



2022
ELECTION JUDGE
TRAINING

October, 2020



Training Agenda

- Overview
- Preparing for Election Day
- Polling Place Set-Up
- Election Judge Duties
- Polling Place Conduct
- Providing Assistance to Voters
- Challengers
- Head Judge Duties
- Closing the Polls



Election Judge Code of Conduct

You will take and sign this oath:

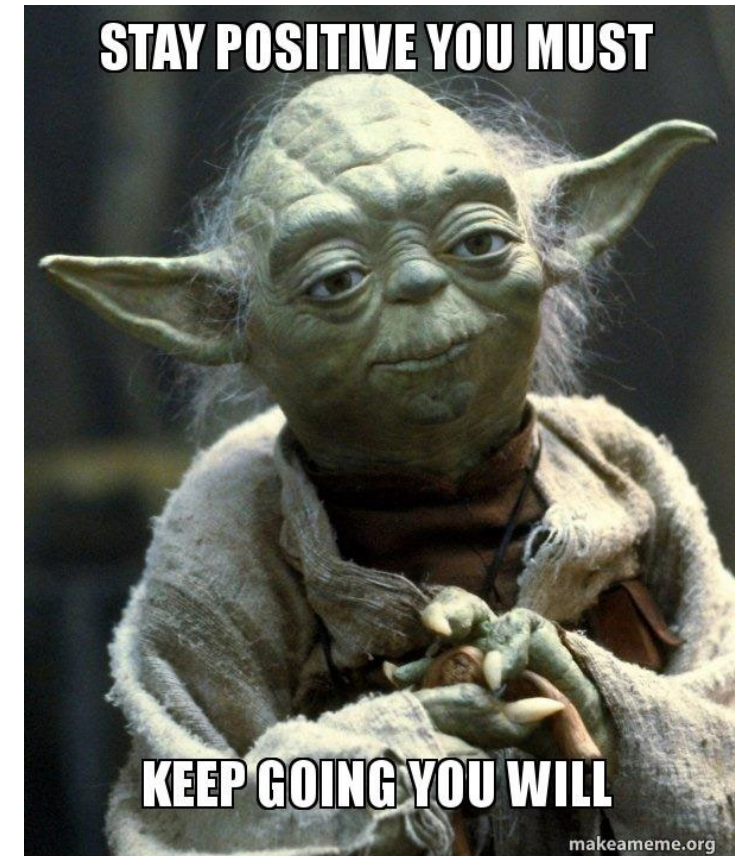
“I solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an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

M.S. 204B.24



What does this oath look like in practice?

- Be impartial, courteous and professional
- Maintain your polling place's accessibility, neutrality, and efficiency
- Enjoy assisting and serving diverse populations
- Stay positive!!



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.”



Election Judge Neutrality in the Polling Place



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.



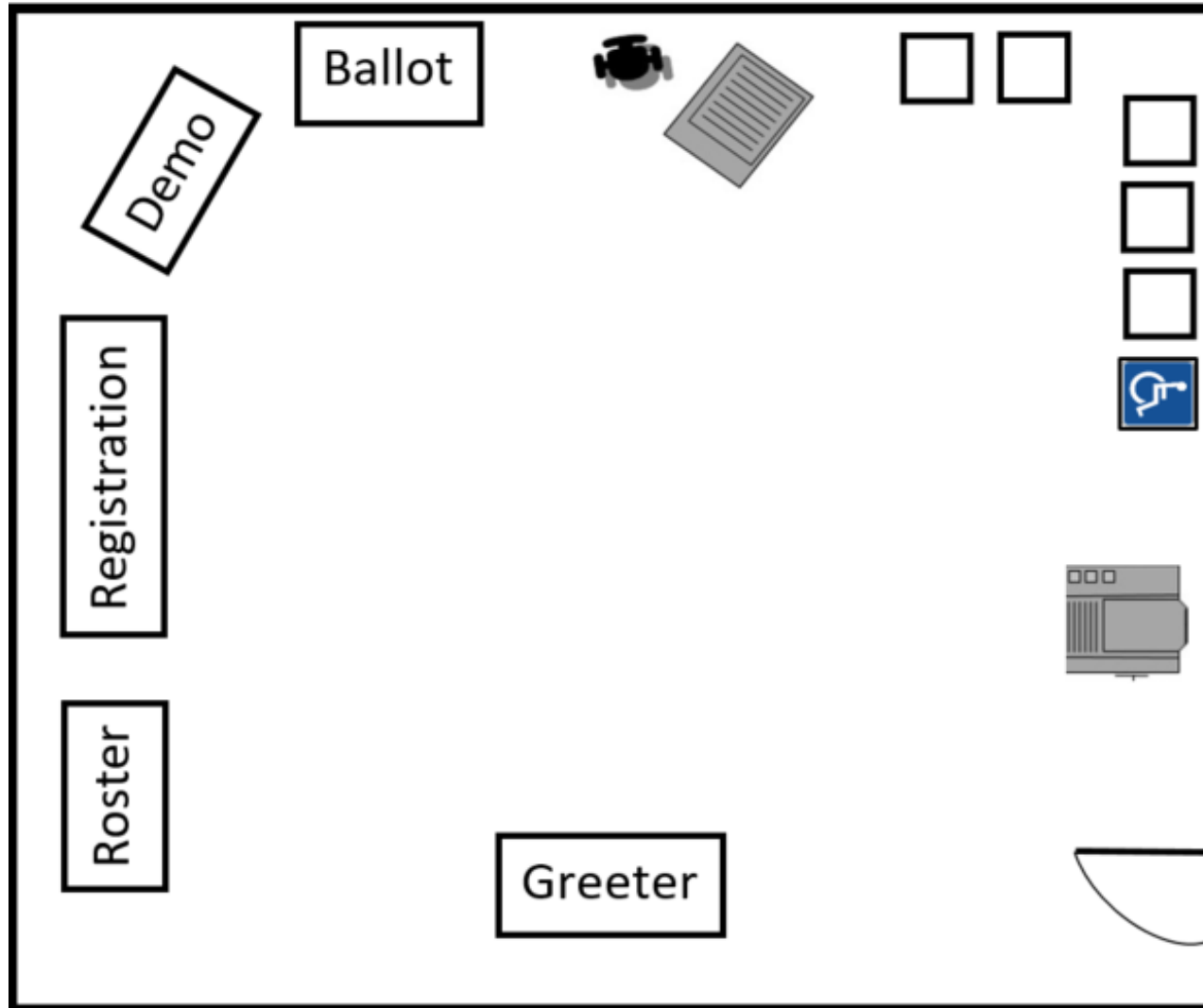
Polling Place Set-Up and Guidance for COVID-19 Roles and Station Guidelines - Overview

Polling Place Judges:

- Head Judge (a/k/a Chairperson or Chair)
- Greeter Judge
- Roster Judge
- Registration Judge
- Demonstration Judge
- Ballot Judge
- Ballot Counter Judge (Ballot Counter a/k/a DS200 or Voting Machine/Tabulator)



Polling Place Set-Up and Roles



Polling Place Set-Up and Guidance for COVID-19

Roles and Station Guidelines – Roles

GREETER JUDGE:

- Will likely need to manage lines within and outside of the polling place to maintain social distancing
- Set the expectation for voters in regard to wait times, social distancing guidelines, and available safety items.
 - Who's your Eddie Haskell?



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

Roles and Station Guidelines – Roles

ROSTER, REGISTRATION, AND BALLOT JUDGES:

- Create a 'neutral zone' for passing materials. Voters and election judges can pass voter receipts and documents back and forth by placing them on a table, and then backing away as the other person approaches to receive them.
- Keep your own pen.
- The use of hand sanitizer is encouraged, but check that your hands are dry before handling ballots. Hand sanitizer can wet and damage ballots, which could possibly render them unreadable.
- When able, registration judges should only examine proof of residence materials visually, without physically touching the voter's documents.



Polling Place Set-Up and Guidance for COVID-19

Roles and Station Guidelines – Polling Place Layout and Sanitation

- Hand sanitizer should be available at the entrance and exit of the polling place room
- Disposable face coverings for voters who arrived unequipped but are willing to wear one should be made available near the entrance
- Post the new COVID-19 “Health and Safety” polling place poster
- If possible, have windows and doors open to increase outdoor air flow in the polling place
- Disinfect surfaces between use, especially voting booths, assistive voting devices, tables, and pens. The best method to disinfect surfaces depends on the surface and the disinfectant used, and may require gloves.



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.



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.

Polling Place Set-Up - Preparing Ballots

- Record the total number of ballots provided in packets. M.S. 204C.09, subd. 1(a)
- Open an initial supply of packets and verify quantity
- Two judges initial each ballot. M.S. 204C.09, subd. 1(b)
- Call before you are about to open the 2ND TO LAST pack. AND AGAIN, when you get to the last pack, if necessary.



Polling Place Set-Up and Guidance for COVID-19

Opening the Polls

- Polling place opening and voting **MUST** begin on time.
- If the Auto-mark is not working, contact the City Clerk's Office immediately.
- If the DS-200 is not working, use the auxiliary slot on the ballot box and contact the City Clerk's Office ASAP.



Election Judge Duties

Roster Steps at the Roster Table



- Ask for name and address
- Voter may hand you an ID to assist with locating their name—this is voter’s choice and not required. Clarify verbally an ID not necessary so that those nearby are not confused.
- Check page for roster notations, (e.g. “See ID”)
- Hide Challenges from view except any Challenge for that voter
- Point to the oath and have them sign
- Give voter receipt and direct to Ballot Judge station

Roster Notations

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address s election; that I am not under guardianship of the person in which the court order revokes my right to vote the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I only in this precinct. I understand that giving false information is a felony punishable by not more than five

	Voter Name and Address	Voter Signature
1.	SMITH, BETH NANCY 11787 422ND ST	Challenged: Felony
2.	SMITH, BILL MICHAEL 11787 422ND ST	Challenged: Postal Return
3.	SMITH, BOB AARON 11717 42ND ST	Challenged: Voted Out of Precinct
4.	SMITH, CHUCK BRAD 42903 KESTREL AVE	Challenged: Guardianship



Common Roster Notations

- A.B. or Absentee Ballot
 - Voter has already cast an absentee ballot and cannot vote again in person
- See ID
 - Must show Election Day Registration (EDR) document
- Challenged – Postal Return
- Challenged – Voted Out of Precinct
- Challenged – Unverifiable
- Challenged – Felony
- Challenged – Guardianship



Go to Registration Table If...

- Submitted registration application less than 20 days before election
- Has not voted in past 4 years
- On roster but had legal name change
- Changed addresses within the precinct
 - Even if they have moved to a new apartment within the same building



Can't find a voter's name?

- Is voter at the wrong precinct?
- Did voter move out of the precinct?
- Was name was left off due to clerical error?
 - See Emergency Voting Procedures as per M.R. 8200.3800 / Call the City Clerk's Office
- Does voter's name, address or date of birth on the roster contain a clerical error?
 - Roster correction form



Roster Tips

- The roster is a legal document that indicates a voter received and cast a ballot
 - Maintain it carefully – **DO NOT REMOVE PAGES*!**
- Keep the roster free of unnecessary handwriting
- Avoid using an “x” to identify where a person should provide their signature
- Use Roster Correction Forms or Certification Statement of Deceased Voter to note changes/corrections to roster



Registration Steps

1. Use precinct finder to verify voter is at right polling place
2. Confirm voter has not already voted absentee
 - A list of AB voters will be with your materials
3. Complete a registration application
4. Confirm proof of residence
5. Complete EJ official use only section on bottom
6. Have voter read oath on the Election Day Registration roster page
7. Have voter complete and sign the Election Day Registration Roster
8. Hand them a voter receipt



Election Day Registration (EDR or VRA) 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.

IP election office use only
M
AB

3. last name or surname first name middle name suffix (Mr., Jr., 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. ID with Current Name & Address ID Number: _____	Photo ID + Document with Current Name & Address Document Type: _____ Photo ID Number: _____	Other <input type="checkbox"/> Vouched 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: _____
P. MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	<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	

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 1-800-627-3529 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	

Eligibility

- A U.S. citizen
- At least 18 years old on Election Day
- A resident of Minnesota (NOT a specific precinct) for 20 days
- Finished with all parts of any felony sentence
- A person can vote while under guardianship unless a judge specifically has revoked their right to vote.
- A person cannot vote if a court has ruled that they are legally incompetent



**What are the valid forms of proof of residence
acceptable for Election Day registration?**



1. ID With Current Name And Address

- Current Minnesota driver's license, learner's permit or ID card
 - Receipt for a Minnesota driver's license, learner's permit or ID card
 - NOT required to show photo ID, receipt alone is sufficient (generally includes a picture now.)
- Tribal ID with name, current address, signature and picture from federally recognized tribal government



2. Old or Expired ID and a Document With Address

- The ID can be expired
- The document can be a bill, account or start-of service statement, and must be due or dated within 30 days of the election.
- Student fee statement must be for current or next semester
- You can also show the document on a phone or other electronic device



2. Old or Expired ID and a Document With Address

Approved old or expired photo ID:

- Driver's license, state ID or learner's permit issued by any state
- U.S. Passport
- U.S. Military or Veteran ID
- Tribal ID with name, signature and photo
- Minnesota university or college ID
- Minnesota high school ID



2. Old or Expired ID and a Document With Address

Approved documents (Bills, Account Statements, and Start-of-Service Notifications):

- Phone (landline, cell, VOIP, etc.)
- TV (cable, satellite, etc.)
- Internet
- Solid waste or sewer
- Electric, gas or water
- Banking or credit card
- Rent or mortgage payments
- Residential lease or rent agreement valid through Election Day
- Current student fee statement



3. Vouching *(M.S. 201.061, subd. 3(a)(4))*

- Voter registered in same precinct can sign an oath attesting to up to **8** new registrants' residence
- Must personally know they live in the precinct.
- Voucher can also register on Election Day, except by vouching—once a voter registers by being vouched for, that person cannot turn around and vouch for others.
- Complete voucher form on backside of application
 - New clarifying language for voucher form: Use this form only if you are registering to vote with a voucher as your proof of residence.
- Note on tracking sheet (Precinct List of Persons Vouching form)



3. Vouching (M.S. 201.061, subd. 3(a)(4))

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
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Telephone number:	E-mail address (optional)
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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



4. Notice of Late Registration

- If you registered to vote within 20 days of the election, you may get a Notice of Late Registration in the mail
- It can be used as a proof of residence

	<p>Crow Wing County Voter Registration Office Crow Wing County Auditor's Office 326 LAUREL ST - COURTHOUSE STE 22 BRAINERD, MN 56401 Phone: (218) 824-1045 FAX: (218) 824-1046 www.co.crow-wing.mn.us Elections@crowwing.us</p>
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NOTICE OF LATE REGISTRATION

January 1, 20XX

JEFF NARAGON
24250 BAT HALLOW LN
DEERWOOD, MN 56444



Voter ID: 0003595542

Dear JEFF NARAGON:

Your registration application was received fewer than 21 days before the 03/11/2014 TOWNSHIP ELECTION. If you do not vote in the upcoming election on 03/11/2014, your registration will be effective the day following the election.

You may register and vote on election day at the polling place listed below. Please bring this notice of late registration with you as proof of residency or bring one of the following:

- 1) A valid Minnesota driver's license, learner's permit, or a receipt for either that contains your valid address in the precinct;



5. Valid Registration in the Same Precinct

- If you were previously registered in same precinct but changed names or moved within same precinct, you do not need to show additional documentation
- Find voter's name on roster and copy their voter ID number in the 'other' section on the bottom of the registration application



6. Student ID with College List

- Precinct may be provided with a list of students housed at a Minnesota college or university
- Students on list can register by showing a current, valid student photo ID



Don't Forget to...

- Document proof of residence provided on bottom of voter registration application
- Have voter complete and sign new registrant roster page
- Provide voter receipt and direct to demonstration or ballot judge
- Keep running total of persons unable to provide proof of residence



Spoiled and Found Ballots

- Spoiled ballot
 - Exchange for new ballot and put into spoiled ballot envelope
- Found ballot (ballot found abandoned somewhere)
 - Mark “found in booth” on ballot and put in spoiled ballot envelope
 - Record on incident log



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 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 1st 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

Providing Assistance to Voters

- Do not influence how a person votes
- Direct questions to the voter, not others with them
- Help only as much as requested
- Two election judges of different major parties may mark a ballot according to voter's direction
- Maintain Social Distancing – suggest using the Auto-Mark first
- Do not reveal how they voted



Interpreters and Assistance from Others

- Voter may choose someone other than election judges for help
 - Except an agent of their employer, their union or a candidate
- Assistants can help an unlimited number of voters in all aspects of the voting process, including marking ballots (this is a change in 2020).



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

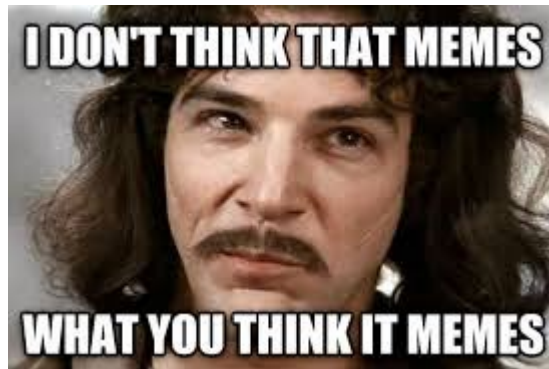


Challenge Procedure

- 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: 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



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

