



Head Judge Details & Procedures

Information presented in this training session is based on current laws and rules

Head Judge Duties

Oversees ALL activities in the polling place

Lead official in the polling place

Picks up the precinct supplies before the election

Oversees polling place setup and takedown

Administers the election judge oath

Conducts the challenge process

Completes election returns and other forms

Authorized Persons While Polls are Open

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- ▶ Persons helping a voter
- ▶ Children accompanying voters
- ▶ Vouchers
- ▶ Observers with written authorization from the secretary of state, county auditor or clerk
- ▶ Peace officers, if judges request their presence to keep order
- ▶ Challengers appointed in writing by a political party or nonpartisan candidate
- ▶ Teachers and elementary/high school students, if participating in a mock election that has been authorized by the secretary of state
- ▶ Persons making a written complaint
- ▶ Media
- ▶ People conducting exit polls can be on the premises, but not in the room where voting occurs



Media

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- ▶ Must present photo ID to the Head Judge and either:
 - ▶ Media credential
 - ▶ Written statement from a local election official
- ▶ Cannot:
 - ▶ Approach within 6 ft. of someone voting
 - ▶ Converse with voter while in the poll place
 - ▶ Make a list of persons voting or not voting
 - ▶ Interfere with the voting process



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COVID-19

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- ▶ Even though there are no requirements this election cycle, we would still encourage:
 - ▶ Frequent cleaning of judge tables, voting booths, ballot tabulator, etc.
 - ▶ Having wipes and hand sanitizer available
 - ▶ Frequent cleaning of pens or other shared supplies
 - ▶ PPE is optional for all

Judge Statement of Affiliation

- ▶ New form for Big Stone County Election Judges is the Statement of Affiliation. Found in the forms binder.
- ▶ Head judge has each election judge complete a form.
- ▶ Completed forms can be kept in the forms binder.
- ▶ This is used strictly for making sure there is party balance.
- ▶ This is not made public.

Election Day – Helpful Tips

- ▶ Make sure to re-read the Election Judge Guide 1-2 days before election
 - ▶ <https://www.sos.state.mn.us/media/2090/election-judge-guide.pdf>
- ▶ Review emergency procedures
- ▶ Think about which of your judges are suited to which roles
 - ▶ Registration Judge should be a detail-oriented rule-follower
- ▶ Set up the room/building early
- ▶ Think about the possibilities!
 - ▶ What else might you need?



Election Day

Polling Locations:

- ✓ Verify your doors are open at 7am
- ✓ Make sure you have good signage and that walkways/doorways are wheelchair accessible

Verity Scan and Touchwriter Setup

- ✓ With preliminary and PAT testing should feel comfortable with equipment
- ✓ The drives will be locked into the machine when it is delivered
- ✓ On election day run the zero totals tape and leave it connected to the machine – make sure the judges sign
- ✓ At the end of Election night print the results tapes.

Election Day

- ✓ Election judge vacancies on election day
 - ✓ Clerk may fill vacancies if appointed alternates
 - ✓ If appointed at the precinct, Head Judge provides emergency training
- ✓ No lingering within 100 ft of building (except exit poll workers)
- ✓ Document on incident log if refuse to remove campaign materials, but allow voter to vote
 - ✓ Remember slogans are now allowed, but campaign material (with candidate's name, for example, is still not allowed)
- ✓ Cover up challenge in roster until voter comes to sign register
- ✓ Challengers must prove residence in MN (same as id to vote)
 - ✓ Picture not necessary

Emergency Training Recommendations

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- Review sections in the Election Judge Guide specific to the duties that will be assigned to this newly appointed election judge
- Have individual review Election Judge Training PowerPoint material (presented by County)
- Watch Secretary of State Election Judge Training Video
- Go through Election Judge Workbook on Secretary of State website
- Assign easier tasks within the polling place to minimize level of knowledge required
- If you have stations that work in “teams”, assign this individual to work next to someone that already understands this individual’s new role/duties

Challengers

- An election judge, any eligible voter in the precinct or an appointed challenger may contest a voter's eligibility
- Must have personal knowledge that the person is not eligible to vote
- Suspicion is not a basis for making a challenge.

Appointed Challengers

- Appointed by nonpartisan candidates, political parties, or by jurisdiction holding election on a question
- Present letter of appointment and proof of residence used for Election Day registration
 - Must be MN resident (not necessarily from precinct)
- Must complete Oath of Challenge Form
- Cannot converse with voters
- Cannot make list of who voted
- Cannot handle election materials

In-Person Challenge Procedure

- Challenged voter swears oath
- Election judge questions voter regarding challenge
- If voter answers indicate they are eligible, voter signs roster and votes
- If the voter refuses to answer questions or sign the roster, they cannot vote
 - Cannot come back later in the day and vote
 - Make note in Roster on voter's roster line
- Election judge records outcome on Oath of Challenge form



Challenged Voter Procedures

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Roster Challenges—notation by their name on the roster

- Have the voter swear or affirm the oath
- Question the voter to determine if they are an eligible voter
- If the voter's answers indicate the voter is eligible to vote in your precinct, the voter may proceed to sign the roster and vote
- Record the situation and steps taken on the Incident Log

Note: If a voter refuses to answer questions, is not eligible, or refuses to sign the roster, inform the voter that they cannot vote either now or later in the day. Print “Refused Oath” or “Not Eligible” on the appropriate signature line. Also, make a note on the incident log

Curbside Voting

How do election judges handle curbside voting?

- ▶ An individual comes to curbside vote
- ▶ Two judges of different MAJOR political parties go out to administer curbside voting
- ▶ Voter completes certificate of registered voter
- ▶ The judges get a ballot
- ▶ The ballot is inserted into the tabulator
- ▶ If short on judges, voters inside will have to wait. A judge can't get a voter registered and hand the voter a ballot



Office of the Minnesota
Secretary of State

Certificate of Registered Voter

For election judges to use in lieu of having a voter who is unable to enter the polling place sign the polling place roster (curbside voting.) Two election judges who are members of different major political parties shall assist the voter in completion of the voter's certificate. (Minn. Stat. section 204C.15).

After the curbside voter signs the certificate, election judges sign and attach the certificate to the page where the voter's name appears on the roster.

1. Voter Information:

I, _____
Last Name or Surname First Name Middle Name

reside at _____
Street Address or Route No.

in _____
City or Township State Zip

Phone: (____) _____

2. Verification of Registration

I certify that I am at least 18 years of age and a citizen of the United States; that I have resided in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or have the right to vote because, if I was convicted of a felony, the felony sentence has expired or been completed or I have been discharged from the sentence; that I am registered and have not already voted in this election. I understand that deliberately providing false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

Signature of Voter _____ Date _____

3. Election Judge:

Signature of Election Judge _____ Date _____

Signature of Election Judge _____ Date _____

Notice to Election Judges: do not sign this certificate until after the voter has signed it, and you have found that the voter is entitled to vote at this election. Attach this certificate to the voter's name in the precinct roster or non-registered roster.



Closing the Polls

Close of Voting

- ▶ Voters in line at 8 pm must be allowed to vote
- ▶ Polling place open to the public after all voting is finished
- ▶ Members of the public observing closing do not have to provide letter like challengers
 - ▶ However, only Election Judges may handle ballots and election materials.

Closing the Polls Overview

- ▶ Process ballots
- ▶ Run totals tape on the tabulator – judges will need to sign the tape
- ▶ Complete summary statements
- ▶ Count signature receipts and compare to total on poll pad – remember to count new registrants
- ▶ Make sure number of signatures and number of voted ballots match
- ▶ Seal all voted ballots in white envelope after you ensure ballot box is empty - have judges sign across seal
- ▶ Seal envelope with spoiled and duplicate ballots – have judges sign across seal
- ▶ Follow instructions on other envelopes to know what to enclose in each
- ▶ Pack supplies and unused ballots
- ▶ Deliver election materials and results to local officials – two election judges

Summary Statement Review

Ballots delivered to the precinct:

Ballots delivered as certified by the clerk	3. _____	• # 3 will be pre-filled by the County
Ballot count adjustments from incident log (+/-)	4. _____ <i>(If ballot packs were over/under)</i>	
Number of unofficial ballots made	5. <u>0</u> <i>(# of photocopies of ballots needed)</i>	
Number of absentee ballots delivered	6. <u>0</u>	
Total number of ballots delivered to precinct (3 + 4 + 5 + 6 = A)	A <input type="text"/>	• A – Total Ballots delivered to precinct should equal B + C (ballots not in the ballot box + ballots in the ballot box)

Ballots not in the ballot box:

Number of spoiled ballots	*7. _____ <i>(Ballots where the voter made a mistake & was then issued a replacement ballot)</i>	
Number of originals for which duplicates made	*8. _____ <i>(Ballots that were re-made by Election Judges, most likely 0.)</i>	
Number of rejected absentees	*9. <u>0</u>	
Number of unused ballots	10. _____ <i>(Leftover "unused" ballot stock)</i>	
Total number ballots not in the ballot box (7 + 8 + 9 + 10 = B)	B <input type="text"/>	

Ballots cast in the ballot box:

Number of signatures on roster (preregistered + EDR)	*11. _____ <i>(Registered & Non-registered signatures Do NOT count AB's)</i>	
Number of accepted regular, military and overseas absentee ballots	*12. <u>0</u>	
Number of accepted federal only absentee ballots	*13. <u>0</u>	
Number of accepted presidential only absentee ballots	*14. <u>0</u>	
Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C)	C <input type="text"/> Should equal Line 11	

Ballots returned to Auditor/Clerk:

Ballots returned from the precinct (B + C = D)	D <input type="text"/>	
Difference for auditor/clerk notation on delivery record (A - D = E)	E <input type="text"/>	• E - Discrepancies noted, not required to balance.

Summary Statement Review

- ▶ Remember to complete...
 - ▶ Number of Election Judges who worked in this precinct
 - ▶ Number of Voting Booths in this precinct
 - ▶ Do not count the Verity Touchwriter as a voting booth

Closing the Polling Place

- ▶ Final Closing Activities:
 - ▶ Pack up unused ballots, includes unopened and initialed but unused, and seal in supply box
 - ▶ Pack up the supplies – assign to another judge on duty so they can put things away while you are coordinating closing activities
 - ▶ Pack up the voting stations, Verity Touchwriter and Tabulator
 - ▶ Take down and save the posters and direction signs
 - ▶ *If you're leaving the posters and directions up, make sure you remove the "Primary-related" posters from the room/building*
 - ▶ Take down U.S. flag

Delivering Election Materials

- ▶ Two election judges should bring/deliver results to County (Courthouse):
 - ▶ Sets of summary statements
 - ▶ Sealed envelopes or containers with all voted ballots
 - ▶ All spoiled ballots
 - ▶ All polling place poll pads
- ▶ Completed voter registration tapes printed from the Poll Pad Printer (longer tape than a receipt)
 - ▶ Keep these separate for completing summary statement at the end of the night
- ▶ All election materials, Verity Touchwriter, Tabulator and Poll Pads
 - ▶ Make sure to pack the power cords