

Job Descriptions: Official Workers - Who is allowed in polling places.

All Pollworkers except the AR's can come from any where in the state !!

PROCESS OF ELECTION TIMES FOR MODERATORS:

Report to Registrars office by **8PM** night before to get supplies **not already delivered**

- 1 moderator return - end of night return to Town Hall
- set of keys for all machines & temporary storage you are responsible for
- 2 or more challenged ballots -
- Official check list - Inactive list - forms and paperwork
- 3 Large Sample Ballots
- Provisional Ballots (in Federal Elections) 2 or more Provisional Ballots
- **4:30 AM** - Registrars Office - if not delivered to temporary storage than 2 Assistant Registrars of different parties must pick up ballots and tabulators & deliver to polling place or a police officer can do this.
If you pick up at **4:30 AM** - you will return them at night.

IN THE POLLING PLACE at 5:15 AM

Demonstrators

- 1 but not more than 2 for the first 2 major elections with the Tabulators - after that no need to have them
- 7 inch DVD or put up on a large TV
- Demonstrators do not point - **hold ballot with 2 hands**

Moderator

- Chief public official "The Boss" at the polling place
- Responsible representative who presides over polling place in accordance with the Election Laws Sec 9-259 & 9-439
- Your duties are outlined in the Handbook
- Appointed in an Election by both Registrars in a primary by one
- Delegates all jobs
- Supervises all employees but ultimately responsible for all
- Give everyone an OATH
- Keep a good Diary - Yours to keep - must file a copy

Assistant Registrars

- Usually one representing each Registrar of Voters in each polling Place
sec 9-234 - **Must be from the municipality**
- Do the major part of all paperwork
- In a Primary only one needed
- Any changes to voters and addresses are done by the Assistant Registrars
- they will add and subtract all names on the official list
- names will be added to the supplemental list

Official Checkers

- There shall be 1 but not more than 2 for each break up of the one official list.
- Appointed by the Registrars to check the official voter List – look at ID's –
- **One Official Book – either A-Z streets or A-L & M-Z or what ever split there is than there is one Official checker for that split.**
- Official Checker (1) sees ID and checks name. That is their job only.
- **Confidential voter – Hiding address Page 46**
- ID requirements
 - Signature & Picture – DMV License
 - Name & Signature – Master Card
 - Name & address – Utility Bill (recent)
 - SS Card
- No ID – Assistant registrars can do a form with them –
- but if a *** near name – no can do the form –**
 - go get ID or Provisional Ballot (in Even years only)**

Ballot Clerks

- **There shall be 1 for each break up of the one official list or all lines can be funneled down to one ballot clerk**
- Appointed by the Registrars to hand out the official ballots after the elector has been checked on the official voter List
- It is the ballot clerk that will spoil any ballots
- No ballot clerk shall issue a ballot unless the Electors name has been checked on the official list
- Ballot clerk 1 per line or 1 for all lines.
- Either all items are in the Voting booths – Privacy folders – magnifiers – pens **or** must be on the ballot clerks area to hand to voters

Machine Tabulator Tenders

- Appointed by the Registrars to operate the Tabulator Voting Machine
- There is now only one machine so one can do it but never more than 2
- They should periodically check inside of the privacy booths for items left behind by voters
- close enough to watch. Not close enough to see the voters ballot
- Suggest that all use a privacy folder when talking to voter on a ballot that has been returned by the tabulator They need to cover the ballot even if the voting side is not showing.

Challengers

- Appointed by Registrars - they used to be used to challenge an Electors right to vote - for identity – residence - or convicted of a felony.
- Right now the laws are very clear on felonies . . . if behinds bars you lose your right to vote but if not than you do not loose your right to vote
- We use these people to direct traffic etc.

Unofficial Workers - Are **not** sworn in - **Do not work for Election**
Departments/Registrars

Unofficial Checkers or Party checkers

- work for the Political Party or candidate and do not cross over the line or interfere in the voting process
- They do not spell or sit in for an official worker nor does an official worker spell or sit in for a party worker

Runners

- Anyone can serve as a runner except
No Election Official nor a candidate may serve as a Runner
Sec 9-235b 9-258
- They deliver and pick up what information that is needed on who voted for the day done by the unofficial or party checkers

* * *Important Activities / Election Rules / Other People Allowed Into The Polling Places***

- Diary of Events (moderator's - pad of paper) **CYA**
- Report to Polling Place **45 minutes** before 6 AM (**5:15AM**)
- When staff appears - All get an oath
- check out your machine as soon as your Assistant Registrars appear
- Voting is to start at 6 AM - and no one enters the line after 8 PM
- What ever time / clock you are using - stays in the building
- Must have a US Flag / phone just for Election purposes
- (1) sample ballot must be with the demonstrator machine
- Voters Bill of Rights needs to be posted
- 75 Foot signs - put out at least 20 minutes before 6 AM - check during day
- **how to vote instructions in all Voting booths in some areas it will also have spanish**
- News media - anytime - if the in & out doors are the same than exit polls can only be done outside of the 75 feet markers
- persons assisting people who are disabled (Voters Choice)
Cannot be Voters Employer - agent of employer - agent of union
Record names of persons assisting voters
- Children up to and including age 15 - any amount as long as legal guardian or parent - record names
- Poll workers can be from any town only Assistant Registrars must live in the town they work in
- students may be workers - ages 16 & 17
- (4) students - in grades 4-12 can observe - between 12 noon and 3 PM
- children voting - separate from actual voting room
- PTO bake sales & non-Partisan Activities - permission of both Registrars