

Chapter 8 – Voting Judges

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Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet* found in the precinct binder.

In addition to the election judge manual, a checklist is provided for judges to follow to assist them with required duties. Please use the checklist provided.

1. Assist in setting up for the election as assigned by the chief judges, including:
 - Distributing supplies;
 - Posting signs; and
 - Setting up tables.



Work together so that your polling place is ready to open by 7:00 am.

Voting Judge Supplies

- Screen cleaners;
- “Form Line Here” sign;
- “I Voted” stickers;
- “Future Voter” stickers;(to be given to children under 18 year of age)
- Pens for voting booths
- Pens for judges
- Envelopes for voter authority card (VAC) accounting;
- Paper clips;
- Rubber fingers;
- Certificate of Participation forms;
- Election Day log sheets;
- Envelope for completed “Voter Assistance Forms; and
- Ballot magnifiers

During Voting Hours

Immediately report any potential issues to the chief judge.

At the voting booths:

1. Direct voters to the scanning unit to cast their ballots.
2. Alert a chief judge if a voter needs assistance.
3. Be sure there is no trash, graffiti, or other items left by voters in voting booths or anywhere else in the voting area.

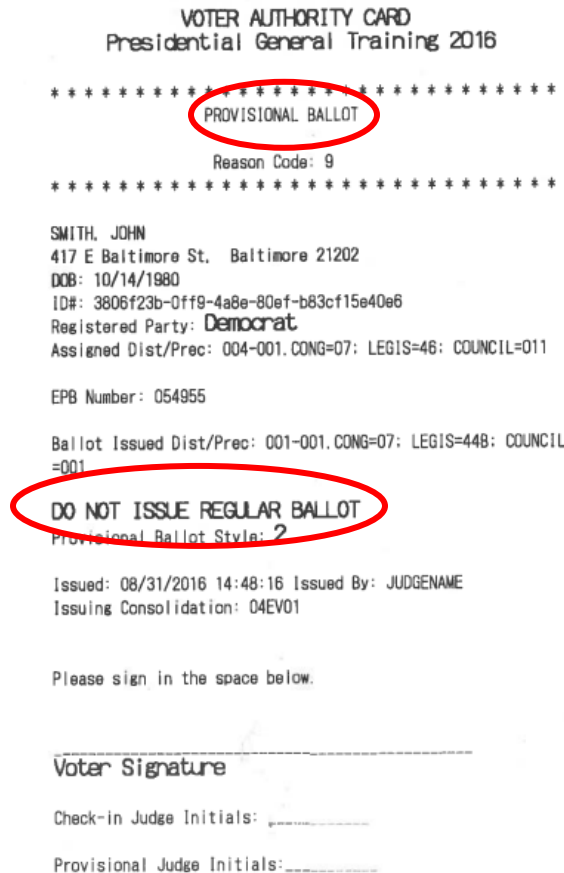
At the ballot marking device:

1. When a ballot marking device is not being used, verify that it is charging.
2. If Chief Judges are busy, provide instructions to voters on how to use the ballot marking device to mark their ballot.
3. If Chief Judges are busy, protect voter's privacy and the secrecy of the ballot. **Do not** look at or ask to see the screen on the ballot marking device when a voter is voting.
4. Direct voters to the scanning unit to cast their ballots.
5. Verify that tamper tapes and seals are present and intact.
6. Be sure there is no trash, graffiti, or other items left by voters in voting booths or anywhere else in the voting area.
7. Keep the touchscreen of the ballot marking device clean. Use the cloth provided to periodically clean the screen.

At the scanning unit:

1. Ask the voter for the voter authority card.

2. Verify the voter is not a provisional voter. A provisional voter authority card will have “PROVISIONAL BALLOT” at the top and the message, “DO NOT ISSUE REGULAR BALLOT,” above the ballot style. If the voter is a provisional voter, alert the chief judge immediately.



3. Tell the voter to hold onto the privacy sleeve until the ballot is put into the scanning unit.
4. Instruct the voter that the privacy sleeve may be used as a “shield” while putting the ballot into the scanning unit.
5. Provide instructions to voters on how to insert and cast their ballot into the scanning unit. Recommended script: “Put your ballot into the scanning unit and wait for the ‘Thank you

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for voting' message to appear. If you have any trouble, raise your hand, and I will be here to assist.”

6. Protect voter's privacy and the secrecy of the ballot:

- **Do not** look at or ask to see the voter's marked ballot.
- **Do not** touch another voter's ballot unless the voter requests assistance.
- Stand away from the scanning unit and only approach the voter if the voter requests assistance.



Never leave the scanning unit unattended. A voting judge assigned to the scanning unit must stay stationed at the scanning unit until:

- **The voting judge is relieved by a chief judge or by another voting judge.**

7. Assist chief judges with spoiled ballots. Instructions found in *Chapter 7 – Issuing Ballots*.

8. The voting judges are expected to rotate at the following times: 9:00, 11:00, 2:00, 4:00 and 6:00. Further details will be provided at training.

9. Before the voting judge at the scanning unit rotates to their new responsibilities, they must count the voter authority cards they collected during their shift at the scanning unit. Once the envelope is counted, give to the chief judges to secure. The envelopes can be found on the back of the scanning unit.

Closing the Polls

- Verify the total number of voter authority cards match the public count on the scanning unit. Alert the chief judge immediately if the totals do not match.
- Count and report the number of voter authority cards to the chief judges for the *Closing Summary Report*.
- Give voter authority card envelopes to the chief judges to return to the election office. **DO NOT PUT ENVELOPES IN SCANNING UNITS OR TRANSFER CARTS.**
- Assist chief judges as instructed to end the election and pack the voting equipment.
- Pack supplies.
- Assist the chief judges with any other tasks they assign to you.
- Remember to sign the *Payroll Sheet* found in the precinct binder.



See *Chapter 11 – Scanning Unit* for instructions on ending the election.