

## Ramsey County Elections

### Information for Candidates and Campaign Workers on Election Day Procedures

The following information is provided to candidates who will be on the ballot or conducting an election campaign in 2018. This information applies both to early voting locations and to the polling places on election day. Please consult the appropriate provisions of the Minnesota Election Law for complete information.

#### 1. Access to the polling place

The only persons who will be permitted in the polling places and early voting locations during voting hours are: a) voters; b) election judges; c) duly appointed challengers; d) sergeants-at-arms; e) persons assisting disabled voters or voters needing language assistance; f) representatives of the secretary of state's office, a municipal or school district clerk's office or Ramsey County Elections; and g) elementary or secondary school teachers and students while engaged in an authorized educational activity. (Minn. Stat. § 204C.06, subd 2)

#### 2. Restricted areas in the polling place

Only the voters, election judges who are monitoring the voting equipment or persons authorized by the election judges to assist a voter may stand within six feet of a voting booth, ballot marking device or the ballot counter. Blue tape placed on the floor by the election judges will designate this area. (Minn. Stat. § 204C.06, subd 2)

#### 3. Restricted areas outside the polling place

No one except an election official or a voter waiting to register or vote may stand in the building or within 100 feet of the building where the polling place is located during voting hours. Each polling place will be provided with a diagram that illustrates the location of the 100-foot limit. Candidates with questions about this area at a specific polling place should contact the Elections Office. Persons conducting exit polls may stand outside the building but within the 100-foot limit. (Minn. Stat. § 204C.06, subd 1)

#### 4. Time permitted in the polling place

Voters will be provided with a minimum of three minutes to mark their ballots while at the voting booth or ballot marking device and will be provided with a reasonable amount of additional time. The voter must mark the ballot without undue delay. A voter who refuses to

leave the voting booth or the ballot marking device after a reasonable amount of time has passed will be asked by the election judges to complete the voting process and leave the polling place. (Minn. Stat. §§ 204C.13, subd 2; 206.64)

#### 5. Conduct of challengers

Challengers may be appointed by the chair of a major political party or by a candidate for a nonpartisan office to be present in the polling place during voting hours. Challengers must check in with the head election judge upon arrival at the polling place, present their appointment letter and show one of the documents required for election day registration. All challengers must be Minnesota residents. Challengers must position themselves near either the table used to sign in pre-registered voters or the table used to register voters on election day. All challenges of a voter's eligibility must be stated in writing. Challengers must direct their questions to the election judges, not the voters. Challengers will not be permitted to wander around the polling place or to converse with voters. (Minn. Stat. §§ 204C.07; 204C.12)

#### 6. Assistance to voters

Voters with disabilities or limited English language skills may ask two election judges of different major political parties for assistance to register or vote. Alternatively, the voters may ask for the assistance of another person of their choice to assist them; however that person cannot be a candidate at the election, the voter's employer or agent of the voter's employer or an agent of the voter's union. A person assisting a voter must not attempt to instruct or influence how a voter votes. A person assisting a voter must mark the ballot in the manner instructed by the voter.

Persons providing registration assistance or explaining the voting process while at the registration or ballot tables may assist any number of voters. However, a person who crosses the six-foot perimeter marked by the blue tape on the floor and assists a voter to mark their ballot may only do so for a maximum of three voters at any given election. This includes both early voting and election day voting. Persons other than election judges who are asked to provide assistance to a voter will be requested to identify themselves to the head election judge, who will maintain a list of persons who have provided assistance to voters.

Persons providing assistance must accompany the voter into the polling place and must subsequently leave the polling place when the voter in question has finished voting. They cannot linger or stand in the polling place, in the building where the polling place is located or within 100 feet of the building while waiting for a voter to whom assistance is to be provided. (Minn. Stat. §§ 204C.06, subd 1; 204C.15, subd 1)

7. Solicitation of voters

Candidates and campaign workers may not solicit or otherwise attempt to influence a voter in the polling place, within the building in which a polling place is located or outside the polling place within 100 feet of the building. If the polling place is a publicly-owned building, this prohibition extends to the public property on which the polling place is situated. Campaign materials may not be displayed or distributed in this space. Candidates with questions about the location of the 100-foot perimeter at a given polling place should contact the Elections Office. (Minn. Stat. § 211B.11, subd 1)

8. Transportation of voters

Candidates and campaign workers may transport voters to and from a polling place or early voting location, however they may not solicit or otherwise attempt to influence a voter while the voter is being transported. (Minn. Stat. § 211B.11, subd 2)

9. Use of sample ballots

Voters may bring sample ballots into the polling place with them as an aid to voting. Candidates and campaign workers may provide pre-marked sample ballots which illustrate how they desire the voters to vote and may distribute these materials near the polling places and early voting locations as long as this takes place at least 100 feet from the building in which the polling place is located and not on the public property on which the building is located. Voters requiring assistance may instruct the election judges to mark their ballots in the manner indicated on the sample ballot. Sample ballots marked or reproduced in this fashion should include the disclaimer required for campaign materials. (Minn. Stat. §§ 204C.13, subd 2; 204C.15, subd 1; 211B.04; 211B.11, subd 1)

10. Damaging or tampering with voting equipment

Any person who deliberately damages or tampers with the ballot counter or ballot marking device is a guilty of a felony. (Minn. Stat. § 206.66, subd 1)

11. Use of cellphones and related devices in the polling place

Voters may use a cellphone or similar device to view a sample ballot or to provide proof of residence to an election judge for election day registration. Voters may not take a photo of a voted ballot and show it to anyone while in the polling place, and cannot place such a ballot into the ballot counter. Neither voters nor challengers may use a cellphone or similar device to communicate with a candidate or campaign worker while in the polling place or to attempt to coerce or intimidate another voter while in the polling place. Persons who need to use their

cellphone to converse with another person other than an election official will be asked to leave the polling place. (Minn. Stat. 204C.13, subd 2; 204C.17; 211B.07; Minn. R. 8200.5100, subp 2)

## 12. Sergeants-at-arms

Sergeants-at-arms may be appointed to assist the election judges and to preserve the decorum of the polling place or early voting location. The election judges may instruct the sergeant-at-arms to keep the peace and to remove from the polling place any individual who, despite a warning to desist, is obviously intoxicated or who otherwise engages in disorderly conduct. The election judges may also instruct the sergeant-at-arms to protect the voting equipment and prevent unauthorized persons from approaching to within six feet of a voting booth, ballot marking device or ballot counter. The sergeants-at-arms may also be instructed to enforce the prohibitions on standing or lingering in and near the polling place or early voting location during voting hours. (Minn. Stat. § 204C.06, subd 5)

Ramsey County Elections takes seriously its legal responsibilities to secure the environment in and around the polling places and early voting facilities on behalf of the voters; to safeguard the voters, ballots and voting equipment; and to ensure the integrity of the voting process. As such, the provisions described in this document will be rigorously enforced. The Elections Office will not hesitate in filing a criminal complaint against anyone violating the provisions of the Minnesota Election Law described herein.

Candidates or campaign workers who have questions about any of the material covered in this document can contact the Elections Office at [elections@co.ramsey.mn.us](mailto:elections@co.ramsey.mn.us) or at 651-266-2171.

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