

Head Election Judge Training



Training Agenda

- New for 2020
- Head Judge Duties
- COVID-19 Impact
- Supplies
- Election Day
- Emergency Training
- Challenged Voter Procedures
- Closing the Polls
- Returning items to County
- Elections Emergency Plan

Reminders from 2018

Reminders from 2018

- Change in definition of campaign materials
 - If words are on ballot – not allowed
 - E.g. “Trump 2020”, “Vote Yes on Referendum XYZ”
 - If slogan – is allowable
 - E.g. “Make America Great Again”, “Support Education”
 - Each polling place will have guidelines for their pollworkers that may be more restrictive

New for 2020

New for 2020

- No limits on the # of voters a person can assist (formerly=3)
- Candidates can assist a voter (formerly not allowed)
- Changes to the forms binder
 - Forms/instructions all located in one place

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 (Continued)

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

COVID-19 Impacts

COVID-19 Impacts

- Polling place setup & operations
 - Polling place layout
 - Social distancing: cones, floor markings
- Supplies
 - PPE for all poll workers: gloves, masks, face shields
 - Cleaning supplies: wipes, hand sanitizer
 - Other: extra pens, plastic secrecy sleeves
- **Frequent cleaning is key – judge tables, voting booths, ballot tabulator, etc.**
- Centers for Disease Control cleaning guidelines:
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Supplies

Supplies

- There will be two supply totes provided by the County
 - Election supplies
 - Plastic tote
 - Brown transfer case
 - White transfer case
 - Small tote (Red Wing Polling Places Only)
 - COVID-19 polling place supplies

Supplies – Plastic Tote

- Polling place signs/posters
- Plastic Secrecy sleeves
- Envelope & Sticker Seal Pack
- Red Plastic Envelope
- Forms Binder
- Precinct Finder
- Election Judge Guide
- Voter Registration Application Pad
- Blue Sample Ballots
- Roll of DS200 Tape
- Pad of paper
- Voter Receipts
- I Voted Stickers
- Metal Seals
- Roster
- UOCAVA Precinct Record (if applicable)
- Greeter List (if applicable)

2020 Use of Secrecy Folders in the Polling Place

- Secrecy folders are provided in the plastic tote.
- Each polling place will be provided with a dozen plastic secrecy folders.
- Once they are used, election judges will need to use the sanitizing products provided to clean the secrecy folders.

2020 I Voted Stickers

- I voted stickers will still be provided.
- Stickers should be placed on a table for voters to take one if they choose.
 - Don't leave the whole roll out for everyone to touch.
 - Cut/separate each one and lay them out.

Supplies – Forms Binder

- Election Specific Passwords
- Zippered Pouch
 - Backup DS200
 - Automark Cards
- Contact Information
- Incident Log
- Opening the Polls
- Election Judge Oaths
- Election Judge Statement of Affiliation
- Programming the DS200 Clock
- Cleaning the DS200
- Election Judge Guide

- DS200 Poll Worker Manual
- Automark User Guide
- Campaign Materials in the Polling Place
- MN Dept of Public Safety – Changes to Driver's Licenses
- Language Interpretation Phone Numbers
- Valid Registration Proof of Residence
- Deceased Voter Notice

Supplies – Forms Binder (cont.)

- Precinct List of Persons Vouching
- Curbside Voting
- Challenge Form
- HAVA Election Complaint Form
- Election Law Complaint Form
- Closing the Polls Instructions & Checklists

- Summary Statement
- Write-in Tally Sheets
- Goodhue County Election Emergency Plan
- Election Judge Name Badges

2020 Forms Binder Changes

- In the PNP there were a few precincts that couldn't locate...
 - Incident log
 - Opening/Closing DS200 instruction
 - Write in tally sheets
- All these papers are now located and labeled in the revised forms binder.
- If you can't find something look in the forms binder.

2020 Forms Binder Changes

- In the PNP there were a few precincts that didn't know what thumb drive had vote totals on it.
 - When the city/township brings in their testing results we will keep the backup thumb drive and automark cards.
 - These will be placed in the zippered pouch that will be located in the front of the forms binder.
 - If you don't need them, great, the cards are already where they need to be and won't get mixed up with the vote total thumb drive that gets placed in the red envelope.

2020 Forms Binder Changes

- New form for Goodhue County Election Judges is the Statement of Affiliation.
 - Found in the forms binder.
 - Head judge has each election judge complete a form.
 - Completed forms can be kept in the forms binder.
 - This is used strictly for making sure there is party balance.
 - This is not made public.

2020 Forms Binder Changes

- Proof of Residence: Election Day Registration
 - Included in the forms binder
 - Lists the approved documents that can be used to register
 - Quick easy place to find the approved documents

Supplies – COVID-19 Tote

- Personal Protective Equipment (PPE)
 - Masks
 - Face shields
 - Gloves
- Cleaning/Sanitizing Supplies
 - Hand sanitizer
 - Surface wipes/spray bottles
- Other Items
 - Pens (single voter use)
 - Pen disposal tote

This is not a final or inclusive list – items provided will likely change based on availability, state guidelines or other reasons

2020 Use of Pens in the Polling Place

- A voter will walk in and grab a pen and use that for the duration of their election process
- There will be a used pen disposal plastic tote included where a voter can drop the used pen before they leave.
- A large quantity of pens will be provided. If you happen to run out of pens. Use the cleaning products to sanitize a supply of pens for new voters.
- These pens will be returned to the county to be sanitized and used for the General Election.

Election Day

Election Day – Helpful Tips

- Make sure to re-read the Election Judge Guide 1-2 days before election
 - <https://www.sos.state.mn.us/media/2090/election-judge-guide.pdf>
- Review emergency procedures
- Think about which of your judges are suited to which roles
 - Registration Judge should be a detail-oriented rule-follower
- Set up the room/building early
- Think about the possibilities!
 - What else might you need?
- Primary will be a different experience than General
- All 2020 elections will be different than prior years due to COVID-19



Election Day

- Polling Locations:
 - Verify your doors are open at 7am
 - Make sure you have good signage and that walkways/doorways are wheelchair accessible
- DS200 Setup
 - With preliminary and PAT testing should feel comfortable with equipment
 - Stick the zero tape into the machine then put the cover back on, lock it and seal with security sticker. 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 poll workers)
- Document on incident log if refuse to remove campaign materials, but allow voter to vote
 - Remember slogans are now allowed, but campaign material (with candidate's name, for example, is still not allowed)
- 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

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 18-19

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.



Posting Results Tape at the Polls

- If you have public that would like to see a posted copy of the DS200 results tape...
 - See forms binder section U for instructions on how to print additional tapes
 - Polling place tape results are not official
 - Polling place results do NOT include absentee vote totals
 - This results tape is only to be posted – do not give the tape to anyone.

Summary Statement Review

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)

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"/>	

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

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.

Summary Statement Review

- Remember to complete...
 - Number of Election Judges who worked in this precinct
 - Number of Voting Booths in this precinct
 - Do not count the Automark as a voting booth

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 COVID-19 supplies in COVID box and return to county
- 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

Red Plastic Envelope within Plastic Box



*This will come empty. Locate the forms in the forms binder.

Place the following inside the Red Plastic Envelope:

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

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)

FORMS BINDER

- Unused forms

Polling Place Roster

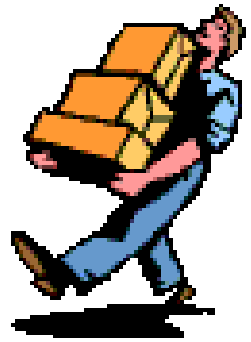
Red Plastic Envelope

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

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

Returning Items to the County

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)
 - COVID-19 supply box
 - You do NOT need to return any equipment to the County (DS200 or AutoMark) – local jurisdictions are responsible for storage and maintenance

Emergency Plan

Elections Emergency Plan

- State Statute
 - Required for counties – due September 1, 2020
 - 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

2018 Incident Logs (General Election)

- DS200 issues:
 - Jammed when feeding ballots
 - Call support and temporarily use auxiliary ballot box
 - Time not correct
 - See forms binder section “F” for instructions
 - Multiple rejected ballots for unknown reasons, some voters getting frustrated and started using Automark to mark ballots
 - Call support and temporarily use auxiliary ballot box

2018 Incident Logs (General Election)

- Voter not signing EDR and/or roster
 - New registrants must sign roster and EDR to get a ballot
- Voter complaining nothing published in paper as to where to vote
 - OSS has a polling place finder online
- Voter told multiple people that she sent in AB ballot but it was returned; signed roster and voted at polling place
 - Voters that don't successfully cast an absentee ballot can still vote in person on Election Day as long as AB is not on their line

2018 Incident Logs (General Election)

- Voter wanted to vote but had already voted AB
 - Once AB is on the line, voter can no longer vote. Their vote has already been counted
- Voter brought campaign materials into polling place; was asked not to display. Voter was angry but did put away the flyer
 - See new campaigning interpretation in forms binder.
- Could not register voter due to wrong address on driver's license and insufficient other documentation
 - Voter could use a voucher
- Lighting issues around voting booths – appeared dark
 - Keep in mind when setting up in the morning

2018 Incident Logs (General Election)

- Person repeatedly attempting to take pictures of people in polling place; was told this was not allowed and given cell phone use policy; person was upset and said she was “within her rights”
- Voter signed roster but left without voting
 - Note on the incident log and take into consideration on summary statement
- Several ballot packs not containing correct # of ballots (e.g. 98 instead of 100)
 - This is not unusual. Make sure to account for this on the summary statement

2018 Incident Logs (General Election)

- National news network filming/interviewing at polling place; was initially approved by clerk but after further discussion they were told to move out of the polling place
- Voter signed roster then indicated she had moved to another precinct; voter became annoyed when told she had to re-register and vote at different location
- Felony voter was allowed to vote as told by head judge
 - See election judge guide for proper procedure

2018 Incident Logs (General Election)

- Zero tapes not printing on DS200; worked with support and discovered paper roll was not inserted correctly; tape printed after this was corrected
- Voter challenge due to postal return; 2 judges recognized voter and vouched residence; voter also provided utility bill – was allowed to vote

Election Judge Training

Online only

Available July 1st

Election Day Supplies/Roster Pickup:

Monday, August 10 (noon – 5pm)



Refresher Training on September 24th (2-4pm) <in-person>

Thank You

Submit questions to
GC_Election@co.goodhue.mn.us