

## Election Judge Duties

### **Types**

- \* Head Judge
- \* Assistant Head Judge
- \* Greeter Judge
- \* Roster Judge
- \* Registration Judge
- \* Demonstration Judge
- \* Ballot Judge
- \* Ballot Counter Judge

Election judges have specific responsibilities and duties in the precinct.

The various types of judges are:

Head Judge (The polling place supervisor)

Assistant Head Judge (If you are interested in this position, please call or email me)

Greeter Judge

Roster Judge

Registration Judge

Demonstration Judge

Ballot Judge

Touch Writer Judge

Ballot Counter Judge

Let's review the duties for each.

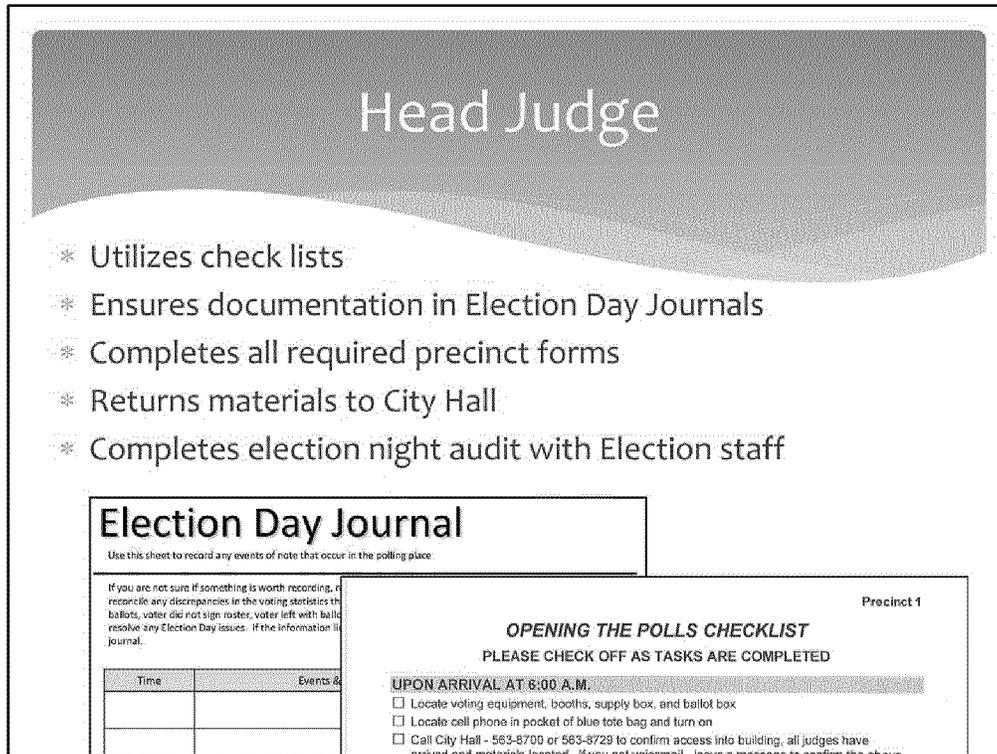
## Head Judge

- \* Picks up supplies before Election Day
- \* Administer Election Judge Oath
- \* Assigns judge duties
- \* Manages the polling place
- \* Supervises polling place to ensure compliance with statutes



The Head Judges oversee the operation of the polling place on election day. Some of the responsibilities of the Head Judges include, but aren't limited to:

- Administering the oath of office at the beginning of the day.
- Assigning duties to each election judge working in the polling place.
- Managing precinct opening and closing procedures.
- Conducting emergency judge training, if necessary.
- Supervising voting procedures throughout the day
- Answering questions and resolving problems throughout the day
- Communicating with Election Headquarters



The Head Judges use the checklists to ensure all procedures and forms are completed as required for their precinct.

Use the Election Day Journal throughout the day to maintain a record of activity in the polling place. Make sure the entries are detailed and specific to maintain an accurate record.

While the Head Judge has primary responsibility for these forms, your assistance will be required to complete them.

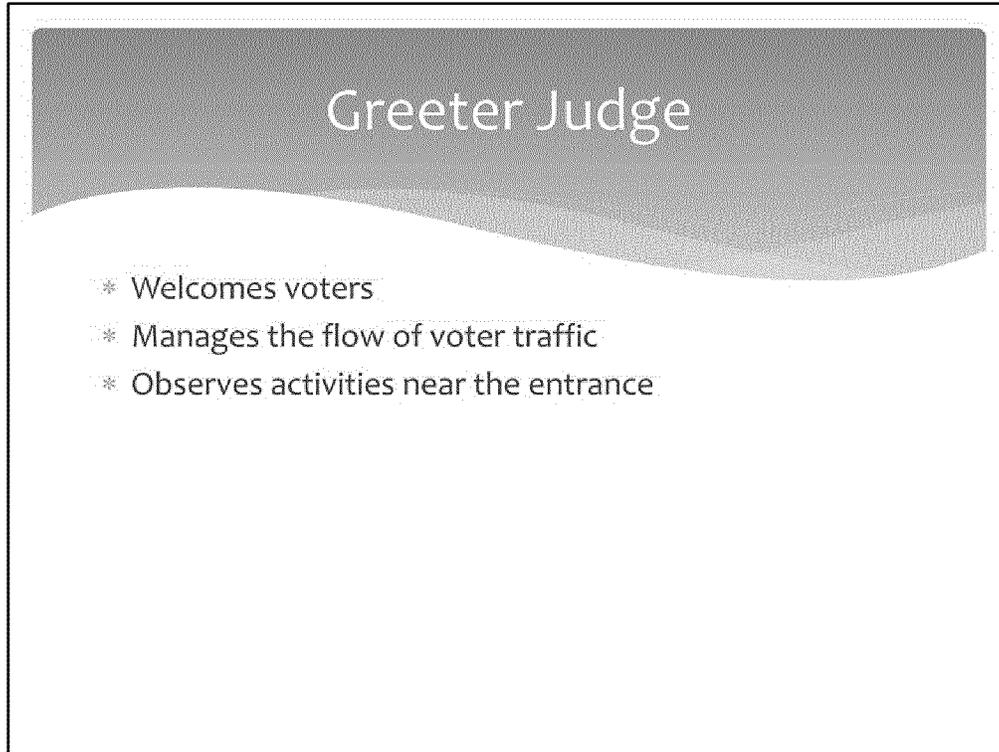
Return materials to New Brighton City Hall

Completes Election Day Audit with City staff when they return their materials to City Hall.

Assistant Head Election Judge at each polling place assists the Head Election Judge and steps in if the Head Judge is unable to serve for any reason.

# Questions



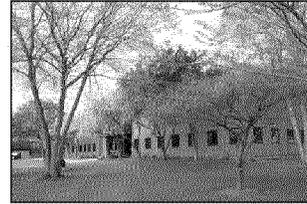


The Greeter Judge welcomes voters and manages the flow of voter traffic. If there is a long line or long wait, the Greeter Judge should make sure there are a chairs available for voters who cannot stand long periods of time.

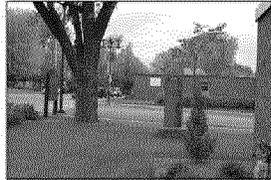
The Greeter Judge also assists in monitoring activities near the entrance to the polling place.

# Campaign Activities

- \* No solicitation within 100 ft of polling place building or public property surrounding it
- \* No lingering within 100 ft of polling place building
- \* Voting booths must be kept clean of discarded campaign materials



**100 Feet  
Minimum**

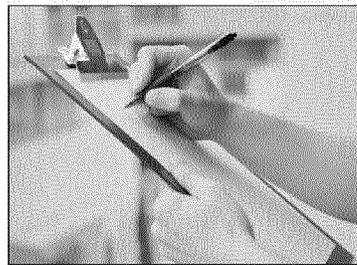


During election day, no solicitation of voters, distribution of campaign material, or lingering is allowed in the polling place, or within 100 feet of the polling place building, or on the public property surrounding it (*if polling place is located in a public building*).

Periodically, the election judges should check the voting booths and remove any campaign materials or sample ballots.

## Exit Polls

- \* Exception to the 100 ft rule
- \* Cannot be within the polling place room
- \* Only approach voters after they have voted
- \* Ask voters to take anonymous written questionnaire



The only exception to the 100 ft. rule is an individual conducting an exit poll.

Exit polls cannot be conducted within the polling place, but may be conducted anywhere outside of the room being used as the polling place.

An individual conducting an exit poll may only approach voters after they have voted and may only speak with a voter to the extent necessary to ask the voter to take an anonymous written questionnaire.

## Who is Allowed in the Polling Place

- \* Authorized Election Officials
- \* Election Judges
- \* Voters and their children
- \* Persons assisting or vouching for voter
- \* Students or teachers IF authorized by the City Clerk
- \* Media
- \* Challengers



The following people are allowed in the polling place during voting hours:

- representatives from the Secretary of State's Office, the County Auditor's Office or the City Clerk's Office
- election judges
- voters and their children
- people assisting or vouching for voters
- challengers
- students or teachers, IF they have been authorized by the City Clerk's Office, and
- the media.

## Media Access

- \* Media representatives must present photo identification
- \* Media must also present a recognized media credential or written statement from the City Clerk
- \* News media cannot have access to any official election materials
- \* News media cannot interfere with the election process



Media representatives may enter the polling place during election day.

Media must present the Head Judge with a photo identification plus either media credentials or a written statement from the City Clerk's office.

The news media **cannot** approach within six feet of a voter or interview a voter while in the polling place.

They also cannot interfere with the voting process in any way.

## In-Person Challengers

- \* Who can challenge a voter?
  - Partisan Races: Person appointed in writing by a major political party
  - Non-Partisan Races: Person appointed in writing by a candidate
  - Another Voter
  - Election judges
- \* Challenger must be a Minnesota resident
- \* Challengers are allowed only near the registration and/or roster judges

The following people can challenge a voter's eligibility to cast a ballot:

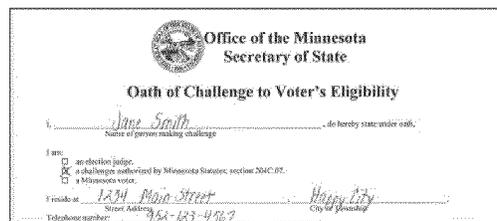
- for partisan races, a person appointed in writing by a major political party,
- for non-partisan races, a person appointed in writing by a candidate,
- a voter may challenge another voter, and
- you, as an election judge are allowed to challenge a voter.

Only one challenger is allowed in the precinct for each party or candidate in non-partisan races. The appointed challengers must present the appointment letter to the Head Judge. Challengers must be Minnesota residents.

Challengers are allowed near the registration or roster judges. They are not allowed to speak directly to a voter.

## In-Person Challengers

- \* **Must complete a Challenge Form**
- \* Challenges based on personal knowledge of voter's eligibility
- \* May not vouch for new registrants
- \* May not handle, inspect or damage any election materials
- \* May not make lists or interfere with the election



Office of the Minnesota  
Secretary of State

Oath of Challenge to Voter's Eligibility

I, Jane Smith, do hereby state under oath:  
Name of person making challenge

I am:  
 an election judge.  
 a challenger authorized by Minnesota Statutes, section 204C.07,  
to challenge votes.

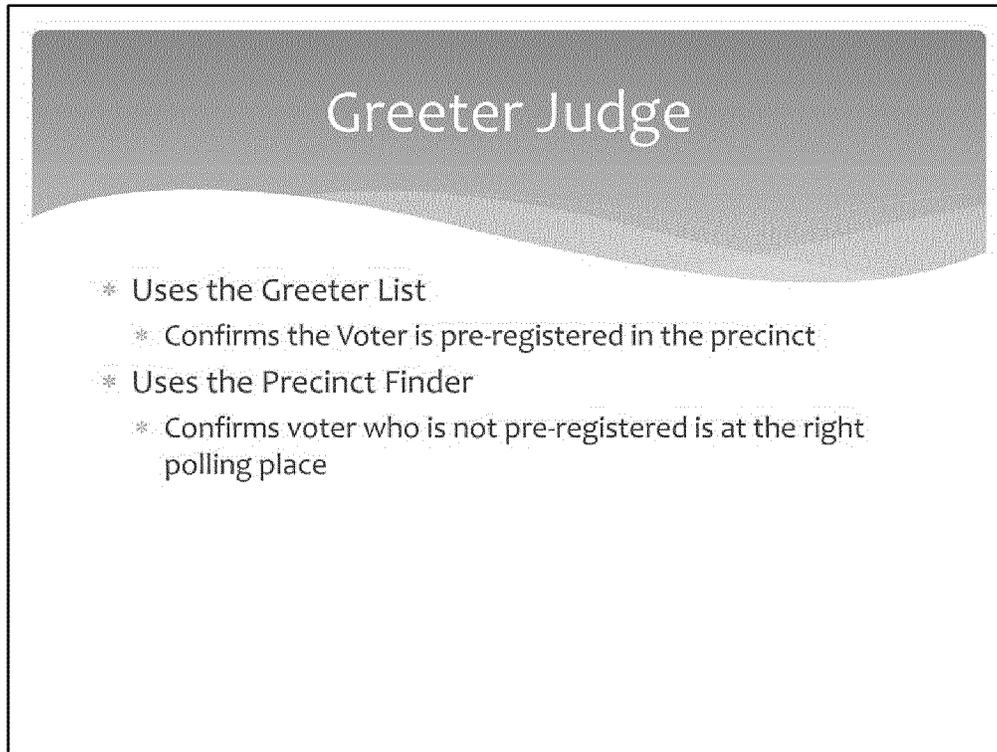
I reside at 1234 Main Street Happy City  
Street Address City of Residing

Telephone number: 952-123-4567

Authorized persons must complete a form when challenging a person's eligibility to vote. Their challenges must be based on personal knowledge.

While in the polling place, the challenger:

- May not converse with voters,
- May not approach within six feet of the ballot counter
- May not take any photographs
- may not vouch for any new registrants,
- may not handle, inspect or damage any election materials, and
- may not make lists or interfere with the election process.



In addition to greeting voters and helping monitor these types of activities, the Greeter Judge determines whether voters are pre-registered to vote in the precinct using the greeter list.

If a voter is not on the greeter list, the Greeter Judge checks the precinct finder to determine the voter's correct polling location.

If a voter is not in the correct polling place, the Greeter Judge directs them to their correct polling location.

If they are in the correct precinct, the Greeter Judge confirms that they have the correct proof of residency and directs them to the registration judge.

Registered voters are directed to the roster table.

As a reminder, the Greeter Judge is responsible for voter traffic and flow of the polling place. If possible, no more than 3 or so people should ever

be in line at the Roster and Registration tables. They should manage the line at the entrance to the polling place. This helps keep voters' private information private and reduces pressure felt by other judges when trying to make sure all steps of processes are followed.

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Roster table.

- If not, give them a copy of the “ID needed to register and cast a ballot today” handout. Ask them to return with required ID to vote or a voucher to re-register.
1. Go ahead and confirm that they are pre-registered in the correct precinct and direct them to the Roster table.

# Precinct Finder

Address Range

Precinct Number

Street      Odd or Even

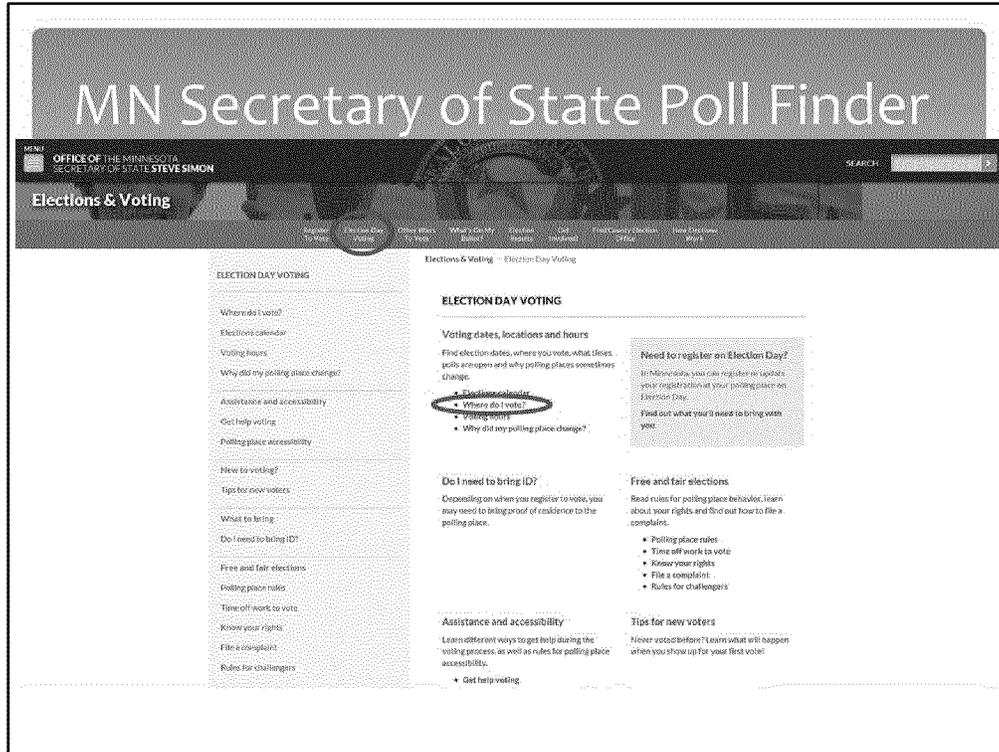
**Precinct Finder** 10/27/2015 1:40:23 PM

County-Ramsey, MCD-NEW BRIGHTON

Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code	CO	MCD	WD	SD	JD	LG	SN	CG	CM	PK	HD	Range ID	Total Voters
1ST AVE NW	549 to 790	B	0340 NEW BRIGHTON P-3	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			249035	79
	799 to 825	O	0340 NEW BRIGHTON P-3	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			299413	33
1ST AVE SE	125 to 165	O	0330 NEW BRIGHTON P-1	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			249802	13
	202 to 398	B	0330 NEW BRIGHTON P-1	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			310765	45
1ST ST NW	990 to 1006	E	0340 NEW BRIGHTON P-3	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			249121	3
1ST ST SE	91 to 181	O	0330 NEW BRIGHTON P-1	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			249560	6
	230 to 330	B	0330 NEW BRIGHTON P-1	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			305591	7
1ST ST SW	1453 to 1575	O	0340 NEW BRIGHTON P-3	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			251684	10
	1609 to 1731	B	0335 NEW BRIGHTON P-2	NEW BRIGHTON	55112	62	090		282	02	41B	41	4	02			247998	19
2ND AVE NW	506 to 788	B	0340 NEW BRIGHTON P-3	NEW BRIGHTON	55112	62	090		621	02	41B	41	4	02			249035	57
	835 to 884	B	0350 NEW BRIGHTON P-5	NEW BRIGHTON	55112	62	090		621	02	41A	41	4	02			299414	4
2ND AVE SE																		

This is a sample page from the precinct finder. To determine if a voter is in the correct precinct, you locate the street name in the first column. The second column has address ranges. You locate which address range the address falls into. The third column indicates if the addresses in the range are for odd numbers (“O”), even numbers (“E”), or both odd and even numbers (“B”). The fourth column shows which precinct the address is located in.

If they do not reside within the boundaries of the precinct you are working at, you will then have to use the list of Precincts to direct them to the correct precinct.



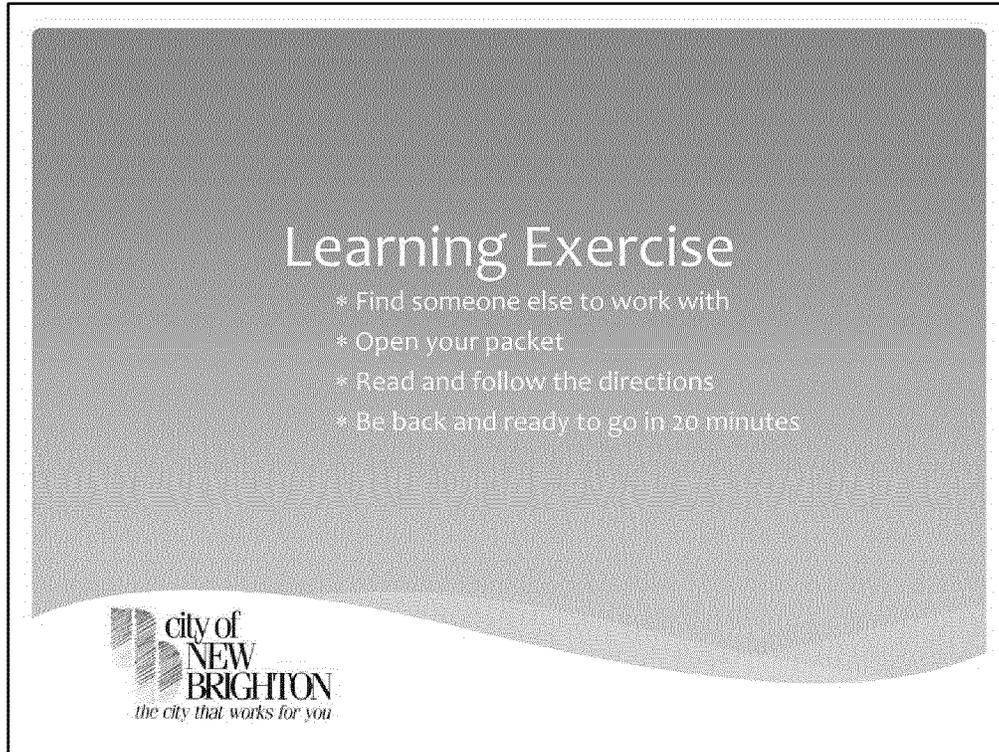
Use desktop, laptop, blackberry etc. to find voters whose addresses do not appear in the precinct finder at:  
<http://pollfinder.sos.state.mn.us>

If internet is not available in your polling place, call City Hall and we'll look them up.



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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 15 minutes to review the answers. Feel free to find me or ask an experienced Election Judge if you have questions or need assistance.



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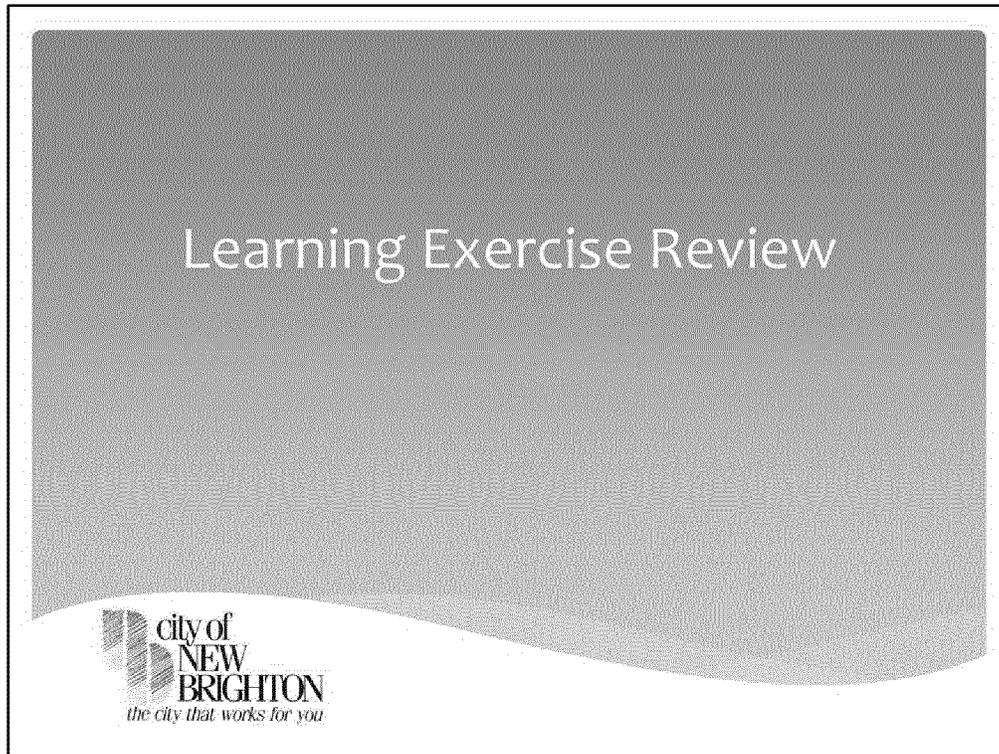
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Please return to your seat

**Now**



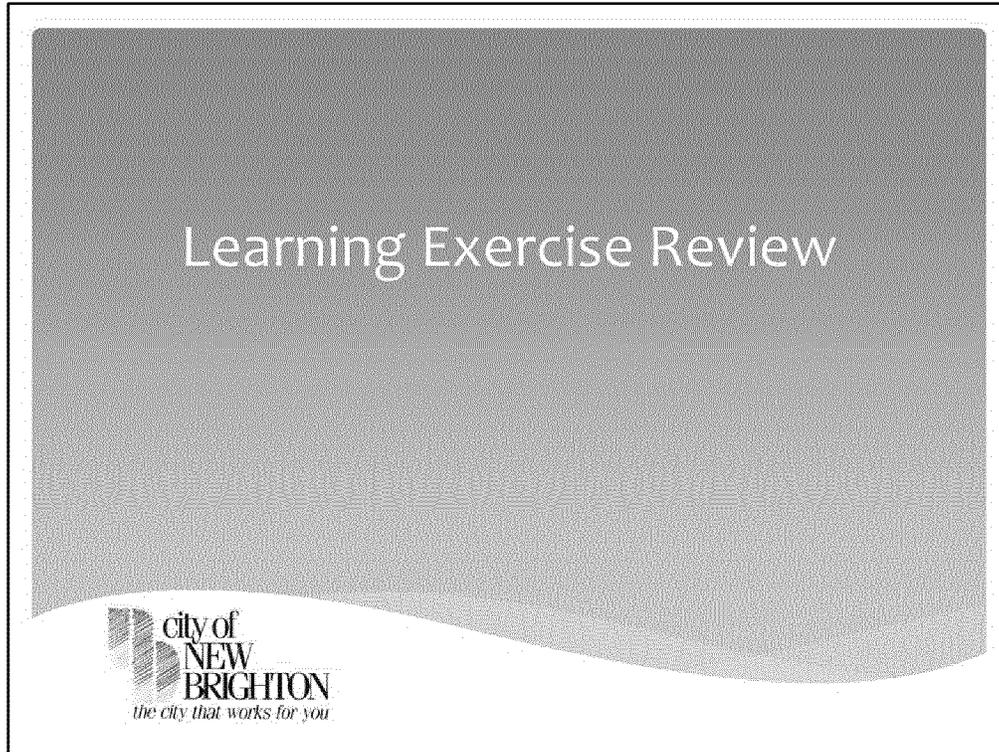


It is 6:00am and all of the Election Judges are at the polling location – except the Head Judge. What do you do?

1. The Assistant Head Judge takes their place and gets tasks / set-up going.
2. Contact an Election Administrator – aka Terri or Lauren
3. The newly appointed Head Judge should issue the oath of office and use the supplies and materials provided as well as their Election Judge manual to begin set-up activities.
4. Proceed until further direction is received from an Election Administrator.

You work to set up the polling place on Election Day. Unfortunately, it is almost 7am and you aren't ready yet. What do you do?

1. Not opening is NOT an option.
2. If the machines are not yet operable at 7:00am when the polls open, note this on the incident log and direct voters to place their ballots in the auxiliary compartment.



List 3 things that are vital to making sure the election is run with integrity.

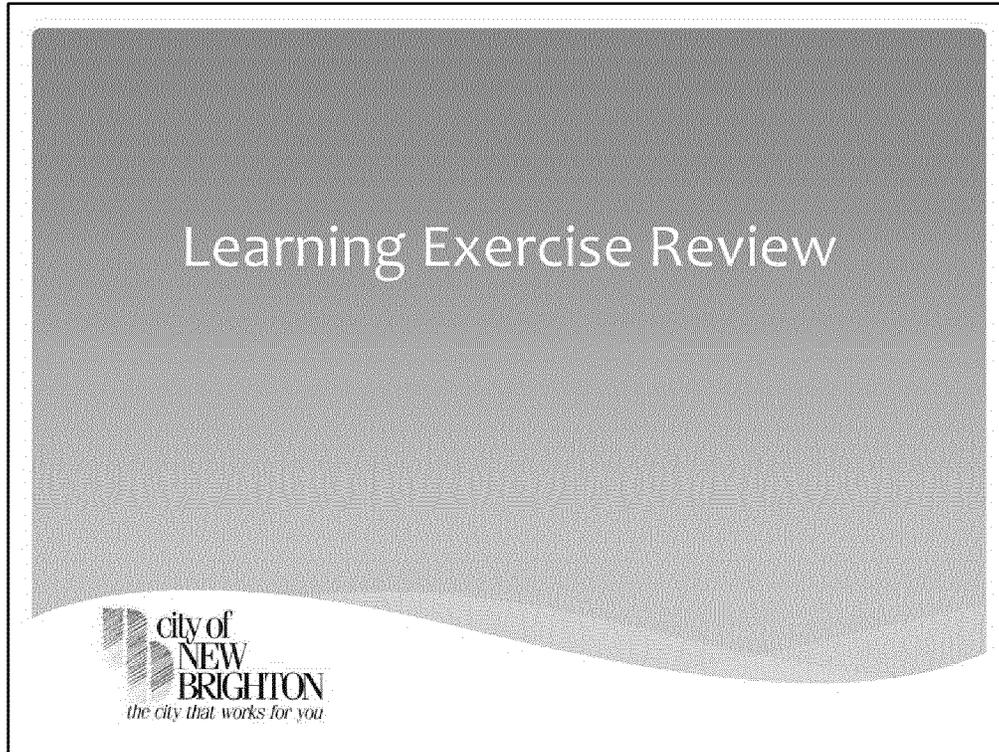
- Leave own opinions at home aka no partisan comments or opinions and no off-color jokes
- Courteous and professional election judges
- Avoid any action that may influence how a voter casts a vote
- Respect the secret ballot and the voters' privacy
- All Election Judges take and adhere to the Election Judge Oath
- Party Balance in the polling place and for specific tasks

Where do the following vote?

- Emily Dunsworth at 1598 23<sup>rd</sup> Ave NW is in P6 and votes at New Brighton Christian Church
  - Key = Even side of the street
- Emily's neighbor John Dalnes lives at 1601 23<sup>rd</sup> Ave NW, is in P7 and votes at GracePoint
  - Key = Odd side of the street. They live on a precinct

boundary line 😊

- Neila Schaff lives at 691 Silver Lake Rd NW is in P4 and votes at Salem Covenant Church
  - Key = Silver Lake Rd NW is listed AFTER (and on the next page) Silver Lake Rd
- Jerald Starks lives at 835 2<sup>nd</sup> Ave NW and HE NEEDS TO FOLLOW A CHALLENGE PROCESS TO REGISTER AND VOTE
  - Key = The Address is St. John the Baptist Catholic Church – a polling place (However, if you didn't catch that, you would have determined that he should vote at P5 – Christ the King Lutheran Church)
- Kelly Holmes lives at 1050 NE 27<sup>th</sup> Ave and she cannot cast a vote in New Brighton
  - Key = This is a Minneapolis Address. 1050 27<sup>th</sup> Ave NW is in New Brighton. 20150 NE 27<sup>th</sup> Ave is not.
- Frank Lamp lives at 2750 Highway 694 and he would vote at the polling place for P6 – New Brighton Christian Church.
  - Key = Interstate 694 + Service Road
- Did you correctly figure out where your team mate should vote?



What is the date of the 2016 Primary Election?  
August 9, 2016

What is the date of the 2016 General Election?  
November 8, 2016

What are the hours of voting?  
7:00am – 8:00pm

Where are New Brighton's 8 Polling places located?  
Precinct 1 - NB Community Center  
Precinct 2 - The Church of Jesus Christ of LDS  
Precinct 3 - St. John the Baptist Catholic Church  
Precinct 4 - Salem Covenant Church  
Precinct 5 - Christ the King Lutheran Church  
Precinct 6 - NB Christian Church  
Precinct 7 - GracePoint Church  
Precinct 8 – Sunny Square Neighborhood Center

Who is the on-site supervisor at each polling place?

The Head Judge and (if there is one) the Assistant Head Judge

# Roster Judge

- \* Identifies voter
- \* Asks voter to read the oath at top of roster page
- \* Instructs voter to sign the roster
- \* Gives voter initialed Registered Voter's Receipt

**08/08/2011 MUNICIPAL PRIMARY**  
BLOOMINGTON W-4 P-01

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Illinois for 30 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

Voter Name and Address	Voter Signature	District/Precinct	ID Number
1. CARLSON, KIMBERLY ANNE 8666 22ND AVE S		27100 BLOOMINGTON	0001528031
2. CARR, CONRAD JAMES 2428 SKYLINE DR		0116 BLOOMINGTON W-4 P-01	0001117511
3. CARR, VERLA LOUISE 2428 SKYLINE DR		0116 BLOOMINGTON W-4 P-01	0001117075
4. CAUDILL, MATTHEW DAVID 8161 20RD AVE S UNIT 1501 E		27100 BLOOMINGTON	0004258841
5. CEGERS, ODESSA 8431 22ND AVE S APT 305B		0116 BLOOMINGTON W-4 P-01	0002451974
6. CELLA, JOSEPH ANTHONY 2428 SKYLINE DR		0116 BLOOMINGTON W-4 P-01	0001003147

Once the Greeter Judge has determined that the voter is pre-registered to vote and in the correct polling place, the voter is sent to the Roster table.

The Roster contains the confidential information of every voter pre-registered to vote in the precinct and should be protected as much as possible. Election Judges should NEVER allow a voter to touch the roster (other than to sign their name) and should NEVER allow the voter to read the roster except the oath at the top of the page.

The Roster Judge asks the voter to state their name and locates the voter in the Roster.

Sometimes, a voter's name will not immediately be found. If this happens, verify with the voter that you are using the correct spelling. If the name still cannot be found:

- see if the first and last names were accidentally switched

- Check different spelling variations of the same name in case their was a typographical error
- If the name has an apostrophe – like O’Brien – and the apostrophe was accidentally missed, the name might be squished together OBRIEN or separated by a space O Brien
- Check multiple combinations for two word and hyphenated names

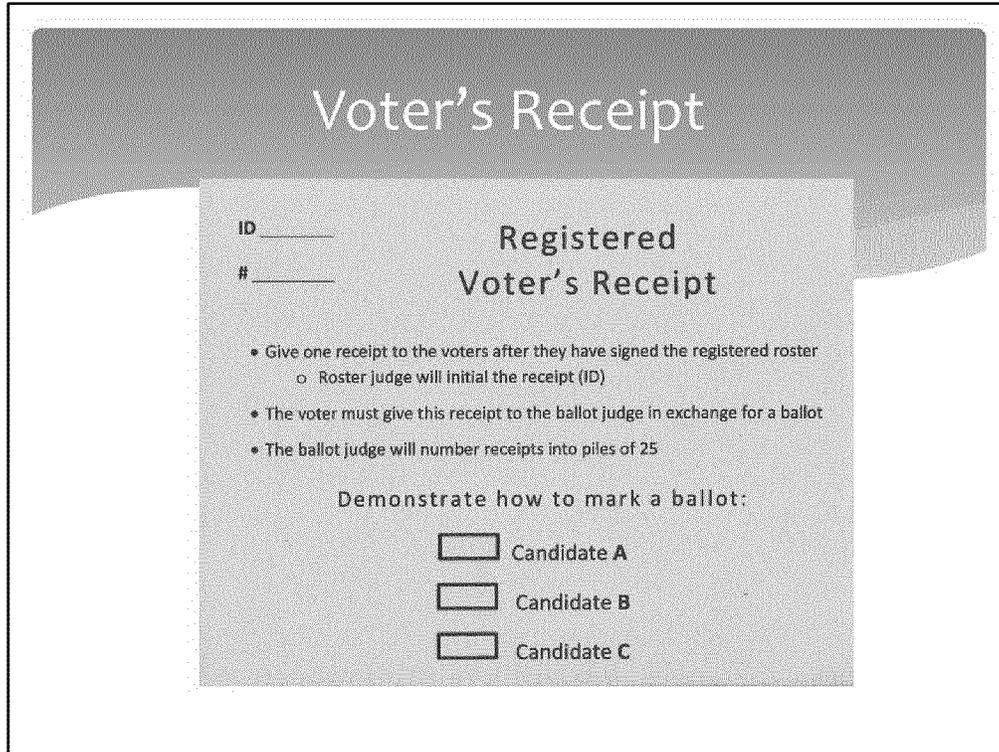
Once the voter’s name has been located in the roster, ask the voter to state their current address

- Verify that the address as stated exactly matches the roster.
- If there are similar names the judge may use the birth date to clarify they have the correct voter.
- Pointing out the oath at the top of the roster, direct the voter to sign the signature line next to their name to confirm the oath.

A voter who cannot sign their name can make a mark, use a stamp facsimile, or request that another person write the voter’s name in their presence. If another person writes the voter’s name, that person 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. (M.S. 201.056)

- Initial a “registered Voter’s Receipt,” hand it to the voter and send them to the Demonstration Judge.

***2016 Election Judge Guide Page 11-15***



This is an example of a “Registered Voter’s Receipt.” The receipts will be with your supplies. Note the line for the judges initials and for numbering the receipts. These should NEVER, EVER be pre-initialed or pre-numbered.

By initialing a receipt, the Roster Judge is certifying that the voter verified their identity and confirmed the oath by signing the roster.

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# Correcting Signature Errors

08/09/2011 MUNICIPAL PRIMARY  
BLOOMINGTON W-4 P-01

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

Voter Name and Address	Voter Signature	District/Precinct	ID Number
1. CARLSON, KIMBERLY ANNE 8688 22ND AVE S		27100 BLOOMINGTON	0001558031
2. CARR, DONALD JAMES 2433 SKYLINE DR	<i>Verla Carr</i>	01116 BLOOMINGTON W-4 P-01	0001117211
3. CARR, VERLA LOUISE 2433 SKYLINE DR		01116 BLOOMINGTON W-4 P-01	0001117075
4. CAUDILL, MATTHEW DAVID 8181 33RD AVE S UNIT 1501 E		01116 BLOOMINGTON W-4 P-01	0004256641
5. CEGERS, ODESSA 8431 22ND AVE S APT 300B		27100 BLOOMINGTON	0002431971
6. CELLA, JOSEPH ANTHONY 2425 SKYLINE DR		01116 BLOOMINGTON W-4 P-01	0001003147
7. CELLA, PAMELA L 2425 SKYLINE DR		27100 BLOOMINGTON	0004175056
8. COTAN, SIKHIN JOSEPH 8181 33RD AVE S APT W606		01116 BLOOMINGTON W-4 P-01	0001475690
9. CHAPIN, CLARENCE 8849 OLD CEDAR AVE S APT 107		01116 BLOOMINGTON W-4 P-01	0004621450
10. CHATFIELD, ANDREA LEIGH 8935 OLD CEDAR AVE S APT 203	<i>Andrea Chatfield</i> VOID	01116 BLOOMINGTON W-4 P-01	0000527363
11. CHOUBEK, ERIC JON 2007 86 1/2 ST E		27100 BLOOMINGTON	0001389731
12. CHOUBEK, JESSICA JUNE 2007 86 1/2 ST E		01116 BLOOMINGTON W-4 P-01	0001221616
13. CHRISTIANSON, BRIAN HAROLD 2018 86 1/2 ST E		27100 BLOOMINGTON	0001400057
		01116 BLOOMINGTON W-4 P-01	

The roster judge should NEVER write in the roster. Especially do NOT make an "X" where the voter is to sign. Instead, use a removable post-it note arrow to signify where the voter is to sign.

That being said, there is an exception for making these two entry corrections and only these two!!!!!!

If a voter signs the polling place roster on the incorrect signature line:

- Draw an arrow from the signature to the correct location. Highlight the arrow.

If a voter signed the pre-registered roster, but **should** have re-registered:

- Draw a straight line through the signature
- Print "VOID" next to the signature, and
- Highlight the word "VOID"

Again, please remember that the roster contains confidential information. Election judges should not examine roster data other than

what is necessary to assist the voter before them. The only time a voter can see the roster is at the time when they must sign their name.

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<h1>Roster Corrections</h1>		<b>New Brighton - 1</b> State Primary August 9 <sup>th</sup> , 2016
Use this sheet to record printed errors that appear on the roster		
<p>Examples of possible corrections:</p> <ul style="list-style-type: none"> <li>• Misspelled name</li> <li>• Transposed numbers in an address</li> </ul> <p>A voter who has moved, or changed his or her name, must complete a new voter registration application and sign the Non-Registered roster. Do not mark a new/re-registered voter on this sheet. A voter registration application does not need to be filled out for a roster correction.</p>		
Voter ID number	Voter's first & last name	Correction to the roster
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

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

The Roster Correction form is used only to correct typographical errors on the roster. For example, a voter named “Kim Larson” spelled with an “on” is listed as “Kim Larsen” spelled with an “en”. This correction should be recorded on the roster correction form. After the form is returned to Election Headquarters, it will be used to update the state voter registration records.

A voter who has changed addresses (even apartment numbers) or changed their name **MUST** re-register. Direct these voters to the “New Registration” table.

## Notification of Death Form

### Notification of Death

In accordance with Minnesota Statutes, section 201.13, I am a registered voter and I have personal knowledge that the following individual is deceased:

Name of deceased voter \_\_\_\_\_

Deceased's last known address \_\_\_\_\_

Deceased's DOB \_\_\_\_\_

Date of Death \_\_\_\_\_

Name of Registered Voter \_\_\_\_\_

Signature of Registered Voter \_\_\_\_\_ Date \_\_\_\_\_




The “Notification of Death Form” is used when a voter informs the judge that a registered voter listed on the roster has died.

If this happens, instruct the voter to complete the “Notification of Death Form”.

Have them fill out as much information as they know about the deceased voter.

The information will be used to update the state voter registration records.

# Roster Notations

- \* AB
- \* See ID
- \* Challenged
  - \* Use Roster Judge Duty card or Election Judge Guide as a reference

**Polling Place Roster Judge**

**DUTY:** SIGN IN PRE-REGISTERED VOTERS

**STEPS:**

1. Ask voter's name. "Your name please?"  
Watch for... suffixes (Jr., Sr.)  
...similar names (John Jones, John A. Jones)
2. Locate voter's name on Roster.
3. Ask for voter's address. "And your address?"  
If necessary, verify using date of birth.

**When name and address match ...**

4. Point out the oath at the top of the page.

The Roster Judge may see notations on the voter signature line. The most common notations are "AB", "See ID" and "Challenged".

Page 14 of the 2016 Election Judge Guide describes the specific types of "challenged" notations.

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# Sample of Roster Page

02/11/2008 TOWNSHIP ELECTION - March 11, 2008  
CLARK TWP

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

Voter Name and Address	Voter Signature	District/Precinct	ID Number	DOB
1. SMITH, BETH NANCY 11727 422ND ST	<i>Beth Nancy Smith</i>	004 CENTRAL 0030 SPRUCE TWP	0000247210	
2. SMITH, BILL MICHAEL 11727 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000245381	
3. SMITH, BOB AARON 11717 425ND ST	<i>Bob Smith</i>	004 CENTRAL 0030 SPRUCE TWP	0003723215	
4. SMITH, CHUCK BRAD 42903 KESTREL AVE	A.B.	004 CENTRAL 0030 SPRUCE TWP	0003251754	
5. SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000245381	
6. SMITH, DARLENE CHRIS 42302 KESTREL AVE	<i>Darlene Chris Smith</i> See ID	004 CENTRAL 0030 SPRUCE TWP	0003308502	
7. SMITH, DAN DERRICK 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003306540	
8. SMITH, EVAN JOHN 12485 422ND ST	<i>Evan Smith</i>	004 CENTRAL 0030 SPRUCE TWP	0000251572	
9. SMITH, FRANK BILL 12485 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000251630	
10. SMITH, GRETCHEN ANN 43141 140TH AVE	Challenged - Postal Return	004 CENTRAL 0030 SPRUCE TWP	0000251837	
11. SMITH, HARRY JAMES 45030 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000248536	
12. SMITH, IRENE CHRISTINE 45030 KESTREL AVE	A.B.	004 CENTRAL 0030 SPRUCE TWP	0000248590	
13. SMITH, IRA JOHN 45030 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000815785	

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The Roster Judge must watch for any notations on the signature line of the roster. In all discussions with individuals who have roster notations, be courteous, tactful, and maintain each voter's privacy.

The notation "AB" means the voter has voted by absentee ballot. If a voter comes to your polling place and "AB" is on the signature line that voter has already voted. Do not allow them to vote in person.

If "See ID" is on the roster next to a voter's name, the voter must show identification prior to voting. Acceptable IDs are the same as for Election Day registration, except for vouching.

*See ID is fairly uncommon. It means that the voter is a Minnesota voter who submitted their voter registration materials by mail and has not yet voted in a Federal Election in MN. State law requires voters in this situation to complete their registration and vote by showing the Roster Judge any proof of residence (see page 17) used for Election Day Registration, with the exception of vouching.*

*If the only proof of residency the voter can provide is vouching, the voter must re-register at the Registration Table. (M.S. 201.061 subd 1a)*

*If County election officials could verify their application information (Social Security Number, Driver's License and/ or residency etc.) prior to the pre-registration cut-off for election day or if the voter showed proof of residency to County officials in person, their registration will be deemed complete and they will not appear flagged on the roster as having to show ID on Election Day.*

Notations indicating a 'challenged' voter mean that the individual cannot vote without reestablishing their eligibility.

If the "Challenged" notation is on the roster, the Roster Judge should contact the Head Judge or Assistant Head Judge who must follow the Challenge Process.

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## Challenge Process

- \* Administer oath to the voter
- \* Ask questions to determine eligibility
- \* If eligible, voter signs roster and votes
- \* If not eligible, judge prints and highlights “Refused Oath” or “Not Eligible” on signature line in roster
- \* Document details on the Election Day Journal

The Challenge Process is detailed in your Election Judge Guide. Every roster challenge must be documented in the Election Day Journal.

First, the Head Judge will administer the following 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?”

Next, they will ask the voter questions to determine eligibility:

- If the voter’s answers indicate they are eligible, the Head Judge will direct you to allow the voter to sign the roster and vote.
- If the voter’s answers to the questions DO NOT satisfy the Head Judge that the voter is eligible, or if the voter refused to swear to the oath, this person CAN NOT be allowed to vote. The Head Judge will direct you to print “refused oath” or “not eligible” on the signature line and highlight this information. A voter who is not allowed to vote cannot return to the precinct

later to vote.

Finally, the Head Judge will record the details of the process for all challenged voters on the “Election Day Journal”.

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## Challenge Documentation

Voter found not eligible

8161 33RD AVE S UNIT 904	0119 BLOOMINGTON W-4 P-01	
11. CARLSON, DEBI JUNE 2001 88TH ST E	27100 BLOOMINGTON Challenged: Postal Return	0002753493
12. CARLSON, JENNIE HYMEL 2130 OLD SHAKOPEE RD E APT 208	0119 BLOOMINGTON W-4 P-01 27100 BLOOMINGTON	0003118876
13. CARLSON, JOSHUA PAUL 2001 88TH ST E	0119 BLOOMINGTON W-4 P-01 27100 BLOOMINGTON <i>Joshua P. Carlson</i>	0005579457

Voter found eligible

TIME	EVENTS & CITY ELECTORAL INFORMATION	INITIALS
10:38am	Initiated Challenge Process for: Joshua Paul Carlson - Challenged Postal Return Administered Oath, Asked Voter to confirm address. Voter stated: "2001 88th St." Roster states "2001 88th St E" Voter confirmed there is no "E" on his address. Voter found eligible to vote. Roster correction form completed.	TH
2:13pm	Initiated Challenge Process for: Debi June Carlson - Challenged Postal Return Administered Oath, Asked voter to confirm address. Voter stated that she had "moved in with a friend but thought that since it was temporary, it would be easier to vote in her old precinct. She has no intent to return to 2001 88th St." Voter found not eligible to vote. Encouraged to register & vote using friend's house.	TH

Here is an example of required documentation on the roster and a completed Roster Challenge Log.

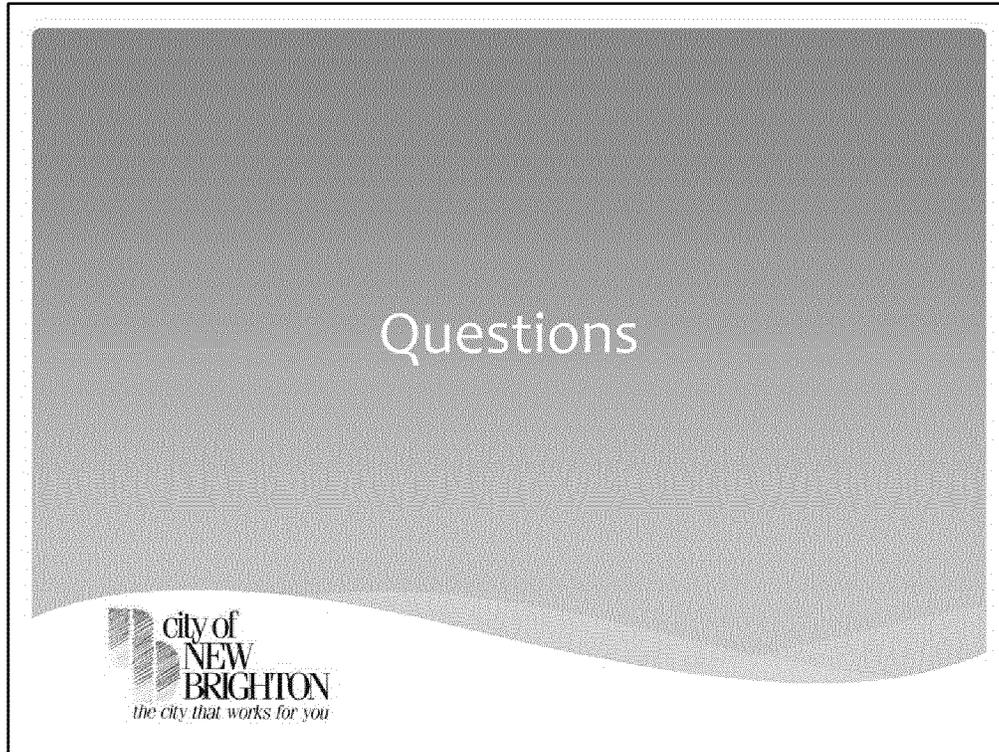
One voter was found to be “not eligible” and was not allowed to vote. The other voter was found to be “Eligible” and was allowed to sign the roster and vote.

For each challenge administered, the challenge process was documented in the Election Day Journal. Please note:

The documentation answers the questions:

- Who
- Where
- What
- Why
- What next
- Final determination





Does anyone have any questions? Okay. Now it's my turn. I have a few questions for you.

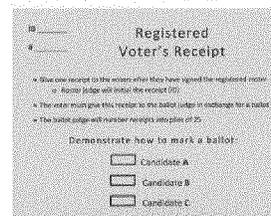
1. Your Head Judge has assigned you to serve at the Roster table. A voter comes in and signs the Roster with an "X." What should you do?
2. Your Head Judge has assigned you to serve at the Roster table. You are supposed to identify voters by asking them for their name and address. Unfortunately, there are a lot of people in the polling place and you are having trouble hearing what they are saying. What should you do?
3. A voter comes in and when asked for their name and address they hand you their driver's license. What should you do?
4. When a voter is signing the roster, they point out that they are divorced from their spouse (on the next line) and that individual no longer resides at that address. What should you do?
5. When a voter is signing the roster, they point out that their spouse (on the next line) passed away over the last year. What should you do?
6. A voter accidentally signs on the wrong line. What should you do?
7. A voter signs the roster but then you notice a "C" or the word

“Challenged” by their name. What should you do?

8. A voter confirms their name and address but informs you that their name is spelled wrong. What should you do?
9. A voter provides their name and address but they are not on the roster. What should you do?

## Demonstration Judge

- \* Instruct voters how to mark the ballot
- \* Informs voters that stickers may NOT be placed on the ballot
- \* Uses the demonstration materials only
  - Never uses an actual ballot
  - Never points to or mentions a party or specific candidate



The image shows a sample of a "Registered Voter's Receipt" form. It includes fields for name and address, and instructions for the voter and the judge. The instructions state that the voter should show the receipt to the judge who has signed the registration card, and that the judge will initiate the receipt. It also notes that the voter must give this receipt to the ballot judge in exchange for a ballot, and that the ballot judge will number receipts in piles of 25. Below the instructions, there is a section titled "Demonstrate how to mark a ballot:" with three checkboxes labeled "Candidate A", "Candidate B", and "Candidate C".

After the Roster Judge issues the voter a voter's receipt, the Demonstration Judge uses the demonstration ballot on the voter's receipt to explain to the voter how to mark their ballot by filling in the box next to the candidate of their choice. They also let them know that stickers – even if provided by a party or candidate – may NOT be placed on a ballot. If they choose to do so, their ballot may jam inside the ballot tabulator, causing delays for the voter (*the ballot will not be read – it will be too thick*) and others (*if the label comes off in the machine, jamming up the mechanisms requiring repairs from off-site maintenance technicians.*)

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## Demonstration Judge

- \* Primary Election explains
  - Single party votes only, no voting for candidates from different parties (no cross-over voting)
  - No write-ins
- \* General Election explains
  - Write-in process
  - May vote for up to number allowed
  - May vote for candidates from different parties

For the Primary Election, the judge explains that voters must only choose candidates in one party's column for the partisan contests on the ballot. County, City and School District contests are non-partisan. Cross-over voting prohibitions do not apply to non-partisan offices.

For the General Election, the judge explains that to write in a candidate, the voter must write the name in the space provided and fill in the oval next to the written name.

## Demonstration Judge

- \* Constitutional Amendments
  - Point out instructions printed on the ballot
  - Election Judges may NOT proactively tell voters that not voting on the issue is the same as voting no
- \* Ballot Questions
  - Same as Constitutional Amendments
- \* Reminds voters to wait at the Verity Scanner Tabulator to guarantee their ballot is accepted

Constitutional amendments and ballot questions have voter directions printed directly on the ballot. Election Judges may not alter this wording or proactively tell voters that not voting on the issue is the same as voting no. Issue-neutral wording has been vetted by teams of legal experts. Changing the language has been shown to influence how people vote, which Election Judges are not allowed to do. If a voter asks for clarification, Election Judges may direct the voter to the printed instructions or read them to the voter exactly word for word.

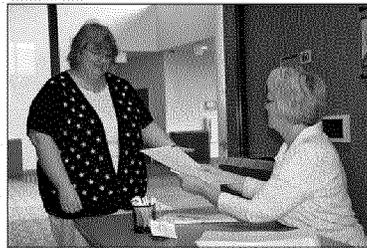
This is such an important issue that Election Judges who purposefully violate this directive will be dismissed.

It is important to remind voters to wait at the Verity Scanner Tabulator screen to ensure their ballot has been accepted.

The Demonstration Judge then directs the voter to the Ballot Judge.

## Ballot Judge

- \* Collects and numbers the voter's receipt
- \* Verifies election judge initials on receipt
- \* Provides voter with an initialed ballot, secrecy folder, and pen
- \* Explains Spoiled Ballot process



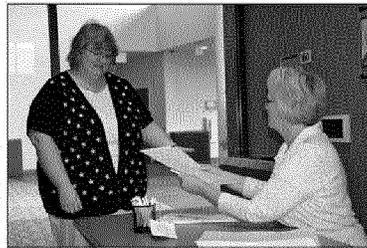
The Ballot Judge receives the Registered Voters Receipt from the voter, checks for an election judge's initials and consecutively numbers each receipt.

Just as Voter Receipts should NEVER be pre-initialed, they also should NEVER be pre-numbered. When an election judge numbers a receipt, they are verifying that another election judge has certified that the voter has signed the roster and is certifying that they are no longer in possession of a ballot, that it was given to the voter.

The judge provides the voter a ballot, secrecy folder and a pen and instructs the voter to return the ballot to the Ballot Judge if a mistake is made while voting.

# Ballot Judge

- \* Directs voter to open voting booth, Touch Writer, or other writing surface
- \* Counts number of ballots in every pack with another Election Judge
- \* Records number of ballots in each pack on Ballot Tracking Form



<b>RAMSEY COUNTY</b> 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 _____

The voter is then directed to an open voting booth, the Touch Writer, or to another writing surface as chosen by the voter.

As each ballot package is opened, two judges verify the number of ballots in the package and record the number on the Ballot Tracking Form.

## Ballot Judge

- \* Spoiled Ballots – returned by voter
  - Have voter place original in Spoiled Ballot Envelope
  - Do not examine spoiled ballot unless voter requests help
  - Give voter a replacement ballot
  - Do not allow voter to have two ballots in hand at any time

If a voter makes an error on a ballot, they should place the ballot containing the mistake into the “Spoiled Ballot Envelope” and the judge issues the voter a new ballot. Sometimes – especially in a larger election - someone may ask to take a spoiled into a voting booth to “copy” the it onto a new ballot. This should NOT be permitted. At no time should a voter have two ballots in their hand. We cannot prevent both ballots from going into the tabulator and... others in the polling place may think the voter is receiving an extra vote.

## Ballot Judge

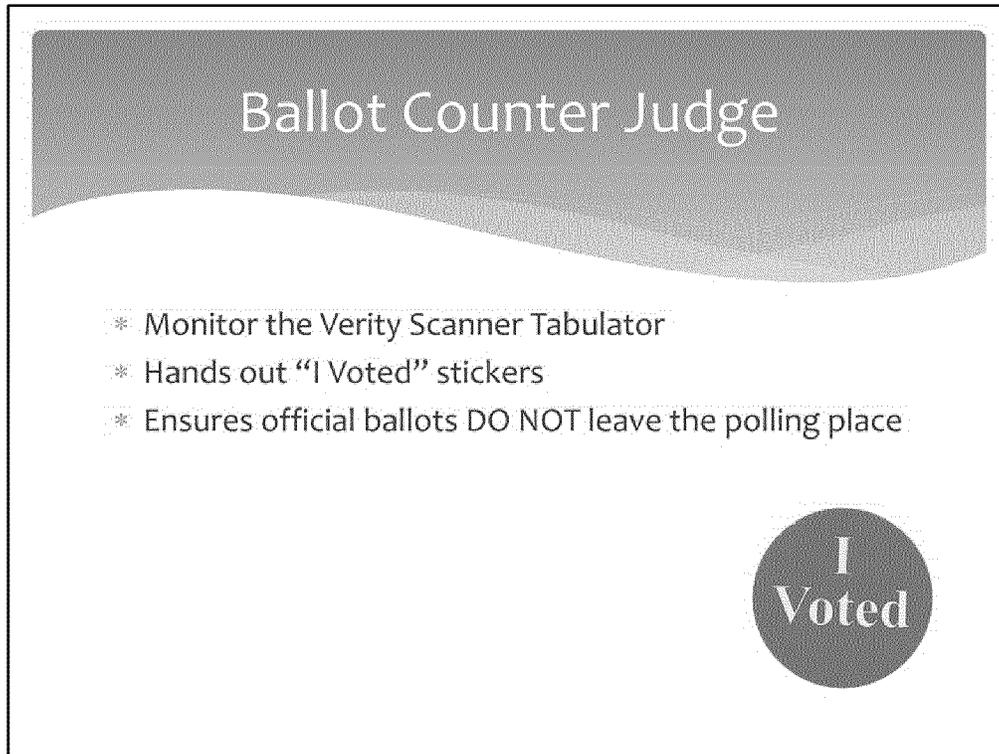
- \* Found Ballots – abandoned ballot
  - Print “Found in Booth” on ballot
  - Record on Incident Log
  - Place in Spoiled Ballot Envelope

If an election judge finds a ballot abandoned in a voting booth or elsewhere in the polling place, they should print write the words “Found in booth” on it and place it in the Spoiled Ballot Envelope.

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In this video, it instructs the Ballot Judge and Head Judge to perform certain tasks. However, because this device requires more election judge assistance than the AutoMark and because this is a large election wherein we are focusing on voter education about assistance available, I hope to get enough election judges to assign a judge just to this device.



When the voter has finished voting, the voter inserts their own ballot into the Verity Scanner Tabulator. The Ballot Counter Judge should remain 6 feet away from the Tabulator but remain close enough to answer questions and monitor the voter’s experience with the new Tabulator.

As each voter approaches the Verity Scanner Tabulator, the election judge asks them to stay at the ballot counter until they see the “Thanks for voting” screen and the red arrows indicating that the ballot is being processed, turn green.

After the voter’s ballot is accepted, the Ballot Judge gives the voter an “I Voted” sticker. Election Judges should not place stickers directly on voters.

The Ballot Counter Judge must ensure that NO official ballots leave the polling place.



## Ballot Not Accepted by Counter



the voter and ask them to remain

- \* Ask the voter to the screen message you
- \* Do not look at voted ballot unless requested to by the voter

If, for some reason, the ballot counter does not accept a ballot, ask the voter to stop. Ask them to read you the message displayed on the screen. Remember, do not look at the voter's ballot unless they request you to do so.

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## Assisting with Ballot Errors

- \* Voter Errors (ballot held by the counter)
  - Over vote on race
  - Blank ballot
  - Crossover voting (Partisan Primary only)

The Verity Scanner Tabulator should accept a ballot in any orientation; however, if a ballot appears to not be going in, changing orientation may sometimes help. Have the voter turn the ballot a different direction and insert it using both hands, keeping it straight.

If a voter votes for too many candidates in a single office (called an over vote), leaves the ballot blank, or votes for candidates in more than one party in the Primary election (called Crossover voting), the ballot counter will hold the ballot and a message will appear on the display screen.

The Ballot Counter Judge will explain the error to the voter and give them two options.

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## Assisting with Ballot Errors

### \* Solutions

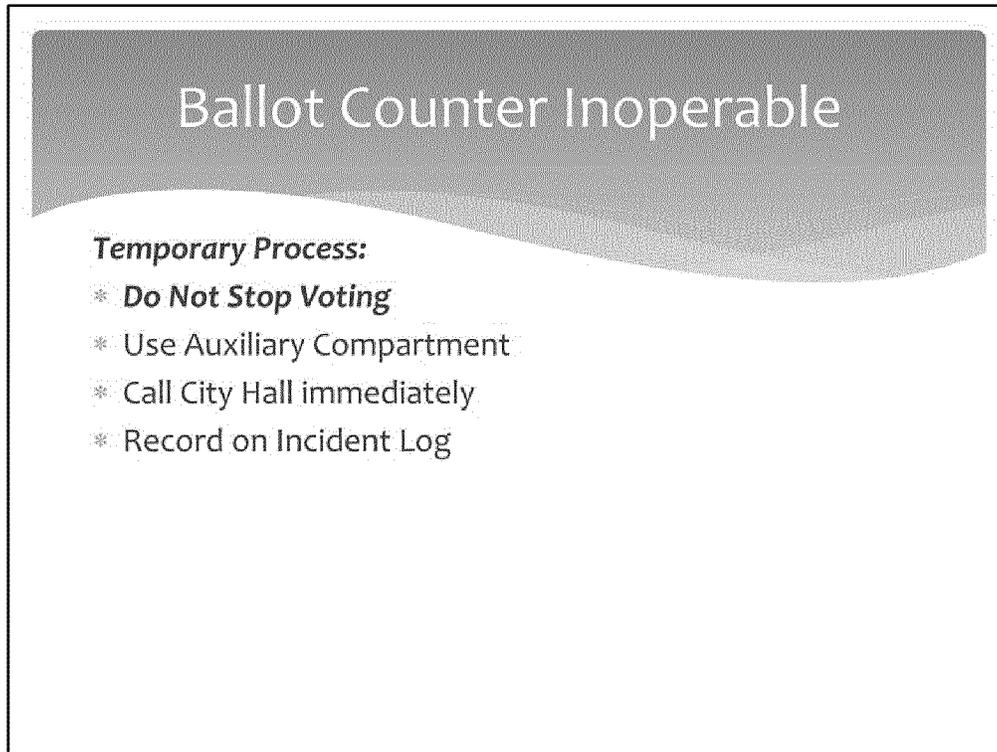
- Press “Poll Worker” button on back
- Enter Security Code for the Election
- Follow the prompts to return the ballot

OR

- Follow the prompts to count the ballot as is

The voter may obtain a new ballot or have their ballot cast as is. If they choose to obtain a new ballot, they should return their ballot to the Ballot Judge who will follow the spoiled ballot procedures. If the voter chooses to have their ballot cast as is, the ballot counter will count all valid votes, but not any races that contain an error.

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The equipment is brand new. Ramsey County had attendees test it at the MN State Fair in 2015 – outside. Even in the humidity and constant use for 2 weeks, there was not a single ballot jam.

That being said, it is still technology and anything can happen.

If the ballot counter becomes inoperable during the day, DO NOT stop voting. Inform the Head Judge of the situation. The Head Judge should unlock and open the Auxiliary Compartment slot. Direct voters to insert their ballots into this slot. Immediately inform City Hall that the ballot counter is not working. Record the information on the Election Day Journal.

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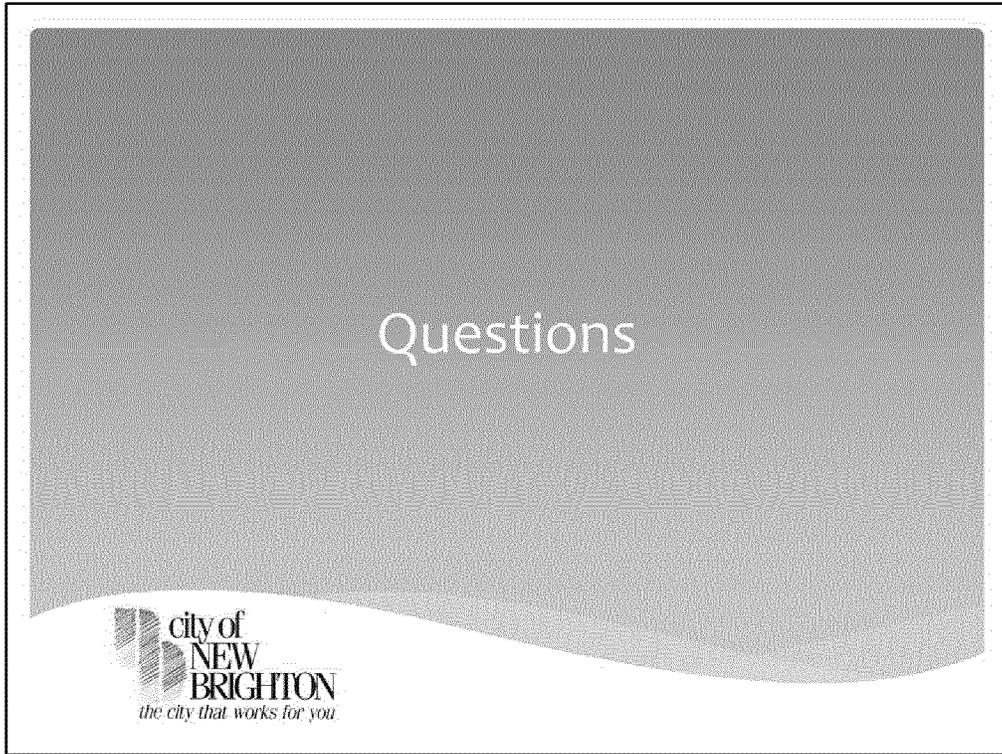
## Ballot Counter Fixed

- \* Record on Incident Log
- \* Close and lock Auxiliary Compartment
- \* Resume regular voting process



Once the Verity Scanner Tabulator is operational, record this information on the “Election Day Journal”. The Head Judge will close and lock the Auxiliary Compartment. The ballots must be left in the compartment until they can be inserted into the Verity Scanner Tabulator by a team of two Election Judges working together as time permits or at the end of the day.

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Does anyone have any questions?