



Polling Place Reference Guide

State Primary Aug. 11
General Election Nov. 3

2020

Newest Information

- The poll pad now has precinct finder installed so judges may search a voter's address in the system. Each precinct will still have a paper precinct finder.
- We have created a *COVID-19 Response Guide* to address any materials or process changes we have made.
- Voters with a 'Voted Out of Precinct' challenge on their signature line must show the roster judge an acceptable Election Day Registration document to prove their residence.
- Greeter's List - keep one copy at the registration table to use for obtaining the voter record ID numbers of individuals who:
 - Use 'Valid Registration in Same Precinct' as their Election Day Registration documentation.
 - Vouch for other voters.
- We have created an index of Election Day documents in the beginning of the manual - organized by document name (page 4) or by container (page 5)
- We have created an appendix of all documents, duty cards, and instructions at the end of the manual.

Hotline for Election Day ONLY

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**If you are feeling ill or have been exposed to COVID-19, please stay home
and notify Elections staff as soon as possible**

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Documents

Document Name	Folder/Container
Ballot Receipt Envelope	Green bin
Ballot Transfer Case Certification Seal	Head judge messenger bag
Checklist: Closing the Polls	Red poly envelope
Checklist: Opening the Polls	Green poly envelope
Closing Instructions: Scan Ballot Counter, Touch Writer Ballot-Marking Device, & Poll Pad	Red poly envelope
Duty cards	Green bin
Election Day Journal	Green bin/yellow poly envelope
Election Judge Oath	Green poly envelope
Election judge timesheets	Red poly envelope
Envelope Certification	Yellow poly envelope
Extra direct deposit forms	Red poly envelope
Hourly Tracking Sheet	Yellow poly envelope
Official Certification Form: Scan Ballot Counter, Touch Writer Ballot-Marking Device, Poll Pad, Polling Place Ballots	Yellow poly envelope
Opening Instructions: Scan Ballot Counter, Touch Writer Ballot-Marking Device, & Poll Pad	Green folder
Poll Pad Signature Receipts Envelope	Green bin
Polling place judge list	Head judge binder
Precinct map	Green bin
Roster Corrections sheet	Green bin
Sign Up to be an Election Judge sheet	Purple poly envelope
Spoiled Ballot Envelope	Green bin
Summary Statement envelopes (#1 & #2 Blue Tub) (#1 Green Box)	Green bin
Touch Writer Ballot-Marking Device Envelope	Green bin
Unable to Register sheet	Green bin
Voucher Scoring Sheet	Green bin

Head Judge Messenger Bag

Ask your Head Judge Team if you need any of these items

Green Poly Envelope

- Election Judge Oath
- Poll Pad Directions
- Opening the Polls – Setting Up the Ballot Counter
- Opening the Polls – Setting Up the Ballot Marker aka Touch Writer
- Polling Place Set-Up Diagram
- Opening the Polls the Fast Way

Yellow Poly Envelope

- Official Certification Form – Ballot Counter (Scan)
- Official Certification Form – Ballot Marking Device
- Official Certification Form – Ballots
- Official Certification Form – Poll Pads
- Voter Statistics Sheet
- Hourly Tracking Sheet
- Election Day Journal (Used and Unused)

Purple Poly Envelope

- Hot Topics Information
- Emergency Guide
- Inclement Weather Guide
- Conduct In and Near the Polling Place
- Role of the Challenger in the Polling Place

Red Poly Envelope

- Timecards
- Poll Pad Directions
- Closing the Polls –Ballot Counter
- Closing the Polls –the Ballot Marker aka Touch Writer
- What to bring back to City Hall
- Complaint Forms, if any (HAVA and State Election Law)
- Unvoted Ballots Certification Form

Bin Contents

Blue Bin

- Power strips
- Extension cords
- Blue painters tape
- Packing tape
- Scotch tape
- Scissors
- Rubber bands
- Paper clips - boxes of 100 jumbo
- Binder clips
- Stapler
- Staples - box of 5000
- Rulers
- Magnifiers
- Signature Guides
- Calculator
- First Aid Kit
- Clipboards
- Legal pads
- Reinforcement labels
- Black Pens for Marking Ballots
- Black Pens for Station activities
- Red Pens for Roster Table
- Yellow Highlighters
- Post-it Note Pads
- Post-it Note Arrows - pack
- Rubber fingers
- KwikSort
- I Voted Stickers - Rolls
- Seals

Green Bin

- Election Judge Station Binders
- Election Day Journals
- Duty Card aka Cheat Sheet
- Greeter List or Master List
- Precinct Finder
- Voter Registration Applications (VRA)
- Proof of Residency handouts for voters
- New Registration Roster Book(s)
- Large Voter's Oath
- Yellow Voter Receipts
- Challenger Forms
- Curbside Voting Form
- Voucher Tracking Form
- Voters Unable to Register and Vote Tally Form
Green Bin
- Poll pad pictorial directions
- Signature Receipt Envelope
- Large Voter's Oath
- Large Privacy Notice
- Death Notice Forms
- Roster Correction Form
- Ballot / Demonstration Judge Station Binder
- Voter Receipt Envelope
- Spoiled Ballot Envelope
- Secrecy Folders
- Ballot Counter / Touch Writer Binder
- Greeter Judge Binder
- Packet of sample ballots – each party

Opening the Polling Place

Start the day

Introductions

Take a few minutes to introduce yourselves to one another. Each head judge will be given a Polling Place Judge List, a list of election judges assigned to work at that polling place. All judges must be trained and certified by Ramsey County Elections to work on Election Day. Call elections staff if an election judge shows up who is not on your list, an election judge does not arrive, or if you cannot get into your building or voting room. All election judges are required to take the election judge oath and sign it.

Each judge serving in the polling place must wear a nametag that includes the judge's first name and their role in the precinct. By law, nametags cannot state a party affiliation. In addition, each judge is required to wear a face mask that covers their mouth and nose. See the 2020 COVID-19 Response Guide for additional direction.

Remember to follow our new health and safety guidelines. Wash your hands or use hand sanitizer before you start. Have your mask on before you enter the building. Stay at least 6 feet apart from other judges.

Assign set-up tasks

Each judge is responsible for using the directions provided to them to set up the polling place and making it ready for voters before the polls open at 7am.

Set up the polling place

Confirm delivery of polling place materials for each precinct

If you cannot locate the materials, work with the polling place contact person to search the building. Polling places supply the tables and chairs. If these are not already in the polling room, you can speak with the contact person.

- **Scan ballot counter** – marked with the letter 'S'
- **Touch Writer ballot-marking device, printer & stand** – marked with the letters 'A' and 'W'
- **Green poll pad cases** – the materials needed to assemble the poll pads
- **Black ballot box** – beneath the ballot counter where voted ballots are stored - requires assembly
- **Blue bin** – general polling place supplies
- **Green bin** – directions, forms, and other secure materials
- **Transfer Case: Polling Place Ballots** – cardboard box containing ballots specific to your precinct
- **Voting booths** – require assembly
- **VOTE HERE sign and US flag** – placed outside the building at the main entrance
- **Curbside Parking signs** – inserted in traffic cones and placed at appropriate spots
- **COVID-19 Signs** – See COVID-19 Guide

Set up the polling place stations

Roster Judge Station – 2 Election Judges (Can collaborate with Registration Judges to set up the stations)

1. Make sure the Roster Table is in place
2. Locate the station binders for the Roster Table.
3. Using the directions, set up the secured and encrypted WiFi.
4. Using the directions, set up the Poll Pads.
5. Using the supply list, locate and organize all supplies and materials needed for this station on the tables.
6. Work together to set up voting booths. (Remember you MUST have at least one booth on a table for voters who use wheelchairs or need to sit). The voting booths must be spaced at least 6' apart.

Registration Judge Station – 2 Election Judges (Can collaborate with Roster Judges to set up the stations)

1. Make sure the Registration Table is in place
2. Locate the station binder for the Registration Tables.
3. Using the directions inside the binder, locate and organize all supplies and materials needed for this station on the tables.
4. Locate and secure the paper Roster for New Registrants on the table.
5. Locate and secure the Voter Receipts and Voter Registration Applications on the table.
6. Place the “Roster Supplement: Accepted Absentee Ballots for Election Day Registrants” on the Registration Table near or inside the New Registration Roster
7. Work together to help set up voting booths or as needed on other tasks. (Remember you MUST have at least one booth on a table for voters who use wheelchairs or need to sit). The voting booths must be spaced at least 6' apart.

Ballot / Demo Station – 2 Election Judges

1. Make sure the Ballot / Demo table is in place
2. Locate the station binder for the Ballot / Demo Table
3. Using the directions inside the binder, locate and organize all supplies and materials needed for this station on the tables.
4. Locate the white transfer case of ballots and verify the blue seal # matches the seal # recorded on the signed certification affixed to the end of the transfer case.
5. Open the ballot transfer case and count the number of packets of ballots in the box. Record that number on the front of the Official Certification Sheet (Ballots) at the Head Judge Table.
6. Open a packet of ballots and count how many are in the packet. Record that number on the back of the Official Certification Sheet (Ballots) at the Head Judge Table.
7. Both election judges should initial the top of the ballots.
8. Repeat steps 6 and 7 until you have opened the number of packets your Head Judge team asks you to open.

Ballot Counter & TouchWriter Stations - 2 Election Judges of different parties

There will be one Ballot Counter for each precinct your polling place is serving.

1. Locate the “Ballot Counter Opening the Polls” colored step by step directions
2. Using the “Ballot Counter Opening the Polls” colored step by step directions, set up the black Ballot Box and ballot counter (the machine with an “S” on it) in a location near the exit but at least 6 feet away from other voting activities. Mark off a 6-foot perimeter around the ballot counter using blue tape.

3. Verify that the blue/green seal number on the handles is the same as the seal number recorded on the Official Certification Sheet (Ballot Counter) at the Head Judge table. Once you have, cut the seal off and place it on the Head Judge table.
4. Verify that the RED seal number inside the machine is the same as the seal number recorded on the Official Certification Sheet (Ballot Counter). Do NOT cut the red seal off.
5. **IMPORTANT:** Make sure to press the bottom of the black ballot box down firmly in all four corners as the box will not assemble correctly if the bottom is not completely in place.
6. Locate the “Ballot Marking Device Opening the Polls” colored step by step directions
7. Using the “Ballot Marking Device Opening the Polls” colored step by step directions, set up the TouchWriter Table, TouchWriter, Silver printer table and Printer in a location that is easily accessible to voters who may have mobility issues and / or use a wheelchair
8. Verify that the blue/green seal number on the handles is the same as the seal number recorded on the Official Certification Sheet (Ballot Counter). Once you have, cut the seal off and place it on the Head Judge table.
9. Verify that the RED seal number inside the machine is the same as the seal number recorded on the Official Certification Sheet (Ballot Counter). Do NOT cut the red seal off.
10. **IMPORTANT:** Do NOT turn on the TouchWriter until you double check all of your cord connections and turn on the printer FIRST.
11. **IMPORTANT:** Please make sure the screen is facing away from other voting activities so it is not visible to anyone in the polling place other than the voter.
12. Cut apart "I voted" stickers and place them next to the ballot scanner.

Greeter Judge Station – 1-2 Election Judge(s)

1. Locate the station binder for the Greeter Judge
2. Using the directions inside the binder, locate and organize all supplies and materials needed for this station in a secure but easily accessible area as some of the materials contain private data.
3. Post the Voting Hours on the main entrance of the building where voters will enter.
4. Mark the building entrance voters will use with the large re-usable “Vote Here” sign
5. Hang two Sample Ballots near the entrance of the voting room – front and back. Post one at standing height and one at sitting height.
6. Hang up the Voter’s Bill of Rights and other signs provided in prominent areas for voters to see in a way that makes logical sense. For example, hang “Are You Eligible” and the “Prohibited” posters near the voting room door. Hang posters about Challenging near the Roster Table.
7. Hang up directional signs to mark the way to the voting room
8. Clearly label the exit if it is different from the entrance
9. Place the American flag inside the building right outside the door of the room voting is taking place. Do NOT put the flag outside the building.
10. If voters are standing in line prior to 7am, please use the materials provided to be sure each voter is at the correct polling location.

NOTE: If no one has been able to put up voting booths and signs by 6:40am, the Head Judge Team member supervising polling place set-up should do all basic functionally essential tasks to ensure voters can cast a ballot right at 7am.

Voters MUST be permitted to vote beginning at 7:00am whether you are ready or not. Use a cell phone to determine when it is 7 a.m. Be sure the flag and VOTE HERE sign are displayed outside the entrance and declare the polling place open.

Set up outside of the polling place

Curbside Parking Area

Ensure area is clear of obstacles and designated voter parking spots are marked. Decide which phone number you're going to use for curbside voting and write it on a piece of paper that you will hang on the curbside voting signs. See the *2020 COVID-19 Response Guide* for additional directions.

Accessible parking spots

Ensure several spots are marked and available. Call Election Staff if there are an insufficient number of accessible parking spots.

Accessible entrance

An accessible entrance/exit is not always in the same area as the main voting entrance/exit. Make sure that any alternative routes to the polling room are clearly marked. Confirm that the route is free of cords, rugs, and other obstacles.

VOTE HERE sign

Display at the main entrance at 7 a.m. Some polling places require more than one VOTE HERE sign and will be supplied accordingly.

U.S. Flag

Place outside of voting room – but **not** outside of the building.

Election Day Journal

Be sure to notify the Head Judge **and** record the following type of incidences in the Election Day Journal

- Abandoned ballots found in the polling place.
- Ballot counter jams.
- Cleared felony, citizenship, and guardianship challenges.
- A circumstance that may cause the number of voter signatures to be different than the number of ballots run through the counter, such as a voter signing the roster but not casting a ballot.
- Election Day registration curbside voting information.
- Do **not** record the number of ballots in a pack in your Election Day Journal. Instead, record the number of ballots in a pack on the reverse side of the Official Certification Form: Polling Place Ballots. Do **NOT** record corrections to the roster in your Election Day Journal. Instead record these on your Roster Correction sheet.
- If a voter has a complaint.

Set up the voting equipment

Poll pads

Confirm that the correct poll pads that the head judge picked up are assigned to the correct polling place. Poll pads can be reassigned to your precinct if incorrect. The assistant head judge and poll pad judges should set up the poll pads and wi-fi device immediately.

Scan ballot counter

The Head Judge will assign two judges to set up the ballot counter using the supplemental pictorial directions provided. After setting up the ballot counter, they will verify that the precinct number on the zero tape is correct. If any of these items lists a different precinct, immediately call New Brighton Elections. Use the emergency slot to continue voting. The ballots and ballot counter are specific to your precinct and cannot be used if incorrect.

Touch Writer ballot-marking device

The head judge will assign two judges to set up the ballot-marking device using the pictorial directions provided. There will only be one touch writer for every polling place.

Ballots - confirm precinct and number of ballot packs received

New Brighton Elections delivers ballots in a ballot transfer case. Confirm that all ballot packages are for the correct precincts. The ballots are shrink-wrapped in packs of approximately 50 ballots. The number of ballot packs delivered to each precinct is prerecorded on the *Official Certification Form: Polling Place Ballots*. Count the number of packs received, including the pack of blank paper for the ballot-marking device, and record in the space provided.

Each time you open a pack, two judges should count the number of ballots. Record this number on the back of the *Official Certification Form: Polling Place Ballots*. At the end of the night, place this certification form in the yellow poly envelope.

Ballot preparation

Once the judges have confirmed that the polling place has the correct ballots, prepare the ballots for voting. Two judges should initial ballots in preparation for polls opening at 7 a.m. Judges can pre-initial more ballots throughout the day, but do not open more packs than necessary for voting.

Do NOT open the pack of blank ballots for the ballot-marking device until a voter arrives who requests to use the device. Use the provided colored paper to test the Touch Writer.

Use emergency voting, if necessary

The polling place must open for voting at 7 a.m. If there is a problem with opening the polling place or the ballot counter, follow these instructions:

If election judges cannot enter the polling place or cannot locate the supplies

First, call (651) 775-5668 or (612) 209-8753 so a staff member can bring ballots an emergency voting kit to the polling place. The kit will have a limited supply of polling place materials:

- Blue tape
- I voted stickers
- Extension cord
- Outlet surge protector
- Pens
- Ruler
- Privacy folders
- Ballots
- Curbside voting forms
- Staples
- Precinct maps
- Clipboards
- Precinct finder
- Master list
- Seals
- Voted ballots envelope
- Blank envelope
- Notification of death form
- Oath of challenged voter
- Seal stickers
- Shipping tape
- Voter registration forms
- Register voter receipts
- Non-registered voter receipts
- Emergency roster
- Emergency ballots
- Emergency envelope for voted ballots

If the scan ballot counter is not working

If ballots cannot be run through the ballot counter at 7 a.m., voters must deposit their ballots in the emergency voting slot, located on the top of the ballot box. Explain to the voters that once the machine is working, these ballots will be counted.

Scan Ballot Counter



Open the scan ballot counter

Two ballot counters (one for each precinct) will be delivered to the polling place along with other equipment and supplies.

Complete official certification form

Official Certification Form: Ballot Scan

- 1 Record the seal numbers for the ballot counter (green/blue seals around the handle) and memory card case (red seal inside ballot counter case, next to the blue compartment) on the form.
- 2 Place form in red folder so it is available for closing procedures.
- 3 After closing the polls, return the form to the yellow poly envelope.

Official Certification Form:
Ballot Scan

Ballot Scan - Case Certification _____
Confirm & record security case seal number before opening the security case

Blue seal # prior to Election Day: _____
(Recorded by Elections Office)

Blue seal # when opening polls: _____
(Recorded by Election Judges)

If seal numbers do not match, explain: _____

Ballot Scan - Memory Card Certification _____ **Red Seal**
Confirm & record the memory card seal number before opening and closing the polls

Red seal # prior to Election Day: _____
(Recorded by Elections Office)

Red seal # when opening polls: _____
(Recorded by Election Judges)

Red seal # when closing polls: _____
(Recorded by Election Judges)

Record seal numbers



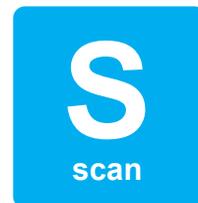
Place blue tape on the floor, creating a 6-foot perimeter around the ballot counter to mark the area that is for voters only.

Open the Scan Ballot Counter

Work on one precinct's scanner at a time



- 1 Remove the ballot box from its bag and place it upright on the ground.
 - 2 Unlatch the clips, expand the sides, and lower the bottom panel into place.
 - 3 Unhook the three straps to release the top panel, then lift the top of the box and press it into place.
 - 4 Use the black key to unlock and open the front door and press the bottom of the box into place.
 - 5 Reach inside the front of the ballot box and pull the white string down and toward you to unlock the box.
 - 6 Confirm the green/blue seal number on the scan handle and write it on the *Official Certification Form - Scan Ballot Counter* found in the yellow poly envelope. Cut the seal and place it in the green bin. Do not cut the red seal inside of the ballot scanner.
 - 7 Align the ballot counter's feet with the indentations on the top of the ballot box and put the ballot counter firmly in place.
 - 8 Reach inside the ballot box and push the white string down and away from you to lock the box.
 - 9 When the ballot counter is locked into place, close and lock the front door.
 - 10 Plug the power cord into the back of the machine (flat side up), then plug the cord into an electrical outlet. Ensure the cord is safe and does not pose a tripping hazard to election judges or voters.
 - 11 Open the ballot counter and lock the lid into place by pressing down the hinges.
 - 12 Use the blue key to unlock the tablet and slide the latch to remove the tablet.
 - 13 Place the tablet into the cradle and lock it into place.
 - 14 Turn the machine on by pressing the red power button on the back of the machine. The scan ballot counter will take about seven minutes to power up. Write the red seal number on the *Official Certification Form - Scan Ballot Counter* found in the yellow poly envelope.
 - 15 When prompted, print the zero report slip on the unit's touchscreen. When printing is complete, verify that the precinct number and candidate information is correct, and that zero votes have been cast.
 - 16 To open the polls, select OPEN THE POLLS, then enter the poll worker code (ask your Head Judge team for the code). Select ACCEPT and wait for the open polls report slip to print.
 - 17 Tear off the slip that includes the zero report slip and the open polls report slip. All election judges present in the polling place must sign the slip.
 - 18 Place the signed report in the *Summary Statement Envelope* in the green bin. Do not seal the envelope — when polls are closed, you will print the results slip and place them in this envelope.
- Begin setting up the scan ballot counter for the other precinct at your polling location. When all steps have been completed for both ballot counters, this station is now ready for voting.



Issues when opening the polls

If you have trouble printing the zero tape slip or open polls report slip, call New Brighton Elections if there are problems with the information on the zero tape slip (for example, if the precinct number on the zero tape does NOT match the precinct number on the top of the ballots, or if there are already votes cast on the zero tape).

The head judge is primarily responsible for maintaining the ballot counter on Election Day; they are supported by assistant head judge(s). All problems with the ballot counter should be noted on the *Election Day Journal* because they may affect the voting statistics. Call New Brighton Elections if the head and assistant head judges are unable to fix a problem.

If you are unable to use the ballot counter, open the emergency voting slot on the top of the ballot box, and allow voters to place their ballots in the slot. Do not keep voters waiting. Once the ballot counter is operational, ballots that were placed in the slot should be removed and run through the ballot counter. This must be done by judges of two different major political parties (M.R. 8230.4365, subp. 5).

Ballot(s) will not run through the scan ballot counter

When a ballot does not run through the ballot counter, it is important to read the message on the screen to determine if the ballot is over-voted, jammed, or if there is another problem.

- **If a ballot is over-voted**, offer to give the voter another ballot and put the over-voted ballot into the *Spoiled Ballot Envelope*. If the voter does not want to vote again, press the blue button on the back of the machine (the poll worker button); the ballot will go through and be counted except for the over-voted race.
- **If a ballot is damaged**, offer to give the voter another ballot and put the damaged ballot in the *Spoiled Ballot Envelope*. If the voter does not want to fill out another ballot, the ballot may be duplicated by two judges of different major political parties (M.R. 8230.4365).
- **If a ballot is jammed and has not been counted**, ask the voter to gently pull the ballot from the ballot counter and inspect the ballot for damage. Attempt to run the ballot again and then follow steps for spoiling the ballot, if necessary.
- **If a ballot is jammed and has been counted**, unlock and open the front door of the ballot box, reach inside and gently pull the ballot through the ballot counter, leaving the ballot in the ballot box.

Wait for the American flag

The ballot counter scans each ballot, which takes a few seconds. The American flag will appear on the screen when the ballot is scanned and accepted. The ballot counter judge instructs voters to wait for the American flag. The election judge should ask the voter to read the screen and then explain the message on the screen to the voter.



Power failure

If the ballot counter is accidentally unplugged, or if there is a power outage in the building, you will need to repeat the steps in the instructions for opening the polls. Unplug the cord from the wall and the machine, then plug the cord first into the machine and then into the wall outlet. Then press the red power button and wait for the unit to complete its power-up process. If the unit still does not power on, call New Brighton Elections. Instruct voters to place their ballots in the emergency voting slot in the ballot box.

Closing the scan ballot counter

Follow the step-by-step instructions located on the following two pages. The closing of the ballot counter cannot begin until the last voter has completed voting and never before 8 p.m.

Before closing the ballot counter, check the emergency voting slot to ensure all ballots have been counted. If any ballots remain in the slot, two election judges from different major political parties must run these ballots through the ballot counter before starting the closing procedures (Minnesota Rules 8230.4365, subp. 5).

- If a voter abandons a ballot anywhere in the polling place—except for those rejected by ballot counter and partially in the scan—you must spoil the ballot (see Ballot Judge Duties Section). Write “abandoned ballot” on the ballot in the upper-right corner and place it in the *Spoiled Ballot Envelope*. Record the incident in the *Election Day Journal*.
- Remove the blue tape from the floor that marked the six-foot area around the ballot counter.
- The head judge must return the ballot counter to City Hall after closing duties are complete.

Supplies needed to close the scan ballot counter:

- Ballot counter
- AC power cord
- Ballot box
- Carrying case for ballot box
- Equipment keys (Head Judge Team)
- Ballot transfer case
- 2 green/blue rattail seals (blue bin)
- 2 ballot box seals (blue bin)
- Summary Statement Envelopes (green bin)
- 1 envelope seal (to be signed by judges) for each *Summary Statement Envelope* (blue bin)
- *Official Certification Form: Ballot Counter* (yellow poly envelope)
- Closing instructions for the ballot counter (red poly envelope)



Close the Scan Ballot Counter

- 1 Check the auxiliary compartment for ballots. If necessary, run any remaining ballots through the scan ballot counter. Avoid waiting until polls are closed to do this.
- 2 Press the blue button on the back of the unit.
- 3 Select CLOSE POLLS on the display screen and then YES, CLOSE THE POLLS.
- 4 Get the Poll Worker Code from the Head Judge. Enter the close polls password (same as the poll worker code used at opening) then select ACCEPT. The polls are now closed and a report slip will begin printing.
- 5 Tear off the report slip when printing is finished. All election judges present in the polling place must sign the report slip. Place the signed report in *Summary Statement Envelope* in the green bin which also contains the zero report slip.
- 6 Complete the *Official Certification Form - Scan Ballot Counter* by writing the memory card seal (red seal) number in the space provided. The form must be signed by two election judges. Place the signed form in the yellow poly envelope.
- 7 Select PRINT TALLY to print an additional report slip for the *Summary Statement Envelope* that goes into the green bin. One may be printed for public display, if requested.
- 8 Place an envelope seal on each envelope, signed by all judges present in the polling place. Place the signed and sealed envelopes in the green bin.
- 9 Press the red power button to turn off the scan ballot counter. Wait for the screen to be completely blank. Unplug the power cord and put it back in the black messenger bag.
- 10 Unlock the tablet, carefully remove it from the cradle, and place inside the top lid. Slide the blue latch down and lock the tablet in place.
- 11 Close the cover of the scan ballot counter and snap the black latches into place. You do not need to lock or seal the case.
- 12 Open the front of the ballot box, reach inside and pull the white string toward you to unlock it. Remove the ballot counter from the ballot box. The head judge must return the scan ballot counter to City Hall.
- 13 Two judges of different political parties must remove all of the counted ballots in the bottom of the ballot box and place them into the ballot transfer case.
- 14 Seal the case with one green/blue rattail seal and write down the seal number on the Voted Ballots Transfer Case Certification that goes on the outside of the box and gets signed by all judges present in the polling place. Do not place sticker seals on the blue or green bin.
- 15 Disassemble the ballot box, using the instructions on the side of the box, and place it in its bag. The ballot box remains in the polling place and will be picked up after Election Day. The head judge team must return the ballot transfer case to City Hall.

The ballot counter does not transmit results. Results can only be uploaded after the Head Judge returns the Ballot Counter to New Brighton City Hall and after City elections staff has it delivered to Ramsey County.

Touch Writer Ballot-Marking Device



Open the Touch Writer ballot-marking device

Federal law requires voters have access to a ballot-marking machine in every precinct. Election judges must set up the ballot-marking device by the time polls open.

The ballot-marking device enables a voter to select candidates in each race using a touch screen, and, if desired, headphones to hear instructions and candidate names in each race. See the *2020 COVID-19 Response Guide* for additional direction.

Gather supplies

- Ballot-marking device
- AC power cord
- Printer (in the large black box)
- Equipment keys (in black mesh bag in the black messenger bag)
- Device stand and printer stand
- Ballot-marking device test ballot
- Opening instructions for the ballot-marking device
- Official Certification Form: Touch Writer Ballot Marking Device (yellow poly envelope in black messenger bag)

Complete the *Official Certification Form: Touch Writer Ballot-Marking Device*

- 1 Find the seal number (red seal) inside the ballot-marking device case, and record the seal number on the form.
- 2 Place the form in the yellow poly envelope so it is available for closing procedures.
- 3 After completing the closing procedures, return completed form to the yellow poly envelope.

Official Certification Form:
Touch Writer

Touch Writer - Memory Card Certification Red Seal
Confirm & record the memory card seal number before opening and after closing the polls

Red seal # prior to Election Day: _____
(Recorded by Elections Office)

Red seal # when opening polls: _____
(Recorded by Election Judges)

Red Seal # when closing polls: _____
(Recorded by Election Judges)

If seal numbers do not match, explain:

Touch Writer – Test Ballot Confirmation
Run the Touch Writer Test Ballot to confirm display matches the sample ballot

Confirm the following:

- Spelling on display
- Audio pronunciation
- Candidate & race order
- Working Functions (control pad, touch screen, headphones)

Record seal number

Confirm items





Open the Touch Writer Ballot-Marking Device

- 1 Remove the stand and its parts from the transport bag. Remove and unfold the printer table.
- 2 Place the stand upside-down. Grab the handle and slide the legs into place (the smooth side is the top of the stand, so the legs should be underneath).
- 3 Attach U-shaped rear-leg assembly (one piece) and front legs (two pieces). Press metal buttons to lock the assembly pieces into place.
- 4 Place stand right-side-up, then attach the privacy screens. Place the stand and printer table next to each other, near the voting stations.
- 5 Set the ballot-marking device on the stand. Align the feet with the indentations on the top of the stand.
- 6 Reach under the top of the stand and push back the latch to secure the ballot-marking device into place.
- 7 Connect the power cord to the ballot-marking device by first plugging the power cord into the back of the device, then plug the power cord into an electrical outlet. Use a power strip or extension cord if needed. Tape the cord to the floor with blue tape to prevent people from tripping on it. Do not turn the unit on yet.
- 8 Place OKI printer on the printer table and plug it in. Connect the printer to the ballot-marking device by plugging the square end of the cable into the printer and the USB-end of the cable into the ballot-marking device.
- 9 Open the case and lock the lid into place. Use the blue key to unlock the tablet. Slide the latch and remove the tablet. Place the tablet into its cradle and lock it into place.
- 10 Verify the printer is on. The power switch is on the side.
- 11 Turn on the ballot-marking device by pressing the red power button on the back of the device. Wait for the device to power up.
- 12 Verify and write the red seal number on the *Official Certification Form - Touch Writer Ballot-Marking Device* found in the yellow poly envelope.
- 13 When prompted, select PRINT ZERO REPORT. Verify that the information on the zero report slip is correct by comparing it to a sample ballot.
- 14 Select OPEN THE POLLS. When prompted, enter the open the polls code (black mesh bag in the black messenger bag) and select ACCEPT. An open the polls report slip will print. Tear off the printed zero report and the open polls report slip and place in the *Touch Writer Ballot-Marking Device Envelope (green bin)*. Election judges do not need to sign these reports. The device is ready to use.
- 15 Place the ballot-marking device test ballot, found in the ballot transfer case, into the printer tray at the bottom of the device. Pull out the tray, place the test ballot on top of the colored paper, and slide the tray shut. Follow the same process with an official ballot, with the election judge official lines facing up, and fed into the printer tray first. Leave the colored paper in the printer tray all day to weigh down the sensor.



Open the Touch Writer ballot-marking device instructions continued...

- 16 Press the blue poll worker button on the back of the device. Enter your poll worker code then select CREATE BALLOT ACCESS CODE.
- 17 Select the precinct then select OK. Select YES, PRINT CODE. Remove the printout and enter the access code from the screen.
- 18 Select BEGIN VOTING. Cycle through the candidates to make sure they are the same as those on the sample ballot for your precinct, but *do not vote for any candidates*. Test headphones and controller to make sure they are working properly.
- 19 Select PRINT and then YES, PRINT BALLOT.
- 20 Place the test ballot and access code printout in the *Touch Writer Ballot-Marking Device Envelope*. Place the envelope in the green bin. Sanitize the touch writer when you're done (see COVID-19 Response Guide).
- 21 The device is now ready to be used by a voter. Voters using the device must obtain a ballot from the ballot judge. For voting, repeat steps 15 to 18, with the voter while selecting the candidates. The touch writer needs to be sanitized after each use. See COVID-19 Response Guide for instructions.

Instructions to the voter should include

- 1 The voter may put on headphones, use the touch screen or navigate through the options using the Move button and Select wheel on the device.
- 2 Press AUDIO to adjust settings (volume and speed).
- 3 Press SCREEN to adjust settings (to change contrast and text size or to turn the screen off if the voter only wants to use the headphones).
- 4 Select HELP for additional instructions.
- 5 A selected candidate will display a green check box to the left of the candidate's name.
- 6 The NEXT button advances to the next contest on the ballot.
- 7 To review selected candidates at any time, the voter may select REVIEW CHOICES.
- 8 When finished selecting candidates, the display screen will prompt the voter to review the ballot.
- 9 After reviewing and confirming choices, the voter selects PRINT and then YES, PRINT MY BALLOT, and the ballot will begin printing.
- 10 The voter takes the printed ballot to the ballot box and sends it through the ballot counter.

If a voter wants to make a change after printing the ballot, or if the ballot is jammed and cannot print, explain that two election judges of different major political parties may assist the voter with marking a ballot (M.S. 204C.15; M.S. 206.57). The original ballot will be placed in the *Spoiled Ballot Envelope*.

The voter may instead spoil their ballot and start over with the Touch Writer on a new ballot.

The touch writer needs to be sanitized after each use. See COVID-19 Response Guide for instructions.



Close the Touch Writer Ballot-Marking Device

- 1 Press the blue poll worker button. On the display screen, select MENU and then CLOSE POLLS. Select YES when asked "Are you sure?"
- 2 Enter the close the polls password (found in the red poly envelope). A report slip will begin printing.
- 3 When the report slip is done printing, press the red power button to shut the device off. You do not need to sign the print out. Tear it off and place it in the ballot-marking device envelope.
- 4 Write the number found on the red seal on the *Official Certification Form - Touch Writer Ballot-Marking Device*. Place the form in the yellow poly envelope.
- 5 Use the blue key to unlock the tablet, remove it from its cradle, and return it to the inside of the top lid. Slide the latch down and lock the tablet in place.
- 6 Unplug the power cord and return it to the black messenger bag. Unplug the printer cable.
- 7 Close the device lid. Reach under the device stand and pull the latch forward to unlock the device. Remove it from the stand.
- 8 Turn off the printer. Unplug the printer and place it in the black printer case. Place the printer USB cable and the power cord (from Step 6) in the black messenger bag.
- 9 Fold up the printer table and disassemble the ballot-marking device stand. Place both in the carrying bag that has red handles.

The printer stays in the polling place. Leave the extra colored paper in the printer tray. These items will be picked up from the polling place after Election Day.

The head judge team has to return the ballot-marking device to City Hall on Election Night.



All information on the poll pad is confidential. Election judges should search names on the poll pad only as is necessary to check in voters. Voters should only see the poll pad screen when they are signing their name; they are not allowed to touch the poll pad or scroll through. See the *2020 COVID-19 Response Guide* for additional direction.

Remember that registered voters do not need to show identification to the roster judge unless "See ID" or "Voted out of Precinct" is listed on their record. If a voter presents identification to you, advise the voter that it is not required for voting but if the individual prefers you use it to assist in finding their name in the poll pad, you may do so. Avoid touching the ID. If you do touch it, be sure to use hand sanitizer afterwards.

Poll pad materials

Green box contents

- Poll pad base
- Poll pad stand arm
- Stylus
- Poll pad charging cord
- Printer cord
- Printer cable
- Printer
- Backup paper Precinct Finder

Transfer case contents

- Poll pads
- Wi-fi device



Wi-Fi device

- Antennas (2)
- Wi-fi body
- Power cord and transformer box



Open the Poll Pads

- 1 Open transfer case, remove poll pads and wi-fi device, and complete *Official Certification Form: Poll Pads* in the yellow poly envelope in the black messenger bag.
- 2 Connect power cord to wi-fi body.
- 3 Connect antennas to wi-fi body. Connect power cord to power source and wait two minutes for lights to illuminate.
- 4 Lay the poll pad upside down with the plastic connector to your right. To attach the stand arm, press the buttons on the side of the arm and place it in the circular opening at the eight o'clock position.
- 5 Release the buttons and spin the arm toward the six o'clock position until you hear a click.
- 6 Place the stand arm in the poll pad base. You may need to stand up to push it firmly into the base. Plug the charging cord into the poll pad.
- 7 Connect the charging block to the poll pad cord. Plug the green cord into the poll pad, then plug the charging block into an outlet.
- 8 At the same time, press and hold the power button on the top left edge of the unit and the home button on the front of the unit until you see the Apple icon, then release both buttons.
- 9 The poll pad will power on and the application will launch automatically, displaying the Ramsey County home screen.
- 10 Check the accuracy of the following information
 - Election name
 - Date
 - Polling location
 - Precinct
 - Check-in total is zero
 - Battery life is over 90%
 - Lightning bolt icon is visible indicating the poll pad is plugged in
 - Wi-fi icon
- 11 Prop the printer on its front so the back panel is visible and locate the DC port. Insert the plug into the DC port. Connect the power cord to the transformer box. Plug the cord into an outlet.
- 12 The ON/OFF switch for the printer is located on the left side. The green indicator light on the front panel will illuminate if the power is on. If it is not illuminated, check the power cord connections and make sure the outlet has power.
- 13 Tap the green printer in the upper-right-hand corner, then select PRINT TEST RECEIPT.
- 14 You are ready to begin checking in voters. Select GET STARTED on the screen.



Check in pre-registered voters

- 1 Select GET STARTED on the home screen to open the search screen.
- 2 Ask the voter's name.
- 3 Type the first three letters of the voter's last name in the first box and the first three letters of the first name in the second box. Tap SEARCH.
- 4 On the results page, locate the voter's name then ask them to state their address. Tap on the voter's line to advance to the next screen: VOTER CONFIRMATION.
- 5 On the VOTER CONFIRMATION screen, verify the information by showing the voter the screen. If it's correct, the election judge should tap "accept." The voter should not touch the poll pad.
- 6 Tap SUBMIT to print the voter signature receipt and the ballot style receipt. Direct the voter to sign the voter signature receipt and return it to you. Store the receipt in the voter signature receipt envelope.
- 7 Direct the voter to retain the ballot style receipt to bring to the ballot judge.

If you ever make a mistake in selecting a voter, you may select GO BACK in the upper-right hand corner to return to the search screen.

Note: if a match is not found, you may also attempt an advanced search by birthdate or address (see the Advanced Searching procedure in the next section).

If a match is not found after all search options have been attempted, follow the poll pad precinct finder instructions.

11/03/2020, 8:03:00 # _____ 2020 General Election
BALLOT RECEIPT
SAINT PAUL W-6 P-8 SD: 625



Assist a curbside voter

- 1 Voter will call the number on the Curbside Sign. There will be 4 of these signs at every polling location numbered 1 – 4. Each one will need a phone number written on a piece of paper and taped on the sign so voters can call and request curbside voting.
- 2 Have the judge complete the Curbside voting form while talking with the voter on the phone.
- 3 The judge lets the Head Judge know they have a curbside voter and will need another judge to assist. The poll pad judge searches the voter in the poll pad; accepts the voter and prints the signature and ballot receipts. If the voter is not registered, see page 42.
- 4 Two judges of two different parties exchange the ballot receipt for the voter's ballot and then go out to the vehicle with the curbside materials.
- 5 The election judges provide the printed signature receipt to the voter. The voter will confirm their information on the receipt and signs.
- 6 The voter completes their ballot and inserts it into a secrecy sleeve. The election judges tell the voter to wait in their vehicle while the election judges go inside and deposit the ballot into the ballot counter.
- 7 Confirm with the voter that the ballot has been successfully voted.

Curbside Voting – 1
To vote from your car call:

Materials needed

- Voter signature receipt
- A ballot from the ballot judge
- A clipboard, pen, gloves, secrecy sleeve, and an 'I Voted' sticker
- Curbside Forms





Poll pad precinct finder

For voting purposes, municipalities are divided into one or more precincts. Each residential address is located within a specific precinct and the voter must go to a specific polling place to vote. This ensures that voters vote for offices specific to their jurisdiction.

If a poll pad judge searches for a voter and discovers that they are not registered in the polling place, the judge should use the poll pad's precinct finder tool to determine if the voter is in the correct precinct or must go to a different polling place.

- 1 Tap the MENU button.
- 2 On the MENU screen, tap PRECINCT FINDER.
- 3 Type the house number in the first search field, then begin typing the street name in the next search field. Address suggestions will generate below.
- 4 Tap on the correct street name, then tap the SEARCH button.
- 5 A search result will generate the correct precinct number and polling place name, including the address of the polling place.
- 6 If the voter is in the correct location, you will see your precinct name and polling place name. Tap PRINT LOCATION to print a slip.
- 7 This verifies that the voter is in the correct location.
- 8 If the voter is not in the correct location, the printed slip will contain navigation directions to their correct polling place: by walking, driving, or transit. In the drop-down menu to the right of the street address field, select the voter's transportation preference, then tap PRINT LOCATION to generate the slip.

Advanced searching

Searching by birthdate or address

- 1 Tap ADVANCED SEARCH. Additional search fields will appear beneath the name search fields.
- 2 Search by birthdate
- 3 Tap DOB to open month/day/year entry fields.
- 4 Enter birthdate information then tap SEARCH.
- 5 Note: You may enter just month, day, or year; not all information is required to search.
- 6 Clear search information by tapping X in the upper-right corner.
- 7 Search by address.
- 8 Enter the house number and street name (e.g., 2160 BAYARD). Addresses within the precinct will begin to populate as suggestions below the entry field.
- 9 If you see the correct street name, tap its line to open that entry.
- 10 Tap SEARCH to generate a result.
- 11 Clear search information by tapping X in the upper-right corner.



Challenges and notations

While clearing a challenge, be respectful of the voter and discuss the information quietly to provide as much privacy as possible. All language on specific challenges will appear on the screen when you are checking in a voter. Follow the instructions on the poll pad screen, which are listed below.

Challenge cleared

If the voter's answers indicate that they are eligible to vote in the precinct, tap CLEAR CHALLENGE and then ACCEPT on the following screen. The voter signs the poll pad signature receipt. They are then issued a registered ballot receipt and ballot style receipt to give to the ballot judge.

Challenge failed

Only use the CHALLENGE FAILED button if a voter's answers indicate they must update their registration or are not eligible to vote.

Recording particular challenges in the Election Day Journal

Make a notation on the Election Day Journal for all notations but notify the Head Judge and have the head judge process the challenge if it is a felony, guardianship or citizenship challenge. Record the name of the voter, the voter ID number, and the challenge that was cleared by the head judge.

A.B. notation

The voter has submitted an absentee ballot that has been counted. Once 'AB' is marked in the poll pad, that voter cannot vote on Election Day.

Poll pad judge action: Inform the voter that their AB has already been counted and they cannot vote. If more information or assistance is needed, have your head judge contact the Elections Office.

See ID notation

The voter is a new MN voter who registered by mail; their application information could not be verified. The voter must show the poll pad judge any proof of residence listed on the *Registering to Vote Today* poster, except vouching. If the voter can only provide vouching as a proof of residence, the voter must re-register.

Poll pad judge action: Review the voter's documentation; if it matches what is on the poll pad, have the voter read the voter oath and clear the challenge on the poll pad. If any information is different, the voter must re-register in the correct precinct.



Challenged: postal return

The Elections Office attempted to send the voter elections mail and it was returned by the post office.

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

If yes:

- "What is your residential address?"

If the voter's address matches the information provided above, the challenge may be cleared on the poll pad. If their current address is different, they must re-register in the correct precinct.

Challenged: voted out of precinct

The voter was recorded as having voted in the wrong precinct at a previous election.

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

Ask the voter for proof of residence used for Election Day registration. If the voter provides proof of residence that the address on the poll pad is correct, have them read the voter oath then clear the challenge on the poll pad. If the voter's address is different but the voter still resides in the precinct, direct the voter to the registration table. If they live in a different precinct, use the poll pad precinct finder to direct them to the correct precinct..

Challenged: AB address

The voter submitted an absentee ballot application at a different address than the address on the poll pad.

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Have you voted absentee in this election?"

If the voter answers "no," ask the voter,

- "What is your residential address?"

If the voter has not voted absentee and their address matches the one on their record, the challenge shall be cleared. Have the voter read the voter oath and clear the challenge on the poll pad. If the voter states they have already voted absentee in this election, they may not vote in the polling place.

Challenged: name and address

Ramsey County Elections received notice that this voter may have changed their name and/or address.

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "What is your full name?"
- "What is your residential address?"

If the voter has not voted absentee and their address matches the one on their record, the challenge shall be cleared. If the voter's name and/or address is different, the voter must re-register in the correct precinct.



Challenged: felony

Ramsey County received information that the voter was convicted of a felony at some point in the past. A voter with a felony conviction may vote after they have completed all felony sentences, including probation and parole, in any state. Election judges do not determine if a voter is still serving a felony sentence.

Head judge asks the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Are you on probation or parole for a felony conviction?"

If the voter answers "no" and that they have completed their sentence, including probation and parole, have the voter read the voter oath and clear the challenge on the poll pad.

If a felony challenge is cleared, record the voter's name, voter ID number, and 'felony challenge cleared' on the Election Day Journal.

If an individual has questions regarding their felony challenge, refer them to their probation/parole officer. If they have questions about their sentence, the voter may call the Department of Corrections records division at 651-361-7200.

Challenged: citizenship

Ramsey County Elections received notice that this voter may not be a citizen of the United States.

Head judge the voter,

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Are you a citizen of the United States of America?"

If they state they are a citizen, have the voter read the voter oath and clear the challenge on the poll pad. If they are not a citizen, they may not vote in the election.

Note the cleared challenge on the Election Day Journal by recording the voter's name and voter ID number, writing 'citizenship challenge cleared.

Challenged: guardianship

The voter may be under court-ordered guardianship with a loss of voting rights. Voters under guardianship may vote unless their court order specifically revoked their right to vote.

Head judge asks the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Are you under court-ordered guardianship in which the court revoked your right to vote?"
- "Were you found by a court to be legally incompetent?"

If the voter answers "no" to the second and third questions, they are eligible to vote and the challenge shall be cleared. Have them read the voter oath and clear the challenge on the poll pad. Note the cleared challenge on the Election Day Journal by recording the voter's name and voter ID number, writing 'guardianship challenge cleared.



Poll pad is frozen

Press the HOME button twice to refresh the screen. If the poll pad screen is still frozen, perform the following steps:

- 1 Record the check-in count for the frozen poll pad.
- 2 Unplug the power cable from the poll pad.
- 3 Hold down the POWER and HOME buttons simultaneously to reset the poll pad.
- 4 Release both buttons once the Apple logo displays on screen.
- 5 Plug power cable back into the poll pad.
- 6 After the poll pad launches, verify the check-in count is unchanged. Have your head judge call Ramsey County Elections at 651-266-2173 if the check-in count has changed.

Printer is unresponsive

If the printer icon is red, tap the icon. A drop-down menu will appear. If printer status reads "not connected," the poll pad has lost its pairing to the printer.

Option 1

- 1 Make sure the printer is turned ON.
- 2 Verify the printer is plugged into a working power source.
- 3 Verify the power cords are securely installed.
- 4 Confirm the connection with the poll pad printer icon (green icon).
- 5 If still not working, have your head judge call Ramsey County Elections at 651-266-2173.

Option 2

- 1 Turn the printer off.
- 2 Hold down the POWER and HOME buttons simultaneously to reset the poll pad.
- 3 Release both buttons once the Apple logo displays on screen.
- 4 Turn the printer on while poll pad is powering back on.
- 5 Launch the poll pad application by tapping the icon in the bottom middle of the home screen and confirm the connection with the poll pad printer icon (green icon).

Printer error occurs when attempting to print a receipt

- 1 If a dialog box appears stating that a printer error has occurred, and a red light is flashing at the front of the printer, do not select anything on the screen. You will first want to check the orientation of the paper inside the printer.
- 2 Push back on the lever at the top of the printer (which has an arrow on it). The lever will open the top of the printer.
- 3 Check to see if the roll of paper inside the printer has fallen off track or if the paper is loose.
- 4 Tighten the roll and put the paper back on track in the bottom of the paper roll reservoir. Make sure the roll is spooled so the paper is fed from the bottom of the roll.
- 5 Pull a tail of paper back out and close the top of the printer again.
- 6 Tap RETRY in the dialogue box to attempt to print again.



Reprinting a voter's signature receipt in the case of printer failure

- 1 Have your head judge call Ramsey County Elections at 651-266-2173 for the password.
- 2 Look up voter.
- 3 Tap the Settings icon located beside first letter of voter's last name.
- 4 Enter the password the head judge has received from the Elections Office.
- 5 Tap REPRINT CHECK-IN.
- 6 Tap OK.
- 7 Printer will print receipt with DUPLICATE printed at the top.
- 8 Tap START OVER to begin with a new voter.

Cancelling a voter check-in

In the case that you discover a voter does not have updated registration after they have been checked in, consult your head judge on how to cancel the check-in before the voter is directed to the registration table. *If a voter is not cancelled in the pollpad and has signed the non-registered roster, it may appear they have voted twice in the precinct.*

- 1 Have your head judge call Ramsey County Elections at 651-266-2173 for the password.
- 2 Look up voter.
- 3 Tap the Settings icon located beside first letter of voter's last name.
- 4 Enter the password the head judge has received from the Elections Office.
- 5 Tap CANCEL CHECK-IN.
- 6 Tap OK.
- 7 The voter's check-in is now cancelled and they may instead go to the registration table to register to vote and sign the non-registered roster.
- 8 Tap START OVER to begin with a new voter.

Wi-fi connection is lost

If you notice that the wi-fi logo does not appear in the upper-right-hand corner or if you receive a notification that syncing has failed, have your head judge call Ramsey County Elections to reconnect.

If the wi-fi device is not working, the polling place may receive a call from Ramsey County to mark the AB voters on the poll pad.



Closing the Poll Pad

- 1 Complete the certification form and pink statistics sheet (see the forms on the following two pages) found in the yellow poly envelope. Remove the poll pad stand from its base by lifting up.
- 2 Remove the poll pad stand arm from the poll pad: squeeze the green clips and rotate the arm to the eight o'clock position then pull up to remove stand arm.
- 3 Pack stand arm into round compartment in the green case. Unplug printer and disconnect power cord from transformer box. Pack cords and power box into the round compartment of the green case. Pack the printer into the rectangle section of the green case. Place the base on top of items in the round compartment of the green case. Pack all additional items:
 - Printer
 - Styluses
 - Poll pad power cord and brick connector
- 4 Turn off poll pad screen by pressing the power button just once. Poll pads will be placed in the transfer case on Election Day to be brought back to New Brighton City Hall.
- 5 The bright green boxes will be placed with the supplies that will be picked up by City staff.

The head judge must bring the poll pad transfer case back to New Brighton City Hall on Election night.





Certification form

The certification form must be completed election morning to verify the poll pads and printers delivered to a polling place are correct. Compare the labeled ID number on each poll pad (e.g., RAMSEY 0015), printer, and green case to the ID numbers listed on the certification form.

If the ID numbers on the form are different than those on the cases, poll pads, and printers at your polling place, please have your head judge contact City of New Brighton Election Staff immediately.

The certification form must be completed in the evening to verify ID numbers again, and the poll pads must be returned to New Brighton City Hall on election night along with the form. Our staff will verify that the poll pads listed on the form are in the office's possession.

Pink statistics sheet

Record the number of Election Day registrants and poll pad check-ins on the pink sheet to return to the Elections office on election night. For the number of (A) Election Day registrants, report the number of non-registered roster signatures. For the check-ins, add all poll pad check-in numbers together to reach a total *Number of "checkins" recorded on poll pads* (B).

If the total number of new voter registrants (A) plus the total number of check-ins (B) do not equal *Total voting in polling place* (C), a poll pad's check-in numbers may not be syncing correctly.

Official Certification Form: *Poll Pads (Electronic Rosters)*

Poll Pads - Case Certification Blue Seal

Confirm & record security case seal number before opening the security case

Blue seal # prior to Election Day: _____

Blue seal # when closing polls: _____

(Recorded by Elections Office)

(Recorded by Election Judges)

Voter Statistics (Place precinct label here)

This form is part of your precinct's official polling place certification

Complete the following:

A. Number of new voter registration applications filled out today (Equal to # of signatures in non-registered roster: # _____)

B. Number of "Checkins" recorded on poll pad _____

C. Total voting in polling place (C = A + B) (Record tape total here: _____)

Signature of Head Election Judge _____

Record discrepancies & incidents below that affect the total voting number (C):

Complete the following:

1. Number of spoiled ballots _____

2. Number of duplicated ballots _____

3. Total number of full time election judges (2 half day judges = 1 full time judge) _____

4. Number of voting stations (Clipboards + booths) _____

Signature of Head Election Judge _____

Office Use Only

_____ EDR

_____ NR Roster

_____ Emerg. Roster

_____ EJ Journal

Tape _____

Initials _____

Election Day Registration

A non-registered voter is anyone who either is not on the registered roster or is on the registered roster but under a different name or address.

All voters who are non-registered must follow the steps below in order to register in the precinct and vote. All information provided by the voter is confidential on Election Day. Election judges should review applications and the non-registered roster to ensure voters have provided all required information. Do not allow voters to view other applications or page through the non-registered roster.

See the *2020 COVID-19 Response Guide* for additional direction.

Non-registered absentee voters

Before registering to vote, voters will have visited the poll pad judge, who confirmed that the voter had not voted absentee or had not become registered through other sources. If the voter appears on the poll pad as AB, they voted absentee and their ballot was counted by Ramsey County; they cannot vote in the polling place.

Ramsey County
FALCON HEIGHTS CITY HALL (P-1)
Precinct: Results: 55
Checking: 0
START OVER

FO DO Search ADVANCED SEARCH

SEARCH RESULTS: 1

FORESTER, DONNA
08/27/1928
22911UCY1AWLW
VOTER ID: 2230685
A.B.
FALCON HEIGHTS CITY HALL (P-1)
Precinct: FALCON HEIGHTS P 1
Sp# 673

Checking in voters

Follow the steps below to check in non-registered voters (detailed information about each step is described in the following sections of this chapter).

- 1 Verify that the voter has visited the poll pad judge who has determined the voter is in the correct polling place, and that the voter has not voted absentee. Voter will have slip from the poll pad judge for proof they are in the correct polling place.
- 2 The voter will show you proper proof of Election Day registration documentation. Record the documentation shown by completing the election judge section at the bottom of the registration application.
- 3 The voter will complete a voter registration application.
- 4 Ask the voter to review the oath at the top of the non-registered roster page and complete the non-registered roster line.
- 5 The voter will bring the receipt to the ballot judge who will number the receipt.

Numbered by ballot judge

Non-Registered Ballot Receipt

Give one receipt to the voter after they have signed the non-registered roster.

The voter must give this receipt to the ballot judge in exchange for a ballot.

Back-up paper precinct finder

Paper precinct finder

Non-registered voters' addresses should be searched in the poll pad's precinct finder, but polling places will have a paper precinct finder as back-up to ensure voters are registering and voting at the correct polling place.

Searching the paper precinct finder

Because some streets serve as precinct boundaries, individuals who live on one side of the street may vote at a different polling place than individuals on the other side of the street. Therefore, you should determine if an address range includes only odd (O) house (building) numbers, only even (E) house numbers, or both odd and even (B) house numbers. This designation is found in the third column as seen below.

If a voter is at the wrong polling place, look up the voter's address and determine their correct polling place. Use the polling place address list in the front of the precinct finder to direct the voter to the correct polling place.

Using the paper precinct finder

- 1 In the 'Street Address' column, find the voter's street.
- 2 In the 'House Range' column, find the range in which the voter's house (building) number is included.
- 3 Determine if the voter's house number falls in the range of odd numbers only, even numbers only, or both even and odd numbers (O/E/B).
- 4 In the 'Precinct' column, determine the ward and precinct at which the voter must vote. If the voter is in the wrong polling place, go to the front of the precinct finder to find the correct polling place name and address.



 Precinct Finder County-Ramsey					
Street Address	House Range Unit Range	O E B	Precinct	City	ZIP Code
1ST AVE	4561 to 4655	B	1740 WHITE BEAR LAKE W-1 P-1	WHITE BEAR LAKE	55110
1ST AVE E	2364 to 2727	B	0390 NORTH ST. PAUL P-1	NORTH ST PAUL	55109
1ST AVE NW	548 to 790	B	0340 NEW BRIGHTON P-3	NEW BRIGHTON	55112

White Bear Lake				
1-1	White Bear Lake City Hall-Council Chambers	4701 Highway 61	55110	
2-1	White Bear Lake Library	4698 Clark Ave	55110	
3-1	Sunrise Park Middle School Gym	2399 Cedar Ave	55110	
3-2	Sunrise Park Middle School Gym	2399 Cedar Ave	55110	
4-1	WBL Alternative Learning Center	2449 Orchard Ln	55110	
4-2	WBL Alternative Learning Center	2449 Orchard Ln	55110	
5-1	St. Stephen's Lutheran Church	1965 County Road E E	55110	

Voter registration eligibility requirements

To be eligible to register, an individual must:

- Reside in the precinct on Election Day.
- Be 18 years of age on Election Day (or on the day of the primary if voting in the primary).
- Be a citizen of the United States.
- Have resided in Minnesota for 20 days immediately preceding Election Day (it is not necessary for the voter to have lived in the precinct for 20 days preceding Election Day).

A voter may NOT register to vote if they:

- Are under court-ordered guardianship in which the court has revoked their voting rights.
- Have been found by the court to be legally incompetent.
- Have been convicted of a felony, unless they have fully completed the sentence, including probation, or have been discharged from the sentence.

You may not ask a voter if they are eligible to vote unless:

- There is a challenge on the poll pad.
- A challenger or any election judge challenges the voter based on personal knowledge that the voter does not meet the eligibility requirements to vote.

By completing and signing the voter registration application, the voter is attesting to the fact that they meet all the eligibility requirements. Eligibility requirements are listed on the voter registration application (see example on the next page, Box 8).

Acceptable Election Day registration methods

Choose one of the following options to register when you vote.

Valid ID or receipt with current name and address
MN driver's license, learner's permit, ID card, or tribal ID

OR

Photo ID and a document with your current name and address
Photo ID (can be expired) And one approved document

- Driver's license, state ID or learner's permit issued by any state
- U.S. Passport, U.S. Military, or Veteran ID
- Tribal ID
- Minnesota university, college or technical college ID
- Minnesota high school ID
- Bill or statement due/dated within 30 days of the election: phone, TV, or internet; solid waste, sewer, electric, gas, or water; banking or credit card
- Mortgage, residential lease or rent agreement valid through Election Day
- Current student fee statement

OR

Have none of the above? One of the following options could work.

Vouching

- Voter in your precinct who can confirm your address—this individual can also register when they vote, but cannot vouch for you if they used a voucher
- Staff person of a residential facility in which you live, such as a shelter, assisted living facility, veteran's home, or group home

Other methods

- College student ID and name on student housing list provided to Ramsey County by your college
- Registration in the same precinct—at a different address or with a different name
- Notice of late registration sent to you by Ramsey County



rcelections.org
651-266-2171

Unacceptable documentation

- Out-of-state student ID cards
- Tax forms
- Marriage licenses
- Medical bills
- Ordinary mail

The voter registration application

Minnesota Voter Registration Application

Apply online at mnvotes.org, or complete lines 1 through 8 of this form. Please print clearly.

Personal Information & Qualifications

1. Are you a U.S. citizen? Yes No

2. Will you be at least 18 on or before the next election? Yes No

If you mark "NO" to either of these questions, DO NOT complete this form.

3. last name or surname _____ first name _____ middle name _____ suffix (Jr., Sr., II, III) _____

4. address where you live (residence) _____ apt. number _____ city _____ zip code _____

5. if mail cannot be delivered to the address above, provide P.O. Box _____ city _____ zip code _____

6. date of birth (not today's date) _____ school district (if known) _____ county where you live _____

phone number _____ email address _____

7. mark one box and provide the number that applies to you:

I have a MN-issued driver's license or MN ID card number:

I do not have a MN-issued driver's license or MN ID card.

The last four digits of my Social Security Number are: XXX-XX-

I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.

Registration Updates - Are you currently registered under a different name or address?

previous last name _____ previous first name _____ previous middle name _____

previous address where you were last registered _____ city _____ state _____ zip code _____

Read And Sign Only If All Parts Apply To You.

8. I certify that I:

- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on the registration form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.

sign here **X** _____ date: _____ - _____ - **20** _____

Election Judge Official Use Only

W _____ P _____ SO _____ Initials: _____	ID with Current Name & Address ID Number: _____ <input type="checkbox"/> MN Driver's License, Lessee's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	Photo ID - Document with Current Name & Address Document Type: _____ Photo ID Number: _____ <input type="checkbox"/> Driver's License, Lessee's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Matched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____
---	--	---	--

Check boxes:
1. U.S. Citizen
2. 18 or older

3. Last & first name

4. Residential address

6. Date of birth

7. MN DL/ID #, last four of SSN, OR NONE

8. Voter signature

Description of the voter registration application

The following list describes the information required in each box of the voter registration application (as seen on the previous page). An election judge or a person of the voter's choosing may complete the application for the voter (see special signature information below).

1&2 Citizenship and age

Voter registration applications are acceptable even if voters do not check the 'citizenship' and/or 'age' boxes. Voters are certifying these two items when they sign the application.

3 Name

Last and first name are required.

4 Address

Residential address must include house/building number and street name. A business or post office box may not be used. The voter must provide the address where they currently reside. Individuals without a home may provide a description of the location where they normally sleep.

5 PO Box

Not required. If the voter completes this section, check that they have also completed Box 4. A voter cannot register under a PO Box alone - they must have a physical address.

6 Date of birth

The voter's full date of birth is required. The voter must be 18 years old by or on Election Day, whether voting in the primary or in the general election.

7 Identification number

Voters must provide their Minnesota driver's license or identification card number, if they have one. If they do not have one, they must provide the last four digits of their social security number. If a voter does not have any of these numbers, they must check the third box stating that they do not have any of the above numbers.

8 Signature

Have the voter review the eligibility requirements and sign the application.

A voter who is unable to sign may:

- mark an 'X' (the election judge certifies this mark by signing the voter's name and writing "witnessed by <judge's first initial and last name>")
- use a stamp for the signature
- request that another person print the voter's name in the voter's presence (that person should sign their own name as well)
- Initials are acceptable.
- First, middle, and last name, or any combination that the voter considers a signature, is acceptable.
- The voter determines a legal signature.

Complete the bottom of the voter registration application Election Judge Official Use Only

After reviewing acceptable Election Day registration documentation, complete the bottom of the voter registration application:

- 1 Fill in the precinct number the voter is assigned to (P). You do not need to fill in ward (W) or school district number (SD).
- 2 Record the initials of the election judge reviewing the application and documentation.
- 3 Check the Election Day registration documents used as proof (place a check in one column only):
 - ID With Current Name & Address: It is not necessary to rewrite the identification number if it is documented in Box 7, but note 'see above,' which indicates the assistant head judge saw the driver's license/ MN ID card.
 - Photo ID + Document with Current Name & Address: Write in type of bill (e.g., cell, electric, gas, etc.) and record the state abbreviation and ID number of the photo ID used with the bill.
 - Other: Check appropriate box and write in ID number of the photo ID used, if applicable.

Examples of completed "Election Judge Official Use Only" sections

The examples below are not comprehensive. See the Completing the Voter Registration Application section for a complete list of all acceptable Election Day registration documentation.

ID with Current Name & Address

Election Judge Official Use Only			
W _____ P <u>8</u> SD _____ Initials <u>AN</u>	ID with Current Name & Address ID Number: _____ <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	Photo ID + Document with Current Name & Address Document Type: _____ Photo ID Number: _____ <input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Notched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____

Photo ID + Document with Current Name & Address

Election Judge Official Use Only			
W _____ P _____ SD _____ Initials _____	ID with Current Name & Address ID Number: _____ <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	Photo ID + Document with Current Name & Address Document Type: _____ Photo ID Number: _____ <input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Notched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____

Other - voucher

Election Judge Official Use Only			
W _____ P <u>3</u> SD _____ Initials <u>OD</u>	ID with Current Name & Address ID Number: _____ <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	Photo ID + Document with Current Name & Address Document Type: _____ Photo ID Number: _____ <input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Notched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____

Record the voter ID# or the student ID#, when applicable.

Reverse side of application: voucher form (if needed)

An individual who vouches for a voter must complete the voucher form. The election judge must also sign the form. See previous page for details on vouching. The election judge should wear gloves when passing paper back and forth.



For more information on voting or state election results go to the Minnesota Secretary of State web site at www.sos.state.mn.us or call toll free 1-877-600-VOTE (1-877-600-8683) or use Minnesota Relay Service at 1-800-827-3529 or 711. Special assistance is available to those who are elderly, have disabilities, or are in health care facilities. Contact the Secretary of State or your County Auditor for more information.

Confidentiality Notice: Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials and other authorized government agencies may access this information. Election officials use your exact date of birth and ID number to confirm your identity with the Minnesota Department of Public Safety or Social Security Administration. If you have an ID number but refuse to give it, your application may be incomplete and you may have to apply again or show proof of residence before you can vote. Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input on voting or election-related issues. The rest of the data on your application is public when used for elections, political, law enforcement or jury selection purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683.

Voucher Form

Voucher prints name

John Doe

I, _____ swear or affirm that (Check one):
(Name of Voucher)

EJ checks appropriate box

I am pre-registered to vote in this precinct Voter ID #: 000112233
(to be completed by the election judge)

EJ records voucher's voter ID# from Greeter's List

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 111 Elm Street City Saint Paul

Voucher completes address

Telephone number: 651-555-1111 E-mail address (optional) _____

I personally know that Jane Doe _____ is a resident of this precinct.
(Name of person registering)

Voucher prints voter's name

John Doe
Signature of Voucher

Voucher signs form

Election Judge Official Use Only

Subscribed and sworn to before me

11, 03, 0000
Date

A.W.
Signature of Election Judge

Non-registered roster page

Once the voter has completed the voter registration application and the election judge has seen the Election Day registration documentation, the voter must read the oath at the top of the non-registered roster page. The voter then writes on the next page their name, signature, address and date of birth. Election judges should not write the voter's information on the roster unless asked to do so by a voter needing assistance. The voter must always sign their own name or follow one of the signature procedures listed in the above section.

STATE GENERAL ELECTION - NOVEMBER 3, 2020		ARDEN HILLS P-1
I swear or affirm 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	Voter signature	Voter ID#
1. Polly Olsen	Polly Olsen	123789
Voter address		Date of birth
441 Arden View Ct, Arden Hills 55112		12/2/2000

Example of a properly completed non-registered roster page

Curbside voting for non-registered voters

- 1 Voter will call the number on the Curbside Sign. There will be 4 of these signs at every polling location numbered 1 – 4. Each one will need a phone number written on a piece of paper and taped on the sign so voters can call and request curbside voting.
- 2 Have the judge complete the Curbside voting form while talking with the voter on the phone.
- 3 The judge lets the Head Judge know they have a curbside voter and will need another judge to assist. While the head judge is assigning this task, the first judge brings this Curbside form to the Poll pad judge who will search for the voter in the poll pad.
- 4 If the voter is not a registered voter or needs to update their registration, the roster judge should refer the two election judges of different parties to the Registration table where they get a voter registration application, a blank page from the non-registered roster, and an "ID needed to register to vote" information sheet.
- 5 The voter must be given a voter registration application and the two election judges of different parties must help the voter complete the registration process as described on pages 35-41 of the Polling Place Reference Guide.
- 6 Once the registration process is completed, the voter can sign the non-registered roster page.
- 7 Both election judges should bring the voter registration application and the non-registered roster page to the registration table and exchange it for a voter receipt.
- 8 The election judges should exchange the voter receipt for a ballot from the ballot judge.
- 9 Two election judges of different parties should place the ballot (in the secrecy folder) on a clipboard and bring it to the voter in their car.
- 10 When the voter has completed their ballot, they should insert it into the secrecy sleeve. The voter should wait in the car while the two election judges bring the ballot inside and insert it into the ballot scanner.
- 11 Return to the car to let the voter know their ballot was successfully counted and provide them with a sticker.

Materials needed

Curbside voting form, Non-registered ballot receipt, voter registration application and Election Day registration roster page

A clipboard, pen, gloves, secrecy sleeve, and an 'I Voted' sticker

A ballot from the ballot judge

Ballot Judge Duties

Note: Each time you open a new pack of ballots, remember to have two judges count the number of ballots in the pack and record on the *Official Certification Form: Polling Place Ballots* in the yellow poly envelope.

How to issue a ballot

After a voter receives a ballot receipt, they are directed to the ballot judge who will exchange the receipt for a ballot.

The ballot judge is not required to physically demonstrate how to mark a ballot.

Judge says to the voter:

- "Make your selection by filling in the entire box next to the candidate or yes/no answer to a question on the ballot.
- "When finished, you may place your ballot into the secrecy cover. Use of the secrecy cover is at your discretion.
- "You may ask for a replacement ballot at any time and for any reason before you insert your ballot into the ballot counter.

Partisan ballot

Judge says to the voter:

- "This side of the ballot contains partisan races. The ballot has a column for each major political party. Voter can only vote for candidates from a single party. Voting for candidates from more than one party voids all votes on the partisan portion of the ballot."

For partisan *primaries*:

- "No write-in votes are allowed."

Sample Ballot
State Partisan
Primary Ballot
Precinct Arden Hills P 1
Ramsey County, Minnesota
August 11, 2020

Judge _____
Judge _____

Instructions to Voters: To vote, completely fill in the box(es) next to your choice(s) like this:
This ballot contains one side with partisan offices and one side with nonpartisan offices. On the partisan side of the ballot, you are permitted to vote for candidates of one political party only. Do not vote for candidates of more than one party.

Legal Marijuana Now Party **Grassroots-Legalize Cannabis Party** **Republican Party** **Democratic-Farmer Labor Party**

Federal Offices	Federal Offices	Federal Offices	Federal Offices
U.S. Senator Vote for One <input type="checkbox"/> Candidate 1	U.S. Senator Vote for One <input type="checkbox"/> Candidate 1	U.S. Senator Vote for One <input type="checkbox"/> Candidate 1 <input type="checkbox"/> Candidate 2	U.S. Senator Vote for One <input type="checkbox"/> Candidate 1 <input type="checkbox"/> Candidate 2
	U.S. Representative District 4 Vote for One <input type="checkbox"/> Candidate 1	<input type="checkbox"/> Candidate 3 <input type="checkbox"/> Candidate 4 <input type="checkbox"/> Candidate 5	<input type="checkbox"/> Candidate 3 <input type="checkbox"/> Candidate 4 <input type="checkbox"/> Candidate 5
		U.S. Representative District 4 Vote for One <input type="checkbox"/> Candidate 1 <input type="checkbox"/> Candidate 2	U.S. Representative District 4 Vote for One <input type="checkbox"/> Candidate 1 <input type="checkbox"/> Candidate 2 <input type="checkbox"/> Candidate 3 <input type="checkbox"/> Candidate 4 <input type="checkbox"/> Candidate 5

SAMPLE

Nonpartisan ballot

Judge says to the voter:

—"This ballot has offices on both sides. On the reverse side, you have the choice of nonpartisan city offices. You may follow the instructions for how many candidates you may choose in each office."

Sample Ballot
State and County Nonpartisan
Primary Ballot
Precinct Maplewood P 05
Ramsey County, Minnesota
August 11, 2020

Instructions to Voters: To vote, completely fill in the bubble(s) next to your choice(s) like this: . The ballot cannot be used with previous ballots and does not have computer effects. On the previous side of the ballot, you are permitted to vote for candidates of one political party only. Do not vote for candidates of more than one party.

City Offices

Special Election for Mayor
To fill vacancy in term expiring January 2, 2022
Vote for One

Candidate 1
 Candidate 2
 Candidate 3

Council Member at Large
Vote for Up to Two

Candidate 1
 Candidate 2
 Candidate 3
 Candidate 4
 Candidate 5

Special Election for Council Member
To fill vacancy in term expiring January 3, 2022
Vote for One

Candidate 1
 Candidate 2
 Candidate 3
 Candidate 4

Vote front and back of ballot

After the ballot has been issued to the voter, direct the voter toward the voting booths and explain that after they have completed the ballot, they will need to insert the ballot into the ballot counter.

The voter goes to voting booth. The voter will use their single-use pen to mark their ballot, taking the pen with them. Using the spray and paper towel, election judges should clean the booths after voters visit them – and pick up any pens that have been left behind. Remember to sanitize or wash your hands afterward.

Wetting a ballot (especially with hand sanitizer or cleaning products) will likely cause ink to bleed and make the ballot unreadable.

Numbering the ballot receipts

The ballot judge will number the ballot receipts they have received from 1 to 25 in separate stacks of yellow (non-registered) and white ballot receipts. At the end of the night, the number of receipts should equal the number of signatures on the non-registered roster, on the ballot counter, and the number of all check-ins on the poll pads.

Abandoned and spoiled ballots

Abandoned ballot

If a ballot is found in the polling place—except for ballots rejected by the ballot counter and partially in the scan—that ballot must be spoiled. On the top of the ballot, write 'abandoned ballot' and where the ballot was found (e.g., 'found in voting booth'), then place the abandoned ballot in the *Spoiled Ballot Envelope*. Record this incident on the *Election Day Journal*. If ballots are found in the polling place and then spoiled, there will be more signatures on the roster than number of ballots run through the ballot counter. The note on the *Election Day Journal* is essential in explaining this discrepancy in voter statistics.

Spoiled ballot

Voters are allowed to return their ballot to an election judge in exchange for a new one; voters may not keep their original ballot. They do not have to give a reason for spoiling their ballot. Using a glove, place the spoiled ballot in the *Spoiled Ballot Envelope*. A properly handled spoiled ballot situation will not affect your statistics, since only one ballot will be cast for one voter.

Duplicating ballots

Ballots that are damaged and/or cannot be run through the ballot counter must be duplicated if the voter has left the polling place and the ballot is left on the ballot counter or in the auxiliary compartment. If the voter is still present, spoil the ballot and issue a replacement. If the voter is no longer present, assign two judges from different major political parties for the duplication process (Minnesota Rules 8230.4365).

Duplication process

- 1 Each judge initials the top of the duplicate ballot.
- 2 At the top of the first original ballot, write "original #1."
- 3 At the top of the first duplicate ballot, write "duplicate #1" and the reason for duplication (e.g., "torn ballot").
- 4 One election judge reads the vote selections from the original ballot while the other judge marks the duplicate ballot.
- 5 Compare the duplicate ballot against the original ballot to confirm accurate duplication.
- 6 Place the original ballot in the envelope titled *Duplicate Ballot Envelope* and run the duplicate ballot through the ballot counter.
- 7 Number the remaining original and duplicate ballots sequentially (i.e., original #2-duplicate #2; original #3-duplicate #3).

Overriding the ballot counter

The ballot counter will reject a ballot for several reasons, including overvotes (voting for more than the allowed number of candidates in a race), crossover votes (partisan primaries only) and stray marks through the barcode on the ballot.

Always offer the voter a new ballot so they may correct the error. If the voter refuses to correct the error, explain that you can override the ballot counter, but only properly voted races will be counted.

- 1 To override, attempt to run the ballot through the ballot counter again.
- 2 When the ballot counter rejects the ballot, do not pull it out of the ballot counter, instead press the blue poll worker button on the back side of the ballot counter.
- 3 Once you press the button, the ballot counter will immediately take the ballot.
- 4 Record on the *Election Day Journal* that an override for a ballot occurred.



Additional Guidelines & Activities

Expectations

In addition to the following items, the City of New Brighton expects election judges to treat all voters and other election judges with respect. The following behavior is prohibited and will be grounds for immediate dismissal if reported to Ramsey County.

- Disrespect for voters' safety
- Teasing or harassment
- Malicious humor regarding current events
- Refusal to follow election law

Polling place conduct

During voting hours, election judges, voters, assistants, and vouchers are part of the voting process and therefore allowed in the polling place.

Authorized persons and activities in the polling place

- Voters and their children
- Election judges and officials
- Persons assisting voters
- Vouchers
- Authorized election observers (must have a letter from the City of New Brighton or the Secretary of State's office)
- Police officers (if requested by the head judge to keep order)
- Challengers (must have written authorization from a candidate or political party)
- Teachers and their students observing the election process

Prohibited persons and activities in the polling place

- Disorderly persons
- Smoking
- Persons under the influence of drugs or alcohol
- Anything related to something on the ballot - if you see any persons in the polling place wearing these items, ask them to cover and/or remove what they are wearing while in or within 100 feet of the polling place. If the voter refuses to cover or remove the campaign material, record the voter's name on the Election Day Journal and allow the voter to vote.
- People other than voters and election officials may not gather or linger in the polling place or within 100 feet of the building where the polling place is located.
- Persons who are campaigning and/or any campaign materials including literature or buttons. No one can campaign inside the polling place or within 100 feet of the building. If the polling place is on public property, no one can campaign anywhere on the property, even beyond 100 feet. However, the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.

In addition

- Voters may bring sample ballots from a newspaper or campaign flyers into the voting booth for personal use, but these materials cannot be displayed outside the voting booth or left in the voting booth. Check the voting booths periodically for such materials and dispose of them.
- No photos of voted ballot (M.S. 204C.17 and M.S. 204C.18).
- No vehicles displaying campaign materials - if a vehicle is parked within 100 feet of the polling place and displaying campaign materials, locate the driver of the vehicle and politely ask the voter to move the vehicle or remove the campaign material.

Conduct of the news media

City of New Brighton allows news media to observe Election Day activities in the polling place. The media provides a valuable form of transparency for the public. Persons conducting exit polling on behalf of the news media are permitted to stand outside of the polling room but within 100 feet of the entrance to the polling place.

Guidelines for news media

A news media representative may enter a polling place during voting hours only to observe and document the voting process. A media representative must present photo identification to the head election judge upon arrival at the polling place, along with either a recognized media credential or written statement from a local election official attesting to the media representative's credentials. A media representative must not:

- approach within six feet of a voter
- converse with a voter while in the polling place
- make a list of persons voting or not voting
- interfere with the voting process

Media photography and video recording is allowed in the polling room with limitations. Broad shots of the polling place containing multiple voters are allowed. Photographs cannot be taken of voted ballots. The media should ask permission to photograph an individual voter before doing so. Any interviews must occur outside the polling room.

Exit Polling

Exit polling may occur at least 100 feet from the building in which a polling place is located but must be located outside the polling room. An anonymous written questionnaire must be used.

Meetings at the polling place

Polling places are often multi-use buildings with a variety of activities planned. Meetings and other activities can be held at polling locations that have multiple rooms, but they cannot interfere with voting activities or violate the election laws governing activities in or near polling places.

HAVA and State Election Law complaint forms

HAVA complaint forms are for individuals who have complaints about accessibility. State Election Law complaint forms are for people who have a concern about election laws not being followed.

Challengers

Official challengers may be present in the polling place to challenge the eligibility of voters. Challengers will have an authorization letter from a political party or candidate. Only one challenger per party or candidate may be present in the polling place. The head judge assigns seats to the challengers near the registration table, but at a distance so they cannot read voter registration applications, the non-registered roster and other documents with private data.

Challengers are not allowed to make lists of who has voted. Challengers may only talk to election judges, not voters.

A challenger may only challenge the eligibility of a voter based on the challenger's personal knowledge. Challenges must be stated in writing on the *Oath of Challenger Form* in the green bin and this form must be completed by the challenger and the head judge.

Conduct of official challengers

Challengers are limited in what they can do. They may not:

- Talk to any voter and must direct their questions to the election judge.
- Wander around the polling place.
- Handle or inspect any polling place materials or equipment.
- Make a list of voters who have or have not voted.
- Attempt to influence voting in any manner.
- Vouch for a voter's residence.
- Approach the ballot counter or any voting station.
- Obstruct the voting process by challenging every voter.
- Challenge the party affiliation of a voter.

An election judge, any eligible voter in the precinct or an appointed challenger may also contest a voter's eligibility, if they have personal knowledge that the person is not eligible to vote.

It is a violation of Minnesota election law for a challenger to abuse the challenge process, to engage in a pattern of continuous challenges, or to challenge voters on any basis other than personal knowledge that a voter is not eligible to vote in the precinct. Violation of these provisions constitutes a gross misdemeanor. The basis for all challenges must be stated in writing on the *Oath of Challenger Form* (see next page) found in the green bin. This form must be filled out by the person making the challenge. These forms are located in the green box and the completed forms are to be returned in the red folder.

The Elections Office also provides signs (and smaller copies of these signs) to inform voters and election judges of the legal limits of challengers' activities. **If you have any questions about the activities of a challenger, call the Election Day Hotline.**

Challenge procedure

If a voter is challenged, the head judge or another designated election judge shall resolve the challenge following these procedures:

- 1 Have the challenger complete the *Oath of Challenger Form*, located in the green bin.
- 2 Have the challenged voter swear or affirm the following oath/affirmation:
Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote in this election?
- 3 You may then question the voter regarding the reason for the challenge. Reasons a voter may be challenged:
 - **Residency:** The voter does not reside in this precinct.
 - **Age:** The voter is not 18 years of age or older.
 - **Citizenship:** The voter is not a United States citizen.
 - **Felony status:** The voter is under conviction of a felony and their civil rights have not been restored.
 - **Guardianship/legal competence:** The voter is under legal guardianship and has not retained the right to vote.
- 4 If the voter's answers indicate the voter is eligible to vote in your precinct, allow them to vote. If the voter's answers do not indicate eligibility, the voter is not allowed to vote.
- 5 If a challenger persists with the challenge, and the voter's answers indicate eligibility, have the voter verbally repeat the oath (affirmation) at the top of the polling place roster. After the voter signs the roster, allow the voter to vote.
- 6 If any of these challenges occur, note them on the *Election Day Journal*.

Oath of Challenger

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
(Name of challenged voter)

lists his/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.

(Signature of Challenger) (Date)

Signed and sworn to or affirmed before me

(Signature of Election Judge) (Date)

For Election Judge Use Only

Challenge was administered by: _____
(Name of 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: _____

Assisting Voters

State and federal laws require assistance be available for voters. Certain guidelines must be followed. See the 2020 COVID-19 Response Guide for additional direction and tips on safely assisting voters.

Assistance from election judges

Election judges should be prepared to provide assistance to voters when requested. An election judge can assist an unlimited number of voters when helping voters into or through the polling place, reading or translating voting materials such as registration applications or ballots, completing forms, or marking a ballot. Two judges from different major political parties must be present when assisting a voter with marking a ballot, which can occur in a voting booth, at a table, or at a car (M.S. 204C.15; M.S. 206.57).

When assisting a voter with marking the ballot, follow these guidelines.

- Be impartial, courteous, and professional
- Take necessary measures to protect the voter's privacy
- Read the ballot exactly how it is written, including the instructions
- Let the voter choose whether or not to vote in any section of the ballot
- Avoid actions or instructions that might influence how a person votes
- Make sure the ballot accurately reflects the voter's choices

Assistance from the public

A voter may choose anyone except their employer, an agent of their employer, or a union agent to assist them with the voting process. NOTE: Courts have recently ruled that candidates for office in Minnesota must be allowed to assist a voter who asks them to assist with the voting process.

Voters can be assisted by individuals under the age of 18 and assistants do not need to live in the precinct. Assistants must leave the polling room when the voters they accompanied have finished the voting process. If they are waiting for additional voters whom they will be assisting, they must wait outside the polling location, at least 100 feet from the building. NOTE: Courts have also ruled that individuals may not be limited in the number of voters they can assist with the voting process.

Tools available to aid voters who may request them:

- magnification device
- ballot-marking device
- speak button on the poll pad voter confirmation screen
- signature guide
- Phone translation services

Assisting voters who have a visual impairment

If a voter with visual impairment asks for assistance, you may provide physical or descriptive support. As you are walking, you may be asked to describe the pathway and provide information about upcoming obstacles.

Assisting voters who have a hearing impairment

People who are hard of hearing or unable to hear use many methods to communicate. Some use lip reading and speech, while others use sign language. They may choose to write or use a combination of these methods. Ask the the voter what you can do to help the communication process.

Here are some guidelines for effective communication:

- Communicate in a well lit area; avoid standing or sitting in front of bright lights or windows.
- Begin the conversation by getting the voter's attention. Call the voter by name, wave your hand, or use other visual signals.
- Make sure your face and mouth are clearly visible. Do not look away when communicating. Do not eat, chew gum, or in any way cover your mouth.
- Speak clearly, avoiding exaggerated lip movements. It might be helpful to raise the volume of your voice if you are soft spoken.
- Maintain eye contact. If you have to turn away from the person, wait until you re-establish eye contact before continuing your conversation.
- Use gestures to help clarify your message. Pointing to appropriate objects or using visual aids can be very helpful (e.g., a sample ballot).
- Rephrase your message if the voter does not understand you.
- Do not assume the voter cannot hear or understand what you are saying if the voter is wearing a hearing aid. The hearing aid may be worn to help with awareness of environmental sounds.
- Wear a face shield instead of a mask while helping voters with hearing impairments to make sure your face and mouth are clearly visible.

Tips for assistance:

- Let the voter initiate the conversation and offer assistance only if it is requested. To allow voters the opportunity to ask if they need assistance, the greeter judge may tell all voters: "If you need assistance with any part of the voting process, please let us know."
- Never touch or move a walker, cane, or other equipment without the voter's permission.
- If the voter has a service dog, do not interact with the dog. The dog must not be distracted from its responsibilities.
- Direct all questions to the voter, not to others who may also be helping the voter, such as an interpreter, companion, or assistant.
- Respect the voter's privacy and allow them to make all decisions on offices in which they would like to vote. Communicate with the voter that it is not necessary to cast a vote in every measure or race on the ballot. The voter has the right to choose whether or not to vote in any section of the ballot.
- If you observe an assistant attempting to persuade a voter's decision, inform the assistant and the voter that this is not permitted and offer the voter the assistance of two election judges from different major political parties.
- A voter may use a mark (such as x) or stamp if unable to sign a document.
- Review the ballot thoroughly with the voter to ensure completion and address any mistakes.

A voter may be accompanied by a support service provider/interpreter who will provide the voter with the necessary communication to allow the voter to vote in an unbiased and independent manner.

Closing the Polling Place

Using a cell phone to determine that it is 8 p.m., announce “The polls are closed.” Anyone still in line – whether inside the building, outside the building, or in the curbside voting queue – is entitled to vote. Have one election judge stand at the end of the line, if necessary. Anyone who arrives after 8 p.m. cannot vote.

Take down polling materials

Do not take down your polling materials or equipment until the polls have closed at 8:00pm or until the last voter has completed voting, whichever is last. After voting has finished, remove the U.S. flag and VOTE HERE sign from outside to indicate the polling place has closed. Then proceed with the closing procedures.

Do not lock the doors to the polling place once voting has ended. The public is welcome to watch the closing activities and to inquire about the vote totals. No one may interfere with the election judges’ work. Any challenger or observer must remain six feet from the table on which work is being performed. Election judges should set up an observational area where people can truly observe the activities but will not get in the way or compromise security.

Before starting the closing activities, the head judge team should retrieve the red poly envelope from the black messenger bag. This folder contains the closing checklists. Please refer to the "Closing the the polls the fast way" to complete this process as efficient as possible.

Ballot audit and securing ballots

Complete the *Official Certification Form: Polling Place Ballots*. Lines are for the number of packs of sealed ballots remaining (which is then multiplied by 50), the number of unused ballots not in packs (include the ballot-marking device paper in this count or in the previous count if the pack was never opened), and the number of spoiled ballots, duplicate ballots, and ballots in the ballot box.

Remember to have two judges sign the oath at the bottom of this form.

Official Certification Form: Polling Place Ballots

Ballots delivered

Confirm & record the number of sealed ballot packs delivered

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)

There is a space on the back of the certification form to record the number of ballots in each pack. It is not necessary to record these numbers on the *Election Day Journal*.

Record the number of ballots in each opened pack

Pack 1: _____	Pack 21: _____
Pack 2: _____	Pack 22: _____
Pack 3: _____	Pack 23: _____

Load the *Transfer Case: Polling Place Ballots*

Never leave anything in the black ballot box, including voted or unvoted ballots.

Locate the ballot transfer case.

- 1 Place the voted ballots inside.
- 2 Place the lid firmly on the transfer case.
- 3 Thread a plastic seal through the hole(s) in the transfer case.
- 4 Pull the end of the plastic seal until it is tightly wrapped around the lid and box.
- 5 Four election judges should sign the "voted ballots certification" form on the side of the transfer case.

Unused/blank ballots

All unused ballots (sealed in plastic wrap, unsealed, initialed, or non-initialed), including the ballot-marking device ballots, are **not** to be returned in the same box as the voted ballots. Instead, they should be placed in their own sealed ballot transfer case. Locate the "unvoted ballots certification" form in the red poly envelope in the black messenger bag and tape it to the side of the unvoted ballot transfer case.

Completing the *Voter Statistics Sheet*

The *Voter Statistics Sheet* (page 34) is used by Ramsey County Elections to enter each precinct's election results into the state election reporting system and to determine voting statistics for each election. Proper completion of this form is one of the most important parts of the closing activities. Place it in the yellow poly envelope once it's filled out.

See the poll pad section for instructions on how to complete the *Voter Statistics Sheet* with voter check-ins.

Completing certification forms

Official Certification Form: Ballot Counter (yellow poly envelope)

The *Official Certification Form: Ballot Counter* form was partially completed while opening the polls. To complete the form, record the seal number on the ballot counter in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seal numbers are different.

Official Certification Form: Touch Writer Ballot-Marking Device (yellow poly envelope)

The *Official Certification Form: Touch Writer Ballot-Marking Device* form was partially completed while opening the polls. To complete the remainder of the form, record the seal number from the ballot-marking device in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seals are different.

Completing other forms and envelopes

Black Messenger Bag

Red Poly Envelope

Confirm that the following forms have been completed properly.

- Timesheets - All election judges need to complete a timesheet. Completed timesheets are to be returned in the purple folder. If an election judge does not show up on Election Day, please write "no show" on their timesheet.
- *HAVA and State Election Complaint forms* (if any)

Yellow Poly Envelope

Confirm that all forms have been completed.

The contents to be returned in the yellow poly envelope include:

- Voter Statistics Sheet (pink sheet)
- *Roster Correction Sheet*
- *Election Day Journal*
- *Official Certification Form: Scan Ballot Counter*
- *Official Certification Form: Touch Writer Ballot-Marking Device*
- *Official Certification Form: Polling Place Ballots*
- *Notification of Death Form* (if any)

Green Poly Envelope

- *Election Judge Oath form*

Green Bin

Confirm that all of the following envelopes have been properly filled. Seal envelopes with an envelope sticker seal even if the envelope is empty. Follow the directions below (even if the directions on the envelopes state something different):

- *Summary Statements: Green Bin* – In any given election there could be up to three summary statement envelopes (for municipality, county, and school district). Place the first summary report, in the envelope for the county (the zero report should already be in the envelope from the morning procedures). Print an additional report for each remaining envelope provided. All copies should get placed in the green bin. The head judge team will bring it back to City Hall on Election Night.
- *Election Day Registration Cards & Related Forms: Green Bin* – This envelope is generally white. Place the completed Election Day registration applications, voucher scoring sheet, and unable to register sheet in this envelope.
- *Spoiled Ballots: Green Bin* – During Election Day any spoiled ballot should have been placed in this envelope. Do not seal this envelope until the ballot audit and voter statistics have been completed.
- *Ballot Receipts: Green Bin* – After completing the *Voter Statistics Sheet*, place all of the registered and non-registered ballot receipts into this envelope.
- *Duplicate Ballot: Green Bin* – During Election Day any ballot for which a duplicate has been made will be placed into this envelope. Do not seal this envelope until the ballot audit and voter statistics have been completed.

See page 6 for a green bin checklist. Place all the envelopes on top of the other items so that they're easy to find.

Blue supply bin

Using the blue supply box checklist on page 6, confirm that all your supplies are loaded and ready for transport. Pack the supplies securely as most election supplies are reused from year to year.

Cleaning up the polling place

See the 2020 COVID-19 Response Guide for directions specific to 2020. The following items are either left at the building or brought to City Hall at night, as usual.

Supplies to be left at the polling place

Follow the *What to bring back to City Hall* list found in the red poly envelope to see what supplies are going back to City Hall. Place the remaining election supplies at the polling place in the same location they were delivered.

Items to be left at the polling place:

- Black ballot box in black bag
- Voting booths
- Black bag (with red handles) containing ballot-marking device stand and printer stand
- Printer and cords in box
- Flag (please re-wrap the flag if possible)
- VOTE HERE sign
- Table and chairs, if any
- Green poll pad cases (the poll pads and WiFi device have to be returned to City Hall on Election Night)
- COVID-19 supplies

Secure the building as instructed

It is a good idea for the head judge to speak to the building manager during the day to confirm procedures for locking up at the end of the night. Please be respectful of all requests from the building manager. Leave the polling place as it was found.

Election night returns

After the polling place has been closed and secured as instructed, the head judge will return some items to City Hall. The *Official Certification Form: Election Night Returns* lists all materials that are to be returned to the Elections Office.

Return materials to:

New Brighton City Hall
805 Old Highway NW – Lower Level Entrance (License Bureau)
New Brighton, MN 55112

Opening the Polls – Ballot Scan

Set up the Ballot Box and Scan Ballot Counter

1 Remove ballot box from bag and place it upright on the ground.



2 Unlatch the clips, expand sides and lower the bottom panel into place.



3 Unhook 3 straps to release top panel, then lift the top of the box and press it into place.



4 Use the black key to unlock and open front door and press bottom of the box into place.



5 Reach inside the front of the ballot box and pull the white string down and toward you to slide the locking mechanism on top of the box into the unlocked position.

6 Confirm blue seal number on the Scan handle and write it on the Official Certification Form - Scan Ballot Counter found in [Green folder](#).

Cut the seal and place it in blue tub.



7 Align ballot counter's feet with indentations on top of the ballot box and put the ballot counter firmly in place.



8 Reach inside ballot box and push the white string down and away from you to slide the locking mechanism into the locked position.

9 When the Scan ballot counter is locked in place, close and lock front door.

(Continued on other side)

Opening the Polls – Ballot Scan (continued)

10 Plug the power cord into the back of the machine (flat side up), then plug the cord into an electrical outlet.



11 Open ballot counter and lock lid in place.



12 Use blue key to unlock tablet and slide latch to remove the tablet.



13 Place tablet in cradle and lock it in place.



14 Turn the machine on by pressing the red power button on the back of the machine. The ballot counter will take about 7 minutes to power-up.

Write the red seal number onto the Official Certification Form - Scan Ballot Counter found in the [Green Folder](#).

15 When prompted, select *Print Zero Report* on the unit's touchscreen.

When printing is complete, verify that the precinct number and candidate information is correct, and zero votes have been cast.

16 To open the polls, select *Open the Polls*, then enter the Poll Worker code: **202020**

Select *Accept* and wait for the open polls report to print.

17 Tear off the report that includes the Zero Report and Open Polls report. All election judges present must sign the report.

18 Place the signed report in the [Summary Statement envelope for Ramsey County](#). Do not seal the envelope -- when polls are closed, you will print the results and place them in this envelope.

The ballot counter is now ready for voting.

Note: This page contains private data and should not be shared or left in a public area where it can be seen, lost or stolen.

Opening the Polls – Touch Writer

Assemble the Touch Writer Stand and Printer Table



- 1 Remove the stand and its parts from the transport bag and remove and unfold the printer table.
- 2 Place the stand upside down, grab the handle and slide legs into place (the smooth side is the top of the stand, so the legs should be underneath). Keep hands away from sharp metal edges.
- 3 Attach U-shaped rear leg assembly (1 piece) and front legs (2 pieces), pressing metal buttons to lock them in place.
- 4 Place stand right side up, then attach privacy screens. Place the stand and printer table next to each other, near the voting stations.

- 5 Set the device on the stand. Align the feet with the indentations on top of the stand.



- 6 Reach under the top of the stand and push back the latch to secure the device in place.



- 7 Connect the power cord to the device by first plugging the power cord into the back of the device. Then plug the power cord into an electrical outlet. Do not turn unit on yet.

- 8 Place OKI printer on the table, and plug in. Connect the printer to the device by plugging the square end of the cable into the printer and the USB end of the cable into the back of the Touch Writer.

- 9 Open the case and lock the lid in place. Use the blue key to unlock tablet. Slide latch and remove the tablet. Place tablet into its cradle and lock it in place.



You are now ready to create a test ballot (next page).

Opening the Polls – Touch Writer (continued)

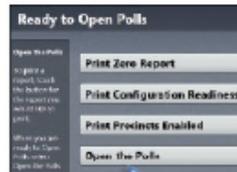


Verify printer is on. The power switch on the side.

- 11 Turn on ballot marking device by pressing the red power button on the back of the device. Wait for the device to power up.

- 12 Verify and write the red seal number on the Official Certification Form - Touch Writer found in the [Green Folder](#).

- 13 When prompted, select **Print Zero Report**. Verify that the information on the zero tape is correct.



- 14 Select **Open the Polls** on the display screen. When prompted, enter the Open the Polls code (**202020**) and select **Accept**. An Open the Polls report will print.

Tear off the Printed Zero Report and Open the Polls report and place them in the Touch Writer Envelope. Election judges do not need to sign these reports. The device is ready to use.

Testing and Using the Touch Writer

- 15 Place the Touch Writer test ballot, found in the Ballot Transfer Case, in the front auxiliary printer tray, press blue tray tab to raise feeder. With the "bottom" in or initials towards you if a voter is voting on an official ballot.

- 16 Press the blue Poll Worker button on the back of the device.



Enter your Poll Worker Code (**202020**), then select **Create Ballot Access Code**.

- 17 Select your precinct, then select **OK**. Select **Yes, Print Code**. Remove the printout and enter the Access Code on the screen.

- 18 Select **Begin Voting**. Cycle through the candidates to make sure they are the same as those on the sample ballot for your precinct, but **do NOT vote** for any candidates. Test headphones and peripherals to make sure they are working properly.

- 19 Select **Print** and then **Yes, Print Ballot**.

- 20 Place the test ballot and access code printout in the Touch Writer Envelope. Place envelope in the [blue tub](#).

- 21 The device is now ready to be used by a voter. Voters using the device must obtain a ballot from the ballot judge. Repeat steps 15-18 for voting (the voter will select candidates).

Note: This page contains private data and should not be shared or left in a public area where it can be seen, lost or stolen.

Official Certification Form: Polling Place Ballots

Ballots delivered

Confirm & record the number of sealed ballot packs delivered

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)

Election Night Ballot Audit

Number of ballots cast through the ballot counter	_____	
Number of spoiled ballots	_____	+
Number of duplicated ballots	_____	+
Number of sealed ballots remaining (assume each pack contains 50 ballots)	_____	+
Number of unsealed ballots remaining	_____	+
Total ballots at polling place at close of polls	_____	=

Oath of Confirmation

"We, the election judges, certify that the ballot quantity received in the transfer case matches the quantity delivered by the Ramsey County Elections Office"

Two Election Judges Must Sign Below



Return in yellow folder

Official Certification Form:

Touch Writer

Touch Writer - Memory Card Certification Red Seal

Confirm & record the memory card seal number before opening and after closing the polls

Red seal # prior to Election Day: _____
(Recorded by Elections Office)

Red seal # when opening polls: _____
(Recorded by Election Judges)

Red seal # when closing polls: _____
(Recorded by Election Judges)

If seal numbers do not match, explain:

Touch Writer – Test Ballot Confirmation

Run the Touch Writer Test Ballot to confirm display matches the sample ballot

Confirm the following:

- Spelling on display
- Audio pronunciation
- Candidate & race order
- Working Functions (control pad, touch screen, headphones)

Oath of Confirmation

"We, the election judges, certify that the ballot marking device's memory card was delivered to the polling place sealed with the same asset number as recorded by the Ramsey County Elections Office"

At least two election judges must sign below



Return in yellow folder

Official Certification Form:

Poll Pads (Electronic Rosters)

Poll Pads - Case Certification Blue Seal

Confirm & record security case seal number before opening the security case

Blue seal # prior to Election Day: _____ Blue seal # when closing polls: _____
(Recorded by Elections Office) (Recorded by Election Judges)

Blue seal # when opening polls: _____ Blue seal # when returning equipment: _____
(Recorded by Election Judges) (Recorded by Elections Office)

Poll Pads – Contents Confirmation

Confirm Poll Pad ID numbers when opening polls:
(Recorded by Elections Office)

Confirm Poll Pad ID numbers when closing polls:
(Recorded by Election Judges)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

When opening polls, notify the Elections Office immediately if the Poll Pad ID numbers do not match.
Ramsey County Elections: 651-266-2219

Oath of Confirmation

"We, the election judges, certify that the poll pad's security case was delivered to the polling place sealed with the same asset number as recorded by the Ramsey County Elections Office"

At least two election judges must sign below



Return in yellow folder

Official Certification Form:

Ballot Scan

Ballot Scan - Case Certification Blue Seal

Confirm & record security case seal number before opening the security case

Blue seal # prior to Election Day: _____
(Recorded by Elections Office)

Blue seal # when opening polls: _____
(Recorded by Election Judges)

If seal numbers do not match, explain:

Ballot Scan - Memory Card Certification Red Seal

Confirm & record the memory card seal number before opening and closing the polls

Red seal # prior to Election Day: _____
(Recorded by Elections Office)

Red seal # when opening polls: _____
(Recorded by Election Judges)

Red seal # when closing polls: _____
(Recorded by Election Judges)

If seal numbers do not match, explain:

Oath of Confirmation

"We, the election judges, certify that the ballot counter's security case and ballot counter's memory card were delivered to the polling place sealed with the same asset number as recorded by the Ramsey County Elections Office"

At least two election judges must sign below



Return in yellow folder

Official Certification Form:
Election Night Returns: Materials to be returned to Ramsey County

Return in yellow folder

- Ballot transfer case
- Ballot Scan
- Poll pad/non-registered roster books
 - Poll pads
 - Wi-Fi device
 - Election Day Registration Roster (if unable to fit, place in Blue Tub)
- Blue Tub
 - Green Folder
 - Election Judge Oath
 - Purple Folder
 - Timesheet and mileage request form
 - Election judge direct deposit forms (if any)
 - Sign-up to be an election judge sheet
 - Red Folder
 - Certification Form -Ballot Scan and Touch Writer
 - Certification Form -Polling Place Ballots
 - Certification Form -Poll Pad
 - Election Day Journal
 - Hourly Tracking Sheet
 - Pink Sheet- Voter Statistics
 - Roster correction sheet
 - Summary Statement Envelopes
 - Blue Tub Copies 1 & 2
 - Green Box Copy 1 (to be left in the green box at polling location)
 - Poll Pad Signature Receipt Envelope
 - Ballot Receipt Envelope
 - Spoiled Ballot Envelope
 - Touch Writer Envelope
 - Completed Election Day Registration Applications Envelope
 - Voter registration applications
 - Voucher scoring sheet
 - Unable to register (tally sheet)
 - Notification of death forms
 - Oath of challenger forms



Ramsey County signature _____
Election judge signature _____

Closing the Polls – Ballot Scan

Close the Ballot Scan

1 Check emergency voting bag for ballots. If necessary, run any remaining ballots through the ballot counter.

Avoid waiting until polls are closed to do this.

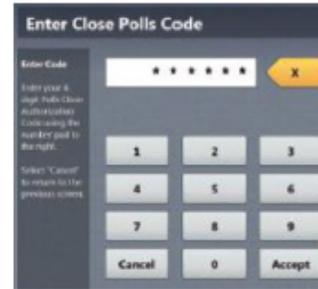
2 Press the blue button on the back of the unit.



3 Select *Close Polls* on the display screen and then *Yes, close the polls.*

4 Enter the Close Polls password (same as the Poll Worker Code: **202020**) then select *Accept.*

The polls are now closed and a report will begin printing.



5 Tear off the report when printing is finished. All election judges present must sign the report. Place the signed report in the Ramsey County Summary Statement Envelope which also contains the zero report.

6 Complete the Official Certification Form by writing the memory card seal number in the space provided. The form must be signed by two election judges with different major party preferences. Place the signed form in the red folder.

7 Select *Print Tally* to print an additional report for each of the remaining summary statement envelopes. One may be printed for public display if requested.

8 Place an envelope seal on each envelope, signed by all judges present. Place the signed and sealed envelopes in the blue tub.

9 Press the red power button to turn off the ballot counter. Wait for the screen to be completely blank. Unplug the power cord and put it back in the bag which goes in blue tub.

Closing the Polls (continued)

10 Unlock the tablet, carefully remove it from the cradle and place it back in place inside the top lid. Slide the blue handle down and lock the tablet in place.



11 Close the cover of the ballot counter and snap the black latches in place. You do not need to lock the case.

12 Open the front of the ballot box, reach inside and pull the white string toward you to slide the locking mechanism into the unlocked position.

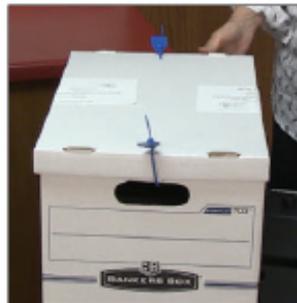
Remove the ballot counter from the ballot box. The head judge will **RETURN the Ballot Scan to the Elections office.**

Put Ballots into Ballot Transfer Case and Disassemble the Ballot Box

13 Two judges of different political parties must remove all ballots and place them in the Ballot Transfer Case.

14 Seal the case with 2 blue rattleal seals and 2 sticker seals, signed by all judges present.

Extra seals are provided in case you need to open and re-seal the Ballot Transfer Case. Do not place sticker seals on the blue tub or green box.



15 Disassemble the ballot box using the instructions on the side of the box and place it in its bag. The ballot box remains in the polling place and will be picked up after Election Day.

The head judge will **RETURN the Ballot Transfer Case to the Elections office.**

Closing the Polls – Touch Writer

1 Press the blue poll worker button. On the display screen, select *Menu* and then *Close Polls*. Select *Yes* when asked are you sure?

2 Enter the *Close Polls password* (same as the Poll Worker password - **202020**).

A report will begin printing.

3 When the report is done printing, press the red power button to shut the device off.

You do not need to sign the printout. Tear it off and place it in the Touch Writer envelope.

4 Write the seal number (found on the red seal) on the Touch Writer Official Certification Form. Place the form in the **red folder**. (The red folder will be placed in the blue tub and returned to the Elections office.)

5 Use the blue key to unlock the tablet, remove it from its cradle and return it to the inside of the top lid.

Slide the latch down and lock the tablet in place.



6 Unplug the power cord and return it to the bag then the **blue tub**.

Unplug the printer cable and place it in the printer's case.

7 Close the device lid, reach under the device stand and pull the latch forward to unlock the device. Remove it from the stand.

8 Turn off the OKI printer, unplug it and place the printer and bag containing the power cord and printer USB cable in the black printer case.

9 Fold up the printer table and disassemble the Ballot Marking Device Stand. Place both in the carrying bag with red handles.

Leave Touch Writer, the stand placed in the red handled bag and the black OKI printer at the polling place. These items will be picked up from the polling place after Election Day.



Duty Card Touch Writer Ballot-Marking Device

- The voter using the ballot-marking device will be issued a Touch Writer ballot (sealed blank ballot stock) from the ballot judge; this ballot will need to be initiated by two election judges.
- You will need to escort the voter to the ballot-marking device and stay with them through the process. Provide the voter privacy and do not stand directly behind them once they start voting.
- Allow the voter to choose between using the handheld device or the touchscreen to operate the device. Headphone covers should be used for every voter. Use alcohol wipes to clean the device in between voters.
- When not being used, the ballot-marking device will be idle with the screen asking you to enter an access code.

- 1 Open the paper tray on the black OKI printer and place the ballot-marking device stock into the tray, with the election judge initials end facing up and away from you. Leave the colored paper in the tray under ballot-marking device stock to weigh down the sensor. Close the tray.
- 2 Press the blue poll worker button on the back of the ballot-marking device (next to the blue light).
- 3 The display screen will go from blue to gray. Enter the poll worker code—202020—and select ACCEPT.
- 4 Select CREATE BALLOT ACCESS CODE.
- 5 Choose your precinct and select OK.
- 6 Select YES, PRINT CODE. The access code will print automatically from the ballot-marking device's thermal printer.
- 7 Tear off the printed access code slip. The ballot-marking device's screen will change back to blue. Enter the access code from the slip. (When the voter is finished, place the used access code in the *Touch Writer Ballot-Marking Device* envelope).
- 8 Explain to the voter how to use the device. Ask if the voter needs additional assistance. If the voter indicates they need no further assistance, the voter may mark their ballot independently.
- 9 After the ballot has printed, direct the voter to the Scan ballot counter to cast their ballot.

Duty Card Poll Pad Judge

Before processing voters, verify on the poll pad screen that the polling place, precinct, and election date are accurate.

- 1 Ask the voter for their name. Type the first three letters of their last and first name into the appropriate boxes. Tap SEARCH.
 - a If a match is found, ask the voter for their address. If their response matches what is listed in a record, tap the correct record to advance to the voter confirmation screen. *Proceed to Step 2.*
 - b If no match is found, tap ADVANCED SEARCH to search the date of birth. If a match is still not found, clear the date of birth field by tapping RESET; then search the address.
 - c If the voter is not found in the poll pad, us the poll pad's precinct finder function. *See the reverse side for directions.*
- 2 Turn the device around and have the voter confirm their name, address, and date of birth. The voter should never touch the poll pad. If all information is correct, *proceed to Step 3.*
 - a If they have changed names, they must complete the Election Day registration process.
 - b If they have moved, use the poll pad's precinct finder function to determine the voter is in the correct precinct. *See the reverse side for directions.*
 - c If there are typos in the name or date of birth, record them on the *Roster Corrections* sheet.
 - d If the poll pad indicates the voter's record is challenged, follow the prompts to clear the challenge. Consult your head judge with questions.
- 3 Turn the device back to you and tap SUBMIT.
- 4 The voter signature receipt and registered ballot receipt will print. Ask the voter to take the voter signature receipt, read the oath (located on the receipt OR on a table sign), sign the receipt, and leave it on the table. Store the signature receipts in the *Poll Pad Signature Receipts* envelope.
- 5 The voter should keep the white ballot receipt. Direct the voter to the ballot judge, where they will exchange the ballot receipt for a ballot.

A voter who is unable to sign their name may:

- mark an 'X' (the election judge certifies this mark by signing the voter's name and writing "witnessed by <judge's first initial and last name>")
- use a stamp for their signature
- request that another person print the voter's name in their presence (that person should sign their own name as well)

Duty Card Equipment Judge

Monitor the ballot counter

- 1 Before the polls open, tape a 6-foot perimeter surrounding the ballot counter. Only the voter casting a ballot may be within the perimeter. You may only enter the perimeter if the voter has specifically asked for assistance.
- 2 Manage the line at the ballot counter. Ballots can be inserted in any direction. Once the U.S. flag appears on the screen the ballot has been cast and counted. "Voted" stickers should be made available.
- 3 If a voter's ballot is rejected by the ballot counter, have the voter try to reinsert the ballot. If it is rejected a second time, the ballot counter display screen may provide the rejection reason. To help determine the rejection reason, it is acceptable to look at the voter's ballot if they ask you to do so.
 - a. If the voter would like to cast this ballot, see the reverse side for override instructions.
 - b. If the voter would like to spoil their ballot, direct them to the ballot judge.
- 4 No voter can leave the polling place with their ballot and come back later to vote. If the voter has signed the roster and been issued a ballot, they must vote. It is acceptable for a voter to cast a blank ballot.
- 5 Voters are not allowed to cast absentee ballots that they received through the mail at their polling place. Voters cannot leave their absentee ballot with election judges at the polling place.
 - a. If voters are attempting to drop off their own absentee ballot, advise them to vote a new ballot through the Election Day voting process.
 - b. All absentee ballots must be delivered in-person to Ramsey County Elections by 3:00pm on Election Day OR postmarked by Election Day and received by Ramsey County Elections two days after Election Day.
- 6 If the ballot counter stops working for part of the day, voting must continue. Voters should place their ballot in the emergency slot of the ballot box. When the ballot counter is running again, two judges of different major political parties must cast those ballots through the ballot counter.

Duty Card Ballot Judge

Prepare the ballots

- 1 Each time a pack of shrink-wrapped ballots is opened, including the blank Touch Writer ballot-marking device stock, two judges must count the number of ballots in the pack. Record this number on the back of the *Official Certification Form: Polling Place Ballots*.
- 2 Ballots must be initialed by two judges in the upper-right corner before issuing to voters.

Issuing a ballot

- 1 A voter must have a ballot receipt to receive a ballot. Registered voters will receive a white ballot receipt from the poll pad judge. Non-registered voters will receive a yellow ballot receipt from the registration judge.
- 2 Demonstrate how to properly mark a ballot by showing the instructions on the top of the ballot and/or the demonstration sign.

Non-latex gloves are available to wear while interacting with voters.
- 3 Issue the voter a ballot. Check that the ballot has been initialed by two judges in the upper-right corner. Show the voter both sides of the ballot. Tell the voter to feed the ballot into the ballot counter when they have finished voting.
- 4 Keep the white and yellow ballot receipts in two separate piles. Number the receipts sequentially according to their pile. Bundle the piles of receipts in groups of 25 for easy counting.

Spoiled Ballots

- 1 Have the voter place the ballot into the *Spoiled Ballot Envelope*. The voter does not need to state why they are spoiling the ballot. You do not need to write anything on the spoiled ballot.
- 2 Issue the voter a new initialed ballot.

Abandoned Ballot

- 1 If a ballot is found abandoned in the polling place, write "spoiled - abandoned" on the top and place it in the *Spoiled Ballot Envelope*.
- 2 Record the event in the *Election Day Journal*.

Duty Card – Paper Precinct Finder

The precinct finder lists streets and address ranges and their corresponding polling place.

A precinct finder is provided for election judges:

- to verify that all non-registered voters reside at addresses within the precinct, and
- to direct voters at the wrong polling location to the correct precinct polling place

Each street name will have a range of house numbers listed.

1. Ask the voter for their house or apartment building number and locate it within one of these ranges. Some ranges might appear more than once because they are located on a boundary street between two precincts. As a result, houses on the odd side of the street may vote at a different location than houses on the even side of the street. Determine if the voter's house number falls in a range of odd numbers only, even numbers only, or both.
2. Once the correct range is located, determine the precinct in which the voter must vote in the "Precinct Name" column. If you have to direct the voter to another location, there is a polling place list at the front of the precinct finder listing the building name and address for each precinct.

If a voter's address cannot be found in the precinct finder, ask them if the address provided is a non-residential or commercial address, such as a UPS store. Voters cannot register to vote at these types of addresses, even if the address is listed on the voter's driver's license. All commercial addresses are removed from the house ranges listed in the precinct finder.

If the voter states that the address provided is residential, please call the Elections Hotline and staff can verify where the voter should vote.

3. Once you have determined the non-registered voter is in the correct polling place, the voter can continue through the non-registered voter process.

