

# ***Polling Place Reference Guide***

**Presidential Nomination Primary  
March 3rd, 2020  
Polls open - 7 a.m. - 8 p.m.**



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## **Newest information**

- Individuals living with a candidate cannot be an election judge in the jurisdiction in which the candidate is running.
- Judges initialing ballots do not have to be of different major political parties.
- Voters with a 'Voted Out of Precinct' challenge on their signature line must show the roster judge an acceptable Election Day Registration document to prove their residence.
- Greeter's List - keep one copy at the registration table to use for obtaining the voter record ID numbers of individuals who:
  - use 'Valid Registration in Same Precinct' as their Election Day Registration documentation
  - vouch for other voters
- The challenges procedures have been clarified in more detail.
- Instructions for the ballot scan.
- Instructions for the touch writer.

**Election Day ONLY!**  
**Election Judge Hotline**  
**651.266.2173**

# Pre-Election

## Basic Qualifications

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### An election judge must be:

- eligible to vote in Minnesota
- able to read, write, and speak English
- impartial, courteous, and professional
- trained and certified by Ramsey County Elections prior to serving in the polling place

### An election judge cannot:

- be a candidate on the ballot
- be the spouse, parent, step-parent, child, step-child, sibling, or step-sibling of a candidate or of another judge in the same precinct (judges with the above listed family relationships may serve in the same precinct if they are on different shifts)
- serve in the jurisdiction in which a roommate is a candidate on the ballot
- be a challenger appointed to contest voter eligibility

## Student election judges

Student judges must be at least 16 years of age and have approval from their parents and their school's principal. Students may be excused from school to serve as a student election judge if they submit a written request to their principal at least 10 days before Election Day. Students must complete an election judge application that is to be signed by their parents/guardians and their school's principal.

## Election judge recruitment

Ramsey County Elections is always looking for qualified people to serve as election judges, so please encourage your friends and family to join us!

## Election Judge Positions

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### Area logistics judge (ALJ)

Oversees 10-12 assigned polling places. Assists head judges as requested.

### Head judge

Manages the polling place, assigns judges to specific tasks, resolves issues, completes forms, returns materials on election night.

### Assistant head judge

Assists the head judge in managing the polling place, manages the registration table, registers voters.

### Precinct judge

Assists with general polling place duties as assigned by the head judge, including setup and closing. Judges may be assigned the following roles:

### Greeter judge

Greets voters, reviews greeter's list to determine if they are registered, verifies non-registered voters are in correct precinct, directs voters to correct table.

### Poll pad judge

Checks in registered voters and issues registered voter receipts.

### Registration assistant

Assists voters with voter registration applications and issues ballot receipts.

### Ballot judge

Manages ballot inventory and hands out ballots to voters.

### Mobile judge

Begins the day at Ramsey County Elections and then fills in at a polling place for an absent precinct judge.

### Student judge

Assists with general polling place duties as assigned by the head judge.

# **Training, Assignments, and Pay**

## **Election judge training and certification**

Before serving on Election Day, all election judges must complete training to receive certification. For precinct and mobile judges, training certification is valid for two years. Head and assistant head judges must train for certification every year. All judges must train before each state election.

Training is required; without training, you cannot work at a polling place on Election Day. All judges are paid for attending training sessions.

## **Interest letter**

Every spring the the Ramsey County Elections Office sends out interest letter to all judges who worked the previous year. Interest letters allow election judges to confirm their availability for the next election cycle and to provide their preference for assignment location. Ramsey County Elections makes every effort to accommodate preferences; however, assignments cannot be guaranteed. Upon receipt, please respond to the Ramsey County Elections Office with any preferences.

## **Polling place assignments**

After completion of training, judges are assigned to a polling place. If you are a precinct judge, your assignment can be for a half-day or full-day. If you are an ALJ, head judge, or assistant head judge your assignment will be for an entire day. Each polling place will have a head judge, an assistant head judge, and one or more precinct judges depending upon the number of registered voters in the precinct and whether it is a state or non-state election year.

Assignments are made 30 days before the election. Election judges will receive their polling place assignments by mail or email. If you have any questions or concerns about your assignment, call Ramsey County Elections prior to Election Day.

State law requires each polling place to have at least three election judges in non-state elections. In state election years, each polling

place with less than 500 registered voters must have at least three election judges and those polls with 500 or more registered voters must have at least four election judges.

In all elections, there must be at least two judges of different major political parties in each polling place. Some judges may serve without being affiliated with a major political party.

## **Election judge pay**

Election judges appointed by Ramsey County Elections will be paid on the following schedule:

- Area logistics judge - \$15.00/hour
- Head judge - \$14.00/hour
- Assistant head judge - \$13.00/hour
- Precinct & alternate judge - \$10.00/hour
- Student judge - \$10.00/hour

If desired, election judges may volunteer their time.

If a direct deposit form was submitted to our office, pay will be deposited to your account approximately three weeks following the primary and Election Day and will include any training hours. Individuals who selected payment by the U.S. Bank Focus card will receive it approximately two weeks following the primary and Election Day.

An election judge application, W4, and Direct Deposit form must be completed prior to working at the polling place. These forms are online at [rcelections.org](http://rcelections.org) and completed forms can be emailed, mailed, faxed, or dropped off in person at Ramsey County Elections.

## **Time off from work**

State law allows you to receive time off from work to serve as an election judge. Notify your employer at least 20 days before the election. Upon request, Ramsey County Elections will provide a letter that shows the hours you will work and your hourly rate. Attach this form to the written notice you give your employer. Your employer may reduce your salary or wages by the amount you are paid for being an election judge during the hours you are away from work; you are not required to take a vacation day.

## **Election Judge Expectations**

Provide excellent customer service and accurate information.

### **Cell phones**

Personal cell phone use is not permitted in the polling room. Refrain from using your cell phone while serving as an election judge. Phones should be used outside of the polling room while on break.

### **Appropriate attire**

Dress comfortably and casually. An individual may not wear political or campaign-related items while serving as an election judge.

### **Lunch period and breaks**

The head judge will arrange lunch and dinner breaks. Do not take more time than needed for lunch or dinner. The busiest time at the polling place is between 7am and 10am and again from 4pm to the close of polls, so proper planning is necessary. Election judges may bring snacks and meals but eating should not be a distraction to voters.

### **Plan ahead**

Before leaving home, do an inventory of your personal needs and obligations for the day:

- Do you have your reading glasses and any needed medications?
- Do you have emergency information that coworkers should be aware of?
- Have you arranged for the care of your loved ones and pets?
- Do you have enough gas for the early morning and late night commutes?  
Have you checked the bus schedule?

### **Emergencies**

In case of fire, severe weather, or another type of emergency during voting hours, first take steps to protect yourself and the other people in the polling place. The safety of voters and election judges comes before voting. Do not worry about the election supplies until everyone is safe.

If you need to exit the building, attempt to bring the ballots, poll pads, wifi device and a secure transfer case with you so voting may continue elsewhere. However, only transfer the materials if it is safe to do so.

Prior to opening the polling place, election judges should make note of emergency exits, severe weather shelter areas, and any other emergency procedures the building has in use.

### **VOTE!**

Don't forget to vote. If you are serving as an election judge in your own precinct, you may vote during regular voting hours. If you are serving outside your own precinct, you should vote by absentee ballot before Election Day. You may vote absentee by mail or in-person at Ramsey County Elections. The Ramsey County Elections website will post a list of absentee and early voting locations.

## **Pre-Election Duties**

### **Head judge pickup**

Head judges are required to pick up the following materials prior to Election Day:

**Blue Tub (Forms & Envelopes Transfer Case):**  
contains poll pads, green opening folder, red closing folder, purple folder, and other materials specific to your precinct.

The head judge should always confirm that the supplies are for the correct precinct. The date, time, and related information about material pickup will be discussed ahead of time with the head judges.

Head judges will take the election judge oath when they pick up their supplies and then administer the oath on Election Day to other judges serving in their precinct.

## **Contact election judges**

Prior to Election Day, head judges are expected to call the other judges assigned to their polling place. The names and phone numbers of the judges can be found on the *Polling Place Judge List*, located in the purple folder in the blue tub.

This is a good opportunity to introduce yourself, answer/ask questions, and confirm that the judges are prepared for Election Day. If an election judge informs you that they cannot work, call Ramsey County Elections prior to Election Day to inform them of the cancellation. If a substitute election judge is assigned, the Elections office will notify you of this change.

This is also the time to recruit a few volunteers for Monday night set up if it's allowed by your polling location (see below).

## **Visit polling place**

Head judges are highly encouraged to go to their polling place the Monday night before Election Day to set up. This allows time on Tuesday morning to review basic Election Day procedures with the judges. "Duty Cards" have been provided in the blue tub to assist with this review and as a reference throughout the day.

This is also a good opportunity to introduce yourself to the building contact person and receive any special instructions regarding the polling place.

Please call the polling location contact prior to Monday to confirm that the location can be accessed and set up on Monday night.

All election materials will be delivered by 4pm on Monday.



# Opening the Polling Place

## Starting the Day

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### Getting to the polling place

All judges must arrive at their assigned polling place by 6am. The head judge will arrive with the blue tub. The *Polling Place Judge List* and the *Polling Place Contact Sheet* (found in the purple folder in the blue tub) list the address of the polling place and the specific room in the building used for voting.

Election judges should be able to enter the polling place by 6am. Ramsey County Elections has confirmed a contact at the polling location who will unlock the building at 6am. No voters are allowed to enter until 7am when the polling place opens.

### ! Difficulty getting into the polling place

- 1 Call the emergency contact listed on the *Polling Place Contact Sheet*.
- 2 Notify Ramsey County Elections: **651-266-2173**
- 3 The ALJ will bring an emergency voting kit to prepare for voting outside if necessary.
- 4 Begin voting at 7am!

### Meet election judges

Take a few minutes to introduce yourselves to one another. Each head judge will be given a *Polling Place Judge List*, a list of election judges assigned to work at that polling place. Election judges who do not appear on the *Polling Place Judge List* are not

allowed to work. All judges must be trained and certified by Ramsey County Elections in order to work on Election Day. If an election judge is not on the list, they are either not eligible to work or they are in the wrong location. For any judge who does not appear on the list, contact the Election Judge Hotline to ensure that judge is eligible to work. If an election judge does not show up to work, call the Election Judge Hotline for a replacement. A mobile judge will be sent if available.

### Administer the election judge oath

After introductions, each judge should take the election judge oath. The *Election Judge Oath* form is located in the green folder. As the head judge administers the oath, the other judges raise their right hand and swear to the following:

“I (name) 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.”

Judges should then sign their names under the oath section. The oath form is to be returned in the green folder.

### Name tags

Each judge serving in the polling place should wear a name tag that includes the judge’s first name and any languages, other than English, which the judge is comfortable using with voters. By law, name tags cannot state a party affiliation.

# Setting Up the Polling Place

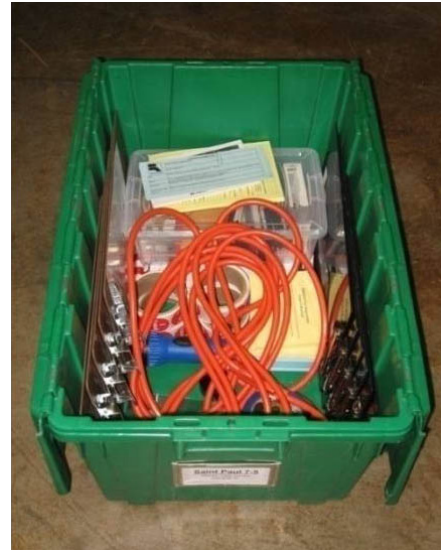
## Confirm delivery of polling place materials



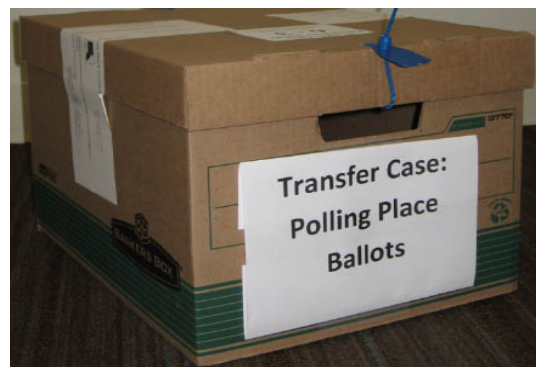
The location of the delivered materials is listed on the *Polling Place Contact Sheet*. This location is not always in the polling room. Ramsey County Elections receives confirmation that polling place supplies have been delivered prior to Election Day. If you cannot locate the materials, work with the polling place contact person to search the building.

- **Ballot scan** - marked with the letter 'S'
- **Touch writer** - marked with the letters 'A' and 'W'
- **Green poll pad cases** - contains the materials needed to assemble the poll pads.
- **Black ballot box** - holds the voted ballots; the ballot counter is placed on top.
- **Green supply box** - contains general polling place supplies.
- **Transfer Case: Polling Place Ballots** - cardboard box containing ballots specific to your precinct and the *Certification Form: Polling Place Ballots*.
- **Voting booths** – blue booths; assembly required.
- **'Vote Here' sign and US flag** - to be placed outside the building at the main entrance.
- **Parking signs** - Insert in traffic cones and place at appropriate spots.

Polling places supply the tables and chairs. If these are not already in the polling room, their location will be listed on the *Polling Place Contact Sheet*.



The **green supply box** contains general polling place supplies, such as signs, pens, and voter receipts.



The **Transfer Case: Polling Place Ballots** contains the ballots and the *Official Certification Form: Polling Place Ballots*. Voted ballots are returned to this transfer case at the end of the night. Some polling places will receive multiple transfer cases.

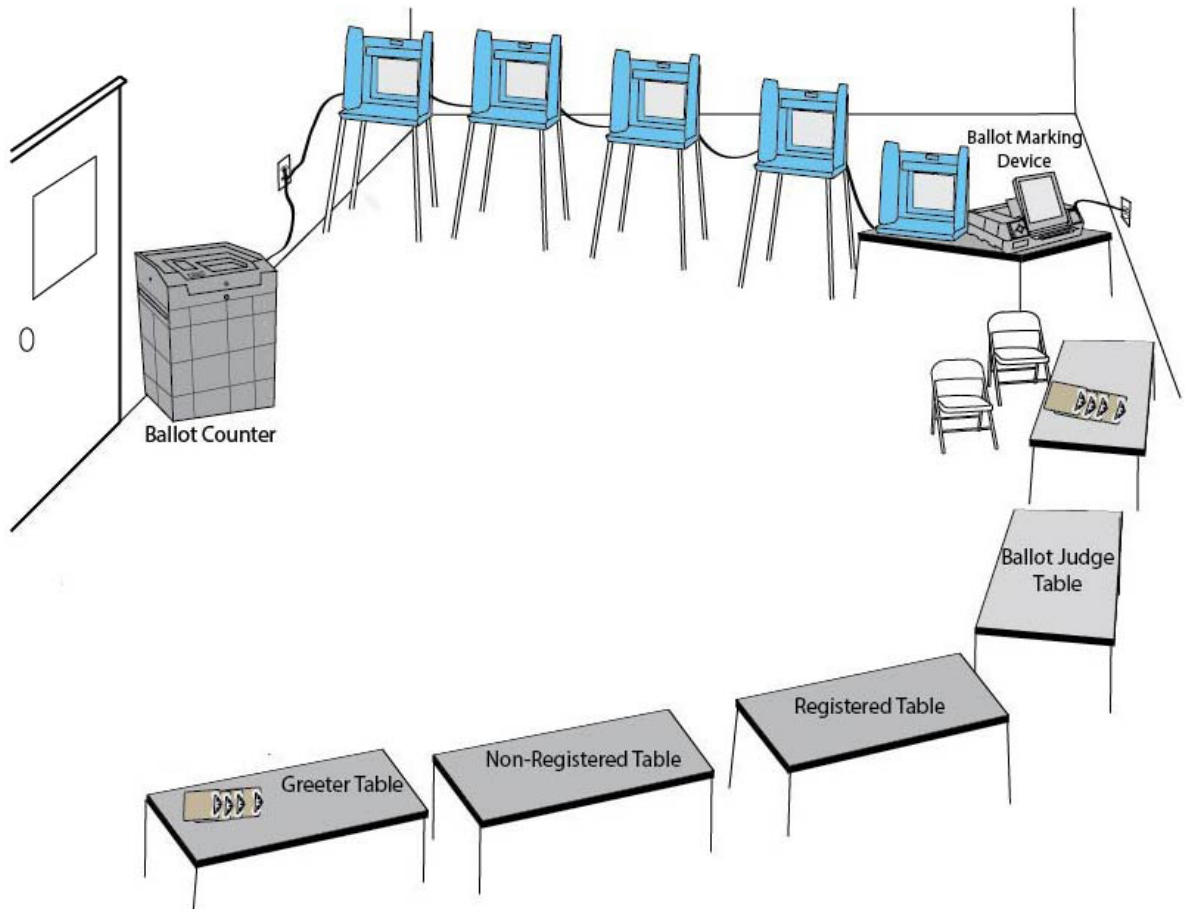
## Assigning set-up tasks

The head judge should use the form *Checklist: Opening the Polls*, located in the green folder, to assign duties for opening the polling place. The *Polling Place Contact Sheet*, located in the purple folder, contains any unique details for setting up the polling place.

While the head judge is setting up the voting equipment, all precinct judges (who are not assisting with the voting equipment set-up) are responsible for setting up the rest of the polling place.

## Polling place layout

Use the example below as a guide for setting up the polling place. Consider the flow of traffic, ensuring voters are not crossing each other's path when moving through the voting process. Ensure privacy for voters when they are marking and casting their ballots.



## Polling room will need:

### Greeter table

- Place near entrance to polling room.
- Supplies: Greeter's List, precinct map, clipboard, pad of Acceptable Documents for Election Day Registration, Ranked Voting pamphlets and informational handouts in City of St Paul elections

### Election day registration (EDR) table

- Supplies: table flag, clipboards, pens, red pen, voter registration applications, yellow receipts, map, precinct finder

### Poll pad table

- You may need more than one table depending on precinct size and number of poll pads used.
- Supplies: table flag, poll pads, green poll pad cases and related materials

### Ballot judge table

- Supplies: table flag, ballots, secrecy sleeves, paper clips, pens, *Spoiled Ballots Envelope*, sample ballots

### Voting booths

- The voting booths must be arranged so voters can mark their ballots privately.
- Voters may choose to mark their ballots using a clipboard. Have the clipboards available at a table near the voting booths.
- Each polling place must have at least one voting booth on a table with a chair for voters who cannot stand for extended periods of time. Be sure the chair can easily be moved out of the way for voters using a wheelchair.
- Mark off a 6-foot perimeter around the voting area using blue tape.

### Touch writer table

- Face the display screen towards a wall or other private area so it cannot be viewed by anyone other than the voter.
- Mark off a 6-foot perimeter around the touch writer using blue tape.

## Ballot scan

- Mark off a 6-foot perimeter around the ballot counter using blue tape.
- Supplies: *I Voted* stickers

## Post signs:

All polling place signs are found in the sign bag in the green box:

### ***To voting arrows***

Mark the route to the polling room from the entrance of the building. Additional blank cardstock is available to make more signs.

### ***Polls Open Today***

Post near the entrance to the polling room.

### ***Prohibited in the Polling Place***

Post near the entrance to the polling room.

### ***Are You Eligible?/Voter Bill of Rights***

Post at the roster and ballot tables.

### ***Sample ballot pads***

Sample ballots are printed on colored paper. Verify that they contain the same offices, candidate names, and questions as the official ballots. Post one in a viewable area and place the others at the ballot judge table.

### ***Guidelines for Interpreters***

Post near the entrance to the polling room.

### ***Register to Vote Here***

Post at the registration table.

### ***Acceptable Documents for Election Day Registration & Unacceptable Documents***

Post two sets at the registration table and the large one on the wall in another viewable area.

### ***Sign Up to be an Election Judge***

Place sign and sheet on greeter's table.

### ***Voters Only Inside Blue Line***

Post near voting booth area and ballot counter.

## Set up outside of the polling place:

### Voter parking area

Ensure area is clear and free of non-voter parking and obstacles.

### Accessible parking spots

Ensure two spots are marked and available.

### On-street parking

Ensure it has been properly marked by the municipal public works department, if needed for your polling location. If on-street parking is not marked properly, contact the ALJ.

### Additional parking signs

The Elections office will provide additional voter parking signs to some polling places. Election judges are responsible for setting these up in the morning. Check the *Polling Place Contact Sheet* for additional information.

### Accessible entrance

An accessible entrance/exit is not always in the same area as the main voting entrance/exit. Make sure that any alternative routes to the polling room are clearly marked. If using an alternative route to the polling room, confirm with the polling place contact person that the route is acceptable. Confirm that the route is free of cords, rugs, and other obstacles.

### Vote Here sign and US flag

Display at the main entrance at 7am. Some polling places require more than one *Vote Here* sign and will be supplied accordingly.

## Election Day Journal

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Place the Election Day Journal in an accessible area and instruct judges to record the following types of incidents:

- abandoned ballots found in the polling place
- ballot counter jams
- cleared felony, citizenship, and guardianship challenges
- a voter signs the roster but leaves without voting

- any other circumstances that may cause the number of voter signatures to be different than the number of ballots run through the ballot counter

Do NOT record the following on the journal:

- number of ballots in a pack (record on reverse side of *Official Certification Form: Polling Place Ballots*)
- corrections to the roster (record on *Roster Correction Sheet*)

## Setting Up the Voting Equipment

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### Ballot scan

The head judge should set up the ballot scan as soon as set-up assignments have been made. Read the Ballot Scan section (see page 17) for instructions on opening the scan.

### Touch writer

The head judge will assign two judges to set up the touch writer. Read the touch writer section (see page 25) for instructions on opening the touch writer.

### **!** Missing supplies

Call the Election Judge Hotline as soon as possible.

**651-266-2173**

# Preparing Ballots and Rosters

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## Head judge confirms poll pads, ballots, and zero tape

First, confirm that the correct poll pads were delivered to the polling place. Next, confirm that all ballot packages are for the correct precinct. Finally, after setting up the ballot scan, verify that the precinct number on the zero tape is correct. If any of these items lists a different precinct, immediately call the Election Judge Hotline. The poll pads, ballots, and ballot scan are specific to your precinct and cannot be used if incorrect.

## Confirm number of ballot packs received

Ballots will be delivered in the *Transfer Case: Polling Place Ballots* in shrink-wrapped packs of approximately 50 ballots. The *Official Certification Form: Polling Place Ballots* is also located in the transfer case. The number of ballot packs delivered to the precinct is prerecorded on this form. Count the number of packs received, including the pack of blank paper for the ballot marking device, and record in the space provided.

Each time you open a pack, two judges will count the number of ballots. Record this number on the back of the *Official Certification Form: Polling Place Ballots*. At the end of the night, place this certification form in the red folder.

## Official Certification Form

*Polling place ballots*

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### Ballot Transfer Case - Number of Ballot Packs Delivered

*Confirm & record the number of sealed ballot packs*

**Number of sealed packs delivered:** \_\_\_\_\_ @ 50 ballots per pack  
(Recorded by Elections Office)

**Number of sealed packs received:** \_\_\_\_\_ @ 50 ballots per pack  
(Recorded by Election Judges)

Recorded at the opening of polls

## Ballot preparation

Once the head judge confirms that the polling place has the correct ballots, prepare them for voting. The head judge assigns two judges to initial ballots in preparation for the opening of the polls at 7am. More ballots can be pre-ialed as necessary throughout the day. It is important that the judges not pre-initial an excess of ballots as unused pre-ialed ballots have to be dealt with in a special manner (see page 64). Do not open more packs than necessary for voting.

Do NOT open the pack of blank ballots for the ballot marking device until a voter arrives who requests use of the device. Unopened packs can be used in future elections.

## **Emergency Voting**

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### **The polling place must open for voting at 7am.**

If there is a problem with opening the polling place or the ballot scan, follow these instructions:

### **If election judges cannot enter the polling place or cannot locate the supplies**

First, call the Election Judge Hotline so ballots and a staff member can be sent to your location. Then contact your ALJ, who will have an emergency voting kit. The kit will have a limited supply of polling place materials such as clipboards, blue and yellow voting receipts, registration applications, plastic seals, voucher tally sheets, etc. Use these supplies with the supplies brought by the head judge to facilitate emergency voting either in the polling room or outside, if necessary.

### **If the ballot scan is not working**

If ballots cannot be run through the ballot scan at 7am, voters must deposit their ballots in the emergency voting slot, located on the top of the ballot box. Explain to the voters that once the ballot scan is working, these ballots will be run through the ballot scan.

## **Review of Election Day Procedures**

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Distribute the *Duty Cards*, located in the blue tub, to the applicable tables. The head judge should review the specific procedures of each duty with the judges assigned.

## **Declaring the Polling Place Open**

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Use a cell phone to determine when it is 7am. Be sure the flag and *Vote Here* sign are displayed outside the entrance and declare the polling place open.

*Page intentionally left blank.*



# Ballot Scan

## Opening the Ballot Scan

The ballot scan will be delivered to the polling place along with other equipment and supplies. The head judge is primarily responsible for setting up the ballot scan and troubleshooting any problems that may occur throughout the day. Assistant head judges are responsible for assisting with all duties related to opening the polling place, including setting up equipment.

### Complete certification form

#### Official Certification Form: Ballot Scan

- Located in the green folder
- Record the seal numbers for the ballot scan (around the handle) and memory card case (inside ballot scan case, next to blue compartment) on the form
- Place form in red folder so it is available for closing procedures
- After closing the polls, return form to the red folder

Official Certification Form	
<i>For the Ballot Counter</i>	
<b>Ballot Counter - Security Case Certification</b> <small>Confirm &amp; record security case seal number before opening the security case</small>	
Seal # prior to Election Day: <small>(Recorded by Elections Office)</small>	_____
Seal # when opening polls: <small>(Recorded by Election Judges)</small>	_____
If seal numbers do not match, explain:	
_____	
<b>Ballot Counter - Memory Card Certification</b> <small>Confirm &amp; record memory card seal number before opening and closing the polls</small>	
Seal # prior to Election Day: <small>(Recorded by Elections Office)</small>	_____
Seal # when opening polls: <small>(Recorded by Election Judges)</small>	_____
Seal # when closing polls: <small>(Recorded by Election Judges)</small>	_____

Record seal numbers

### Gather supplies

- Ballot scan
- Scissors
- Keys
- AC power cord
- Ballot box
- Ramsey County Summary Statement envelope
- Opening instructions for ballot scan (in green folder)

### Follow step-by-step instructions

To properly open the ballot scan follow the instructions found on the next two pages and in the green folder.

### Complete remaining steps

- If you have trouble printing the zero tape or open polls report, call your Area Logistics Judge. Call the Elections office if there are problems with the information on the zero tape (for example, if the precinct number on the zero tape does NOT match the precinct number on the top of the ballots, or if there are already votes cast on the zero tape).
- Tear off the zero tape and open polls report; all judges present must sign the bottom of the report. Place the report and the zero tape in the envelope labeled Ramsey County Summary Statement, but do not seal the envelope until closing duties are completed.
- Place blue tape on the floor, creating a six foot perimeter around the ballot scan to mark the area that is for voters only.



# Opening the Polls – Ballot Scan

## Set up the Ballot Box and Scan Ballot Counter

**1** Remove ballot box from bag and place it upright on the ground.



**2** Unlatch the clips, expand sides and lower the bottom panel into place.



**3** Unhook 3 straps to release top panel, then lift the top of the box and press it into place.



**4** Use the black key to unlock and open front door and press bottom of the box into place.



**5** Reach inside the front of the ballot box and pull the white string down and toward you to slide the locking mechanism on top of the box into the unlocked position.

**6** Confirm blue seal number on the Scan handle and write it on the Official Certification Form - Scan Ballot Counter found in Green folder.

Cut the seal and place it in blue tub.



**7** Align ballot counter's feet with indentations on top of the ballot box and put the ballot counter firmly in place.



**8** Reach inside ballot box and push the white string down and away from you to slide the locking mechanism into the locked position.

**9** When the Scan ballot counter is locked in place, close and lock front door.

**(Continued on other side)**

## Opening the Polls – Ballot Scan (continued)

**10** Plug the power cord into the back of the machine (flat side up), then plug the cord into an electrical outlet.



**11** Open ballot counter and lock lid in place.



**12** Use blue key to unlock tablet and slide latch to remove the tablet.



**13** Place tablet in cradle and lock it in place.



**14** Turn the machine on by pressing the red power button on the back of the machine. The ballot counter will take about 7 minutes to power-up.

Write the red seal number onto the Official Certification Form -Scan Ballot Counter found in the Green Folder.

**15** When prompted, select *Print Zero Report* on the unit's touchscreen.

When printing is complete, verify that the precinct number and candidate information is correct, and zero votes have been cast.

**16** To open the polls, select *Open the Polls*, then enter the Poll Worker code:

Select *Accept* and wait for the open polls report to print.

**17** Tear off the report that includes the Zero Report and Open Polls report. All election judges present must sign the report.

**18** Place the signed report in the Summary Statement envelope for Ramsey County. Do not seal the envelope -- when polls are closed, you will print the results and place them in this envelope.

**The ballot counter is now ready for voting.**

## Operating the Ballot Scan

---

The head judge is primarily responsible for maintaining the ballot scan on Election Day, with assistance from the assistant head judge(s). All problems with the ballot scan should be noted on the Election Day Journal because they may affect the voting statistics. Call your ALJ or the Election Judge Hotline if the head and assistant head judges are unable to fix a problem.

Remember: If you are unable to use the ballot scan, open the emergency voting slot on the top of the ballot box, and allow voters to place their ballots in the slot. Do not keep voters waiting. Once the ballot scan is operational, ballots that were placed in the slot should be removed and run through the ballot scan. This must be done by judges of two different major political parties.

### Wait for the American flag

The ballot counter scans each ballot, which takes a few seconds. The American flag will appear on the screen when the ballot is scanned and accepted. The ballot scan judge needs to instruct voters to wait for the American flag, and to read the message on the screen if the ballot is not accepted.

### Ballot(s) will not run through the ballot scan

When a ballot does not run through the ballot scan, it is important to read the message on the screen to determine if the ballot is over-voted, jammed, or if there is another problem.

- If a ballot is over-voted, offer to give the voter another ballot and put the over-voted ballot into the Spoiled Ballot envelope. If the voter does not want to vote again, press the blue button on the back of the machine (the poll worker button); the ballot will go through and be counted except for the over-voted race.

- If a ballot is damaged, offer to give the voter another ballot and put the damaged ballot in the spoiled ballot envelope. If the voter does not want to fill out another ballot, the ballot may be duplicated by two judges of different major political parties.
- If a ballot is jammed and has not been counted, ask the voter to gently pull the ballot from the ballot counter and inspect the ballot for damage. Attempt to run the ballot again and then follow steps for spoiling the ballot, if necessary.
- If a ballot is jammed and has been counted, unlock and open the front door of the ballot box, reach inside and gently pull the ballot through the ballot scan, leaving the ballot in the ballot box.

### Power failure

If the ballot scan is accidentally unplugged, or if there is a power outage in the building, you will need to repeat the steps in the instructions for opening the polls. Unplug the cord from the wall and the machine, then plug the cord first into the machine and then into the wall outlet. Then press the red power button and wait for the unit to complete its power-up process. If the unit still does not power on, call the ALJ or the Election Judge Hotline. Instruct voters to place their ballots in the emergency voting slot in the ballot box.

## Closing the Ballot Scan

---

Follow the step-by-step instructions located on the following two pages or in the red folder. The closing of the ballot scan cannot begin until the last voter has completed voting and never before 8pm.

Remember:

- Before closing the ballot scan, check the emergency voting slot to ensure all ballots have been counted. If any ballots remain in the slot, two election judges from different major political parties must run these ballots through the ballot scan before starting the closing procedures.
- If a voter abandons a ballot anywhere in the polling place (except for ballots left in or on the ballot counter), you must spoil the ballot (see page 53). Write “abandoned ballot” on the ballot in the upper right corner and place it in the spoiled ballot envelope. Record the incident on the Election Day Journal.
- Remove the blue tape from the floor that marked the 6-foot area around the ballot scan.
- The head judge must return the ballot scan to the Elections office after closing duties are complete.

### Supplies needed to close the ballot scan:

#### Ballot scan

- AC power cord
- Ballot box
- Carrying case for ballot box
- Equipment keys
- Ballot transfer case
- 2 blue rattail seals
- 2 ballot box seals (to be signed by judges)
- Summary Statement envelopes for Ramsey County and municipality
- 1 envelope seal (to be signed by judges) for each Summary Statement envelope
- *Official Certification Form: Ballot Scan*
- Red folder
- Closing instructions for the ballot scan
- Blue tub

#### Follow step-by-step instructions

To properly close the ballot scan, follow the instructions found on the next two pages and in the red folder.

#### **!** The ballot scan does not transmit results

Results can only be uploaded at the Elections office after the head judge returns the ballot scan.

# Closing the Polls – Ballot Scan

## Close the Ballot Scan

**1** Check emergency voting bag for ballots. If necessary, run any remaining ballots through the ballot counter.

Avoid waiting until polls are closed to do this.

**2** Press the blue button on the back of the unit.



**3** Select *Close Polls* on the display screen and then *Yes, close the polls.*

**4** Enter the *Close Polls* password (same as the *Poll Worker Code*: then select *Accept*.

The polls are now closed and a report will begin printing.



**5** Tear off the report when printing is finished. All election judges present must sign the report. Place the signed report in the Ramsey County Summary Statement Envelope which also contains the zero report.

**6** Complete the Official Certification Form by writing the memory card seal number in the space provided. The form must be signed by two election judges with different major party preferences. Place the signed form in the red folder.

**7** Select *Print Tally* to print an additional report for each of the remaining summary statement envelopes. One may be printed for public display if requested.

**8** Place an envelope seal on each envelope, signed by all judges present. Place the signed and sealed envelopes in the blue tub.

**9** Press the red power button to turn off the ballot counter. Wait for the screen to be completely blank. Unplug the power cord and put it back in the bag which goes in blue tub.

**(Continued on next page)**

## Closing the Polls (continued)

**10** Unlock the tablet, carefully remove it from the cradle and place it back in place inside the top lid. Slide the blue handle down and lock the tablet in place.



**11** Close the cover of the ballot counter and snap the black latches in place. You do not need to lock the case.

**12** Open the front of the ballot box, reach inside and pull the white string toward you to slide the locking mechanism into the unlocked position.

Remove the ballot counter from the ballot box. The head judge will **RETURN the Ballot Scan to the Elections office.**

## Put Ballots into Ballot Transfer Case and Disassemble the Ballot Box

**13** Two judges of different political parties must remove all ballots and place them in the Ballot Transfer Case.

**14** Seal the case with 2 blue rattle seals and 2 sticker seals, signed by all judges present.

Extra seals are provided in case you need to open and re-seal the Ballot Transfer Case. Do not place sticker seals on the blue tub or green box.



**15** Disassemble the ballot box using the instructions on the side of the box and place it in its bag. The ballot box remains in the polling place and will be picked up after Election Day.

The head judge will **RETURN the Ballot Transfer Case to the Elections office.**

# Touch Writer

## Opening the Touch Writer

The touch writer enables a voter to select candidates in each race using a touch screen, and, if desired, headphones to hear instructions and candidate names in each race. Setting up the touch writer requires two judges of different major political parties. The assistant head judge is primarily responsible for making sure that the device is set up and ready to use by 7am on Election Day.

### Complete certification form

*Official Certification Form: Touch Writer*

- Located in the green folder
- Find the seal number inside the touch writer case, and record the seal number on the form
- Place the form in the red folder so it is available for closing procedures
- After completing the closing procedures, return completed form to the red folder

### Gather supplies

- Touch writer
- AC power cord
- Printer
- Equipment keys (in the blue tub)
- Device stand and printer stand
- TW test ballot
- Opening instructions for the touch writer (located in green folder)

### Follow step-by-step instructions

Follow the instructions found on the next two pages and in the green folder to set up the touch writer.

## Official Certification Form

*For the Ballot Marking Device*

---

### Ballot Marking Device - Memory Card Certification

*Confirm & record the memory card seal number before opening and after closing the polls*

Seal # prior to Election Day: \_\_\_\_\_  
(Recorded by Elections Office)

Seal # when opening polls: \_\_\_\_\_  
(Recorded by Election Judges)

Seal # when closing polls: \_\_\_\_\_  
(Recorded by Election Judges) ←

If seal numbers do not match, explain:

Record seal number

---

### Ballot Marking Device – Test Ballot Confirmation

*Run the test ballot to confirm AutoMARK display matches the sample ballot*

Confirm the following:

- Spelling on display
- Audio pronunciation ←
- Candidate & race order
- Working Functions (key pad, touch screen, volume)

Confirm items

---

#### Oath of Confirmation

*"We, the election judges, certify that the ballot marking device's memory card was delivered to the polling place sealed with the same asset number as recorded by the Ramsey County Elections Office"*



# Opening the Polls – Touch Writer

## Assemble the Touch Writer Stand and Printer Table



- 1** Remove the stand and its parts from the transport bag and remove and unfold the printer table.
- 2** Place the stand upside down, grab the handle and slide legs into place (the smooth side is the top of the stand, so the legs should be underneath). Keep hands away from sharp metal edges.

- 3** Attach U-shaped rear leg assembly (1 piece) and front legs (2 pieces), pressing metal buttons to lock them in place.

- 4** Place stand right side up, then attach privacy screens. Place the stand and printer table next to each other, near the voting stations.

- 5** Set the device on the stand.

Align the feet with the indentations on top of the stand.



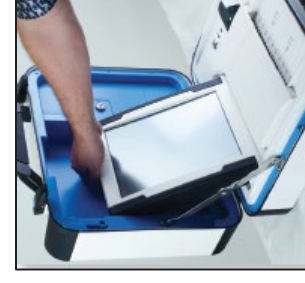
- 6** Reach under the top of the stand and push back the latch to secure the device in place.



- 7** Connect the power cord to the device by first plugging the power cord into the back of the device. Then plug the power cord into an electrical outlet. Do not turn unit on yet.

- 8** Place OKI printer on the table, and plug in. Connect the printer to the device by plugging the square end of the cable into the printer and the USB end of the cable into the back of the Touch Writer.

- 9** Open the case and lock the lid in place. Use the blue key to unlock tablet. Slide latch and remove the tablet. Place tablet into its cradle and lock it in place.



**You are now ready to create a test ballot (next page).**

## Opening the Polls – Touch Writer (continued)



**11** Turn on ballot marking device by pressing the red power button on the back of the device. Wait for the device to power up.

**12** Verify and write the red seal number on the Official Certification Form - Touch Writer found in the Green Folder.

Verify printer is on. The power switch on the side.

**13** When prompted, select *Print Zero Report*. Verify that the information on the zero tape is correct.



**14** Select *Open the Polls* on the display screen. When prompted, enter the Open the Polls code ( ) and select *Accept*. An Open the Polls report will print.

Tear off the Printed Zero Report and Open the Polls report and place them in the Touch Writer Envelope. Election judges do not need to sign these reports. The device is ready to use.

## Testing and Using the Touch Writer

**15** Place the Touch Writer test ballot, found in the Ballot Transfer Case, into the printer tray at the bottom of the device. Pull out the tray, place the test ballot on top of the colored paper, and slide the tray shut. Follow the same process with an official ballot, with the EJ initial lines facing up and fed into the printer tray first. Leave the colored paper in the printer tray to weigh down the sensor.

**16** Press the blue Poll Worker button on the back of the device.



Enter your Poll Worker Code ( ), then select *Create Ballot Access Code*.

**17** Select the precinct and party, then select OK. Select *Yes, Print Code*. Remove the printout and enter the Access Code on the screen.

**18** Select *Begin Voting*. Cycle through the candidates to make sure they are the same as those on the sample ballot for your precinct, but do NOT vote for any candidates. Test headphones and peripherals to make sure they are working properly.

**19** Select *Print* and then *Yes, Print Ballot*.

**20** Place the test ballot and access code printout in the Touch Writer Envelope. Place envelope in the blue tub.

**21** The device is now ready to be used by a voter. Voters using the device must obtain a ballot from the ballot judge. Repeat steps 15-18 for voting (the voter will select candidates).

## Testing the Touch Writer

To print a test ballot, open the printer's front bottom drawer. Place the test ballot in the drawer with the judge initial lines face up and entered into the drawer first. The election judge will need the poll worker code from the head judge.

To set up the device and print a test ballot, election judges should complete the following steps:

1. Press the blue poll worker button on the back of the device.
2. On the display screen, enter the poll worker code and select Accept.
3. Select Create ballot access code.
4. Choose the correct precinct and select OK.
5. Select Touch here to preview the code.
6. Select Yes, print the code.
7. When the code is printed, tear it off, and enter the code on the display screen.
8. Do not vote for any candidates. Cycle through them to make sure the names match those on the ballot. Use headphones and peripherals to make sure they are working.
9. Select Print and then Yes, Print Ballot.
10. Place the printed access code and the test ballot in the touch writer envelope.
11. The device is now ready to be used by a voter.

## Using the Touch Writer

---

Two election judges of different major political parties are needed to assist a voter who wishes to use the touch writer. The voter will obtain the ballot paper from the ballot judge in exchange for a receipt. The election judge will need the poll worker code from the head judge.

1. Place the ballot paper in the drawer with the judge initial lines face up and entered into the drawer first (the paper will be the same size and weight as the ballot stock -- not just any plain paper).
2. Press the blue poll worker button on the back of the device.

3. On the display screen, enter the poll worker code and select Accept.
4. Select Create ballot access code.
5. Choose the correct precinct and select OK.
6. Select Touch here to preview the code.
7. Select Yes, print the code.
8. When the code is printed, tear it off, enter the code, and explain to the voter how to use the device. Ask if the voter needs additional assistance. Allow the voter to mark the ballot when he or she indicates that no additional assistance is needed.
9. Place the printed access code in the same envelope as the test ballot (see the opening the polls instructions).

Instructions to the voter should include:

1. The voter may put on headphones, use the touch screen or navigate through the options using the Move button and Select wheel on the device.
2. Press the Audio button to adjust settings (volume and speed).
3. Press the Screen button to adjust settings (to change contrast and text size or to turn the screen off if the voter only wants to use the headphones).
4. Select the Help button for additional instructions.
5. A selected candidate will display a green check box to the left of the candidate's name.
6. The Next button advances to the next contest on the ballot.
7. To review selected candidates at any time, the voter may select Review Choices.
8. When finished selecting candidates, the display screen will prompt the voter to review the ballot.
9. After reviewing and confirming choices, the voter selects Print and then Yes, print my ballot, and the ballot will begin printing.
10. The voter takes the printed ballot to the ballot box and sends it through the ballot counter.

If a voter wants to make a change after printing the ballot, or if the ballot is jammed and is unable to be printed, explain that two election judges of different major political parties may assist the voter with marking a ballot. The initial ballot (or paper that was jammed) will be placed in the Spoiled Ballot envelope.

## **Closing the Touch Writer**

---

Follow the instructions for closing the touch writer found on the next page and in the red folder. At the close of polls, the head judge will assign a judge to close the ballot marking device.

### **Gather supplies**

- Touch writer
- AC power cord
- Headphones
- Peripherals
- Equipment keys
- Closing instructions for the touch writer (located in red folder)
- *Official Certification Form: Touch writer*

### **Complete the closing requirements**

- Complete the closing section of the *Official Certification Form: Touch writer*.
- Pack up the display screen, head phones, peripherals and power cord in the same way they were stored.
- Disassemble the stand and printer table and place them back in the carrying case, which stays in the polling place.
- The printer stays in the polling place. Leave the extra colored paper in the printer tray.

### **Follow step-by-step instructions**

When closing the touch writer, follow the step-by-step instructions on the next page.

# Closing the Polls – Touch Writer

- 1 Press the blue poll worker button. On the display screen, select *Menu* and then *Close Polls*. Select *Yes* when asked are you sure?
- 2 Enter the *Close Polls* password (same as the Poll Worker passwc 0). A report will begin printing.
- 3 When the report is done printing, press the red power button to shut the device off. You do not need to sign the printout. Tear it off and place it in the Touch Writer envelope.
- 4 Write the seal number (found on the red seal) on the Touch Writer Official Certification Form. Place the form in the red folder. (The red folder will be placed in the blue tub and returned to the Elections office.)

- 5 Use the blue key to unlock the tablet, remove it from its cradle and return it to the inside of the top lid. Slide the latch down and lock the tablet in place.



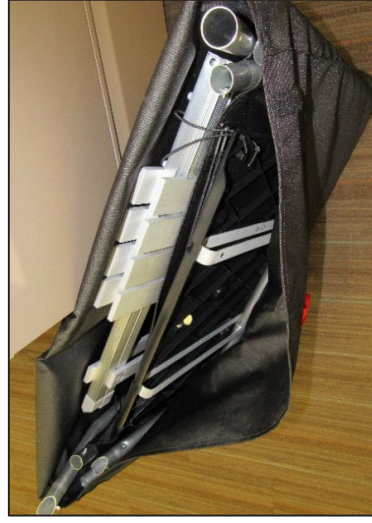
- 6 Unplug the power cord and return it to the bag then the blue tub. Unplug the printer cable and place it in the printer's case.

- 7 Close the device lid, reach under the device stand and pull the latch forward to unlock the device. Remove it from the stand.

- 8 Turn off the OKI printer, unplug it and place the printer and bag containing the power cord and printer USB cable in the black printer case.

- 9 Fold up the printer table and disassemble the Ballot Marking Device Stand. Place both in the carrying bag with red handles.

**Leave Touch Writer, the stand placed in the red handled bag and the black OKI printer at the polling place. These items will be picked up from the polling place after Election Day.**



# Poll Pad Procedures

**All information on the poll pad is confidential.** Election judges should examine the poll pad only as is necessary to assist voters. Voters should only see the poll pad screen when they are signing their name. Voters are not allowed to page through the poll pad.

*Remember that registered voters **do not** need to show identification to the roster judge unless "See ID" or "Voted out of Precinct" is printed on their signature line. If a voter presents identification to you, advise the voter that it is not required for voting. However, if the individual prefers you use it to assist in finding their name in the roster, you may do so.*

## Poll Pad Materials

Green box contents:

- ◆ Poll pad base
- ◆ Poll pad stand arm
- ◆ Stylus
- ◆ Poll pad charging cord
- ◆ Printer cord
- ◆ Printer cable
- ◆ Printer

Transfer case contents:

- ◆ Poll pads
- ◆ Wi-fi device



## Wi-Fi Device

- ◆ Antennas (2)
- ◆ Wi-fi body
- ◆ Power cord and transformer box



## Processing registered voters

---

Select GET STARTED on the home screen to open the search screen.

- 1 Ask the voter's name.
- 2 Type the first three letters of the voter's last name in the first box and the first three letters of the first name in the second box. Tap SEARCH.
- 3 On the results page, locate the voter's name then ask them to state their address. If necessary, ask their birthdate. Tap on the voter's line to advance to the next screen: VOTER CONFIRMATION.

**Note:** if a match is not found, you may also attempt an advanced search by birthdate or address (see the Advanced Search procedure in the next section).

If a match is not found after all search options have been attempted, direct the voter to the registration judge.

- 4 On the VOTER CONFIRMATION screen, verify the information by showing the voter the screen. Direct the voter to tap ACCEPT to continue.
- 5 On the PARTY SELECTION screen, direct the voter to choose a political party and tap ACCEPT to continue.
- 6 Tap SUBMIT to print the voter signature receipt and the ballot style receipt. Direct the voter to sign the voter signature receipt and return it to you. Store the receipt in the voter signature receipt envelope.
- 7 Direct the voter to retain the ballot style receipt to bring to the ballot judge.

If you ever make a mistake in selecting a voter, you may select GO BACK in the upper-right hand corner to return to the search screen.

03/03/2020, 12:30:45

BALLOT STYLE

Party: [PARTY NAME]

Precinct: FALCON HEIGHTS P-1  
School District: 623

## Advanced Searching

---

### Searching by birthdate or address

- 1 Tap ADVANCED SEARCH. Additional search fields will appear beneath the name search fields.
  - a *Search by birthdate*
    - a Tap DOB to open month/day/year entry fields.
    - b Enter birthdate information then tap SEARCH.

**Note:** You may enter just month, day, or year; not all information is required to search.
    - c Clear search information by tapping X in the upper-right corner.
  - a *Search by address*
    - a Enter the street name. Addresses within the precinct will begin to populate as suggestions below the entry field.
    - b If you see the correct street name, tap its line to open that entry.
    - c Tap SEARCH to generate a result.
    - d Clear search information by tapping X in the upper-right corner.



## Challenges and Notations

---

### Following the challenge procedure

While clearing a challenge, be respectful of the voter and discuss the information quietly to provide as much privacy as possible. All language on specific challenges will appear on the screen when you are checking in a voter. Follow the on-screen instructions.

You will have the voter affirm the following and answer any additional on-screen questions:

*"Do you affirm that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"*

#### *Challenge cleared*

If the voter's answers indicate that they are eligible to vote in the precinct, tap CLEAR CHALLENGE and then ACCEPT on the following screen. The voter signs the voter signature receipt. They are then issued a blue registered voter receipt and ballot style receipt to give to the ballot judge.

#### *Challenge failed*

Only use the Challenge Failed button if a voter's answers indicate they must update their registration or are not eligible to vote.

#### *Recording particular challenges in the Election Day Journal*

Make a notation on the Election Day Journal when clearing a felony, guardianship, or citizenship challenge. Record the name of the voter, the voter ID number, and the challenge that was cleared.

## Notations

### **A.B.**

The voter has submitted an absentee ballot that has been counted. Once 'AB' is marked in the poll pad, that voter cannot vote on Election Day.

*Poll pad judge action:* Inform the voter that their AB has already been counted and they cannot vote. If more information or assistance is needed, have your head judge contact the Elections office.

### **See ID**

The voter is a new MN voter who registered by mail; their application information could not be verified. The voter must show the poll pad judge any proof of residence listed on the Registering to Vote Today poster, except vouching. If the voter can only provide vouching as a proof of residence, the voter must re-register.

*Poll pad judge action:* Review the voter's documentation; if it matches what is on the poll pad, have the voter read the voter oath and clear the challenge on the poll pad. If any information is different, the voter must re-register in the correct precinct.

**Challenged: Postal Return**

The Elections office attempted to send the voter a piece of mail and it was returned by the post office.

*Poll pad judge action*

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "What is your residential address?"

If the voter's address matches the information provided above, the challenge shall be cleared on the poll pad. If their current address is different, they must re-register in the correct precinct.

**Challenged: Voted Out of Precinct**

The voter was recorded as having voted in the wrong precinct at a previous election.

*Poll pad judge action*

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

Ask the voter for proof of residence used for Election Day registration. If the voter provides proof of residence that the address on the poll pad is correct, have the voter read the voter oath and clear the challenge on the poll pad. If the voter's address is different but the voter still resides in the precinct, direct the voter to the registration table. If the voter's address is in a different precinct, provide the voter the polling location and list of documents required to re-register.

**Challenged: AB Address**

The voter submitted an absentee ballot application at a different address than the address listed on the poll pad.

*Poll pad judge action*

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Have you voted absentee in this election?"

If the voter answers "no," ask the voter,

- "What is your residential address?"

If the voter has not voted absentee and their address matches that on their record, the challenge shall be cleared. Have the voter read the voter oath and clear the challenge on the poll pad. If the voter states they have already voted absentee in this election, they may not vote in the polling place.

**Challenged: Name and Address**

Ramsey County Elections received notice that this voter may have changed their name and/or address.

*Poll pad judge action*

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "What is your full name?"
- "What is your residential address?"

If the voter has not voted absentee and their address matches that on their record, the challenge shall be cleared. If the voter's name and/or address is different, the voter must re-register in the correct precinct.

**Challenged: Felony**

Ramsey County Elections office received information that the voter was convicted of a felony at some point in the past. A voter with a felony conviction may vote after they have completed all felony sentences, including probation and parole, in any state.

*Poll pad judge action*

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Are you on probation or parole for a felony conviction?"

If the voter answers "no" and that they have completed their sentence, including probation and parole, have the voter read the voter oath and clear the challenge on the poll pad.

- It is not your job as an election judge to determine if someone is a felon.
- If a felony challenge is cleared, record the voter's name, voter ID number, and 'felony challenge cleared' on the Election Day Journal.

If an individual has questions regarding their felony challenge, refer them to their probation/parole officer. If they have questions about their sentence, they may call the Department of Corrections records division at 651-361-7200.

**Challenged: Citizenship**

Ramsey County Elections received notice that this voter may not be a citizen of the United States.

*Poll pad judge action*

Ask the voter,

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Are you a citizen of the United States of America?"

If they state they are a citizen, have the voter read the voter oath and clear the challenge on the poll pad. If they are not a citizen, they may not vote in the election.

Note the cleared challenge on the Election Day Journal by recording the voter's name and voter ID number, writing 'citizenship challenge cleared.'

### **Challenged: Guardianship**

The voter may be under court-ordered guardianship with a loss of voting rights. Voters under guardianship may vote unless their court order specifically revoked their right to vote.

#### *Poll pad judge action*

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

- "Are you under court-ordered guardianship in which the court revoked your right to vote?"

- "Were you found by a court to be legally incompetent?"

If the voter answers "no" to the second and third questions, they are eligible to vote and the challenge shall be cleared. Have them read the voter oath and clear the challenge on the poll pad.

Note the cleared challenge on the Election Day Journal by recording the voter's name and voter ID number, writing 'guardianship challenge cleared.'

## **Processing a Curbside Voter**

---

Do not remove the poll pad from the polling place.

- 1** One election judge goes to the car and retrieves the voter's name, address, and party selection.
- 2** Search the voter in the poll pad; select the voter's party selection, accept the voter and print the signature and ballot style receipts.
- 3** Exchange the ballot style receipt for the voter's ballot from the ballot judge.
- 4** Two election judges provide the printed signature receipt to the voter. The voter will confirm their information on the receipt and signs.
- 5** The voter completes their ballot and inserts it into a secrecy sleeve. The election judges deposit the ballot into the ballot counter.
- 6** Confirm with the voter that the ballot has been successfully voted.

### **Materials needed**

- Voter signature receipt
- A ballot from the ballot judge
- A clipboard, pen, secrecy sleeve, and an 'I Voted' sticker

## Troubleshooting

---

### Poll pad is frozen

- 1 Press the Home button twice to refresh the screen. If the poll pad screen is still frozen, perform the following steps:
  - 2 Record the check-in count for the frozen poll pad.
  - 3 Unplug the power cable from the poll pad.
  - 4 Hold down the Power and Home buttons simultaneously to reset the poll pad.
  - 5 Release both buttons once the Apple logo displays on screen.
  - 6 Plug power cable back into the poll pad.
  - 7 After the poll pad launches, verify the check-in count is unchanged. Have your head judge call Ramsey County Elections if the check-in count has changed.

### Printer is unresponsive

#### Option 1

- 1 Make sure the printer is turned ON.
- 2 Verify the printer is plugged into a working power source.
- 3 Verify the power cords are securely installed.
- 4 Confirm the connection with the poll pad printer icon (green icon).
- 5 If still not working, have your head judge call Ramsey County Elections.

#### Option 2

- 1 Turn the printer off.
- 2 Hold down the Power and Home buttons simultaneously to reset the poll pad.
- 3 Release both buttons once the Apple logo displays on screen.
- 4 Turn the printer on while poll pad is powering back on.
- 5 Launch the poll pad application by tapping the icon in the bottom middle of the home screen and confirm the connection with the poll pad printer icon (green icon).

### Printer error occurs when attempting to print a receipt

If a dialog box appears stating that a printer error has occurred, and a red light is flashing at the front of the printer, do not select anything on the screen. You will first want to check the orientation of the paper inside the printer.

- Push back on the lever at the top of the printer (which has an arrow on it). The lever will open the top of the printer.
- Check to see if the roll of paper inside the printer has fallen off track or if the paper is loose.
- Tighten the roll and put the paper back on track in the bottom of the paper roll reservoir. Make sure the roll is spooled so the paper is fed from the bottom of the roll.
- Pull a tail of paper back out and close the top of the printer again.
- Tap RETRY in the dialogue box to attempt to print again.

## **Reprinting a voter's signature receipt in the case of printer failure**

- 1** Have your head judge call Ramsey County Elections for the password.
- 2** Look up voter.
- 3** Tap the Settings icon located beside first letter of voter's last name.
- 4** Enter the password.
- 5** Tap REPRINT CHECK-IN.
- 6** Tap OK.
- 7** Voter is now marked absentee. Tap START OVER.

## **Printer connection is lost**

If the printer icon is red, tap the printer icon. A drop-down will appear. If printer status reads "not connected," the poll pad has lost its pairing to the printer.

## **Wi-fi connection is lost**

If you notice that the wi-fi logo does not appear in the upper-right-hand corner or if you receive a notification that syncing has failed, have your head judge call Ramsey County Elections to reconnect.

# Certification Form

The certification form must be completed election morning to verify the poll pads and printers delivered to a polling place are correct. Compare the labeled ID number on each poll pad (e.g., RAMSEY 0015), printer, and green case to the ID numbers listed on the certification form.

If the ID numbers on the form are different than those on the cases, poll pads, and printers at your polling place, please have your head judge contact Ramsey County Elections immediately.

The certification form must be completed in the evening to verify ID numbers again, and the poll pads must be returned to Ramsey County Elections on election night along with the form. Our staff will verify that the poll pads listed on the form are in the office's possession.

Official Certification Form:  
*Poll Pads (Electronic Pollbook Rosters)*

---

**Poll Pads - Case Certification Blue Seal**  
Confirm & record security case seal number before opening the security case

Blue seal # prior to Election Day: \_\_\_\_\_ (Recorded by Elections Office)      Blue seal # when closing polls: \_\_\_\_\_ (Recorded by Election Judges)

Blue seal # when opening polls: \_\_\_\_\_ (Recorded by Election Judges)      Blue seal # when returning equipment: \_\_\_\_\_ (Recorded by Elections Office)

---

**Poll Pads – Contents Confirmation**

Confirm Poll Pad ID numbers when opening polls: \_\_\_\_\_ (Recorded by Elections Office)      Confirm Poll Pad ID numbers when closing polls: \_\_\_\_\_ (Recorded by Election Judges)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When opening polls, notify the Elections Office immediately if the Poll Pad ID numbers do not match.  
Ramsey County Elections: 651-266-2219


---

**Oath of Confirmation**  
*“We, the election judges, certify that the poll pad’s security case was delivered to the polling place sealed with the same asset number as recorded by the Ramsey County Elections Office”*

**At least two election judges of different political parties must sign below**

\_\_\_\_\_

\_\_\_\_\_



**Return in Red Folder**

# Pink Statistics Sheet

Record the number of Election Day registrants and poll pad check-ins on the pink sheet to return to the Elections office on election night. For the number of Election Day registrants, report the number of non-registered roster signatures. For the check-ins, add all poll pad check-in numbers together to reach a total *Number of "checkins" recorded on poll pads* (B).

If the total number of new voter registrants (A) plus the total number of check-ins (B) do not equal *Total voting in polling place* (C), a poll pad's check-in numbers may not be syncing correctly. When you return to Ramsey County Elections, our office staff will re-sync the poll pads to identify if a check-in has been missed.

## Voter Statistics

(Place precinct label here)

*This form is part of your precinct's official polling place certification*

---

Complete the following:

A. Number of new voter registration applications filled out today _____ (Equal to # of signatures in non-registered roster: # _____)	<p style="text-align: center; margin: 0;"><b>Office Use Only</b></p> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center; margin: 0;">Tape _____</p> <p style="text-align: center; margin: 0;">Initials _____</p>
B. Number of "Checkins" recorded on poll pad _____	
C. Total voting in polling place (C = A + B) _____	

\_\_\_\_\_  
Signature of Head Election Judge

Record discrepancies & incidents below that affect the total voting number (C):

\_\_\_\_\_

\_\_\_\_\_


\_\_\_\_\_

---

Complete the following:

1. Number of spoiled ballots _____	
2. Number of duplicated ballots _____	
3. Total number of full time election judges _____ (2 half day judges = 1 full time judge)	
4. Number of voting stations _____ (Clipboards + booths)	

\_\_\_\_\_  
Signature of Head Election Judge



**RAMSEY COUNTY**  
Elections Office

Return in **Red Folder**



# Election Day Registration

Minnesota state law allows voters to register to vote on Election Day at their polling place.

A non-registered voter is anyone who is either:

- Not on the registered roster, or
- On the registered roster but under a different name or address.

All voters who are non-registered must follow the steps below in order to register in the precinct and vote. All information provided by the voter is confidential on Election Day. Election judges should review applications and the non-registered roster to ensure voters have provided all required information. Do not allow voters to view other applications or page through the non-registered roster.

## Checking in Voters

Follow the steps below to check in non-registered voters (detailed information about each step is described in the following sections of this chapter).

- 1 Verify voter is in correct precinct.
- 2 Verify the voter has not voted absentee by checking the records on the poll pad.
- 3 Voter completes the voter registration application.
- 4 Voter shows election judge Election Day registration identification.
- 5 Ask voter to review the oath at the top of the non-registered roster page and complete the non-registered roster line.
- 6 Initial (next to 'ID') the yellow voter receipt and give to the voter. The voter will bring the receipt to the ballot judge.

Numbered by  
ballot judge

# \_\_\_\_\_

### Non-Registered Voter's Receipt

Give one receipt to the voter after they have signed the non-registered roster.

The voter must give this receipt to the ballot judge in exchange for a ballot.

**Party ballot**

Republican     Democratic-Farmer-Labor

## Address Confidentiality

While the poll pads contain confidential information, the names and addresses of people who register become public information. Voters who fear that someone may harm them or their family may not want their information on the poll pads in later elections. At the time of registration, these voters have the option of presenting you with a signed statement stating that withholding their name from the public information list is required for safety reasons. The Secretary of State and county auditor will then withhold the name from the public information list. If a voter provides such a statement, attach it to the registration application.

# Precincts and Precinct Finder

## Precincts

For voting purposes, municipalities are divided into one or more precincts. Each residential address is located within a specific precinct and the voter must go to a specific polling place to vote. This ensures that voters vote for offices specific to their jurisdiction. A map and a precinct finder are provided to ensure voters are in the correct polling place.

## Precinct finder

The first step of checking in a non-registered voter is to look up the voter's address in the precinct finder to ensure the voter is at the correct polling place. The precinct finder lists all the streets and address ranges in the municipality and the corresponding polling locations. Precinct finders are available for the City of St. Paul and for Ramsey County.

Because some streets serve as precinct boundaries, individuals who live on one side of the street may vote at a different polling place than individuals on the other side of the street. Therefore, it is important to determine whether an address range includes only **odd** (O) house (building) numbers, only **even** (E) house numbers, or both **odd and even** (B) house numbers. This designation is found in the third column as seen below.

If a voter is at the wrong polling place, look up the voter's address and determine their correct polling place. Use the polling place address list in the front of the precinct finder to direct the voter to the correct polling place.

## Using the precinct finder

- 1 In the 'Street Address' column, find the voter's street.
- 2 In the 'House Range' column, find the range in which the voter's house (building) number is included.
- 3 Determine if the voter's house number falls in the range of odd numbers only, even numbers only, or both even and odd numbers (O/E/B).
- 4 In the 'Precinct Code-Name' column, determine the ward and precinct at which the voter must vote. If the voter is in the wrong polling place, go to the front of the precinct finder to find the correct polling place name and address.

## How to find the correct precinct for Alexis

Please look at the example below.

Alexis lives in Ward-7, Precinct-2. In the front of the precinct finder, W-7 P-02 is listed as Parkway Middle School.



664 3rd St E

Precinct Finder														10:59:27AM					
Ramsey County, Municipality: 140 St. Paul																			
Street Address	House Range	Unit Range	O/E/B	Precinct Code - Name	City	Zip Code	Cy	MCD	WD	SD	JD	LG	SN	CG	CM	PK	HD	Range ID	Total Voter
2ND ST		1 to 182	B	0780 ST. PAUL W-2 P-11	ST PAUL	55101	62	140	02	625-00	02	658	65	04	05			245978	0
3RD ST E		651 to 677	O	1430 ST. PAUL W-7 P-02	ST PAUL	55106	62	140	07	625-00	02	678	67	04	05			246817	5
		652 to 678	E	1440 ST. PAUL W-7 P-02	ST PAUL	55106	62	140	07	625-00	02	678	67	04	05			251314	10
		679 to 938	B	1440 ST. PAUL W-7 P-02	ST PAUL	55106	62	140	07	625-00	02	678	67	04	05			251315	171
		939 to 1294	B	1460 ST. PAUL W-7 P-04	ST PAUL	55106	62	140	07	625-00	02	678	67	04	05			246856	158
		1295 to 1777	O	1490 ST. PAUL W-7 P-07	ST PAUL	55106	62	140	07	625-00	02	678	67	04	05			246272	81
		1296 to 1778	E	1500 ST. PAUL W-7 P-08	ST PAUL	55106	62	140	07	625-00	02	678	67	04	05			246296	86
		1779 to 2259	O	1520 ST. PAUL W-7 P-10	ST PAUL	55119	62	140	07	625-00	02	678	67	04	05			246029	116
		1780 to 2258	E	1530 ST. PAUL W-7 P-11	ST PAUL	55119	62	140	07	625-00	02	678	67	04	05			246088	116

# Voter Registration Eligibility Requirements

To be eligible to vote in a given polling place, a person must:

- reside in the precinct on Election Day
- be 18 years of age on Election Day (or on the day of the primary if voting in the primary)
- be a citizen of the United States
- have resided in Minnesota for 20 days immediately preceding Election Day (it is not necessary for the voter to have lived in the precinct for 20 days preceding Election Day)

A voter may NOT register to vote if they:

- are under court-ordered guardianship in which the court has revoked their voting rights
- have been found by the court to be legally incompetent
- have been convicted of a felony, unless they have fully completed the sentence, including probation, or have been discharged from the sentence

You may not ask a voter if the voter meets the eligibility requirements listed above unless:

- there is a challenge on the poll pad, or
- if a challenger or any election judge challenges the voter based on personal knowledge that the voter does not meet the eligibility requirements to vote.

By completing and signing the voter registration application, the voter is attesting to the fact that they meet all the eligibility requirements. Eligibility requirements are listed on the voter registration application (see example on the next page, Box 8).

## Absentee notifications

Before registering to vote, voters should go to the poll pad judge. The poll pad judge can confirm that the voter has not voted absentee or has not become registered through other sources. If the voter appears on the poll pad as AB, they voted by absentee and their ballot is being counted by Ramsey County Elections, so they cannot vote in the polling place.

Ramsey County Elections may receive additional absentee ballots in the mail on Election Day. AB notifications will be transmitted to the poll pads. If the wifi device is not working, the polling place may receive a call from Ramsey County to mark the AB voters on the poll pad.

The screenshot shows a web interface for Ramsey County elections. At the top, it displays 'Ramsey County FALCON HEIGHTS CITY HALL (P-1)' and 'Precinct Records: 55 Checkins: 0'. There is a 'START OVER' button. Below this, there are two search input fields containing 'FO' and 'DO', a 'Search' button, and an 'ADVANCED SEARCH' button. The search results section shows 'SEARCH RESULTS: 1' and a single result for 'FORESTER, DONNA' with details: '03/27/1929', '2291 HOYT AVE W', 'VOTER ID: 2230689', and 'A.B.'. The precinct information is 'FALCON HEIGHTS CITY HALL (P-1)', 'Precinct: FALCON HEIGHTS P-1', and 'Split 623'.

# Completing the Voter Registration Application

Check boxes:  
1. U.S. Citizen  
2. 18 or older

3. Last & first name

4. Residential address

6. Date of birth

7. MN DL or MN ID #, or last four of SSN, or NONE

8. Voter signature

## Minnesota Voter Registration Application

Apply online at [mnvotes.org](http://mnvotes.org), or complete lines 1 through 8 of this form. Please print clearly.

**Personal Information & Qualifications**

**1.** Are you a U.S. citizen? Yes  No

**2.** Will you be at least 18 on or before the next election? Yes  No

election office use only

IP  
M  
AB

**If you mark "NO" to either of these questions, DO NOT complete this form.**

**3.** last name or surname \_\_\_\_\_ first name \_\_\_\_\_ middle name \_\_\_\_\_ suffix (Jr., Sr., II, III) \_\_\_\_\_

**4.** address where you live (residence) \_\_\_\_\_ apt. number \_\_\_\_\_ city \_\_\_\_\_ zip code \_\_\_\_\_

**5.** if mail cannot be delivered to the address above, provide P.O. Box \_\_\_\_\_ city \_\_\_\_\_ zip code \_\_\_\_\_

**6.** date of birth (not today's date) \_\_\_\_\_ school district (if known) \_\_\_\_\_ county where you live \_\_\_\_\_

phone number \_\_\_\_\_ email address \_\_\_\_\_

**7.** mark one box and provide the number that applies to you:

I have a MN-issued driver's license or MN ID card number:

I do not have a MN-issued driver's license or MN ID card.  
The last four digits of my Social Security Number are: XXX-XX-

I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.

**Registration Updates** - Are you currently registered under a different name or address?

previous last name \_\_\_\_\_ previous first name \_\_\_\_\_ previous middle name \_\_\_\_\_

previous address where you were last registered \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

**Read And Sign Only If All Parts Apply To You.**

**8.** I certify that I:

- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on the registration form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.

sign here **X** \_\_\_\_\_ date: \_\_\_\_\_ - \_\_\_\_\_ - **20** \_\_\_\_\_

Election Judge Official Use Only

W _____ P _____ SD _____ Initials _____	<b>ID with Current Name &amp; Address</b> ID Number: _____  <input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	<b>Photo ID + Document with Current Name &amp; Address</b> Document Type: _____ Photo ID Number: _____ <input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	<b>Other</b> <input type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____
--	--	---	---

The following information must be completed in order to accept the application. (Note the voter registration application example on the previous page.) An election judge or a person of the voter's choosing can complete the application for the voter (see special signature information below).

### **1&2 Citizenship and Age**

Voter registration applications are acceptable even if voters do not check the 'citizenship' and/or 'age' boxes. Voters are certifying these two items when they sign the application.

### **3 Name**

Last and first name are required.

### **4 Address**

Residential address must include house/building number and street name. A business or post office box may not be used. The voter must provide the address where they currently reside.

Individuals without a home may provide a description of the location where they normally sleep.

### **5 PO Box**

Not required. If the voter completes this section, check that they have also completed Box 4. A voter cannot register under a PO Box alone - they must have a physical address.

### **6 Date of birth**

The voter's full date of birth is required. The voter must be 18 years old on the day that they vote, whether voting in the primary or in the general election.

### **7 Identification number**

Voters must provide their Minnesota driver's license or identification card number, if they have one. If they do not have one, they must provide the last four digits of their social security number. If a voter does not have any of these numbers, they must check the third box stating that they do not have any of the above numbers.

### **8 Signature**

Have the voter review the eligibility requirements and sign the application.

#### **Signature tips:**

- A voter who is unable to sign may:
  - mark an 'X' (the election judge certifies this mark by signing the voter's name and writing "witnessed by <judge's first initial and last name>")
  - use a stamp for the signature
  - request that another person print the voter's name in the voter's presence (that person should sign their own name as well)
- Initials are acceptable.
- First, middle, and last name, or any combination that the voter considers a signature, is acceptable.
- The voter determines a legal signature.

### **Complete the bottom of the voter registration application - Election Judge Official Use Only**

After the acceptable Election Day registration documentation has been reviewed, the assistant head judge completes the bottom of the voter registration application:

- Fill in ward (W) and precinct (P). You do not need to fill in the school district (SD).
- Record the initials of the election judge reviewing the application and documentation.

- Check the Election Day registration documents used as proof (place a check in one column only):
  - ID With Current Name & Address: It is not necessary to rewrite the identification number if it is documented in Box 7, but note 'see above,' which indicates the assistant head judge saw the driver's license/ MN ID card.
  - Photo ID + Document with Current Name & Address: Write in type of bill (e.g., cell, electric, gas, etc.) and record the state abbreviation and ID number of the photo ID used with the bill.
  - Other: Check appropriate box and write in ID number of the photo ID used, if applicable.

### Examples of completed "Election Judge Official Use Only" sections

The examples below are not comprehensive. See page 45 for a complete list of all acceptable Election Day registration documentation.

#### ID with Current Name & Address - Ward 7 Precinct 8, ID number written in box 7

Election Judge Official Use Only			
W <u>7</u>	<b>ID with Current Name &amp; Address</b> ID Number: <u>see above</u>	<b>Photo ID + Document with Current Name &amp; Address</b> Document Type: _____ Photo ID Number: _____	<b>Other</b> <input type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____
P <u>8</u>	<input checked="" type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	<input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Tribal ID	<input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Student ID
SD _____			
Initials <u>AN</u>			

#### Photo ID + Document with Current Name & Address - Ward 6 Precinct 2, bank statement used with out-of-state driver's license

Election Judge Official Use Only			
W <u>6</u>	<b>ID with Current Name &amp; Address</b> ID Number: _____	<b>Photo ID + Document with Current Name &amp; Address</b> Document Type: <u>Bank of America</u> Photo ID Number: <u>SD 073251385</u>	<b>Other</b> <input type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____
P <u>2</u>	<input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	<input checked="" type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Tribal ID	<input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Student ID
SD _____			
Initials <u>LS</u>			

**Document Type:** List the type of Group B document used.

**Photo ID Number:** Record the # from the Group A document.

#### Other - Ward 3 Precinct 3, voucher (who is registered)

Election Judge Official Use Only			
W <u>3</u>	<b>ID with Current Name &amp; Address</b> ID Number: _____	<b>Photo ID + Document with Current Name &amp; Address</b> Document Type: _____ Photo ID Number: _____	<b>Other</b> <input checked="" type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: <u>000441783</u>
P <u>3</u>	<input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	<input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Tribal ID	<input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Student ID
SD _____			
Initials <u>OD</u>			

**Voucher/ID Number:** If the voucher is on the roster, record the voter ID# from the Greeter's List. If the voter registered today, write "registered today."

**Late Notice:** No ID is required; leave space blank.

**Previous Registration:** Record the voter ID# from the Greeter's List.

**Student ID:** record student ID#.

# Election Day Registration Documentation

---

To register on Election Day, voters must prove both their identity and their residency in the precinct. There are single documents that establish both identity and residency, or a combination of documents that can be used to establish identity and residency.

Posters titled *Required Documents for Proof of Residence for Persons Registering Today to Vote* have been provided in the green box. Two should be posted at the registration table and the large one on the wall in a viewable manner.

If a document is not listed on the poster, it is **NOT** acceptable.

## Acceptable Election Day registration documentation

A voter needs to present only one of the following:

- A valid Minnesota driver's license, learner's permit or Minnesota identification card that includes the voter's current name and address. A receipt for any of these documents is acceptable and does not have to be accompanied by a photo ID.
- Oath of a registered voter in this precinct who can vouch for the new registrant's residence in this precinct. Employees of nursing homes, shelters and certain other residential facilities may also vouch for the persons who reside there. Voters who are vouched for do not have to show a photo ID.
- Prior registration in this precinct with another name or address. Make sure the voter is listed in the Greeter's List. These voters do not have to show a photo ID.
- A *Notice of Late Registration* letter from Ramsey County Elections. These voters do not have to show a photo ID.
- Tribal identification card containing the voter's name, signature, address, and photo.

If a voter does not have one of the documents listed, the voter must present one document from **Group A** and one document from **Group B**. The documents from Group A establish identity and the documents from Group B establish current residence.

## Group A (establishes identity):

These documents must contain voter's name and photo:

- a driver's license or identification card issued by any state; can be expired or have a previous address
- U.S. Passport
- U.S. military or veteran's identification card
- student identification card from a Minnesota college, university, or high school
- tribal identification card containing name, photo, and signature

## Group B (establishes residency):

These documents must include voter's current name and address and have a due date within 30 days of the election, or for bills or notifications without a due date, dated within 30 days before Election Day.

- Original bill (paper or electronic), including account statements and start-of-service notifications for gas, electric, phone, Internet, television, credit card, banking services, rent statement, mortgage statement, water, sewer or solid waste services, or a residential lease or rental agreement valid through Election Day.

## College students:

College students may use any of the methods of registration just discussed. They may also use the following documents:

- Current student fee statement (does not have to be dated within 30 days of the election) containing the voter's current address and a photo identification card
- Current student identification card including photo (if the college has provided a student housing list to Ramsey County Elections)

## Vouching

### Who can vouch?

Anyone who:

- resides in the precinct
- is registered to vote or
- registers on Election Day by any method other than vouching, and
- has personal knowledge that the individual lives in the precinct.

### Who cannot vouch?

- an individual who used a voucher on that day to register to vote
- challengers

### Number of voters

Vouchers may vouch for a total of 8 people, as long as they personally know that the persons for whom they are vouching live in the precinct. Use the *Voucher Scoring Sheet* (found in the green folder) to track the number of people for whom someone has vouched. Return this form in the *Election Day Registration Cards & Related Forms* envelope.

### Residential facility vouchers

Voters who maintain their residence in a nursing home or residential facility may have an employee of the facility vouch for them on Election Day (the employee does not have to reside in the precinct). Residential facilities may have completed a voucher list prior to Election Day. Any employee listed on the voucher list can vouch for an unlimited number of voters from the nursing home or residential facility on Election Day. The employee and election judge will complete the voucher form on the back of the voter registration application.

### Residential facilities – No official form previously completed

If a voucher list has not been completed, an employee must show identification from the facility or provide a letter from the facility manager on facility letterhead that states the manager's name and employee's name, states that the employee is employed by the facility, and includes the address of the facility in the letterhead or in the body of the letter. The employee and election judge must complete the voucher form on the back of the voter registration application.

### **!** Examples of unacceptable registration documentation

- Out-of-state student ID cards
- Marriage licenses
- Ordinary mail
- Tax forms



**Reverse side of application: Voucher form (if needed)**

An individual who vouches for a voter must complete the voucher form. The election judge must also sign the form. See previous page for details on vouching.



For more information on voting or state election results go to the Minnesota Secretary of State web site at [www.sos.state.mn.us](http://www.sos.state.mn.us) or call toll free 1-877-600-VOTE (1-877-600-8683) or use Minnesota Relay Service at 1-800-627-3529 or 711. Special assistance is available to those who are elderly, have disabilities, or are in health care facilities. Contact the Secretary of State or your County Auditor for more information.

**Confidentiality Notice:** Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials and other authorized government agencies may access this information. Election officials use your exact date of birth and ID number to confirm your identity with the Minnesota Department of Public Safety or Social Security Administration. If you have an ID number but refuse to give it, your application may be incomplete and you may have to apply again or show proof of residence before you can vote. Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input on voting or election-related issues. The rest of the data on your application is public when used for elections, political, law enforcement or jury selection purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683.

**Voucher Form**

Voucher prints name

**John Doe**

I, \_\_\_\_\_ swear or affirm that (Check one):  
(Name of Voucher)

E.J checks appropriate box

I am pre-registered to vote in this precinct

Voter ID # :

**000112233**

(to be completed by the election judge)

E.J. records voucher's voter ID# from Greeter's List

I registered in this precinct today and did not have another person vouch for me

I am an employee of a residential facility

\_\_\_\_\_  
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

Street Address

**111 Elm Street**

City

**Saint Paul**

Voucher completes address

Telephone number:

**651 555-1111**

E-mail address (optional)

Voucher prints voter's name

I personally know that **Jane Doe** \_\_\_\_\_ is a resident of this precinct.  
(Name of person registering)

*John Doe*

Signature of Voucher

Voucher signs form

**Election Judge Official Use Only**

Subscribed and sworn to before me

**11 / 03 / 0000**  
Date

*A.W.*  
Signature of Election Judge

# Non-Registered Roster Page

Once the voter has completed the voter registration application and the election judge has seen the Election Day registration documentation, the voter must read the oath at the top of the non-registered roster page. The voter then writes on the next available page their name, signature, address and date of birth. Election judges should not write the voter's information on the roster unless asked to do so by a voter needing assistance. The voter must always sign their own name or follow one of the signature procedures listed on page 46.

## Example of a properly completed non-registered roster page

<b>PRESIDENTIAL PRIMARY - MARCH 3, 2020</b>		ARDEN HILLS P-1
<p>I swear or affirm that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.</p> <p>I am in general agreement with the principles of the party for whose candidate I intend to vote.</p>		
<b>Voter name</b>	<b>Voter signature</b>	<b>Voter ID#</b>
1. Polly Olsen	Polly Olsen	945638
<b>Voter address</b>		<b>Date of birth</b>
1376 Arden Place, Arden Hills 55112		09-04-1973
<b>Party selection</b>		
<input checked="" type="checkbox"/> Republican <input type="checkbox"/> Democratic-Farmer-Labor		
Book 1 of 2    Page 1 of 200		

## Non-registered Voters - NEW Election Day Registration (EDR) Roster Book

Check the voter's name in the poll pad first - once you have determined that they are not registered *and* are in the correct polling place:

- 1 Tear a page from the EDR roster book - note the page on the *Election Day Journal* and on the front of the EDR roster book.
- 2 One election judge goes to the car with the EDR page, a voter registration application and a yellow non-registered voter receipt. View EDR proof of residence, then have voter complete the voter registration application, EDR roster book page and non-registered voter receipt.
- 3 Bring the voter registration application, the page from the EDR roster and the non-registered voter receipt back into the polling place. Attach the torn-out EDR roster page back into the book with two paper clips and put the voter registration application in the appropriate spot.
- 4 Exchange the non-registered voter receipt with the voter's ballot from the ballot judge.
- 5 Two judges return to the voter with their ballot. The voter completes their ballot and inserts it into a secrecy sleeve. The election judges deposit the ballot into the ballot counter.
- 6 Confirm with the voter that the ballot has been successfully voted.

**Note:**  
*Remember to use the back side of the EDR roster book page with another voter.*

## Materials needed

- Non-registered voter receipt and election day registration roster page
- A clipboard, pen, secrecy sleeve, and an 'I Voted' sticker
- A ballot from the ballot judge

# Ballot Judge Duties

Note: Each time you open a new pack of ballots, remember to have two judges count the number of ballots in the pack and record on the *Official Certification Form: Polling Place Ballots*.

## How to Issue a Ballot

After a voter receives a voter receipt, the voter is directed to the ballot judge who will exchange the receipt for a ballot.

The ballot judge is not required to physically demonstrate how to mark a ballot. Instead, the ballot judge can point to the example on the top of the ballot. When doing this, do not point to a specific candidate or party.

Have a secrecy covers available for the voter. Voters are not required to use secrecy covers, but they should be available for all voters.

When a ballot has offices on both sides, issue the ballot to the voter with the NONPARTISAN or LOCAL OFFICES (whichever is applicable) side up.

Provide these instructions to voters:

- This ballot has offices on both sides. (Explain that this side is nonpartisan, if applicable, then flip the ballot over and continue with the remaining instructions.)
- (Partisan primaries) This side of the ballot contains partisan races. The ballot has a column for each major political party. Voter can only vote for candidates from a single party. Voting for candidates from more than one party voids all votes on the partisan portion of the ballot.
- (Partisan primaries) No write-in votes are allowed.
- Vote with the pen provided in the voting booth.
- Make your selection by filling in the entire box next to the candidate or yes/no answer to a question on the ballot.
- When finished, you may place your ballot into the secrecy cover. Use of the secrecy cover is at your discretion.

- You may ask for a replacement ballot at any time and for any reason before you insert your ballot into the ballot counter.

After the ballot has been issued to the voter, direct the voter toward the voting booths and explain that after they have completed the ballot, they will need to insert the ballot into the ballot counter. Explain to the voter that the ballot counter will take 5-6 seconds to count the voter's ballot. The voter should wait until the American flag appears on the screen before walking away.

## Numbering the voter receipts

The ballot judge will number the voter receipts from 1 to 25 in separate stacks of yellow (non-registered) and poll pad receipts. There are several benefits to this procedure:

- Provides a quick way of auditing statistics throughout the day.
  - The number of voter receipts should equal the number on the ballot counter plus any voters in the process of voting their ballots. An election judge will verify these numbers hourly throughout the day.
- At the end of the night: The number of receipts should equal the number on the ballot scan and should equal the number of all check-ins on the poll pads.
  - The number of yellow voter receipts should equal the number of signatures in the non-registered roster and should also equal the number of voter registration applications.
  - The number of registered voter receipts should equal the number of check-ins on the poll pads.
- If numbers do not match and you find some voter receipts stuck together, it is easier to tell which of the receipts is not valid if only the first is initialed and numbered, but the second is not.

## Ranked Voting Ballot (Saint Paul city elections)

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In Saint Paul city elections, Ranked Voting is used to elect the mayor and city council members. Ranked Voting allows voters to rank up to six different city candidates in order of preference.

The Saint Paul City Ordinance limits the number of rankings to the number of candidates who filed for office, plus one (for a write-in vote), or six, whichever is less. In other words, all candidates will be listed in each choice, but there will never be more than six choices.

One-page handouts will be available to distribute to voters in city elections. These handouts contain a written and pictorial description of how to mark the ballot and common mistakes to avoid. Voters may take these handouts to the voting booth. Examples from the handout are shown below.

Always hand the ballot to the voter with the school board race side up and explain that the school board race uses the traditional voting method. The school board race column header will state how many candidates the voter may vote for in that election.

1st choice Select one	2nd choice (if any) Select one	3rd choice (if any) Select one
<input checked="" type="checkbox"/> Candidate 1	<input type="checkbox"/> Candidate 1	<input type="checkbox"/> Candidate 1
<input type="checkbox"/> Candidate 2	<input checked="" type="checkbox"/> Candidate 2	<input type="checkbox"/> Candidate 2
<input type="checkbox"/> Candidate 3	<input type="checkbox"/> Candidate 3	<input checked="" type="checkbox"/> Candidate 3
<input type="checkbox"/> Candidate 4	<input type="checkbox"/> Candidate 4	<input type="checkbox"/> Candidate 4

## Abandoned and Spoiled Ballots

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### Abandoned ballot

If a ballot is found in the polling place anywhere except in or on top of the ballot scan, that ballot must be spoiled. On the top of the ballot, write 'abandoned ballot' and where the ballot was found (e.g., 'found in voting booth'), then place the abandoned ballot in the *Spoiled Ballot Envelope*. Record this incident on the *Election Day Journal*. If ballots are found in the polling place and then spoiled, there will be more signatures on the roster than number of ballots that have been run through the ballot scan. The note on the *Election Day Journal* is essential in explaining this discrepancy in voter statistics.

### Spoiled ballot

Voters are allowed to return their ballot to an election judge in exchange for a new one. They do not have to give a reason for spoiling their ballot. Exchange the old ballot for a new one. Place the spoiled ballot in the *Spoiled Ballot Envelope*. A properly handled spoiled ballot situation will not affect your statistics, since one ballot is cast for one voter.

## Duplication of Ballots

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Ballots that are damaged and/or cannot be run through the ballot counter must be duplicated if the voter has left the polling place and the ballot is left on the ballot scan. If the voter is still present, spoil the ballot and issue a replacement. Assign two judges from different major political parties for the duplication process.

### Duplication Process

- 1 Each judge initials the top of the duplicate ballot.
- 2 At the top of the first original ballot, write “original #1.”
- 3 At the top of the first duplicate ballot, write “duplicate #1” and the reason for duplication (e.g., “torn ballot”).
- 4 One election judge reads the vote selections from the original ballot while the other judge marks the duplicate ballot.
- 5 Compare the duplicate ballot against the original ballot to confirm accurate duplication.
- 6 Place the original ballot in the envelope titled *Duplicate Ballot Envelope* and run the duplicate ballot through the ballot counter.
- 7 Number the remaining original and duplicate ballots sequentially (i.e., original #2-duplicate #2; original #3-duplicate #3).

## Overriding the Ballot Scan

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The ballot scan will reject a ballot for several reasons, including overvotes (voting for more than the allowed number of candidates in a race), crossover votes (partisan primaries only) and stray marks through the barcode on the ballot.

Always offer the voter a new ballot so she may correct the error. If the voter refuses to correct the error, explain that you can override the ballot scan, but only properly voted races will be counted.

To override, attempt to run the ballot through the ballot scan again. When the ballot scan rejects the ballot, do not pull it out of the ballot scan, instead press the blue poll worker button on the back side of the ballot scan. Once you press the button, the ballot scan will immediately take the ballot.



- Record on the *Election Day Journal* that an override for a ballot occurred.

# Additional Guidelines & Activities

## **Polling Place Conduct**

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### **Authorized persons and activities in the polling place**

During voting hours, state law allows the following individuals in the polling place:

- voters and their children
- election judges and officials
- persons assisting voters
- vouchers
- authorized election observers (must have a letter from Ramsey County Elections or the Secretary of State's office)
- police officers (if requested by the head judge to keep order)
- challengers (must have written authorization from a candidate or political party)
- teachers and their students observing the election process

### **Prohibited persons and activities in the polling place:**

- disorderly persons
- persons under the influence of drugs or alcohol
- persons who are campaigning and/or any campaign materials including literature or buttons. Campaigning may not occur:
  - in the polling room
  - within 100 feet of the building in which a polling place is located; this does not apply to adjacent private property
  - anywhere on public property where a polling place is located, even beyond the 100 foot boundary
  - anyone campaigning within the boundaries must be told to stop the activity or to move outside of the 100-foot boundary and off of public property.
- Anything related to something on the ballot - if you see any persons in the polling place wearing these items, ask them to cover and/or remove what they are wearing while in or within 100 feet of the polling place.

- If the voter refuses to cover or remove the campaign material, record the voter's name on the *Election Day Journal* and allow the voter to vote.
- smoking
- use of cell phones for conversations/pictures and video cameras
- people other than voters and election officials may not gather or linger in the polling place or within 100 feet of the building where the polling place is located.

### **In addition:**

- vehicles displaying campaign materials - if a vehicle is parked within 100 feet of the polling place and displaying campaign materials, you must locate the driver of the vehicle and politely ask the voter to move the vehicle or remove the campaign material.
- sample ballots or voting aids - voters may bring sample ballots from a newspaper or campaign flyers into the voting booth for personal use, but these materials cannot be displayed outside the voting booth or left in the voting booth. Check the voting booths periodically for such materials and dispose of them.

## **Conduct of the news media**

Ramsey County Elections welcomes the news media to observe Election Day activities in the polling place. The media provides a valuable form of transparency for the public. Persons conducting exit polling on behalf of the news media are permitted to stand outside of the polling room but within 100 feet of the entrance to the polling place.

### **Guidelines for news media:**

- must first check in with the head judge
- must present credentials
- cannot converse with voters in the polling place
- cannot take photos of a voted ballot
- cannot be within six feet of a voting booth or the ballot counter
- can interview voters outside the polling place
- if the camera shot is of just one voter, they should obtain the voter's permission
- can take broad polling place camera shots
- can be within the 100-foot range

### **Exit polling**

An individual conducting an exit poll may only approach voters after they have voted and may only speak with a voter to the extent necessary to ask the voter to take an anonymous written questionnaire.

Exit pollsters are allowed within the 100-foot range, but cannot be in the room where voting occurs. They can be at the entrance/exit of the room in which voting is occurring.

### **Meetings at the polling place**

Polling places are often multi-use buildings with a variety of activities planned. Meetings and other activities can be held at polling locations that have multiple rooms, but they cannot interfere with voting activities or violate the election laws governing activities in or near polling places.

## **HAVA election complaint form**

This form must be available to voters if they believe they were treated unlawfully in the polling place. The election judges may witness the voter's complaint. ALJs are supplied with HAVA election complaint forms. Try to resolve the complaint before contacting your ALJ.

## Assisting Voters

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State and federal laws require that assistance be available for voters. Certain guidelines must be followed to ensure fair and impartial assistance.

The following is a list of individuals who are allowed to assist voters and rules that must be followed:

### Election judges

With all polling place activities other than marking or translating the ballot, an election judge can independently assist an unlimited number of voters. Examples include:

- explaining the elections process
- completing forms
- physical assistance (with anything but marking or translating the ballot)

There must be two election judges from different major political parties present when assisting a voter in marking or translating the ballot. Ramsey County Elections places bilingual election judges in precincts where there are a number of voters requiring language assistance.

Judges should provide only as much help as requested.

### Members of the public

Voters can bring anyone they choose to assist with voting. These individuals can be under the age of 18 and do not need to live in the precinct. Individuals who are assisting voters can assist an unlimited number, as long as the voter requests their assistance.

### Who cannot provide assistance to voters?

There are some individuals who **ARE NOT ALLOWED** to assist voters on Election Day. If you are aware that one of the following individuals is providing assistance, inform the voter and the assistant that this is not permitted and offer the assistance of two election judges from different major political parties.

- **challengers**
- **the voter's union agents**
- **the voter's employers/agents**



## **Tips for Assistance**

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Assistance to voters can sometimes lead to complicated situations. Here are a few tips to make the process easier:

- Ask if assistance is needed or assist only if it is requested. Do not automatically assume that a voter needs assistance.
- Direct all questions to the voter, not to others who may also be helping the voter such as an interpreter, companion, or assistant.
- Let the voter initiate the conversation.
- Respect the person's privacy.
- A voter may use a mark (x) or stamp facsimile if unable to sign a document.
- The voter must lead the discussion of assistance and make the decision for whom to vote. If you observe an assistant attempting to persuade a voter's decision, inform the assistant and the voter that this is not permitted and offer the assistance of two election judges from different major political parties.
- After the ballot has been completed, the assistant should make sure it accurately reflects the voter's choices. The assistant should offer to correct any mistakes and to check the ballot for any election contests or questions that may have been missed.
- Make sure the voter understands that it is not necessary to cast a vote in every measure or race on the ballot. The voter has the right to choose whether or not to vote in any section of the ballot.
- Never touch or move a walker, cane, or other equipment without the voter's permission.
- If the voter has a service dog, do not interact with the dog. The dog must not be distracted from its responsibilities.

## **Assisting voters who have a visual impairment**

If asked to help a voter who has a visual impairment, offer your arm for the voter to hold. As you are walking, describe the pathway and provide information about upcoming obstacles. Tell the voter when you are leaving or when another judge will be taking over to assist.

Tools available to aid voters:

- magnification card
- touch writer

## **Assisting voters who have a hearing impairment**

People who are hard of hearing or unable to hear use many methods to communicate. Some use lip reading and speech, while others use sign language. They may choose to write or use a combination of these methods. Ask the voter what you can do to help the communication process. Here are some guidelines for effective communication:

- Communicate in a well lit area; avoid standing or sitting in front of bright lights or windows.
- Begin the conversation by getting the voter's attention. Call the voter by name, tap the voter's shoulder, wave your hand or use other visual signals.
- Make sure your face and mouth are clearly visible. Do not look away when communicating. Do not eat, chew gum, or in any way cover your mouth.
- Speak clearly, avoiding exaggerated lip movements. It might be helpful to raise the volume of your voice, especially if you are soft spoken.
- Maintain eye contact. If you have to turn away from the person, wait until you re-establish eye contact before continuing your conversation.

- Use gestures to help clarify your message. Pointing to appropriate objects or using visual aids can be very helpful (e.g., a sample ballot).
- Rephrase your message if the voter does not understand you.
- Do not assume the voter can't hear or understand what you are saying if the voter is wearing a hearing aid. The hearing aid may be worn to help with awareness of environmental sounds.

A voter may be accompanied by a support service provider/interpreter who will provide the voter with the necessary communication to allow the voter to vote in an unbiased and independent manner.

## Challengers

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Official challengers may be present in a polling place to challenge the eligibility of voters. Official challengers are appointed by political parties for partisan races and by candidates in nonpartisan races. Only one challenger per party or candidate may be present in the polling place. Official challengers can remain in the polling place for the entire Election Day. They cannot act as 'poll watchers,' which is prohibited under Minnesota law. The only action a challenger may take is to challenge the eligibility of a voter if the challenger has personal knowledge of that voter's ineligibility. Challengers are not allowed to challenge the party choice of a voter in a Presidential Primary.

Any election judge, eligible voter in the precinct, or official challenger may challenge a voter's eligibility to vote if the person believes (based on personal knowledge) the voter does not meet one or more of the requirements to vote:

- the voter is not a United States citizen
- the voter does not reside in the precinct
- the voter is not at least 18 years of age
- the voter has not resided in Minnesota for at least 20 days
- the voter is currently serving a felony sentence
- the voter has been otherwise declared ineligible to vote by a court

### The official challenger must:

- Be a resident of Minnesota and show acceptable Election Day registration (EDR) documents to the head judge. The challenger does not need to be a resident of the precinct in which they are challenging.
- Present their appointment as a challenger in writing. Ask to see these documents when the challenger arrives.

## Conduct of official challengers

Challengers are limited in what they can do. Expectations for the conduct of challengers are as follows:

- They may not talk to any voter and must direct their questions to the election judge.
- They may not wander around the polling place.
- They may not handle or inspect any polling place materials or equipment.
- They may not make a list of voters who have or have not voted.
- They may not attempt to influence voting in any manner.
- They may not vouch for a voter's residence.
- They may not approach the ballot scan or any voting station.
- They cannot obstruct the voting process by challenging every voter.
- They will be assigned to sit near the poll pad table.
- They cannot challenge the party affiliation of a voter.

It is a violation of Minnesota election law for a challenger to abuse the challenge process, to engage in a pattern of continuous challenges, or to challenge voters on any basis other than personal knowledge that a voter is not eligible to vote in the precinct. Violation of these provisions constitutes a gross misdemeanor. The basis for all challenges must be stated in writing on the *Oath of Challenger* form (see next column). This form must be filled out by the person making the challenge. These forms are located in the green box and the completed forms are to be bundled and returned in the red folder.

The Elections office also provides signs (and smaller copies of these signs) to inform voters and election judges of the legal limits of challengers' activities. **If you have any questions about the activities of a challenger, call the Election Judge Hotline.**

Oath of Challenger	
I, _____, do hereby state under oath, <small>(Name of person making challenge)</small>	
I am: <input type="checkbox"/> an election judge. <input type="checkbox"/> a challenger authorized by Minnesota Statutes, section 204C.07. <input type="checkbox"/> a Minnesota voter.	
I reside at _____, <small>(Street Address) (City or Township)</small>	
Telephone number: _____	
E-mail address (optional): _____	
I challenge the registration of _____ whose registration <small>(Name of challenged voter)</small>	
lists his/her residence as: _____, <small>(Street Address) (City or Township)</small>	
This challenge is based on my personal knowledge. The grounds for my challenge are: _____ _____ _____ _____ <small>(Attach additional sheets of signed statement if necessary)</small>	
I swear or affirm that the information stated here is <b>truthful</b> .	
_____ <small>(Signature of Challenger)</small>	_____/_____/_____ <small>(Date)</small>
Signed and sworn to or affirmed before me	
_____ <small>(Signature of Election Judge)</small>	_____/_____/_____ <small>(Date)</small>
<b>For Election Judge Use Only</b>	
Challenge was administered by: _____ <small>(Name of election judge)</small>	
Time: _____	
<input type="checkbox"/> Voter refused to take challenge oath. <input type="checkbox"/> Challenge was dismissed: Voter passed challenge and voted. <input type="checkbox"/> Challenge was sustained: Voter failed challenge and did not vote.	
Additional Comments: _____ _____ _____	

## Challenge Procedure

If a voter is challenged, the head judge or another designated election judge shall resolve the challenge following these procedures:

- 1 Have the challenger complete the *Oath of Challenger* form (seen above), located in the green box.
- 2 Have the challenged voter swear or affirm the following oath/affirmation:  
*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?*

- 3** You may then question the voter regarding the reason for the challenge. Reasons a voter may be challenged:
- Residency - The voter does not reside in this precinct.
  - Age - The voter is not 18 years of age or older.
  - Citizenship - The voter is not a United States citizen.
  - Felony status - The voter is under conviction of a felony and their civil rights have not been restored.
  - Guardianship/Legal Competence - The voter is under legal guardianship and has not retained the right to vote.
- 4** If the voter's answers indicate the voter is eligible to vote in your precinct, allow him or her to vote. If the voter's answers do not indicate eligibility, the voter is not allowed to vote.
- 5** If a challenger persists with the challenge, and the voter's answers indicate eligibility, have the voter verbally repeat the oath (affirmation) at the top of the polling place roster. After the voter signs the roster, allow the voter to vote.
- 6** If any of these challenges occur, note them on the *Election Day Journal*.

# Closing the Polling Place

## At 8 PM

Using a cell phone to determine that it is 8pm, announce “The polls are closed.” Anyone still in line is entitled to vote. Have one election judge stand at the end of the line, if necessary. Anyone who arrives after 8pm cannot vote.

## Take down polling materials

Do not take down your polling materials or equipment until the last voter has completed voting. After voting has finished, remove the U.S. flag and ‘Vote Here’ sign from outside to indicate the polling place has closed. Then proceed with the closing procedures.

Do not lock the doors to the polling place once voting has ended. The public is welcome to watch the closing activities and to inquire about the vote totals. No one may interfere with the election judges’ work. Any challenger or observer must remain at arm’s length (three feet) from the table on which work is being performed.

Before starting the closing activities, retrieve the red closing folder from the canvas bag. This folder contains the closing checklists. The following steps detail the steps to properly close the polling place. Follow the step-by-step *Checklist: Closing the Polling Place* sheet located in the red closing folder.

# Ballot Audit and Securing Ballots

Complete the *Official Certification Form: Polling Place Ballots*. On this form, the total of lines 1-5 equals line 6. These lines are for the number of packs of sealed ballots remaining (which is then multiplied by 50), the number of unused ballots not in packs (include the ballot marking device paper in this count or in the previous count if the pack was never opened), and the number of spoiled ballots, duplicate ballots, and ballots in the ballot box.

Remember to have two judges of different major political parties sign the oath at the bottom of this form.

## Official Certification Form

*Polling place ballots*

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### Ballot Transfer Case - Number of Ballot Packs Delivered

*Confirm & record the number of sealed ballot packs*

**Number of sealed packs delivered:** \_\_\_\_\_ @ 50 ballots per pack  
(Recorded by Elections Office)

**Number of sealed packs received:** \_\_\_\_\_ @ 50 ballots per pack  
(Recorded by Election Judges)

Recorded at the opening of polls

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### Election Night Ballot Audit

*Confirm ballot quantity after polls have closed*

<b>1) Number of sealed packs remaining:</b> _____ x 50 ballots per pack =	+		
<b>2) Number of unused ballots not in packs:</b> <small>(Make note of any opened packs that do not equal 50 in the 'Daily Journal')</small>	+		
<b>3) Number of spoiled ballots:</b>	+		
<b>4) Number of duplicate ballots:</b>	+		
<b>5) Total ballots in ballot box:</b>	+		
<b>6) Total number of ballots:</b> <small>(This number will not reconcile if #2 has packs with a quantity not equal to 50)</small>	=		

Record the number of remaining ballots in these categories, their sum will equal line 6

There is a space on the back of the certification form to record the number of ballots in each pack. It is not necessary to record these numbers on the *Election Day Journal* as was done in previous years.

<h2 style="margin: 0;">Record of ballot-pack count</h2> <hr style="border-top: 1px dashed black;"/> <p style="margin: 5px 0;"><b>Record the number of ballots in packs opened</b></p> <p>1<sup>st</sup> pack opened _____</p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p> <p>4<sup>th</sup></p> <p>5<sup>th</sup></p> <p>6<sup>th</sup></p> <p>7<sup>th</sup></p> <p>8<sup>th</sup></p>	
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## Load the *Transfer Case: Polling Place Ballots*

Never leave anything in the black ballot box, including voted or unvoted ballots.

Locate the cardboard *Transfer Case: Polling Place Ballots*.

- 1 Place the voted ballots inside.
- 2 Place the lid firmly on the transfer case.
- 3 Carefully thread a plastic seal through the hole(s) in the transfer case lid and then through the handle or other openings in the box.
- 4 Pull the end of the plastic seal until it is tightly wrapped around the lid and box.
- 5 Locate two sticker seals (delivered in the *Transfer Case: Forms and Envelopes*) and have at least three election judges sign the seals.
- 6 Place the seals over the sides of the lid and the box, securing the lid on the box.

## Unused/Blank ballots

All unused ballots (sealed in plastic wrap, unsealed, initialed, or non-initialed), including the ballot marking device ballots, are to be returned in the green box and not with the voted ballots. Any unused pre-initialed ballots need to be inactivated. This can be done by striking a line through the ovals on the ballot. Any loose ballots that have not been pre-initialed do not need to be inactivated.

Preview Ballot		
03/02/2016 16:12:07		
State General Election Ballot Precinct: Arden Hills P-1 Ramsey County - November 6, 2012		Judge <u>AS</u> Judge <u>VB</u>
<p><b>Instructions to Voters:</b> To vote, completely fill in the box(es) next to your choice(s) like this: </p>		
<p><b>Federal Offices</b></p> <p><b>President &amp; Vice President</b></p> <p><b>Vote for One Team</b></p> <p><input type="checkbox"/> Mitt Romney and Paul Ryan Republican</p> <hr/> <p><input type="checkbox"/> Barack Obama and Joe Biden Democratic-Farmer-Labor</p> <hr/> <p><input type="checkbox"/> Gary Johnson and Jim Gray Libertarian</p>	<p><b>U.S. Representative</b></p> <p><b>District 4</b></p> <p><b>Vote for One</b></p> <p><input type="checkbox"/> Steve Carlson Independence</p> <hr/> <p><input type="checkbox"/> Tony Hernandez Republican</p> <hr/> <p><input type="checkbox"/> Betty Mccollum Democratic-Farmer-Labor</p> <hr/> <p><input type="checkbox"/> Write in, if any</p> <p>-----</p>	<p><b>Amendment 2</b></p> <p><b>Photo Identification for Voting</b></p> <p>To vote for a proposed constitutional amendment, fill in the box next to the word "YES" on that question. To vote against a proposed constitutional amendment, fill in the box next to the word "NO" on that question.</p> <p><b>Failure to vote on a constitutional amendment has the same effect as voting no on the amendment</b></p>

## Completing the *Voter Statistics Sheet*

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The *Voter Statistics Sheet* is located in the red folder.

The *Voter Statistics Sheet* is used by Ramsey County Elections to enter each precinct's election results into the state election reporting system and to determine voting statistics for each election. Proper completion of this form is one of the most important parts of the closing activities.

**See the poll pad section for instructions on how to complete the *Voter Statistics Sheet* with voter check-ins.**

## Completing Certification Forms

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### ***Official Certification Form: Ballot Scan***

The ballot scan official certification form was partially completed while opening the polls. To complete the remainder of the form, record the seal number on the ballot scan in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seal numbers are different. Two election judges from different major political parties sign at the space provided. Place the certification form in the red folder once completed.

### ***Official Certification Form: Touch writer***

The touch writer official certification form was partially completed while opening the polls. To complete the remainder of the form, record the seal number from the touch writer in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seals are different. Two election judges from different major political parties sign at the space given. Place the certification form in the red folder once completed.

## Completing Other Forms and Envelopes

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### Completion of forms in purple folder

Confirm that the following forms have been completed properly.

- Timesheets - All election judges need to complete a timesheet. Timesheets are located in the purple folder and are pre-printed with each election judge's personal information. A few blank timesheets are also provided. Completed timesheets are to be returned in the purple folder. If an election judge does not show up on Election Day, please write "no show" on their timesheet.
- Election judge evaluations - Head judges will complete an evaluation of each election judge that served in their precinct on Election Day. These evaluations are located in the purple folder and are to be returned in the purple folder.
- Online evaluations - Head judges will complete an evaluation about the polling places used on Election Day. This evaluation is located on [rcelections.org](http://rcelections.org). Please email [electionjudge@ramseycounty.us](mailto:electionjudge@ramseycounty.us) with any questions.
- *Sign Up to be an Election Judge* sheet - return in the purple folder.

### Completing forms in red folder

Using the *Election Night Returns* sample sheet, found in the red folder, confirm the contents to be returned in the red folder. Confirm that all forms have been completed.

The contents to be returned in the red folder include, but are not limited to:

- *Voter Statistics Sheet (pink sheet)*
- *Roster Correction Sheet*
- *Election Day Journal*
- *HAVA complaint form* (if any)
- *Certification Form: Ballot Scan*
- *Certification Form: Touch writer*
- *Certification Form: Polling Place Ballots*
- *Notification of Death Form* (if any)



## Completing forms in green folder

- *Election Judge Oath form*

## Completing Election Day envelopes

Using the checklist provided in the *Transfer Case: Forms and Envelopes*, confirm that all of the following envelopes have been properly filled. Seal envelopes with an envelope sticker seal even if the envelope is empty.

- *Summary Statements* – In any given election there could be up to three summary statement envelopes (for municipality, county, and school district). Place the first summary report, in the envelope for the county (the zero report should already be in the envelope from the morning procedures). Print an additional report for each remaining envelope provided.
- *Election Day Registration Cards & Related Forms* – This envelope is generally white Tyvek. Place the completed Election Day registration applications, voucher scoring sheet, and unable to register sheet in this envelope.
- *Spoiled Ballots* – During Election Day any spoiled ballot should have been placed in this envelope. Do not seal this envelope until the ballot audit and voter statistics have been completed.
- *Voter Receipts* – After completion of the *Voter Statistics Sheet*, place all of the registered and non-registered voter receipts into this envelope.
- *Duplicate Ballot* – During Election Day any ballot for which a duplicate has been made will be placed into this envelope. Do not seal this envelope until the ballot audit and voter statistics have been completed.

## Packing Election Materials

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### Pack Blue Tub (*Transfer Case: Forms and Envelopes*)

Using the *Election Night Returns* sample sheet found in the red folder, confirm that all the necessary items are returned in the blue tub (*Transfer Case: Forms and Envelopes*). DO NOT SEAL the transfer case with blue plastic seals or sticker seals.

Contents to be returned in the transfer case include:

- Rosters (registered and non-registered)
- Purple folder
- Green folder
- Red folder
- *Signature Receipt envelope*
- *Election Day Registration Cards envelope*
- *Summary Statement envelopes containing summary reports* - copies 1 & 2 come to Ramsey County and copy 3 goes in the green supply box
- *Spoiled Ballot envelope*
- *Duplicate Ballot envelope*
- *Voter Receipt envelope*

### Load green supply box

Using the green supply box checklist (located in the green folder), confirm that all your supplies are loaded and ready for transport. Pack the supplies securely as most election supplies are reused from year to year. Seal the green supply box with the blue plastic seals. Do NOT use the sticker seals.

## **Cleaning Up the Polling Place**

### **Supplies to be left at the polling place**

Follow the *Election Night Returns* sample sheet, found in the red folder, to see what supplies are left at the polling place on election night. Place the election supplies remaining at the polling place in the same location they were delivered.

Items to be left at the polling place:

- black ballot box
- green supply box
- all unused ballots (place in green box)
- voting booths
- black bag containing Touch Writer stand and printer stand
- printer
- flag (please re-wrap the flag if possible)
- 'Vote Here' sign
- table and chairs, if any

### **Secure the building as instructed**

Review your *Polling Place Contact Sheet* (found in the green folder) to determine if the building manager has provided any special instructions to Ramsey County Elections for closing the polling place building. It is a good idea for the head judge to speak to the building manager during the day to confirm procedures for locking up at the end of the night. Please be respectful of all requests from the building manager. Leave the polling place as it was found prior to opening the polls.

## **Election Night Returns**

After the polling place has been closed and secured as instructed, the head judge will return some items to Ramsey County Elections. The *Election Night Returns* sample sheet (found in the red folder) lists all materials that are to be returned to the Elections office. One election judge will be paid mileage for traveling from the polling place to the Elections office. In addition, the election judge is also paid for travel time. Keep track of this on your timesheet. At the Elections office a staff member will direct returning judges to the proper location.

### **Return materials to:**

90 W Plato Blvd. – East end loading dock  
St. Paul, MN 55107





Election Day Hotline: (651)-266-2173  
Election Judge Line: (651)-266-2219  
[electionjudge@ramseycounty.us](mailto:electionjudge@ramseycounty.us)