



# 2021 HEAD ELECTION JUDGE TRAINING

## OPENING THE POLLS CHECK LIST

### ☐ AFFIRMATION OF JUDGES

- ☐ Take oath, sign Official Certification Sheet (OCS)
- ☐ Review last minute instructions

### ☐ UNLOCK BLACK BALLOT BIN (*keys in envelope*)

- ☐ Unlock the 2 ballot box compartments in the front bin
- ☐ Remove ALL supplies and equipment from the top slot and blue tote bin
- ☐ Reinsert UNLOCKED blue tote bin into black bin and OPEN top flaps
- ☐ Relock the lower 2 front black bin compartments.

### ☐ SET UP VOTING MACHINE

- ☐ Place voting machine near an exit and lock front wheels (*turn wheels sideways*)
- ☐ Unlock back door of black ballot box and plug power cord into outlet; unit will beep  
Back Door must stay down/open during election!!
- ☐ Verify seal number, sign OCS seal section
- ☐ Verify the ballots for correct precinct
  - ☐ Count ballot packages, sign OCS ballot section
  - ☐ Fan ballots to reduce static electricity
  - ☐ Initial a supply of ballots

### ☐ OPEN BALLOT SCANNER

- ☐ Unlock & flip open LCD Screen. The LCD Screen should show the program starting.
  - ☐ On LCD Screen, Touch the Open Polls button
  - ☐ Zero Total & Status Tape will print automatically. DO NOT OPEN DOOR TO PRINTER.  
DO NOT TEAR OFF THIS TAPE!
  - ☐ Verify precinct on tape
  - ☐ Verify information is in same order as ballots
  - ☐ Verify no totals are printed (*should be all zeros*)
- ☐ Roll tape up and paper clip

### ☐ POST SIGNS

- ☐ Post directional and handicap accessible signs
- ☐ Post all instructional signs, flag, and two sets of sample ballots

### ☐ REVIEW SUMMARY STATEMENT FORM

### ☐ SET UP VOTING AREA

- ☐ Set up ballot judge area
- ☐ Set up registration area
- ☐ Set up preregistered voter area

# Election Judge Code of Conduct

You will take and sign this oath:

“I solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or my candidate.”

M.S. 204B.24



# Election Judge Neutrality in the Polling Place

- Voters have the right to vote in a polling place that is free of any influence.
- Remember your Oath: “I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or my candidate.”



# Polling Place Set-Up and Guidance for COVID-19

## General Guidelines

- Practice social distancing as much as possible by staying at least six feet away from each other and voters
- Frequently wash and sanitize hands, following CDC handwashing guidelines
- Masks are **optional** for voters and judges.
- Continue to disinfect surfaces that election judges and voters come in contact with.



# Head Judge (Chairperson): Duties

- Lead official in the polling place
- Oversees polling place setup and ensures supplies are ready before opening
- Administers the election judge oath
- Conducts emergency judge training for replacement judges
- Reviews news media credentials
- Conducts the challenge process
- Resolves questions and problems
- Completes election returns and other forms
- Closes the polling place and returns materials

# Polling Place Set-Up and Guidance for COVID-19 Equipment

## **AUTO-MARK (Assisted Voting Device)**

- Provides privacy and independence to voters who cannot, or choose not, to vote using a pen
- Displays the ballot in large print or with a high-contrast background
- Can read the ballot to the voter through headphones
- Allows voter to select candidates with a keypad, touchscreen (if applicable), or sip-and-puff device
- Try using it to mark your own ballot to familiarize yourself with the system





# Polling Place Set-Up and Guidance for COVID-19 Equipment

## **AUTO-MARK (Assisted Voting Device)**

- Test your device! Compare paper ballot to offices and candidates displayed on the screen. Ensure the audio works.
- Make the station private and wheelchair accessible.





# Polling Place Set-Up and Guidance for COVID-19 Equipment

## DS-200

- Verify box is empty before voting begins and lock ballot box.
- Locate a 6 ft boundary around the ballot box
- Follow the Head Judge instructions for printing 'zero tape' and verifying offices and candidates are correctly displayed.



## DS-200 Errors

- DS200 will beep and return the ballot if:
  - Voted for more candidates than is allowed for an office
  - Voted for candidates from more than one party in a State Primary
- Voter may get new ballot, or you can override the error to vote ballot as is
- If DS-200 Stops Working:
  - Open auxiliary slot on ballot box and contact the City Clerk's Office
  - Voting continues without interruption
  - When counter is working, but ballots in auxiliary slot into ballot counter.



# Polling Place Set-Up and Guidance for COVID-19 Equipment

## **CLEANING THE DS-200**

- To clean the interactive touch screen of the device:
  - Lightly dampen a soft, lint-free cloth with Isopropyl Alcohol
  - Using gentle pressure and circular motions, wipe the center of the touch screen surface until clean. Be careful not to scratch the surface
  - **WARNING: DO NOT** use full-strength, harsh detergents, liquid cleaners, aerosols, abrasive pads, scouring powders, or solvents. Disinfectant sprays such as Lysol, **ARE NOT PERMITTED** and will damage the touch screen.
  - **WARNING:** Do not allow cleaning solutions to come in contact with ballot stock.
  - **WARNING:** Liquids should never be applied directly to the unit. Do not soak the cloth with solution so that moisture drips on or lingers on the external surface.

# Election Day Registration (EDR or VRA) Application

| Minnesota Voter Registration Application   |   |  |  |
|--|---|--|--|
| Apply online at <a href="http://mnvotes.org">mnvotes.org</a> , or complete lines 1 through 8 of this form. Please print clearly.   |   |  |  |
| <b>Personal Information &amp; Qualifications</b>   |   |  |  |
| 1. Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>  |   | election office use only<br>IP<br>M<br>AB  |  |
| 2. Will you be at least 18 on or before the next election? Yes <input type="checkbox"/> No <input type="checkbox"/>  |   |  |  |
| 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., III, etc.)   |
| 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:<br><input type="checkbox"/> I have a MN-issued driver's license or MN ID card number: <input type="text"/><br><input type="checkbox"/> I do not have a MN-issued driver's license or MN ID card.<br>The last four digits of my Social Security Number are: XXX-XX- <input type="text"/><br><input type="checkbox"/> I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.  |   |  |  |
| <b>Registration Updates - Are you currently registered under a different name or address?</b>  |   |  |  |
| previous last name   | previous first name   | previous middle name   |  |
| previous address where you were last registered  | city  | state  | zip code   |
| <b>Read And Sign Only If All Parts Apply To You.</b>   |   |  |  |
| 8. I certify that I:<br>• will be at least 18 years old on election day;<br>• am a citizen of the United States;<br>• will have resided in Minnesota for 20 days immediately preceding election day;<br>• maintain residence at the address given on the registration form;<br>• am not under court-ordered guardianship in which the court order revokes my right to vote;<br>• have not been found by a court to be legally incompetent to vote;<br>• 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<br>• 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.<br>sign here X _____ date: ____ - ____ - 20__ |   |  |  |
| <b>Election Judge Official Use Only</b>  |   |  |  |
| W. _____<br>P. _____<br>SD. _____<br>Initials _____  | ID with Current Name & Address<br>ID Number: _____<br><input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt<br><input type="checkbox"/> Tribal ID Card | Photo ID + Document with Current Name & Address<br>Document Type: _____<br>Photo ID Number: _____<br><input type="checkbox"/> Driver's License, Learner's Permit or State ID Card<br><input type="checkbox"/> U.S. Passport<br><input type="checkbox"/> Tribal ID<br><input type="checkbox"/> Student ID | Other<br><input type="checkbox"/> Vouched For<br><input type="checkbox"/> Notice of Late Registration<br><input type="checkbox"/> Valid Registration in Same Precinct<br><input type="checkbox"/> Student ID with College List<br>ID Number: _____ |

For more information on voting or state election results go to the Minnesota Secretary of State web site at [www.sos.state.mn.us](http://www.sos.state.mn.us) or call toll free 1-877-600-VOTE (1-877-600-8683) or use Minnesota Relay Service at 1-800-627-3529 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.

(For administrative label)

**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

Use this form only if you are registering to vote with a voucher as your proof of residence.

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

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

☐ I registered in this precinct today and did not have another person vouch for me

☐ I am an employee of a residential facility \_\_\_\_\_  
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

|                           |      |
|---------------------------|------|
| Street Address            | City |
| Telephone number:         |      |
| E-mail address (optional) |      |

I personally know that \_\_\_\_\_ is a resident of this precinct.  
(Name of person registering)

Signature of Voucher \_\_\_\_\_

| Election Judge Official Use Only  |                                   |
|-----------------------------------|-----------------------------------|
| Subscribed and sworn to before me |                                   |
| Date: ____/____/____              | Signature of Election Judge _____ |



## 'Official Use Only' Section

| Election Judge Official Use Only |  |   |  |
|----------------------------------|--|---|--|
| W <u>8</u>                       | ID with Current Name & Address   | Photo ID + Document with Current Name & Address   | Other  |
| P <u>5</u>                       | ID Number:   | Document Type: <u>Bank Statement</u>  | <input type="checkbox"/> Vouched For                         |
| SD <u>650</u>                    | <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt | Photo ID Number: <u>Wisc. #W30045454</u>  | <input type="checkbox"/> Notice of Late Registration         |
| Initials <u>JN</u>               | <input type="checkbox"/> Tribal ID Card  | <input checked="" type="checkbox"/> Driver's License, Learner's Permit or State ID Card | <input type="checkbox"/> Valid Registration in Same Precinct |
|                                  |  | <input type="checkbox"/> U.S. Passport  | <input type="checkbox"/> Student ID with College List        |
|                                  |  | <input type="checkbox"/> U.S. Military or Veteran ID                                    | ID Number: _____   |
|                                  |  | <input type="checkbox"/> Tribal ID  |  |
|                                  |  | <input type="checkbox"/> Student ID   |  |

# Polling Place Conduct

- Incident Log:
  - Lets official know what occurred in the precinct
  - Record any unusual events or problems
  - Record how problems were resolved
  - MUST BE returned to clerk with precinct supplies!!



## Persons Allowed In or Near the Polling Place (M.S. 204C.06)

- Only election judges, people directly engaged in voting, and authorized persons can be present
  - Persons helping a voter
  - Children accompanying voters
  - Vouchers
  - Observers with written authorization from the secretary of state, county auditor or clerk
  - Peace officers, if judges request their presence to keep order
  - Challengers appointed in writing by a political party or nonpartisan candidate
  - Teachers and elementary/high school students, if participating in a mock election that has been authorized by the secretary of state
  - Persons making a written complaint
  - Media
  - People conducting exit polls can be on the premises, but not in the room where voting occurs





# Media

- Must present photo ID to the Head Judge and either:
  - Media credential
  - Written statement from a local election official
- Cannot:
  - Approach within 6 ft. of someone voting
  - Converse with voter while in the poll place
  - Make a list of persons voting or not voting
  - Interfere with the voting process

# Prohibition on Campaigning

- No campaigning or lingering in or within 100 feet of the building
- If polling place is on public property, campaigning not allowed anywhere on the property, even beyond 100 feet
- Does not apply to adjacent private property



# Prohibition on Displaying Campaign Materials

- MN Voters Alliance v. Mansky
- Minnesota law prohibits a person from displaying campaign material or inducing or persuading a voter in the polling place.
- Campaign material includes:
  - Any item including the name of a political party that has candidates designated on the ballot of the current election (e.g. DFL or Republican)
  - Any item including the name of a candidate on the ballot at the current election.
  - Any item in support of or in opposition to a ballot question on the ballot that day.



# Prohibition on Displaying Campaign Materials

- If a person is displaying campaign material DO THE FOLLOWING:
  - Explain that state law prohibits displaying campaign material or inducing or persuading voters in the polling place
  - Ask the individual to cover up or remove the material, or to refrain from inducing or persuading other voters
  - If they refuse, explain that eligible voters will be allowed to vote, but any refusal will be recorded and referred to the appropriate authorities.



# Prohibition on Displaying Campaign Materials

**EVEN IF A VOTER REFUSES TO COVER UP OR LEAVE –  
YOU MUST PERMIT AN ELIGIBLE VOTER TO VOTE!!**

- Record the names and addresses of a voter with a brief description of the campaign material or the way the voter was inducing or persuading another voter
- Election judges and official challengers are prohibited from displaying campaign material, inducing or persuading voters. You can ask them to leave if they refuse to remove the material, or to stop inducing or persuading.



## Security Practices

- EJs are the 1<sup>st</sup> Line of Defense for physical & cyber security of Minnesota's elections!
- Watchful throughout election day:
  - All voting equipment
  - Removable memory devices
  - Ballots
  - Supplies
- Anything suspicious & all incidents, communicated to the local election official **immediately**

## Security Practices

- Good practice to:
  - View & inspect seals on all port plugs on all equipment & ballot storage containers.
  - Take seriously voter reports of email, text, social media, phone or other communications attempting to disrupt or spread misinformation about the voting process.

**Report to the local election official, immediately, any and all items related to election security!**



## Security Practices

- Sergeant-at-arms or peace officer:
  - May be requested to arrest or remove from the polling place any individual who, despite a warning to desist, engages in disorderly conduct, to include tampering with voting equipment.

## Security Practices

- Sergeant-at-arms or peace officer:
  - Shall not otherwise interfere in any manner with voters.
  - A peace officer cannot remain in or within 50 feet of the entrance of the polling place once peace has been restored.

**Note the details of all security concerns & how they were addressed on the incident log**

## Curbside Voting *(M.S. 204C.15, subd. 2)*

- Voter unable to enter polling place may vote from their vehicle
- EXPECT an increase in requests for curbside voting!!
- Two election judges of different major parties bring voting materials to vehicle.
- Do not bring actual roster outside — use the Certificate of Registered Voter form



# 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.



## Challengers: Appointed Challengers *(M.S. 204C.07)*

- 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
- Only 1 appointment per party/candidate per precinct



## Challengers: Challenger Code of Conduct

- Must complete Oath of Challenge Form
- Cannot converse with voters (6 ft. rule)
- Cannot make list of who voted
- Cannot handle election materials



# Challenge Procedure

- Challenged voter swears oath
- Election judge questions voter regarding challenge
- If voter answers indicate they are eligible, voter signs roster and votes
- If the voter refuses to answer questions or sign the roster, they cannot vote
  - Cannot come back later in the day and vote
  - Make note in Roster on voter's roster line
- Election judge records outcome on Oath of Challenge form





**IF YOU DON'T KNOW  
DON'T GUESS!**



## CLOSING THE POLLS CHECK LIST

🕒 (At 8:00 p.m. or after the last voter has voted)

### ☐ INSERT BALLOTS NOT COUNTED INTO BALLOT SCANNER

- ☐ Check auxiliary ballot box compartment

### ☐ CLOSE POLLS

- ☐ Unlock sealed compartment
- ☐ Press CLOSE POLLS button. Tapes will print automatically
- ☐ Have election judges sign EACH TAPE
- ☐ Place the completed and signed Results Tapes in Plastic Envelope

### ☐ REMOVE BALLOTS

- ☐ Remove the blue tub with the ballots in it.
- ☐ Open blue tub and place ballots in white envelopes provided
- ☐ Put white envelopes back into blue tote, close flaps and lock blue tub.

### ☐ TURN OFF BALLOT SCANNER & UNPLUG

- ☐ Press Shutdown button on LCD Screen; WAIT FOR POWER BUTTON TO TURN OFF
- ☐ Remove jump drive stick
- ☐ Close and lock Supervisory Panel
- ☐ Close and lock LCD Screen
- ☐ Close and lock Top of Black Bin
- ☐ Insert JUMP DRIVE STICK and SUMMARY STATEMENT FORM into Plastic Envelope with tapes
- ☐ Unplug and put power cord back in back compartment and lock door

### ☐ TAKE DOWN FLAG AND ALL POSTED SIGNS

### ☐ COMPLETE SUMMARY STATEMENT FORM – HAVE ALL JUDGES SIGN

### ☐ SORT SUPPLIES USING THE ELECTION SUPPLIES CHECKLIST

- ☐ Leave in voting machine (locked in bottom of machine):
  - Unvoted ballots
  - Unused Voter Receipts/Voter Registration Cards
  - Election Judge Supply box on top of voting machine
  - Lock all ballot box doors
- ☐ Bring back to City Hall (Head Judge) with blue bin
  - Plastic envelope with jump drive, voting machine tapes, and pink summary statement form
  - Voting machine and facility keys in key bag
  - Voted ballots in sealed plastic envelope(s)
  - Completed Voter Registration Cards
  - Completed and signed judge payroll sheets
  - Red Voter Roster binder with ALL pages included
  - Blue EDR binder with ALL pages included
  - Precinct Information Folder with forms and incident log

Congratulate yourselves on a job well done!!

## Closing the Polls: Close of Voting

- Voters in line at 8 pm must be allowed to vote
- **DO NOT SHUT DOWN MACHINES BEFORE 8 PM!!**
- 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
- **GO THROUGH YOUR CHECKLIST!!**



# Closing the Polls: Close of Voting

- **FILL OUT THE PINK STATISTICS SHEET!!**
- Number of Signatures on Roster  $\neq$  Number Ballots in Box?
  - Review for excess ballots (more votes than voters)
  - If exists, contact clerk/auditor
  - If does not exist, proceed
- Pack supplies and unused ballots
- Seal all used ballots in provided envelopes, ensure ballot box is empty
- Deliver election materials indicated on the closing checklist and results to local officials



# PRECINCT SUMMARY STATEMENT

August 10, 2021

This information is required pursuant to Minn. Stat. 204C.24.  
Please complete fully and to the best of your ability!

City of Duluth

County of St. Louis

Ward \_\_\_\_\_

Precinct \_\_\_\_\_

Number of Election Judges who worked this Precinct: \_\_\_\_\_

Number of Voting Booths in this Precinct: \_\_\_\_\_

## REGISTRATION STATISTICS

Number of persons registered at 7:00 a.m. 1. \_\_\_\_\_

Number of new registrants on Election Day 2. \_\_\_\_\_

## BALLOTS DELIVERED TO THE PRECINCT

Ballots delivered as certified by the City Clerk 3. \_\_\_\_\_

Any Ballot count adjustments from incident log (+/-) 4. \_\_\_\_\_

Number of any unofficial ballots made 5. \_\_\_\_\_

Total Number of Ballots Delivered to Precinct (Line 3+4+5) Box A

## BALLOTS NOT IN THE BALLOT BOX

Number of spoiled ballots 6. \_\_\_\_\_

Number of unused ballots 7. \_\_\_\_\_

Total number of ballots not in the ballot box (Line 6+7) Box B

## BALLOTS CAST IN THE BALLOT BOX

Number of signatures on roster (include preregistered & EDR) 8. \_\_\_\_\_

Total number of ballots in the ballot box (Should Equal Line 8)

Box C

---

BALLOTS RETURNED TO CITY CLERK

---

Total number of ballots returned from the precinct (Box A – B = C)

**SIGN BELOW AND PLACE THE COMPLETED SHEET INSIDE THE PLASTIC FOLDER. BRING TO  
THE CITY CLERK'S OFFICE  
WITH THE JUMP DRIVE AND 3 TAPES**

We the undersigned election judges hereby certify:

- that the national flag of the United States was displayed on a suitable staff during voting hours;
- that the number of ballots entered on this summary statement correctly show the number of votes cast for each candidate;
- 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;
- the number of ballots entered on this summary statement correctly show the number of ballots in the transfer case;
- 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;
- that the number of excess ballots, if any, is \_\_\_\_\_;
- that all ballots requiring duplication were duplicated and are in the proper envelope;
- that the number of write-in votes for each office has been properly recorded, if this process was done at the polling place;
- ~~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.

\_\_\_\_\_  
Election Judge

\_\_\_\_\_  
Election Judge

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Election Judge

# One last note regarding keys...

- Pickup:
  - Friday, August 6<sup>th</sup> , 8:00 am to 4:30 pm
  - Saturday, August 10<sup>th</sup>, 10:00 a.m. to 3:00
  - Contact Carmel if you need to make other arrangements.



# CONTACTS, ADDITIONAL TRAINING & RESOURCES

- City Clerk's Office: (218) 730-5900 or (218) 730-5500
- <https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-judge-training/>
- 2020 Election Judge Guide: <https://www.sos.state.mn.us/media/2090/election-judge-guide.pdf>
- YOU TUBE: MN Election Judge training

