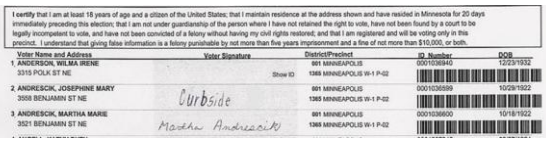
_____
Signature of Election Judge — Date

Notice to Election Judges: do not sign this certificate until after the voter has signed it, and you have found that the voter is entitled to vote at this election. Attach this certificate to the voter's name in the precinct roster or non-registered roster.

Certificate of Registered Voter — Office of the Minnesota Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Blvd, St. Paul, MN 55155 — Rev. 5-01

Curbside Voting

- Judges return with form(s)
- Judges mark the appropriate roster
  - *Pre-registered Roster*
  - *Election Day Registration Roster – check AB EDR*



I certify that I am at least 18 years of age and a citizen of the United States; that I maintain residence at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person where I have not retained the right to vote, have not been found by a court to be legally incompetent to vote, and have not been convicted of a felony without having my civil rights restored; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than $10,000, or both.

Voter Name and Address	Voter Signature	District/Precinct	ID Number	DOB
1. ANDERSON, WILMA IRENE 3315 POLK ST NE		001 MINNEAPOLIS Show ID 1365 MINNEAPOLIS W-1 P-02	0001036940	12/23/1932
2. ANDRESCIK, JOSEPHINE MARY 3558 BENJAMIN ST NE	Curbside	001 MINNEAPOLIS 1365 MINNEAPOLIS W-1 P-02	0001036599	10/29/1922
3. ANDRESCIK, MARTHA MARIE 3521 BENJAMIN ST NE	Martha Andrescik	001 MINNEAPOLIS 1365 MINNEAPOLIS W-1 P-02	0001036600	10/18/1922

- *Certificate of Registered Voter* form put in front pocket of the roster

Curbside Voting

- Receive *Registered Voter's Receipt*
- Ballot judge issues ballot
- Pair of judges take the ballot, clipboard, pen, secrecy folder and "I Voted" sticker to the car
- Allow voter to vote, ask them to wait
- Return to polling place
- Insert ballot into counter
- Inform voter ballot accepted

Who May Assist Voters?

- Voter may bring person of their choice
- EJs may select 2 people of different major political parties to assist voter
- Voter asks for assistance - two EJs of different political parties assist to mark ballot
- Individual persons (excluding election judges) may <u>mark</u> a ballot for no more than three voters – may <u>assist</u> more than three
- Voter may use AutoMARK

Who May *NOT* Assist Voters

- Voter's employer
- Agent of the voter's employer
- Officer or agent of voter's union
- Candidate for election

Serving Voters with Disabilities

- Relax – people with disabilities are "just" people – like you & me
- Treat adults in a manner befitting adults
- Talk directly to a voter with a disability, NOT to the companion who may be present
- Ask the voter "**how may I help**?" – Do not assume you know what a person with a disability wants or needs

Serving Voters with Disabilities

- Wait for a response - then follow the instructions
- If you do not understand…
  - Do not pretend to understand if you do not
  - Ask voter with a speech disability to repeat a sentence
- Do not interact with a working service animal

Voters in a wheelchair

- Try to place yourself at their eye level
- Their wheelchair is their very personal space
  - DO NOT LEAN on someone's wheelchair
  - DO NOT PUSH without permission

Deaf or hard of hearing voters

- Speak in a normal tone
- Do NOT shout or raise your voice, unless asked to
- Do NOT look away while talking to them
- Do NOT assume they are lip reading
- Option: write notes with black pen/marker

Blind or low vision voters

- Identify yourself to the voter
- Allow the voter to take your arm and give directions if appropriate
  - May I offer you my arm?
  - May I describe the layout of the room for you?
- Be sure to communicate to the individual when you are leaving
- Tool(s): Magnifier & signature guide

AutoMARK
voting privately & independently

- Give verbal instructions & be patient
- Touch Screen modes – display or private (audio only)
  - EJ - Identify screen status to voter
  - Explain how to choose screen status
- Give headphones to voter <u>before</u> voter inserts ballot
- Let voter find buttons & act at own pace

Serving Voters with Disabilities

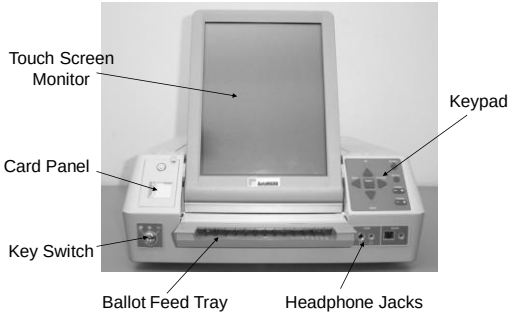
- Clear path of travel – no obstructions
  - Parking area to building entrance(s)
  - Main entrance & accessible entrance (if different) to voting room
  - Through voting room
  - Re-check during the day
- "Allow us the dignity to get the task done privately & independently. It is our decision to ask for help." MACOPD

AutoMARK – Check Ballot

- Insert blank ballot
- Verify audio ballot with another ballot
- Do NOT mark the ballot
- Eject ballot by using EJECT button
- Label both ballots "AutoMARK Test Ballot"
- Place two ballots into Spoiled Ballot envelope
- Do not put in Ballot Counter

AutoMARK & Voting Booths

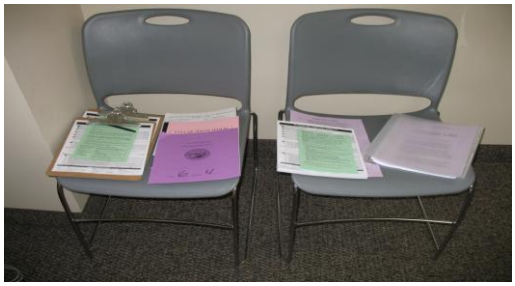
AutoMARK



AutoMARK Features

- AutoMARK prevents voters from making errors that affect how votes are counted
- Zoom in/Zoom out
- High Contrast/Reverse contrast
- Headphones & Braille
  - Secured when not in use
  - Voter puts on before inserting ballot
- Privacy Screen
  - Inform voter of current status & how to change

Greeter Judge



Greeter Judge – traffic flow one line management

- Serve voters in order of arrival
- All voters stay in one line until going to roster or registration tables
- Only a few voters with receipts are waiting for ballots
- Voters with *Registered Voter's Receipt* must stay and vote; voters cannot leave with receipt and return to vote

Greeter Judge

- Greeter List: Determine if voter is registered in this precinct
  - If yes, direct voter to Roster table
- If not pre-registered -
  - Verify voter is in correct precinct
  - Direct voter to the Registration table – may hand out *Voter Registration Application* and explain ID requirements
- Maintain traffic flow
- Observe activities near poll entrance

SECRETARY OF STATE

Greeter's List

06/12/2008
10:19 AM

CLARK TWP PRECINCT:9030

Voter Id #	Voter Name	Address	City	Pct # - Name	SD #	ID Req
0000246748	ABBOTT, GARY L	11717 422ND ST	TAMARACK	9030 CLARK TWP	004	
0000246881	ABBOTT, KARI JEAN	11717 422ND ST	TAMARACK	9030 CLARK TWP	004	
0000245494	AHO, ARTHUR MATT	10332 422ND ST	TAMARACK	9030 CLARK TWP	004	
0000255004	AHO, TONI MARY	10421 STATE HIGHWAY 210	TAMARACK	9030 CLARK TWP	004	
0000247210	BAJDA, ANDRE JOHN	11787 422ND ST	TAMARACK	9030 CLARK TWP	004	
0000246391	BAJDA, GAYLE RENEE	11787 422ND ST	TAMARACK	9030 CLARK TWP	004	
0000272215	BARNETT, CHARLA FAE	11717 422ND ST	TAMARACK	9030 CLARK TWP	004	
0000251754	BERG, CAROL JEANNE	42863 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0000245281	BERG, OLE WILLIAM	42863 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0003366552	BOLSTAD, PATRICIA ANN	42302 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0003366546	BOLSTAD, ROBERT KENNETH	42302 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0000251572	BOYES, GENE W	12495 422ND ST	TAMARACK	9030 CLARK TWP	004	
0000251636	BOYES, MAUREEN EDNA	12495 422ND ST	TAMARACK	9030 CLARK TWP	004	
0000251637	BOYES, TERRY GENE	43141 140TH AVE	TAMARACK	9030 CLARK TWP	004	
0000246536	BREKKE, CYNTHIA MAE	40536 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0000246590	BREKKE, DELL OSCAR	40536 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0003610765	BREKKE, LAURA ANN	40536 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0004231127	BREKKE, LYNN MARIE	40536 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0000247659	BURDICK, JOYCE ANN	43365 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0000247778	BURDICK, RUSSELL GLEN	43365 KESTREL AVE	TAMARACK	9030 CLARK TWP	004	
0000252758	CAHOON, JEANA LEIGH	44698 105TH PL	TAMARACK	9030 CLARK TWP	004	
0000252751	CAHOON, RODGER WILLIAM	44698 105TH PL	TAMARACK	9030 CLARK TWP	004	
0000246147	COLLINS, JOANNE RAE	14760 464TH LN	TAMARACK	9030 CLARK TWP	004	
0000247525	COLLINS, PATRICK M	14760 464TH LN	TAMARACK	9030 CLARK TWP	004	

SRS-GL1

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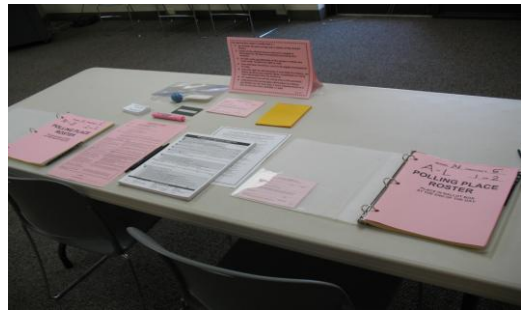
Ward 8 Precinct 7

Street Name	From	To	Even/Odd/Both	W-P
1ST AVE S	4200	4351	Both	8-7
1ST AVE S	4400	4553	Both	8-7
40TH ST W	115	115	Odd	8-7
41ST ST W	215	215	Odd	8-7
42ND ST W	211	614	Both	8-7
42ND ST W	620	620	Even	8-7
43RD ST E	4	4	Both	8-7
43RD ST W	8	509	Both	8-7
44TH ST E	14	110	Even	8-7
44TH ST W	11	625	Both	8-7
45TH ST E	6	10	Both	8-7
45TH ST W	15	137	Both	8-7
46TH ST E	14	118	Even	8-7
46TH ST W	100	514	Even	8-7
BLAISDELL AVE S	4000	4355	Both	8-7
BLAISDELL AVE S	4400	4555	Both	8-7
GARFIELD AVE S	4000	4355	Both	8-7
GARFIELD AVE S	4400	4554	Both	8-7
GRAND AVE S	4000	4355	Both	8-7
GRAND AVE S	4400	4555	Both	8-7
HARRIET AVE S	4000	4356	Both	8-7
HARRIET AVE S	4400	4553	Both	8-7
LYNDALE AVE S	4001	4355	Odd	8-7
LYNDALE AVE S	4405	4555	Odd	8-7
NICOLLET AVE	4000	4356	Both	8-7
NICOLLET AVE	4400	4554	Both	8-7
PILLSBURY AVE	4001	4354	Both	8-7
PILLSBURY AVE	4401	4557	Both	8-7
PLEASANT AVE S	4000	4355	Both	8-7
PLEASANT AVE S	4400	4555	Both	8-7
STEVENS AVE S	4200	4350	Even	8-7
STEVENS AVE S	4400	4552	Even	8-7
WENTWORTH AVE	4000	4347	Both	8-7
WENTWORTH AVE	4400	4555	Both	8-7

Street Name	From	To	Even/ Odd/ Both	W-P	ZIP Code	Cong	Senate	House	County	Park/ School
1ST AVE N	21	432	B	3-8	55401	5	59	59B	04	4
1ST AVE N	515	600	B	3-8	55403	5	59	59B	04	4
1ST AVE N	706	706	E	7-5	55403	5	59	59B	03	4
1ST AVE NE	100	112	B	3-3	55413	5	60	60B	04	1
1ST AVE NE	127	315	O	3-3	55413	5	60	60B	04	1
1ST AVE NE	316	606	E	3-3	55413	5	60	60B	04	1
1ST AVE NE	501	615	O	3-4	55413	5	60	60A	02	1
1ST AVE S	1325	1408	B	7-8	55403	5	61	61A	03	4
1ST AVE S	1508	1600	E	7-5	55403	5	61	61A	03	4
1ST AVE S	1701	1931	B	6-9	55403	5	62	62A	03	4
1ST AVE S	2000	2533	B	10-9	55404	5	62	62A	03	4
1ST AVE S	2805	2838	B	10-9	55408	5	62	62A	03	4
1ST AVE S	2847	2929	O	10-9	55408	5	62	62A	03	4
1ST AVE S	3101	3148	B	8-1	55408	5	62	62B	03	6
1ST AVE S	3200	3552	B	8-2	55408	5	62	62B	03	6
1ST AVE S	3600	3955	B	8-6	55409	5	62	62B	03	6
1ST AVE S	4200	4351	B	8-7	55409	5	62	62B	03	6
1ST AVE S	4400	4553	B	8-7	55419	5	62	62B	03	6
1ST AVE S	4600	4945	B	11-1	55419	5	62	62B	03	6
1ST AVE S	5000	5556	B	11-2	55419	5	61	61B	03	6
1ST AVE S	5600	6154	B	11-3	55419	5	61	61B	03	6
1ST ST N	1	227	B	3-8	55401	5	59	59B	04	4
1ST ST N	300	800	B	3-7	55401	5	59	59B	02	2
1ST ST N	3360	3360	E	4-3	55412	5	59	59A	02	2
1ST ST NE	2310	2318	E	3-6	55418	5	60	60A	02	1
1ST ST S	1	225	B	3-8	55401	5	59	59B	04	4
1ST ST S	336	701	B	3-9	55401	5	59	59B	04	4
1ST ST S	1803	1811	B	6-3	55454	5	60	60B	04	3
1ST ST S	1920	2040	B	2-7	55454	5	60	60B	04	3
2 1/2 ST NE	3410	3859	B	1-1	55418	5	60	60A	02	1
2ND AVE N	20	417	B	3-8	55401	5	59	59B	04	4
2ND AVE N	516	516	E	3-8	55403	5	59	59B	04	4
2ND AVE N	721	2300	B	6-5, 6C	55405	5	59	59B	02	2
2ND AVE N	2603	2603	O	7-1C	55405	5	59	59B	02	4
2ND AVE S	115	331	B	3-8	55401	5	59	59B	04	4
2ND AVE S	523	919	B	7-6	55402	5	59	59B	03	4
2ND AVE S	1200	1301	B	7-8	55403	5	61	61A	03	4
2ND AVE S	1703	1927	B	6-9	55403	5	62	62A	03	4
2ND AVE S	2001	2549	B	10-9	55404	5	62	62A	03	4
2ND AVE S	2600	2733	B	10-9	55408	5	62	62A	03	4
2ND AVE S	[illegible]	[illegible]	O	5-6	[illegible]	5	62	62A	04	2

Roster Judge – voter view

Roster Judge – Judge view



Roster Judge

Pre – Registered Voters

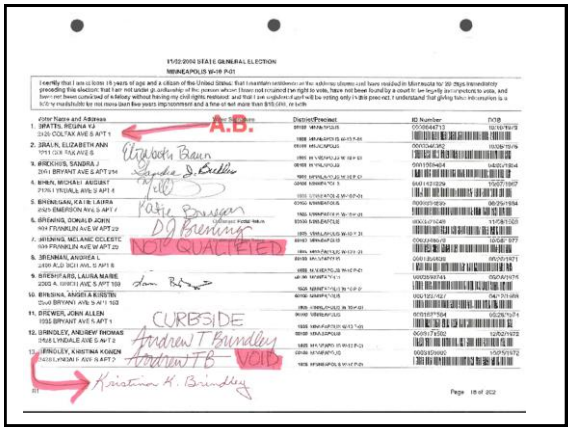
- **Your name please…?**
- Find name on the roster
- **…and now your address?**
- Point out the oath at the top of the page
- **Please sign here to affirm the oath at the top of the page**
- Give each voter a *Registered Voter's Receipt*

Roster: An original legal document

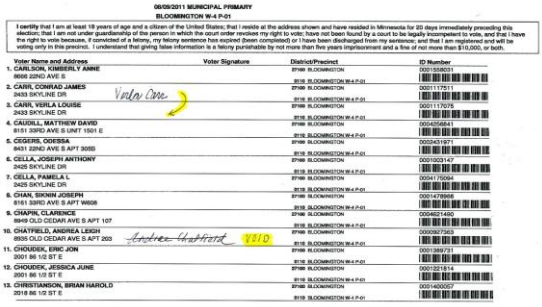
Only allowed marks

- Voter signature
- CURBSIDE
- A.B.
- VOID – with highlight
- REFUSED OATH – with highlight
- NOT ELIGIBLE – with highlight

No extraneous marks – do not make an X



Voter Signature Correction Wrong line & VOID



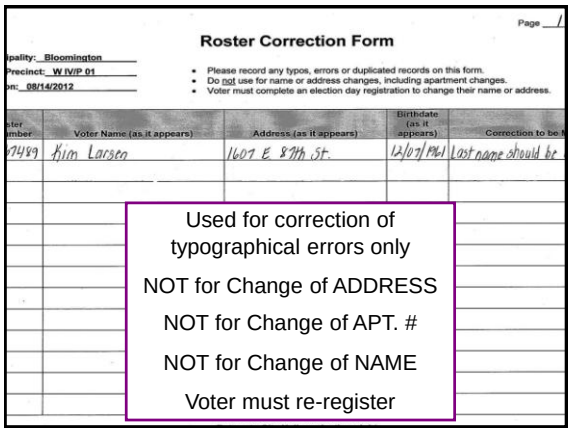
Different name or address?

- Voter does NOT sign pink *Pre-registered Roster*
- Voter must re-register with current name and address
- Use **Previous Registration in Same Precinct** with Voter ID #
- Voter signs green ***Election Day Registration Roster***

ONE signature = ONE receipt = ONE ballot

Roster Judge - tips

- Similar names – use birthdates
  - Anderson or Smith or Vang
  - Jr. and Sr.
- Multiple last names: try variations
  - Anderson-Smith
  - Andersonsmith
  - Anderson Smith
  - Smith
- Common misspellings
  - Larsen or Larson



Page 1

Roster Correction Form

ipality: Bloomington
Precinct: W IV/P 01
on: 08/14/2012

- Please record any typos, errors or duplicated records on this form.
- Do not use for name or address changes, including apartment changes.
- Voter must complete an election day registration to change their name or address.

ber mber	Voter Name (as it appears)	Address (as it appears)	Birthdate (as it appears)	Correction to be
97489	Kim Larsen	1607 E 87th St.	12/07/1961	Last name should be

Used for correction of typographical errors only

NOT for Change of ADDRESS

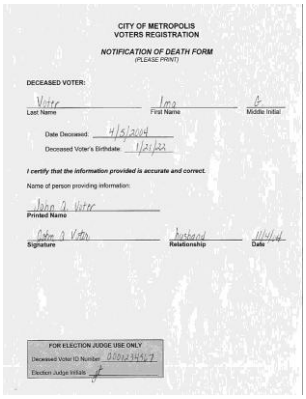
NOT for Change of APT. #

NOT for Change of NAME

Voter must re-register

Notification of Death Form

Do NOT make entry in the Roster – it is mistaken for a voter signature



CITY OF METROPOLIS
VOTERS REGISTRATION

NOTIFICATION OF DEATH FORM
(PLEASE PRINT)

DECEASED VOTER:

Voter (Last Name) Ima (First Name) C (Middle Initial)

Date Deceased: 4/5/2004

Deceased Voter's Birthdate: 1/21/22

I certify that the information provided is accurate and correct.

Name of person providing information:

John J. Voter (Printed Name)

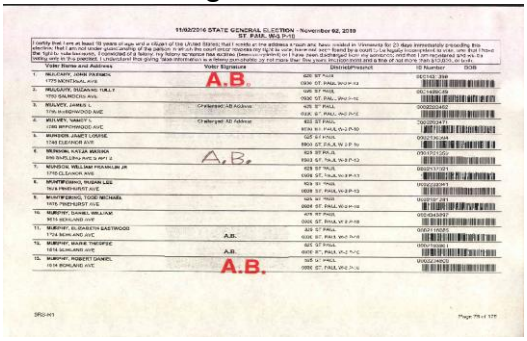
John J. Voter (Signature) husband (Relationship) 11/14/04 (Date)

FOR ELECTION JUDGE USE ONLY
Deceased Voter ID Number: 00012147
Election Judge Initials: JC

Roster Notations

- A.B.
- See ID
  - This notation informs you that the voter must show identification prior to voting
  - Acceptable IDs same as Election Day registration minus vouching
  - If voter does not have ID from list, they may re-register using Election Day Registration Procedures (i.e. voucher)

Pre-Registered Roster



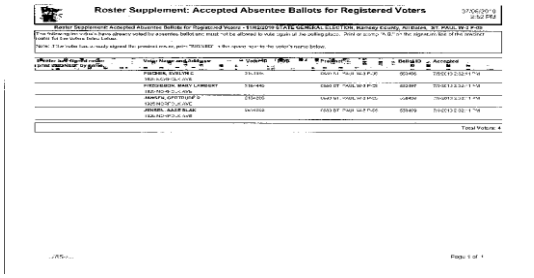
11/02/2010 STATE GENERAL ELECTION - November 02, 2010
ST. PAUL, WARD 3-10

	Voter Name and Address	Voter Signature	District/Precinct	ID Number	DOB
1.	MULCAHY, JOHN PATRICK 1775 MONTSOMA AVE	A.B.	0206 ST. PAUL W-2-P-12	0421142 - 2010	
2.	MULCAHY, SUZANNE TUALLY 1750 SALMONA AVE		0206 ST. PAUL W-2-P-12	0511489-2010	
3.	BEAVER, JAMES L 1776 HUGHWOOD AVE	Challenged: AB Address	0206 ST. PAUL W-2-P-12	0000000450	
4.	MILLER, NANCY 1786 BRYCWOOD AVE	Challenged: AB Address	0206 ST. PAUL W-2-P-12	0000000471	
5.	MUNSON, JANET LORENE 1748 ELEANOR AVE		0206 ST. PAUL W-2-P-12	0000000484	
6.	MUNSON, KATJA MARIKA 1748 ELEANOR AVE	A.B.	0206 ST. PAUL W-2-P-12	0000000500	
7.	MUNSON, WILLIAM FRANKLIN JR 1748 ELEANOR AVE		0206 ST. PAUL W-2-P-12	0000000501	
8.	MUNTERSMAN, RUBIN LEE 1814 FINEHURST AVE		0206 ST. PAUL W-2-P-12	0000000511	
9.	MUNTERSMAN, TODD MICHAEL 1814 FINEHURST AVE		0206 ST. PAUL W-2-P-12	0000000521	
10.	MURPHY, DANIEL WILLIAM 1814 SCHLAND AVE		0206 ST. PAUL W-2-P-12	0000000537	
11.	MURPHY, ELIZABETH EASTWOOD 1704 SCHLAND AVE	A.B.	0206 ST. PAUL W-2-P-12	0000000605	
12.	MURPHY, MARIE THERESE 1814 SCHLAND AVE	A.B.	0206 ST. PAUL W-2-P-12	0000000651	
13.	MURPHY, ROBERT DANIEL 1814 SCHLAND AVE	A.B.	0206 ST. PAUL W-2-P-12	0000000663	

SR2-H1

Page 75 of 177

Supplement: Pre-Registered Called or delivered


Roster Supplement: Accepted Absentee Ballots for Registered Voters

Total Voters: 4

Page 1 of 1

Pre-Printed Roster Challenges
Printed in Signature Area

- Most Common
  - Challenged-Postal Return
  - Challenged-Felony
  - Challenged-Guardianship
- Others
  - Challenged-Voted Out of Precinct
  - Challenged-Name Change
  - Challenged-Name or Address
  - Challenged-Other

Challenge Process
Voter is eligible

- Administer oath to the voter

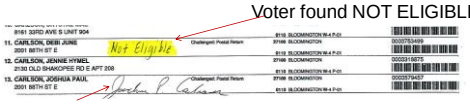
  "Do you affirm that you will fully and truly answer all questions put to you concerning your eligibility to vote in this election?"
- Ask questions to determine identity and eligibility
- If voter's answers to the questions indicate the voter is eligible, the judge **allows the voter** to vote in the same manner as regular voters – voter signs in & receives receipt
- Election judge makes note in **Roster Challenge Log**

Challenge Process
Voter – refused oath/not eligible

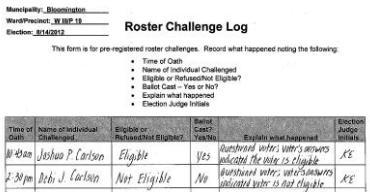
- If answers to the questions DO NOT satisfy the judge that the voter is eligible, or if the voter refuses to swear to the oath, the person shall <u>not</u> be allowed to vote
- Indicate on the signature line of the roster that the voter "**REFUSED OATH**" or is "**NOT ELIGIBLE**" – with highlight
- Election judge makes note in **Roster Challenge Log**

Roster Challenge Documentation

Voter found NOT ELIGIBLE



Voter found ELIGIBLE


Municipality: Bloomington
Ward/Precinct: W 09P 19
Election: 8/14/2012

Roster Challenge Log

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

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

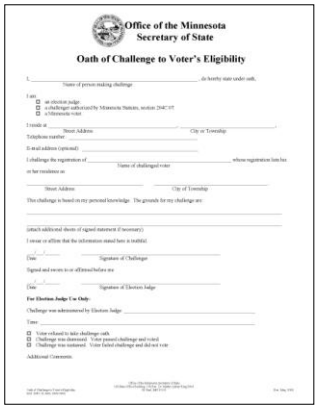
Time of Oath	Name of individual Challenged	Eligible or Refused/Not Eligible?	Ballot Cast? Yes/No	Explain what happened	Election Judge Initials
10:45am	Joshua P. Carlson	Eligible	Yes	Questioned voter; voter's answers indicated the voter is eligible	KE
2:30pm	Debi J. Carlson	Not Eligible	No	Questioned voter; voter's answers indicated voter is not eligible	KE

In-Person Challenges

- Admin by Chair or Assistant Chair Judge
- Who can challenge?
  - Election judges or voters
  - Partisan: person representing major party
  - Non-partisan: person representing candidate
- Challenger must
  - Provide proof of MN residency
  - Base challenge on personal knowledge of voter's eligibility
  - Complete challenge form for each challenge
  - Allowed near registration and/or roster area

Challenge Form

Conducted by Chair & Assistant Chair EJs



Office of the Minnesota Secretary of State

Oath of Challenge to Voter's Eligibility

I, _____ do hereby state under oath,
Name of person making challenge

I am:
- ☐ an election judge
- ☐ a challenger authorized by Minnesota Statutes, section 204C.07
- ☐ a Minnesota voter

I reside at _____ _____
Street Address City or Township

Telephone number _____

E-mail address (optional) _____

I challenge the registration of _____ whose registration lists his
Name of challenged voter
or her residence as:

_____ _____
Street Address City or Township

This challenge is based on my personal knowledge. The grounds for my challenge are:

_____

_____

(attach additional sheets of signed statement if necessary)

I swear or affirm that the information stated here is truthful.

_____ _____
Date Signature of Challenger

Signed and sworn to or affirmed before me

_____ _____
Date Signature of Election Judge

For Election Judge Use Only:

Challenge was adjudicated by Election Judge _____

Time _____

- ☐ Voter refused to take challenge oath.
- ☐ Challenge was dismissed. Voter passed challenge and voted.
- ☐ Challenge was sustained. Voter failed challenge and did not vote.

Additional Comments:

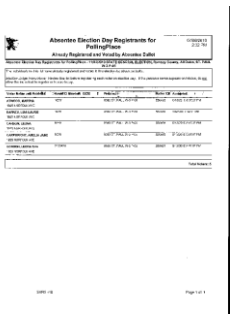
Registration – Voter view

Registration Judge – Judge view

Registration Judge

- Verify voter is at the correct polling place by checking the ***PRECINCT FINDER***
- Verify voter has not voted by absentee by checking the *AB EDR List*
  - Voters on this list are <u>not allowed to vote again</u>
- Ask voter for the required identification
- Have the voter complete the *Voter Registration Application (VRA)*

AB EDR: Election Day Registration



Absentee Election Day Registrants for PollingPlace

Already Registered and Pending Absentee Ballot

Persons Eligible to Vote

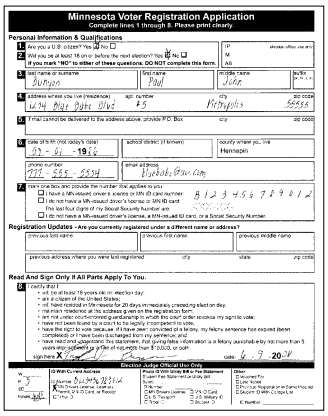
- 18 years of age or older
- United States citizen
- <u>Minnesota</u> resident for at least 20 days
- Maintain residence at address on the *Voter Registration Application*

Persons Not Eligible to Vote

- Under court-ordered guardianship where the right to vote has been revoked
- Found by a court to be legally incompetent to vote
- Convicted of a felony and the felony sentence has not expired or has not been discharged
- Voter with accepted Absentee ballot cannot vote again

Voter Registration Application

VRA



Registration Judge - check VRA

Readable and complete: All Shaded Areas

Check box at # 1, 2 & 7

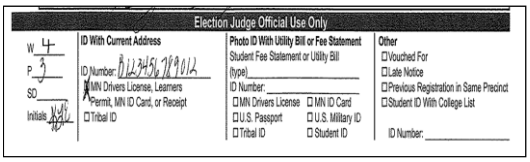
Fill in blanks at # 3, 4, 6 & 8

- Name
- Address - P.O. Box ***NOT*** acceptable
- Date of birth
- Signature

Helpful/Optional: prior, phone & email

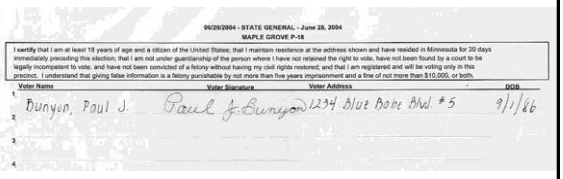
Election Judge Official Use Only

- Complete the following:
  - Ward & Precinct
  - Type of ID used
  - Judge's initials
  - ID number of photo ID copied directly from ID by EJ



Completing the Process

- Voter prints required information and signs *New Registration Roster*



- Registration Judge gives voter a *Registered Voter's Receipt*

State-Approved Proof of Residence

Stand Alone Documents

- Valid Minnesota Driver's License, Learner's Permit or receipt with current address in precinct
- Valid Minnesota ID or receipt with current address in precinct
- Tribal ID with name, signature, picture & current address in precinct

Proof of Residence (continued)

Photo ID ***and*** bill

Picture ID with name
old address or no address can be expired
- MN Driver's License
- MN State ID
- MN Student ID (from post-secondary educational institution)
- Tribal ID
- U.S. Military ID
- U.S. Passport

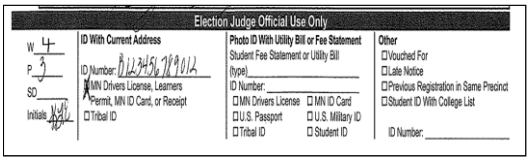
Approved Bill – mail or electronically
Name & current address in the precinct
Utility bill due within 30 days of election:
- Electric, gas, water, garbage, sewer or solid waste
- Internet service
- Telephone - landline, cell or VOIP
- TV - cable or satellite

Rent statement dated within 30 days of election that itemizes utilities – including zero balance

Current student fee statement

Election Judge Official Use Only

- Complete the following:
  - Ward & Precinct
  - Type of ID used
  - Judge's initials
  - ID number of photo ID copied directly from ID by EJ


Election Judge Official Use Only

W 4
P 3
SD
Initials

ID With Current Address
ID Number: D123456789012
☒ MN Drivers License, Learners Permit, MN ID Card, or Receipt
☐ Tribal ID

Photo ID With Utility Bill or Fee Statement
Student Fee Statement or Utility Bill
(type)
ID Number:
☐ MN Drivers License ☐ MN ID Card
☐ U.S. Passport ☐ U.S. Military ID
☐ Tribal ID ☐ Student ID

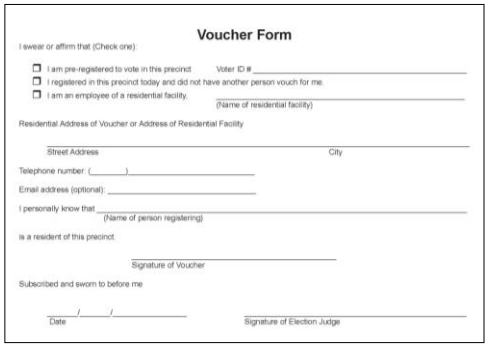
Other
☐ Vouched For
☐ Late Notice
☐ Previous Registration in Same Precinct
☐ Student ID With College List
ID Number:

Voter Voucher

Registered <u>voter in same precinct</u>
- Pre-registered
- Registered today but was not vouched for
- Voucher must have <u>personal knowledge</u> of the residence of the person being vouched for
- Challengers cannot vouch
- Election judge can vouch if registered in precinct
- Voucher and election judge must complete forms
- Voter Voucher can vouch for a max of 15 voters - Precinct List of Persons Vouched For

Employee voucher

Voucher on a *Certified List of Employees of a Residential Facility or other proof of employment* may vouch for an <u>unlimited</u> number of residents of the facility
- Lists (if any) located in Green Voucher Folder
- Voucher and election judge must complete forms
- Employee voucher can vouch for an unlimited number from facility (do <u>not</u> use *Precinct List of Persons Vouched For*)


Voucher Form

I swear or affirm that (Check one):

☐ I am pre-registered to vote in this precinct. Voter ID # _____
☐ I registered in this precinct today and did not have another person vouch for me.
☐ I am an employee of a residential facility. _____ (Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

_____ Street Address _____ City

Telephone number: (_____)_____

Email address (optional): _____

I personally know that _____ (Name of person registering)

is a resident of this precinct.

_____ Signature of Voucher

Subscribed and sworn to before me

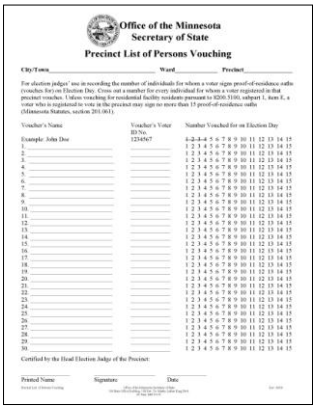
_____/_____/_____ Date _____ Signature of Election Judge

Form on back of VRA – print voucher name next to signature

List each Voter Voucher

Track the # vouched for – Maximum 15

completed by election judge


Office of the Minnesota Secretary of State

Precinct List of Persons Vouching

City/Town_____ Ward_____ Precinct_____

For election judges' use in recording the number of individuals for whom a voter signs proof-of-residence oaths (vouches for) on Election Day. Cross out a number for every individual for whom a voter registered in that precinct vouches. Unless vouching for residential facility residents pursuant to §206.31(6), subpart 1, item E, a voter who is registered to vote in the precinct may sign no more than 15 proof-of-residence oaths (Minnesota Statutes, section 201.061).

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

Certified by the Head Election Judge of the Precinct:

Printed Name _____ Signature _____ Date _____

Retain for General Voting

Office of the Minnesota Secretary of State
60 Empire Drive, St. Paul, MN 55103-1885 Metro
651-296-2803 (V)

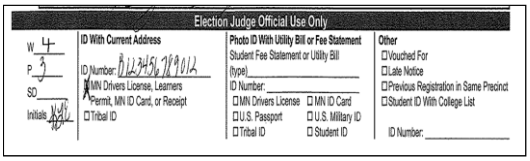
Rev 2006

Other Election Day IDs

- Notice of Late Registration letter – **do <u>not</u> collect**
- Previous registration in same precinct (in the pink pre-registered roster) under different address or name
- MN post-secondary student photo ID with housing list provided to election officials

Election Judge Official Use Only

- Complete the following:
  - Ward & Precinct
  - Type of ID used
  - Judge's initials
  - ID number of photo ID copied directly from ID by EJ


Election Judge Official Use Only

W 4
P 3
SD
Initials

ID With Current Address
ID Number: 01234567890 12
☒ MN Drivers License, Learners Permit, MN ID Card, or Receipt
☐ Tribal ID

Photo ID With Utility Bill or Fee Statement
Student Fee Statement or Utility Bill
(type)
ID Number:
☐ MN Drivers License ☐ MN ID Card
☐ U.S. Passport ☐ U.S. Military ID
☐ Tribal ID ☐ Student ID

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

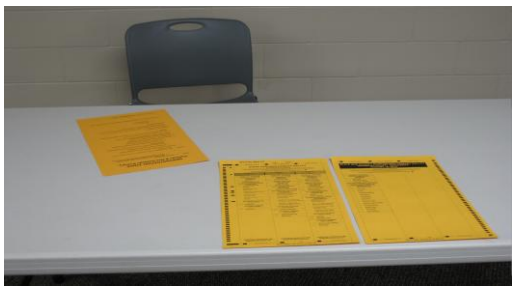
<u>UNACCEPTABLE</u> IDs

- Marriage license
- Rent receipt that is not itemized
- Bank statement
- Ordinary mail
- Credit card bills
- Out-of-state driver's license
- Property tax statement
- Name hand-written on cocktail napkin

EDR Tips

- Slow down: Opening of polls & duty change; have someone double-check
- Check legibility of voter information
- Incomplete VRA = 6, 7 & 8
- Incomplete ID info at bottom
- Voucher: print name on voucher form
- Green Roster: Voter didn't sign in
- Green Roster: Attach VRAs in order to its Green Roster page

Demonstration Judge



Demonstration Judge

- Demonstrate how to fill in the oval next to candidate's name or ballot question
- *Primary:*
  - Partisan - front: Only one of three parties
  - Non-partisan - back: Any candidates on ballot
- *General:* Write-ins – first fill in the oval and then write the name
- Explain how to exchange ballot if a mistake is made

Ballot Judge

Ballot Judge & Voter

When voting booth (table) is open

- Collect voter receipt
- Number receipts consecutively
- Put receipt on ____-____-_____
- Check for initials on ballot
- Provide voter with a ballot in secrecy folder and a pen

Ballot Judge & Voter

- **Use only this pen <u>or</u> the AutoMARK**
- **If an error is made, ask for a new ballot**
- **After voting, slide your ballot into the secrecy cover**

- Direct voter to booth or AutoMARK or other writing surface

Spoiled Ballot Process

- If voter makes a mistake in marking the ballot and requests a new one:
  - Have **<u>voter</u>** place spoiled ballot in the *Spoiled Ballots Envelope*
  - Issue a new ballot only after receiving the "spoiled" ballot

Ballot Judge & Ballots

- As each package of ballots is opened, two judges count number of ballots in each package
- Note any discrepancies on Ballot Tracking Form
- Inform Chair Judge when ballot supply runs low. Call City Hall if ballot supply is down to 200 ballots.
- Never issue the last ballot

Closing the Polls

- 8:00 p.m. – announce polls are closed
  - Anyone in line at 8:00 p.m. may vote
  - Give a card to the last voter in line
- After the last person in line has voted, the polling place is open to public observation
  - Watch, but not interfere
- Use *Closing the Polls Checklist(s)*

Confirm all Voted Ballots are Counted

- Check for any voted ballots in the Auxiliary Compartment
- Insert voted ballots into Ballot Counter
- If any ballots need duplicating, call Election Headquarters refer to the MN EJ Guide

Unvoted Ballots

- Two judges count unused ballots from opened packages and record
- Two judges count unopened packages and record
- Complete Ballot Tracking Form
- Pack in Ballot Box

Pack Voted Ballots carefully

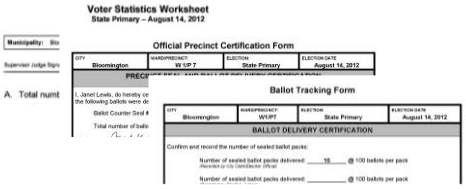
Voted Ballots

- Write-in ballots from right side of ballot box – seal and sign certification for delivery to Election headquarters – *General Election only*
- Voted Ballots from left side of ballot box sealed in container – seal and sign certification for delivery to Election Headquarters

Not Voted Ballots - secure in Ballot Box

Completing the Paperwork

- Voter Statistics Worksheet
- Official Precinct Certification Form
- Ballot Tracking Form



Completing Official Results Tape

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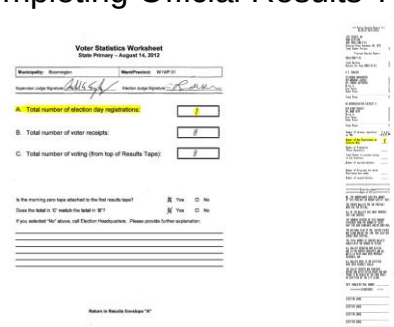
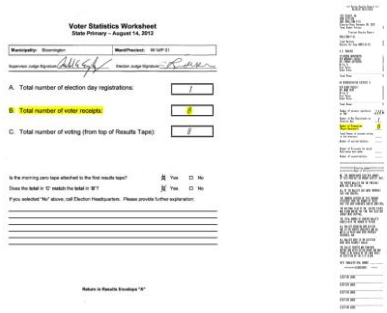


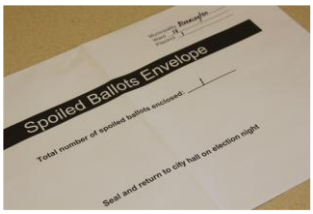
Completing Official Results Tape



Completing Official Results Tape

OR

Completing Official Results Tape



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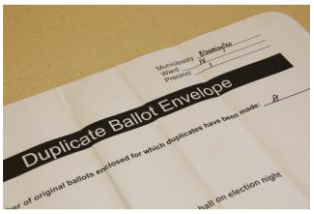

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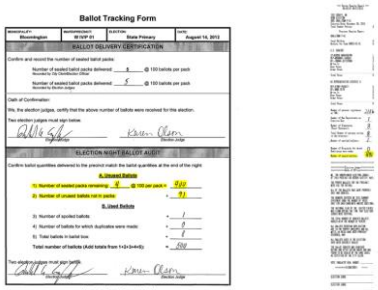

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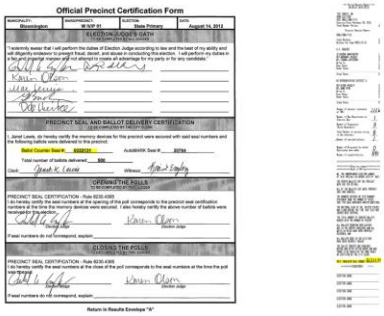
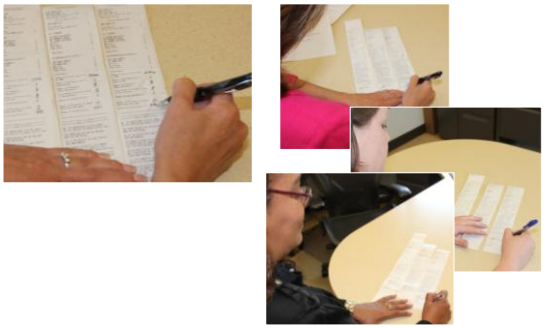


Completing Additional Results Tapes



Completed Results Tape

Closing the Polls & Paper Trail

- Ballot Counter & AutoMARK
- Complete required forms
  - Results Tapes – sign all copies
  - Official Precinct Certification Form
  - Ballot Tracking Form
  - Voter Statistics Worksheet
  - Voter Registration Bag form
  - Incident Log
  - Items to Return Check-off
- Take down the flag, posters & signs
- Repack supply boxes
- Disassemble voting booths

Items to Return Check-off

- Election Materials Return Receipt
- Memory Card & one short tape
- Results Tape Envelopes: A, B & C
- VRAs with green pages & green folder
- Rosters – pink A to Z
- Voted Ballots: write-ins & regular
- Supply Envelope
- 4 Envelopes
  - Spoiled Ballots & Duplicate Ballots
  - Challenger Forms & HAVA Complaint Forms
- Used/numbered voter receipts
- Flag

You Are A Guardian Of Democracy!

May our elections be smooth, trouble-free, accurate and free of recount problems.

Elections Websites

www.minneapolismn.gov/elections
www.hennepin.us/elections
www.sos.state.mn.us

We will stay for additional questions.

Please share your feedback with us.
Have a diploma suitable for framing!

Please review your Duty Cards & 2012 MN Election Judge Guide before the Election!

Thank you!