City of Minneapolis
Election Judge Manual

2018
Election judge hotline | 612-673-3870*
*Not for use on Election Day itself

Election Day headquarters | 612-673-3030*
*For head and assistant judge only (unless otherwise given permission)

Election Day language interpretation line | 311

Other contacts
Office of the Minnesota Secretary of State: 651-215-1440
Hennepin County Elections Office: 612-348-5151
General voter inquiries: 311
# 2018 Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Primary Election</th>
<th>General Election</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Early voting begins</strong></td>
<td>June 29</td>
<td>September 21</td>
</tr>
<tr>
<td>If you are working outside your precinct, remember to vote early. Visit vote.minneapolismn.gov to learn how.</td>
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<tr>
<td><strong>Notify employer</strong></td>
<td>July 25</td>
<td>October 17</td>
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<tr>
<td>State law allows you to receive time off from work to serve. Notify your employer in writing at least 20 days in advance.</td>
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<tr>
<td><strong>Poll book practice</strong></td>
<td>August 9 - 12</td>
<td>November 1 - 4</td>
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<tr>
<td>Get additional practice using e-poll books. This is a voluntary (unpaid) opportunity.</td>
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<tr>
<td><strong>Election Day</strong></td>
<td>August 14</td>
<td>November 6</td>
</tr>
<tr>
<td><strong>Performance evaluation due</strong></td>
<td>August 31</td>
<td>November 30</td>
</tr>
<tr>
<td>All election judges are evaluated and have the chance to evaluate others. Complete evaluations on the Election Judge Portal.</td>
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<tr>
<td><strong>Paychecks mailed</strong></td>
<td>September 14</td>
<td>December 7</td>
</tr>
<tr>
<td>Tentative date that election judge paychecks will be put into the USPS mail system. Expect your check by the following Friday.</td>
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</table>
Employee basics

Time off work to serve as a judge

Your employer must give you time off from work to be an election judge without a reduction in pay. To qualify, you must:

- Notify your employer in writing at least 20 days in advance of Election Day.
- Attach a copy of your schedule and pay rate form to your written notice. You can find a printable copy of this (Employee Certification Letter) in the election judge portal under the work assignment tab.
- City of Minneapolis employees must complete a separate form.

"Without a reduction in pay" means you get to earn at least the same amount you would have, had you gone to work that day. In practice, this means your employer can ask you to turn over the amount you earn as an election judge during hours you would have normally been scheduled to work, or your employer can deduct that amount from your normal pay.

You can voluntarily take a vacation day to be fully paid by your employer and receive the judge salary you earn as extra income. An employer cannot force you to take vacation or any other form of paid leave.

Election Day logistics

- Arrive by 6 a.m.¹ unless you have signed up to work a half-shift. Please do not be late.
- Your head judge will dismiss you around 10 p.m., depending on how long the closing process lasts. Student judges cannot work past 10 p.m.²

Breaks

- The head judge will arrange breaks and meal times.
- Half-day shifts get at least one 30 minute break.
- Full-day shifts get at least one-hour total break time.

What to bring and wear

- Bring your manual, as well as lunch, snacks, and dinner to your polling place.
- Dress comfortably and casually.
- Do not wear political or campaign-related attire.
Election judge oath

All judges take an oath before they start work on Election Day.3

“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 for any candidate.”

Performance standards

- Have a strong understanding of and commitment to nonpartisanship.
- Communicate clearly with voters.
- Enjoy assisting and serving diverse populations.
- Handle stressful situations calmly and professionally.
- Show attention to detail.
- Work as a team member and follow directions.
- Be comfortable using technology.
- Respect the secret ballot and private information about voters (for example, a voter’s birth date).
- Help every voter participate equally in the process.
- Never touch a voter without permission. For example, a majority of voters with mobility impairments do not need help.

No cell phone or reading materials during shift

The professionalism we expect includes not using cell phones or reading materials when working at a station. You can always use your phone on breaks, to help a voter, or in case of a personal or polling place emergency.
Evaluations

After Election Day, head and assistant judges evaluate team judges and vice versa through an online survey.

Evaluations help us know if we gave you the right training and resources. We also use them to consider if you should be promoted or should not serve again. We encourage you to keep notes on Election Day so you can complete evaluations later.

**Head and assistant evaluation**

Rate the head or assistant judge’s overall performance on a scale of one to four.

Rate them on a scale of one to four in each of these areas:

- Leading the opening procedures.
- Creating a welcoming work environment.
- Resolving questions and problems.
- Managing voter flow.
- Maintaining orderly conduct.
- Delegating tasks.
- Providing feedback and training.
- Leading the closing procedures.

Would you recommend re-appointing this person as an election judge in a leadership position?

Comment on the judge’s strong points, areas in need of improvement, their leadership ability, and your general observations of their performance.

**Team judge evaluation**

Rate the team judge’s overall performance on a scale of 1 to 4.

Did the judge work well with team members?

Did the judge follow your directions?

Did the judge remain calm in stressful situations?

Was the judge courteous and respectful of all voters?

Which election judge role(s) do you believe this judge is qualified for?

Comment on the judge’s strong points, areas in need of improvement, and your general observations of their performance.
Team roles

Head and assistant head judge (HEJ/AHEJ)
- There are one head and one assistant per polling place. Both receive extra training.
- They supervise and give work direction to all judges, troubleshoot problems, and handle paperwork and other election procedures.
- They have duties before Election Day and are responsible for returning supplies on election night.
- The head and assistant share duties; the head is the final authority in the polling place.

Team election judge (TEJ)
- A team member who rotates among a variety of workstations on Election Day.
- High school students ages 16 or 17 can serve as student election judges (SEJ).

Poll book and registration specialist (PRS)
- Takes the lead on the check-in process, especially Election Day registration. They receive extra training.
- There is typically one to two per polling place.

Precinct support judge (PSJ)
- These experienced judges travel from precinct to precinct within a single ward, monitoring and mentoring the head and assistant at each precinct. They assist with any problems that arise.
- There is one for each of the 13 wards. They have a direct line of communication with headquarters via radio.

Team judge workstations
Team judges rotate working at the following stations:
- Greeter station
- Poll book station
- Ballot station
- Ballot tabulator station
Room layout

Your head judge gets a layout diagram, like the one shown below, for your location. The arrows indicate the suggested traffic flow for voters.

Document any changes you make to the layout

The head or assistant must note changes made to the design by writing them on the layout diagram. Hand sketch suggestions onto the plan and include written notes. Note if there is a missing outlet on the layout or anything else that needs to be clarified.

Return the updated layout to the yellow folder it came in. Leave the folder in the blue supply case at the end of the night.
Step-by-step tasks

For all judges

1. **Arrive by 6 a.m.**

2. **Take the oath and sign the Official Precinct Certification Form.**

3. **Put on a nametag.**
   Write your first name and your role (team judge, head judge, etc.). You cannot write a party affiliation on the nametag.⁴

4. **Fill out the timesheet.**
   Write your start time on the Election Judge Time Report, regardless of if you work a full day, half day, or are a volunteer. Judges with later shifts must also complete this.

For team judges

1. **Set up workstations.**
   The head or assistant will tell you where each station goes. Each station has supplies found in the blue supply case.

2. **Make at least one chair available for voters at each workstation.**
   Place them to the side of tables for easy access.

3. **Set up voting booths.**
   Follow instructions on page 28.

4. **Post all required signage.**
   Signs are required to be posted by law. Use the Sign Placement Guide found in the Sign Bag. Mark any accessible entrance that may be needed to get into the voting area. Place directional arrows along the way as needed. Mark any alternative routes necessary for wheelchair access.

5. **Ensure the path from the entrance to the voting room is free of obstacles.**

6. **Post the flag at the main entrance to the polling place.**
For head and assistant judges

Call headquarters if you cannot get access to the building or a room, or if supplies are missing or incorrect for your precinct.

1. **Assign team judges to set up stations.**
   Using your polling place layout diagram (see page 13 for an example), tell them where to put each station. Each station has supplies found in the blue supply case.

   Work with the building staff if more tables or chairs are needed.

2. **Complete paperwork.**
   Complete the Opening the Polls section of the Official Precinct Certification Form (see page 16). The poll book and registration specialist (if one is assigned to your precinct) will need to complete the other side.

3. **Set up poll book station.**
   Assign the poll book and registration specialist (if one is assigned to your precinct) to set up poll book station. Follow instructions on page 31.

4. **Set up the ballot tabulator and AutoMARK.**
   The head or assistant head must assist with the tabulator. Two trusted team judges can set up the AutoMARK.

   Follow the instructions on page 18 for the tabulator and on page 21 for the AutoMARK.

5. **Remove campaign materials.**
   Scan polling place for campaign materials and remove any that are present.

6. **Open polls at 7 a.m.**
   At 7 a.m. announce the polls are open.
Official Precinct Certification Form

TO BE COMPLETED BY THE CITY CLERK:

PRECINCT SEAL AND BALLOT DELIVERY CERTIFICATION

I, ______ do hereby certify that the memory devices for this precinct were secured with the said
City Clerk/Election Official

The following ballots were delivered to this precinct:
Ballot Tabulator Seal #: 0051710

AutoMARK Seal #: 680385

Total number of ballots delivered: 600

Clerk: ____________________________

Witness: __________________________

OPENING THE POLLS

TO BE COMPLETED BY TWO JUDGES

PRECINCT SEAL CERTIFICATION - Rule 8230.4365

I do hereby certify the seal numbers at the opening of the poll correspond to the precinct seal certification numbers at the time the
memory devices were secured. I also hereby certify the above number of ballots were received for this election.

__________________________  __________________________
Election Judge          Election Judge

If seal numbers do not correspond, explain: __________________________________________

ELECTION JUDGE’S OATH

TO BE COMPLETED BY ALL JUDGES

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 any party or for any candidate.

__________________________  __________________________  __________________________
Election Judge          Election Judge          Election Judge

CLOSING THE POLLS

TO BE COMPLETED BY TWO JUDGES

PRECINCT CERTIFICATION - Rule 8230.4365

I do hereby certify the seal numbers at the close of the poll correspond to the seal numbers at the time the poll was opened.

__________________________  __________________________
Election Judge          Election Judge

If seal numbers do not correspond, explain: __________________________________________
OFFICIAL PRECINCT CERTIFICATION FORM

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**PRECINCT SEAL AND E-POLL BOOK DELIVERY CERTIFICATION**

01-01

I, Grace Wachlarowicz, do hereby certify the E POLL BOOK TOTE for this precinct was secured with said seal number and the following Electronic Poll Books and EPB Green Cases were delivered to this precinct.

**EPB TOTE Seal #: 0455561**

<table>
<thead>
<tr>
<th>Polbook ID #</th>
<th>Green Case ID #</th>
<th>Seal #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1350051</td>
<td>G1350051</td>
<td>0455796</td>
</tr>
<tr>
<td>1350052</td>
<td>G1350052</td>
<td>0455797</td>
</tr>
</tbody>
</table>

Clerk: [Signature]

Witness: [Signature]

---

**OPENING THE POLLS**

TO BE COMPLETED BY TWO JUDGES

I do hereby certify the seal numbers at the opening of the poll correspond to the seal numbers on the Official Precinct Certification form.

Election Judge: [Signature]  
Jackary/ Taylor

If seal numbers do not correspond, explain:

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**CLOSING THE POLLS**

TO BE COMPLETED BY TWO JUDGES

I do hereby certify the EPB Tote for this precinct was secured with said seal number and each EPB Green Case was sealed with the indicated seal number.

**EPB TOTE Seal #:**

<table>
<thead>
<tr>
<th>Green Case ID #</th>
<th>Seal #</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1350051</td>
<td></td>
</tr>
<tr>
<td>G1350052</td>
<td></td>
</tr>
</tbody>
</table>

Election Judge: [Signature]  
Election Judge: [Signature]

If seal numbers do not correspond, explain:
Ballot tabulator setup

1. Lock tabulator wheels. Rotate front wheels so they are perpendicular to the side of the ballot tabulator. To lock, push down on the pedal on top of each wheel.

2. Empty supplies from the main compartment. With silver key, open both the auxiliary compartment and the main compartment doors. Remove all materials inside, including blank ballots.

3. Confirm the ward and precinct listed on the ballots are correct.
4. Double check that both compartments are now empty.

5. Close and lock both doors.

6. Plug in to the outlet.

7. Open the clamshell top.

Unlock the front clamshell lock on the top of the tabulator. Release the clamshell latches on the front and let the lid lift on its own.

8. Use the barrel key to open the screen lock.

9. Lift screen to turn on.

Lift the screen into an upright position. The machine will turn on if it is plugged into an outlet. Otherwise, press the power button in the memory stick compartment.

10. Several reports will print. Do not tear off the tape.

If you accidentally tear it, you will need to note that on your Voting Statistics Worksheet at the end of the day.

11. Open memory stick compartment.

Use the barrel key to unlock the memory stick compartment.

12. Check the memory stick seal number.

Check that the seal number matches the Opening the Polls Section of the Official Precinct Certification Form. If the seal is broken or does not match, call headquarters immediately.

Once the tabulator has finished loading, press “Open Poll” on the touchscreen. The Zero Totals Report will print.

14. Do not tear off the report.

If you accidentally tear it, you will need to note that on your Voting Statistics Worksheet at the end of the day.

15. Compare Zero Totals Report to blank ballots.

Compare the printed report to a blank ballot. The candidates, any ballot questions, and the order they are listed in should match a blank ballot. If not, contact headquarters.

16. Return blank ballot to ballot stock.

Do not insert this ballot into the tabulator. Return it to your blank ballot stock.

17. Release the printer compartment.

Press the blue lever inside the memory stick compartment to release the printer compartment.


Lift the door and carefully roll up the Zero Totals Report. Secure it inside the compartment.

19. Close the memory stick compartment door and lock it.

20. Press “Go to Voting Mode” on the touchscreen.

The next screen will read: “Welcome. Please insert your ballot.” If the machine requests that a password be entered, call headquarters.

21. Verify that the “Public Count” equals ‘0’.

If not, call headquarters. The “Protected Count” will likely not equal zero. It tracks the total number of ballots inserted in the life of the machine.
AutoMARK Setup

1. Confirm the precinct label on the case matches your precinct.
   If the label does not match your precinct, contact Election HQ immediately.

2. Remove table from the grey AutoMARK table box.

3. Remove the four legs and place into the table's four leg holes.

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Key slot
Ballot slot
Headphone jack
Navigation keys and volume
Seal
4. Position the table so there is a clear pathway.
Pathway to table must be at least four feet wide. Place chair nearby for use as needed without blocking path of travel.

7. Release the two latches on the long side and open upwards.

10. Remove the headphones from the AutoMARK case.

11. Verify seal number.
Verify that the seal number on the AutoMARK matches the one on the Official Precinct Certification Form.

5. Extend the handle on the top of the AutoMARK case.

8. Lift the AutoMARK out of its case and place it on the table.
Two judges must lift together. Orient so that screen faces away from voter traffic.

12. Slide the two latches located on the front outward.

6. Roll it near the table and lower the handle and case.
The case is heavy. Two judges gently lower the case flat on the floor so that “THIS SIDE UP” faces up.

9. Plug in.
Remove the power cord from the case. Plug the power cord into the back of the AutoMARK and then into an outlet.
15. Lift the screen up and out from the center of the AutoMARK.

14. Fold back the second panel, which lays flat over the screen.

13. Fold back the front panel on the front of the AutoMARK.

16. Fold the screen panel that back down towards the front.

18. Insert the AutoMARK keyboard and return to the "ON" position.

A green light means the machine is on and receiving power. A yellow light means the machine is running on battery power. A red light means the machine is off, but receiving power.

19. Plug the headphones in.

20. Insert a blank ballot for testing purposes.

21. Verify the audio and paper ballot match.

Wearing headphones, go through each office one by one. Do not mark the ballot. Use keypad to adjust audio as needed. If audio does not match, contact election headquarters immediately.

Get two blank ballots and insert one.
22. Eject the ballot.

23. Return blank ballot to ballot stock (do not put into tabulator). Place both of the blank ballots used to test the AutoMARK back into your blank ballot stock. Do not put these ballots into the tabulator.

24. Remove key and return it to the head or assistant judge.
Ballot preparation

Requires **two judges** from **any** political party for all steps.

1. Remove blank ballots from the bottom of the ballot tabulator.

2. **Verify that the ballots are correct for your precinct.**
   If they are not, contact headquarters immediately.

3. **Complete the Ballot Delivery Certification section of the Ballot Tracking Form.**
   Count the number of sealed packs, and record this number (see page 26).
   If the number of sealed packs received does not match the amount that was delivered, contact headquarters immediately.
   Both election judges sign in the oath section of the form.

4. **Open a limited number of ballot packages to begin the day.**
   Ask the head or assistant judge how many packages to open. Don’t open too many.
   You will prepare more ballots throughout the day.

5. **Count ballots in each package and record number on the back of the Ballot Tracking Form.**
   Packs usually have 100 ballots, but from time to time the count varies.

6. **Do not pre-insert ballots into secrecy folders.**
   Many voters do not request a secrecy folder, and it can slow down the line at the tabulator.

7. **Two judges from any political party initial the top of each ballot.**

8. **Place remaining sealed ballot packages in a secure location.**
# Ballot Tracking Form

## BALLOT DELIVERY CERTIFICATION

Confirm and record the number of sealed ballot packs:

- Number of sealed ballot packs delivered: _____ @ 100 ballots per pack  
  Recorded by City Clerk/Election Official
- Number of sealed packs received: _____ @ 100 ballots per pack  
  Recorded by Election Judges

## Oath of Confirmation:

We, the election judges, certify that the above number of ballots were received for this election.

Two election judges must sign below.

________________________  __________________________
Election Judge                  Election Judge

## ELECTION NIGHT BALLOT AUDIT

Confirm ballot quantities delivered to the precinct match the ballot quantities at the end of the night:

### A. Unused Ballots:

1) Number of sealed packs remaining: _____ @ 100 per pack = _____ 

2) Number of unused ballots not in packs: 

### B. Used Ballots:

3) Number of spoiled ballots: 

4) Number of ballots for which duplicates were made: 

5) Total ballots in ballot box: 

Total number of ballots: (Add totals from 1+2+3+4+5):

Two election judges must sign below.

________________________  __________________________
Election Judge                  Election Judge

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Return in Results Envelope A

- over -
# Ballot Tracking Form – Actual Count

**Instructions:** Hand count ballots and record the total for each opened ballot package. *Only open the number of packages that are needed.*

<table>
<thead>
<tr>
<th>Package</th>
<th>Count</th>
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<tbody>
<tr>
<td>Package 1</td>
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<td>Package 2</td>
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<td>Package 3</td>
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<tr>
<td>Package 30</td>
<td></td>
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</tbody>
</table>
Booth setup

1. Lay the booth flat on the floor.

2. Release the two latches on the front of the booth.

3. Lift the lid of the booth.
Accessible booth setup

1. Find extensions.
   Compared to tall blue booths, these have shorter legs and extensions that allow the front legs to be farther apart.

2. Attach extensions.
   The extensions attach to the bottom of the booth, and the legs attach to the outer portion of the extensions.

3. Completed wheelchair-accessible booth.
Poll book station setup

The poll book and registration specialist (if one is assigned to your precinct) will lead station setup with help from team judges as needed.

1. **Set up Cradlepoint.**
   Find Cradlepoint in a small plastic case in the blue supply case. Follow the setup instructions on page 33.

2. **Complete paperwork.**
   Complete the Precinct Seal and E-Poll Book Delivery Certification Form (see page 16). The head judge will have the form. Two judges sign the Opening the Polls section after checking seal numbers on the green cases and the black tote containing the poll books.

3. **Set up tables.**
   Use 1-2 tables for the station.

4. **Remove power cords, a power strip, and tape from the blue supply case.**

5. **Remove poll books from the black tote.**
   Break the black tote seal and remove the poll books. Place broken seals in ‘Results Envelope A,’ which the head judge will have.

6. **Open green cases.**
   Break the green case seals and open. Place broken seals in ‘Results Envelope A,’ which the head judge will have.

7. **Match poll book number to its green case number**
   Compare numbers on the back of the poll book and the green case luggage tag. The poll book and green case tag will also have the same color dot on it.

8. **Set up poll books and printers.**
   Follow instructions on page 35 for the poll book and page 34 for the printer.
9. **Assemble signature certificate boxes.**

The boxes come unassembled in the empty ballot tabulator (the DS200). Each poll book needs one pre-registered and one Election Day Registration box.

10. **Place remaining supplies and documents at the station.**

Find the poll book supply bag in the blue supply case and place the following next to each poll book:

- Laminated document with proofs of residence on front and the voter oath on back
- Voter receipt pads

Put the following documents in a central place where all poll book judges can access them. Ensure each Poll Book Judge knows where to find these documents and when to use them.

- Precinct List of Persons Vouching Form
- Record of Attempted Registration Form
- Roster Correction Form
- Document with Bill Due Date and Birthdate References
- Notification of Death Form
- Greeter list
- Student Housing List (only if provided to your polling place)

Find paper clips in office supply bag and place near each poll book.

Secure cords with black gaffer’s tape to prevent election judges or voters from tripping.
Cradlepoint setup

1. Attach narrow antennas to front.
2. Attach wide antennas to back.
3. Attach power cord to back.
4. Place on table or other object that elevates it from the ground.

Toggle power on front, if needed.

Attach power cord here.
Printer setup

1. Remove the printer adapter and cord from the carrying case.

2. Connect the power cord to the transformer box.

3. Plug the connector into the back of the printer.

4. Plug printer into outlet.

5. Make sure your check-in table is close to the wall outlet or have an extension cord available.

Turn printer ON.

The ON/OFF switch is located on the left side of the printer. If you don’t see a green power light on the front panel, check the power cord connections.
Poll book setup

1. Attach arm
   - Attach arm by holding down the arm stand buttons and placing in the circular opening on the back of the iPad.

2. Attach ID Clip
   - With the iPad face down on a flat surface, attach the ID clip to the back of the stand tray.

3. Place arm in poll book base

4. Home button
5. Power button
6. Camera
7. Stand arm
8. Battery base charging cord
9. Poll book battery stand
10. Stylus
11. ID Holder
4. Connect iPad to Battery Base.
Locate the green power cord and plug into iPad. Weave the cord through the stand arm and plug into the battery base.

Press and hold the power button on the top left edge of the iPad.

6. Application launches.
The poll book application will automatically launch. You should see a blue screen with moving icon.

7. Check accuracy.
Make sure polling location, election name and date are correct. Also, make sure voter check-in count is at “0.”

8. Test print.
Press the green printer icon and select “Test Print” and a sample receipt will print.

9. Press GET STARTED.
Connectivity
The icons in the upper right of the poll book screen should be green. If not, call headquarters for assistance.

- The green cloud means the poll book is connected to headquarters and can receive absentee voting record updates.
- The green phones show that the poll book is connected to the other poll books at your polling place.
- The green printer shows that it is connected to its printer.

Printer not paired with the poll book
1. Press printer icon on poll book screen.
2. A drop-down will appear.
3. Press ‘Pair and Connect.’
4. Look for blue light on the back of the printer to confirm the wireless printing connection is successful.
5. Test print.

Open polls even if the cloud is red
If you are having trouble connecting to election headquarters on your poll book, do not delay opening the polls.

You can still check-in and register voters as long as your printer is connected.

Have your head or assistant judge call headquarters for help troubleshooting the connection.
**Greeter station**

**Tasks**

1. **Greet voters and visitors.**
   Start with a welcome and ask if they are registered to vote at their current address. Emphasize current address, because voters need to re-register if they have moved.

   Greet and offer assistance to all.

2. **Prevent overcrowding.**
   Work the lines in and outside the polling place. Don’t let in more people than the room can comfortably fit. Slow the inflow of voters when a line forms for the tabulator or voting booths.

3. **Use the greeter’s list to find out if they are registered at their current address.**
   Greeter’s list instructions are on page 41. If they are not registered, explain what proof of residence they will need. Some voters may need to go home to find a document, identification, or someone to vouch for them.

4. **Make sure voters are in the right polling place.**
   Use the precinct finder (see page 42) to see if the voter is in the correct polling place.

5. **Make the room accessible and comfortable.**
   Mind the physical needs of those waiting by offering chairs for voters who need to sit. Make sure there is a clear path free of tripping hazards to all the voting stations.

6. **Direct voters to the poll book station.**
   See page 40 for tips.

7. **Watch for activity that is not allowed.**
   Review the activities on page 104 that are not allowed, such as campaigning. Tell the head or assistant if these rules are not being followed. Review the list of people allowed in the polling place on page 103. Ask visitors who are not helping a voter to check in with the head or assistant. Tell unauthorized visitors they are not allowed to be there.
Directing to the poll book station

1. **Communicate with your head, assistant and/or poll book and registration specialist.**
   Every precinct has a different ratio of pre-registered voters and Election Day registrants. As such, your strategy for efficiently getting voters through the poll book station will vary.

   Keep in touch with your precinct leadership and with the poll book and registration specialist to get on the same page.

2. **Keep a line open for pre-registered voters.**
   This helps move voters through the polling place efficiently.

3. **Use signs as needed.**
   You have signs marked registered on one side and registration on the backside. This can help you and other judges to know where to send a voter.
Greeter’s list

The greeter’s list shows the name and address of each person registered to vote in your precinct. Voters registered in a different precinct will not be on the list.

Ask for the voter’s name and address and find them on the list.

Scenarios

1. Greeter’s list shows current name and address.
The voter is registered in your precinct.

2. Greeter’s list does not show the voter at all.
The voter must register or is in the wrong precinct.

3. Greeter’s list shows an old address.
The voter either moved within the precinct and must re-register, or moved out of the precinct and now votes elsewhere.

4. Greeter’s list shows an old name.
The voter must re-register to update name.

5. Greeter’s list has a typo in their name or address.
The voter does not need to re-register. The poll book judge will note the error on the Roster Correction Form (page 54).
Precinct finder

The precinct finder tells you which precinct a voter lives in by looking up their address. You will have a precinct version with only addresses in your precinct, as well as a citywide version. Check the precinct version first, since it has fewer addresses to search through. If the voter’s address is not listed, it means the voter lives in another precinct. Then use the citywide version to find their precinct.

How to use it

There are many columns in the precinct finder, but you only need to look at the first four.

1. **Find the street in column 1.**
2. **Find the number range in column 2 that includes the house number you want.**
3. **In column 3, choose odd, even or both.**
   - If a precinct boundary goes down the middle of a street, houses on one side will be in a different precinct than those across the street.
   - For this reason, column 3 asks if the house number ends in an odd (‘O’) or even (‘E’) number. Alternatively, if both sides of the street are in the same precinct, it will say ‘B’ for both.
4. **Find the ward (W) and precinct (P) number in column 4.**
5. **Take out your polling place list. Find the polling place address for that ward and precinct.**
Example scenario

The images below show how to find the precinct and polling place for a voter who lives at 921 30th Ave S.
Poll book overview

Tasks

1. **Check in voters who are already registered.**
   See page for 51 instructions.

2. **Check in voters who need to register.**
   See page 68 for instructions.

3. **Communicate with the greeter judge to aid line management.**
   See page 40 for information.

4. **Complete administrative paperwork.**
   - Record the number of people someone vouches for (page 63)
   - Note any typos in a voter’s record (page 54)
   - Provide notification of death forms when needed (page 55)
   - Note the number of attempted registrations (page 72).

5. **Alert head or assistant when a ‘challenged voter’ screen appears in the poll book.**
   See page 56.

**Paper clip documents in groups of 25**

Paper clip pre-registered certificates and Election Day registration separately in their boxes in groups of 25. Do not mix them.
Poll book and registration specialist tasks

If there is not a poll book specialist assigned to your precinct, the head or assistant should do the following instead.

1. Lead poll book station setup (see page 31).
2. Assist team judges with poll book operation and troubleshooting.
3. Assist team judges with Election Day registration.
4. Ensure the number of signature certificates match the number of voters who have checked-in/registered on each poll book.
5. Ensure that signature certificates are paper clipped in groups of 25 throughout the day. Bundle pre-registered signature certificates and Election Day registration signature certificates separately; do not comingle.
Advanced poll book functions

Find a precinct and print directions

1. Press ‘Menu’ in the upper left-hand corner and select ‘Find a Precinct.’
2. Enter the voter’s address and press search.
3. Press ‘Print Location’ to print directions for the voter.
Reprint a signature certificate

If a signature certificate is torn or does not entirely print, you can reprint it.

1. Look up voter and press the ‘i’ button located to the left of the voter’s last name.
2. Enter password (ask head, assistant or poll book specialist for password).
3. Press ‘Reprint Ballot Ticket.’
4. Have voter sign reprinted Signature Certificate.
5. Write ‘void’ on the partial or torn Signature Certificate and paperclip it to reprinted Signature Certificate.
6. Have the head judge record this in the Incident Log.
Cancel a voter check-in

1. Alert the head judge and explain the situation.
2. Write VOID at the top of the signature certificate and highlight it in yellow.
3. Have the head or assistant attach the voided certificate to the Incident Log.
4. Find the voter who you mistakenly checked-in in the poll book.
5. Press the grey ‘ⓘ’ to the left of the voter’s last name.
6. Enter the ‘display extra functions’ password (ask head, assistant or poll book specialist for the password).
7. Press ‘cancel voter check-in.’
8. Note the name of the election judge who made the error, select a reason, and explain what happened in ‘details.’
9. Have the judge who made the error initial and press ‘submit cancellation.’
10. Head or assistant judges must describe what happened and when in the Incident Log.
ADVANCED POLL BOOK FUNCTIONS

The screen is frozen
Tap the power button twice to refresh the screen. If the screen is still frozen:

1. Record the check-in count for the frozen poll book.
2. Hold down the power button and home buttons simultaneously.
3. Release both buttons once the Apple logo displays on the screen.
4. After poll book opens, verify the check-in count is unchanged.

The paper ran out

1. Open printer.
2. Reload paper with the paper flap toward you, feeding from the bottom/underneath of the roll.
3. Close and test print.

Printer is not printing or stopped printing

1. Make sure printer is turned ON.
2. Confirm the cords are connected snugly into the backside of the printer, into the transformer, and into the outlet.
3. Check paper is installed correctly.
Pre-registered voters

Procedures

1. Select manual entry and ask the voter for their name.

2. Type the first three letters of the voter’s last name and press search.

3. Press on the correct record.
   If a match is not found, search an alternate spelling or by date of birth.

4. Ask the voter to tell you their address, and then press accept.
   Do not show them the screen; the voter must tell you their address.
5. **Give the voter their signature certificate to read and sign.**
   Ask voter to verify their information and read the oath. Place your finger on the top of the certificate to ensure it stays at the poll book table.

6. **Place the signature certificate in the pre-registered signature certificate box.**

7. **Hand the voter a voter’s receipt and send them to the ballot station.**

**Paper clip signature certificates in groups of 25**
Paper clip pre-registered certificates and Election Day registration separately in their boxes. Do not mix them.
If a registered voter hands you a photo ID

Voters who are registered do not need to show photo ID before voting.

People with names that are often misunderstood or misspelled might hand you their ID to clarify their name. If they offer, it is okay to look at their ID so you can easily find their record. Tell the voter the ID is not required so that others nearby understand what is happening.

Voter’s name missing due to a clerical error

If a voter insists that their name was not in the poll book due to a clerical error, and they are unable or unwilling to register in the polling place, have the head or assistant call Hennepin County Elections at 612-348-5151 for instructions.
**Typo in a voter’s record**

If the voter’s name or date of birth is spelled wrong or has a typo, the voter does not have to re-register. Instead, note the correction on the Roster Correction Form.

**When to use the Roster Correction Form**

1. **The name is misspelled.**
   For instance, the name is spelled Smith when it should be Smithe.

2. **The address has an apparent typo.**
   For instance, apartment #1 when voter lives in apartment #10.

3. **The voter may have a duplicate record.**

4. **The voter’s date of birth is wrong or missing.**
   Do not use if the voter has a different name or address because they moved or changed names. These voters must re-register, even if they just moved to another unit in the same building.
Notification of Death Form

A registered voter can use this form to report the death of a voter they personally knew. This information goes to the county for verification.

REPORT OF DECEASED VOTER
(Notification of Death Form)

In accordance with Minnesota Statutes, section 201.13, I am a registered voter and I have personal knowledge that ________________________ is deceased.

Name of Registered Voter

Signature of Registered Voter            Date

Deceased Date of Birth: ________________________ Date of Death: ________________________

Last Known Address: ________________________

Return in Results Envelope B
Challenged voter screen

If you select a voter’s record in the poll book and the screen says challenged voter, ask the voter to wait while you get the head or assistant judge. Do not read the content of the screen.

![Challenged Voter Screen](image)

Instructions for head or assistant

1. **Be tactful.**
   
   Do not embarrass or upset the voter. Have a private conversation away from others, which may mean stepping aside for a moment.

2. **Explain there are some questions you need to ask and read the script on the screen.**
   
   The script explains why there is a challenge, walks you through putting the voter under oath, and has questions for you to ask the voter.

3. **Resolve the challenge based on the voter’s answer to your question(s).**
   
   You must take action based only on the voter’s answer. You cannot ask or require a voter to prove their eligibility beyond the answers given under oath.

4. **Final steps:**
   
   - If the voter’s answer indicates they are eligible, press clear challenge on the bottom of the screen and process the voter as usual.
   - If the voter’s answer indicates they are not eligible, they cannot vote. Press challenged refused, and record details on the Incident Log.
Election Day registration

Eligibility and when to register

Who can register to vote in Minnesota

You must be:

1. a U.S. citizen,
2. at least 18 years old on Election Day,
3. a resident of Minnesota for 20 days, and
4. finished with all parts of any felony sentence including probation and parole, also known as being ‘off-paper.’

You can vote while under guardianship unless a judge has explicitly revoked your right to vote. You cannot vote if a court has ruled that you are legally incompetent.

Name and address changes

Any change in name or address means the voter needs to register again, even if they move across the hallway in the same apartment building.

College student residency

- Students must vote from the address they currently consider home.
- They must determine whether the place they consider their home is where they live while attending school or is at another residence such as a parent’s.
- A special provision for Election Day registration for students is on page 64.

Multiple houses

- For voting purposes, a person can have only one residence.
- If the voter has multiple houses, they must decide which their principal residence is. They should consider factors such as where they sleep most nights and where their family lives.

Home damaged due to disaster

- If a voter intends to return to the home after it is rebuilt or repaired, they do not lose residence at that location.
- If they do not intend to return to the home, they no longer reside there.
Proof of residence

Everyone who registers on Election Day must provide proof of residence.

- **There are seven methods for proving residence.**
  If a voter brings a document or ID that is not on the official list of options, it cannot be used to register. This is true even if the document is from a government office.

- **Proof of residence is not the same as photo identification.**
  Some proofs of residence involve a photo ID; others do not.

- **Voters can go home to get what they need and return.**
  If a voter did not bring proof of residence, they can leave and come back with it.

This document is laminated and kept at each poll book for your reference.
Option 1: Valid ID with current name and address

1. **Valid Minn. driver’s license, learner’s permit or ID; or a receipt for any of these.**
   If showing a receipt, the voter does NOT need to present a clipped/expired photo ID.
   If the card says ‘status check’ in the lower right-hand corner, it means the voter was not a citizen when they applied for the license. They may or may not have become a citizen since then. Have the head or assistant judge administer the challenge procedure found on page 107.

2. **Tribal ID with name, address, photo and signature**
   You are not required to live on an Indian reservation to use a tribal ID to prove residence.

Poll book processing notes and troubleshooting

- **Scan an ID to save data entry time**
  You can scan a Minnesota driver’s license or state ID to reduce data entry time. Press ‘scan barcode’ near the top of registration step 1 to scan the barcode.
  Do not forget to give the voter their ID back when done!
  The scanner cannot read other barcodes such as a U.S. passport or tribal ID.

- **How to process a receipt for a new Minnesota ID**
  Receipts for a first-time Minnesota license or ID do not have an ID number assigned. Therefore, do not select ‘Voter has an MN-issued driver’s license or MN ID card number’ on registration step 3, as it will require an ID number to be entered. Instead, choose the second or third options in the drop-down menu shown below.
Option 2: Photo ID and document with current name and address

The second option is to show a photo ID and a document with current name and address.

Approved photo IDs

The ID must contain the voter’s photo and current name. It can be expired.

1. Driver's license, state ID or learner's permit from any state or U.S. territory
2. U.S. Passport
3. U.S. Military or Veteran ID
4. Tribal ID w/name, signature, and photo
5. Minnesota university, college or technical college ID
6. Minnesota high school ID

Approved proof of residence documents

The document must have the voter’s current name and current address in the precinct. The document can be shown electronically (smartphone, tablet, etc.) or on paper.

1. Bill, account or start-of-service statement
   Must be for one of the following: phone, TV, internet, solid waste/sewer, electric, gas, water, banking or credit card, rent or mortgage.
   Must be due or dated within 30 days of the election. If the document lists two dates (e.g., an order date and start-of-service date), use the date when service starts.
   For 2018 Primary Election, must be due or dated between July 15 and Sept. 13.
   For 2018 General Election, must be due or dated between Oct. 7 and Dec. 6.

2. Residential lease or rent agreement valid through Election Day
   If a lease is in an automatic renewal period and you cannot tell it is valid through Election Day, it cannot be used. You must be able to confirm that the lease goes through Election Day from the document itself.

3. Current student fee statement
Poll book processing notes and troubleshooting

- Use ‘Photo ID + Document with Current Name and Address’ in step 4. Then select the specific ID and document they showed you.

- You may need to scroll down in the ‘document type’ menu. Several of the documents may be hidden from view in step 4 unless you scroll down.
Option 3: Vouching

A registered voter from the same precinct can sign an oath confirming another voter’s address. This is called vouching. The person signing the oath is the voucher.

Vouching guidelines

The voucher:

1. **Must live in the same precinct as the voter.**
2. **Must have personal knowledge the voter lives in the precinct.**
3. **Must register to vote, either before or on Election Day.**
   
   Vouchers can register on Election Day unless they also were vouched for.

4. **Cannot vouch for more than eight voters.**

5. **Can be an election judge.**
   
   Ask another judge to register the voter in their poll book, instead of doing it yourself.

Poll book processing notes and troubleshooting

- **Select ‘Other’ on registration screen 4, then ‘Vouched for.’**
• **Select the voucher type on the following screen.**
  Find out if the voucher is pre-registered in the precinct or registered today.

![Voucher Type Selection](image)

• **If pre-registered to vote, enter voucher’s voter ID #**
  You can find this number on the greeter’s list, by searching for that voter in a neighbor’s poll book, or on their printed voter signature certificate.

• **Enter voucher’s name, address, and phone.**
  If you entered a voter ID #, the name and address will fill automatically. Email address is not required. If the voucher has no phone number, enter zeros.

• **Turn poll book around and have the voucher sign the screen.**
  You must also sign your name.

**Complete the Precinct List of Persons Vouching Form**

To make sure people do not vouch for more than eight voters, you must record the voucher’s name, voter ID number (if available, see above), and how many people they vouched for.

If the voucher registered on Election Day, leave the voucher’s voter ID number blank.
Option 4: Student housing list and student photo ID

Colleges can send a list of students who live on campus in your precinct. This applies to specific precincts near UM-Twin Cities, Augsburg, MCAD, and North Central University (Elliot Park area).

If a student’s name is on the list, they just need to show a current, valid student photo ID for their proof of residence.

Poll book processing notes and troubleshooting

- Select ‘Other’ on registration screen 4, then ‘Student ID with College List.’
- Enter the number on the student’s ID in the following box.
Option 5: Valid registration in the same precinct

If a voter is already registered in the precinct but changed names or moved within the same precinct, their registration listed in the poll book serves as proof of residence.

No additional documentation is needed

If their previous voter record appears in the poll book, and they still live in the precinct, they are not required to show a document with their new name and/or address.

Poll book processing notes and troubleshooting

- Press on their existing record in the poll book and open the confirmation screen.
- **Do not press ‘accept’ — select ‘update registration’ at the bottom of the screen.**
  
  Update name as needed on registration screen 1. Update address if needed on registration screen 2.

- **Select ‘Other’ on registration screen 4, then ‘Valid Registration in Same Precinct.’**

- **Do not confuse registration screens 3 and 4!**
  
  When judges hear the voter does not need to show a document or ID with their new name or address, they sometimes get confused by registration screen 3. This is when you ask for a driver’s license number, social security number, or none of the above.

  Your driver's license number does not show your current address—it remains the same when you move. Therefore, even if they provide you a driver’s license number in step 3, you should still select ‘Other’ and ‘Valid Registration…’ in step 4.
**Option 6: Notice of late registration letter**

You can either register up to three weeks before the election or on Election Day itself. If you send a registration during the 20 days leading up to the election, your registration will not be active on Election Day.

Instead, you may get a letter from Hennepin County (example below) saying that you registered too late.

If so, you can bring the letter on Election Day and use it as proof of residence. You still have to register since your registration is not active yet.

**Poll book processing notes and troubleshooting**

- Select ‘Other’ on registration screen 4, then ‘Notice of Late Registration.’

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**NOTICE OF LATE REGISTRATION**

November 1, 2016

JEFF NARAGON
10 MILWAUKEE AVE
MINNEAPOLIS, MN 55404

Dear JEFF NARAGON:

Your registration application was received fewer than 21 days before the 11/06/2016 GENERAL ELECTION. If you do not vote in the upcoming election on 11/06/2016, 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;
2) A valid Minnesota identification card or a receipt for the identification card that contains your valid address in the precinct;
3) A current student identification card including your photo (if your college has provided a student housing list);
4) A tribal identification card that contains your name, picture, signature, and address in the precinct;
5) A valid registration in the same precinct under a different name or address;
6) A voter who is registered in the precinct and can attest to your address with a signed oath;
7) An employee of the residential facility where you reside who can attest to your address with a signed oath; or
8) A photo ID from the first column, and a current bill in your name showing your current address from the second column.
Option 7: Vouching by residential facility staff

If you live in a residential facility, a facility staff person can vouch for your address.

Residential facilities include assisted-living facilities, battered women’s shelters, group residential housing, homeless shelters, nursing homes, residential chemical treatment, residential facilities for persons with developmental disabilities, supervised-living facilities, transitional housing, and veterans’ homes.

Rules specific to residential facility vouching

This vouching differs from the vouching described in option 3 on page 62.

- They may vouch for an unlimited number of residents at the facility. As such, do not note their information on the Precincts List of Persons Vouching Form.
- They must prove their employment at the facility (see below).
- They must prove their employment at the facility (see below).

How to prove employment

The staff person can prove employment by any one of these three options:

- Show a facility employee photo ID.
- Show a statement on facility letterhead. A manager or equivalent officer must sign a letter saying the person is an employee.
- Be on the certified list of employees sent to your precinct. Some organizations send a letter in advance; it will be in your polling place supplies.

Poll book processing notes and troubleshooting

- Select ‘Other’ on registration screen 4, then ‘Vouched for.’
- Select ‘employee of a residential facility’ on the following screen.
- Enter the residential facility’s name, address, and phone.
- Turn poll book around and have the voucher sign the screen. You must also sign your name.
Registration on the poll book

1. **Search for voter several ways to rule out that they are registered.**
   If after searching by last name and date of birth the poll book returns a “no records found” screen, press ok.

2. **Ask if the voter has proof of residence.**
   If yes, press ‘new registration’ at the bottom. If no, review the proof of residence list with the voter (see page 58). They can go home to get something if needed.

3. **Ask the voter the eligibility questions that pop up.**

4. **Enter the voter's full legal name and date of birth.**
   If the voter has a Minnesota driver’s license or ID, you can scan it to save time on data entry. Press ‘scan barcode’ to start.
   Phone number and email address are optional.
   Confirm the information is correct before continuing.

5. **Enter the voter's house number.**

6. **Press the street name field and select street from the drop-down menu.**
   If you find yourself entering the city and zip code, you missed a step! If you correctly select the street name, the city and zip code will auto-fill.
   Do not forget to add apartment number, if applicable.
   Leave the PO Box field blank.
7. **On next screen, ask if the voter has an identification number.**
   Choose from driver’s license/state ID number, the last 4 digits of their social security number, or none of the above if they cannot provide you a number.
   
   If you have scanned an ID in step 4, the number will auto-populate in the box.

8. **On next screen, select what kind of proof of residence the voter gave you.**
   Use the drop-down menus to enter all the information shown about their proof of residence. See the proof of residence section (page 58) for tips on entering the data.

9. **On next screen, complete optional registration update screen, time permitting.**
   This screen is optional. If time permits, ask if the voter has moved or changed names since last registration and enter any information they provide.

10. **Confirm the voter’s information is correct.**
    You may orally review essential information (name, date of birth, address) or show the screen to the voter.

11. **Sign your initial with the stylus and press submit.**

12. **Wait for the printer to finish.**
    The Election Day registration application and signature certificate print on one slip. There is a lag in print time between the two—do not tear the certificate from the printer until printing is complete. If you rip it, see page 48 for how to reprint it.

13. **Ask voter to verify their information and read both oaths.**
    If there is an error, follow the steps in the following section of the guide.

14. **Direct the voter to sign in two places.**
    Hold the top of the certificate to ensure it stays at the poll book table.

15. **Place signed papers into the Election Day registration signature certificate box.**

16. **Hand a voter’s receipt to the voter and direct to the ballot station.**
How to register a voter who is homeless

1. **Be patient and kind.**
   Homelessness is stressful and can be accompanied by mental illness. Some voters cannot find a voucher needed for their proof of residence, leaving them frustrated.

2. **Ask the voter where they are staying.**
   A voter’s residence is where they sleep, be it a shelter, a friend’s house or outside. If they do not typically sleep in the same place, ask where they slept the previous night.
   P.O. Box or general delivery address cannot be used as a residence.

3. **Verify the location they are staying at is in the precinct.**
   If the location does not have a street address, you will need to look on a precinct boundary map. View a zoomable precinct map at https://tinyurl.com/viewmplsmap, or have your head or assistant call headquarters for assistance.

4. **Review proof of residence options with the voter.**
   In many cases, a voter who is homeless will need someone to vouch for them. This can be difficult, particularly for those who stay outside. If the voter is staying at a shelter, tell them about the residential facility vouching process on page 67.

5. **Begin to register the voter in the poll book.**
   If the voter does live in the precinct and has proof of residence, begin the registration.

6. **If necessary, enter a description of their address on registration screen 2.**
   If the voter stays outside, you will need to type a description of it. Enter zeros for the house number, and then put a description in the street name field as shown below.
   Then have a head or assistant call headquarters. Staff will re-check that the voter’s sleep location is in the precinct and walk you through the remaining steps in the poll book.
VOTERS WHO NEED TO MAINTAIN PRIVACY

Voters who need to maintain privacy

The name and address on your voter registration record is public information. However, a voter can ask to keep their information private due to personal safety concerns.

Request to keep information private

The voter can ask that their name and address be visible only to election officials and judges.

To do this, have the voter write and sign the statement below on any piece of paper. It should include the voter’s full name and the address, and be attached to their signature certificate.

“I request that my name be withheld from the public information list of voters because it is required for either my safety or the safety of my family, as provided in Minnesota Statutes 201.091, subdivision 4.”

Request to inactivate registration

As an extra safety measure, voters can ask to have their registration deactivated. Officials will enter their information into the system only long enough to verify their voting address. It will be marked as private from the start.

This will prevent election officials from seeing the information in the private database of voters unless they are specifically looking for the voter’s record.

To verify the address, a county election official will send a postcard. Once it has been delivered to the address, the election official will inactivate the record. The person must re-register before voting again.

Have the voter write and sign the statement below on any piece of paper. It should include the voter’s full name and the address they are registering to vote at. Attach the statement to their signature certificate.

“I am currently registered to vote at the name and address above. I hereby request that my voter record be marked “inactive” in the statewide voter registration system, in accordance with Minnesota Statutes 201.13, subdivision 4.”

Safe at Home

If a voter tells you they are enrolled in the Minnesota Secretary of State’s Safe at Home address confidentiality program, have them call 651-201-1399 for further instructions.
Record of Attempted Registration Form

If a voter attempts to register on Election Day but is unable to provide proof of residence, record the instance using this form by placing a slash through each number.

Record of Attempted Registration

Record of the number of individuals who attempt to register on Election Day, but are unable to provide proof of residence.

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Data entry error on a registration

If you or the voter notices a data entry error after printing the registration application and signature certificate, follow these steps.

1. **Do not create a second registration in the poll book.**
   
   You cannot edit the mistake in the poll book.

2. **Write down the correction directly on the printed document.**
   
   For example, cross out a misspelled letter and write the correct one next to it.

3. **Note the correction with a highlighter.**

4. **Write your initials next to the correction**

5. **Have the head or assistant make a notation on the Incident Log.**
Address matched to a different precinct

If you see the screen like the one shown above, follow these steps:

1. **Check that you entered the address correctly.**
   Press back to the address screen and re-enter the address if needed.

2. **If the same screen appears, press continue.**
   The next screen will show the voter’s correct polling place.
   Press ‘map location’ to show and print driving directions for the voter.
Precinct could not be determined

If you see the screen like the one shown above, follow these steps:

1. **Check that you entered the address correctly.**
   Press back to the address screen and re-enter the address if needed.

2. **If the same screen appears, have the head or assistant call headquarters for instructions.**
   Tell the voter their address is not in the database of address combinations for Minneapolis. This is most common with new housing or housing that is zoned commercial.
   Headquarters staff will give instructions on how to process the voter, assuming the voter's address is found to be within the precinct.
PRECINCT COULD NOT BE DETERMINED
Tasks

1. **Receive voter receipts and issue a ballot.**
   Make sure each ballot has the initials of two election judges.

2. **Prepare more ballots to issue, as needed.**
   Follow instructions on page 78.

3. **Give voters instructions on how to mark a ballot**
   See page 79 for what to say.

4. **Track assistants who enter the active voting area.**
   Familiarize yourself with the rules found on page 91. Use the Voter Assistance Tracking Form shown on page 92 when an assistant is present.

5. **Issue replacement ballots to voters who make a mistake**
   You must ‘spoil’ the old ballot and place it in an envelope. See page 83.

6. **Count and track voter receipts.**
   See page 81 for details.
Preparing ballots

Before polls open
You must prepare a supply of ballots in the morning before the polls open. See page 25 for instructions.

During the day
1. **Never open more than needed.**
   You can always open more later. This promotes ballot security and simplifies closing paperwork.

2. **Two judges (from any political party) count ballots in each pack and record it on the Ballot Tracking Form.**
   Packs typically contain 100 ballots, but it is possible from time to time for the count to vary slightly. See the Ballot Tracking Form on page 26.

3. **Two judges (from any political party) initial each blank ballot.**
   Only issue a ballot to voters if it has the initials of two election judges at the top.

4. **Do not pre-place ballots in the secrecy folder.**

5. **Return remaining sealed packages to a secure location.**

Ballot shortages
If the total supply of ballots runs low (200 or lower), contact headquarters immediately.

Never issue your last ballot. Keep it to use for making unofficial ballots. Do not wait until all the ballots are gone before making unofficial ballots.

Check with headquarters before doing so and note on the Voter Statistics Worksheet how many were made. Do not keep voters waiting.
Issuing a ballot

1. Collect a voter receipt.
   Never give out a ballot unless the voter hands you a voter receipt first.
   See page 81 for instructions on what to do with receipts.

2. Offer a secrecy folder.
   This folder lets you cover your ballot choices while you carry it to the tabulator. Always offer one, but voters are not required to take it.

3. Give basic instructions on how to mark a ballot.
   See the following section for a script.

4. Direct the voter to an empty voting booth, table, or AutoMARK.
   Always offer the AutoMARK—do not make assumptions about who needs or wants to use the AutoMARK: “You can vote at any of those booths over there. We also have a machine that can mark the ballot for you.”

   Voters do not have to wait for an open voting booth. They can use a free table or a clipboard to complete their ballot if they choose.

Primary election script

“Here is your ballot. There are races on both sides of the ballot.

The front is a partisan primary ballot. That means you can only vote for candidates in one of the two columns.

Completely fill in the oval next to the candidate’s name of your choice.

If you make a mistake, bring the ballot back here to get a new ballot.

When you are done, bring your ballot to the ballot counter.

You can vote at any of those booths over there. We also have a machine that can mark the ballot for you.”
**General election script**

“Here is your ballot. There are races on both sides of the ballot.

Completely fill in the oval next to the candidate’s name of your choice.

If you make a mistake, bring the ballot back here to get a new ballot.

When you are done, bring your ballot to the ballot counter.

You can vote at any of those booths over there. We also have a machine that can mark the ballot for you.”

**Ballot question instructions**

Never explain or discuss ballot questions. Just explain how to mark ‘yes’ or ‘no.’

Do not proactively tell voters that not voting on a constitutional amendment has the effect of voting no. This may influence how they vote. If asked, direct the voter to the printed instructions on the ballot, which explains this point.
Managing voter receipts

1. **Number each receipt sequentially.**
   Write the total number of receipts collected for the day on the front of the receipt. For example, if this is the fifth receipt collected, write “5” on it.

   For reference, look at the last receipt collected.

2. **Place the receipt on the spindle.**

3. **Paper clip receipts in 25s.**
   For every 25 receipts you collect, paper clip them together with a paperclip or rubber band and place them into the Used Voter Receipts Envelope.

When polls close, the number of voter receipts should match the number of ballots in the ballot tabulator.

The head or assistant judge will compare (audit) these figures on an hourly basis to ensure everything is on track (see page 82 for details).
Conducting hourly audits

The head or assistant should fill out this form each hour.

- In column A, write the number of voter receipts collected at the ballot station.
- In column B, write the public count number shown on the ballot tabulator.
- In column C, write the number of voters who currently have a ballot but have not yet put it in the tabulator, including voters using the AutoMARK or at a table.

Call headquarters if the audit is off

If the sum of columns B and C do not match column A, take some time to determine why. If your numbers are still off, record this on the Incident Log and contact headquarters immediately.

VOTER RECEIPT & BALLOT TABULATOR AUDIT

City of Minneapolis - Tuesday, November 8, 2016

<table>
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<tr>
<th>AUDIT TIME</th>
<th>A: VOTER RECEIPT #</th>
<th>B: BALLOT TABULATOR # (PUBLIC COUNT)</th>
<th>C: # OF VOTERS IN BOOTH</th>
<th>B+C AUDIT TOTAL</th>
<th>ELECTION JUDGE INITIALS</th>
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If a discrepancy is discovered, note it in the incident log and then promptly contact Election Headquarters at 612-673-3030.
Spoiled, found or abandoned ballots

If a voter makes a mistake on their ballot, they can turn it in and get a new one. Ballots that voters give back due to an error are called ‘spoiled’ ballots.

Spoiled ballot

1. Retrieve the Spoiled Ballot Envelope.

2. Have the voter place their ballot directly into the Spoiled Ballot Envelope. Do not take the ballot from the voter. Ask the voter to insert it directly, unless they request assistance. Do not write anything on the ballot. If the voter wants to review the ballot with you, remember that two judges from different major political parties are required.

3. Issue a replacement ballot to the voter.

Found or abandoned ballot

If a voter leaves their ballot in the voting booth and exits, it cannot be counted.

1. Notify your head or assistant judge.

2. Print “Found in voting station” on the ballot.

3. Put it in the Spoiled Ballot Envelope.

SPOILED, FOUND OR ABANDONED BALLOTS
Tasks

1. **Watch the tabulator.**
   No one except voters and judges is allowed within six feet of the tabulator (see page 85). Unless a voter asks for help, let them insert their ballot.

2. **Manage the line leading to the tabulator.**
   Lines can form at the tabulator, so make sure voters do not linger longer than necessary. As soon as you hear the ballot drop and see the thank you screen, motion for the voter to step aside and receive their sticker so the next voter can come up.
   
   At times, you might have another judge give stickers so you can focus on moving the line.

3. **Help voters with ballot errors.**
   If a voter has an error on their ballot, such as voting for more candidates than is allowed in a race, the machine will give an error message. Use the instructions on page 86 to help the voter resolve the issue.

4. **Alert the head or assistant judge of problems.**
   Get help when there is a jammed ballot, the ballot box becomes full, or the ballot tabulator stops working (see pages 88-90).

5. **Hand out “I Voted” stickers.**
   Do not touch the voter or place the sticker on them. Hand it to them unless they ask for help.

**Tabulator buffer zone**

No one except voters (along with their assistant or children) and election judges are allowed within six feet of the ballot tabulator.12

- You can put tape on the floor to mark this boundary.
- More than one voter can be within the 6-foot boundary, as long as they do not crowd people or invade their privacy when voting.
Helping with ballot errors

1. **Tell the voter that the ballot tabulator has a comment about their ballot.**
   Check the display of the ballot tabulator for the error message.

2. **Explain the error.**
   Explain the problem, but do not inspect the voter’s ballot. Use the text on the tabulator screen to assist (see image below for example).

3. **Additional judges may need to be present.**
   If the voter does not understand your explanation and needs more clarification, two judges from different major political parties may discretely review the ballot and advise the voter.

4. **Replacement ballots.**
   If the voter wants a replacement ballot, press return on the screen to eject it. Then follow the spoiled ballot procedure on page 83.
   If the voter wishes to cast their ballot as is, notify them that portions of their ballot may not be counted. Select cast on the screen.

![Image of ballot tabulator screen showing an error message and buttons for Return and Cast.]
# Common ballot marking errors

## Skewed ballot
- **Problem:** The tabulator takes ballots in any orientation, but it may have been inserted at an awkward angle.
- **Solution:** Have the voter reinsert the ballot using different orientations. Use two hands to make sure it goes in straight.

## Overvotes
- **Problem:** The voter chose more candidates for an office than are allowed. For example, you can only select one candidate for president. Marking two candidates leads to an overvote. The machine can mistake stray pen marks as an overvote too.
- **Solution:** Ask if the voter would like a new ballot, or to cast it as is. Overvoted offices will not be counted, but any office or ballot questions filled out correctly will be counted.

## Cross-party votes (primary only)
- **Problem:** In a partisan state primary, voters can only vote for candidates from one party. Voting for candidates from more than one party will trigger this error.
- **Solution:** The voter may spoil their ballot and receive a replacement, or cast it as is. Cross-party voting will cause the entire partisan part of the ballot not to be counted.

## Blank ballot
- **Problem:** The voter did not vote for anything on their ballot.
- **Solution:** The voter may return to the voting booth to complete their ballot, or cast it as is.13
If the tabulator is not working

You must open the polls at 7 a.m. even if the ballot tabulator is not working.

1. Alert the head or assistant judge.

2. Open the flap on the auxiliary compartment.
   Do not keep voters waiting. Immediately open the sliver flap on the auxiliary compartment to receive voted ballots.

3. Make sure voters understand what is happening.
   Tell voters that election judges insert the ballots once the machine is running again.
   Voters can use the AutoMARK to make sure their ballot does not have any ballot marking errors.

4. Have a head or assistant call headquarters for help on fixing the machine.

5. Remove ballots and insert once the machine is working.
   Later in the day (or after the polls close), two judges from different major political parties must remove the ballots from the auxiliary compartment and insert them into the tabulator. Wait to do this if there is a long line of voters waiting to cast their ballot.
Full ballot box

If the ballot box becomes too full, it can jam.

Empty the ballot box each time 750 ballots have been voted. You will know it is time when the public count on the machine reads 750, 1500 or 2500.

1. Alert the head or assistant judge.

2. Have two judges from different major political parties open the ballot box and remove ballots.

3. Place ballots into a Ballot Transfer Case.

4. Seal the Ballot Transfer Case.
   Use two Ballot Transfer Case Certification Seals and one green seal as shown below. Four judges must sign each of the seals, including the two judges who will deliver returns to the drop-off site.

5. Place the Ballot Transfer Case in a secure location.

6. The head or assistant judge must record this on the Incident Log.
   Note the time of day and ask the judges who opened the tabulator to initial the log. Write down the number from any seals used to secure removed ballots into Ballot Transfer Cases.

---

[Image of Ballot Transfer Case]
**Jammed ballot**

Ask the voter to stay put while you fix the problem. Alert the head or assistant and follow these steps.

**If the ballot was not counted**

If the error message says the ballot has not been counted, it means it jammed before the scanner could read and count the votes.

Try these steps to remove the ballot.

1. If the ballot is visible, have the voter gently tug it back.
2. If not visible, remove the black plastic privacy guard on top of the ballot tabulator.
3. If it is still not visible, unlock the security flap and pull machine forward a few inches. The ballot will likely be visible out the back of the ballot tabulator. Remove it, being sure not to let it fall into the Ballot Box.
4. Try to vote ballot again. The voter may need to try different ballot orientations.
5. If it jams again or will not accept the ballot, read the new error message and have the voter place the ballot in the secrecy cover. Go with the voter to the ballot station for a replacement ballot. Put the spoiled ballot in the Spoiled Ballot Envelope.

**If the ballot was counted**

If the error message says, “Your ballot has been counted, but it didn’t drop into the ballot box,” it means the ballot passed through the scanner and was counted, but got jammed before it dropped into the ballot box.

In most cases, you will have to clear the ballot by opening the main compartment and pulling the ballot down. Two judges from different major political parties must be present for this operation. A flashlight is also helpful.
Voter assistance

Assistant rules

Voter assistance includes physical support, language interpretation, and physically marking a ballot at the voter’s direction.

Exceptions to who can assist

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

Rules for assistants

1. Assistants must come with the voter, remain with them, and leave when finished.
   Assistants must leave when the voter finishes (or sooner if not assisting in the active voting area). Assistants cannot linger or offer to help others within the buffer zone.

2. Assistants can only assist at the voter’s request.
   Let the voter know they can get help from you, and have them confirm they want assistance from the individual with them.

3. Assistants cannot influence how they vote.
   Assistants cannot persuade someone to choose a particular party or candidate.

4. Assistants cannot reveal to anyone how the person voted.

5. Assistants can help a max of three people in the active voting area each election.15
   The active voting area is where people mark their ballot. At the ballot station, use the Voter Assistance Tracking Form (page 92) to keep track of their total.
   Assistants can help an unlimited number of voters elsewhere in the polling place (e.g., the poll book station, ballot station, entering the building).

6. The voter can show their completed ballot to election judges.
   If an assistant marked their ballot, the voter has a right to show it to two judges from different major political parties to check that it is marked correctly.
**Election judge assistance in the active voting area**

In the active voting area, only two judges from different major political parties can help a voter.\(^{16}\)

**Voter Assistance Tracking Form**

Fill this form out at the ballot station when an assistant accompanies a voter into the active voting area.

---

**Voter Assistance Tracking Sheet**

Primary Election, August 14, 2018

**Instructions:** Use this form to track voter assistance (either interpretation or physical assistance) provided by non-election judges within the “active voting area” (the area of the polling place in which the voter completes their ballot). Each assistant is permitted to assist up to three voters in this area of the polling place per election. On each line, the election judge records their initials, prints the name of the assistant, and crosses out a number for each time assistance is provided.

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Language support

Signage
Polling locations that serve large populations of voters for whom English is a second language are a priority for receiving additional materials and support. When possible, we provide translated signage and materials, as well as bilingual judges to assist with interpretation.

If you speak a language other than English, write that language on your nametag. Some polling places are sent buttons you can wear that say you are bilingual in a particular language.

Interpretation services from Minneapolis 311
Call 311 if you do not have an election judge who speaks the voter’s language.

1. Call 311 and explain you are an election judge who needs to connect to an interpreter.

2. Wait for the 311 operator to connect to the language interpretation vendor.

3. Explain the situation to the interpreter.
The 311 operator may leave the call at this point.

4. Have the conversation.
The interpreter will translate everything into both English and the voter’s language.

5. Provide directions on how to view a ballot, if needed.
You may need to direct the interpreter to myballot.sos.state.mn.us to view the voter’s specific ballot. At that website, the interpreter will need to enter the voter’s address.
The interpreter cannot influence how the person votes. They can only translate what is written on the ballot.
Election judge interpretation in the active voting area

In the active voting area, two judges from different major political parties must assist. If only one of the two judges speak or signs in the voter’s language, follow the procedure below. This ensures that everyone understands the interaction.

1. **Tell your colleague what you are going to say or sign in the voter’s language.**
   Interpreter to fellow election judge: “I’m going to say that in a primary election, you can only vote for candidates from one party.”

2. **Translate into the voter’s language and let the voter respond.**
   Interpreter to the voter: “En una elección primaria, solo puedes votar por candidatos de un partido.”
   Voter to the interpreter: "Entonces no puedo votar tanto por un republicano como por un demócrata, ¿tengo que elegir uno?"

3. **Tell the English-speaking judge what the voter said or signed.**
   Interpreter to colleague: “The voter is confirming that they can’t vote for both Republicans and Democrats. I’m going to say again that you must choose one party, you can’t vote for both.”

4. **Repeat steps 1-3 as needed.**

5. **Read all candidates names for each race.**
   If you are reading the ballot to the voter, be sure to read the entire list of candidates for each office, including the party name (if applicable).

6. **You can only mark the ballot after the voter clearly communicates their choice to you.**
   If you are marking their ballot, ask the voter to verbalize (or otherwise specify) the candidate’s name they are choosing so that both judges are clear on who they want to vote for.
Support for voters who have a disability

Voters who are blind or low vision

1. Offer to assist, and take the voter’s lead on how much or whether to assist.
2. If asked to help navigate the polling place, offer your arm.
3. Paint a verbal picture of the pathway.
   Give specific information about upcoming obstacles.
4. Tell the voter if you leave or if another judge will now assist them.
5. Do not interact with service animals.
6. Offer visual aids as needed.
   Minneapolis polling places all have magnification cards and bars, signature guides and
   the AutoMARK ballot-marking device (page 97).

Voters who are deaf or hard of hearing

1. Speak calmly.
   Avoid the impulse to talk louder to people who are deaf.
2. Speak to the voter.
   If a sign language interpreter is present, make eye contact with and direct your
   questions to the voter, not the interpreter.
3. Try rephrasing rather than repeating yourself.
4. Use notepads and written communication as needed.

Voters with cognitive impairments

Only a court can decide if someone is not competent to vote. No one can make this decision
on their behalf, including family or doctors. No one can challenge a voter’s eligibility because
of perceived cognitive capabilities.

People can vote when under guardianship, conservatorship, or if they gave someone power
of attorney, as long as a court order did not explicitly restrict their right to vote.
Curbside voting

Voters who cannot go inside can have a ballot taken out to their vehicle.

First steps

1. **The head judge assigns two judges from different major political parties to assist.**

2. **Find out if the voter is registered.**
   Ask and write down their name and address, and return inside to check the poll book to see if the voter is registered.

For registered voters

1. Check in the voter on the poll book and print their signature certificate.
2. Tear off a voter receipt and bring it to ballot station in exchange for a ballot.
3. Bring the signature certificate, secrecy folder, and ballot to the voter.
4. Have the voter sign the signature certificate and complete their ballot.
5. When done, ask them to wait there to make sure the tabulator accepts their ballot.
6. Place the ballot in the secrecy folder, go inside, and insert the ballot.
7. Place the signature certificate in the correct bin at the poll book station.
8. Return to the voter with confirmation and an ‘I Voted’ sticker. If there was a ballot error, follow the procedures on page 86.
9. Return materials inside to appropriate places.

For voters who need to register

2. Go back inside near the printer and press ‘submit’ to print.
3. Tear off a voter receipt and bring it to ballot station in exchange for a ballot.
4. Bring voter a secrecy folder, ballot, and registration application/signature certificate.
5. Have the voter sign their paperwork and complete their ballot.
6. When done, ask them to wait there to make sure the tabulator accepts their ballot.
7. Place the ballot in the secrecy folder, go inside, and insert the ballot.
8. Place the signature certificate in the correct bin at the poll book station.
9. Return to the voter with confirmation and an ‘I Voted’ sticker. If there was a ballot error, follow the procedures on page 86.
10. Return materials inside to appropriate places.
AutoMARK operation

The AutoMARK is a ballot-marking device. Any voter can choose to use the AutoMARK to complete their ballot.

It provides privacy and independence to voters who cannot, or choose not, to vote using a pen, including voters who prefer spoken rather than written words. The device prints a voter’s choices on the ballot and returns the ballot to be placed into the ballot tabulator.

Detecting ballot marking errors

The device looks for ballot-marking mistakes (see page 87) and lets you review your choices.

How it works

When you insert a ballot, an electronic version of it appears on the screen.

Using the Keypad

Using the Touchscreen

Touch the candidate name or question or the corresponding oval to make a selection.

Touch the selection a second time to deselect.

Marking and reviewing the ballot

The voter may mark the ballot using the touch screen or the keypad functions. Audio will prompt the voter.

This screen provides a summary of selections made on the ballot.

Corrections can be made by selecting each race individually or by using BACK to cycle through the races in reverse order.

Selecting the MORE bar displays portions of the summary that does not fit on the display screen.
AUTOMARK OPERATION
Voter’s Bill of Rights

Minnesota state law guarantees the following rights to voters:

1. **Have time off work to vote.**
   You have a right to take time off work to vote without losing your pay, personal leave, or vacation time.

2. **Vote if in line by 8 p.m.**
   You have the right to vote if you are in line to vote before 8 p.m.

3. **Register on Election Day.**
   You have the right to register to vote on Election Day if you can show the required proof of residence.

4. **Sign in orally.**
   You have the right to confirm who you are verbally and to ask a person to sign for you if you cannot.

5. **Ask for help.**
   You have the right to ask anyone for help, except for an agent of your employer or union, or a candidate.

6. **Bring children to the polls.**
   You have the right to bring your minor children with you to vote.

7. **Vote after serving felony conviction.**
   You can vote after you finish your sentence, including any probation, parole, or supervised release.

8. **Vote if under guardianship.**
   You have the right to vote if you are under guardianship unless a judge has revoked your right to vote.

9. **Vote without being influenced.**
   You have the right to vote without anyone in the polling place trying to influence your vote.

10. **Get a replacement ballot.**
    You have the right to a new ballot if you make a mistake marking it.

11. **File a complaint.**
    You have the right to file a written complaint at your polling place.

12. **Bring a sample ballot.**
    You have the right to take a sample ballot into the voting booth.

13. **Bring a list of these rights.**
    You have the right to take a copy of these rights into the voting booth.
Incident Log

The head judge must keep notes on incidents or problems during the day. Always inform the head judge of any incidents so they can be recorded in the Incident Log.

Record the time the event occurred and the resolution. Include as much detail as possible in case further investigation becomes necessary.

Always record the following items in the Incident Log if they occur.

Ballots and the tabulator
- The hourly count of voter receipts and the tabulator is off (see page 82). You must also call headquarters whenever this occurs.
- Any time you open the ballot box during voting hours (see page 89).
- The ballot tabulator stops operating (see page 88).
- Facts surrounding an excess number of ballots in the ballot box.
- A ballot is abandoned in a voting station (see page 83).
- Irregularities or discrepancies with the ballot tabulator seal.

Voters and election judges
- A voter is upset about something that happened in the polling place (see page 101).
- An election judge is misbehaving.
- A disturbance has occurred in the polling place.
- Emergency judge appointment and training (see page 131).

Poll book and registration process
- The wrong voter was checked-in on the poll book. Attach the voided signature certificate to the Incident Log (see page 49).
- A voter is challenged in the poll book (page 56) or by a challenger (page 106).
- A signature certificate needed to be reprinted (see page 48).
- Data entry error on a registration application (see page 73).
- A voter’s name is missing from the poll book (see page 53).

Other
- Media visits (see page 105).
Feedback and complaints

Voters have a right to file a complaint at the polling place. Direct voter complaints to the head or assistant judge.

Forms for the head or assistant judge to administer

1. **Election Day Feedback Form**
   Offer this form for most complaints or positive feedback. Completed forms go in the Feedback Form Envelope to be reviewed by the City and Hennepin County.

   The head or assistant should record facts relating to the voter’s complaint in the Incident Log.

2. **Help America Vote Act (HAVA) Complaint Form**
   Federal law requires this form be available to voters to report a suspected violation of the federal Help America Vote Act law.

   This law covers voting machine standards, including accessibility for persons with disabilities; the posting of required voter information at a polling place; and voter registration requirements and processes. If you are not sure if a particular complaint is a HAVA complaint, contact headquarters.

How to complete the HAVA Form

1. **Voters may finish it at the polling place or take it with them.**

2. **The voter must complete the form, including their signature, and have it notarized.**

3. **You are deputized as a notary for this purpose on Election Day.**
   By law, all election judges are deputized as notaries on Election Day for purposes of witnessing a HAVA complaint. Your signature does not mean you agree with the voter’s statement, but that you witnessed the voter complete the form.

4. **Where to return the form.**
   The voter may give you the form or deliver it to the address provided on the form. Completed forms given to you go in the Feedback Form Envelope. The head or assistant judge must make a note in the Incident Log about what caused the voter to file the complaint.
Party balance tasks

Two judges from different major political parties must together do these tasks:

1. Assist a voter with the marking of their ballot (page 92).
2. Explain a ballot-marking error to a voter by examining the ballot itself (page 86).
3. Curbside voting (page 96).
4. Open the auxiliary compartment or the ballot box during voting hours (pages 88 and 89).
5. Duplicate ballots (page 125).
Who is allowed

You cannot be in or near the polling place unless you are authorized to, as listed below. People who can be present besides voters are:

1. **Someone assisting a voter.**
2. **Minor children accompanying their parents.**
3. **Vouchers.**
   See pages 62 and 67.
4. **Observers with written authorization.**
   Must be from Office of the Secretary of State, Hennepin County Auditor, or City Clerk.
5. **Peace officers.**
   Only if election judges request their presence to keep order.
6. **Challengers.**
   Must be appointed in writing by a party or nonpartisan candidate. See page 106.
7. **Teachers and elementary and high school students.**
   Only if participating in a mock election authorized by the Secretary of State.
8. **Someone making a written complaint.**
   See page 101.
9. **Exit pollsters.**
   Exit pollsters can be within 100 feet of the building, but not in the room where people vote. At some locations, this may mean remaining outdoors. The pollster can approach voters only after they have voted. They can only speak to voters to ask if they want to take an anonymous, written questionnaire.
10. **Media.**
    Media may observe the voting process if they follow the rules on page 105.
11. **Service animals.**
    Service animals aiding persons with accessibility needs are allowed in polling places. You are not allowed to ask about or require documentation of the person's disability.
Prohibited activities

1. **No gathering/lingering in the polling place or within 100 feet of the building.**
   This 100-foot area is also known as the ‘buffer zone.’

2. **No discussing candidates or issues.**
   This includes voters waiting in line and election judges.

3. **No campaigning in the polling place or within 100 feet of the building.**
   If the polling place is on public property, campaigning is not allowed anywhere on the property, even beyond 100 feet. This 100-foot area is also known as the ‘buffer zone.’
   The ban on signs and campaign materials within 100 feet does not apply to any adjacent private property.
   Each polling place has a map showing the zone where campaigning is prohibited.

4. **No wearing or displaying political or campaign materials.**
   Ask the individual to cover up or remove the political material, including t-shirts and buttons, while in the polling place. If they refuse, explain they can vote, but the refusal will be recorded and referred to appropriate authorities.
   The head or assistant should record in the Incident Log the names of those who refuse to cover or remove political material.
   Voters may take sample ballots or campaign flyers into the voting booth, but they should not display these materials outside the booth. They must take the items with them when they leave.

5. **No taking official ballots or election materials from the polling place.**
   The exception is judges who are helping with curbside voting (page 96).

6. **No intoxication or liquor.**

7. **No disorderly conduct.**

8. **No smoking.**
Ballot selfies

Some voters like to post a picture of their completed ballot to their social media accounts. Minnesota election law does not explicitly ban or allow this activity. Until there is clarity, you do not need to stop people from doing this unless it disrupts or violates the privacy of others.

Rules for media

The head or assistant judge should record on the Incident Log the time of day, length of their visit, and the name of the media representative. Media must follow the rules below.

1. Media must show identification.
   Media must show a photo ID to the head judge, along with either a recognized media credential or a letter from a local election official confirming their credentials.

2. May not talk to voters or disturb the voting process.
   Interviews with voters or election judges are not allowed. Have the head or assistant contact headquarters if you receive interview requests.

3. Stay at least six feet from voters and the ballot tabulator.

4. May not make a list of those who have or have not voted.

5. They may take photo or video, but not of someone’s voted ballot.
   It is strongly recommended that media get permission from anyone being photographed or recorded.
Challenges to voter eligibility

An election judge, an eligible voter in the precinct, or an appointed challenger may challenge someone’s eligibility to vote. To do this, they must have personal knowledge the person is not eligible. Suspicion is not a basis for making a challenge.

Major political parties and nonpartisan candidates can appoint one challenger per precinct to be in polling places on Election Day.

Challenger rules

1. **Ask challengers to read the rules on this page.**
   You have a right to eject a challenger who violates these rules after being asked to stop any prohibited activity.

2. **Challengers are not poll watchers.**
   Minnesota does not allow poll watchers. All a challenger can do is challenge a voter’s eligibility who they personally know is ineligible. Challengers cannot interfere with, question, or involve themselves with any other part of the voting process.

3. **Present the head judge a written appointment letter.**
   Only a political party or a nonpartisan candidate can make appointments. Partisan candidates cannot appoint challengers. Appointments must be made in writing.

4. **Prove Minnesota residence.**
   They must show one of the proofs of residence accepted for Election Day registration (see page 58). Challengers do not have to live in the precinct they were appointed to.

5. **Must only speak to head or assistant judge—no talking to voters.**
   Provide a chair in view of the poll book station but out of the way of voters.

6. **Must base a challenge on personal knowledge the voter is not eligible.**

7. **Other restrictions:**
   Cannot be disruptive, handle or inspect documents, make lists of voted, take photos, go within six feet of the tabulator, or influence voting. Cannot compile lists of voters to challenge based on mail sent by a party that was returned as undeliverable or if receipt was not acknowledged in the case of registered mail.
Challenge process

If someone makes a challenge, the head or assistant judge should do the following:

1. **Tell the challenger to only speak to you [the head or assistant judge], not the voter.**

2. **Have the challenger complete the Oath of Challenge to Voter’s Eligibility Form.**
   See the form on page 108.

3. **Have the challenged voter swear or affirm an oath.**
   Administer this oath: “Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote in this election?”

4. **Question the voter.**
   Ask what is needed to address the reason for the challenge. Examples may be:
   - What is your full name?
   - What is your residential address?
   - Are you at least 18 years of age?
   - Are you a citizen of the United States?
   - Are you under court-ordered guardianship in which the court order revokes your right to vote; or found by a court to be legally incompetent?
   - Are you on probation or parole for a felony conviction?

5. **If the voter is eligible...**
   If the voter’s answers show that they are eligible to vote in the precinct, they can vote. They are not required to present documentation to overcome the challenge.
   Place completed Oath of Challenge to Voter’s Eligibility Form into the Challenger Form Envelope and make a note in the Incident Log.

6. **If a challenger persists with the challenge...**
   If the challenger persists and the voter continues to say they are eligible to vote, have the voter verbally repeat the oath/affirmation on their signature certificate. After the voter signs their signature certificate, you must allow them to vote.
   Make notes on the Oath of Challenge to Voter’s Eligibility Form as appropriate. Make a note in the Incident Log.
   Tell the challenger they may contact the county attorney to pursue the matter further.
7. **If the voter is not eligible**

If a voter's answer indicates they are not eligible, refuses to answer questions, or refuses to sign the signature certificate, inform them that they cannot vote now or later in the day. Make a note in the Incident Log.

Locate the voter’s record in the poll book and press the grey ‘ⓘ’ to the left of the voter’s last name. Enter the ‘display extra functions’ password and select ‘challenge refused.’

---

**Oath of Challenge to Voter’s Eligibility Form**

![Oath of Challenge to Voter’s Eligibility Form](image-url)
Closing

Head and assistant duties

1. At 8:00 p.m. announce that the polls are closed.

2. Identify the last voter in line and have a judge stand behind that person.
   Anybody in line by 8 p.m. can vote, even if the line is going out the building. Assign a judge to stand behind the last voter and direct any voters who come after 8 p.m. that the poll is closed.

3. Wait to begin closing and tear down until the last voter has finished.

4. Set up your closing worktable and determine your workflow.
   The closing table is for completing forms and organizing supplies for delivery to the drop-off site. Some head judges want all materials brought to the closing table for counting; others ask judges to count items (e.g., voter signature certificates) elsewhere and then bring them over once finished.

5. Assign duties to team judges. Tell them not to seal envelopes until instructed.

6. Close the ballot tabulator (page 111) and AutoMARK (page 114).
   Either the head or assistant must assist with these.

   Assign this to a poll book and registration specialist, if one is assigned to your precinct.

8. Complete paperwork.
   - Results tapes (page 117)
   - Return envelopes (page 121)
   - Official Precinct Certification Form (page 16)
   - Ballot Tracking Form (page 26)
   - Voter Statistics Worksheet (page 119)
   - Election Judge Time Report

9. Secure equipment and supplies in one place before leaving for the night.

10. Clean up the room.
    Make sure the room is clean as you found it.

11. Deliver critical materials to the drop-off site (page 122).
Team judge duties

1. Wait to begin closing and tear down until the last voter has finished.

2. Assist the head and assistant as assigned.
   You may help with gathering and counting documents. Never seal an envelope containing materials until told to do so by the head or assistant.

3. Clean up workstations
   Place any items not needed by the head or assistant into the bags, which go in the blue supply case.

4. Take down the U.S. flag.

5. Take down signs and any blue tape used to secure signs.


7. Clean up the room.
   Make sure the room is clean as you found it.
Closing the tabulator

1. Insert any ballots found in the auxiliary compartment into the tabulator. If ballots are unreadable, you may need to duplicate it.

2. Use the barrel key to open the memory stick compartment.

3. Complete the Official Precinct Certification Form.

---

Two judges must complete this process, and one must be either the Head or Assistant Head Judge. One step requires party balance, and one other requires four judges.
CLOSING THE TABULATOR

112

6. Press the CLOSE POLL button on the tabulator screen.

Three copies of the results forms will print. Keep these with the other forms to be completed on election night.


If an error message appears, contact headquarters immediately.

12. Unplug, wind, and secure the power cord inside the tabulator.

5. Hold down the CLOSE POLL button for five seconds.

Wait for the screen to read “Successfully sent results.”

8. Shut and lock the clamshell lid.

Unroll the Zero Totals Report from the morning, realign for printing and close the door.


This will transmit voting results to Hennepin County.

7. Once the machine is powered down remove the memory stick.

Cut the seal using wire cutters. Place the memory stick into the Memory Stick Envelope, and the seal into Results Envelope.
Printing more results tapes

You can print additional results tapes if needed.

Press “Report Options.” Select the following: Voting Results, Detailed, Precinct, and Include Affidavit. Then press the “Print Report” button.
Closing the AutoMARK

1. Remove and open the AutoMARK case.
   Make sure the AutoMARK seal number is the same as when polls opened. Sign bottom of the Official Precinct Certification Form.

2. Turn the key to the TEST position. On screen, select EJECT BALLOT to make sure machine is empty. If a ballot is found, contact head judge.

3. Turn the machine off and return the AutoMARK key.
   When finished, store table and AutoMARK in a secure location for pickup after Election Day.

4. Unplug the power cord from the wall and the AutoMARK.

5. Lift and lower the ballot slot on the AutoMARK.

6. Pull the touch screen forward and lower the screen into place.

7. Latch the AutoMARK lid and lower into the case.
   Always have two election judges lift the AutoMARK.

8. Place the power cord and headphones back in the case.
   When finished, store table and AutoMARK in a secure location for pickup after Election Day.

9. Rack up the AutoMARK table.

10. Pull the touch screen forward and lower the screen into place.
Closing the poll book station

1. **Synchronize poll books and keep them on.**
   After the last voter is processed, press the green cloud icon on each poll book and press synchronize now. Keep them on while you put away other materials.

2. **Gather and count Election Day registration signature certificates.**
   Give the final count to your head election judge. Place the documents in the Election Day Registration Envelope found in the poll book supply bag, but do not seal yet.

3. **Gather and count pre-registered voter signature certificates.**
   Gather the bundles of pre-registered voter signature certificates from each box and place in the Voter Signature Certificate Envelope, but do not seal yet.

4. **Gather and store miscellaneous documents.**
   Place Roster Correction Form, any completed Notification of Death Forms, and the Record of Attempted Registration Form in Results Envelope B.
   Place Precinct List of Persons Vouching form in the Election Day Registration Envelope.

5. **Return miscellaneous supplies to proper bag.**
   Return power strips, extension cords, paperclips, certificate boxes, voter receipt pads, and all other supplies to the correct location.

6. **Return equipment to correct green case.**
   Place poll book printer in the correct green case. Verify the number on the printer and the number on the green case luggage tag are the same. Put all other poll book equipment (except the poll book itself) in the right green case.
7. **Put the poll book in sleep mode and store in black tote.**
Press the silver power button on the top of the left edge until the screen goes black. Return them to the black tote in numerical order from front to back.

8. **Take apart and store the Cradlepoint.**
Return it to its small plastic case place in the blue supply case.

9. **Seal the green cases and black tote with green seals.**
Note seal numbers on the back of the Official Precinct Certification Form (see page 16).

10. **Return black tote at election night drop-off.** Green cases stay in polling places for pickup after Election Day.
1. Look at first results tape and scroll down to statistics area.

The first tape is the longest of the three because it has the portion that printed in the morning. The statistics area starts after the vote totals by office.

2. Number of persons registered at 7 AM

Find it on the last page of the greeter list ('total number of voters'), or the home screen of the poll book ('precinct records').

3. Number of new registrants on Election Day

Count the Election Day registration applications/signature certificates in the Election Day registration envelope.
7. **Number of unused ballot**

Count unopened ballot packs, plus any opened ballots that were not used.

8. **Ballot tabulator seal number**

Write the seal number found in the memory stick compartment of the ballot tabulator.

9. **Four judges must sign**

Any four judges may sign.

10. **Separate the tape 1st tape from the others.**

Tear off the first tape from the second and third tapes. The second tape begins below where judges signed.

11. **Repeat steps 1-10 for the second and third tapes.**

12. **Use the statistics to complete the voter statistics worksheet**

Complete the statistics and have judges sign both the second and third tapes. Post the third tape on the wall for public viewing.
# Voter Statistics Worksheet

**General Election – November 7, 2017**

<table>
<thead>
<tr>
<th>Municipality:</th>
<th>Ward/Precinct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Judge Signature:</td>
<td>Election Judge Signature:</td>
</tr>
</tbody>
</table>

Number of Election Judges who worked in this precinct: 

Number of Voting Booths in this precinct: 

### Ballots Cast

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of election day registrations</td>
<td>A. ________ see results tape</td>
</tr>
<tr>
<td>Total number of voter receipts</td>
<td>B. ________ see used voter receipt envelope</td>
</tr>
<tr>
<td>Total number voting (Public Count)</td>
<td>C. ________ see results tape</td>
</tr>
</tbody>
</table>

### Ballots not in the ballot box

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of spoiled ballots</td>
<td>D. ________ see results tape</td>
</tr>
<tr>
<td>Number of duplicated ballots</td>
<td>E. ________</td>
</tr>
</tbody>
</table>

### Precinct Statistics Review

Is the morning zero tape attached to the first results tape?  

Yes  No

Does the **total** in 'C' match the **total** in 'B'?  

Yes  No

If you selected "No" above, call Election Headquarters. Please provide further explanation:

---

### Clerk Review

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precinct Statistics Review is complete</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Voter Statistics Worksheet is scanned and emailed to <a href="mailto:hc.vote@hennepin.us">hc.vote@hennepin.us</a></td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

Reviewed by: ______________________________

---

Return in Results Envelope A
**Ballot Tracking Form**

After the polls close, complete the election night ballot audit section of the Ballot Tracking Form. Any two judges may sign the document.

```
ELECTION NIGHT BALLOT AUDIT

Confirm ballot quantities delivered to the precinct match the ballot quantities at the end of the night:

A. Unused Ballots:
   1) Number of sealed packs remaining: 4 @ 100 per pack = 400
   2) Number of unused ballots not in packs: 237

B. Used Ballots:
   3) Number of spoiled ballots: 12
   4) Number of ballots for which duplicates were made: 0
   5) Total ballots in ballot box: 831

Total number of ballots: (Add totals from 1+2+3+4+5): 1500

Two election judges must sign below.

Johnny Thomas  Beth Hamilton
Election Judge  Election Judge
```
Return envelopes

1. **Enclose all of the items listed on the front of the envelope.**

2. **Complete all of the information on the front of the envelope, even if it is empty.**
   If empty, write zero in the space for item quantity on the front.

3. **Seal the envelope and have any four election judges sign over the seal.**
   See image below for how to sign. Do this even if there is nothing in the envelope.
Drop-off instructions

Two judges (of any party affiliation) must deliver returns to the drop-off site.

One of the two judges must be either the head or assistant. It is ideal for both head and assistant to do this, but not required.

What to bring

These items are listed in the order in which you will return them at the drop-off site. You will have a copy of this list in your closing bag.

1. **Voted ballots in cardboard transfer case(s)**
   Seal each with two certification seals applied over box opening, and one green seal. Number each box (box 1 of 2, box 2 of 2).

2. **Poll books, stored inside the black tote**
   Only the iPads are returned on election night—cords, printers, etc. stay in the green poll book cases at the polling place.

3. **Memory Stick Envelope - sealed and signed by any four judges**
   Memory stick from ballot tabulator.

4. **Results Envelope A - sealed and signed by any four judges**
   - 1st results tape (zero totals report with 1st results tape)
     - Fold so that statistics area is showing
   - Voter Statistics Worksheet
   - Official Precinct Certification Form
   - Ballot Tracking Form
   - Incident Log
   - All Broken Seals

5. **Results Envelope B - sealed and signed by any four judges**
   - Results Tape - 2nd copy
     - Fold so that statistics area is showing
   - Roster Correction Form
   - Notification of Death Forms
   - Record of Attempted Registrations Form
6. **Results Envelope C - sealed and signed by any four judges**
   - Results Tape - 3rd copy
     - Fold so that statistics area is showing

7. **Election Day Registration Envelope - sealed and signed by any four judges**
   - All Election Day registration signature certificates
   - Precinct List of Persons Vouching Form

8. **Voter Signature Certificate Envelope - sealed and signed by any four judges**
   All pre-registered voter signature certificates

9. **Payroll Envelope with signed judge time report and any new hire forms**

10. **Used Voter Receipts Envelope - sealed and signed by any four judges**

11. **Spoiled Ballot Envelope - sealed and signed by any four judges**

12. **Duplicate Ballot Envelope - sealed and signed by any four judges**

13. **Challenger Form Envelope - sealed and signed by any four judges**

14. **Feedback Form Envelope - sealed and signed by any four judges**
   - Election Day Feedback Form(s)
   - HAVA Complaint Form(s)

15. **Keys for ballot tabulator and AutoMARK**

**What to leave at the polling place**

1. **Ballot tabulator and the ballot box.**
   Store any unvoted ballots in the now-empty ballot box.

2. **Green poll book cases.**

3. **Voting booths and AutoMARK.**

4. **Flag.**

5. **Blue supply case.**
   All other supplies go in the blue supply case. Leave the brown supply envelope and all its contents, except the payroll sheets and keys.
Drop-off locations

Election Warehouse
732A Harding St NE
55413

Bethel Evangelical Lutheran Church
4120 S 17th Ave
55407

Go to Bethel Church
Go to Election Warehouse
Duplicating ballots

On rare occasions, you may need to duplicate ballots.

The head or assistant should call headquarters before following the steps below.

1. Two judges from different major political parties are required for this process.

2. Label ballots as “original 1” and “duplicate 1.”
   Number subsequent ballots consecutively.

3. Note the reason for duplication on the duplicate ballot.
   For example, write “torn ballot.”

4. One judge reads the votes to the other, who marks the duplicate ballot accordingly.
   If voter intent is in question, follow the rules on page 126.

5. Both judges initial both the original and duplicate ballots.
   When finished, compare the ballots to be sure the duplicate is correct and matches the original.

6. Insert the duplicate into the ballot tabulator.

7. Place the original in the Duplicate Ballot Envelope.

8. Record the number of original ballots in the envelope and seal the envelope.
Determining voter intent

1. **Voter marked too many candidates for the same office, including write-in candidates.**
   Do not count any of the votes for that office but count the rest of the ballot.

2. **Voter voted both ‘Yes’ and ‘No’ on a question.**
   Do not count any of the votes for that question but count the rest of the ballot.

3. **Two candidates were marked, and the voter tried to erase one of the marks.**
   Count the vote for the remaining marked candidate.

4. **Voter wrote a write-in candidate but did not fill in the oval.**
   Count the vote. Remember, write-in votes are not allowed in primary elections.

5. **A write-in vote was misspelled or abbreviated.**
   Count the vote if the intended candidate's identity is clear. An oval by the write-in line need not be marked to be counted.

6. **Voter chose candidates from more than one party in a primary election.**
   Voter intent cannot be determined, so the entire partisan portion of the ballot is defective. Do not count any of the partisan votes on the ballot.

7. **Voter wrote an identification number or signed their name anywhere on the ballot, or wrote someone else’s name on the ballot entirely outside of a write-in space.**
   The voter has identified the ballot, and the entire ballot is defective. Do not count any of the votes on the ballot.

8. **Voter used a mark other than filling the oval, but the intention is clear.**
   Count the votes for each candidate. If the voter used two or more different marks, for example, an ‘x’ and a check mark, count the votes unless it is evident the voter intended to make the ballot identifiable.

9. **The ballot has extraneous marks outside the ovals or is slightly soiled.**
   Count the ballot.

10. **Voter's mark is outside of the oval, but on or so near a name or space that it is clear the voter intended to mark the name.**
    Count the vote.
Head and assistant

Tasks before Election Day

1. **Get in touch with the person serving with you as head or assistant judge.**
   Decide who will do the following tasks.

2. **Call your election judge team in advance.**
   Either the head or assistant must contact the judges serving at your site. You will get a list of judges along with phone numbers and emails. Call to introduce yourself, confirm that they are working and what hours they will work.

   Take this opportunity to assess their level of experience; begin to plan what duties each will be best suited for.

3. **Pick up supplies the weekend before Election Day.**
   Either the head or assistant must pick up supplies at the Minneapolis Election Warehouse at 732A Harding St NE, on Saturday or Sunday before Election Day.

   Pickup times are 9 a.m. to 4 p.m. both days.

4. **Arrange a pre-election polling place visit (if possible).**
   You will get contact information for your polling place site; do your best to call them and arrange a time to visit during the weekend or Monday before the election.

   The head and assistant can go together and/or enlist the help of team judges.

   You will be paid a maximum of four hours total work time. This means one person can work four hours, or four people could work one hour, etc.
Pre-election polling place visit

1. **Familiarize yourself with the supplies in the blue supply case.**
   Reseal the case with a green rattail seal from the head judge supply envelope.

2. **Confirm that precinct-specific materials are correct.**
   Call immediately if any supplies are missing or incorrect.

3. **Review the polling place layout diagram.**
   If you update the layout, mark the changes on the diagram so headquarters can revise it. See page 13 for details.

4. **Set up tables, chairs and voting booths.**

5. **Do not break seals on or initialize any of the following equipment:**
   - Ballot tabulator
   - AutoMARK
   - Green cases for poll books
   - Black tote containing poll books

6. **Remind the building contact of morning hours**
   The building must be opened by 6 a.m. on Election Day morning.

7. **Do not leave the black totes containing poll books at the site overnight.**
   Keep the poll books secured at your house. Never keep the poll books in your vehicle unattended or overnight.
Tasks during Election Day

A cell phone is required

Either the head or assistant must have a cell phone to keep in contact with headquarters.

Tasks

1. **Lead the opening process.**
   See page 13.

2. **Maintain a professional and voter-friendly environment.**
   Ensure the neutrality of all election judges; ensure every voter is treated with respect and in a pleasant manner.

3. **Manage voter traffic inside and outside of the polling place.**
   Maintain orderly conduct among voters and election judges.

4. **Delegate tasks to team judges as necessary.**
   Assign team judges to duties and rotate them through different workstations throughout the day.

5. **Serve as point of contact with headquarters.**

6. **Resolve issues and document them in the Incident Log.**
   See page 100.

7. **Assist voters and team judges with questions.**

8. **Administer curbside voting or delegate to an experienced team judge.**
   See page 96.

9. **Administer challenge process**
   See page 107 and page 56.

10. **Complete hourly audits of ballot tabulator count and voter receipt count**
    See page 82.

11. **Handle voter complaints and feedback**
    Provide feedback and HAVA forms as needed (see page 101).

12. **Communicate with polling place visitors**
    See page 103.
13. **Monitor the polling place for campaign activity.**  
See page 104.

14. **Monitor and mentor team judges.**  
See page 132.

15. **Coordinate the breaks for team judges.**  
See page 9 for minimum break requirements.

16. **Conduct emergency training for any replacement election judges.**  
See page 131.

17. **Lead the closing process.**  
See page 109.

18. **Take the lead during emergency situations.**  
See page 135.

## Tips for a professional and voter-friendly environment

Your focus should be keeping an orderly, neutral, and voter-friendly environment.

1. **Assign more greeter judges to manage long lines.**

2. **Maintain a quiet and respectful environment.**  
A busy polling place can feel chaotic. Voters want to know things are under control. Make sure space does not become so crowded that it becomes hard to manage.

3. **Make sure that voters have privacy while voting.**  
Let voters know they can use an open table or a clipboard to complete their ballot if they choose. Voters do not have to wait for a free voting booth.
Emergency judge appointment and training

All appointees must meet the qualifications to serve (see vote.minneapolismn.gov/judges for details).

1. **Call headquarters before making the appointment.**

2. **Have the appointee complete paperwork.**
   This includes a hire form and the election judge time sheet. Put the hire form in the Payroll Envelope for return on election night.

3. **Have the appointee recite the election judge oath.**
   Have them sign the oath section of the Official Precinct Certification Form. Next to the signature write ‘newly appointed to fill a vacancy.’

4. **Review necessary election procedures and tasks.**
   Assign the appointee to a workstation. Provide instruction as necessary throughout the day.

5. **Make notes in the Incident Log about the appointment.**
   Note their first and last name, and the time their shift began.

Absente ballots at the polling place

Voters cannot drop off an absentee ballot at their polling place on Election Day. If a voter brings their absentee ballot, they can either:

1. **Vote in the polling place with a new ballot.**
   The voter cannot insert their absentee ballot into the tabulator. They must go to the poll book station and then be issued a new ballot to vote.
   Never offer to take the voter’s absentee ballot—ask the voter to discard it themselves.

2. **Alternatively, drop off their ballot to the election office by 3 p.m.**
   Take it to Hennepin County Elections or Minneapolis Elections and Voter Services.

If a voter brings someone else’s absentee ballot to a polling place, you must direct them to return the ballot to Hennepin County Elections or Minneapolis Elections and Voter Services by 3 p.m.
Monitoring and mentoring

Your primary job is to provide voter services in a politically neutral and voter-friendly environment while ensuring the accuracy and the integrity of the election. To do this, you will need an effective team.

Throughout the day, observe your election judge team and ensure that they are completing their duties correctly. Commend those that are completing their work successfully, and provide constructive feedback and correction to those that are not.

Tips for maintaining an effective election judge team

- Always take every opportunity available to mentor judges.
- Audit paperwork completed by election judge team and provide immediate positive correction if necessary.
  - This ensures all documents are accurate and enables each election judge to be successful performing tasks correctly and accurately.
- Provide positive feedback to election judge team.
  - Every person wants to know they are performing well.
- Encourage team mentoring and growth by pairing veteran judges with new judges.
- Identify potential future head or assistant judges, and, as appropriate, expose these candidates to head judge duties.

Mentoring judges using CPR

CPR stands for complement, positive correction, and review. Use this process when correcting a judge’s performance

1. Compliment the judge about something that they have been doing well.
   a. For example, you might compliment the judge on a portion of the task performed correctly or done well. It is important that the compliment be descriptive and specific.
2. Explain to the judge that you observed something that needs to be improved, and use positive communication, modeling, and demonstration to convey the correct way to do things.
   a. Positive correction means to place emphasis on the correct way to do things instead of dwelling on what was done incorrectly. While it is important for the judge to understand what they did wrong, it is more helpful to reinforce what you want the judge to do.
3. Observe how the judge behaves after the correction is made, and provide the judge with feedback about whether or not the correct behavior was achieved.
   a. This is vital because if you merely ignore the judge after providing positive correction, the judge may get the impression that you care too little about them to stay and make sure the correction was achieved.

Additional mentoring tips

- It is helpful if you have specific examples of work performed inaccurately. For example, with the Voter Registration Application, showing their work and comparing it to the correct way will be helpful so the judge will understand better.
- Review the rule or procedure. Sometimes a judge may have forgotten the rule or may have misunderstood the procedure.
- If and when appropriate, explain how a mistake or particular behavior may adversely affect a voter and/or how other judges are dependent upon the correct performance.
- If the judge still has difficulty following the rules or instructions, ask another judge to assist in training and to work side-by-side. Request this judge to inform you if the election judge is continuing to perform incorrectly.
- If the election judge fails to achieve compliance, call headquarters. You may be directed to request the election judge to leave the polling place and document this in the Incident Log and on the timesheet.

Continued errors or inappropriate behavior

It is essential that every election judge follow polling place rules and procedures. If an election judge performs incorrectly or misbehaves, it must be addressed. If not corrected, the judge may not be asked to serve in the future or may be terminated immediately.

Keep notes to use for election judge evaluations

While monitoring and mentoring your election judge team, keep notes that will allow you to provide constructive feedback on each election judge’s evaluation.
MONITORING AND MENTORING
Emergency plans

The safety of election judges and anyone else in the polling place is your priority; everything else is secondary.

Do not worry about election supplies until after everyone in the polling place is safe.

Familiarize yourself with evacuation plans for the polling place.

Change of polling place

If your polling place becomes unusable and you must move to a new site:

1. **Contact headquarters.**
   Staff will find a location as near as possible to the original polling place.

2. **Publicly announce the change.**
   Announce the change to the voters present and post a notice in a location visible to voters from their motor vehicles. Post a similar notice in the new polling place.

Police, fire, or medical emergency

1. **Call 911.**

2. **Identify yourself as an election judge and give your ward and precinct number.**

3. **State the name and address of the polling place building.**
   Also, state the specific location inside the building where the problem is located.

4. **Explain the circumstances to the 911 operator**
   The more accurately you can describe the situation, the better for the 911 dispatcher to be able to determine what type of response is required.

5. **After calling 911, call headquarters.**
   Explain the situation and staff will be sent to assist you.

6. **Record the situation on the Incident Log noting:**
**Non-emergency injury or accident**

If the situation does not require 911, follow steps 6-9 above.

**If polling place must be left unattended**

This would be due to a catastrophic emergency such as a fire, bomb threat, or other situations when you may need to leave the site.

1. **Stay calm and do not panic.**
2. **Choose a location to meet outside; have judges assist voters exiting the poll.**
3. **Record the time and the public count from the ballot tabulator in the Incident Log.**
4. **Remove the memory stick from the ballot tabulator.**
   These steps will take a couple of minutes.
   - Use the barrel key to unlock the memory stick compartment.
   - Hold down the power button. It will immediately turn light red. After about a minute the button will turn deep red.
   - Once deep red, release the power button, and it will turn white.
   - Snip the wire securing the memory stick and remove the memory stick. The wire cutter is in the closing bag.
   - Take the memory stick with you.
5. Secure blank unused ballots in the AutoMARK case.

6. Keep voted ballots locked in the ballot tabulator.

7. Remove any ballots in the auxiliary compartment (if applicable).
   Use any available envelope (i.e., Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment. Take them with you when you leave.

8. If time permits, take the poll books (just the iPad).

9. Exit the polling place and account for all members of your election judge team.

10. As soon as you are in a secure location, call headquarters for further instructions.

If you can reopen the polling place

1. Resume voting by using the auxiliary compartment of the ballot tabulator, if necessary.

2. Call headquarters to report that the polling place has reopened.
   Support staff will be sent to re-install the memory stick.

3. Record events in the Incident Log.
Poll book contingency plans

Single poll book is inoperable
1. Continue to use operational poll books as usual.
2. Head judge calls headquarters to report inoperable Poll Book.
3. A replacement Poll Book will be sent to your precinct.
4. Head judge returns the backup Poll Pad and its Green Case at end-of-night drop-off.

Power failure or all printers are inoperable
1. The head judge immediately notifies headquarters that judges are following Poll Book backup procedures.
2. Create two stations, one for pre-registered voters, and one for non-registered voters.
   a. Put the following materials at the pre-registration station:
      i. Greeter’s List.
      ii. Blank white roster pages with an oath at the top.
          Keep a clean copy from which to make additional copies as needed.
   b. Put the following materials at the non-registered voter station:
      i. Voter registration applications.
      ii. Blank green roster pages with an oath at the top.
          Keep a clean copy from which to make additional copies as needed.
3. Judges continue to check-in voters on the Poll Book. However, voters must now sign a paper roster.
   a. Process for pre-registered voters:
      ii. Initial to left of voter’s name on the Greeter’s List and write/transfer the voter’s name and ID number to the next blank line on the white roster sign-in sheet.
      iii. Have voter sign the roster sign-in sheet.
      iv. Issue the voter a receipt for a ballot.
   b. Process for non-registered voters:
      i. Search for voter and complete registration on Poll Book. No Signature Certificate or registration application will print.
      ii. Voter completes paper voter registration application.
      iii. Voter writes name and address, signs on next blank line on the green non-registered roster sign-in sheet.
iv. Issue the voter a receipt for a ballot.

4. If power is restored, return to regular process. Do not go back and print Signature Certificates for voters that signed the roster sign-in sheet.

5. Return all roster sign-in sheets with Election Day materials and return all completed voter registration applications.

All poll books become inoperable

1. The head judge immediately notifies headquarters that judges are following Poll Book backup procedures.

2. Judges immediately access Greeter’s List and supplies and implement back up procedures so that voting may continue.

3. Alphabetize signed Signature Certificates by the first initial of the last name for use in backup voter check-in process.

4. Create two stations, one for pre-registered voters, and one for non-registered voters.
   a. Put the following materials at the pre-registration station:
      i. Greeter’s List.
      ii. Blank white roster pages with an oath at the top.
         Keep a clean copy from which to make additional copies as needed.
      iii. Three 3-ring binders for Greeter List to be divided by last name (if needed).
      iv. Paper Roster Supplement: Accepted Absentee Ballots for Registered Voters (delivered by Precinct Support Judge on Election Day).
   b. Put the following materials at the station for non-registered voters.
      i. Voter registration applications.
      ii. Blank green roster pages with an oath at the top.
         Keep a clean copy from which to make additional copies as needed.
      iii. Paper Roster Supplement: Accepted Absentee Ballots for Non-Registered Voters (delivered by Precinct Support Judge on Election Day).
      iv. Paper precinct finder.

5. Process for registered voters:
   a. Use Greeter’s List to locate pre-registered voter’s name, address, and registration status.
   b. Confirm voter has not already voted by absentee ballot by consulting the Roster Supplement: Accepted Absentee Ballots for Registered Voters.
c. Check that voter has not already voted in person in that precinct by reviewing Signature Certificates.

d. If a voter has not already voted, administer appropriate process as indicated by Greeter’s List notations. Note that “Show ID,” challenge status, and accepted AB roster notations appear in the furthest right columns on the Greeter’s List.

e. Initial to left of voter’s name on the Greeter’s List and write/transfer the voter’s name and ID number to the next blank line on the white roster sign-in sheet.

f. Voter signs white roster.

g. Voter receives receipt.

6. Process for non-registered voters:

   a. Use Greeter’s List to determine if a voter needs to register. Use precinct finder to assess if the voter is in the correct polling location.

   b. Confirm voter has not already voted by absentee ballot by consulting the Roster Supplement: Accepted Absentee Ballots for Election Day Registrants.

   c. Check that voter has not already voted in person in that precinct by reviewing Signature Certificates.

   d. Voter completes paper voter registration application.

   e. Write voter’s name and address on next blank line on the green non-registered roster sign-in sheet.

   f. Voter signs green roster sign-in sheet.

   g. Voter receives receipt.

7. If Poll Books become operable again judges may return to Poll Book process:

8. As time permits, two judges enter the voters from the paper roster(s) into the Poll Book.

   a. Two judges look up voters on the Poll Book who signed the white registered roster. Select each voter’s record, and tap accept and print Signature Certificate.

   b. Two judges manually enter voter information from voter registration application. Print Signature Certificate.

   c. To indicate voter history has been recorded in the Poll Book, two Judges mark each roster record “VH” followed by both judges’ initials on roster sign-in line.

9. To complete Summary Statements:

   a. Judges count signatures and receipts for number voting in the polling place for total voting.

   b. The number at 7:00 a.m. can be found at the bottom of Greeter’s List.
Legal Citations

1. M.S. 204C.08 Subd. 1b
3. M.S. 204B.24
4. M.S. 204C.06 Subd. 2 (c)
5. M.R. 8200.3800
6. M.S. 201.061; M.R. 8200.5100
7. M.S. 201.061 Subd. 7
8. M.S. 204C.09, Subd. 1
9. M.S. 204B.30
10. M.S. 204C.09, Subd. 2
11. M.S. 204C.13; M.R. 8230.1050
12. M.S. 204C.06 Subd 2(a)
13. M.R. 8230.4365
14. M.R. 8230.4365, Subp. 5
15. M.S. 204C.15, Subd. 1
16. M.S. 204C.15, Subd. 1
17. M.S 204C.08, subd. 1d
18. M.S. 204C.09; M.R. 8230.1050; M.R. 8230.2030; M.R. 8230.4365;
19. M.S. 200.04
20. M.S. 204C.06
21. MS 204C.06, subd. 8
22. M.S. 211B.11; M.S. 204C.06
23. M.S. 211B.11
24 Schimming v. Riverblood

25 M.S. 206.86, subd. 5; M.R. 8230.3850

26 M.S. 204C.22

27 M.R. 8240.1900; M.S. 204B.23

28 M.S. 204B.175