



Election Judge Information

*Keep this information for your reference and
consult your other Election Judge Resources*

Revised 8/2018

Election Judge Duties and Requirements:

- Complete all training in 2018
- Set up the polling location at 6:00 a.m., if you are scheduled to open the Polling Place
- Wear identification (*first name only*) on the day of the election
 - Name tags are provided
- Flexibility to perform each task in the polling location
- Ability to sit or stand for long periods of time
- Assist wherever is needed during the day
- Clean up after close of polls, if you are scheduled to close the Polling Place
- Respect and follow all instructions from the Head Judge(s)
- Work with and respect other election judges in this team environment

Election Judges CANNOT:

- Work in the same precinct at the same time with a spouse or family member or if you are a candidate and appear on the ballot for this election
- Work in a precinct where your husband, wife, parent, child, brother, or sister is a candidate or be domiciled (live with) a candidate, either permanently or temporarily
- Discuss a candidate(s), question(s) or voter(s)
- Campaign or wear campaign materials in the Polling Place on Election Day
- Require a voter to provide a driver's license or identification card, unless being used for the Election Day Registration process

Timesheets:

- Complete and return to your head judge in order to be paid
- Phone number or email for our reference
- You will be paid for:
 - Total hours you ***work on election day – no mileage to the polling location***
 - If your Head Judge approved you to assist in the polling place setup, include the time, up to one hour

Miscellaneous information:

- Working the entire day is long and strenuous, wear comfortable clothing
- Blue Earth County ***does not*** provide food or beverages
- Hours are from 6:00 a.m. – 8:00 p.m. ***PLUS*** the close of polls and clean up

Election Judge Training Requirements and Certification:

- You will receive an email from Blue Earth County with a link and password for on-line training. You will also use that link to sign up for in-person Election Judge training
 - Once you have completed the training modules, you will be eligible to serve as an Election Judge
 - Your training certificate will be sent to your Clerk or Mankato City Head Judge
- All certifications to serve as an election judge run for a two-year cycle, starting in the even year and ending on December 31st of the odd year
- **Everyone is required to be trained in 2018**

Time Off from Work:

- Minnesota State law allows an Election Judge, after giving at least 20 days' written notice, to be absent from work for purpose of serving as an Election Judge without penalty
- Contact Blue Earth County Elections for more information

2018 Equipment Used in the Election:

- **M100** - Vote tabulator
- **AutoMark** - Assistive Voting Equipment, ballot marking device
- **Poll Pad** – (in Mankato City, Eagle Lake, and Lake Crystal) replaces the paper roster and paper Election Day Registration process

Voters with Cognitive Impairments

- Only a court order can decide if someone is not competent to vote
- Election Judges cannot challenge the eligibility of a voter on account of that person's perceived cognitive capability

Head Judge Duties and requirements:

Head Judges Must Also Have the Ability to:

- Delegate tasks as needed
- Maintain a professional environment in the polling location
- Maintain orderly conduct with voters and other election judges
- Stand and/or sit for extended periods of time
- Lift equipment and supplies, including potentially in and out of your vehicle
 - Do not lift any equipment by yourself
- Set up the polling location
- Use the appropriate and provided Election Day Forms
- Understand, complete, and assist other judges in each task in the polling location
- Record AB voters in the roster per phone call from Blue Earth County Elections on Election Day (as applicable to the precinct)
- Some Head Judges must be able to store election equipment in temperature-controlled and secure environments

Secure and Private Data/Information Has Been Given to You:

- You must safeguard it
- It *cannot* be left in a vehicle overnight
- Ensure voters' privacy of sensitive information is respected

You Must Have a Working Knowledge of:

- The M100 (*tabulator*)
 - Never open the ballot box to return a ballot to the voter (ballot is already tabulated once it is in the ballot box)
- The AutoMark (*assistive voting equipment*)
 - Do not test the AutoMark, all testing is done at the Elections Office
 - Your Election Day "testing" is making sure the screen displays the correct election and a ballot is accepted (and returned) by the machine
- The Poll Pads (Mankato City, Eagle Lake, and Lake Crystal)
 - How to set up (including Hot Spot), operate, and pack up the devices

Mankato Head Judges - Timesheets:

- **Ensure each election judge has been given a timesheet**
 - It is their responsibility to complete and return them to you
 - Do not add training hours to your time sheet, training hours are added during the payroll process
- **Additional time (up to one hour) prior to the election may be added to:**
 - Organize your supplies and set up the polling place
 - You may choose to contact the election judges working at your polling place
 - The completed timesheets should be returned in "Envelope A"

Questions:

- We're Here to Help - BEC.elections@blueearthcountymn.gov -or- (507) 304-4341