

2022 County Election Administration Training

ELECTION JUDGE TRAINING

Training Agenda

- 1) Preparing for Election Day
- 2) Opening Duties
- 3) Election Day Stations & Tasks:
 - Greeter Station
 - Roster Station
 - Registration Station
 - Demonstration Station
 - Ballot Station
 - Ballot Counter Station
- 4) Polling Place Conduct
 - Security Practices
- 5) Closing

Preparing for Election Day

Time Off From Work

- Notify employer in writing 20 days in advance
- Provide appointment letter
- Employer can reduce wages by amount paid

Election Day Logistics

- Dress comfortably
- Do not wear anything political
- Have a food plan
- Plan (care of pets or loved ones, ride home, etc.)

And most importantly... don't forget to vote!

Opening Duties

Code of Conduct

All election judges 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](#)

Code of Conduct

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

Discussion Question

Have you ever had a difficult voting experience? What made it difficult?

Overview of Polling Place Judges

- Head/Assistant Judge
- Greeter Judge
- Roster Judge
- Registration Judge
- Demonstration Judge
- Ballot Judge
- Ballot Counter Judge
- Student Judge

Demo

Ballot



Registration

Roster

Greeter

General Guidelines

Access

- Are all parts of the polling place accessible for voters? Can a voter using a wheelchair easily move from station to station?

Traffic Flow

- Where will lines likely bottleneck? Is it clear which station a voter should move to next?

Privacy

- Arrange the voting stations with privacy in mind, including the assistive voting device.

Don't forget...

- A stable, flat surface for completing forms.
- Chairs for voters waiting in line
- Set up at least one voting booth that is wheelchair accessible and includes a chair

Additional Set Up Tasks

- Designate and clearly mark disability parking spaces
- Mark route to accessible entrance
- Mark accessible route to voting room
- Post informational posters
- Post flag at entrance

Equipment Set Up

Assistive Ballot Marking Device

The station must be private and wheelchair accessible, with headphones

Test when setting up:

- Audio must be working
- It must read a blank ballot correctly
- Make sure touchscreen and buttons function

Equipment Set Up

Ballot Counter

- The head or assistant head judge will lead ballot counter set up
- Verify ballot box is empty, and that zero votes have been counted on the machine
- Lock or seal ballot box, record seal number

Prepare Ballots

- Verify the total number of packets of shrink-wrapped ballots matches what is on the Ballot Tracking (or similar) Form
- Open an initial supply of ballots, count them to verify how many there are
- Two judges initial each ballot

Incident Log and Party Balance

Incident Log

- Document where any unusual events or problems are recorded

Party Balance

- To ensure fairness, two judges of differing major political parties must do certain tasks together

Election Day Stations & Tasks

Greeter Station

Greeter Judge

- Welcomes voters
- Line management
- Able to check if voters are pre-registered or in the correct precinct.

Roster Station

Roster Station

- 1) Ask voter for name and address
- 2) Check page for roster notations
- 3) Hide challenges on other voter records from view
- 4) Have the voter sign to affirm the voter's oath
- 5) Give them a **voter receipt** and direct to Ballot Judge station

Can't find a voter's name?

If the voter insists that they are registered:

- 1) Does voter's name, address or date of birth on the roster contain a clerical error?
 - Roster correction form
- 2) Is voter at the wrong precinct?

If none of the above, they need to register
at the registration table

Roster Correction Form

Use the Incident Log or Roster Correction Form to notify the election office of any clerical errors

Municipality Edina
 Ward/Precinct 2
 Election 11/8/2016

Page ____ of ____

Roster Correction Form

- Use this form only to correct typos, errors or duplicated records.
- Do not use for actual changes to name or address, including apartment changes.
- Voter must complete an election day registration to change their name or address.
 - Voter may use Valid Registration in Same Precinct as proof of residence.

Type of Error (check one box below)	Voter ID Number	Voter Name (as it appears)	Correction to be made
<input checked="" type="checkbox"/> Name misspelled <input type="checkbox"/> Duplicate Record <input type="checkbox"/> Date of Birth incorrect <input type="checkbox"/> Date of Birth missing	1245195	Lillian Joseph Ingrahm	Lillian Joseph Ingram Remove (h)
<input type="checkbox"/> Name misspelled <input type="checkbox"/> Duplicate Record <input type="checkbox"/> Date of Birth incorrect <input checked="" type="checkbox"/> Date of Birth missing	1599302	David R Rose	Add Birthdate 08/16/1972
<input type="checkbox"/> Name misspelled <input type="checkbox"/> Duplicate Record <input type="checkbox"/> Date of Birth incorrect <input type="checkbox"/> Date of Birth missing			
<input type="checkbox"/> Name misspelled <input type="checkbox"/> Duplicate Record <input type="checkbox"/> Date of Birth incorrect <input type="checkbox"/> Date of Birth missing			
<input type="checkbox"/> Name misspelled <input type="checkbox"/> Duplicate Record <input type="checkbox"/> Date of Birth incorrect <input type="checkbox"/> Date of Birth missing			
<input type="checkbox"/> Name misspelled <input type="checkbox"/> Duplicate Record <input type="checkbox"/> Date of Birth incorrect <input type="checkbox"/> Date of Birth missing			

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 fiv

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

Registration Station

Election Day Registration

To register and vote on Election Day you must:

- Be eligible to vote
- Register and vote within your precinct
- Provide proof of residence

Eligibility

What are the voter eligibility requirements?

- 1) U.S. citizen
- 2) At least 18 years old on Election Day
- 3) Resident of Minnesota (NOT a specific precinct) for 20 days
- 4) Finished with all parts of any felony sentence

Proof of Residence

There are 7 possible ways for a voter to provide proof of residence. Some of those ways involve a voter showing us an ID, others do not.

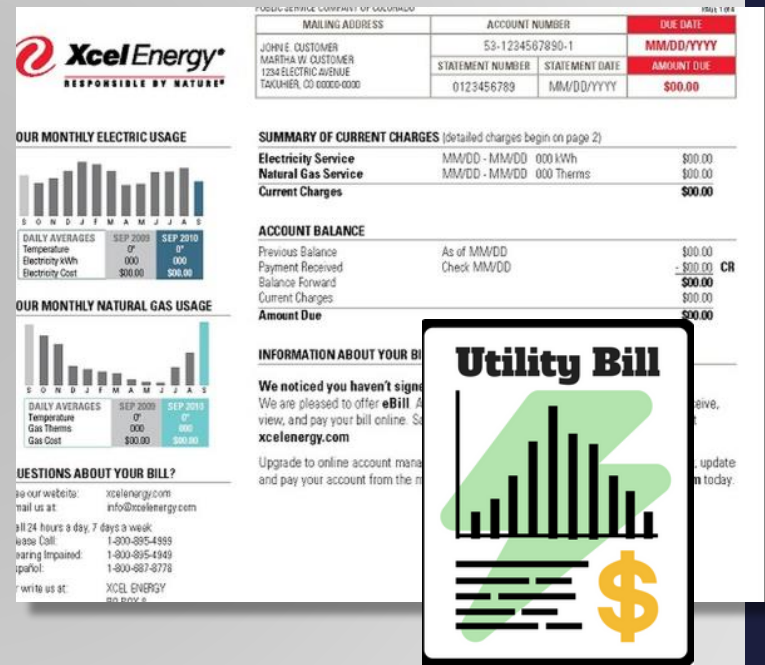
Please note:

We always ask voters for “proof of residence” *not*: “Can I see your ID”.

Option 1: ID With Current Name And Address

- Current Minnesota driver's license, learner's permit or ID card – or a receipt for any of these
- Tribal ID with name, current address, signature and picture.

Option 2: Photo ID and a Document with Current Name and Address



Option 2: ID and a Document with Current Name and Address

Can this bill or document be dated at just any date?
No. It must be due or dated within 30 days of Election Day.

Can a voter show you this document on their phone?
Yes!

Can the ID be expired, or have an old address listed?
Yes!

“Temporary” or “Status Check” Notification on IDs

- If there is a notation of “temporary” or “status check” on the ID...
 - it *could* mean that the person holds a visa and is not a US citizen



- Talk with the person, in a respectful manner, about the notification.
 - Do not assume that this, “for sure” means that the person is not a citizen...
 - The person *might* have obtained citizenship since the issuance of the ID?

Option 3: Vouching

If you don't have a document to serve as proof of residence... you can bring a person!

- A voucher must know the voter personally
- Vouchers must live in the same precinct, and either be preregistered to vote or register on Election Day.
- A person who is vouched for on Election Day cannot then vouch for someone else

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

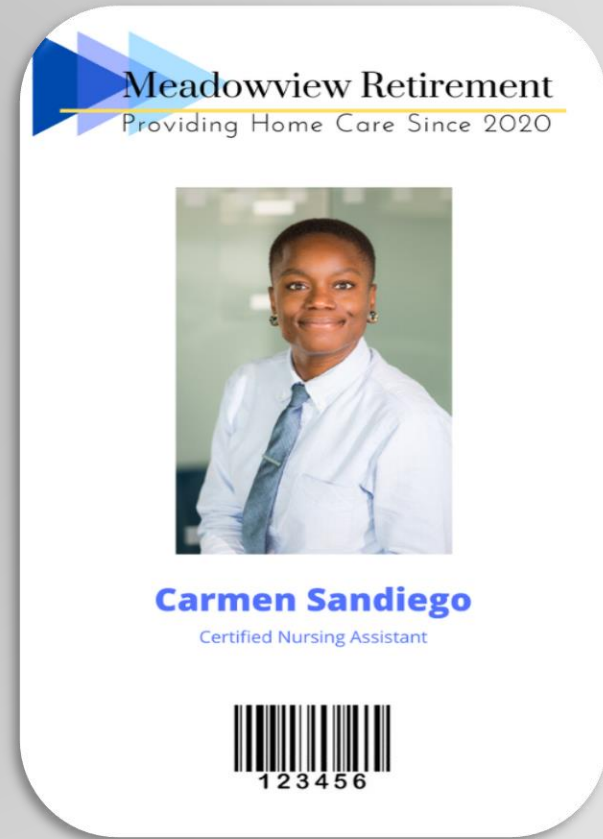
Signature of Election Judge

Option 4: Residential Facility Vouching

If a voter lives in a residential facility, a staff person of that facility can vouch for them.

The staff person must provide proof of employment, which could be either:

- an employee badge
- a letter of employment on the company letter head.



Option 5: Notice of Late Registration



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

NOTICE OF LATE REGISTRATION

January 1, 20XX



Option 6: Valid Registration in the Same Precinct

If the voter was preregistered in the precinct, but:

- Has changed their name
- Has moved, but within the same precinct

Then the voter's previous registration serves as their proof of residence

Option 7: 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



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 <input type="checkbox"/> No <input type="checkbox"/>		election office use only IP M 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: <input type="checkbox"/> I have a MN-issued driver's license or MN ID card number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> 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- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> 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: <ul style="list-style-type: none">• 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 _____ SD _____ Initials _____	ID with Current Name & Address ID Number: _____ <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt	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	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
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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)
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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

'Official Use Only' Section

Old forms can still be used—make edits as appropriate

Election Judge Official Use Only			
W <u>8</u> P <u>5</u> SD <u>650</u> Initials <u>JN</u>	ID With Current Address ID Number: _____ <input type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID	Photo ID With Utility Bill or Fee Statement Student Fee Statement or Utility Bill (type) <u>Bank Statement</u> ID Number: <u>Wisc. #W30045454</u> <input checked="" type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Vouched For <input type="checkbox"/> Late Notice <input type="checkbox"/> Previous Registration in Same Precinct <input type="checkbox"/> Student ID With College List ID Number: _____

New form:

Election Judge Official Use Only			
W <u>8</u> P <u>5</u> SD <u>650</u> Initials <u>JN</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: <u>Bank Statement</u> Photo ID Number: <u>Wisc. #W30045454</u> <input checked="" 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"/> 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: _____

Don't Forget to...

- Document proof of residence provided on bottom of voter registration application
- Have voter complete and sign new registrant roster page
- Give the voter a voter receipt and direct to demonstration or ballot judge

Demonstration Station

Ballot Marking Instructions

Create a speech that works for you! Here is what should be included:

- Make all voters aware that they can use the assistive voting device, voting booths, or a table to mark their ballots
- Made a mistake? Bring your ballot back and get a replacement!
- Be sure to point out the ballot counter

Instructions for Partisan Primary Elections

- No space for write-in votes
- On partisan races, only vote for candidates from one political party. If you vote for candidates from both political parties, your votes will not count.

Instructions for Ballot Questions

- Do not interpret what a ballot question means or what impact there would be if it passed or failed

Ballot Station

Ballot Judge

- Counts and tracks packs of ballots
- Collects voter receipts
- Issues ballots

<u>Judge Initials</u>	<u>Number</u>
REGISTERED VOTER'S RECEIPT	
<p>ELECTION JUDGES: Give this receipt to the registered voter only after the voter has signed the Voter Signature Certificate and has been verified as an eligible voter. Then direct the voter to the Demonstration Judge.</p>	
<p>VOTER: Present this receipt to the Ballot Judge to receive a ballot.</p>	

Spoiled and Found Ballots

Spoiled ballot:

- Exchange for new ballot and put into spoiled ballot envelope

Found ballot:

- Mark “found in ____” on the ballot and put in spoiled ballot envelope
- Record on incident log

Ballot Counter Station

Ballot Counter Judge

- Monitor operation of the ballot counter
- Distribute “I Voted” stickers
 - Do not place the stickers on voters

Ballot Marking Errors

- Machine will beep and return the ballot if there was a ballot marking error
- Voter may choose to spoil their ballot and get a new one, or they can cast it as is.

Polling Place Conduct

Who is Allowed in the Polling Place?

Largely, only election judges, voters, and voter assistants should be in the polling place.

Other common authorized visitors are:

- Challengers
- The Media
- Observers with written authorization

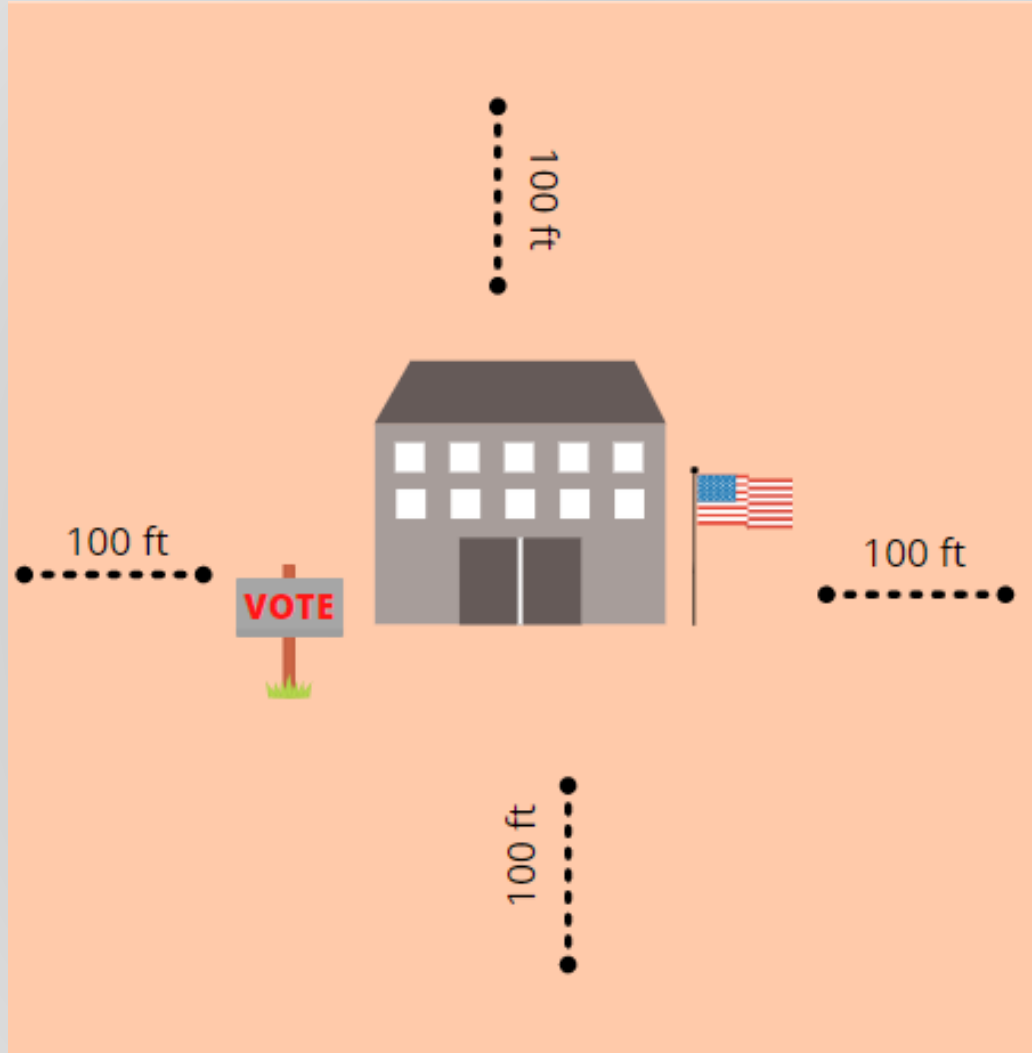
Appointed Challengers

- Challenger must have personal knowledge that a voter is not eligible
- Suspicion is **not** a basis for making a challenge

Challengers cannot:

- Speak to voters and election judges
- Inspect or handle any election materials
- Make a list of who has voted
- Be disruptive
- Take photos
- Go within 6 feet of the tabulator or influence voters

Prohibition on Campaigning



No campaigning or lingering within 100 feet of the polling place

Prohibition on Campaigning

Voters may not wear or display campaign materials:

- If it is on the ballot, it cannot be displayed in the polling place.
- A voter may wear or display political material that is not on the ballot.

Election judges may not wear or discuss anything political

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.
 - If you observe any suspicious activity of anyone in the polling place, including other election judges, report your concerns immediately to the local election official

**Report to the local election official,
immediately, 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

Voter Assistants

Voters can get help from election judges or any person of their choice, except from an agent of their employer or union.

Voter assistants can help an unlimited number of voters in all aspects of the voting process

Assistance by Election Judges

- Help only as much as requested
- Party balance activity

Language Assistance by Election Judges

- Language interpretation hotlines available on Election Day
- Language identification on the badges of bilingual election judges
- Direct questions to the voter, not others with them

Curbside Voting

- Voters may vote from their vehicle
- Paper rosters should not be brought outside for curbside voting
- Electronic rosters: Receive instructions from local election officials
- Judges cannot ask a voter how or why they qualify for curbside voting
- Curbside voting cannot interfere with access to the polling place or other disability accommodations

Serving Voters Who Have a Disability

- We want every voter to have a smooth voting experience
- The best way to do that is to offer all voters the same options for navigating the polling place and voting procedures

Voters Who Are Blind or Have Low-Vision

- If the voter asks for assistance:
 - Identify yourself
 - Speak directly to the individual
 - Give specific directions
 - Give clear word pictures when describing things
 - Touch them on the arm or use their name when addressing them
- Tell voter when you're leaving— or when another judge will be taking over to assist them
- If you're a roster judge, have a signature guide to make it easier for the blind voter to sign the roster
- Have a magnifying glass at the roster table for voters with partial vision

Voters Who are Deaf or Hard of Hearing

- Speak calmly and directly to voter
- Avoid impulse to talk louder to people with hearing impairments
- Pointing to appropriate objects or using visual aids can be very helpful
- Sometimes written communications works best

Discussion Question

In what ways can we make our polling places more accessible?

Closing the Polls

Polls Close at 8 p.m.

- Anyone in line at 8 p.m. can vote!
- Once the last voter has left, then begin the take down of signs and equipment
- Your head judge will lead closing duties, work with them to make sure required documents are properly completed

Generalized closing procedures will include:

- Members of the public and/or media folks might be present during closing procedures
- Counting signatures on the roster or counting voter receipts
- Running results tape from the equipment
- Counting write-in votes (following instructions of local election officials)
- Counting unused ballots
- Removing voted ballots from voting equipment

Generalized closing procedures will include:

- Counting the number of voted ballots and placing them into locked storage cases/envelopes
- Making sure that the number of those who voted at the polls...
 - matches the number of ballots noted on the results tape
 - matches the number of voted, paper ballots in the voting equipment.
- Completing summary statements and other forms.
- Closing and securing equipment.
- Transporting ballots and documents to local election officials

THANK YOU!



Head Judge Details & Procedures

Head Judge Duties

- Lead official in the polling place
- Picks up the precinct supplies before the election
- Oversees polling place setup and takedown
- Administers the election judge oath
- Conducts the challenge process
- Completes election returns and other forms

Authorized Persons While Polls are Open

- **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

In-Person 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

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 proof of residence document
- Challenged – Postal Return
- Challenged – Voted Out of Precinct
- Challenged – Unverifiable
- Challenged – Felony
- Challenged – Guardianship

Roster Challenge Procedure [M.S. 204C.12](#)

- Have the voter swear or affirm the oath
- Ask the appropriate question in your guide to determine if they are eligible:
Example: felony: 'Are you on probation or parole for a felony conviction?'
- Make a note in the Incident Log

If Ballot Counter Stops Working

With party balance:

- Open auxiliary slot on ballot box and contact clerk Voting continues without interruption, *then* notify the elections office
- When counter is working again, put ballots in auxiliary slot into ballot counter

Closing the Polls Overview

- Process ballots
- Complete summary statements

Precinct Summary Statement State General Election November 8, 2022

Municipality _____

Ward _____ Precinct _____

☐ Check if Absentee (AB)

County _____

Number of Election Judges who worked in this precinct * _____

Number of Voting Booths in this precinct * _____

Closing the Polls Overview

- 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, ensure ballot box is empty
- Deliver election materials and results to local officials

THANK YOU HEAD JUDGES!

