

# Polling Place Set-Up

- \* Arrive at 6:00 a.m.
- \* Locate equipment and supplies
- \* Receive assignment(s) from Head Judge
- \* Take oath and sign Official Precinct Certification Form



## Election Judge Oath

"I (name) solemnly swear/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."

Recite above oath and confirm with signatures below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All judges should arrive at the polling place by 6:00 a.m. and put on a nametag.

The head judge team will assign duties for set up and opening the polls.

Voting occurs in all types of buildings. You might arrive to find a space that needs substantial rearranging to make it usable. You have only one hour to set up, so work efficiently. When setting up, focus on access, traffic flow and privacy to ensure voters have a positive experience.

Prior to beginning their assigned tasks, all judges must take the Oath. Serving as election official, you are required to be sworn into office.

Each one of you will need to verbally take this oath at the polls; however, the City is also required to keep a formal written record of your oath. An official written copy has been provided in your training materials. Please read through, confirm, sign and return it before you leave today as this record also serve as record of your attendance at training today.

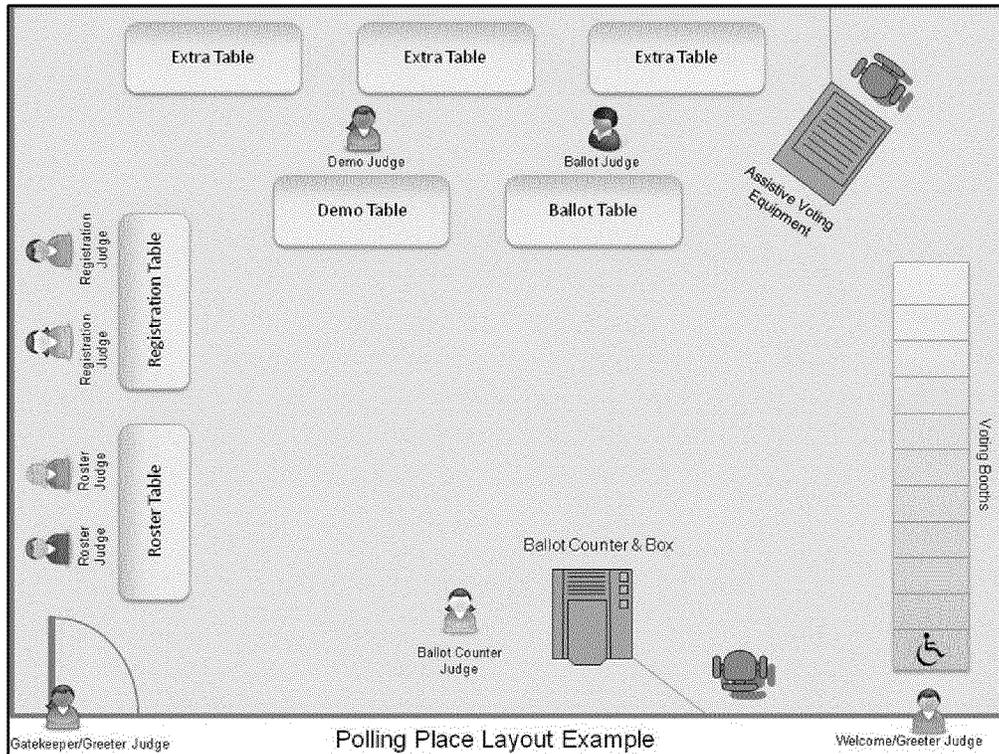
On Election Day, after taking the oath verbally, you will need to confirm your oath by printing and signing your name on this form.

*Explain that oaths of office are required to be taken and kept at the polls but... the City is also required to maintain copies of oaths of office. Accordingly, issue*

*the oath of office to the entire group and ask them to complete and return the Official Secretary of State Oath Form today. It will serve as their training attendance record.*

>click<

**2016 Election Judge Guide Page 5-9**



You are required by law to make sure voters of differing physical abilities can get into and move about the polling place. As you set up, put yourself in the position of someone who has never been to the building and has difficulty with mobility. Ask yourself:

- Is there a clear path of travel through all parts of the polling place?
- Are there cords or rugs that could make mobility difficult?
- What signs will voters need to direct them from the parking lot to the voting room?
- Are there several entrances that could lead to confusion?
- Is there sufficient handicapped parking or do extra spaces need to be marked?

This is an example of a polling place layout. Your specific layout will depend on the space in the building for your precinct. Voters move sequentially from one station to the next—set up your space with this in mind. You—and the voters—will be grateful for an efficient layout if large crowds come at once.

While the head judges are setting up the ballot counter other judges will set up the precinct for an orderly flow with:

- one or two Greeter Judges (Presidential Election only)
- a roster table, (Make sure the Voter’s Oath is prominently displayed)
- a new registration table, (Make sure the Voter’s Oath is prominently displayed)
- a demonstration table,
- a ballot table,
- voting booths (remember make sure they are far enough apart for privacy),
- the assistive ballot marker, and
- a ballot tabulator area

Arrange the voting stations – including the Touch Writer - with privacy in mind. Others nearby should not be able to see how someone is marking their ballots. Provide voters using a table-height booth or a ballot-marking device with the same level of privacy as

others.

It's also a good idea to decide what are public areas and what are secure areas so all judges know where extra ballots will be stored and where only election judges should be allowed.

>click<

*2016 Election Judge Guide Page 5-9*

# Polling Place Set-Up

- \* Verify all materials are for your precinct
- \* Verify number of ballot packages received agrees with Ballot Tracking Form
- \* Two judges verify ballot quantity in each open package and initial a supply



## Official Certification Form

*For polling place ballots*

### Ballot Transfer Case - Number of Ballot Packs Delivered

Confirm & record the number of sealed ballot packs

Number of sealed packs delivered: \_\_\_\_\_ @ 50 ballots per pack  
(Recorded by Elections Office)

Number of sealed packs received: \_\_\_\_\_ @ 50 ballots per pack  
(Recorded by Election Judges)

## RAMSEY COUNTY Elections Office

Record the number of ballots in each of the packs opened

1 <sup>st</sup> pack opened _____	15 <sup>th</sup> pack opened _____
2 <sup>nd</sup> pack opened _____	16 <sup>th</sup> pack opened _____
3 <sup>rd</sup> pack opened _____	17 <sup>th</sup> pack opened _____
4 <sup>th</sup> pack opened _____	18 <sup>th</sup> pack opened _____
5 <sup>th</sup> pack opened _____	19 <sup>th</sup> pack opened _____

When setting up the polling place, verify that **all** materials are for your precinct, such as the ballots, ballot counter, roster and sample ballots.

Two judges will need to work together to verify that the number of ballot packages agree with the number shown on the Ballot Tracking Form.

As ballot packages are opened, two judges are required to count the number of ballots contained in every package. Record the quantity of the ballots in the packages on the Ballot Tracking Form.

Two judges should initial a supply of ballots to be ready when the polls open. Rely on your Head Judge team to let you know how many packages should be opened, counted and initialed prior to the polls opening. *>click<*

## Polling Place Set-up

- \* Post sample ballots
- \* Post signs, posters and maps
- \* Verify “Vote Here” sign has been placed outside the polling place
- \* Place U.S. Flag outside entrance to the voting room
- \* Place the voting hours sign on the door of the entrance to the polling place building



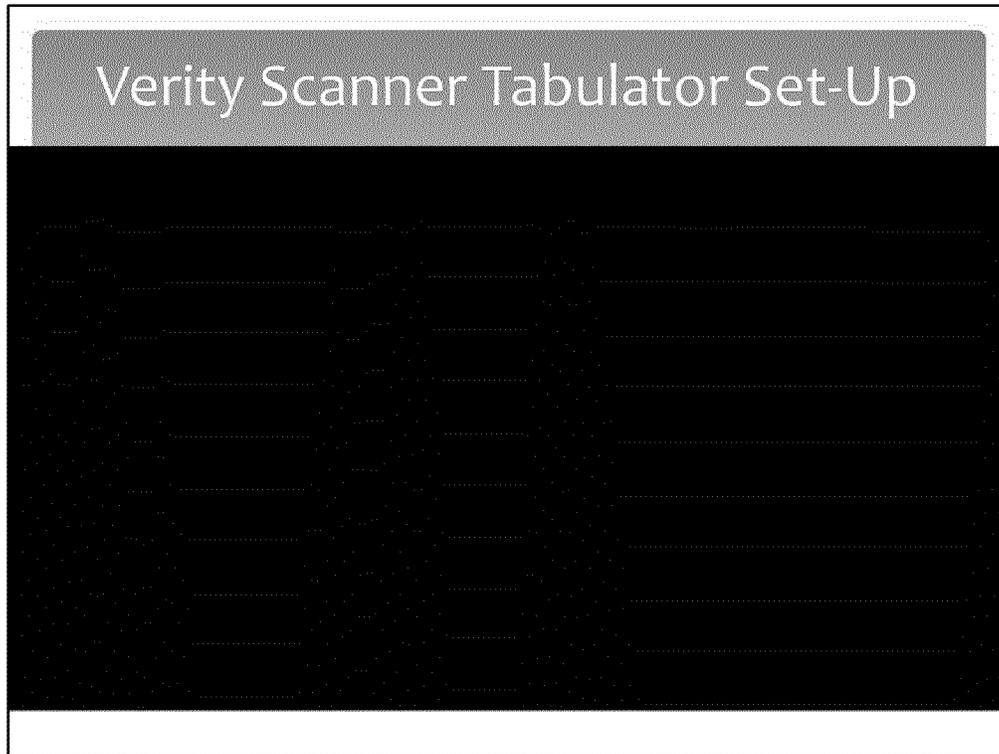
The two sample ballots will be found in your supply boxes. They should be posted at two different heights... lower for those in a wheelchair and higher for standing voters. A large precinct map will be provided and should be posted, as well.

The various signs, posters, and maps in your supply box must all be posted.

Verify that the “Vote Here” sign has been placed at the entrance to your polling place. Be sure the route from the front door to the polling room is clearly marked using the “Vote Here” signs that contain directional arrows. Be sure that the way from the accessible entrance to the polling room is marked as well.

Verify the U.S. flag is outside room where voting takes place.

Place the “Voting Hours” sign on the door of the entrance to the polling place building. *>click<*



*Should automatically play from 0:00:00 to 3:42:00 ONLY*

The Verity Scanner Tabulator – Ramsey County’s new Ballot Counter - is available for public demonstrations in the lobby of City Hall during regular office hours. You are encouraged to come in and check it out. Additionally, the City is required to conduct numerous rounds of equipment testing before each election. Each test round requires the attendance and assistance of at least two election judges from opposing political parties.

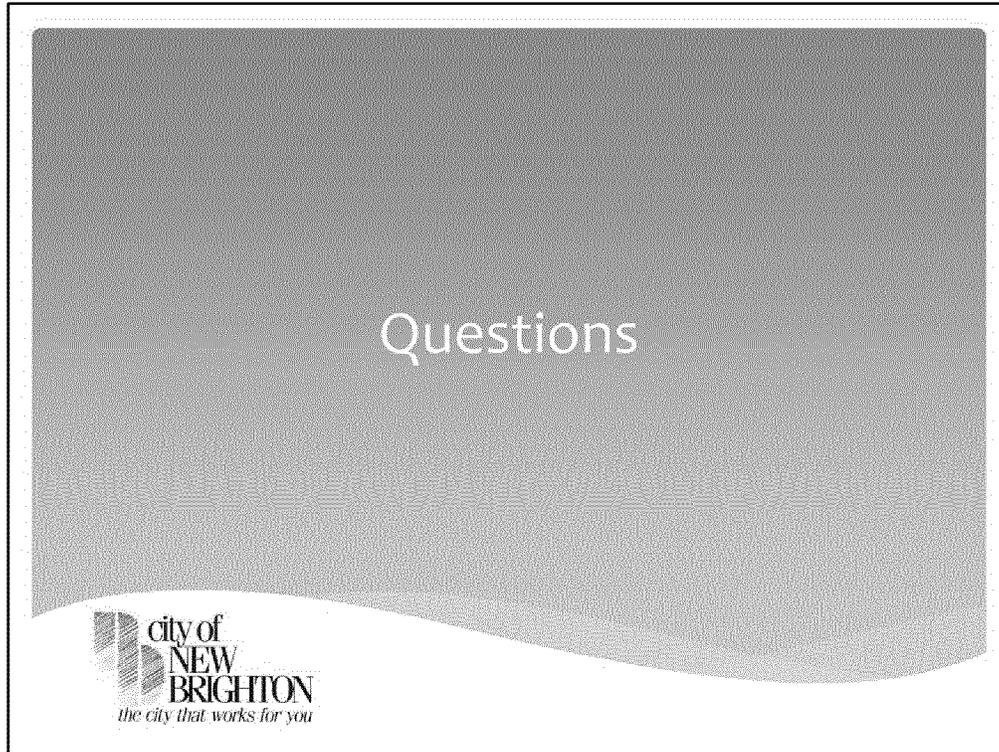
If you are interested in getting some hand-on experience with the new equipment by assisting with this process, please call or email me ASAP.

The new Verity Scanner Tabulator feels rather fragile when you are working with it; however, it is lighter and easier to set up than the equipment we used in the past.

We will watch a video in a moment that shows step by step how to set it

up. And, if there is time, you will get a chance to work with the new equipment in groups but there are a couple of key things you will want to make note of as you watch

1. A lot of the latches are like rubber hair bands. Don't pull on them too tightly or hard or they may break. They are easily replaced but..... It would be good if we can avoid having to – especially on Election Day.
2. The directions will tell you to press the bottom of the ballot box into place. Do this by opening the front door and reaching inside. Do not try to press it in place by reaching from the top down. You may tip over.
3. In the past we never cut seals off of anything. But... the new equipment requires that we do so. Accordingly, it will be extremely important that two judges do this together and that it is properly documented.



The new Ballot Tabulator is available for public demonstrations in the lobby of City Hall during regular office hours and you are all encouraged to come in and check it out. Additionally, the City is required to conduct numerous rounds of equipment testing before each election. Each test round requires the attendance and assistance of at least two election judges from opposing political parties.

If you are interested in getting some hand-on experience with the new equipment by assisting with this process, please call or email me ASAP.



*Should automatically play from 0:00:00 to 5:25:00 ONLY*

The Touch Writer – Ramsey County’s new Assistive Ballot Marker - is also available for public demonstrations in the lobby of City Hall during regular office hours and you are all encouraged to come in and check it out. Additionally, the City is required to conduct numerous rounds of equipment testing before each election. Each test round requires the attendance and assistance of at least two election judges from opposing political parties.

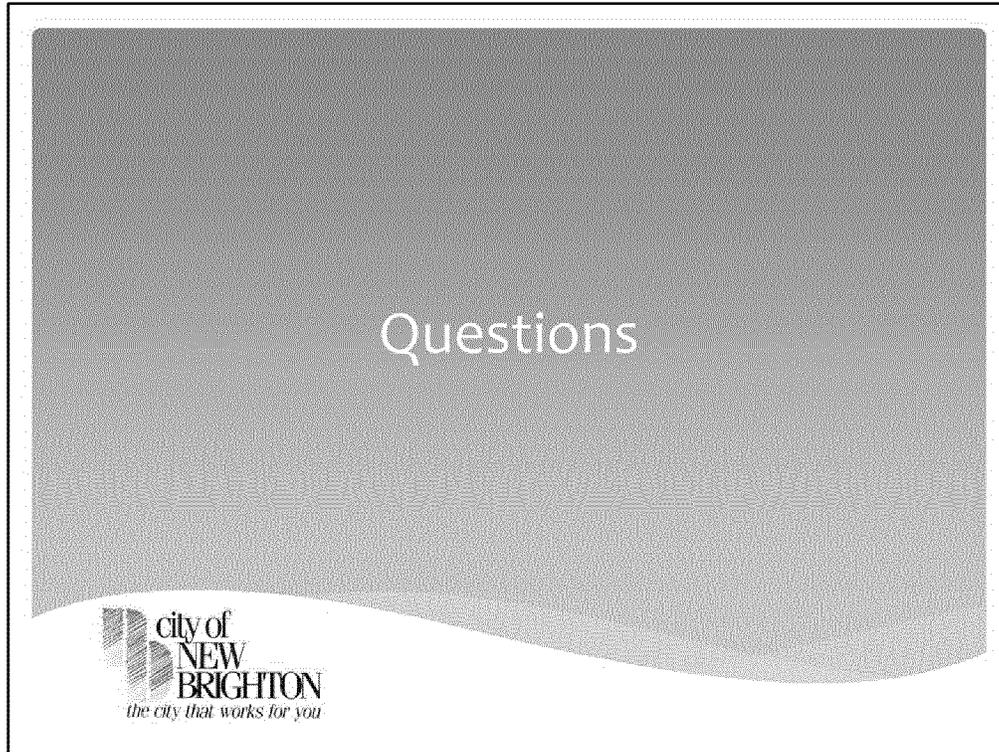
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Ballot marking devices are required to be present in every polling place to ensure that all individuals have the same opportunity to privately and independently cast a ballot regardless of whether or not they cannot or choose not to vote using a pen.

The new Touch Writer – like the AutoMark we used in the past – can display the ballot in large print or with a high contrast background. It can read the ballot to the voter through the headphones. It can allow the voter to select their candidates through a touchscreen, a keypad, a special handset for visually impaired voters and through a sip and puff device.

It is important to note, however, that this device does not count ballots. It is only a printer – a way for a voter to mark their ballot. Voters who choose to use the Touch Writer will need to print their ballot when they are done voting and that ballot will have to be run through the ballot tabulator to be counted – just like everyone else's.

Again, we will watch a video demonstrating how to set up the Touch Writer. And.... Later in the training, you will have an opportunity to try it as a group.

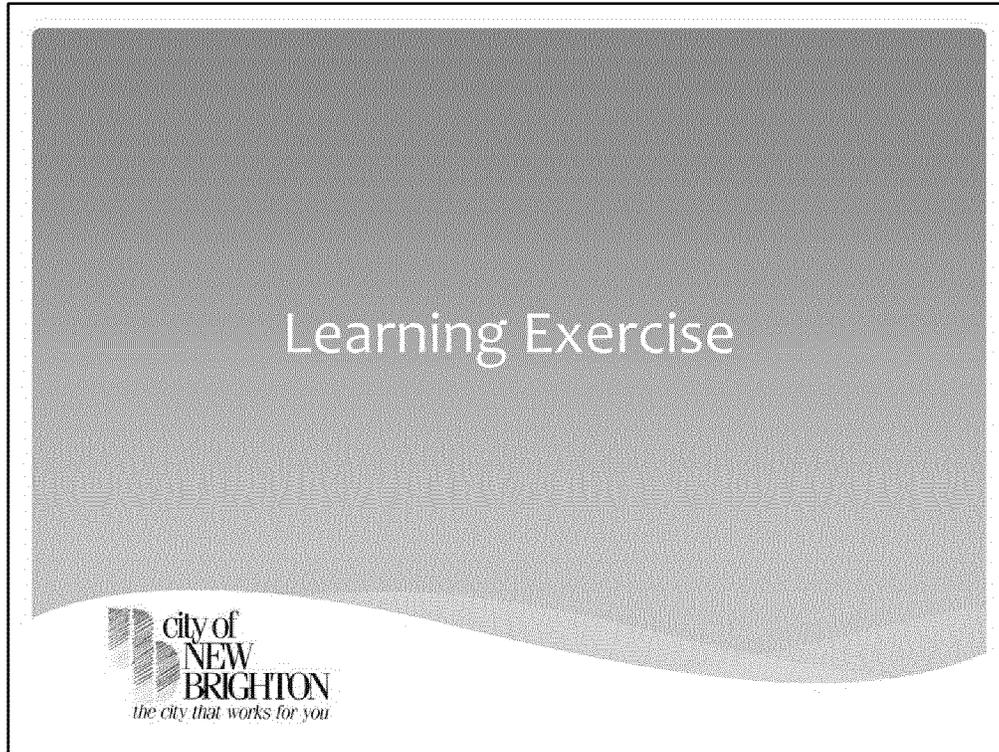


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If you are interested in getting some hand-on experience with the new equipment by assisting with this process, please call or email me ASAP.

Also... Did anyone notice an error made in the video when they were setting up the Touch Writer?

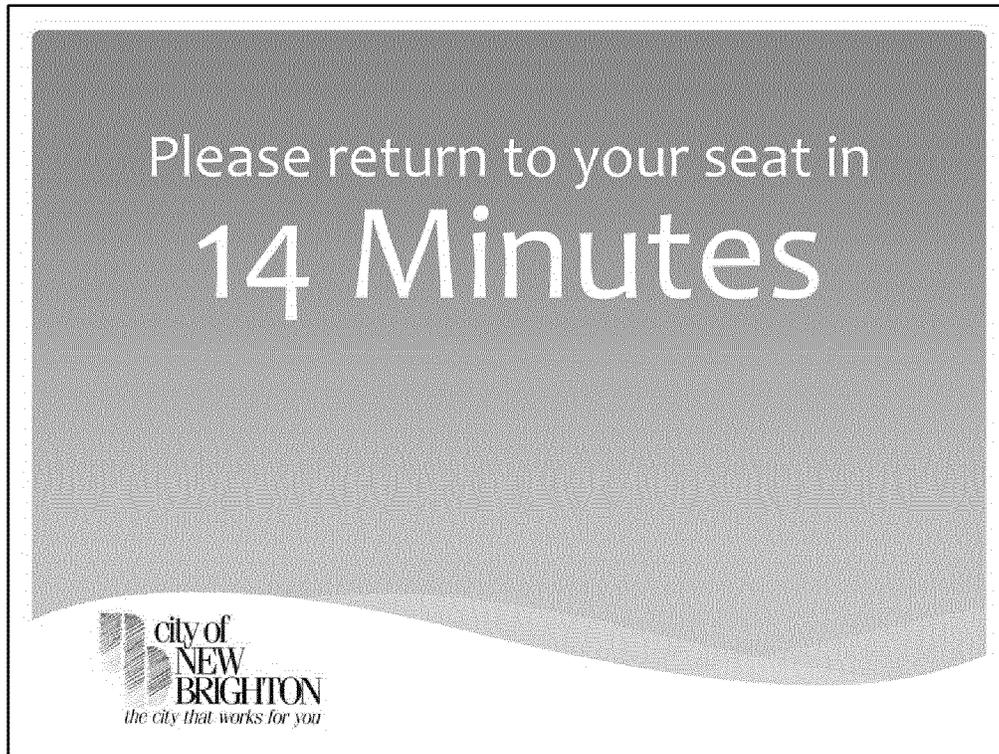
It faced the center of the polling place so anyone passing by could read/see who the voter is voting for. It must be placed so voters using this device have privacy and also in such a way that a wheel chair could be maneuvered behind it. 😊



I am going to pass out some activity packets. I would like you to each take a set of these directions. There are three sets of the new election equipment. Please work together in groups to follow these directions and set up your equipment like you would for election day. You will have 15 minutes.

Please return to your seat in  
**15 Minutes**





It is very important that everyone working in the polling place understand how to use Master Lists and Precinct Finders.

I am going to pass out some activity packets. I would like you to split yourselves up into # teams of two election judges to work together to read the directions and complete the activity.

You may work in here, go outside, go in the hallway, wherever you can best work. Please meet back in this room in 20 minutes to review the answers. Feel free to find me or ask an experienced Election Judge if you have questions or need assistance.

>Click <in the center of the circle to begin the timer.



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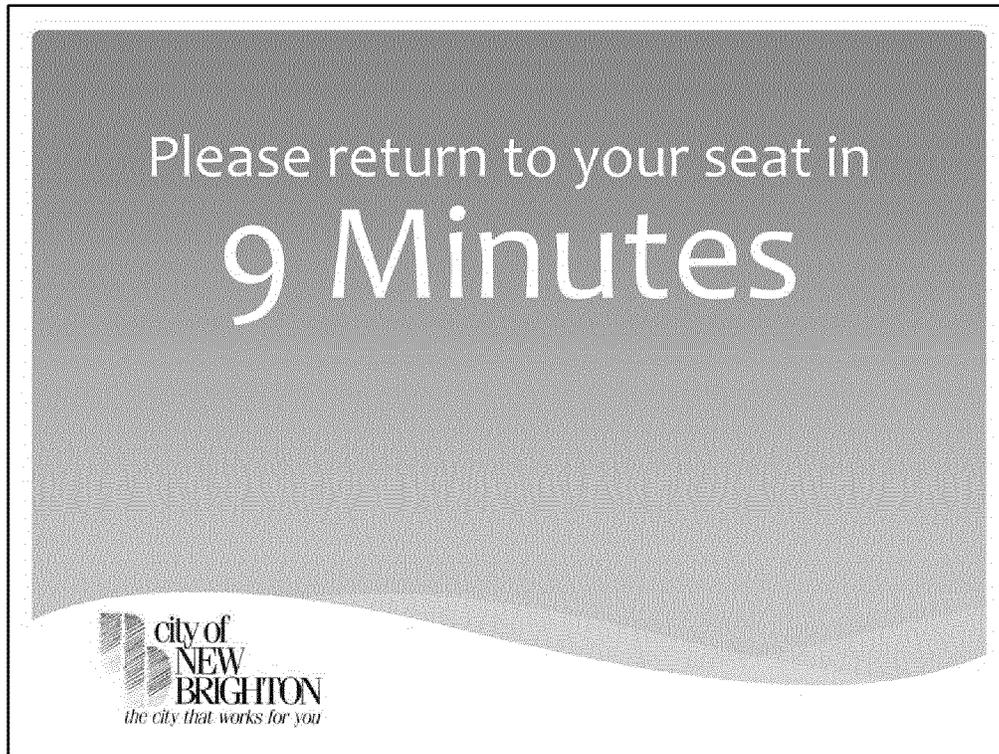


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Please return to your seat  
**Now**

