

# Head Election Judge Training



# Training Agenda

- Review Head Judge Duties
- Supplies
- Emergency Training
- Challenged Voter Procedures
- Closing the Polls
- Returning items to County
- Elections Emergency Plan

# Head Judge Duties

# Head Judge Duties

[M.S. 204B.20](#); [204B.22, subd. 1\(b\)](#); [204C.06, subd. 8](#); [206.845, subd. 2](#)

Oversees ALL activities in the polling place:

- Lead official in the polling place
- Picks up the precinct supplies before the election
- Ensures supplies are ready before opening
- Oversees polling place setup
- Administers the election judge oath
- Conducts emergency judge training for replacement judges

# Head Judge Duties

Oversees ALL activities in the polling place

- Reviews news media credentials  
[M.S. 204C.06, subd. 9](#)
- Conducts the challenge process
- Resolves questions and problems
- Completes election returns and other forms
- Closes the polling place and returns materials

# List of Items in Plastic Totes

## (County Provided Supplies)

- Polling place signs/posters
- Secrecy sleeves
- Envelope & Sticker Seal Pack
- Red Plastic Envelope
- Zippered Pouch (Thumb drive)
- Forms Binder
- Precinct Finder
- Election Judge Guide
- Voter Registration Application Pad (8 ½ x 11)
- Election Judge Badges
- Blue Sample Ballots
- Cell Phone Use
- Role of Challenger
- Roll of DS200 Tape
- Pens
- Pad of paper
- Voter Receipts
- I Voted Stickers
- Metal Seals
- Roster
- UOCAVA Precinct Record (if applicable)
- Greeter List (if applicable)
- Emergency Plan

*If anything is missing, call County elections: (651) 385-3040*

# List of Items in Plastic Totes (County Provided Supplies)

## Forms Binder:

- Oath of Challenge to Voter's Eligibility
- HAVA Election Complaint
- State Election Law Complaint
- Certificate of Registered Voter (curbside voting)
- Deceased Voter Record (single)
- Deceased Voter Record (multiple)
- Election Judge Oath
- Precinct List of Vouchers
- County Emergency Plan

## Red Plastic Envelope:

- Election Night Forms Checklist
- Opening/Closing DS200 Sheet
- Incident Log
- Checklist for Closing the Polls
- Summary Statement
- 2pg County Emergency Plan

# Election Day – tips?

- Day or two before election, re-read through Election Judge Guide
- Review new emergency procedures
- Think about which of your judges are suited to which roles... emphasis on Registration Judge
- Set up room/building early
- What else might you need?
- Primary will be a different experience than General





# Election Day



- Polling Locations:
  - Verify your doors open at 7am
  - Make sure you have good signage and that walkways/doorways are wheelchair accessible
- DS200 Setup
  - No need to worry about flap on the M100 the ballot box. 😊
  - With preliminary and PAT testing should feel comfortable with equipment
  - Stick the zero tape into the machine then put the cover back on and lock it. Voters will not see the tape. At the end of the night, remove the cover and pull out the zeroes tape. Then, print the results tapes.
    - If you leave the zeroes tape tucked under the cover when you try to print results, the DS200 will not print. Must unroll the tape and then reprint results.

# Election Day

- Election judge vacancies on election day
  - Clerk may fill vacancies if appointed alternates
  - If appointed at the precinct, Head Judge provides emergency training
- No lingering within 100 ft of building (except exit pollers)
- Document on incident log if refuse to remove campaign materials, but allow voter to vote
- Cover up challenge in roster until voter comes to sign register
- Challengers must prove residence in MN (same as id to vote)
  - Picture not necessary

# Emergency Training

## Recommendations:

- Review sections in the Election Judge Guide specific to the duties that will be assigned to this newly appointed election judge
- Have individual review Election Judge Training PowerPoint material (presented by County)
- Watch Secretary of State Election Judge Training Video
- Go through Election Judge Workbook
- Assign easier tasks within the polling place to minimize level of knowledge required
- If you have stations that work in “teams”, assign this individual to work next to someone that already understands this individual’s new role/duties

# Challengers

# Contesting a Voter's Eligibility

- An election judge, any eligible voter in the precinct or an appointed challenger may contest a voter's eligibility
- Must have personal knowledge that the person is not eligible to vote
- Suspicion is not a basis for making a challenge.

# Appointed Challengers

- Appointed by nonpartisan candidates, political parties, or by jurisdiction holding election on a question
- Present letter of appointment and proof of residence used for Election Day registration
  - Must be MN resident (not necessarily from precinct)
- Must complete Oath of Challenge Form
- Cannot converse with voters
- Cannot make list of who voted
- Cannot handle election materials

# Challenged Voter Procedures

Election Judge Guide – Page 17-18

## Roster Challenges – notation by their name on the roster

- Challenge must be covered so other voters do not see what the challenge relates to
  - Have the voter swear or affirm the oath
  - Question the voter to determine if they are an eligible voter
  - If the voter's answers indicate the voter is eligible to vote in your precinct, the voter may proceed to sign the roster and vote
  - Record the situation and steps taken on the Incident Log

**Note: If a voter refuses to answer questions, is not eligible, or refuses to sign the roster, inform the voter that they cannot vote either now or later in the day. Print "Refused Oath" or "Not Eligible" on the appropriate signature line. Also, make a note on the incident log**

# Closing the Polls





# Close of Voting



- Voters in line at 8 pm must be allowed to vote
- Polling place open to the public after all voting is finished
- Members of the public observing closing do not have to provide letter like challengers
- **However, only Election Judges may handle ballots and election materials.**

# Closing the Polls Overview

- Process ballots
- Complete summary statements
- Pack supplies and unused ballots
- Seal all used ballots, ensure ballot box is empty
- Deliver election materials and results to local officials

# Checklist for Closing the Polls

## CHECKLIST FOR CLOSING POLLS - PRIMARY

- 1  **ARRANGE YOUR FORMS!** Using the "Election Night Form Checklist". This list explains what you are to do with the numerous forms and envelopes provided in your plastic box. With the exception of the **Red Plastic Envelope**, you should be able to complete all of the steps before you start closing.
- 2  Judges serving only for counting the returns must be sworn in prior to participating in the counting process. Their signed oath must be placed in the plastic tote.
- 3  Close the DS200. Use the laminated "Closing the DS200" instructions to close the polls.
- 4  **VOTER COUNT:** Count roster signatures, both for registered voters and new registrants.

## REOPENING POLLS

**NOTE:** You may be required to reopen the polls if you find uncounted ballots after you closed the polls or if a power failure forced you to close polls early.

- 1  Press Re Open Polls.
- 2  Enter the Override Code. (Code is Override1)
- 3  Press Re Open Polls.
- 4  Press Go to Voting Mode.
- 5  Run any uncounted ballots into the DS200.
- 6  Press Close Poll plastic button to begin closing the polls
- 7  Press Close Poll button on the closing screen.
- 8  The following reports will print. Ballot status Report. Three copies of the new Voter Results report. Three copies of the write in Review Report (General).
- 9  Press Finished - Turn off button.
- 10  Once the machine is turned off and the Power button is not lit up or NOT RED, then you can remove the Flash Drive and place this in the red envelope.

# Reminders!

- 2 Different Summary Statements
  - **Simplified Summary Statement**
    - ✓ Signatures of all judges present are needed on the “Simplified” Summary Statement
      - County will make copies at the Government Center
    - ✓ Ballot Reconciliation
      - This is where it is important to look at the ballot pack adjustments noted on the Incident Log
  - **DS200 Summary Statement**
    - ✓ 3 copies of ballot results-prints out of DS200
    - ✓ Zero’s tape & first tape stay together; separate the other two results tapes
    - ✓ If you share a DS200 with another jurisdiction, you need to separate the totals tapes. They will print out one tape for each jurisdiction, then the next tape for each jurisdiction and so on. Have a scissors handy.



# Election Judge Workbook

## Summary Statement Exercise

Practice compiling basic election night statistics using the instructions below and the supplemental documents on Page 9. List your answers on the sample summary statement on page 10.

### Instructions for Completing the Summary Statement

- The first step in gathering statistics is to make sure that the number of ballots the machine counted matches the number of people who voted.
- The results tape (see page 9) will list the number of ballots counted — compare that to the number of signatures on both voter rosters (also on page 9).
- Do not count lines marked 'AB' as signatures.

1. Number of ballots counted: \_\_\_\_\_
2. Number of voter receipts or signatures on all rosters: \_\_\_\_\_
3. If the numbers do not match, examine the incident log and provide an explanation of what happened:  
\_\_\_\_\_

# Summary Statement Exercise

<b>Registration Statistics</b>					
Number of persons registered at 7 a.m.		*1.	13		
Number of new registrants on election day		*2.			
<b>Ballots delivered to the precinct</b>					
Ballots delivered as certified by the clerk	✓	3.	20		
Ballot count adjustments from incident log (+/-)	✓	4.			
Number of unofficial ballots made	✓	5.	-		
Number of absentee ballots delivered	✓	6.	-		
Total number of ballots delivered to precinct (3+4+5+6 = A)				A	<input type="text"/>
<b>Ballots not in the ballot box</b>					
Number of spoiled ballots		*7.	-		
Number of originals for which duplicates made		*8.	-		
Number of rejected absentees		*9.	-		
Number of unused ballots	✓	10.			
Total number ballots not in the ballot box (7+8+9+10 = B)				B	<input type="text"/>
<b>Ballots cast in the ballot box</b>					
Number of signatures on roster (preregistered + EDR)		*11.			
Number of accepted regular, military and overseas absentee ballots		*12.	-		
Number of accepted federal only absentee ballots		*13.	-		
Number of accepted presidential only absentee ballots		*14.	-		
Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C)				C	<input type="text"/>
<b>Ballots returned to Auditor/Clerk</b>					
Ballots returned from the precinct (B + C = D)				D	<input type="text"/>
Difference for auditor/clerk notation on delivery record (A - D = E)				E	<input type="text"/>



# Summary Statement Handout

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## Ballots delivered to the precinct:

Ballots delivered as certified by the clerk	3. _____		• # 3 will be pre-filled by the County
Ballot count adjustments from incident log (+/-)	4. _____	(If ballot packs were over/under)	
Number of unofficial ballots made	5. <u>0</u>	(# of photocopies of ballots needed)	
Number of absentee ballots delivered	6. <u>0</u>		
Total number of ballots delivered to precinct (3 + 4 + 5 + 6 = A)	A	<input type="text"/>	• A – Total Ballots delivered to precinct should equal B + C (ballots not in the ballot box + ballots in the ballot box)

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## Ballots not in the ballot box:

Number of spoiled ballots	*7. _____	(Ballots where the voter made a mistake & was then issued a replacement ballot)	
Number of originals for which duplicates made	*8. _____	(Ballots that were re-made by Election Judges, most likely 0.)	
Number of rejected absentees	*9. <u>0</u>		
Number of unused ballots	10. _____	(Leftover "unused" ballot stock)	
Total number ballots not in the ballot box (7 + 8 + 9 + 10 = B)	B	<input type="text"/>	

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## Ballots cast in the ballot box:

Number of signatures on roster (preregistered + EDR)	*11. _____	(Registered & Non-registered signatures Do <u>NOT</u> count AB's)	
Number of accepted regular, military and overseas absentee ballots	*12. <u>0</u>		
Number of accepted federal only absentee ballots	*13. <u>0</u>		
Number of accepted presidential only absentee ballots	*14. <u>0</u>		
Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C)	C	<input type="text"/>	Should equal Line 11

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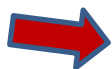
## Ballots returned to Auditor/Clerk:

Ballots returned from the precinct (B + C = D)	D	<input type="text"/>	
Difference for auditor/clerk notation on delivery record (A - D = E)	E	<input type="text"/>	• E - Discrepancies noted, not required to balance.

# Goodhue County Summary Statement

[ Back Side ]

<b>Certificate of Election Judges</b> [for optical scan]							
We the undersigned election judges hereby certify							
<ul style="list-style-type: none"> <li>▪ that the national flag of the United States was displayed on a suitable staff during voting</li> <li>▪ that the number of ballots entered on this summary statement correctly show the number of votes cast for each candidate;</li> <li>▪ that the order of the offices and questions to be voted on and the candidates' names on the ballots was the same on the zero tape and the sample ballot;</li> <li>▪ the number of ballots entered on this summary statement correctly show the number of ballots in the transfer case;</li> <li>▪ that the ballots have been counted and agree with the number of names as shown on the summary statement or that any discrepancy has been noted on the incident report;</li> <li>▪ that the number of excess ballots, if any, is _____;</li> <li>▪ that all ballots requiring duplication were duplicated and are in the proper envelope;</li> <li>▪ that the number of write-in votes for each office has been properly recorded, if this process was done at the polling place;</li> <li>▪ that all ballots used in the election and all ballots that have been duplicated have been placed in the transfer case and the case was securely sealed with an official seal in such a manner as to render it impossible to open the case without breaking the seal; and</li> <li>▪ that the numbers of any seals used to seal the transfer case or cases are _____.</li> </ul>							
_____	_____						
(signature of election judge)	(signature of election judge)						
_____	_____						
(signature of election judge)	(signature of election judge)						
_____	_____						
(signature of election judge)	(signature of election judge)						
<table border="1" style="width: 100%;"> <tr> <td colspan="2"><b>Additional Information Required</b></td> </tr> <tr> <td>1. Total number of voting booths at the polls _____</td> <td></td> </tr> <tr> <td>2. Total number of election judges at the polls _____</td> <td></td> </tr> </table>		<b>Additional Information Required</b>		1. Total number of voting booths at the polls _____		2. Total number of election judges at the polls _____	
<b>Additional Information Required</b>							
1. Total number of voting booths at the polls _____							
2. Total number of election judges at the polls _____							





# Closing the Polling Place

## ➤ Final Closing Activities:

- Pack up unused ballots, includes unopened and initialed but unused, and seal in **BROWN** cardboard box (transfer case)
- Pack up the supplies (Election Night Form Checklist) – assign to another judge on duty so they can put things away while you are coordinating closing activities
- Pack up the voting stations, ballot counter (DS200) and AutoMark
- Take down and save the posters and direction signs
  - ✓ *If you're leaving the posters and directions up, make sure you remove the "Primary-related" posters from the room/building*
- Take down U.S. flag

# Packing the Plastic Box & Election Night Form Checklist

❖ *The Election Night Form Checklist should tell you where everything can be put.*

❖ *If there isn't an envelope or binder for it, just place the item in the plastic box.*

## **Election Night Form Checklist**

**Take time to organize your materials & supplies**

**Sealed White** Cardboard Box (Transfer Case) with all **voted ballots**

**Sealed Brown** Cardboard Box (Transfer Case) with all **unused ballots**  
**Do Not** put any voted ballots in with the unused ballots

**PLACE ITEMS LISTED BELOW IN THE PLASTIC BOX:**

**Yellow** labeled envelope

- # \_\_\_\_ **OF SPOILED BALLOTS**

**Green** labeled envelope

- VOTER REGISTRATION CARDS COMPLETED ON ELECTION DAY
- COMPLETED CHALLENGER FORMS
- COMPLETED DECEASED VOTER FORMS

**Blue Border** labeled envelope

- ORIGINAL BALLOTS THAT HAVE BEEN DUPLICATED

**Pink** labeled envelope

- USED VOTER RECEIPTS

**Zippered Pouch** with White label

- **ONE Backup** DS200 thumb drive
- **TWO** AutoMark Cards (the little ones)

**WHITE THREE RING BINDER**

- Unused forms

**Polling Place Roster**

**Red Plastic Envelope**

- 3 Summary Statement Tapes & 1 Zero Tape
- Simplified Summary Statement – **SIGN BACK SIDE**
- DS200 thumb drive **with totals on it**
- Incident Log

**\*Note:** Complete Election Judge Oaths should be placed in the plastic tote.

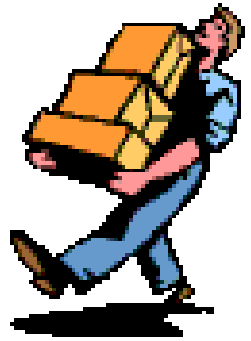
# Red Plastic Envelope within Plastic Box



Place the following inside the Red Plastic Envelope:

- ✓ Simplified Summary Statement (8 ½ x 11)
- ✓ Three Summary Statement Tapes (from DS200)
- ✓ DS200 thumb drive WITH totals on it inside little plastic case
- ✓ Incident Log
- ✓ Write In Tally Sheet (General Election only)

# Delivering Election Materials



- Two election judges should bring/deliver results to County (Government Center):
  - Sets of summary statements
  - Sealed envelopes or containers with all voted ballots
  - All spoiled ballots
  - All polling place rosters
  - Completed voter registration applications
  - All election materials per color coded list (Election Night Form Checklist)
  - You do NOT need to return any equipment to the County (DS200 or AutoMark) – local jurisdictions are responsible for storage and maintenance

# Elections Emergency Plan

- State Statute
  - Required for counties – due September 1, 2016
    - Updated by June 30 every two years
  - Copy of the plan in your tote
    - Review Appendix G for on-site emergency
  - Optional for Cities, Towns, Schools

# 2016 Incident Logs

- Election Judge does not show. Called said she wasn't coming
- Wrong address – re-register – unhappy
- Curbside voting – didn't have her sign in roster – did a blank page
- 17 yr old registered but did not vote. Will be 18 in November
- Fair share of spoiled ballots due to cross voting
- Cheater glasses
- Included receipt, signature and machine counts periodically throughout day in the incident log
- Automatic door locks – reprogram for hours on election day
- On election day at 3:30 spouse requested a ballot for HCF

# 2016 Incident Logs

- Had SS card and a person to vouch. Did not have a photo ID (necessary?)
- Voter called city and they could not tell her where to vote. Make sure someone has computer screen up to SOS link as to where and be helpful
- RW 4-2 Handicapped door locked
- A number had people register, then found them in the roster after all
- M100 not working – 3 hours later found pen down inside machine
- AB handwritten on wrong signature line of roster
- Busy polls and missed new registrants signing new roster page
- Challenge – voted out of precinct. Voter thought could have been prior election. Did have license with current local address

# 2016 Incident Logs

- Putting ballots in Automark rather than M100
- Wanted to use closing documents form recent home purchase
- Automark needed to be relocated because in way of voters
- Have list of questions available for challenged voters
- Voter upset because didn't have correct ID to register. Thought later about dad vouching but daughter upset
- “Voter receipt packet less than 100”
  - We reuse voter receipt pads if not marked.
- AB Ballots not accepted at polls – all offices need to know this
- Signed roster even though had a name change; then re-registered with new name and signed there too
- Red Wing – request to consider included list of all polling places in front of book
  - Polling place list can be found in the precinct finder binder



# Election Judge Training

Thursday, July 19 (6-8pm)

On-line (available July 8)

## Election Day Supplies/Roster Pickup:

Monday, August 13 (noon – 5pm)



Refresher Training on September 18th (2-4pm)

- Blue Earth County

<https://www.blueearthcountymn.gov/1080/Election-Judge-Training>

Thank You

Any Questions?