

ELECTION DAY MANUAL

November 7, 2023: Municipal Election



March 5, 2024: Presidential Nominating Primary


Minneapolis
Elections & Voter Services

**YourCity.
YourVote.**

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WELCOME!

Our Election Judges make a difference, every year, every election. If this is your first election, welcome to the team – you're in great company. If this is your fifth, 10th, or 40th election, it's so good to see familiar faces returning.

About us

We administer local, state, and federal elections for Minneapolis voters. We champion civic participation for all citizens through accurate, fair, and accessible elections. We strive to be leaders in election administration through innovation and collaboration. Our department serves approximately 247,000 registered voters.

Our team is comprised of a small number of permanent staff and relies heavily on a devoted seasonal and temporary workforce.



Key programs

- ◆ **Candidate filing**
Assist Minneapolis candidates filing for office and provide communication to candidates throughout the election cycle.
- ◆ **Campaign finance reports**
Accept campaign finance reports from Minneapolis city and school board candidates and make them available online.
- ◆ **Early in-person voting**
Support voters with early voting, registering to vote, accessible voting, language translation, and more.
- ◆ **Election Day operations**
Coordinate 137 precincts across the city. This includes equipment deployment, staffing, and voter service.
- ◆ **Election Judge recruitment and training**
Manage the hiring, scheduling, and training of our 1,500-2,200 Election Day staff.
- ◆ **Ranked-choice voting**
Administer all municipal elections using ranked choice voting.
- ◆ **Student Election Judge program**
Partner with local schools to recruit 250-400 high school student Election Judges.
- ◆ **Vote by mail**
Facilitate all steps, including preparing, sending, receiving, and verifying ballots.
- ◆ **Voter outreach and education**
Ensure all Minneapolis voters are "election ready" and know their voting options.

From our director

A Letter of Gratitude

Thank you for serving your city and supporting our democracy as an Election Judge. Our judges are the vital component that enfranchises our voters to cast their ballots in the polling place on Election Day.

When you are helping a voter check in, explaining how to fill out a ballot, instructing a voter how to use the ballot marking device – in every interaction with our voters, you are the City of Minneapolis Elections. Your role is vital to our mission “to conduct elections with accuracy and excellence, providing responsive and respectful services to Minneapolis voters.” We could not do it without your support.

As you wake up in the early morning hours on Election Day, as polls are closing and results are starting to pour in, and every hour in between, know that we are here with you. I appreciate your service, and I am thankful to get to work together!

– Katie Smith, Director of Elections



About this manual

NEW!

This year’s manual is a little different. They’re different every year, of course, but this one is different in a new way.

The most common format for this manual is to discuss the rules for a primary election in August followed by a general election in November. But this isn’t one of those years. This time we’ll be talking about a ranked-choice **General Election on November 7, 2023**, followed a few chilly months later by Minnesota’s **Presidential Nominating Primary (PNP) on March 5, 2024**. We will produce a new manual for the August primary and November elections of 2024. Training for that will begin in early July 2024.

General Election on November 7, 2023

In 2021, members of the City Council were elected to short, 2-year terms to represent the existing ward boundaries from the 2010 Census. This fall, we’ll be electing all 13 members of the City Council to 2-year terms again, but this time to represent the current ward boundaries from the 2020 Census. After this, the next City election will be in 2025, when all City offices will be on the ballot.

Presidential Nominating Primary (PNP) on March 5, 2024

Minnesota is once again part of Super Tuesday, when 13 states will be voting on nominees for President of the United States. Throughout this Manual, there will be instructions on how this election is a bit different in some areas. Look for blue shading!

It takes hundreds, even thousands of people willing to serve their community to make any election happen. To each and all of you who serve our voters, we want you to understand how much we appreciate everything you do. Your dedication to your community, to democracy, to doing the job right add up to make a real difference. We can’t say it enough but we do want to say **THANK YOU**.

WHAT'S NEW?

Every year things change! This year's Manual has more images, more step-by-step explainers, and updates to procedures all over the place. To help you easily spot what's new, look for these labels. Relatively minor updates or corrections are not marked, but all the important items are.

NEW!

UPDATED!

Glossary & Index

By popular demand, we're putting a Glossary of useful terms at the end of this Manual, just before the Index.

The Minnesota Legislature has been busy

A number of changes to election law in Minnesota are taking effect. Here are the ones that affect us – more details are included in this Manual.

In effect for the November 2023 election

- ◆ **Voting rights restoration**
People who were convicted of a felony now regain their right to vote once released from prison. If a voter shows up in person, they're clearly not in jail.
- ◆ **Register to vote at 16**
16 & 17-year-olds can get ready by registering early; on Election Day, it's best to send them to mnvotes.gov.
- ◆ **Time off work to vote**
Voters are already allowed by law to take time off work to vote on Election Day, but that now extends to the time period for early voting as well. (As judges, you still get time off to serve at the polls on Election Day.)
- ◆ **Student Election Judges can serve after graduating**
Experienced SEJs who graduated but were still under 18 were blocked from serving before this was fixed.
- ◆ **Less time to change your absentee ballot**
Absentee & early voted ballots are now opened and counted starting 18 days before an election (instead of 7). At that point, a voter can no longer spoil their absentee ballot and receive a new one.
- ◆ **More time to get absentee ballots to the office!**
Voters may drop off their absentee ballots at the office (980 East Hennepin Av) until 8pm when the polls close.
- ◆ **Language support**
Some precincts will see more interpreters and translated documents based on community needs.

Poll book changes

- ◆ **Resetting or powering down the poll book has changed**
You can now shut down the poll books using Apple's normal process. See page 85.
- ◆ **Entering dates of birth has changed**
The interface has changed, although the default date of birth is still exactly 18 years before the election.
- ◆ **Voters will sign directly on the poll book**
Both pre-registered and election day registrations will require a signature on the poll pad.

Ballot marker changes

- ◆ **Test ballot**
The new test ballot inside is on a different color of paper from the actual ballots and is used to test that the ballot marker is programmed correctly for your precinct – see page 27.
- ◆ **More in 2024**
We are expecting a software update for the ballot marker this winter; we'll cover those changes once we have all the details. Watch for more information in training for the PNP.

WORKING FOR US

Applying

Election Judges reading this don't need to apply again. We reach out to available judges who have served before to find out if they're interested in working an upcoming election. Judges can then go to the [Election Judge Portal](#) to let us know if they're interested.

Reaching us

The Election Judge Portal gives you the ability to do most of the things you need to do as you prepare for an election. It's the fastest, most reliable way to:

- ◆ Confirm that you are interested in working the next election and let us know where you're available to work.
- ◆ See where you are assigned to work on Election Day
- ◆ Confirm that you will work that assignment
- ◆ Print the Employer Letter to arrange time off
- ◆ Sign up for required or optional training
- ◆ Change your address, phone, or email
- ◆ Update your party affiliation
- ◆ Ask us questions
- ◆ Read important messages sent to judges like you
- ◆ Answer evaluation surveys

THE PORTAL IS HERE: [VOTE4MINNEAPOLIS.COM](https://vote4minneapolis.com)

Of course, you can always reach us at 612-673-3870 or ejcoordinator@minneapolis.gov.

Where judges serve

Each precinct needs judges with a balance of roles, experience, language skills, and training in order to function properly. If a precinct already has two Poll Book and Registration Specialists for the full day, we're unlikely to schedule a third there. If too many of the judges in a precinct identify with the same political party, we are required to assign others to provide party balance.

We give priority to those who can work the full day (from 6 a.m. to 10 p.m.) and those who meet party balance or language skill needs. Judges who are willing to work anywhere in the city are also prioritized. A judge who is available all day, anywhere, goes to the front of the line, depending on where they're needed. Those who choose to work an opening (6 a.m.-2 p.m.) or closing shift (2 p.m. to close) will be scheduled after that.

Due to Minnesota law, we do not assign judges to work in the same precinct as a family member or where a family member is on the ballot. Naturally, a candidate for office cannot serve in any precinct where they are on the ballot. Please contact us right away if your assignment appears to break either of these rules.

Payroll & other paperwork

Human Resources requires us to collect several forms, each year (information is not held from year to year):

- ◆ W-4 IRS Federal tax withholding
- ◆ MN tax withholding
- ◆ Minneapolis Wage Notice
- ◆ Payment Preference Form

Team roles

Each polling place has on average 12 Election Judges, though some have far more and others far fewer. Each judge has a defined role.

Acronyms to learn

Judge roles are abbreviated in this Manual as follows:

- ◆ **TEJ** is Team Election Judge
- ◆ **SEJ** is Student Election Judge
- ◆ **PRS** is Poll Book and Registration Specialist
- ◆ **HEJ** is Head Election Judge
- ◆ **AHEJ** is Assistant Head Election Judge
- ◆ **PSJ** is Precinct Support Judge

Roles

- ◆ **TEJs are the standard judge role**
- ◆ **SEJs are high school students ages 16 -18**
SEJs can do the same tasks as TEJs, except those that require party balance (page 65).
- ◆ **HEJ/AHEJ supervise all Election Judges**
Each site has one HEJ and one AHEJ. They receive extra training. They give work direction, troubleshoot problems, and handle paperwork and other election procedures. They have duties before Election Day and are responsible for returning supplies on election night.
Please follow their instructions. Likewise, we expect them to be good managers and team builders. The AHEJ works as a team with the HEJ and can perform the same tasks. The HEJ is the final authority in the polling place.
- ◆ **PRs oversee the Poll Book Station**
There are typically two per polling place. They mentor the team on the check in process, and especially Election Day registration. They receive extra training, and serve as trainers for other judges at the Poll Book Station.
- ◆ **PSJs mentor leadership judges and help solve problems**
These experienced judges travel from precinct to precinct in a ward. There is one for each of the 13 wards, in addition to several who travel city-wide. They have radio communication with Election Headquarters.

Know when to get a leadership judge

We have marked situations with these graphics to indicate when you need to get the HEJ/AHEJ or a PRS. Asking for help is why they are there, why they get extra training, and what they are ready to do. Your training continues even on Election Day.

GET YOUR HEJ/AHEJ

GET YOUR PRS

Want to be a leadership judge?

The first step is to tell us you're interested! While we invite people directly, telling us you're interested focuses our search to those open to a new role. Let us know at ejcoordinator@minneapolismn.gov or 612-673-3870. You should also talk to your HEJ/AHEJ about it. Recommendations can go a long way. Ask them how you can “up your game.”

When determining if someone is a fit for a leadership role we look at some of these factors:

- ◆ Has a few years of experience under their belt
- ◆ Receives positive evaluations from HEJs/AHEJs
- ◆ Available regularly for both primary and general elections for the full day
- ◆ Willing to commit to additional training classes
- ◆ Has strong people skills with voters and other Election Judges
- ◆ Handles processes professionally and accurately
- ◆ Knows how and when to ask for help

- ◆ Supports leaders in ways that are appropriate for their current role
- ◆ Flexible about where in the city they're available to serve

Training program

A well-prepared team makes for happy voters!

Requirements

Minnesota law requires a minimum of 2 hours of training every 24 months before serving as an Election Judge. In response to feedback from our judges, Minneapolis (among other jurisdictions) typically requires 3 hours for certification. This allows time to answer questions, practice with the equipment, and provide you with the skills for making Election Day smooth for voters.

Judges serving in the PNP will take a one-hour supplemental class.

Leadership judge courses

- ◆ PRSs get an additional 2½ hour class on voter registration details and poll book operation.
- ◆ HEJs/AHEJs take an additional 3-hour class on managing a polling place, handling unexpected issues, and opening and closing procedures.
- ◆ PSJs also attend the HEJ/AHEJ class plus a pre-election meeting about Election Day operations.

Training program FAQs

- ◆ **I've worked for years. Why do I need to keep getting trained each year?**
We believe that two years is too long for remembering procedures you use once or twice a year. Also, there are often new rules, equipment, or procedures to learn.
- ◆ **Can I skip the basics in class?**
Unfortunately, no! Election law requires that we cover those basic procedures in class regardless of experience and knowledge. However, we now hold separate classes for returning judges and try to include as much advanced content and context as possible.
- ◆ **What about online training?**
We now offer online training for returning judges. New judges will always attend their first class in person. The plan is that if you are a returning judge (have not worked recently) you will be required to attend an in-person class once every two years to get hands-on equipment practice. Some years we may need all judges to come in person if there are significant changes to equipment or procedures.

EMPLOYEE POLICIES

Standards

Both paid and volunteer judges are city staff when serving as Election Judges. Remember that you are representing the City!

- ◆ **Have a strong understanding of and commitment to non-partisanship**
In addition to keeping the letter of the law, remember that the public is listening and perception is reality. Anything that can be viewed politically will be viewed politically!
- ◆ **Communicate clearly with voters**
Use simple terms and avoid jargon.
- ◆ **Enjoy assisting and serving diverse populations**
Be aware of how your reactions to others may change based on someone's appearance, age, gender identity, race, religion, etc. Strive to treat people the same regardless.
- ◆ **Handle stressful situations calmly and professionally**
If a voter or an Election Judge becomes upset, work as a team to de-escalate the situation.
- ◆ **Show attention to detail**
Little mistakes can cause big problems for voters and your team.
- ◆ **Work as a team and follow directions**
Ask questions, inform your HEJ/AHEJ, and listen to your HEJ/AHEJ. If you aren't 100% sure of a process, ask!
- ◆ **Be comfortable using technology**
Being comfortable with the equipment in the polling place is key to having a smooth day for you and for voters. If you aren't comfortable, let your HEJ/AHEJ know!
- ◆ **Respect the secret ballot and private information about voters**
Voters' personal information is private, and protected by law.

At a Presidential Nominating Primary, voters will communicate their political party choice to Election Judges in order to vote in this primary. A particularly high degree of care and discretion must be taken by Election Judges to keep that choice as private as possible in the polling place.
- ◆ **Help every voter participate equally in the process**
Give the same instructions to all voters.
- ◆ **Never touch a voter or another team member without permission**
Let the voter set the terms for how they want any help. They may not need any help at all – it's their call.
- ◆ **Keep conversations professional and appropriate at all times**
Politics in any form is of course off limits, as are comments about someone's appearance, gender, sexual identity, religion, body, cultural differences, or any other personal issue. We are here to run an election; this is not an opportunity to pursue sexual or romantic relationships.

Always follow election laws and procedures

We all take an oath to follow the election laws and procedures in this manual whether we agree with them or not. Election Judges who willfully add to or subtract from laws and procedures may be sent home at any time. Many Election Judges have ideas for policy changes based on their experience. You can (and should!) be involved with that policy conversation on any day except on Election Day.

Violations

These are the standards we expect from all of us. If you are treated poorly, or if you see a voter or another judge being treated in a way that doesn't live up to these standards, we need to know. For serious issues, you should feel free to tell your HEJ/AHEJ or to call us right away. People who can't maintain these standards won't be asked back for future elections, or may even be told to go home in the middle of Election Day.

Election Judge Oath

On Election Day you will swear to and sign this legally binding oath:

"I 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."

**FOLLOW ELECTION LAWS AND PROCEDURES AS WRITTEN
NOT AS YOU WANT THEM TO BE**

Customer service principles

Customer service is a high-priority! This section covers how to give respectful service to all voters.

Gender terminology and identity

The City of Minneapolis has many residents who identify as non-binary and/or transgender. Over 60 active Minneapolis Election Judges alone have self-identified as transgender. Our City government actively promotes transgender rights. Transgender identity and gender terminology are cultural flash-points. Some Election Judges celebrate non-traditional gender norms, others may have objections, and some may not know much about this community.

To do your job well on Election Day you don't have to agree or disagree with any particular view; you do have to treat each person with the dignity and respect they deserve. Here are a few dos and don'ts to follow:

- ◆ **Avoid terms like "sir" and "ma'am"**
Don't use gender-specific terms unless a person has indicated what term to use. Inaccurately calling someone "sir" or "ma'am" is embarrassing for the other person (and for you).
- ◆ **Respect the pronouns people ask others to use**
Many Election Judges choose to write their pronouns on their name badge (for example, he/him, she/her, or they/them). You may also see voters who wear a lapel bin or button with their pronouns. If you accidentally use the wrong pronoun for someone, just apologize and move on. You don't need to dwell on it – what's important is making a good faith effort to show them respect.
- ◆ **Someone's appearance may not match your assumptions**
Don't be caught off-guard, or comment on it, if a voter provides a first name that doesn't match your gender assumptions (for example, a voter whose name is "James Smith" appears to you to be female). Sadly, we've received complaints on occasion from voters who felt humiliated by an Election Judge who became confused, began prying, or even treated the voter with suspicion.

Voters who may need assistance

Voters who are blind or have low vision

- ◆ **Introduce yourself by name as an Election Judge**
Offer to assist but take the voter's lead on how much or whether to assist.
- ◆ **Speak directly to the voter and not to their companion, aide, or interpreter**
- ◆ **If asked to help navigate the polling place, offer your arm**
Paint a verbal picture of the pathway. Give specific information about upcoming obstacles.
- ◆ **Tell the voter if you leave or if another judge will now assist them**
- ◆ **Do not interact with service animals**
- ◆ **Offer visual aids as needed**
Polls have magnification cards and a ballot marking device that can display the ballot in a larger font.

Voters with cognitive impairments

Only a court can decide if someone is not competent to vote. No one can make this decision on their behalf, including family or doctors. No one can challenge a voter's eligibility because of perceived cognitive abilities. People can vote when under guardianship as long as a court order does not explicitly restrict their right to vote. Conservatorship or power of attorney have no bearing on the right to vote and does not change the fact that only the voter decides how their ballot should be marked.

Voters with speech or hearing impairments

- ◆ **Point to your name tag to identify yourself as an Election Judge**
- ◆ **Speak directly to the voter and not to their companion, aide, or interpreter**
- ◆ **Speak to a deaf voter at a normal volume**
Avoid the impulse to talk louder.
- ◆ **Allow a clear view of your mouth as you speak**
It's common for people to rely on lipreading.
- ◆ **Try rephrasing rather than repeating yourself**
Questions with "yes" or "no" answers can be helpful.
- ◆ **Use written communication as needed**

Assistance signing documents

Some voters sign with a mark, or a stamp, or they may request someone to sign on their behalf. If an assistant (including an Election Judge) signs the voter's name for them, that assistant should sign their own name as well. If a voter signs with a mark the Election Judge certifies the mark by signing the voter's name for them.

Language support for voters

When possible we send translated signage and assign bilingual judges to assist with interpretation. If you speak a language other than English write that language on your name tag.

Interpreter hotline

If someone needs language assistance but there isn't an Election Judge who speaks that language you can call the interpreter hotline. This connects you with a live interpreter who can facilitate the conversation by phone.

- 1. To speak with a bilingual interpreter, call 1-800-225-5254**
Give the operator our customer code: MPLS2643.
- 2. Identify the language that is needed and wait to be connected**
- 3. Have the conversation on speakerphone**
Explain to the interpreter that you are an Election Judge calling to help a voter. The interpreter will translate everything into both English and the voter's language.
- 4. Give the interpreter directions on how to view a ballot, if needed**
You may need to direct the interpreter to <https://myballotmn.sos.state.mn.us/> to view the voter's specific ballot. At that website, the interpreter will need to enter the voter's address. The interpreter cannot influence how the person votes. They can only translate what is written on the ballot.

Performance evaluations

You will receive a link to an online evaluation form after Election Day. TEJs, SEJs, PRSs, and PSJs each evaluate the HEJ/AHEJ, and vice versa. Evaluations help us know we have the right training and resources. We also use them to assess who should be promoted or who should not serve again.

If you have specific issues or praise for your team, you can email it to us anytime: ejcoordinator@minneapolismn.gov

Evaluation questions

HEJs and AHEJs are rated on:

- ◆ Overall performance
- ◆ Leading the opening procedures
- ◆ Creating a welcoming work environment
- ◆ Resolving questions and problems
- ◆ Managing voter flow
- ◆ Delegating tasks
- ◆ Providing feedback and training
- ◆ Leading the closing procedures

HEJs and AHEJs rate all other judges on:

- ◆ Overall performance
- ◆ Working well with team members
- ◆ Following directions
- ◆ Remaining calm in stressful situations
- ◆ Being courteous and respectful of all voters
- ◆ Which role(s) the judge is qualified for

Phone use policy

- ◆ **Always remove your phone from sight well before the voter reaches your station.**
Voters should never think your attention is on anything but them.
- ◆ **Never take photos (including selfies) when voters are present.**
This may feel like a violation of voter privacy even if you are not trying to include them in a photo.

Social media policy

The City's social media policy applies to Election Judges. Only designated city staff are allowed to represent the City on social media. Read the full policy at <https://tinyurl.com/socialpolicympls>



2022 Early Vote Center Team

PRESIDENTIAL NOMINATING PRIMARY (PNP)

Overview

The PNP is a process used by Minnesota's major political parties to help select their nominee for President of the United States. If a voter is not interested in any of the parties which are participating in the PNP, this particular election may not be for them.

- ◆ **Voters must indicate their major political party preference to vote.**
This is the only time we will ever ask this question of a voter; the information is used only for the PNP. Like all information we receive about a voter, this is kept in confidence and not discussed ever.
- ◆ **There will be a separate ballot for each major political party that is participating.**
Not all of Minnesota's three major parties may choose to participate; this will be decided by January.
- ◆ **There will be additional signage to post in the polling place.**
- ◆ **Parties may choose to include a write-in or an option to select "uncommitted".**
Each party makes its choice based on internal rules, so ballot formats will not be the same.
- ◆ **Parties may choose not to participate**
Any of the major political parties in Minnesota may decide by January 1 whether or not to participate in the PNP.
- ◆ **Each voter's political party preference will be made available to the major political party they selected.**

There are some other special features of this type of election, so look for notes in this Manual as part of the stations and processes that are affected.

When voters tell us their party preference, this is sensitive private data that we must protect. That information is private data under state law. It may be used only in the polling place for providing the voter with the correct ballot. Do not share this information with anyone for any reason on or after Election Day. After Election Day, this information is provided only to the chair of each major political party. Election Judges may not challenge or discuss a voter's party preference.

Training

All judges who are to serve at the PNP must take a 1-hour Presidential Primary course, in addition to any Certification or Recertification they may need. Enrollment for those classes will begin in December, with class sessions starting in late January of 2024. Any judge who serves at the November 7th municipal election is certified to serve at the March 5th PNP, and will not have to take a Certification or Recertification course.

Welcoming voters

Be prepared to answer questions from voters, especially anytime there are changes. We only do this every four years, so it may feel new to some voters. Always bring in a Head or Assistant Head to assist with unhappy or uncomfortable voters.

Information about the PNP will appear throughout this Manual, and will be easily spotted by the blue background.

What IS a Presidential Nominating Prima

This election happens once every four years, so don't assume that voters are familiar with the rules. If voters ask, please share that they will need to select which major party's ballot they wish to receive. This information will not be published, but it will be provided to the political parties. Voters who do not wish to participate in any of the parties' nominations will not be able to receive a ballot. Feel free to get your HEJ/AHEJ if voters are confused.

The poll books do not have any record of what ballot the voter selected in 2020, if they participated in that election.

Paperwork changes

For the PNP, the law extends the oath the voter signs by adding:

“I further certify that I am in general agreement with the principles of the party for whose candidate I intend to vote.”

Ballot receipts and voter signature certificates (pre-registered or new registrations) issued at the PNP will also show the party the voter chose when they checked in/registered.

Party Preference Change Form

If a voter wishes to change their mind, they can absolutely do so. We record that change on this form – it cannot be changed in the poll book. There is no limit to the number of times a voter may change their mind. This form is at the Ballot Station.

Assisting voters with expressing party choice

If a voter has difficulty expressing their party choice in the poll book, they are welcome to communicate it in writing (notepads are in precinct supplies), by briefly showing a sample ballot, or verbally. A magnifying glass is also available in your precinct supplies if a voter needs to enlarge the poll book display. We never ask a voter to express their party choice verbally, although some may choose to do so. Maintaining as much privacy as the voter desires is our main concern here. If there is any question about being able to do so, invite the HEJ over to discretely speak with the voter. Note that party balance is not required for assisting a voter with party choice.

Correcting party preference after the voter has been given a receipt

Used only at a Presidential Nominating Primary. Each major political party has its own separate ballot. The voter will identify which ballot they want when they check in or register. If they change their mind and want a different ballot, we must record that change here. There is no limit in the number of times a voter may change their mind.

After you’ve finished checking in or registering a voter, if you then discover they have inadvertently selected the incorrect party preference:

GET YOUR HEJ/AHEJ

- ◆ The HEJ works with the voter to make the correction using the Party Preference Change Log (page 154).
 - ◆ No corrections need to be made in the poll book, voter signature certificate, or the voter’s receipt.
 - ◆ In order to ensure the privacy of each voter’s information, be sure to cover up the information of other voters on the Change Log while the current voter is signing it. This can be done with a couple sheets of paper.
- ◆ The HEJ proceeds with the voter to the Ballot Judge and ensures the voter receives the correct ballot.

Although unlikely, a may voter realize they’ve selected the incorrect party *after* they’ve been given their ballot. If this happens, use the same procedure as above except that you will spoil the original ballot given to the voter and issue them the correct one.

PREPARE FOR ELECTION DAY

Getting time off work to serve

State law requires employers to give you time off from work to be an Election Judge without a reduction in pay.

“Without a reduction in pay” means you earn at least the same amount you would have, had you gone to work that day. Your employer can choose to reduce your paycheck by the amount you earn as an Election Judge during the hours you would have normally worked.

An employer cannot force you to take vacation or any other form of paid leave. You can take a vacation day to be fully paid by your employer and receive the judge salary you earn as extra income.

Judges who don't complete the steps below don't usually have a problem getting time off, but you only get the full protection of the law if you:

- ◆ Notify your employer in writing at least 20 days before Election Day.
- ◆ Attach a copy of your schedule and pay rate form to your written notice. You can find a printable copy of this (Employee Certification Letter) in the Election Judge portal under the work assignment tab.
- ◆ Note that City of Minneapolis employees complete a separate form.

Checking-in with your HEJ/AHEJ

Your HEJ or AHEJ will contact you before Election Day to introduce themselves and answer questions. It is difficult to fill last-minute cancellations. Call us right away at 612-673-3870 if your availability has changed.

Reviewing your manual

- ◆ Take time to review the tasks and procedures for each workstation. Remember you'll need to be ready to go as soon as your shift starts!
- ◆ Get an idea of what you don't fully understand (for example, many struggle with Election Day registration rules) and plan to ask your team for help. If you received a paper copy of the manual bring it with you on Election Day. Additional paper copies are also sent for the team to use. If you did online training and did not get a paper copy you can use the online version at tinyurl.com/mplsmanual

Making a plan to vote

Have a plan to make sure you get your own ballot cast!

- ◆ If you are serving in your own precinct, work with your HEJ/AHEJ to take a few minutes to vote on Election Day.
- ◆ Otherwise, make sure you vote in advance at our Early Vote Center or by mail.

Election Day logistics

What (not) to wear

- ◆ Dress comfortably and casually. Unfortunately, many buildings do not have air conditioning and may be very hot during the summer primary.
- ◆ Do not wear anything political, campaign-related, or that references ballot questions. Clothing with no words or images are always safe to wear. If you are wondering if someone might consider something to be political, just don't wear it that day.

Shift times

Arrive by 6 a.m. unless you have signed up to work an afternoon shift. Please do not be late.

Your HEJ/AHEJ will dismiss you around 10 p.m., depending on how long the closing process lasts. Student judges cannot work past 10 p.m.

Meals

Whether you bring all your meals or plan to get carryout nearby, make sure you have a plan! Many polling places have a potluck tradition; your HEJ/AHEJ will let you know in advance if this is the case.

Breaks

The HEJ/AHEJ will arrange breaks and meal times.

- ◆ Half-day shifts get at least one 30-minute break.
- ◆ Full-day shifts get at least one hour total break time.
- ◆ If you need accommodations during breaks (e.g. prayer or medical needs), let your HEJ/AHEJ know before Election Day.



OPENING THE POLLS

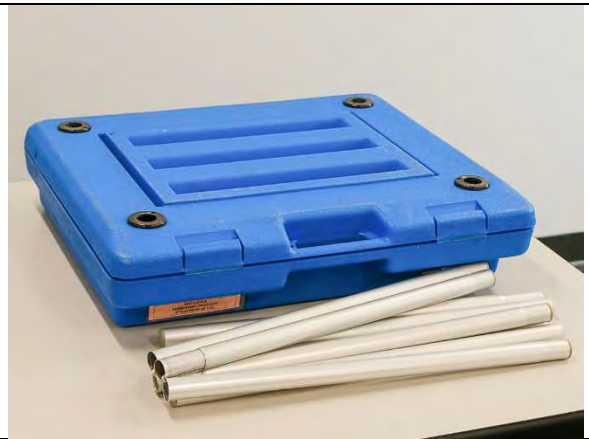
There is a lot to do between 6 a.m. when you arrive and 7 a.m. when the polls open. Arrive on time!

Opening tasks for TEJs & SEJs

- ◆ **Take the oath**
The HEJ/AHEJ will give the oath to the team and have each judge sign the Official Precinct Certification Form.
- ◆ **Fill out the timesheet**
Write the time you start work on the Election Judge Time Report, regardless of if you work a full-day, half-day, or are a volunteer.
- ◆ **Put on a name tag**
Write your first name and your role (team judge, head judge, etc.). Don't write a party affiliation on the name tag. Note your pronouns if you wish.
- ◆ **Set up workstations**
We provide a customized polling place diagram to the HEJ/AHEJ. Ask your HEJ/AHEJ where to set up the booths and other stations. Each station has a supply bag in the blue rolling supply bag.
- ◆ **Set up voting booths**
Follow instructions on page 20.
- ◆ **Set up the Poll Book Station**
The PRS will lead setup and may ask others to help (start on page 69).
- ◆ **Set up the ballot marking device**
The HEJ/AHEJ can delegate this to any two Election Judges. See page 27 for instructions.
- ◆ **Prepare an initial supply of ballots**
The HEJ/AHEJ can delegate this to any two Election Judges. See page 25 for instructions.
- ◆ **Remove tripping hazards**
Secure cords to the floor with tape as needed. Check for tripping hazards such as loose rugs or chairs in the walking path.
- ◆ **Post the flag at the main entrance to the polling place**
- ◆ **Post signage inside and out**
Follow the "Sign Placement Guide" in the Sign Bag. Be sure the accessible entrance is marked (use the "wheelchair symbol" sign). If the accessible entrance is not the main voter entrance place directional arrows along the way as needed. This may include signs leading to and from an elevator.
- ◆ **Make sure pathways in the voting area are wheelchair ready**
Wheelchairs require a minimum of 3 ft of clearance to safely move through the room. Double-check for obstacles.
- ◆ **Set up chairs near stations for voters**
Make at least one chair available for voters at each workstation. Place them to the side of tables for easy access.
- ◆ **Remove any campaign materials that are visible**
- ◆ **Be ready to welcome your first voters at 7 a.m.!**

Blue voting booth setup

1 Open case and remove legs from lid



2 Close case and turn over with the bottom side up



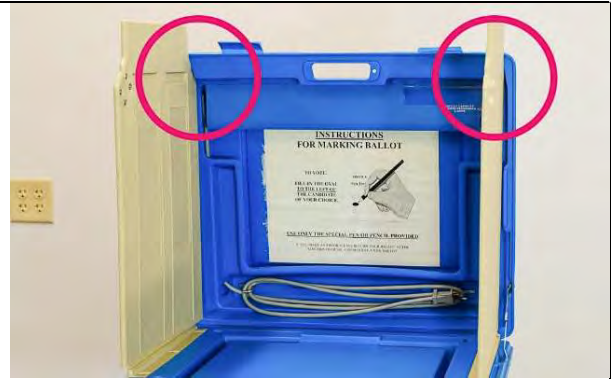
3 Connect leg pieces together and insert into slots



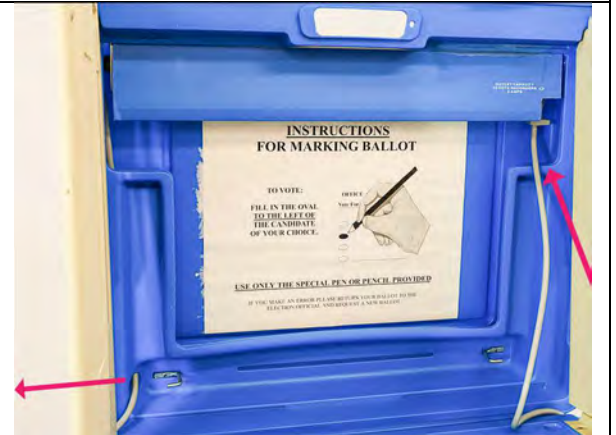
4 Stand up booth and open case



- 5** **Lock panels into place**
Lock side pieces into place using the notches in the upper corners of the booth.








- 6** **Plug in booths, one into the next**
You can chain up to 10 booths together. Plug the last in the chain into an outlet.



Accessible voting booth setup

This booth is table-height with adapters that widen the booth. This allows someone to use it while in a chair or a wheelchair.

ALL TOO OFTEN THE ACCESSIBLE BOOTH IS SET UP WRONG OR WORSE, NOT AT ALL

<p>1 Locate the booth marked with the international accessibility symbol</p>	
<p>2 Open the case and locate the two black width extenders (also called outriggers)</p>	
<p>3 Install the width extenders in the <u>front</u> leg holes, then attach all legs</p>	
<p>4 Stand up the booth, open the lid, and plug in power If you don't have room, or the legs don't work, set the booth up on a table.</p>	
<p>5 Place a chair next to the booth and make sure a wheelchair can easily approach the booth</p>	 <p>Minimum space 5 feet of space to turn and approach 3 feet of width to move forward</p>

Gray voting booth setup

1 Open case and remove legs from lid



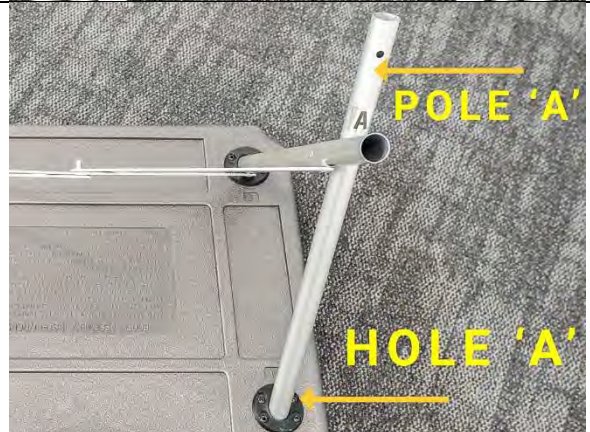
2 Close case and turn over, bottom side up



3 Expand the four-piece leg section
Note that the legs are labelled as either "A" or "B"



4 Place the A's in the A slots, and the B's in the B slots
Though hard to see, the case has "A" or "B" labels next to the leg holes. Match them and insert firmly.



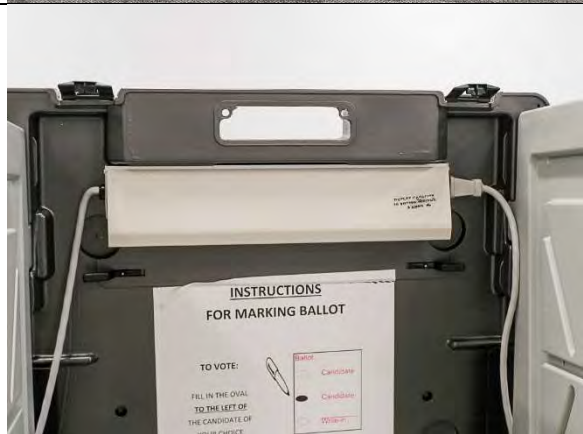
5 Connect the stability bolt in the middle



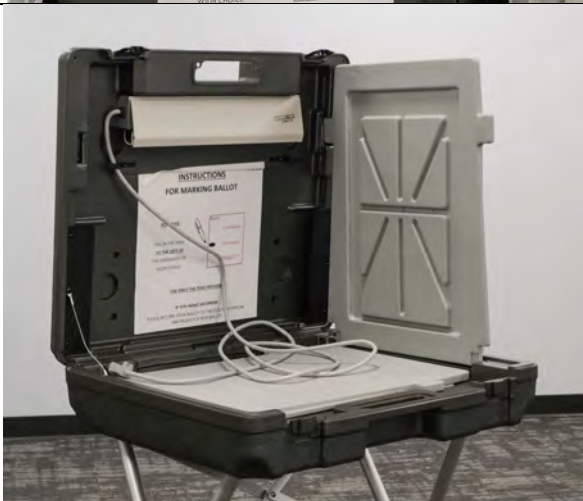
6 Insert the leg extensions



7 Stand up the booth, open lid, and snap side panels into place
Lock side pieces into place using the notches in the upper corners of the booth.



8 Plug in booths, one into the next
You can chain up to 10 booths together. Plug the last in the chain into an outlet.



Ballot preparation

Who can do this

Any two judges can prepare ballots, including student judges.
Party balance is not required.

What's needed

- ◆ Wrapped ballot packets
- ◆ Ballot Tracking Form
- ◆ Two pens

1

The HEJ/AHEJ will remove packaged ballots from the ballot counter

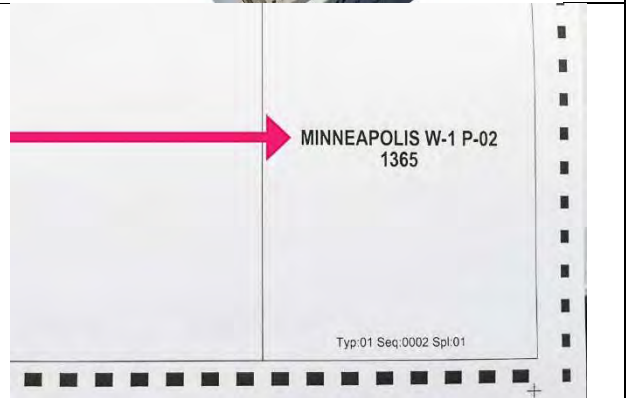
The ballots come in the bottom of the ballot counter stored in white ballot transfer cases.



2

Verify that the ballots are correct for your precinct

The precinct is listed on the lower right of the ballot.



3

Verify quantity on the Ballot Tracking Form

Count the number of packages and verify it matches the number shown in the "Before polls open" section. Two judges sign the form after confirming.

Page 1 of 2

Ballot Tracking Form

Minneapolis «WP_»
General Election, November 8, 2022

Before polls open
Must be done by two judges from any party (including student judges)

Before voting begins, count the number of sealed ballot packs and confirm it matches the number below. Call headquarters immediately if the number does not match and write the resolution in the Incident Log.

Sealed packs of ballots: 7 @ 100 ballots per pack

"We certify that we have received the number of sealed ballot packs listed above."

Election Judge Signature

Election Judge Signature

For the PNP, you will record totals for ballots of each party

Democratic-Farmer-Labor Party: **18** @ 100 ballots per pack
 Republican Party of Minnesota: **3** @ 100 ballots per pack
Total sealed packs for all ballots: 21 @ 100 ballots per pack

4

Open a limited number of ballot packages

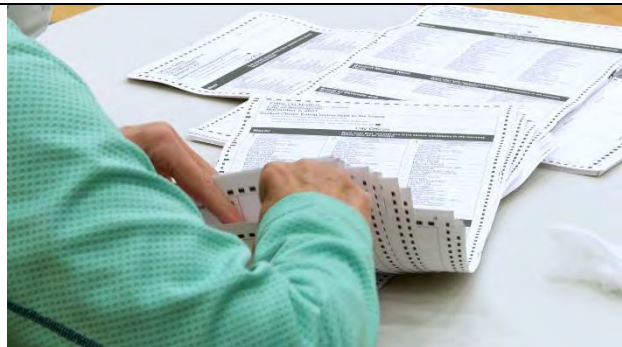
Ask the HEJ/AHEJ how many packages to open. You will prepare more ballots throughout the day.



5

Count each pack into four piles of 25 to verify there are exactly 100 ballots

Have your partner re-count your pile. If needed, keep counting until you both get the same number.



6

Document the actual number of ballots in each pack on the Ballot Tracking Form

Write the number on the "Before polls open and throughout the day" section.

Before polls open and throughout the day

Must be done by two judges from any party (including student judges)

Two judges must hand count ballots in each package they open and record the number below.

Package number	# of ballots	Package number	# of ballots	Package number	# of ballots
Package 1		Package 9		Package 17	
Package 2		Package 10		Package 18	
Package 3		Package 11		Package 19	
Package 4		Package 12		Package 20	
Package 5		Package 13		Package 21	
Package 6		Package 14		Package 22	
Package 7		Package 15		Package 23	
Package 8		Package 16		Package 24	

This form will look different for the PNP

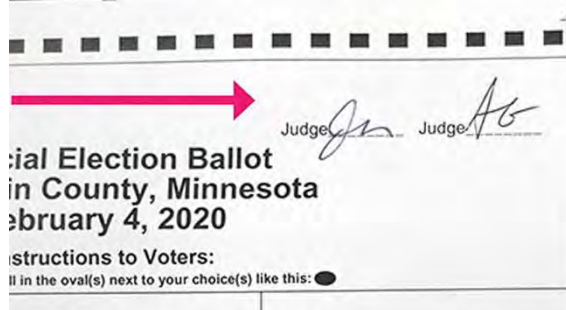
Democratic-Farmer-Labor Party	# of ballots	Republican Party of Minnesota	# of ballots
Package 1		Package 1	
Package 2		Package 2	
Package 3		Package 3	
Package 4		Package 4	
Package 5		Package 5	

7

Both judges initial the top of each ballot

For the PNP, balance the parties

Maintain a similar quantity of ballots for each party; don't assume how many you'll need.



8

Take ballots to the Ballot Station

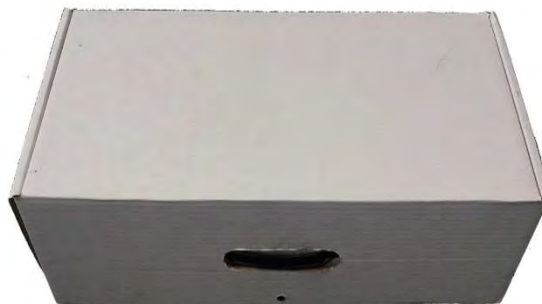
Do not pre-insert ballots into the manila secrecy folders. Many voters do not request one and it can slow down the line at the ballot counter.



9

Store unopened ballot packs in the white ballot transfer case

Always keep the case in a secure place where the team can monitor and access it as needed.



Ballot marking device setup

Who can do this

Any two judges can prepare ballots, including student judges. Party balance is not required.

These steps may change for the PNP – look for updated instructions.

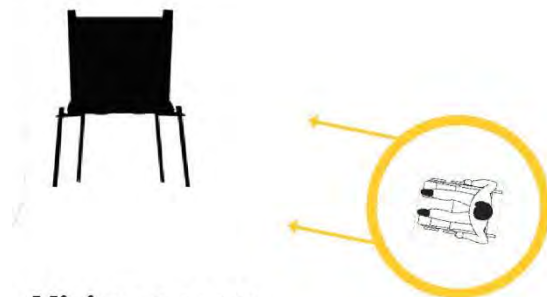
What's needed

- ◆ Gray ballot marking device case
- ◆ Black printer case
- ◆ One ballot
- ◆ Gold key (to unlock USB hub)

1

Choose an accessible and private location

The pathway to the table must be at least three feet wide. There must be at least a five-foot turning diameter for a wheelchair to turn and approach the table. For privacy, the screen must face away from voters and Election Judges.



Minimum space

5 feet of space to turn and approach
3 feet of width to move forward

2

Remove all items from the printer case

Be gentle with the foam padding on top of the printer. Two people should lift the printer to avoid injury or dropping it.

Set aside the Test Ballot Envelope, you will need it later.



3

Plug in the printer

Insert the power and USB cables into the back of the printer, then plug it into an outlet.



4**Turn on the printer**

Hold the power button on the lower right-hand side of the printer for 1-2 seconds.

**5****Gently unfold the manual feed tray**

Extend the tray as far it will go to support the full ballot length.

**6****Open the gray case****7****Lift the screen, resting the case lid on it**

8

Unlock the panel on the right side of the case and pull out the USB hub

Use the gold keys sent with the HEJ/AHEJ.



9

Plug in the black printer cable

Use any of the four slots.



10

Plug in the navigation pad

Use any of the four slots.



11

Return the USB hub into the compartment, then close and lock

The cables rest in the notches of the compartment door. Return the key to the HEJ/AHEJ.



12

Keep the three-button device unplugged behind the screen

Do not plug the device into the USB hub. It will remain behind the screen until a voter asks to use it.



13 Plug in the headphones
 The headphones port is found to the left of the tablet screen. There is a brass jack surrounded by a circular black disc.



14 Plug in the gray case
 Insert the power cable into the back of the gray case, then plug it into an outlet. The computer will turn on once plugged in.



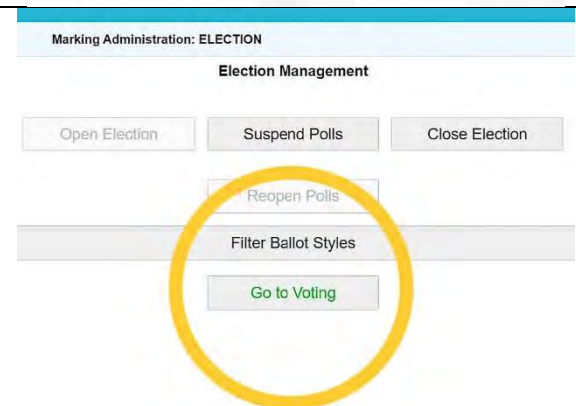
15 Confirm the screen displays the correct election information
 The text highlighted in blue in the upper left corner should list the name of the current election.



16 Enter the administrator username and password
 Ask your HEJ/AHEJ for the username and password.



17 Press "Go to Voting"



18 **Enter the PIN**
 We email the PIN to all judges the weekend before the election. Ask your HEJ/AHEJ if you do not know it.

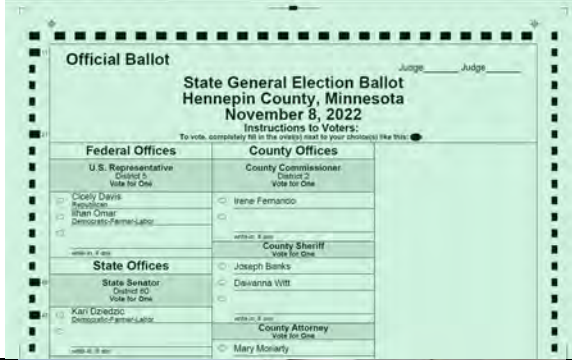


Please enter PIN



19 **Take out the test ballot from the Test Ballot Envelope**
 Compare it with the on-screen ballot. (Color may vary.)

NEW!



20 **Put on headphones**
 Test the audio while you check the on-screen ballot for accuracy.

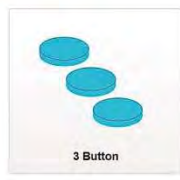


21 **Turn volume dial to 100%**
 There is a volume dial on the headphone cord. Turn this all the way up. You can then make any additional volume adjustments on the screen.



22 **Select 'Navigation Pad'**

Please select an experience



23

Read instructions on using the navigation pad and making screen adjustments

See page 60.



24

Navigate through the entire ballot and compare it against the paper version

While wearing headphones, make sure the office and candidate order match the paper ballot exactly.

Instructions

Touch any item on the screen to hear it read to you (audio only)

Touch an item to make a selection on a contest

Touch again to un-select an option

If available, touch Write-In to enter a name not on the ballot.



State Offices

State Representative District 1
Vote for One

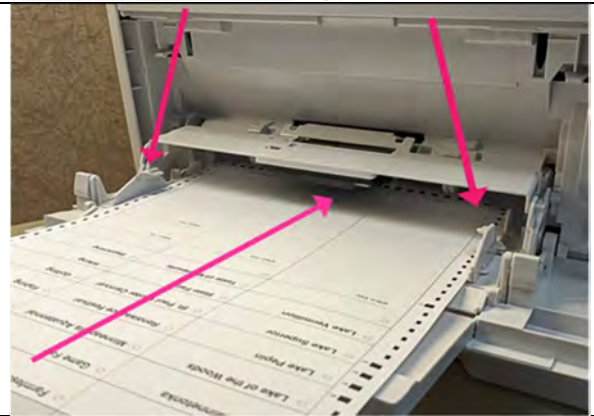
- Calvin Coolidge
Grassroots-Legalize Cannabis
- Tom Lincoln
Republican Party
- Michele Montreal
Independence Party
- write-in, if any

25

Test that the paper width guides are tight against the ballot

Put the ballot in the tray and adjust the width guides tight against the paper.

Be sure the ballot is pushed all the way in.

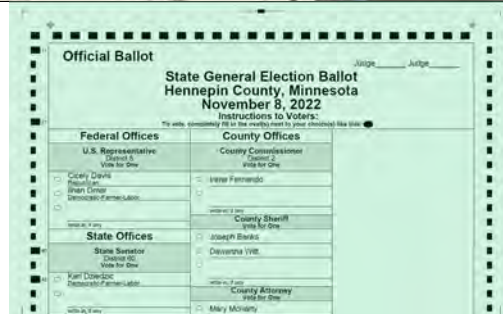


26

When done, place the test ballot back in its envelope and return it to the brown Head Judge folder.



Do not spoil this ballot or place it in the ballot counter.



For the PNP, repeat this for each party's ballot

27

Tidy the table and place a chair nearby

Make sure a voter can easily reach the equipment with a wheelchair. Keep a chair next to the table.



GREETER STATION

The Greeter Station is less about greeting and more about keeping the polling place orderly, safe, and efficient.

Station duties

- ◆ **Provide quality customer service**
Voters should feel welcomed and see that the polling place is well-managed.
- ◆ **Coordinate with other precincts in the building to get voters to the right room (if applicable)**
Work very hard at this so voters don't waste time in the wrong place!
- ◆ **Send voters directly to the Poll Book Station**
Don't stop people to ask if they're registered. Poll books automate this and it's faster for all to go straight there. The exception is when there is a long waiting line.
- ◆ **Manage the waiting line**
Keep an orderly and safe waiting line (page 34).
- ◆ **Find a voter's precinct when asked**
See page 77 for instructions.

When to get a leadership judge

GET YOUR HEJ/AHEJ

- ◆ **You see campaigning happening near the polling place**
Review the activities on page 64 that are not allowed, such as campaigning. Tell the HEJ/AHEJ if these rules are not being followed.
- ◆ **An authorized visitor comes to the polling place**
Review the list of people allowed in the polling place on page 65. Ask these visitors (except assistants there with a voter) to check in with the HEJ/AHEJ.
- ◆ **A voter needs to vote "curbside"**
Curbside voting is offered for voters who cannot easily go inside. Get your HEJ/AHEJ if someone asks for curbside service. They will assign two team members to follow the procedures on page 104.
- ◆ **A voter comes with a mail (absentee) ballot**
Minnesota law does not allow voters to return their absentee ballot to their polling place. If a voter comes with a mail ballot your HEJ/AHEJ will explain their options for what to do (page 104).

NEVER TAKE A MAIL (ABSENTEE) BALLOT FROM A VOTER!

Greeter's List

The Greeter's List has the name and address of each person registered to vote in your precinct. Voters registered in a different precinct will not be on the list.

Use this tool if there is a long line to get to the Poll Book Station. Ask voters who are waiting if anyone wants to check their registration.

- ◆ **Ask for the voter's name and address and find them on the list**
- ◆ **If it has their current name and address they are all set**
They do not need to register.
- ◆ **If it shows the voter with an old name or address they need to re-register**
If the voter changed names or moved within the same precinct they need to re-register. This is easy and requires no ID or document. However, if they moved out of the precinct you must direct them to go to the correct precinct.
- ◆ **If it doesn't show the voter they are either in the wrong precinct or need to register**
Confirm they are in the correct precinct. If they are they will need to register. Take a moment and review proof of residence options with them to make sure they have what they need (see Proof of Residence handouts).

Line management

Nobody likes a long line, including voters. Each election, stories surface from around the country of unacceptable wait times to vote. In Minneapolis we want voters to get in and out of the polls promptly.

Lines can form at the Poll Book Station, the Ballot Station, or at the ballot counter. Good traffic flow is a team effort that requires communication and awareness of what's happening in other parts of the polling place.

Different ways to line up voters

The way you organize the line may change based on how busy the polling place is and on your polling place layout.

- ◆ **Single-file**
Most polls operate smoothly with a simple single-file line. If voters have to pass through hallways be sure to have a plan for keeping the line orderly throughout the space. This may mean placing additional greeters or making handwritten signs (supplies are found in the sign bag).
- ◆ **Zig-zag line**
If your polling place can accommodate it, consider a zig-zag line during high-traffic times. While you shouldn't aim to fit as many people as possible into the room, a zig-zag line in a big enough space lets you safely accommodate more voters than a single-file line.

Line management aids

You may need aids to help voters know how to move and where to stand:

- ◆ **Floor markings**
Some polls make floor markings (such as arrows) using the blue painter's tape in your supplies. This tape may not work well depending on the floor surface or color.
- ◆ **Handwritten signage**
Your sign bag has blank paper and markers you can use to make signs as visual cues for lining up. Please use these and DO NOT write on the signs we print for you.
- ◆ **Strategically placed objects**
You can use objects such as chairs or tables to guide voters through the space. You must allow plenty of room for safe and easy movement, including for those using a wheelchair.
- ◆ **Additional greeter judges**
Adding more strategically placed greeters can help maintain order and guide people where to stand in line.

Find a voter's precinct

There are a few easy ways to find a voter's precinct if they have come to the wrong place.

- ◆ **Go to pollfinder.sos.state.mn.us**
This is the official polling place finder from the Office of the Minnesota Secretary of State.
- ◆ **Use a poll book, if available**
The poll book can locate polling places and print driving directions to it (page 77).
- ◆ **Use a paper precinct finder**
The greeter bag has a paper precinct finder with the addresses in your precinct, as well as a citywide version. There are many columns in the precinct finder, but you only need to look at the first four. Find the street in column 1. Find the number range in column 2 that includes the house number you want.

If a precinct boundary goes down the middle of a street, houses on one side will be in a different precinct than those across the street. For this reason, column 3 asks if the house number ends in an odd ("O") or even ("E") number. If both sides of the street are in the same precinct, it will say "B" for both.

Find the ward (W) and precinct (P) number in column 4. Lastly, take out your polling place list (also in the greeter bag) and find the polling place address for that ward and precinct.

POLL BOOK STATION

All voters go to the Poll Book Station first. Most voters are already registered to vote. Those who aren't, will register or update their registration before getting a ballot.

Station duties

- ◆ **Check in voters who are already registered**
See page 36 for instructions.
- ◆ **Check in voters who need to register or update their registration**
See page 40 for instructions.
- ◆ **PNP ONLY: Ask the voter which political party's ballot they would like to receive.**
If the voter asks why choosing a party is necessary, explain that it is required by law and needed to provide them with the correct ballot. This choice not public information. As always, your HEJ/AHEJ can help.
- ◆ **Communicate with the greeter judge to aid line management**
- ◆ **Work with your PRS to get help**
- ◆ **Bundle signature certificates into groups of 25**
Bundle pre-registered signature certificates and Election Day registration signature certificates separately in groups of 25. Do not mix them.

Voter eligibility in Minnesota

To vote in Minnesota you must be:

- ✓ a U.S. citizen
- ✓ at least 18 years old on Election Day
- ✓ a resident of Minnesota for at least 20 days
- ✗ not incarcerated (in prison/jail) for a felony conviction
- ✗ You can vote while under guardianship unless a judge has explicitly revoked your right to vote. You cannot vote if a court has ruled that you are legally incompetent.

UPDATED!

You can wait until Election Day to register in Minnesota. If you want to register before Election Day (aka "pre-registration") you have to do it at least 21 days in advance. All voters in your precinct who pre-register before that deadline will be listed in your poll book.

Teenagers can pre-register to vote when they are 16. The best thing option is for them to go to the state's website mnvotes.gov. Note that the site may not be available on Election Day itself.

NEW!

Voters who pre-register do not need to show ID; voters who register on Election Day must have proof of residence (page 40).

Name and address changes

Those who vote at least once every four years never need to re-register unless they change their name or move to a new address. Any kind of move — even to a new apartment in the same building — requires a new registration. The same is true with name changes, for whatever reason. If a voter's name changes, they must register again.

Some college students (and other voters) have more than one residence (parents or school) — they vote at whichever they consider to be home.

PRE-REGISTERED VOTERS

Checking in pre-registered voters is easy as long as you pay close attention to name spelling when searching for them.

Do's and Don'ts

- ✔ **Do confirm aloud how they spell their last name**
There are many unique name spellings. Don't make assumptions about how a name is spelled or you may end up requiring someone to register who is already in the system.
- ✔ **Do ask the voter to verbally confirm their current address**
This is how we ensure we have the correct voter in front of us. Be sure the match is correct so we don't check in the wrong voter.
- ✘ **Do not ask a pre-registered voter to show photo ID**
Voters who are already registered at their current address are not required to show ID. If a voter hands you an ID (which is common if people frequently misspell their name) it's fine to use it to help search for their name. Tell the voter the ID is not required so that others nearby understand what is happening.
- ✘ **Do not ask for date of birth unless needed to choose the right voter**
Pre-registered voters are only required to give you their name and address. You are allowed to ask for date of birth when needed to choose the right voter. For example, you should verify their date of birth if a father and son living at the same address have the same name — otherwise, you might select the wrong one.

When to get a leadership judge

GET YOUR HEJ/AHEJ

- ◆ **A "Challenged" voters screen appears**
Whenever you see this screen (page 38) ask the voter to hold for a moment and get your HEJ/AHEJ.
- ◆ **A voter wants to report the death of another registered voter**
The HEJ/AHEJ will follow steps on page 106.
- ◆ **A voter has safety-related privacy concerns**
If a voter needs their address kept private for safety reasons, get the HEJ/AHEJ. They will explain some options to the voter (page 105).

GET YOUR PRS

- ◆ **Correct a typo in a pre-registered voter's record**
The PRS will follow steps on page 83 to note the typo on the Roster Correction Form.
- ◆ **Reprint a document that tore or didn't print correctly**
The PRS will follow steps on page 78.
- ◆ **Cancel a check in if you selected the wrong voter**
If you processed the wrong record by mistake get your PRS for help (page 79).

Poll book steps for pre-registered voters

1 Ask the voter to spell their last name

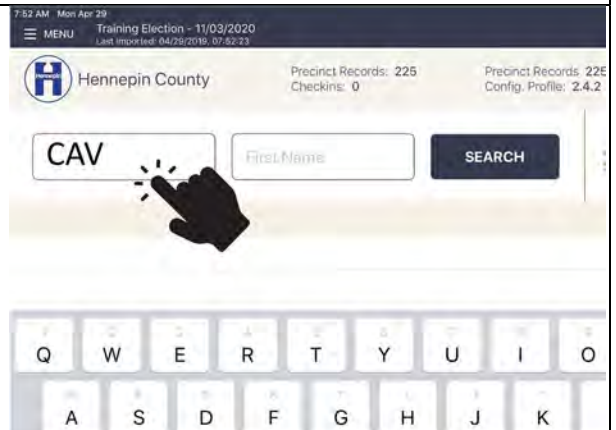


“How do you spell your last name?”

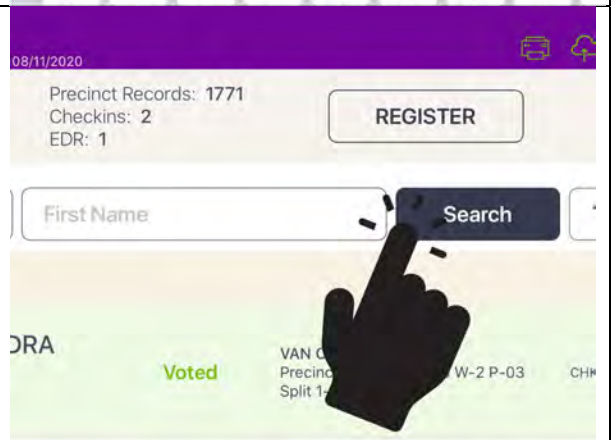


“It’s ‘Cavanaugh’, spelled C-A-V...”

2 Type the first three letters of the voter’s last name
Always start the search with ONLY the first three letters of the last name. Entering a first name increases the risk of not finding the voter if you get just one letter wrong.



3 Press “Search”

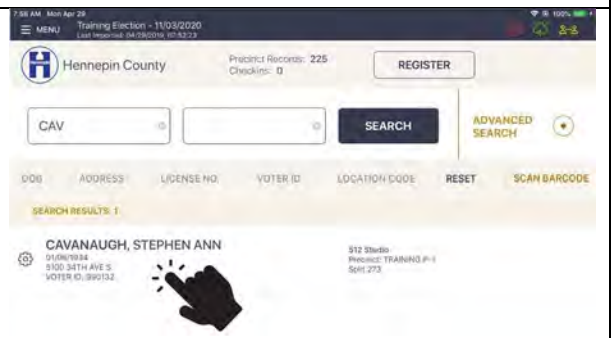


Can’t find the voter’s record?

3a First, verify your spelling, then ask if they had a name change. Ask the PRS for help doing an advanced search (page 76). If you still cannot locate the voter they will need to register.

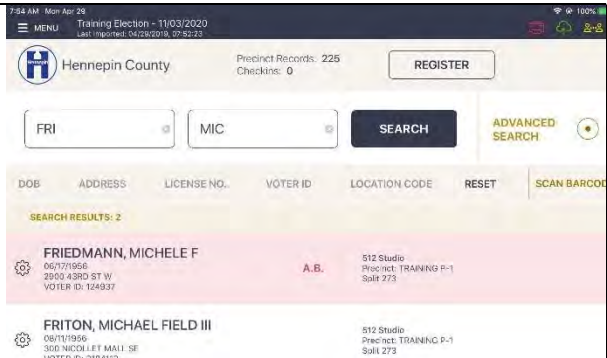


4 Press on the correct record



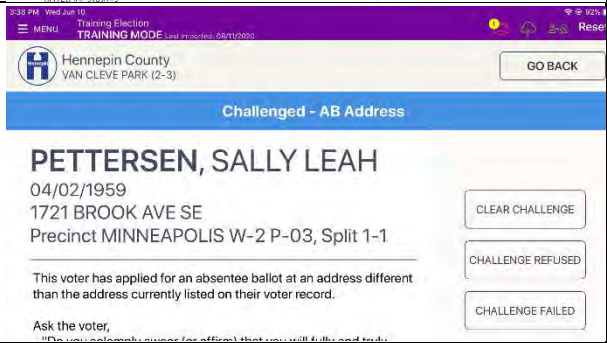
4a Is the record pink and marked "A.B."?
 The person has voted early by mail or in person and cannot vote again.

GET YOUR HEJ/AHEJ

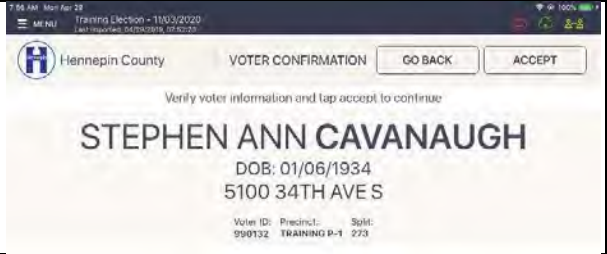


4b Did you press on the record and get a "Challenged" message?
 Politely ask the voter to wait and get the HEJ/AHEJ. Do not read the script on the screen.

GET YOUR HEJ/AHEJ



5 Ask the voter to tell you their address
 Do not show them the screen; the voter must tell you their address.



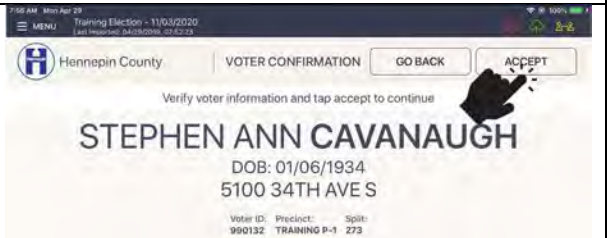
5a Is it an old address (or name)?
 If the voter has changed their name, or moved, ask a PRS to help you update their registration.

GET YOUR PRS



6 Press "Accept"

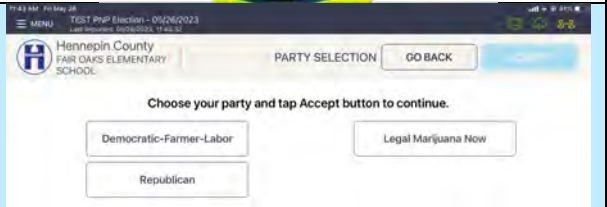
UPDATED!



7 Turn the screen 180 degrees so the voter can complete the next steps



PNP only Ask the voter to select their political party, then tap "Accept"
 Voters may make this selection silently, or may ask you to press the screen for their preferred party.



Have the voter sign directly on the poll book screen

NEW!

8

Ask the voter to check for typos in their name, address or date of birth. Get your PRS to document any typos (page 83).

They may use a stylus or their finger. Their signature will appear when their certificate prints.

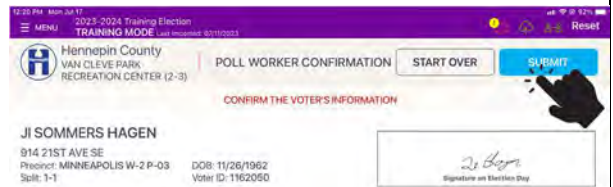
At the PNP, the voter is also asked to confirm that they generally agree with the party they've chosen.



Press "Submit"

9

A signature certificate and voter receipt will print. Although the screen is labelled "Confirm the Voter's Information", skip it and press "Accept" since the voter has already confirmed their information.



Accidentally check in the wrong voter?

9a

On occasion the wrong person gets checked in (for example, a relative in the same house with a similar name). The PRS will help you resolve this, see page 79.

GET YOUR PRS



"This is my sister, not me."

Place the signed signature certificate into the pre-registered voters box

NEW!

10

The voter's signature will now appear on the printed signature certificate.

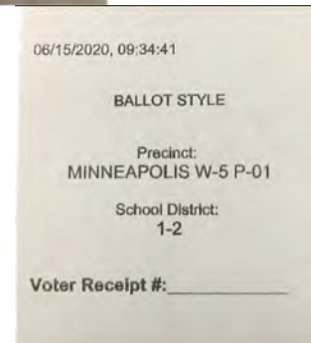
During the day, bundle pre-registered signature certificates in groups of 25.



Hand them their voter receipt and send them to the Ballot Station

11

Do NOT number the voter receipt. That happens at the Ballot Station.



VOTER REGISTRATION

When registering a voter you need to check their proof of residence and enter their information into the poll book.

Options for proving residence

OPTION 1

Present a photo ID with their current name and address

Accepted IDs

- ◆ Valid Minnesota driver's license, learner's permit, or state ID; or a receipt for any of these
- ◆ Tribal ID with name, address, photo, and signature

Notes

- ◆ If showing a receipt, the voter does not need to have a clipped/expired photo ID
- ◆ If the card says "status check" in the lower right-hand corner, it means the voter was not a citizen when they applied for the license. They may or may not have become a citizen since then. The HEJ/ AHEJ must administer the challenge procedure found on page 106.
- ◆ The voter is not required to live on a tribal reservation to use a tribal ID to prove residence

OPTION 2

Present both an outdated ID and a current bill or document

IDs

Can be expired but must have voter's photo and current name

- ◆ Driver's license, learner's permit, or state ID from any state or U.S. territory
- ◆ U.S. Passport/U.S. Passport Card
- ◆ U.S. Military or Veteran ID
- ◆ Tribal ID with name, signature, and photo
- ◆ Minnesota university, college, or technical college ID
- ◆ Minnesota high school ID

Documents

Must have the voter's current name and address. Can be shown electronically (smartphone, etc.).

- ◆ **Bills, account, or start-of-service statements**
Must be due or dated within 30 days of the election. If applicable, use the date when service starts.
 - ◆ phone, TV, or internet
 - ◆ solid waste, sewer, electric, gas, or water
 - ◆ banking or credit card
 - ◆ rent or mortgage
- ◆ **Residential lease or rent agreement valid through Election Day**
If a lease is in an automatic renewal period and you cannot tell if it is valid through Election Day, it cannot be used. You must be able to confirm that the lease goes through Election Day from the document itself.
- ◆ **Current student fee statement**

YOU CAN ONLY ACCEPT THE IDs AND DOCUMENTS NAMED HERE.

OPTION 3**Bring a voter from the precinct to confirm their address**

A voter from the same precinct can sign an oath confirming the residence of up to eight others. This is called vouching. The person signing the oath is the voucher.

The person vouching for the voter must:

- ◆ Live in the same precinct as the voter
- ◆ Personally know the voter lives in the precinct
- ◆ Register to vote either before or on Election Day (but not by also being vouched for)
- ◆ Not vouch for more than eight voters

OPTION 4**Bring residential facility staff to confirm their address**

If the voter lives in a residential facility, a facility staff person can vouch for their address. They may vouch for an unlimited number of residents at the facility. The staff person must prove they work at the facility in one of these ways:

- ◆ Show a facility employee photo ID
- ◆ Be named as an employee in a statement on facility letterhead signed by a manager or equivalent
- ◆ Be named on a certified list of employees sent to the precinct (rarely happens)

Residential facilities include assisted-living facilities, battered women's shelters, group residential housing, homeless shelters, nursing homes, residential chemical treatment centers, residential facilities for persons with developmental disabilities, supervised-living facilities, transitional housing, and veterans' homes.

Apartments, condos, and student dorms are not residential facilities.

OPTION 5**Be on a student housing list and show student photo ID**

Colleges can send a list of students who live in campus dorms in the precinct. If a voter is on list they only need to show you a valid student photo ID.

OPTION 6**Have an existing registration in the same precinct**

If a voter is already registered in the precinct but changed names or moved within the same precinct, then their registration listed in the poll book serves as proof of residence.

No ID or documents are required.

OPTION 7**Bring a Notice of Late Registration Letter**

If a voter registers too close to Election Day their record will not be in the poll book. Hennepin County may have sent them a letter called a Notice of Late Registration. They can show you the letter as proof of residence. They still must register since their registration is not active yet.

No ID or documents are required.

Tips about proof of residence

- ◆ **The list of documents and IDs is exclusive**
If a voter brings a document or ID that is not on the official list of options, it cannot be used to register. This is true even if the document is from a government office.

- ◆ **Voters can show certain documents on their phone, rather than on paper**
If a voter is showing an old ID plus a document with their current address (see page 40), it can be shown electronically (smartphone, tablet, etc.) or on paper.
- ◆ **Voters can go home to get what they need and return**
If a voter did not bring proof of residence, they can leave and come back with it later. Please confirm first that the voter is in the right precinct; avoid having the voter come back, only to be sent somewhere else.
- ◆ **College student residency**
College students, like all voters, must vote from the address they currently consider home. They must determine whether the place they consider home is where they live while attending school or another residence such as a parent's. A special provision for Election Day registration for students is on page 41.
- ◆ **Voters experiencing homelessness**
See page 82.



Minneapolis City Council Chambers (1905)

Credit: Minnesota Historical Society

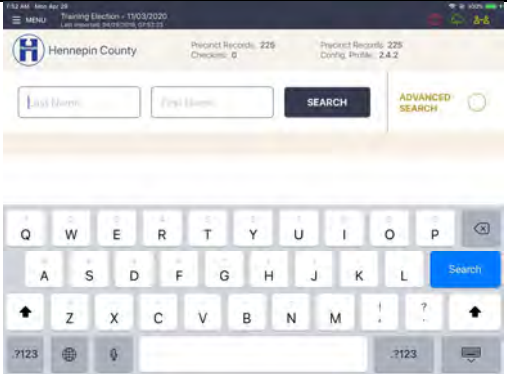
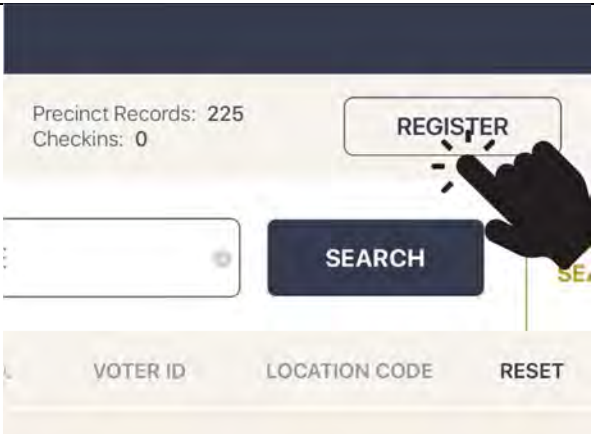
Process voter registrations in the poll book

GET YOUR PRS

When to get a leadership judge

- ◆ **The voter can't find a proof of residence option they can use**
Confer with a leadership judge when you've reviewed options with the voter and haven't found a proof of residence they can use. When putting heads together it's common to find there is something you missed that will work for them. Let the voter know they can go home to get something they need and return later.
- ◆ **The voter has unique residency circumstances (sleeps outdoors, new housing, students)**
Sometimes residency rules aren't clear to voters. Your PRS or HEJ/AHEJ can help.
- ◆ **You need to reprint a document that tore or didn't print correctly**
The PRS will follow instructions on page 78.
- ◆ **You made a typo when entering their information and you already pressed "Submit"**
The PRS will note the error on the signature certificate (page 83).
- ◆ **You need to use the Precinct List of Persons Vouching Form**
- ◆ **The address you entered is not found in the poll book**
The PRS will troubleshoot using the steps on page 82.

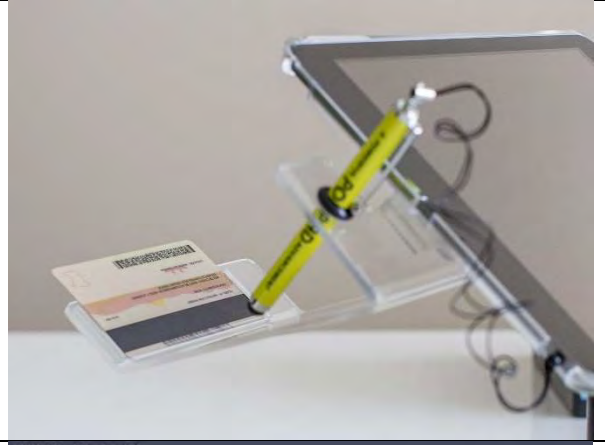
REGISTRATIONS AREN'T ALWAYS SIMPLE – ASK FOR HELP!

<p>Check and double-check the voter isn't in the poll book</p> <p>1 Search multiple ways to be 100% sure they are not already registered.</p> <p>If needed, ask a PRS for help with the "Advanced Search" feature.</p>	
<p>Ask the voter what proof of residence they have and verify that they have what they need.</p> <p>2 Do this <u>before</u> you press the "Register" button.</p> <p>If the voter doesn't have proof of residence ask your PRS to think through all the options. Often another judge finds an option you missed.</p>	<p style="text-align: right;">☞</p> <p style="text-align: center; font-size: 1.2em;">"What did you bring today as proof of residence?"</p>
<p>Select "Register" in the upper right</p> <p>3 This <u>ONLY</u> appears when you have searched at least once for the voter.</p>	

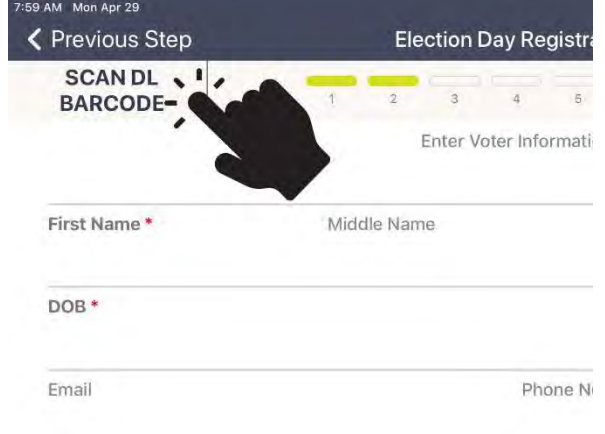
4 Ask the eligibility questions
 Select "Yes" (as applicable) then press "Next" in the upper right.



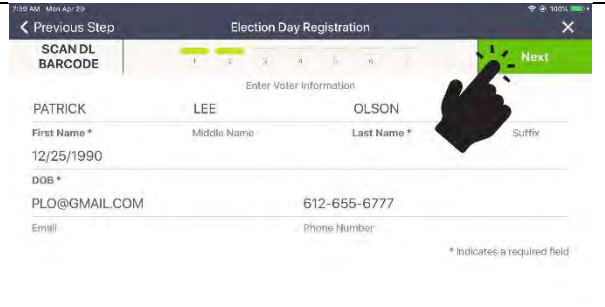
5 Skip to Step 6 if voter doesn't have a Minnesota ID
 Put their Minnesota license in the ID tray with the barcode facing you.



5a Press "Scan DL Barcode" in the upper left
 The camera will read the barcode. Make sure there is no glare from bright light on the barcode.
 Don't forget to give the ID back to the voter.



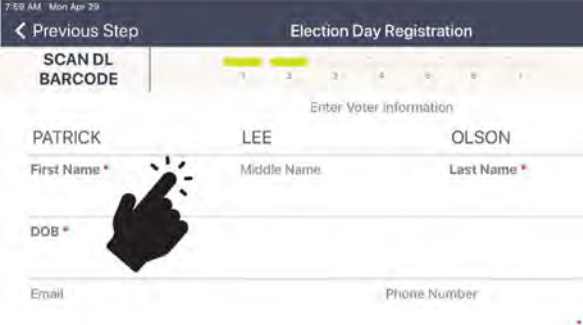
5b Enter their phone number or email address (optional), then press "Next"



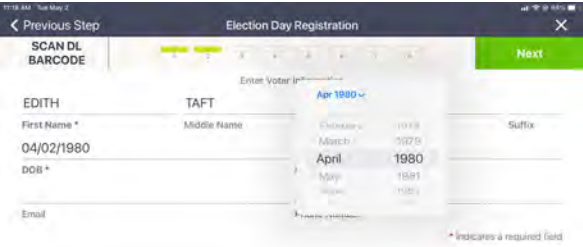
6 Skip to Step 7 if you scanned a Minnesota ID
 Enter voter's name and date of birth.

“How do you spell your full name?”

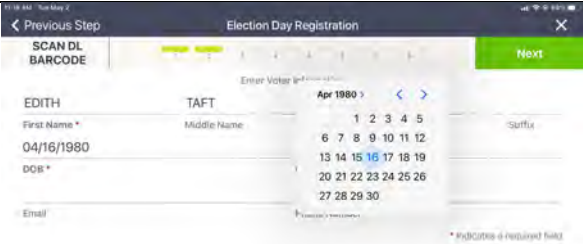
6a Carefully type their name (including middle name if they have one)
 Ask them to spell it out loud to you. Do not make assumptions about how it is spelled.



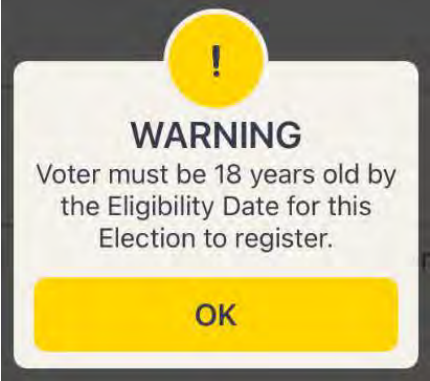
6b Press the “DOB” field and always adjust the year first! **UPDATED!**
 If you adjust the month or day before the year you will get an error (the year defaults to an underage voter).
 Begin by tapping into the DOB field.
 Select the year and month, then tap the combination in blue, at the top of that window.



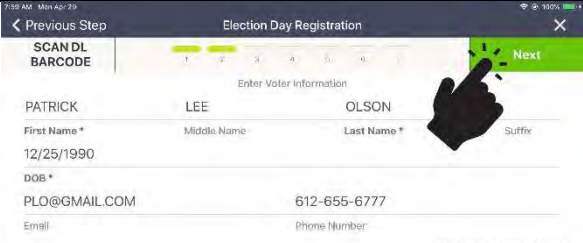
6c A calendar will display for the month you selected
 Select the exact date, then press “Next.”



6d If you get an error message about being underage, press “OK” and try again by adjusting the year first

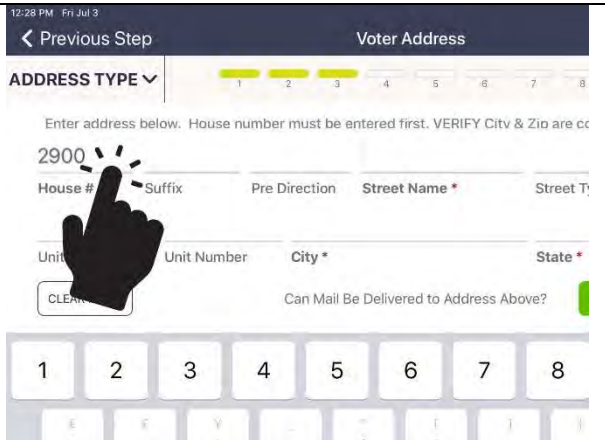


6e Enter their phone number or email address (optional), then press “Next”



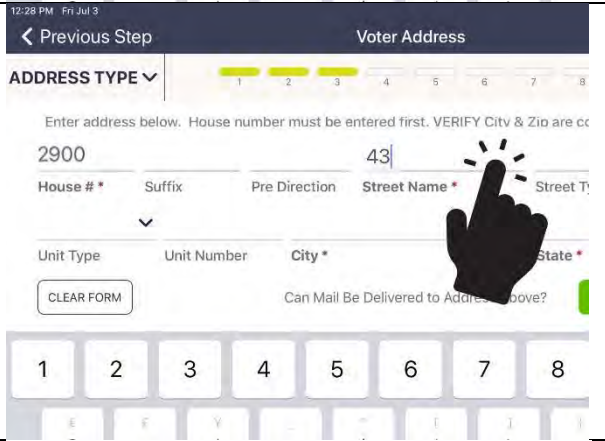
7 Enter their house number

7 If the house number includes “½” (for example, 914½) enter “1/2” in the suffix field. Get your PRS if they are currently without a permanent address.

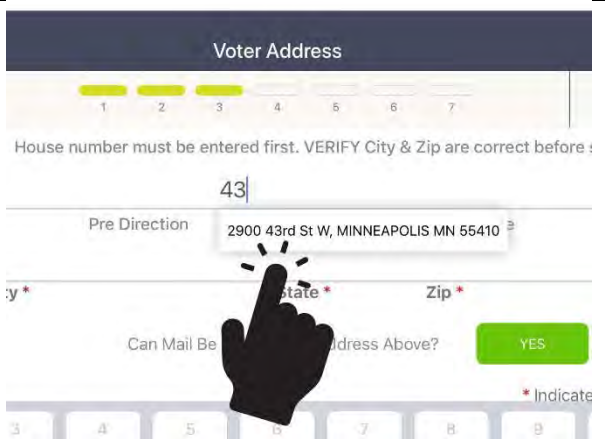


8 Tap “Street Name,” enter just the first part of the street name, and then wait

8 For example, type “43rd” for “43rd St W” or “Park” for “Park Ave S” and then pause.

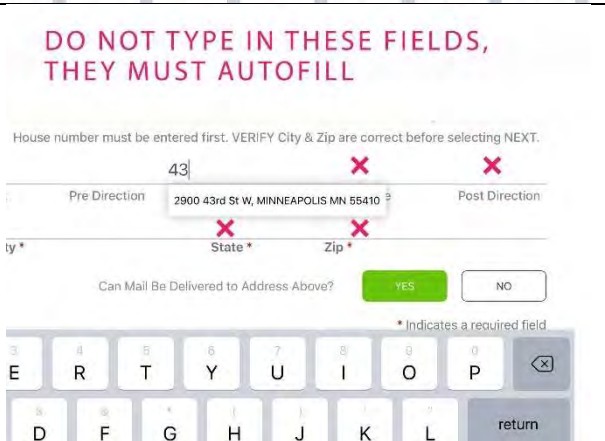


8a Choose the correct address from the drop-down list that appears



8b Warning! Let all the other fields auto-fill!



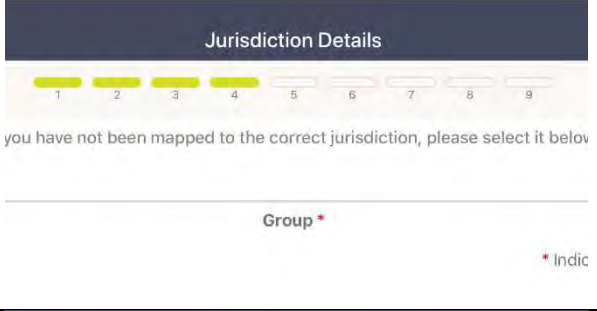
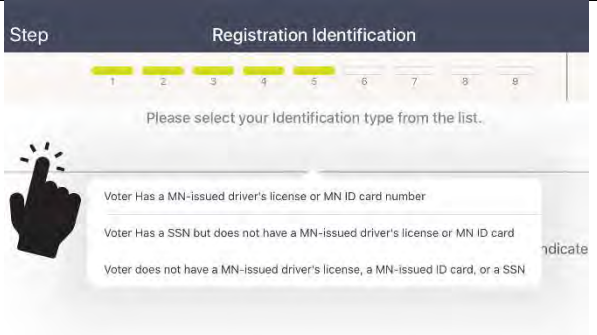
8b Do not type the pre-direction, street type, post-direction, city, state or zip fields or you may get an error.



9 Ask if there is an apartment or unit number

9 If so, tap on “Unit Type”, make a choice, then enter the “Unit Number.”

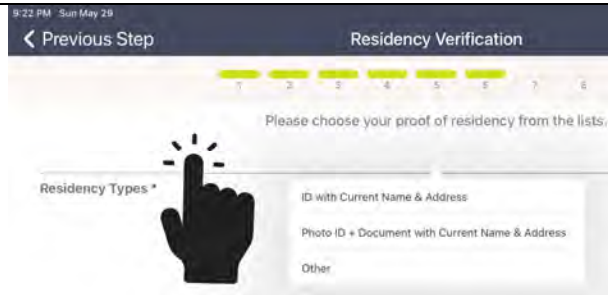
“Is there an apartment number or unit number I can put down?”

<p>10 Ignore “Can Mail Be Delivered to Address Above?”</p> <p>This question is for rural residents without mail service. Leave this defaulted to “Yes” even if the voter has mail forwarded to a P.O. Box.</p>	
<p>11 Press “Next”</p> <p>If the apartment field was blank the screen will verify that you remembered to ask. Press “No, go back” or “Yes, I did” as needed.</p>	
<p>11a Does the next screen say “Jurisdiction Details”?</p> <p>This means the address is in another precinct OR does not exist in the system. The number one reason this happens is because a judge didn't let all fields auto-fill (see step 8).</p> <p>Press “Previous Step” and re-enter the address. If you get the same error ask your PRS for help.</p>	
<p>12 Ask for an identification number</p> <p>This screen asks for an identification number that could later be linked to the Minnesota driver's license or Social Security databases.</p> <p>If they don't have a number to give you, choose the third item in the drop-down list.</p>	

13

Choose the correct proof of residence option from the drop-down menu

Use the table below to help navigate the poll book for each proof of residence.




PROOF OF RESIDENCE	NAME IN POLL BOOK DROP-DOWN FOR "RESIDENCY TYPES"	NOTE ON ENTERING DETAILS IN THE POLL BOOK
Photo ID with their current name and address	"ID with Current Name & Address"	
Outdated ID plus a current bill or document	"Photo ID + Document with Current Name & Address"	
Voter from the precinct to confirm their address	"Other," then "Vouched For"	For additional steps, see page 51.
Residential facility staff to confirm their address	"Other," then "Vouched For"	For additional steps, see page 51.
Student housing list plus student photo ID	"Other," then "Student ID with College List"	
Existing registration in the same precinct	"Other," then "Valid Registration in Same Precinct"	Remember, no ID or document are required.
Notice of Late Registration letter	"Other," then "Notice of Late Registration"	Remember, no ID is required.

13a

If the voter is unable to register ...

It is not always possible to register someone to vote on Election Day. If the voter moved recently, for instance, they may not be able to produce appropriate proofs of residence. Before telling any voter that we cannot help them, it is important to get someone else to help. Another pair of eyes, especially a judge with more training or experience, just might be able to see something that was missed before. The extra effort is worthwhile.

<p>14 Enter previous registration information (Optional)</p> <p>Particularly helpful if the voter has moved from out of state, or if they volunteer the information. Press 'Next'</p>	
<p>15 Turn the screen 180 degrees for voter to complete the next steps</p>	
<p>PNP Only Ask the voter to select their political party, then tap "Accept"</p> <p>Voters may make this selection silently, or may ask you to press the screen for their preferred party.</p>	
<p>16 Have the voter sign directly on the poll book screen NEW!</p> <p>Ask the voter to check their name, date of birth and address on the screen. We want to catch any typos before submitting.</p> <p>They may use a stylus or their finger. Press "Next" when done. The voter's signature will appear when their paperwork prints.</p> <p>At the PNP, the voter is also asked to confirm that they generally agree with the party they've chosen.</p>	
<p>17 Add your initials in the "Initial" box and press "Submit"</p>	
<p>18 Fold the document in half and put it in the Election Day Registration box</p>	
<p>19 Hand them a voter receipt and send them to the Ballot Station</p> <p>Do NOT number the voter receipt. That happens at the Ballot Station.</p>	

Update an existing registration in the precinct

If a registered voter has moved within the same precinct or changed names, they need to re-register. However, their existing registration serves as proof of residence. They do not need to show ID or documents.

1 Search for the voter and press on their record

7:58 AM Mon Apr 20
Training Election - 11/03/2020
Last modified: 04/20/2020 07:57:23

Hennepin County Precinct Records: 225
Checkins: 0 REGISTER

CAV SEARCH ADVANCED SEARCH

DOB ADDRESS LICENSE NO. VOTER ID LOCATION CODE RESET SCAN BARCODE

SEARCH RESULTS: 1

CAVANAUGH, STEPHEN ANN
01/06/1934
1000 34TH AVE S
VOTER ID: 990133

932 South
Precinct: TRAINING P-1
Split: 273

2 Press "Update Registration" Instead of pressing "Accept," press "Update Registration" at the bottom of the screen.

7:54 AM Mon Apr 20
Training Election - 11/03/2020
Last modified: 04/20/2020 07:54:23

Hennepin County VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

STEPHEN ANN CAVANAUGH
DOB: 01/06/1934
5100 34TH AVE S

Voter ID: 990132 Precinct: TRAINING P-1 Split: 273

Update Registration

3 Enter the new information The registration screen will appear with the voter's current information already filled in. Once you click into the "House #" field, that will disappear. Change the information as necessary.

< Previous Step Voter Address

ADDRESS TYPE

Enter address below. House number must be entered first. VERIFY City & Zip are correct

2900
House # Suffix Pre Direction Street Name * Street Type

Unit Number City * State *

CLEAR Can Mail Be Delivered to Address Above?

1 2 3 4 5 6 7 8

4 You do need to ask for an ID number in Step 12 Every registration is asked for an identification number that could later be linked to the Minnesota driver's license or Social Security databases. If they don't have a number to give you, choose the third item in the drop-down list.

Step Registration Identification

Please select your Identification type from the list.

Voter Has a MN-issued driver's license or MN ID card number

Voter Has a SSN but does not have a MN-issued driver's license or MN ID card

Voter does not have a MN-issued driver's license, a MN-issued ID card, or a SSN

5 Choose "Valid Registration in Same Precinct" as proof of residence On the Residency Verification screen, select "Other" on the "Residency Type" line. On the "Type of ID" line, select "Valid Registration in Same Precinct."

< Previous Step Residency Verification

Please choose your proof of residency from this list.

Other
Residency Types *

Vouched for:

Notice of Late Registration

Valid Registration in Same Precinct

Student ID with College List

Process a voucher in the poll book

GET YOUR PRS

If a voter has someone vouch for their residence there are extra steps to complete on the poll book screen. Ask a PRS to help if you're not 100% confident on the vouching process.

1 Check the Precinct List of Persons Vouching Form (except for residential facility staff)

This form (page 146) tracks the eight-person limit someone can vouch for. Find the form and confirm the voucher has not reached their limit. Keep the form nearby, as you will fill it out in the last step.

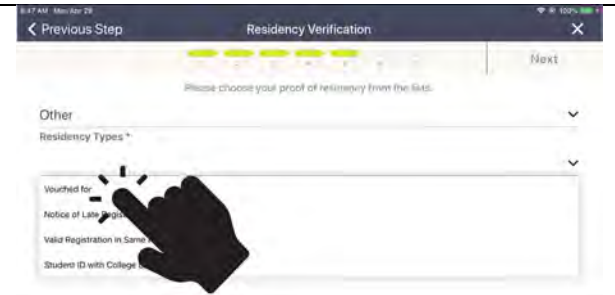
Note: residential facility vouchers are not tracked on this form, as they can vouch for all eligible residents and are not limited to 8.



1

2 Choose "Vouched For" as proof of residence

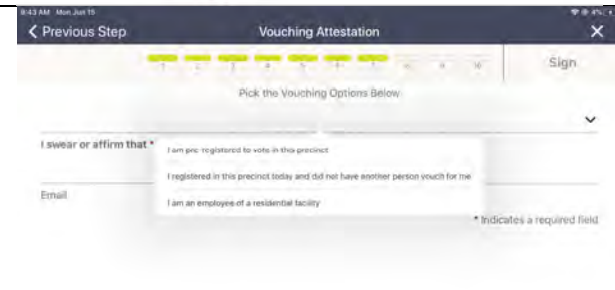
On the Residency Verification screen, select "Other" on the "Residency Type" line. On the "Type of ID" line, select "Vouched For."



2

3 Select type of voucher

Select whether the voucher (not the voter) is pre-registered, registered today, or is an employee of a residential facility.

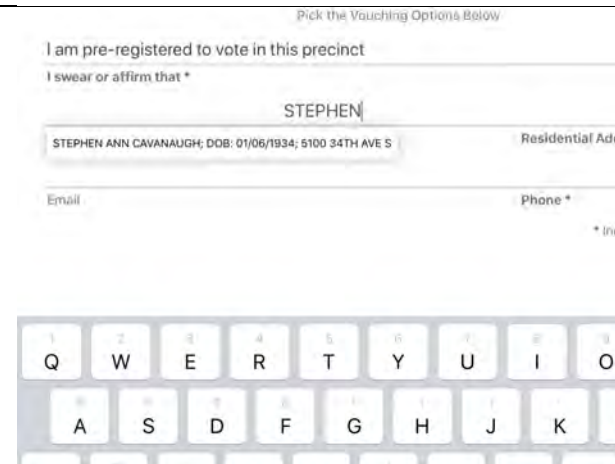


3

4 Enter the voucher's name

Remember, you are entering the voucher's information, not the voter's.

Touch the "Voucher Name" line and begin typing the voucher's name. Then pause. A list of pre-registered voters will appear. Verify the voucher's name and address so you select the correct one. The voucher's name and address will auto-fill.



4

5 Enter the voucher’s phone number
 If the voucher is an employee of a residential facility, enter the name of the facility.

6 Press the keyboard icon to return to top of the page
 You can't see the top of the screen until you hide the keyboard.



7 Press “Sign”
 You and the voucher will sign the screen.

8 Complete the registration process as usual

9 Fill out the Precinct List of Persons Vouching Form
 You need to tally how many people each voter has vouched for (except residential facility vouchers).

Office of the Minnesota Secretary of State
 PRECINCT LIST OF PERSONS VOUCHING
 City/Town: MINNEAPOLIS 2022 General Ward 1 Precinct 1

- To be completed by election judges.
- Use to track the number of people vouched for by each voucher.
- Cross out the next number each time that person vouches for a registrant.
- Employees of residential facilities may vouch for an unlimited number of facility residents who are registering to vote at the facility's address. Otherwise, vouchers may only vouch for a maximum of eight registrants.

Voucher's Name	Voucher's Voter ID No.	Number Vouched for on Election Day
Kassian, Odair Zito	2024667	1 2 3 4 5 6 7 8
1.		1 1 1 4 5 6 7 8
2.		1 2 1 4 5 6 7 8
3.		1 1 1 4 5 6 7 8
4.		1 1 1 4 5 6 7 8
5.		1 1 1 4 5 6 7 8
6.		1 1 1 4 5 6 7 8

BALLOT STATION

The key to success at the Ballot Station is to number and organize voter receipts carefully!

Station duties

- ◆ **Number and organize voter receipts**
See page 53.
- ◆ **Give voter instructions**
- ◆ **Read the ballot instruction script to each voter**
See page 55.
- ◆ **Review rules with any assistants a voter brings**
See page 57.
- ◆ **Give voters their ballots and direct them to a voting booth or ballot marking device**
- ◆ **Help voters use the ballot marking device**
See page 58.
- ◆ **Spoil ballots and give a replacement**
See page 57.

When to get a leadership judge

GET YOUR HEJ/AHEJ

- ◆ **More ballots need to be prepared**
- ◆ **A voter abandoned their ballot and left without trying to put it in the ballot counter**
- ◆ **Any issues with voter receipt management (for instance, counts are off)**

Numbering & organizing voter receipts

1

Collect and number the voter receipt BEFORE you give the ballot

Never give out a ballot unless the voter hands you a voter receipt first.

2

PNP ONLY: Check the party preference on the receipt

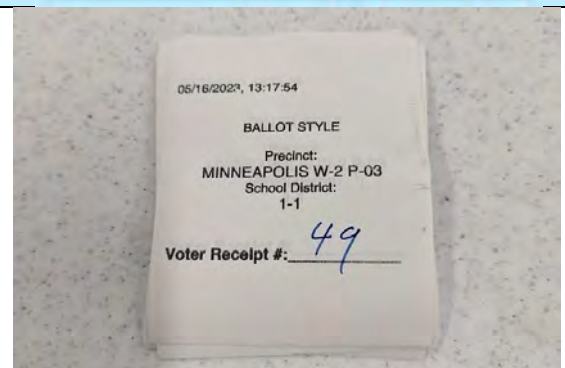
Be sure to give the voter the ballot they've requested, as marked on their receipt. If they want a different party's ballot than is shown, complete the Party Preference Change Form.



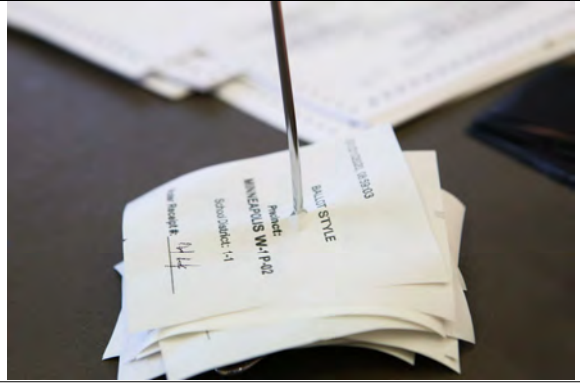
3

Number each voter receipt sequentially

You will keep a running total of voter receipts and write it on the front of each voter receipt. For example, write "156" on the 156th voter receipt for the day. For reference, look at the number of the last voter receipt collected.



4 Place the voter receipt on the spindle




5 **Bundle voter receipts in 25's during the day**
Group them together with a paperclip and store bundles in the Used Voter Receipts Envelope.

Municipality _____
Ward/Precinct _____
Election _____

Used Voter Receipts Envelope

Total number of Used Voter Receipts enclosed: _____



Seal and return to city hall on election night

18

ALWAYS NUMBER THE RECEIPT BEFORE YOU GET THEIR BALLOT

Giving voter instructions

You must read the same script to each voter and be careful to avoid influencing how they vote.

Do's and don'ts

- If asked, do let the voter know they can use their smartphone in the booth to research candidates or ballot questions
- Always offer use of the ballot marking device — some voters aren't aware it's an option
- Do use the same ballot instruction script for each voter
- Do give instructions to several voters at once if it's helpful
- Do not answer questions about specific candidates or ballot questions
- Do not point out (or point to) specific items on the ballot

Ballot instruction script for a Municipal Election

"As part of our job we give brief ballot instructions.

Here is your ballot. There is only one race today.

Booths and tables are there.

Let me know if you'd like to use the accessible ballot marking device. If you mis-mark the ballot come back for a new one.

When finished take your ballot to the ballot counter."

Ballot instruction script for a Presidential Nominating Primary

"As part of our job we give brief ballot instructions.

Here is your ballot. There is only one race today.

Completely fill in the oval next to your choice.

If you make a mistake and need a new ballot bring this back here and we can get you a new ballot.

When you are done, bring the ballot to the ballot counter.

You can vote at any of the booths, or if you wish we have a machine that can mark your ballot for you."

Your City. Your Vote.

How to complete a ranked choice ballot

1	1 st Choice Select One	2	2 nd Choice If any, must be different from your 1 st choice	3	3 rd Choice If any, must be different from your 1 st and 2 nd choices
<input type="radio"/>	WEBBER PARK Parks Party	<input checked="" type="radio"/>	WEBBER PARK Parks Party	<input type="radio"/>	WEBBER PARK Parks Party
<input checked="" type="radio"/>	BELTRAMI PARK Parks United	<input type="radio"/>	BELTRAMI PARK Parks United	<input type="radio"/>	BELTRAMI PARK Parks United
<input type="radio"/>	LOWRY PARK Parks United	<input type="radio"/>	LOWRY PARK Parks United	<input type="radio"/>	LOWRY PARK Parks United
<input type="radio"/>	POWDERHORN PARK Parks Party	<input type="radio"/>	POWDERHORN PARK Parks Party	<input checked="" type="radio"/>	POWDERHORN PARK Parks Party

STEP 1:

Choose your top candidate. This is your 1st choice candidate and will be the vote that is considered first.

STEP 2:

If you have a 2nd choice (not required), you may select another candidate. This must be different from your 1st choice candidate.

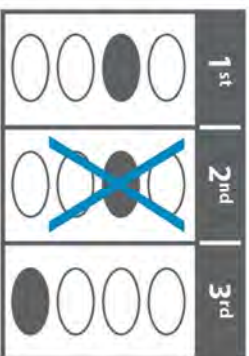
STEP 3:

If you have a 3rd choice (not required), you may choose another selection. This must be different from your 1st and 2nd choices.

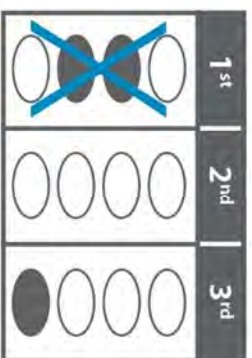
How votes are counted:

All 1st choice votes are counted. If no candidate has the required number of votes to win, candidates that have the fewest votes are eliminated. This process continues until a candidate has enough votes to win. Election officials only use your 2nd or 3rd choice if your 1st choice has already been eliminated.

BALLOT ERRORS



Do not choose the same candidate more than once.

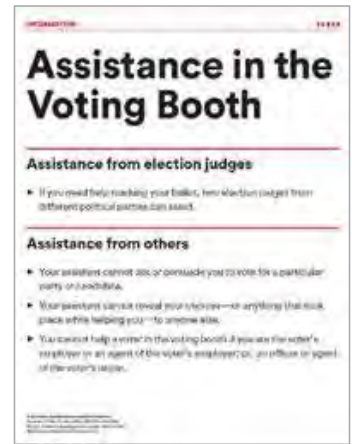


Do not choose more than one candidate in the same column.

Giving rules to assistants helping in the booth

Voters can bring someone to help them in all parts of the polling place, including in the voting booth. The only person who can't help them is an agent of the voter's employer or union.

Point to the laminated document at your station with the rules and ask assistants and voters to read it.



Handing the ballot to the voter

<p>1 Make sure each ballot was initialed by two Election Judges in the upper-right corner</p>	<p>Special Election Ballot in County, Minnesota February 4, 2020</p> <p>Instructions to Voters: Fill in the oval(s) next to your choice(s) like this: ●</p>
<p>2 Offer the voter a secrecy folder This is a manila folder to cover their votes while waiting to put the ballot in the ballot counter. Voters don't have to take one and many choose not to.</p>	
<p>3 Direct the voter to an empty booth or to the ballot marking device</p>	

Spoiling ballots and issuing a replacement

If a voter makes a mistake on their ballot, they can turn it in and get a new one. Ballots that voters give back due to an error are called "spoiled" ballots.

- 1. Find the Spoiled Ballot Envelope**
- 2. Have the voter place their ballot directly into the Spoiled Ballot Envelope**
Do not write anything on the ballot. Ask the voter to insert it themselves unless they request assistance. They can fold it if it's longer than the envelope.
- 3. Give a new ballot to the voter**

Ballots abandoned by voters

A ballot is abandoned if the voter leaves without trying to vote it in the ballot counter. These ballots cannot be counted.

GET YOUR HEJ/AEJ IMMEDIATELY IF A VOTER ABANDONS THEIR BALLOT AND LEAVES.

Helping voters use the ballot marking device

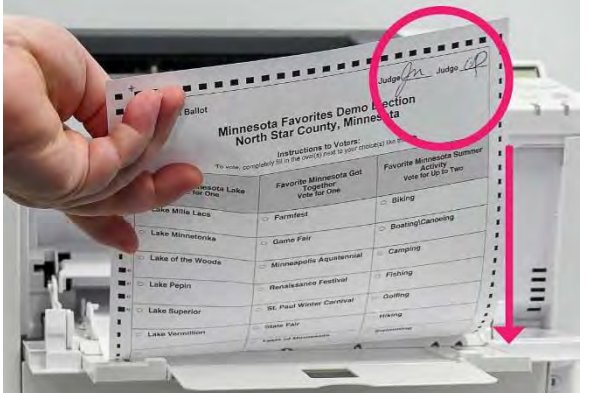
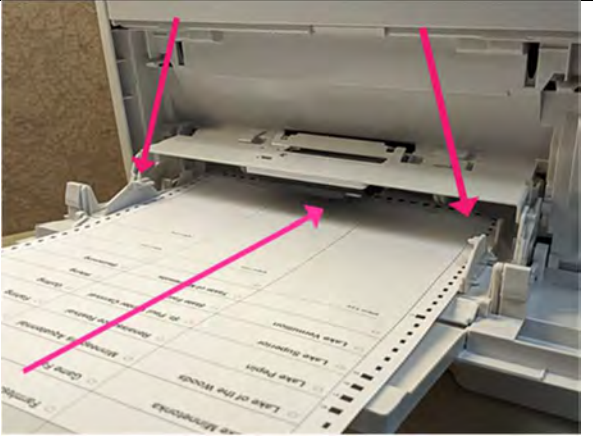

Any voter can choose to use the ballot marking device to complete their ballot. It provides privacy and independence to voters who cannot, or choose not, to vote using a pen, including voters who prefer spoken rather than written words.

This may change for the PNP – look for updated instructions.

**PLEASE USE THE DEVICE YOURSELF WHEN YOU VOTE!
YOU’LL GET MORE FAMILIAR WITH IT AND WILL BE MORE HELPFUL TO VOTERS.**

Preparing the ballot marking device for use

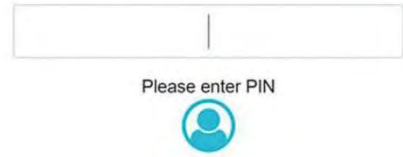
You will need to load the ballot, enter a PIN, and give instructions to voters before they can use the device.

<p>1 Load the ballot with the Election Judge initials facing down and toward you</p> <p style="color: red;">Double-check this is correct – if not, the voter will have to redo their entire ballot!</p>	
<p>2 Make sure the ballot is tight against the width guides and the back of the tray</p>	
<p>3 Turn headphones volume dial up to 100%</p> <p>There is a volume dial on the headphone cord. Turn this up all the way.</p>	

OMNIBALLOT TABLET

Enter the Election Judge PIN

4 Tap on the field in the middle of the screen and enter the PIN. We email the PIN to all judges the weekend before the election. Ask your HEJ/AHEJ if you do not know it.



Explain the navigation options

5 The voter can choose to mark their ballot using touch screen, a braille navigation pad, or a three-button device. Let them know that there are headphones if they'd like audio while they mark the ballot.

Please select an experience



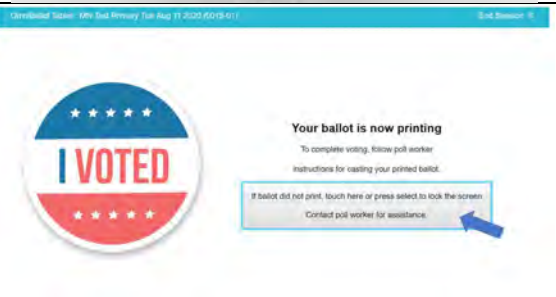
Set up the three-button device (if requested)

5a This should be stored behind the screen (if it's not, check the black printer case). Ask the HEJ/AHEJ for the USB compartment key. Unplug the navigation pad and plug in the three-button device.

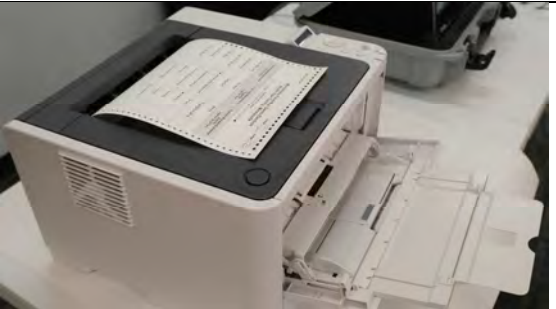


Tell the voter to press the gray button if the ballot does not print right away

6 This is essential! If they don't do this they may need to mark all their choices again.





7 Tell the voter to bring their marked ballot to the ballot counter

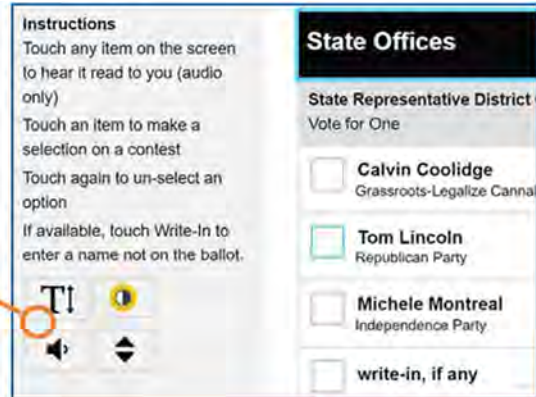


8 Give the voter privacy but remain nearby for help



Ballot marking device controls

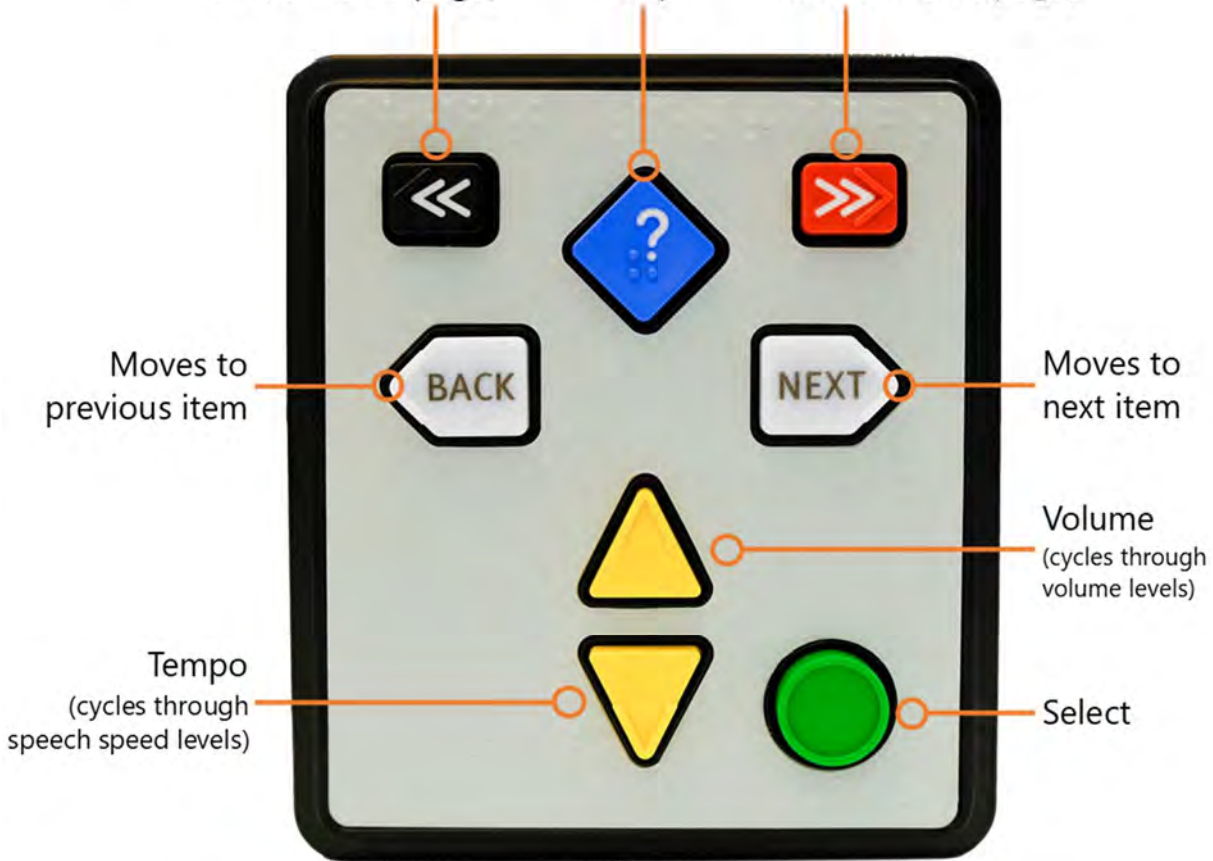
-  Font size
-  Volume
-  Screen contrast
-  Speech tempo



Home (moves to the first item on a page)

Help

End (moves to the last item on a page)



Previous



Select



Next

BALLOT COUNTER STATION

Your job at the Ballot Counter Station is to make sure each voter is able to cast their ballot successfully.

Station duties

- ◆ **Remain near the ballot counter at all times**
No one except voters and judges is allowed within six feet of the ballot counter.
- ◆ **Give instructions and manage the line**
See page 61.
- ◆ **Help with ballot errors**
See page 62.
- ◆ **Have each voter stay until the ballot counter accepts the ballot**
- ◆ **Give an "I Voted" sticker and thank them**
Hand them the sticker rather than placing it on their person.

When to get a leadership judge

GET YOUR HEJ/AHEJ

- ◆ **A ballot is jammed (or any mechanical issue)**
- ◆ **The number of ballots is nearing 1,000**
Keep an eye on the "Public Count" near the top of the screen. Your HEJ/AHEJ will have judges empty the box when it approaches 1,000.
- ◆ **A voter leaves before seeing an error screen**
This ballot cannot be spoiled! Get your HEJ/ AHEJ to help.
- ◆ **A voter abandoned their ballot and left without trying to put it in the ballot counter**

Voter instructions and line management

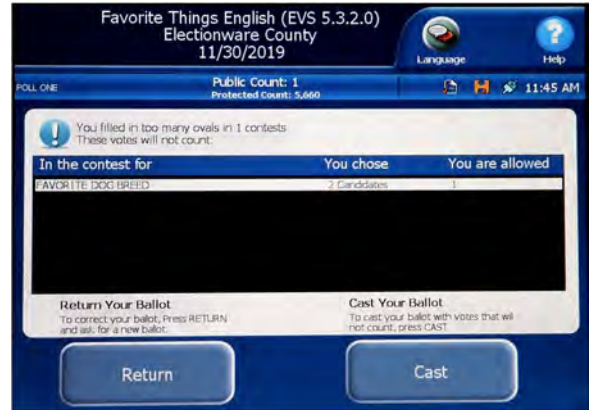
- ◆ **Stand far enough away to give each person privacy**
You want to be able to monitor the screen for ballot errors while still giving them privacy.
- ◆ **Prepare each voter with simple instructions**
Voters aren't always sure how to insert the ballot. Tell people as they approach,
"You can insert your ballot in any direction [there is no right side up]." Wait until you see the "Thank you" screen before leaving.

Unless a voter asks for help let them insert the ballot themselves. The privacy folders can sometimes get in the way of feeding the ballot. Encourage the voter to remove their ballot from the folder before placing it into the scanner.
- ◆ **Watch for error screens and help when needed**
- ◆ **Keep the line moving**
Sometimes the ballot counter line becomes a bottleneck. As soon as you see the "Thank You" screen, motion for the voter to step aside and get their sticker. This helps keep the line moving. If helpful ask another judge to give stickers so you can focus on moving the line.

Helping voters with ballot errors

If a voter makes a mistake that will cause that office to not be counted the ballot counter screen will warn them.

- ◆ **Read the message on the screen together**
 - ◆ **The message will say which office(s) have an error.**
 - ◆ **If the voter does not understand and wants to look at their ballot, they can press "Return"**
If helpful, two judges from different major political parties can discretely review the ballot with them and explain the error.
- ◆ **Tell the voter their options**
 - ◆ **If the voter wants a replacement ballot, ask them to press "Return" on the screen**
Then have them bring it to the Ballot Station for a replacement.
 - ◆ **If the voter wishes to vote a ballot with errors, "as-is," ask them to press 'Cast' on the screen**
Make sure the voter does this themselves! Any races without an error will count, and any races with an error will not be counted.



Types of ballot marking errors

Skewed ballot

Although the ballot counter takes ballots in any orientation, it may have been inserted at an awkward angle. Have the voter reinsert it in different orientations with two hands to make sure it goes in straight.


Blank ballot

The ballot counter will show an error message if the ballot is completely blank. The voter can either go back and make choices or cast a blank ballot (which does happen on occasion).

Voting for too many candidates in a race

Each office or ballot question tells a voter how many choices can be marked. For example, they can only choose one candidate for president. In at-large races, they may be able to make more than one choice (though they don't have to). Sometimes the ballot counter will read a stray pen mark as a filled-in oval.

Voter's Bill of Rights

- 1. Have time off work to vote**
Voters have a right to take time off work to vote in a state, federal or regularly scheduled election without reduction in pay, personal leave, or vacation time.
- 2. Vote if in line by 8 p.m.**
Voters have the right to vote if they are in line at the polling place by 8 p.m..
- 3. Register on Election Day**
Voters have the right to register and vote on Election Day if they show the required proof of residence.
- 4. Sign in orally**
Voters have the right to sign-in orally and ask an Election Judge or another person to sign for them if necessary.
- 5. Get assistance when needed**
Voters have the right to request special assistance when voting.
- 6. Bring someone to help**
Voters have the right to bring someone to help them except an agent of their employer or union.
- 7. Bring children to the polls**
Voters have the right to bring minor children with them.
- 8. Vote if not incarcerated for a felony**
Voters have the right to vote if not currently incarcerated for conviction of a felony offense. 
- 9. Vote if under guardianship**
People under guardianship can vote unless a judge has explicitly revoked the right to vote.
- 10. Vote without being influenced**
Voters have the right to vote without anyone in the polling place trying to influence their choices.
- 11. Get a replacement ballot**
Voters have the right to a replacement ballot if they make a mistake or spoil the ballot before it is submitted.
- 12. File a complaint**
Voters have the right to file a written complaint if they aren't happy with the way an election is being run.
- 13. Bring a sample ballot**
Voters have the right to take a sample ballot into the voting booth.
- 14. Voter's Bill of Rights**
Voters have the right to take a copy of this Voter's Bill of Rights into the voting booth.

Campaigning near the polling place

GET YOUR HEJ/AHEJ

- ◆ **No one can campaign, linger, or have campaign signs within 100-feet of the polling place**
Greeter judges should watch the area around the polling place and get the HEJ/AHEJ if they see something.
- ◆ **No one can discuss candidates or issues that are on the ballot**
This includes voters waiting in line and Election Judges.

Campaign and political materials

GET YOUR HEJ/AHEJ

There are rules about what you can and cannot display in or near the polling place.

What's allowed ✓

- ✓ **Materials from campaigns not on that day's ballot**
As long as they don't name a political party that is on the ballot voters can wear campaign materials from past, current, or potential elected officials who are not on that day's ballot.

Look only at the ballot for that Election Day to determine if material is acceptable. For example, a T-shirt for a candidate in the fall general election would be acceptable if they are not also on the summer primary election ballot.
- ✓ **Political materials**
Political materials are shirts, buttons, literature, or other items that express a political viewpoint. For example voters can wear items with messages on issues such as abortion, racial justice, guns, climate change, etc.
- ✓ **Partisan sample ballots that are kept out of view**
Watch for anything left behind in the voting booth. If someone leaves a sample ballot or campaign material behind quickly remove it and put in the trash out of public view.

What's not allowed ✗

- ✗ **Materials from campaigns on that day's ballot**
Voters cannot show campaign materials in the polling place specific to that day's ballot.

Campaign materials are items with the name, likeness, logo, or slogan of a candidate, political party. It also includes materials from campaigns in support of or opposition to ballot question at the election.

IF IT'S ON THE BALLOT, IT SHOULDN'T BE SEEN ON THE VOTER.

Authorized visitors

Only authorized people can be in or near the polling place.

- ◆ Someone assisting a voter
- ◆ Children accompanying their parents
- ◆ Someone vouching for a voter

GET YOUR HEJ/AHEJ

- ◆ **Observers with written authorization**
Must be authorized by the Office of the Secretary of State, Hennepin County Auditor, or City Clerk.
- ◆ **Police officers (if requested by Election Judges)**
This is allowed if Election Judges need them to keep order.
- ◆ **Challengers**
Must be appointed in writing by a party or nonpartisan candidate.
- ◆ **Someone making a written complaint**
- ◆ **Exit pollsters**
Exit pollsters can be in the buffer zone or the building, but not in the voting room. Get your HEJ/AHEJ if an exit pollster comes so they can review the rules with them.
- ◆ **Media**
Media can observe the voting process. They may take photos or video but not of someone's voted ballot. You are not allowed to do interviews with the media.

Prohibited activities

- ◆ **No taking official ballots or election materials from the polling place**
The exception is Election Judges who are helping with curbside voting.
- ◆ **No disorderly conduct, intoxication, liquor, or smoking**

Tasks that require party balance

GET YOUR HEJ/AHEJ

Two judges from different major political parties must do certain tasks together. Any two judges from any combination of these major parties meet the requirement for party balance tasks.

- ◆ Democratic-Farmer-Labor Party
- ◆ Legal Marijuana Now Party
- ◆ Republican Party of Minnesota

UPDATED!

Student judges and those who do not affiliate with a major political party can help with any tasks that require balance, as long as they are led by two judges representing any two major political parties.

The HEJ/AHEJ has a list of each judge's stated political affiliation and will assign judges to do these tasks.

- ◆ **Help a voter mark or examine their ballot in the voting booth**
See the next section for how to handle situations when Election Judges need another Election Judge to be an interpreter.
- ◆ **Curbside voting**
- ◆ **Opening the auxiliary compartment or ballot box compartment during voting hours**
- ◆ **Duplicating ballots**
This process is rarely used, though it may become necessary if the precinct runs out of ballots or a damaged ballot is left in the ballot counter after the voter has left.

GET YOUR HEJ/AHEJ

Election Judge language interpretation in the voting booth

- ◆ **Bilingual judges can serve as interpreter in the voting booth**
If only one of the two judges speaks or signs in the voter's language, the bilingual judge should interpret the conversation for both the voter and the English-speaking judge. This way everyone understands and can participate in the conversation.
- ◆ **Student judges can interpret, but don't count as a judge from a major party**
Student Election Judges can serve as an interpreter anywhere in the polling place. However, because they cannot declare a party, they cannot count as one of the two judges needed for helping a voter mark their ballot. In this situation, you will need three judges, with the student judge interpreting the conversation between the voter and the other two judges.

Polling place challengers

GET YOUR HEJ/AHEJ

Challenging someone's eligibility to vote

Election Judges or eligible voters in the precinct can make a formal challenge to another voter's eligibility. For example, if you see a former neighbor comes who recently moved to another precinct, then you need to tell them to vote at their new polling place. If they don't, you would need to file a challenge.

Challengers appointed by political parties or nonpartisan candidates

Major political parties and nonpartisan candidates can appoint one challenger per precinct on Election Day. Partisan candidates cannot appoint a challenger. Appointed challengers have a very narrowly defined role in election law. Unfortunately, they do not always understand or respect these limitations. Get your HEJ/AHEJ if the challenger interferes with your duties.

- ◆ **The HEJ/AHEJ will greet, process, and manage appointed challengers**
They will follow instructions on page 114.
- ◆ **PRS/TEJ/SEJs and voters should not interact with a challenger**

Challengers versus "poll watchers"

Election laws in some states allow someone who isn't a voter or poll worker to observe, review documents, monitor equipment, file complaints, etc.

MINNESOTA DOES NOT ALLOW POLL WATCHERS.

POLL BOOK & REGISTRATION SPECIALIST

As a part of the precinct's leadership, you support everything that happens at the Poll Book Station as a trainer, coach, and problem solver. As PRS, you are a subject matter expert in the rules around voter registration as well as the software and hardware of the poll books.

Duties

- ◆ **Communicate with Election Headquarters**
- ◆ **Work as a team with your HEJ/AHEJ**
- ◆ **Lead station setup**
- ◆ **Manage the station**

There should always be at least one PRS at the station. It's fine for one of you to rotate to other stations as needed or by request but the Poll Book Station is your default station.
- ◆ **Train the team**

Look for opportunities to train the team on some of what you've learned in your own training.
- ◆ **Perform advanced poll book functions**
 - ◆ Use "Advanced Search" to find a voter
 - ◆ Reprint a document
 - ◆ Cancel a check in
 - ◆ Help if voter's address is not matched to a different precinct
 - ◆ Help if voter's address not matched to any precinct
 - ◆ Help register voters who are currently homeless
 - ◆ Help re-register voters if they voted moved or changed names
- ◆ **Document typos**
 - ◆ Document typos in a pre-registered voter's record
 - ◆ Document typos made registering someone today
- ◆ **Troubleshoot technical issues**
 - ◆ Fix printer problems
 - ◆ Fix connectivity issues
- ◆ **Manage station paperwork**
 - ◆ Record of Attempted Registration

Used to count the number of voters who wanted to register, but were unable to produce proof of residence. If a voter later returns and is able to register, there is no need to "unmark" them from this form.
 - ◆ Precinct List of Persons Vouching Form
 - ◆ Roster Correction Form
- ◆ Lead station closing

Call Election Headquarters

- ◆ **We want (and often need) to hear from you!**

Our whole job on Election Day is to support you. Let your HEJ/AHEJ know if you need to reach us, and call any time you have questions or problems to solve. We sometimes find mistakes after Election Day and wished the PRS had called us — don't be shy, we want to help you get things right!

◆ **Keep your ringer on (loud if needed)**

We may text or call you for various reasons. Keep your phone on, with your ringer turned up, and check your texts periodically. We often call the PRS directly when dealing with poll book equipment issues (syncing with Election Headquarters, for example).

Work with your HEJ/AHEJ

You are not just an advanced poll book user; you are a Poll Book Station manager there to help the team be an efficient and accurate operation.

Sometimes the PRS and HEJ/AHEJ have different expectations about what this means in practice. We created the PRS so that the HEJ/AHEJ could be freer to focus on other procedures and team management.

We want the HEJ/AHEJ to let you exercise leadership. We want you to defer to your HEJ/AHEJ. And we want both of you to work harmoniously! Here are some additional things to bear in mind:

◆ **Some HEJ/AHEJ may be more hands-on than others — and that's okay**

Don't take it personally if they look over your shoulder more than you'd like or do procedures you don't need help with. Many of them served as a PRS before becoming a HEJ/AHEJ. They may just feel anxious to make sure everything is done right, which is understandable. As long as the polling place is operating well it's fine for some HEJ/AHEJs to be more involved and others to be less so.

◆ **Build trust by keeping your HEJ/AHEJ informed of issues big and small**

Sharing too much isn't likely to be an problem; sharing too little is! Win their trust by showing you know when and how to keep them in the loop.

◆ **Defer to your HEJ/AHEJ as much as possible**

People have different ways of going about things and your styles may not always mesh — be gracious to each other and discern what does and doesn't really need to be done one and only one way. If you are concerned the HEJ/AHEJ is getting a procedure wrong, look at the manual together or politely ask to check in with Election Headquarters for clarity. Accuracy comes first!

◆ **Review what we tell the HEJs/AHEJs on how to work with you**

Take a look at how we frame this for the HEJ/AHEJs on page 105.

Changes for the PNP

Read this manual carefully, even if you are confident you know the normal procedures. And watch for changes due to the PNP -- there are changes to the voter's oath, signature certificates, and receipts. Be prepared to work closely with your HEJ/AHEJ to help voters understand the process, especially about selecting (or changing) a party preference.

POLL BOOK STATION OPENING CHECKLIST

Work with the HEJ/AHEJ to recruit other judges to help with setup as needed.

Supplies

- ◆ Green cases
- ◆ Black tote
- ◆ Tables
- ◆ Power strip and cords
- ◆ Tape (black gaffer's tape)
- ◆ Signature certificate boxes
- ◆ Poll Book Station supply bag (in the rolling blue supply case)

Checklist

- Set up tables**
Use 1-2 tables for the station.
- Gather supplies**
Get power cords, a power strip, tape, and the Poll Book Station supply bag. These items are in the blue rolling supply case or in the bottom of the ballot counter.
- Verify and then break tote seal**
Together with the HEJ/AHEJ, check the seal number on the black poll book tote. It should match what's on the Official Precinct Certification Form (page 141). Break it and give the broken seal to the HEJ/AHEJ for storage in "Results Envelope A."
- Set up poll books and printers**
- Prepare signature certificate boxes**
The boxes come in the bottom of the ballot counter. Some may need to be folded. Each poll book needs one pre-registered and one Election Day Registration box.
- Secure cords**
Use the black gaffer's tape to prevent Election Judges or voters from tripping.
- Put these documents in a central place for all to use:**
 - Roster Correction Form (page 147)
 - Precinct List of Persons Vouching Form (page 146)
 - Record of Attempted Registration Form (page 148)
 - Date Ranges for Proof of Residence/Birthday
 - Student Housing List (if provided)
- Place next to all poll books**
 - Proof of Residence (laminated document that may also have the Voter Oath on the back)
 - Scratch paper
 - Pens, paper clips, highlighter, and signature guide
- Store until needed**
 - Election Day Registration Envelope
 - Voter Signature Certificate Envelope
 - Voided Signature Certificate Envelope

POLL BOOK STATION SETUP

1 Gather supplies

Get power cords, a power strip, gaffer's tape, and the Poll Book Station supply bag. These items are in the blue rolling supply case or in the bottom of the ballot counter.

2 Gather the black poll book tote and the green cases



3 Work with your HEJ/AHEJ to verify the black tote seal number before cutting it

Compare the quantity of poll books and the seal number written on the Official Precinct Certification Form. Give the broken seal to the HEJ/AHEJ for storage in Results Envelope A.

Opening the poll certification
 Must be two judges (from any party), at least one of whom should be the head or assistant.

"At the opening of the poll, we certify the memory stick seal numbers and poll book tote seal number match the seal numbers when they were secured by the city clerk, as recorded below."

- Ballot counter memory stick seal # **448930**
- Black poll book tote(s) exterior seal # **56039624**
- Number of poll books inside: **3**

Election Judge Signature

Election Judge Signature

If seal numbers do not correspond, call headquarters, then provide explanation on back of form.

4 Take out the poll books and match each to a green case

Match the number labeled on the poll book with the green case luggage tag.



5 Empty the green case



6

Attach the arm

Orient the poll book horizontally with the ID clip on the right. Place the arm perpendicular to the poll book facing downward. Press the buttons on the sides of the arm and place in the circular opening. Release buttons and spin the arm until you hear a click.



7

Attach the ID tray



8

Connect the arm to the base

Extend the arm completely (it shouldn't be bent at an angle) and place in the base.



9

Connect the power cord and adapter, then plug into an outlet



9a

Turn on the poll book manually (if needed)

Your poll book should turn on when plugged in. If not, press and hold the power button on the top left edge of the poll book.



10

Assemble printer's power cord and plug into outlet

Now you will set up the printer. Connect the wall plug into the printer power adapter.



11

Plug power cord into the printer

This is easiest if you stand the printer on its face so the back is pointing up. On the plug, there is a flat side with an arrow that should face up. Insert into the printer port.



12

Verify printer is on

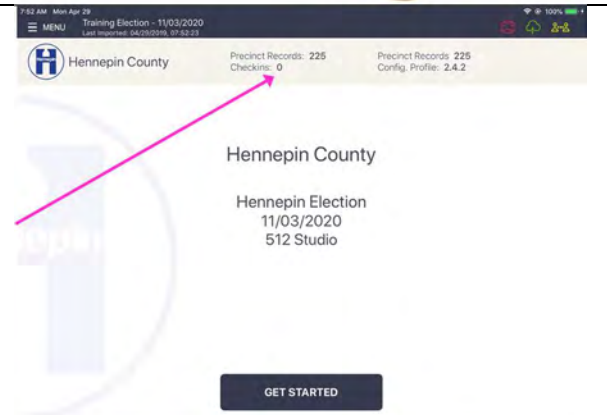
The printer should turn on and the power indicator on the front should be green. If not, the ON/OFF switch is on the left side of the printer. If that doesn't work, check that your cords are firmly connected.



13

Confirm poll book precinct

Verify that you see the correct polling place listed and that the check in count is at "0".



14

Run a test print

Press the green printer icon and select "Test Print." A sample voter receipt will print. Discard this receipt.



Prepare signature certificate boxes

15

The boxes come in the bottom of the ballot counter. Some may need to be folded into shape. Each poll book needs one pre-registered and one Election Day Registration box.



Secure power cords with tape

16

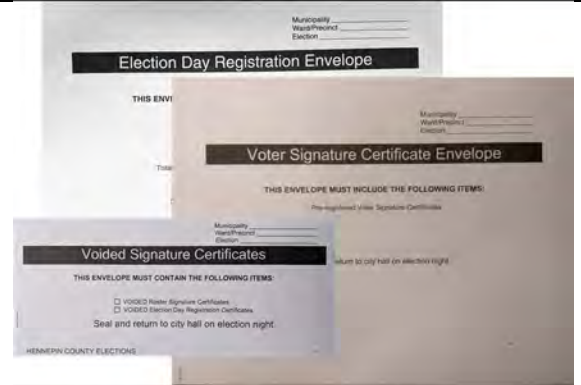
Use the black gaffer's tape to prevent Election Judges or voters from tripping.



Store envelopes until needed

17

- ◆ Election Day Registration Envelope
- ◆ Voter Signature Certificate Envelope
- ◆ Voided Signature Certificate Envelope



Place supplies next to poll books

18

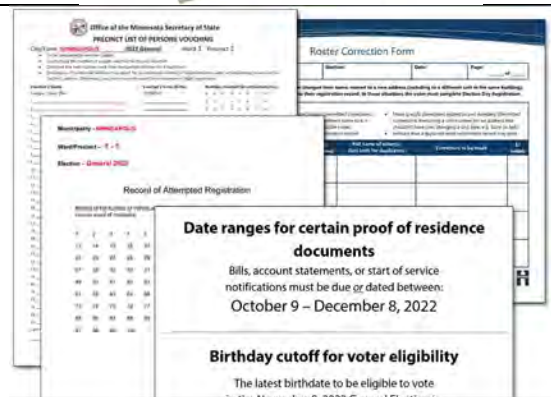
- ◆ Proof of Residence laminated sheet
- ◆ Scratch paper, pens
- ◆ Paper clips, highlighter, signature guide



Organize documents

19

- ◆ Roster Correction Form
- ◆ Precinct List of Persons Vouching Form
- ◆ Record of Attempted Registration Form
- ◆ Date Ranges for Proof of Residence/Birthday
- ◆ Student Housing List (if provided)



PROCEDURES DURING VOTING HOURS

Manage the station

During voting hours your main role is to train and supervise others as they work on the poll books. Most polling places have two PRSs. At least one of you should be monitoring others' work rather than operating a poll book yourself.

- ◆ **Orient each person during station changes**

For example, point out where to find the Precinct List of Persons Vouching Form and ask a few questions to test their knowledge.

For example, "Do you remember how to scan a Minnesota driver's license?" or "Do you remember how to begin your search for a voter?" Answer: first three letters of the last name.

- ◆ **Ensure that signature certificates are paper clipped into groups of 25 throughout the day**

Bundle pre-registered signature certificates and Election Day registration signature certificates separately; do not commingle them.

- ◆ **Learn when to intervene and when to wait**

Let the team do their work while a voter is present unless they are making a mistake. Intervening unnecessarily or prematurely, especially while the voter is still present, could undermine voter confidence and embarrass the judge.

In other cases you can and should step in immediately (for example, if they are providing wrong information about voter registration rules).

If the Election Judge is just struggling to use an iPad but not causing any errors, it's best to save the feedback until after the voter has left the station.

Hardware issues

When the icons in the upper right of the poll book screen (printer, cloud, person-to-person) are green it means everything is working as it should. If one of them turns red it means you need to take steps to fix something.

Connectivity issues — red cloud icon

- ◆ **Do not wait to open polls**

You can still check in and register voters as long as your printer is connected. Mail ballots are not processed until later in the day so there is time to fix the connection before it's needed.

- ◆ **Make sure poll books are within Bluetooth range of each other**

Maximum distance is about 32 ft.

- ◆ **Call Election Headquarters!**



Printer connectivity or paper problems

1

Make sure the printer is switched on

Check all cables and wiring. The power switch is on the left-hand side.



2

Make sure there is paper in the printer and it's oriented correctly

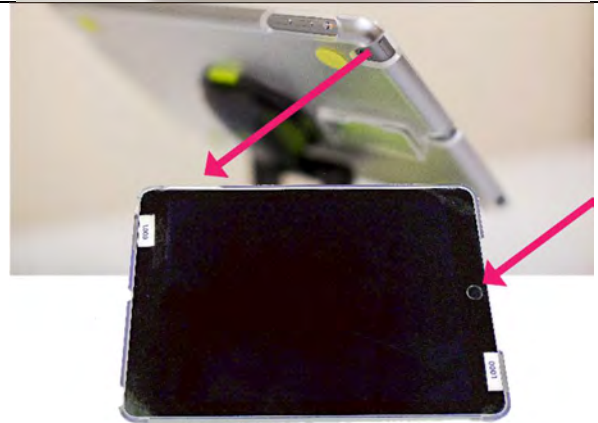
Load the paper so that it unrolls from the bottom and to the front (as shown). Leave some extra hanging out, close the door and tear off the excess.



3

Reset the iPad

A simple re-boot often works like magic. To reset the iPad hold the "Home" button and the side power button together until the screen goes black, continuing to hold the buttons until the Apple logo appears.



4

Call us if none of these help fix the problem

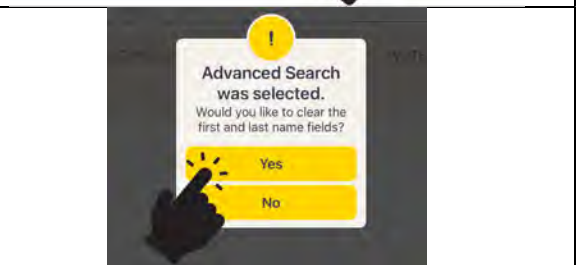
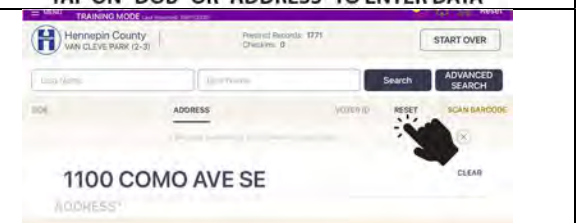
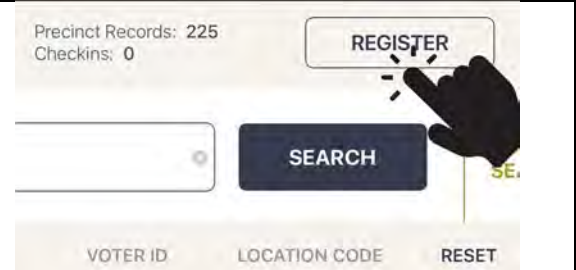
CALL HQ

POLL BOOK ADVANCED FUNCTIONS




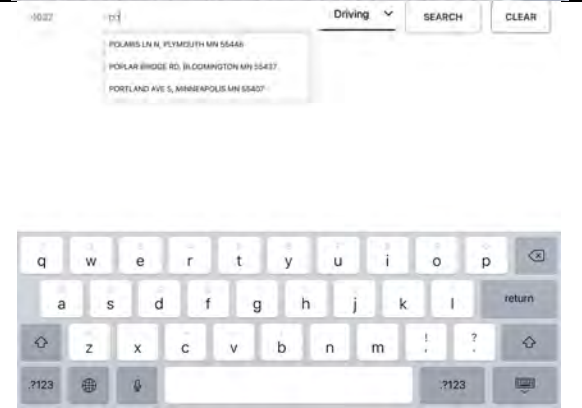
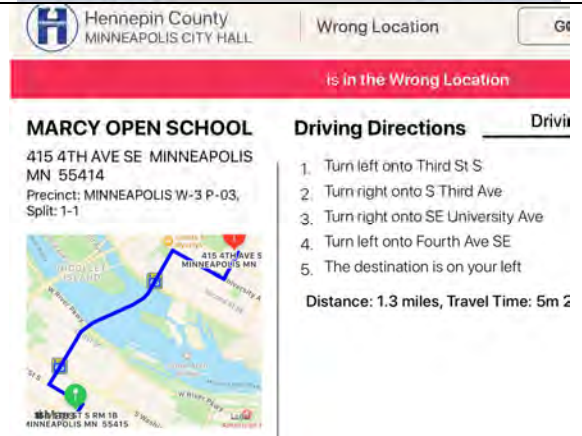
Advanced search to find a voter

Use this function when you can't find the voter by name alone. This lets you search by date of birth or address.

ADVANCED SEARCH IS HELPFUL, IF SOMEWHAT DIFFICULT TO USE.

<p>1 Press 'Advanced Search'</p>	
<p>1a Select 'Yes' if asked, to clear the name fields</p> <p>The system only returns records that match <u>all fields</u> and you want to remove search criteria that didn't work.</p>	
<p>2 Press either 'DOB' or 'Address'</p> <p>This is where the interface is not very intuitive. Press the grayed-out buttons for either date or birth or address.</p>	
<p>3 Enter the information and press 'Search'</p>	
<p>4 If you need to try again with a different search field, press 'Reset' first</p> <p>Search fields that have data in them will show in red. They will be cleared when you hit 'OK'.</p>	
<p>5 Still can't find the record?</p> <p>This likely means they aren't in the poll book and need to register.</p>	

Find a precinct

<p>1 Select "Menu" in the upper left-hand corner</p>	
<p>2 Select "Precinct Finder"</p>	
<p>3 Enter the house number and start typing the street name</p>	
<p>4 Select the correct street name from the drop-down menu and press 'SEARCH'</p>	
<p>5 Show the voter the map and offer to print directions The voter's precinct and polling place information will be displayed. You may print directions to the voter's polling place by pressing "Print Location."</p>	

Reprint a document


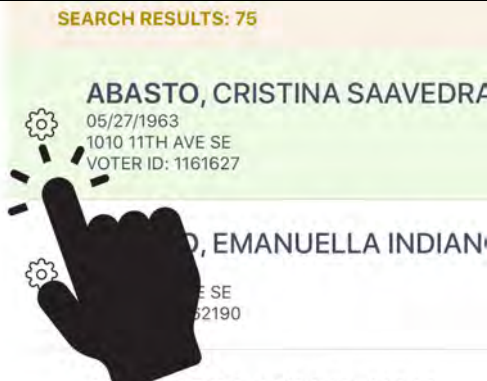
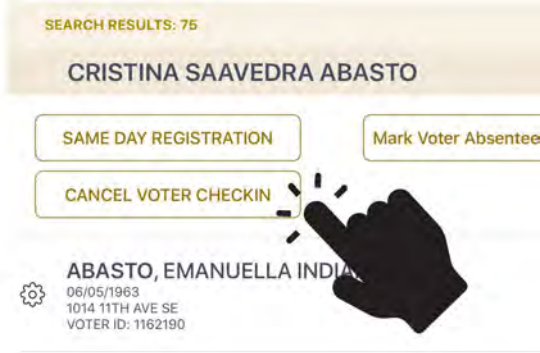
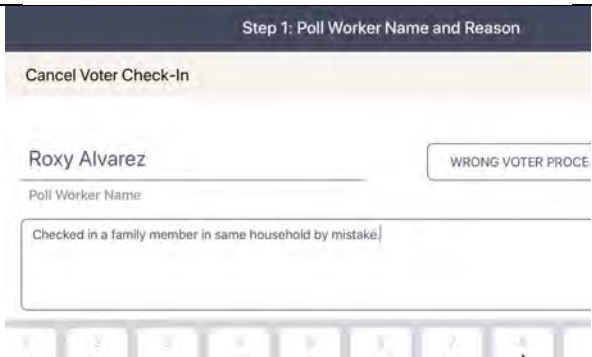
If a signature certificate or voter receipt tears or does not entirely print, the PRS, HEJ, or AHEJ can reprint it.

<p>1 Search for the voter</p> <p>The record will be highlighted green and marked "Voted".</p>	
<p>2 Select the gear icon located to the left of the voter's last name</p>	
<p>3 Enter the password and press "Reprint Voter Receipts"</p> <p>The password is emailed to each PRS/HEJ/AHEJ the weekend before Election Day.</p>	
<p>4 Write and highlight "VOID" on any documents that did not print properly (or aren't needed)</p>	
<p>5 Place all voided documents in the "Voided Signature Certificates Envelope"</p>	

Cancel a check in

There are ONLY two scenarios when you may need to cancel a check in:

- ◆ **The wrong voter was selected**
For example, James Spitz was checked-in instead of James Spitz Jr. who both live at the same address.
- ◆ **The voter tells you after the documents have printed about an address or name change**

<p>1 If the wrong voter was checked in, first find the correct one and get the voter on their way Skip to Step 2 if the voter’s name or address has changed.</p>	
<p>2 Search for the voter The record will be highlighted green and marked “Voted.”</p>	
<p>3 Select the gear button located to the left of the voter’s last name</p>	
<p>4 Enter the password and press “Cancel Voter Check in” The password is emailed to each PRS/HEJ/AHEJ the weekend before Election Day.</p>	
<p>5 Type an explanation and sign the screen Write the name of the Election Judge who made the error, select a reason, and explain what happened in the notes. Sign the next screen, then press “Submit.” The voter’s record has now been cleared and will no longer show as checked in.</p>	

6

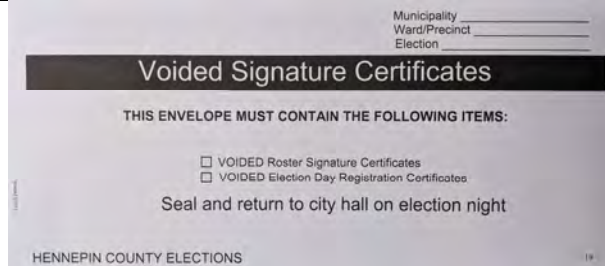
Write and highlight "VOID" on the documents

Do this for both the signature certificate and the voter receipt.



7

Place both voided documents in the Voided Signature Certificates Envelope



8

If the voter needs to update their name or address, follow the steps on page 50

"I just moved last weekend."

9

Ask the HEJ/AHEJ to make a note in the Incident Log

Include the time, the voter's name, the Election Judge involved, and the reason for cancellation.

GET YOUR HEJ/AHEJ

Incident Log Page ____ of ____

Ward - Precinct **W-13 P-13**
 Municipality - **Minneapolis**
 Election - **Primary**
 Date - **August 9, 2022**

Address the situation on this Incident Log using:

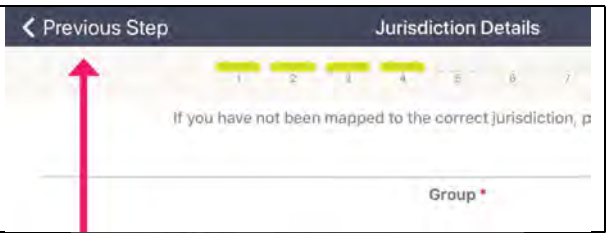


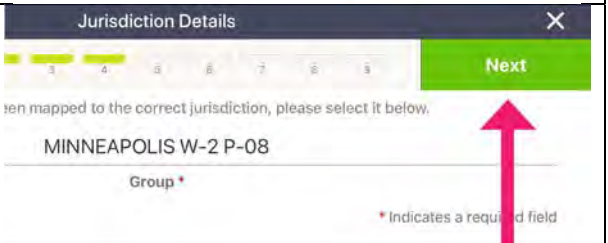
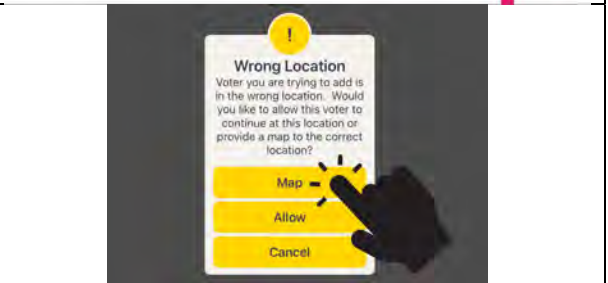
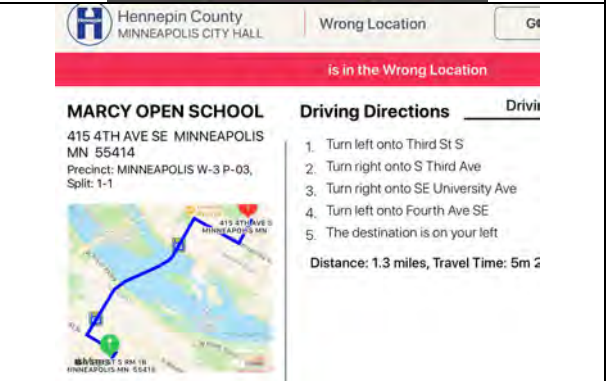
- Time of incident/problem
- Brief description of this incident
- Names of individuals involved, if known
- Steps taken to resolve
- Initials of election judge(s) witnessing this incident

Time	Incident - record any unusual occurrences or problems	Steps taken to resolve	Electron Judge Initials

Return in Results Envelope A (even if not used)

Address matched to a different precinct

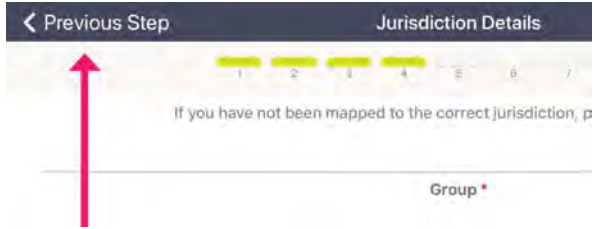

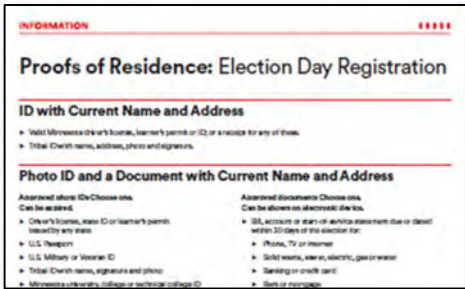

If the screen says "Jurisdiction Details" and lists a ward and precinct, then the voter may be in the wrong polling place.

<p>1 Try re-entering the address</p> <p>Press "Previous Step" and re-enter the address. The number-one reason this happens is a judge didn't let all fields auto-fill.</p>	
<p>2 Turn the screen 180 degrees so the voter can confirm that we entered their address correctly</p> <p>If the voter confirms that it's right, proceed to step 3.</p>	
<p>2a If it's not right, go back and make any corrections the voter indicates</p> <p>If Jurisdiction Details come up again, proceed to step 3.</p>	
<p>3 If it still matches to a precinct, press "Next"</p>	
<p>4 Press "Map"</p>	
<p>5 Show them the map to their polling place</p> <p>There is also an option to print the directions: press "Print Location"</p>	

Address not found/voters experiencing homelessness

If the screen says "Jurisdiction Details" and doesn't list a ward and precinct, then it means one of several things:

- ◆ You made an error entering the address (90% of the time)
- ◆ They have a unique circumstance such as brand-new housing, live in a building not zoned as residential, or live in a car, RV, camp outside, etc.
- ◆ The voter is experiencing homelessness, without a permanent address

1	<p>Try re-entering the address</p> <p>Press "Previous Step" and re-enter the address. The number-one reason this happens is a judge didn't let all fields auto-fill.</p> <p>Turn the screen toward the voter and have them check what you entered.</p>	
1a	<p>If the voter has no address and is experiencing homelessness</p> <p>Ask the voter to describe where they are staying, even if it was only last night.</p> <p>Without a permanent dwelling, a voter's residence is where they sleep, whether it's a shelter, a friend's house, a parked car, or outside. If they do not typically sleep in the same place, ask where they slept the previous night. P.O. Boxes or "general delivery" addresses cannot be used as a residence.</p>	
2	<p>Confirm that the address or location described is within your precinct (use the map at the Greeter Station)</p> <p>If the voter is clearly not in the right precinct, or if it is unclear if they are in the right place, call Election Headquarters.</p>	
3	<p>Verify that they have valid proof of residence</p> <p>Don't go any further without making sure they have what they need to register.</p> <p>Voters without an address (as in Step 1a, above) will most likely need someone to vouch for them. This can be difficult for those who stay outside. If the voter is staying at a shelter, the shelter staff can vouch for them.</p>	
4	<p>Call us for next steps</p> <p>We will verify the address or location is in your precinct and give you an override code.</p>	

Tips about serving voters experiencing homelessness

A US citizen who is at least 18, not in prison, and who has been in Minnesota for 20 days is eligible to vote. The challenge for us is being able to attach an address and proof of residence for them. Such voters may be nervous or unsure if they will be able to vote. It is our job to approach such voters with respect and dignity, and do our best to help them if we can. Be extra patient, particularly if they won't be able to vote due to lack of a voucher. It feels awful for a citizen who is eligible to vote to not be allowed to cast a ballot.

Typos

Typo in a pre-registered voter's record

Note the following kinds of typos on the Roster Correction Form (page 147). Hennepin County will make the correction after Election Day. Never press "Update Registration" to fix a typo!

- ◆ Typo in a voter's name (e.g. Smith instead of Smyth)
- ◆ Change name from shortened voter's name to their full name (e.g. John to Johnathan)
- ◆ Add a voter's middle name
- ◆ Note a potential duplicate record
- ◆ Correct or add a missing date of birth (if the record is different because they had a name change or moved you must re-register the voter.)

Roster Correction Form

Municipality, ward, precinct: _____ Election: _____ Date: _____ Page: _____ of _____

⚠ Do not use this form if the voter changed their name, moved to a new address (including to a different unit in the same building), or needs to add a unit number to their registration record. In those situations the voter must complete Election Day Registration.

The form may only be used to:

- Make specific kinds of corrections to a voter's name (permitted corrections: fixing a typo, e.g. Smith to Smyth; changing from shortened name to full name, e.g. John to Johnathan; or adding a voter's middle name)
- Make specific corrections related to unit numbers (permitted corrections: Removing a unit number for an address that shouldn't have one; changing a unit type, e.g. Suite to Apt.)
- Correct or add a missing date of birth on a voter registration record.
- Indicate that a duplicate voter registration record may exist.

Type of correction	Voter ID number(s) (List both for duplicates)	Full name of voter(s) (List both for duplicates)	Correction to be made	EJ Initials
<input type="checkbox"/> Name correction				
<input type="checkbox"/> Duplicate record(s)				
<input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Remove unit/adjust unit type				
<input type="checkbox"/> Name correction				
<input type="checkbox"/> Duplicate record				
<input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Remove unit/adjust unit type				
<input type="checkbox"/> Name correction				
<input type="checkbox"/> Duplicate record				
<input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Remove unit/adjust unit type				

Revised 3/23/2022 Return in Results Envelope B

Typo made when registering someone today

If an Election Judge printed the voter's registration documents only to find they had missed a typo you will need to note and highlight the error on the signature certificate.

1 Find the typo on the signature certificate, highlight it, and write the correction next to it

For example, cross out a misspelled letter and write the correct one next to it.

05/02/2023, 09:55:05

Minnesota Voter Registration Application

Are you a U.S. Citizen?: Yes, Will you be at least 18 years old on election day?: Yes

ALICE EMILY HALE
 02/20/1974
 919 12TH AVE SE APT 411, MINNEAPOLIS, MN 55414

APT 410

⑨

Voter Has a MN-issued driver's license or MN ID card number
 F222333444555

ID with Current Name & Address
 MN Driver's License, Learner's permit, MN ID

2 Write your initials next to the corrections

Subscribed and sworn to before me:
Date: 03/07/2023

05/02/2023, 09:55:05

ALICE EMILY HALE
02/20/1974
919 12TH AVE SE APT 411,
MINNEAPOLIS, MN 55414
Voter ID: APT 410

Read the oath and sign below:
I certify 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 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 if convicted of a felony, my (if any sentence has expired (if not completed))

3 Be sure to note the typo in two places
Their name and details are listed toward the middle of the document (the registration section that they sign) and at the bottom (the voter's oath section that they sign).



4 Return the document to the Election Day Registration signature certificate box
Do not attach the document to the Incident Log. Hennepin County reviews each document after Election Day and will find the typo at that time.



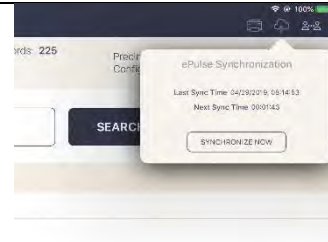
NOTHING CAN OR SHOULD BE DONE IN THE POLL BOOK TO FIX ANY TYPO.

POLL BOOK STATION CLOSING

1

Synchronize poll books and keep them on

Press the green cloud icon on each poll book and press “Synchronize Now.” Let them sync while you put away other materials. You can tell that it’s done by looking at the “Last Sync Time” timestamp.



2

Calculate a total count of Election Day registration signature certificates

Give the count to your HEJ/AHEJ. Place the documents in the Election Day Registration Envelope found in the poll book supply bag, but do not seal it.

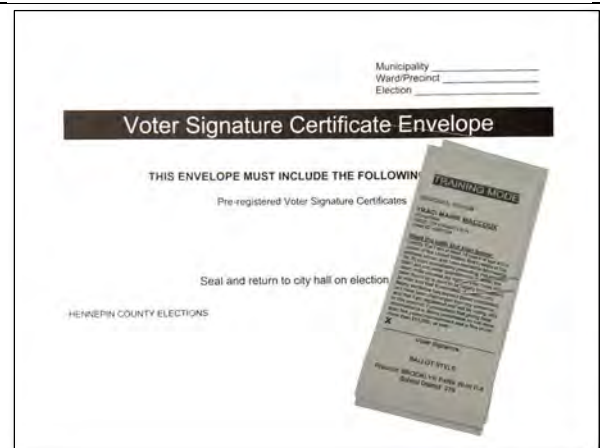


3

Gather pre-registered voter signature certificates (but don't count them)

Place all bundled pre-registered signature certificates in the Voter Signature Certificate Envelope, but don't seal it.

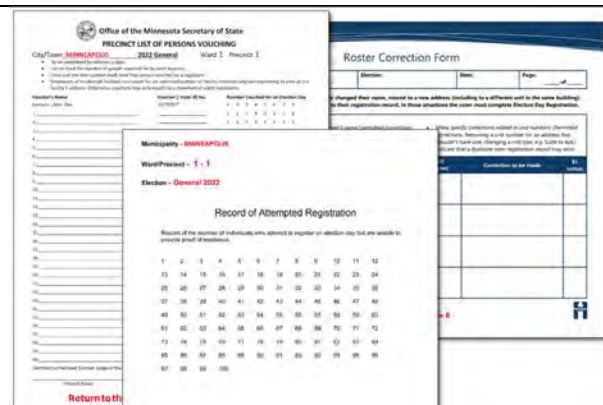
Do not count them – it's not one of the statistics that gets documented.



4

Gather documents

Find the Roster Correction Form, Precinct List of Persons Vouching Form, and the Record of Attempted Registration.



Return supplies

- 5** Return power strips, extension cords, paperclips, certificate boxes, and all other supplies to the correct bag and place in the blue rolling supply case.



Return equipment to the correct green case

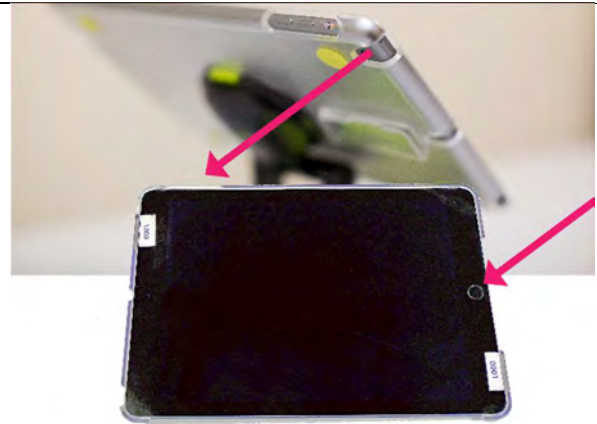
- 6** Return everything but the poll book to its green case. Match the number on the printer with the luggage tag number.
Return the green cases to where they were stored before the polls opened.



Turn the poll books off

UPDATED!

- 7** You can now turn off the iPad in the “normal” way. Hold the silver power button (top of the left edge). When you see “Slide to power off” do so, and you’re done.



Return poll books to the black tote and apply a plastic seal

- 8** Return poll books to the black tote in numerical order from front to back. Secure with a plastic seal and write the seal number on the Official Precinct Certification Form.



Give the sealed black tote to the HEJ/AHEJ

- 9** They will bring it to election night drop off.

GET YOUR HEJ/AHEJ

Packing Guide for Poll books

Use the right case

Make sure the number on the printer matches the luggage tag on the case you're putting it in!

First, pack the round well with

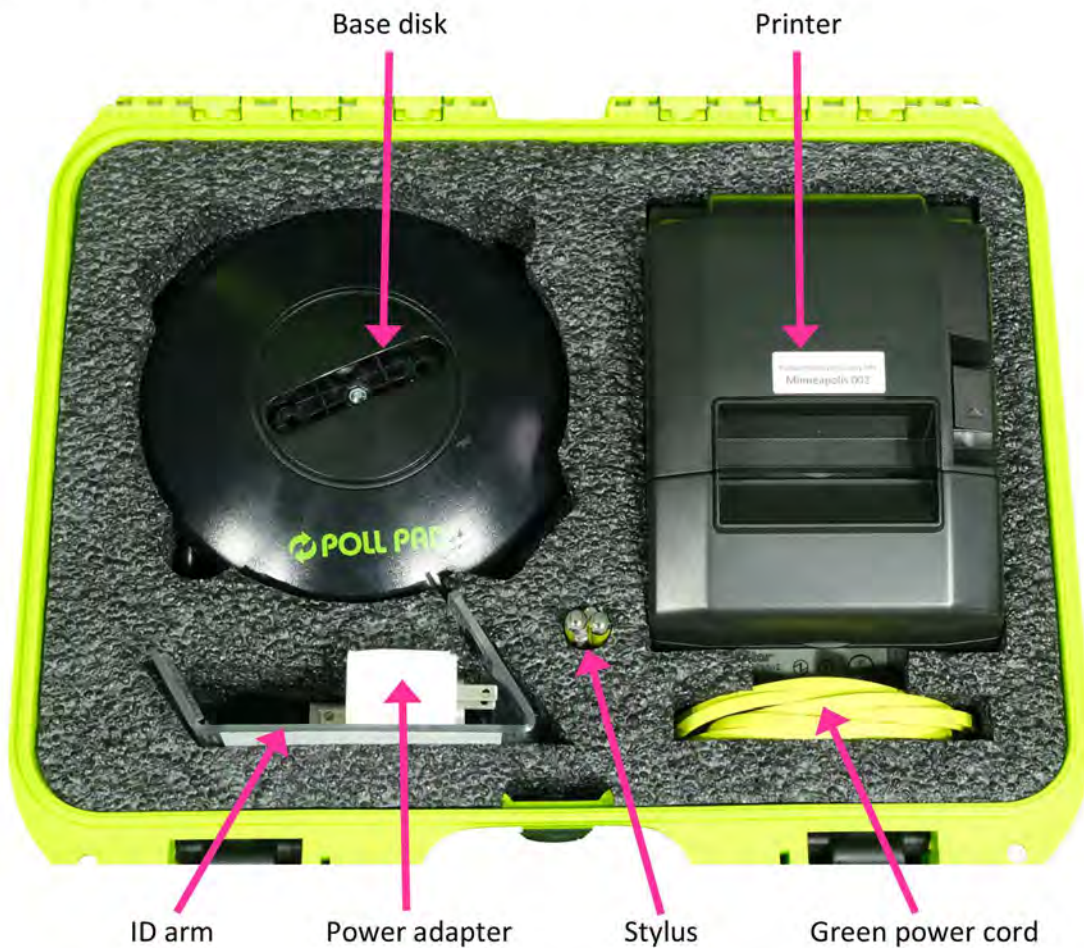
Power cord

Stand base

Tip: The stand base folds tighter one way than the other; the curved side should be "in."



Next, pack the rest of the equipment:



PLANNING FOR HEADS & ASSISTANTS

Pre-election

Preparation is key for a smooth Election Day! Get organized, get the ball rolling with your counterpart, and get your team on the same page. Reach out to us if you have questions or need help at this stage; we're always happy to support our election teams.

Get to know the team

Connect with your counterpart

Call or meet with your counterpart HEJ/AHEJ and discuss these topics:

- ◆ Contacting the team
- ◆ Supply pick up the weekend before Election Day
- ◆ Pre-election polling place visit
- ◆ Challenges or lessons learned from last election
- ◆ Creating an initial staffing plan
- ◆ Managing traffic flow and lines at this location
- ◆ Election night drop-off (discuss logistics since you need to ride in one vehicle to the site)

Contact the team

You can get your team's contact information in the Election Judge Portal by going to the "Work Assignment" tab about 7-10 days before the election. Expect your team roster to change somewhat in the final days due to cancellations. You can download the latest team list anytime in the portal.

You can send emails to your team, but please try to speak by phone. A key part of this is answering questions each judge may have and a direct conversation is best. If you run into problems, call us at 612- 673-3870 or email ejcoordinator@minneapolismn.gov

- ◆ **Introduce yourself**
Explain you're available to answer questions if they have any.
- ◆ **Confirm their shift details**
Confirm when it starts and ends, and offer information on breaks (two half-hour paid breaks for meals for a full day.) If their understanding is different from what is on your roster, call us right away.
- ◆ **Food**
Be sure that they understand their options for food during the day. Does your facility have access to a kitchen, refrigerator, microwave, or coffee maker? What nearby food options exist, and are they worth recommending? Let them know if you are planning a potluck.
- ◆ **Accommodations**
Ask judges if they need any special accommodations affecting health, religious practices, physical mobility, sitting/standing for long periods, or anything else they wish to share. You'll need to be aware of this for assigning and rotating people among the stations.
- ◆ **Transportation**
Suggest good areas to park (if applicable) and the best entrance to use at 6 a.m. With students, it's best to confirm that they have a plan to arrive on time, and to get home at the end of the night.
- ◆ **What to wear**
It's useful to remind judges about dress guidelines, particularly if your space gets particularly warm or cool. Ask them to avoid clothing with a message.

- ◆ **New judges**
Pay special attention to new judges. You want them to feel welcome and integrated as part of the team. Give them a realistic idea of what to expect.
- ◆ **Bilingual judges**
When judges sign up to work they can list any additional languages they speak. You will see this listed on your roster of Election Judges. Those who speak a second language are not necessarily trained interpreters. Ask them about it when you call, and confirm they would be comfortable interpreting in that language on Election Day
- ◆ **Ask about their experience and comfort level**
This conversation will help you decide how best to use each person. Ask if there are tasks they are very comfortable with or ones they need guidance on.
- ◆ **Share how they can reach you**
Be certain that students, in particular, know the best way to reach you on election morning if they are having any issues arriving on time. A text number is often easiest for students.
- ◆ **"What questions do you have for me?"**
It's always good to close by asking the judge if they have any questions or concerns. If they have questions you can't answer, feel free to call the office.
- ◆ ***For combined precincts only (one team serving two precincts in the same room)**
You will receive communication from us if your precinct is a combined operation.
 - ◆ Inform each person that there will be some different procedures.
 - ◆ Ask the PRS to review the details on page 117 in advance.

Team assignments and schedules

You want to walk in the door on Election Day morning with a plan for who is doing what during the first few hours of the day. A staffing plan will make the critical setup hour more effective and show your team that you are prepared!

Morning setup assignments

Decide in advance where you are placing people for the 7 a.m. opening of the polls. Put the people who are most comfortable with the poll books at that station to get off to a good start.

- ◆ **Ballot counter setup**
With your counterpart, decide which of you will lead setup for the ballot counter.
- ◆ **Poll book setup**
This will be led by one or more PRS.
- ◆ **Voting booth, signage, ballot marking device and station setup**
These tasks can be assigned to any judge.
- ◆ **Ballot preparation**
This can be assigned to any two judges. For the morning ballot prep, it's a good idea to assign judges who have done this before. The PNP will require equal stacks of prepared ballots from each party at all times.

Break schedule

We suggest making a preliminary break schedule to determine how many people can go on break or lunch at a time. Longer breaks or lunch periods are fine; the minimums are:

- ◆ At least one 30-minute break for half-day shifts
- ◆ At least one-hour total break time for full-day shifts

Station rotation

Decide how often the team will switch to a new workstation. Rotating among stations is an important way to break up long stretches of doing the same task. Communicate your plan to the team on Election Day morning.

Polling place visit (Monday before)

Although its optional, most teams schedule time on the Monday before the election to do advance setup. The HEJ/AHEJ can go together and we strongly encourage you to consider inviting your PRSs.

You will be paid a maximum of four hours total work time. This means one person can work four hours, or four people could work one hour, etc.

- Contact the site**
You will get contact information for your polling place site about 7-10 days in advance. Do your best to call them and arrange a time to visit on the Monday before the election.
- Familiarize yourself with the supplies in the blue rolling supply case**
You can cut the seal on the case; simply reseal it with a plastic seal from the HEJ/AHEJ supply envelope.
- Confirm that precinct-specific materials are correct**
Call immediately if any supplies are missing or incorrect.
- Review the polling place layout diagram**
You will get a polling place layout diagram at supply pick-up. If you update the layout, mark the changes on the diagram so Election Headquarters can revise it.
- Set up tables, chairs, and voting booths**
- Run extension cords and power strips**
- Post signage in the voting room**
- Set up poll book printers and stands**
If you wish, you can set up all the poll book equipment except for the poll books themselves. Keep the poll books secured at your house until Election Day.
- Do not break seals on or initialize any of the following equipment:**
 - Ballot counter
 - Ballot marking device
 - Black tote containing poll books
- Remind the building contact what time you need access in the morning**
The building must be opened by 6 a.m.. on Election Day morning.
- Locate accessible entrances and plan routes**
If the building has more than one entrance, you will need to mark those entrances and post signage through the building directing people to the voting room. If the accessible entrance is different than the entrance most voters will use, clearly mark it, and place arrows along the route to the voting room.
- Think through some basic safety measures**
It's a good idea to locate emergency equipment (AED, fire extinguisher), find where any first aid kit is kept, and identify a simple evacuation route.
- Secure all equipment before you leave**
Make sure the ballot counter is in a locked room or closet.

OPENING THE POLLS

HEJ/AHEJ opening checklist

Call Election Headquarters if you cannot access the building or room, or if supplies are missing or incorrect.

- Give the oath and have all Election Judges sign the Official Precinct Certification Form (page 130)**
- Distribute name tags**

Each person should write their first name, role, and pronouns if desired. Writing a party affiliation is not allowed by law.
- Have the team fill out their start time on the timesheet**

Judges who start later in the day must also complete this.
- Give each judge an assignment**

Assign TEJs and SEJs one of the following tasks:

 - Set up each workstation
 - Set up voting booths
 - Post signs inside the voting room and outside the building
 - Post the flag at the main entrance
- Have the PRS lead Poll Book Station setup**
- Set up the ballot counter**

This must be done by two people, one of whom must be the HEJ or AHEJ.
- Set up the ballot marking device**

This can be delegated to any two Election Judges.
- Complete paperwork**

Complete the opening section of the Official Precinct Certification Form and the Ballot Tracking Form.
- Prepare an initial supply of ballots**

This can be delegated to any two Election Judges. Tell them how many packs to open for the first part of the day.
- Scan the inside and outside of the polling place for campaign materials to remove**
- Perform an accessibility check**
 - Is at least one chair available for voters at each workstation should they need a seat?
 - Is the accessible entrance marked?
 - If the accessible entrance is not the main voter entrance, are there directional arrows along the way to the voting room?
 - If some voters may need to use an elevator, is the path to the voting room clearly marked with signs?
 - Are there any tripping hazards (cords, rugs, chairs) that need to be taken care of?
 - Is the ballot marking device screen facing away from traffic so the voters can have ballot privacy?
 - Is the accessible-height voting booth properly set up (page 22)?

- Hold a team meeting**
Hold a brief team meeting before voting starts and cover:
 - ◆ Welcome and introductions
 - ◆ What to expect today, including the break schedule and station rotation plan
 - ◆ Reminder not to discuss politics or personal issues such as religion, sex, relationships or so on.
 - ◆ Answer any questions
 - ◆ *For combined precincts only (two precincts voting in the same room served by one team):
Review the process on page 117 with the team. Emphasize the importance of getting things right from the beginning so that your hourly audits get off to a good start.

- Notify Election Headquarters of staffing changes**
Call us to report no-shows (particularly important for students as they are minors). Let us know if someone came who isn't on your list or if you have way too few or way too many judges.

- Open polls at 7 A.M.**
Open polls on time even if the ballot counter is not working (use the auxiliary compartment) or if the poll books have a red cloud.

**PLEASE WAIT AND CALL HEADQUARTERS AFTER 7 A.M.
FOR ANYTHING THAT IS NOT URGENT.**



Ballot counter setup

Who can do this

- ◆ Two judges of any party, one of whom must be the HEJ or AHEJ

What's needed

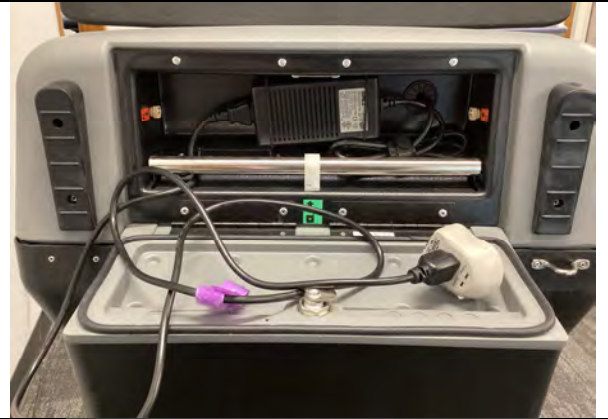
- ◆ Keys (flat silver key and black barrel key)
- ◆ Official Precinct Certification Form
- ◆ A blank ballot
- ◆ Ballot Tracking Form

1 Lock ballot counter wheels



2 Open back compartment and plug in

With the silver key, open the back compartment. It will stay open all day. Unwind the power cord, keeping the adapter brick in place. Plug into an outlet with the provided mini surge protector.



3 Empty supplies from the ballot box and check the auxiliary compartment

- With the silver key, open both the auxiliary compartment and the ballot box doors. Remove everything inside.



4 Close and lock the ballot box and auxiliary compartment

- Double-check that both compartments are now empty. Make sure the auxiliary compartment's silver flap is in the upright position.



Verify the ballot precinct and quantity**5**

Open the white Ballot Transfer Cases and remove the ballot packs. Check the precinct listed on the lower right of the ballot. Then count the number of packages and verify it matches the number shown in the “Before Polls Open” section of the Ballot Tracking Form. Two judges sign the form after confirming. **At the PNP, there will be separate counts for the ballots sent for each party**

**6****Give ballot packs to two judges for counting and initialing**

Tell them how many packs to start with.

**6a****At the PNP, judges will need to count and initial ballots from each party**

Equal stacks of ballots for each party must be maintained throughout the day.

7**Open the lid**

Use the silver key to unlock the top of the ballot counter. Release the latches on the front and lift.

**8****Unlock the screen with the barrel key****9****Lift the screen**

Lifting the screen turns the machine on as long as it's plugged into an outlet. If it isn't, you'll need to press the power button in the memory stick compartment.



10 Do the next steps while the software loads
 It takes several minutes for the machine to boot. In the meantime, do the following two steps.



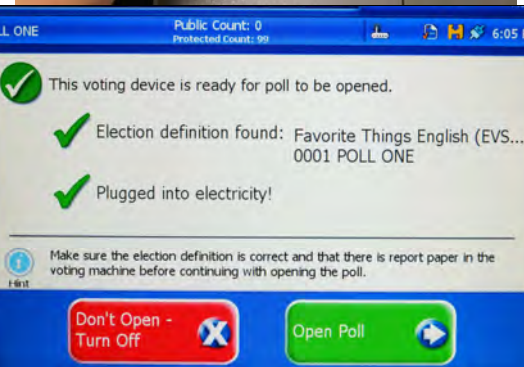
11 Open the memory stick compartment
 Use the barrel key to unlock the memory stick compartment and lift to open.



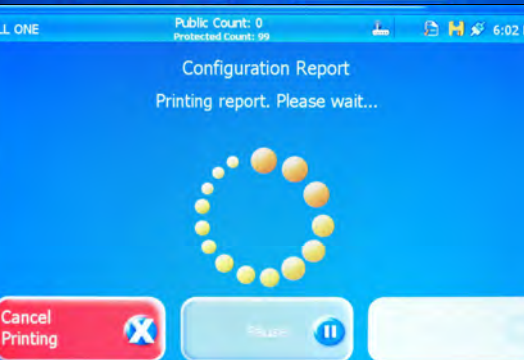
12 Verify the seal number
 Using the Official Precinct Certification Form, verify that the seal number on the memory stick is correct. Call Election Headquarters if the seal is broken or does not match.



13 Once the Configuration Report has printed, press "Open Poll"
 For printer troubleshooting, see page 100. Do not tear the report. If you do, tape it with blue tape and have four judges sign the tape.



14 Allow the Ballot Status and Zero Totals Reports to print



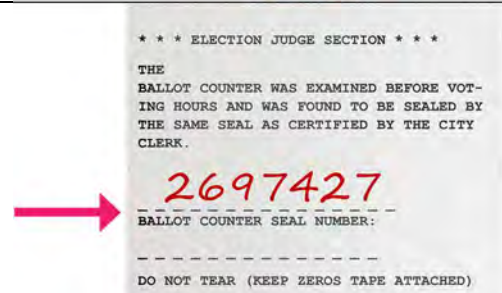
Do not tear off any reports

- 15** Everything that has printed remains on the paper roll. If you accidentally tear it, tape it with blue tape and have four judges sign the tape.



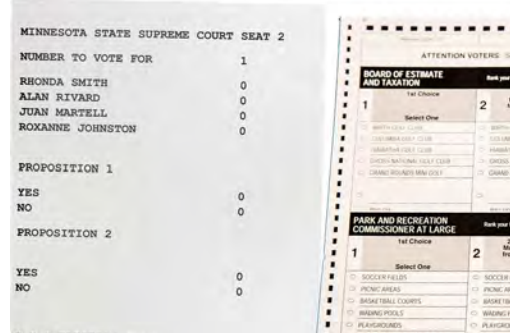
Write the memory stick seal number on the Zero Totals Report

16



Compare Zero Totals Report to a blank ballot

- 17** Get a blank ballot. One of you will read the ballot aloud while the other checks the Zero Totals Report Candidates, ballot questions, and the order they are listed must match the blank ballot.



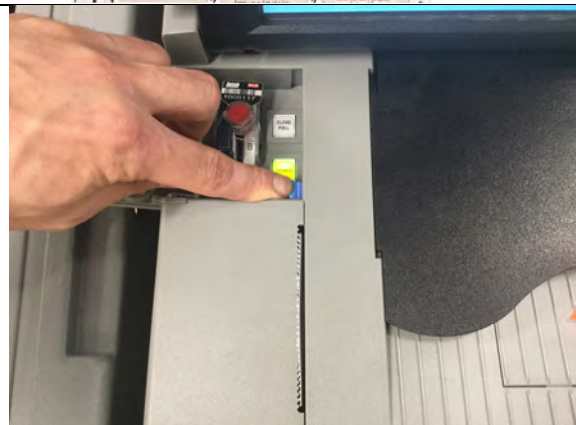
Return blank ballot to the ballot stock

- 18** Do not insert this ballot into the ballot counter. Return it to your blank ballot stock. It does not need to be spoiled.



Release the printer compartment

- 19** Press the blue lever inside the memory stick compartment to release the printer compartment. Lift the compartment door.



20

Roll up the printed reports and secure inside the printer compartment

Close the door firmly until it clicks.



21

Close the memory stick compartment door, and lock it

One of you must keep the keys on your person during the day.

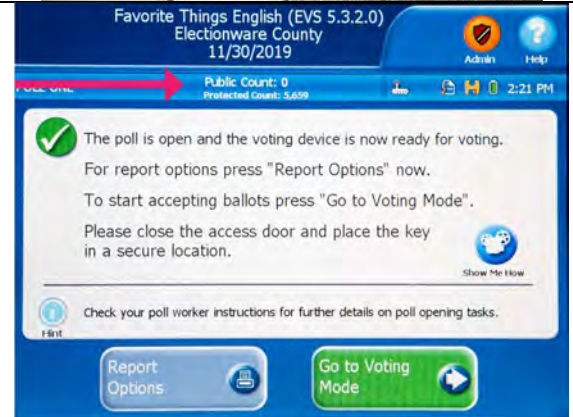


22

Verify the “Public Count” is 0

If it is not, call Election Headquarters – this means that test results were not cleared.

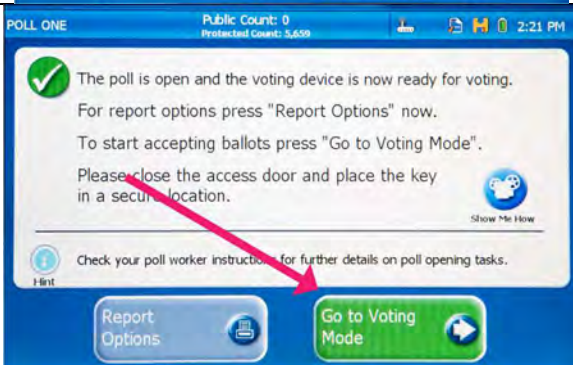
Ignore the “Protected Count” – this is how many ballots the machine has scanned in its lifetime.



23

Press “Go to Voting Mode”

If the machine requests that a password be entered, call Election Headquarters.



24


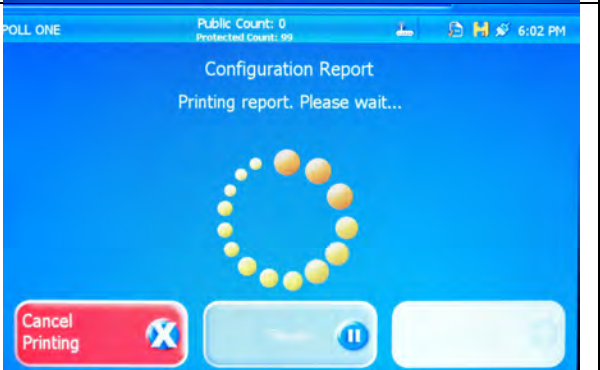
You did it!

This screen means your ballot counter is ready to go.

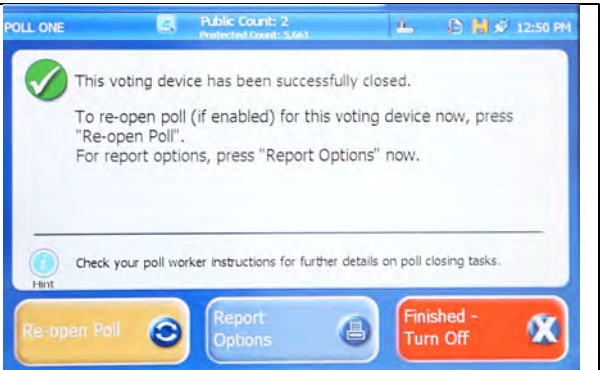



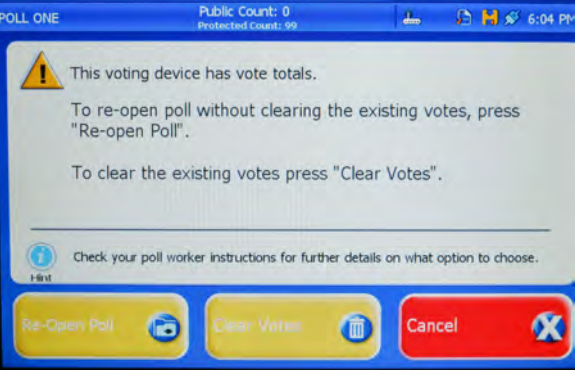
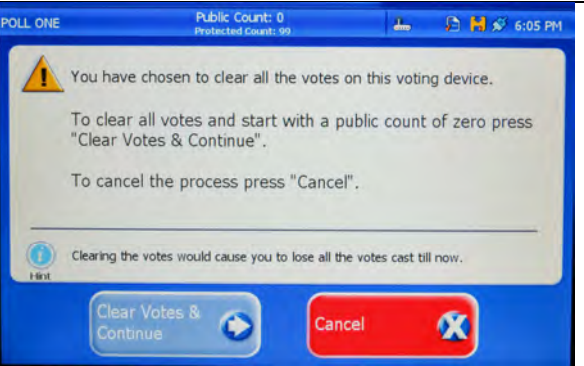
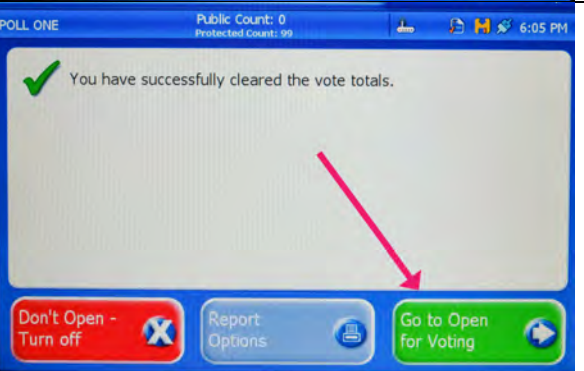
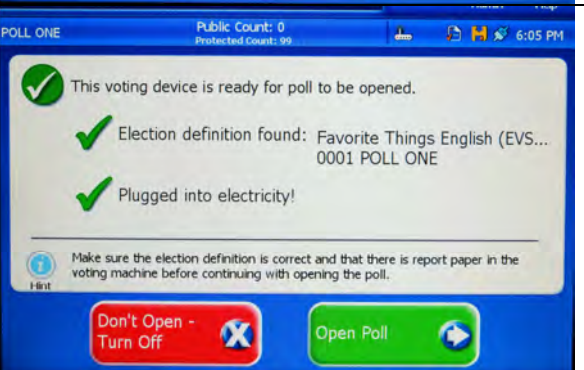
Troubleshooting

Screen says "Enter Election Code"

<p>1 Enter the Election Code</p> <p>Type "Election1" (capital "E" and the number 1). For the capital "E" press shift (the little circle on shift will turn yellow). Type carefully; if you enter it wrong three times it will shut down and restart.</p>	
<p>2 Continue with normal steps</p> <p>After you enter the code the Configuration Report will print. You are back on track.</p>	

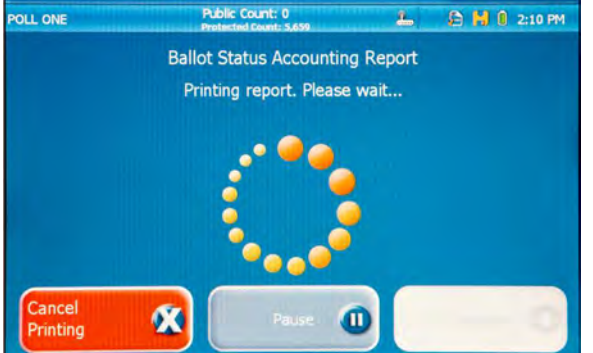



Screen asks to "Re-open Poll"

<p>1 Select "Re-Open Poll"</p>	
<p>2 Enter override code</p> <p>Type "Override1" (capital "O" and the number 1). For the capital "O" press shift (the little circle on shift will turn yellow).</p>	

<p>3 Press "Clear Votes"</p>	
<p>4 Press 'Clear Votes & Continue'</p>	
<p>5 Press 'Go to Open for Voting'</p>	
<p>6 Press 'Open Poll' and continue with normal steps</p>	

Printer error

Try the following steps if you encounter printing issues.

<p>1 Always press “Resume” after a printer error</p> <p>A common mistake is not pressing the “Resume” button after fixing the problem. This happens because the spiral animation on the screen makes it look as if it’s still processing or printing.</p> <p>Press “Resume” even if the button appears grayed out.</p>	
<p>2 Confirm the printer door is closed</p> <p>Press firmly until the door clicks into place.</p>	
<p>3 Look for a paper jam</p> <p>Open the printer door and check for any jams. Unroll any part of the paper that was jammed. Keep pulling until all the jammed/crunched paper is out, then close the door.</p>	
<p>4 Replace the roll if it’s out of paper</p> <p>There is an extra roll of paper next to the ballot counter screen. Load the paper so that it unrolls from the bottom.</p> <p>Leave some extra hanging out, close the door and tear off the excess.</p>	

POLLING PLACE PROCEDURES — HEJ/AHEJ

Your primary job is to provide voter services in a politically neutral and voter-friendly environment while ensuring the accuracy and integrity of the election.

Throughout the day, observe your Election Judge team and ensure that they are completing their duties correctly. Keep notes that will allow you to provide constructive feedback on each Election Judge's evaluation.

Call Election Headquarters

- ◆ **Call us—we want (and often need) to hear from you!**
Our whole job on Election Day is to support you. Call us any time you have questions or problems. Many times we read the Incident Log after Election Day and see something that we could have fixed or improved but never got a call about.
- ◆ **Keep your ringer on loud**
Every election, there are some teams we have a hard time reaching. Sometimes they are just very busy (unavoidable) but other times they didn't have their phone on them or their ringer turned up loud enough.
- ◆ **Report your ballot counter counts online at 12 p.m. and 5 p.m.**
You will receive a message on your phone at these times directing you to a website to report the current public count on the ballot counter.

Support your SEJs

We take seriously the responsibility to safeguard our youth while promoting a positive, nurturing environment for their development.

- ◆ **Contact Election Headquarters if a student judge is absent or leaves work early**
We need to know before polls open if a student on your list did not come. We will follow up with students, their family, and their school to make sure they are safe.
- ◆ **Treat student judges as full team members**
Hold them to the same expectations and standards as the adults on your team, and speak to them with the same level of respect. Youth may need more context around a given task than adults because voting is newer to them.
- ◆ **Be aware of cultural and generational differences**
There have been times when some HEJ/AHEJs have wrongly interpreted cultural or generational differences as disrespect or disinterest. Always assume the best and use communication to ask clarifying questions to check your assumptions.
- ◆ **Ask bilingual students their comfort level**
Many of your student judges are bilingual or multilingual. Students, like adult judges who speak a second language, are not necessarily trained interpreters. Ask bilingual students about their comfort with providing language assistance to voters.
- ◆ **Assign students the same tasks and duties as adult judges**
Rotate students through all the Election Judge duties throughout the day.
- ◆ **Supervise youth as a team in public view of others**
Youth should not be in the primary care of only one adult. Private conversations between youth and adults should occur in a public place in view of others.
- ◆ **Transportation to and from the polling place**
Transportation is the responsibility of the student and their guardians. However, DO make sure students have a ride and aren't left alone waiting. You are discouraged from transporting students yourself. If necessary, make sure the student's guardians are aware and transport the student with another adult. You should not be alone one-on-one with a student.

- ◆ **Informal contact with youth**
Phone calls, correspondence, or face-to-face contact between an adult and a youth that is not connected to official election activities is considered informal contact. Informal contact may occur and can be legitimate and beneficial. However, employees and volunteers should seek permission of parents before having informal contact with a student Election Judge. They should clearly inform the parent of the nature of the contact and that it is not part of the organization's activity. Parents are responsible for monitoring any informal contact.
- ◆ **Reporting violations**
Contact Election Headquarters immediately if you witness any violation of these policies.

Support your struggling judges

- ◆ **Compliment, give positive correction, then review**
First, compliment the judge about something that they have been doing well. Then, explain to the judge that you observed something that needs to be improved and demonstrate the correct way. Emphasize the correct way to do things instead of dwelling on what was done incorrectly. Finally, review how the judge behaves after the correction is made, and provide the judge with feedback on whether or not the correct behavior was achieved.
- ◆ **Pair the person with a more experienced or reliable judge**
If the judge still has difficulty following the rules or instructions, ask another judge to assist in training and to work side-by-side with them. Tell this judge to inform you if the Election Judge is continuing to perform incorrectly.
- ◆ **Get support from your Precinct Support Judge**
Your Precinct Support Judge can serve as an outside, neutral voice. Explain to them what is happening and see if they can work with the individual.
- ◆ **Find a station that is a better fit**
Some judges may perform well at one station but struggle at others. If a judge repeatedly fails to perform at a station, despite having done the interventions listed above, you might need to post them at other stations for the rest of the day.

Election Judge misconduct

The team is counting on you to address misconduct. Intervene quickly if you see inappropriate behavior. It's frustrating to the rest of the team if you don't take action. Use tact and speak to people privately as much as possible.

Contact Election Headquarters to discuss serious conduct issues. It is essential that every Election Judge follow polling place rules and procedures. If an Election Judge performs poorly or misbehaves, it must be addressed.

Incident Log

You must keep notes on incidents or problems that occur on Election Day. Tell the team to inform you of anything unusual so it can be recorded. Record the time the event occurred, the resolution, and the names of any voters involved. Include as much detail as possible in case further investigation becomes necessary.

Always record the following items in the Incident Log if they occur.

Ballots and the ballot counter

- ◆ The hourly count of voter receipts and the ballot counter is off
- ◆ Any time you open the ballot box during voting hours
- ◆ The ballot counter stops operating
- ◆ A voter abandons their ballot or leaves the polling place with it
- ◆ Discrepancies with the ballot counter memory stick seal number

Voters and Election Judges

- ◆ A voter is upset about something that happened
- ◆ An Election Judge is misbehaving or not performing well

Poll book and registration process

- ◆ The wrong voter was checked in on the poll book
- ◆ A voter fails or refuses a challenge in the poll book — you do not need to note instances where a voter passes the challenge
- ◆ A challenger formally challenges a voter's eligibility



Greeter Station

- ◆ **Help with line management strategies**
See page 34 for tips.
- ◆ **Oversee curbside voting**
See below.
- ◆ **Greet and manage authorized visitors**
For example, media, challengers, exit pollsters, etc. See page 115.
- ◆ **Assign multiple greeters when busy (if possible)**
- ◆ **Find solutions for buffer zone issues**
Remove campaign materials and let campaigners know what the rules are if they are too close.
- ◆ **Take the lead during emergency situations**
See page 136.

Curbside voting

Voters who cannot easily go inside can have a ballot taken out to their vehicle.

1. **Assign two judges from different major parties**
2. **Bring a poll book to the voter**
3. **Check in or register the voter as needed**
4. **Return inside to print documents**
Your poll book must be within Bluetooth range of the printer. It may take a moment to reconnect.
5. **Retrieve the documents from the printer**
Hold on to their signature certificate to bring it out for signing.
6. **Exchange the voter receipt for a ballot**
7. **Prepare ballot materials**
Put the ballot in a secrecy folder (since you'll be carrying the voter's marked ballot). Bring the voter a pen.
8. **Have the voter sign their signature certificate**
If the voter registered have them sign the document in two places.
9. **Let the voter mark their ballot**
10. **Bring their signed signature certificate and marked ballot inside**
Have them wait for you to confirm there were no ballot counter issues. Use a Place the marked ballot in the secrecy folder to protect their privacy.
11. **Return their signature certificate to the Poll Book Station**
12. **Insert the ballot in the ballot counter**
If there are ballot marking errors press "Return" and bring it back to them. Explain what happened and ask if they want a new ballot.
13. **Let them know when the ballot was successfully voted**
Don't forget to bring them an "I Voted" sticker!

What to do if a voter brings a mail (absentee) ballot

We cannot accept mail ballots in the polling place. Review these two options with the voter.

- ◆ **Option 1: Drop off the mail ballot by 8 p.m.**
Bring it to Minneapolis Elections & Voter Services (980 East Hennepin Ave).

UPDATED!

NOTE: This deadline has changed to 8 p.m. for all future elections.

In state or federal elections, absentee ballots can also be delivered by the same time to Hennepin County Elections on the second floor at 300 South 6th Street (Hennepin County Government Center).

- ◆ **Option 2: Vote at the polling place with a newly issued ballot**
If the voter chooses to get a new ballot, do NOT take their absentee ballot. They cannot insert their absentee ballot into the ballot counter. This would introduce a ballot into the polling place that was not accounted for. Ask them to take it home to dispose of.

If a voter leaves a mail ballot behind

If someone leaves their mail ballot and/or discards it on site, remove it immediately from view. Attach it to the Incident Log with an explanation.

Poll Book Station

Support your PRS

The PRS is not just an advanced poll book user; they are Poll Book Station trainers there to help the team be an efficient, accurate operation. Sometimes the PRS and HEJ/AHEJ have different expectations about what this means in practice. We created the PRS so that the HEJ/AHEJ could be freer to focus on other procedures and team management. Here are some things to bear in mind:

- ◆ **Let the PRS be a leader**
The PRS is not there to replace you but they are there to manage the station as much as possible.
- ◆ **Don't micromanage**
It's normal for you to feel anxious that everything is done right. That's a good thing! But people have different ways of going about things and your styles may not always mesh — be gracious to each other and discern what does and doesn't really need to be done one and only one way.
- ◆ **Ask the PRS to always inform you of issues big and small**
Sharing too much isn't likely to be an problem; sharing too little is!
- ◆ **Get more involved if the PRS lacks confidence or is making errors**
If you are concerned the PRS is getting a procedure wrong, politely ask to check the manual before proceeding. You can also check in with Election Headquarters to get clarity.
- ◆ **Review what we tell the PRSs on how to work with you**
If helpful take a look at how we frame this for the PRSs on page 68.
- ◆ **If a voter wishes to register but is unable to vote**
Future voters can now register at 16. Direct them to mnvotes.gov to do so (the site may be down on Election Day itself).

Safety-related privacy requests

Voters' names and addresses are public information as long as they are used for elections, political activities, or law enforcement purposes. However, a voter can keep information private if they have personal safety concerns.

Option 1: Request to keep information private

The voter can ask to hide their name and address from everyone but election officials and Election Judges.

Have the voter write and sign the statement below on a piece of paper. It should include their full name and the address. Attach it to their signature certificate at the Poll Book Station, not the Incident Log.

"I request that my name be withheld from the public information list of voters because it is required for either my safety or the safety of my family, as provided in Minnesota Statutes 201.091, sub. 4."

Option 2: Request to inactivate registration

For additional safety, voters can have their registration deactivated once their address has been verified. This hides the record in the database unless an election official specifically looks for it. To verify the address, a county election official will enter their record into the system and send a verification postcard. Once it has been delivered to the address the election official will inactivate the record. The person must re-register before voting again.

Have the voter write and sign the statement below on any piece of paper. It should include the voter's full name and residential address. Attach it to their signature certificate at the Poll Book Station, not the Incident Log.

"I am currently registered to vote at the name and address above. I hereby request that my voter record be marked "inactive" in the statewide voter registration system, in accordance with Minnesota Statutes 201.13, sub. 4."

What is Safe at Home?

If a voter tells you they are enrolled in the Minnesota Secretary of State's Safe at Home Address Confidentiality Program, have them call the program at 651-201-1399 for instructions. Program participants need their address to

be private for safety. Registering on Election Days can jeopardize their anonymity.

Reporting death of a registered voter

Voter records routinely get checked against death records so registration lists can be updated. However, a family member may want to send a notice to the county themselves. Ask them to write and sign the statement below on any piece of paper and return any collected statements in Envelope B.

"In accordance with Minnesota Statutes 201.13, I am a registered voter and I have personal knowledge that _____ is deceased. If known, I am including their dates of birth, death, and their last known address below."

Name missing due to a clerical error

If a voter insists that their name was not in the poll book due to a clerical error, and they are unable or unwilling to register in the polling place, call Election Headquarters for instructions.

Poll book challenge screen

All judges, including the PRS, should get you to handle the "Challenged" voter messages in the poll book.

◆ **Be tactful**

Do not embarrass or upset the voter. Have a discreet conversation and explain there are some questions you need to ask.

◆ **Follow the script on the screen**

It explains why there is a challenge, walks you through putting the voter under oath, and has questions for you to ask the voter.

◆ **Resolve the challenge based on the voter's answer to your question(s).**

You must act based only on the voter's answers. You cannot require a voter to prove their eligibility beyond the answers given under oath.

◆ If the voter is **eligible** press "**Clear Challenge**"

Then process the voter as usual. You do not need to note this in the Incident Log.

◆ If the voter **refuses to answer questions** press "**Challenge Refused.**"

The voter cannot vote at your polling place this election. Record details in the Incident Log.

The screenshot shows a mobile application interface for a training election. At the top, it says "Training Election" and "TRAINING MODE" with a "Reset" button. The location is identified as "Hennepin County VAN CLEVE PARK (2-3)". The screen title is "Challenged - AB Address". The voter's name is "PETTERSEN, SALLY LEAH" with a birth date of "04/02/1959" and address "1721 BROOK AVE SE, Precinct MINNEAPOLIS W-2 P-03, Split 1-1". A message states: "This voter has applied for an absentee ballot at an address different than the address currently listed on their voter record." On the right, there are three buttons: "CLEAR CHALLENGE", "CHALLENGE REFUSED", and "CHALLENGE FAILED". Below this, instructions for the voter are provided: "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?'" and "If the voter answers 'no', ask the voter, - 'What is your residential address?'". At the bottom, it says "If the voter has not voted absentee and their address matches that".

◆ If the voter is **not eligible** press "**Challenge Failed**"

Record details on the Incident Log.

If the voter fails the challenge because they don't live in the precinct but are otherwise eligible to vote, you will still press "Challenge Failed." This doesn't mean they are in trouble. Instruct them to register to vote at the correct precinct.

PNP: If a voter declines to indicate party preference

Some voters may be confused about why they are being asked to select a party. In the PNP, each party has a separate ballot, unlike the at state primary, where multiple parties appear on the same ballot. It may be useful to think of the PNP as running several different elections at once (one for each party). Without first choosing a party, there's no ballot to choose and no vote to cast.

If a voter declines to provide a major party preference, they will not be able to vote in the Presidential Nomination Primary. The point of this election is to express a preference for candidates within a chosen party. This is not the same as party registration, which some states maintain, but which Minnesota does not.

If a voter still refuses to select a political party, they will not be allowed to vote and must leave the polling place. Document this occurrence in the Incident Log and include:

- ◆ the voter's name (if available),
- ◆ the time the incident occurred,
- ◆ the steps taken to provide information to the voter about the PNP.

Your City. Your Vote.

“ I've been working as an election judge since 2008 and it gets better with every election cycle! The manuals, equipment (such as the E-Pollbooks), support for HQ, training classes and such just get better and better. The philosophy of "continuous improvement" is present with OUR election process and I'm proud to be part of such a well run organization.

Ballot Station

Hourly voter receipt audit troubleshooting

Use the Voter Receipt and Ballot Counter Audit Form every hour to check that your counts match. Keeping these numbers in line is one of the main tasks for the day. If possible, we encourage having two judges at the Ballot Station: one to number and organize voter receipts and the other to give ballots and instructions.

1. Rule out these possibilities

- ◆ On your audit form, did you count the ballots voters were filling out and hadn't put in the ballot counter?
- ◆ Did voters have to use the auxiliary compartment at some point? If so, verify there aren't any ballots still inside that should be added to your count.
- ◆ Did a voter abandon their ballot and leave without voting?
- ◆ Did a voter leave the building with their ballot?

2. Audit your voter receipts

99% of the time the problem was caused by a numbering or counting error. To keep serving voters smoothly assign someone who isn't working the Ballot Station to investigate.

- ◆ Start with the receipts on the spindle and look at the bundled stacks as needed
- ◆ Make sure each bundle has 25 (not 24 or 26)
- ◆ Check for receipts that have the same number (ex. two are marked as receipt #82)
- ◆ Check for numbers that were skipped (ex. the receipt after #102 was marked #104)
- ◆ Check for receipts that weren't numbered
- ◆ Check the floor and look under loose table items for a missing voter receipt

3. Call us if an hour has passed and your count is still off

We document and track counts that are off during the day.

4. Call us after polls close if you end the day off on your count

If you end the day with your counts off you will need to call Election Headquarters after polls close and write additional documentation on the Voter Statistics Worksheet (page 145). Call us even if you contacted us earlier in the day.

Ballot shortages

Contact Headquarters immediately if your ballot supply is low (200 or lower). Never issue your last ballot.

Abandoned ballots

The team should always get you if they find a voter has abandoned their ballot without voting. This means your counts will be off for the rest of the day — but that's fine since you have a documented explanation of what happened. A ballot is not abandoned if someone votes but leaves before seeing an error or paper jam. We do not cancel a voter's check in in a case like this.

- ◆ Print "Found in ___" on the ballot.
- ◆ Put it in the Spoiled Ballot Envelope
- ◆ Make a note in the Incident Log and call to let us know what happened and that your counts will be off

Ballot Counter Station

If the ballot counter stops working



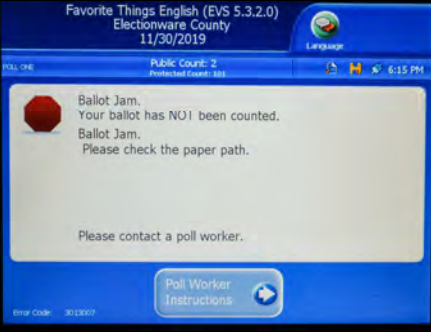
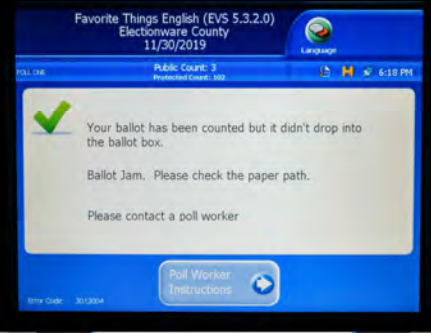
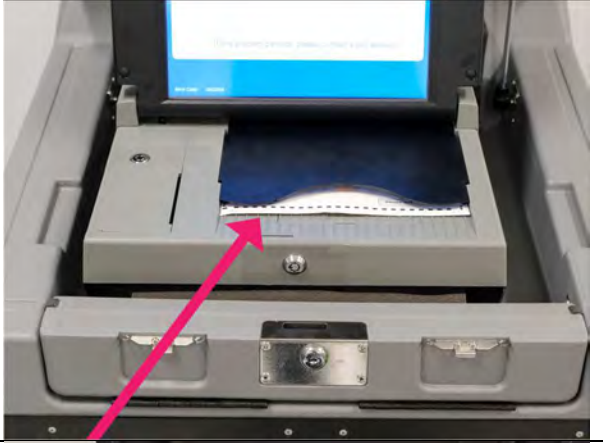

1. **Open the auxiliary compartment flap immediately**
Do not keep voters waiting. Open the silver flap on the compartment into which voters put their ballot.
2. **Make a public announcement and continue informing voters as they arrive**
“We are working with Election Headquarters to get the ballot counter running. In the meantime, please place your completed ballot into the locked box. When the machine is back up, two Election Judges from different major political parties will together feed them into the ballot counter. Thank you for your patience!”
3. **Work with Election Headquarters for a solution**
4. **After the ballot counter is working have two party-balanced judges insert the ballots**
Find a quiet time in the day for two judges from different major political parties to remove the ballots from the auxiliary compartment and insert them into the ballot counter.
5. **Document all details in the Incident Log**

Voters who leave before an error is fixed

Never, ever spoil a ballot if a voter put it in the ballot counter but left before seeing an error or paper jam. You must vote it and override any ballot marking error messages that appear. We do not cancel a voter's check in in a case like this.

Then remind the Ballot Station judge that it's their job to make sure this doesn't happen!

Fixing a jammed ballot

<p>1 Communicate with the voter throughout the process They will be anxious to confirm that their ballot was properly counted.</p>	
<p>1a If the message says, “Your ballot has NOT been counted” Tell the voter that once you unjam the ballot, it will need to go through the scanner.</p>	
<p>1b If the message says, “Your ballot has been counted” Explain to the voter that their ballot was scanned and counted but jammed before dropping into the main compartment. After you dislodge the ballot, open the ballot box, and place it inside. Do not rescan the ballot or it will count twice.</p>	
<p>2 If the ballot is visible ask the voter to gently tug it back</p>	
<p>3 Remove the plastic privacy guard Lift and remove the black plastic privacy guard to see if the ballot is now visible and can be dislodged.</p>	

Pull the scanner forward

- 4** Use the silver key to unlock the security flap and pull it down. Pull the scanner toward you a few inches. Look in the space behind the scanner where the ballot drops into the counter.



Open the main compartment

- 5** If the previous steps were unsuccessful, open the main compartment and pull the ballot down by hand. Two judges from different major political parties must be present for this. A flashlight can be helpful.



If it continues to jam, apologize for the inconvenience and tell them to get a replacement ballot

- 6** If the machine is frequently jamming, open the main compartment to see if a counted ballot is stuck there. If all else fails, call Election Headquarters.

CALL HQ

Record each time you open the ballot box in the Incident Log

- 7** Note the time of day and ask the judges who opened the ballot counter to initial the log. Explain the jam and what you did to correct it.

Ward - Precinct **W-13 P-13** Municipality - **Minneapolis** Election - **Primary** Date - **August 9, 2022** Page of

Incident Log

Record the solution on the Incident Log form:

- Time of occurrence/problem
- Brief description of the incident
- Name(s) of individual(s) involved, if known
- Steps taken to resolve
- Initials of incident judges witnessing the incident

Time	Incident - record any unusual occurrences or problems	Steps taken to resolve	Dispute judge initials

Return in Results Envelope A (even if not used)

Full ballot box

Empty the ballot box at intervals of 1000 during the day.

Straightening and boxing 1000 ballots at a time can be messy and time-consuming. If voter traffic has slowed, you might consider tidying the ballots at 500 or so. To do this follow the steps below but don't seal the transfer case. Instead, lock it in the bottom of the ballot counter. New ballots will fall on top of the case without issue.

1. **Plan to empty the box when it reaches intervals of 1000**
Monitor the public count to check if it needs emptying.
2. **Make a public announcement before beginning:**
"Our ballot box occasionally needs to be emptied. We will now remove the ballots that have been counted and transfer them to a sealed case."
3. **Have two judges from different major political parties open the ballot box and remove ballots**
4. **Place ballots into a Ballot Transfer Case**
5. **Seal the Ballot Transfer Case immediately**
Use two Ballot Transfer Case Certification Seals and one plastic seal (follow instructions on page 127).
6. **Store the Ballot Transfer Case in a secure location**
It should remain in a place where the HEJ/AHEJ and other team members can monitor it.
7. **Record each time you open the ballot box in the Incident Log**
Note the time of day and ask the judges who opened the ballot counter to initial the log. Write down the number from any seals used to secure removed ballots into Ballot Transfer Cases.



Customer service

Goals

- ◆ **Maintain a professional and voter-friendly environment**
You and your attitude set the tone for your team. Ensure the neutrality of all Election Judges; ensure every voter is treated with respect and in a pleasant manner.
- ◆ **Handle voter complaints and feedback**
Provide feedback and HAVA forms as needed (pages 113 and 150).
- ◆ **Assist voters with questions**
- ◆ **Make sure waiting lines are orderly**
See page 34 for line management strategies.

Dealing with challenging people

There are times when you may have to address challenging voters, Election Judges, appointed challengers, or campaigners.

De-escalation tips

- ◆ **Listen and validate the person’s emotions**
Validate their feelings, even if you don’t agree with why they are upset. Say, “I understand why you might be upset.”
- ◆ **Find a neutral space and limit people present**
Onlookers add to the tension and intensity of a situation. Find a quiet corner and see if the individual is willing to sit down together.
- ◆ **Slow it down**
The slower you go, the more time you both have to gather your composure.
- ◆ **Call Election Headquarters and let us deal with the individual**
Never hesitate to call Election Headquarters to let us help—that’s exactly what we’re there for.

When to involve law enforcement

In rare cases, you may need law enforcement to remove someone who won’t cooperate.

- ◆ **Call 911 immediately if someone becomes violent**
- ◆ **Call Election Headquarters if someone is causing a major disruption but is not being violent**
We will review the situation with you and discuss options. This may include sending a PSJ to work with the individual, or if necessary we may involve law enforcement. Unless you are in danger, you must call Election Headquarters for approval before calling police.

Feedback from voters

The team should direct voters who have concerns or complaints to you. You can offer the following complaint forms for them to complete as needed. See page 149 for an example.

Election Day Feedback Form

- ◆ Provide this form for most complaints or feedback. If needed record facts relating to the voter’s complaint in the Incident Log.
- ◆ Put completed forms in the Feedback Form Envelope, to be reviewed by the City and Hennepin County.

Help America Vote Act (HAVA) Complaint Form

- ◆ Federal law requires this form to be available to report possible violations of the Help America Vote Act law. See pages 113 and 150 for an example.

- ◆ Use it only for complaints about the following:
 - ◆ Voting equipment
 - ◆ Polling place accessibility
 - ◆ Posting of required voter information in the polling place
 - ◆ Voter registration requirements and processes

How to help a voter complete the HAVA Form

We encourage voters to complete the form on site, though they can take it with them and send it to us later if they prefer.

- ◆ **Have the voter complete the form and sign it**
You can help the voter complete the form if they request it.
- ◆ **You must sign the form**
Election Judges are deputized as notaries on Election Day for purposes of witnessing a HAVA complaint. Your signature does not mean you agree with the voter's statement, but that you witnessed the voter complete the form.
- ◆ **Put the form in the Feedback Form Envelope**
- ◆ **Make a note in the Incident Log about what caused the voter to file the complaint.**

Appointed challengers

Admittance process

1. **Greet them and review their appointment letter**
The appointment letter must be printed, contain their name, and be from a major political party or a nonpartisan candidate. There is no need to keep the appointment letter itself for our records.
2. **Verify their Minnesota residence**
The challenger must show you proof of Minnesota residence. They can use any proof of residence accepted for Election Day registration (page 40). Challengers do not have to live in the precinct.
3. **Provide them the "Challenger Guidelines in the Polling Place" handout**
The Brown Head Judge Supply Envelope includes a handout for the challenger. Review it with them and ask if they have any questions.
4. **Provide a chair in view of the Poll Book Station but out of the way of voters**

Challenger role and limitations

A challenger has a very narrow role. Challengers are not poll watchers (which are not authorized under Minnesota law).

- Can challenge a voter they personally know isn't eligible**
It must be based on personal knowledge, not suspicion.
- Cannot interfere with or question Election Judges**
Getting involved with anything other than challenging a voter's eligibility is not legal.
- Cannot be disruptive**
If a challenger continues being disruptive after being asked to stop you need to call us. We will review the situation, and if needed, have you eject the challenger from the polling place. Never eject a challenger without calling us for approval.
- Cannot move about the polling place to monitor other stations**
Challengers must stay at the Poll Book Station. There is no legal basis for being in any other part of the voting area apart from the Poll Book Station. They are not allowed to go within 6 feet of the ballot counter.

Administering a challenge

Follow the steps below if a challenger makes a formal challenge.

1. **Tell the challenger to speak to you, not the voter**
2. **Have the challenger complete the Oath of Challenge to Voter's Eligibility Form (page 152)**
3. **Have the challenged voter swear or affirm an oath**
 "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?"
4. **Question the voter regarding their eligibility**
 Ask only what is needed to address the reason for the challenge. This is the same process as the script used on the poll book screen when a "Challenged" message appears. For example, if the challenger asserts the voter is underage, you will need to ask them their date of birth.
5. **Resolving the challenge**
 The challenge is resolved based on the voter's answers under oath. The voter is not required to present ID or documents to overcome the challenge.
 - ◆ If the voter's answers show that **they are eligible** to vote in the precinct, they can vote.
 - ◆ If the voter's answers show that **they are not eligible** (or they refuse to answer questions or sign the signature certificate) they cannot vote at your polling place.
 - ◆ If they are eligible to vote but **don't live in your precinct**, instruct them to go to the correct polling place and vote there.
 - ◆ **If the challenger persists** but the voter has said they are eligible to vote, have the voter verbally repeat the oath/affirmation on their signature certificate. After the voter signs their signature certificate, you must allow them to vote. Tell the challenger they may contact the county attorney to pursue the matter further.
6. **Place the Oath of Challenge to Voter's Eligibility Form in the Challenger Form Envelope**
7. **Make detailed notes in the Incident Log**

Authorized polling place visitors

There is a small list of authorized visitors apart from voters who can be in the polling place. They each have a unique set of rules.

News media in the polling place

News media often go to polling places on Election Day. Here are the rules you (and they) need to know.

1. **You do not need to call us to get permission or notify us when media come**
2. **Ask for identification**
 Media must show a photo ID to the HEJ/AHEJ, along with either a recognized media credential or a letter from a local election official confirming their credentials.
3. **Review these rules with them**
 - ◆ They may not interview or talk to people in the voting room or disturb the voting process.
 - ◆ They may not interview Election Judges. They need to call our media staff. Call us as needed and we will connect them with the right people.
 - ◆ They must stay at least six feet from voters or the ballot counter.
 - ◆ They may take photos or video, but not of someone's voted ballot. Let them know that some voters aren't comfortable with cameras in the polling place. While it is allowed, ask them to be sensitive if it is causing a conflict.
4. **Record on the Incident Log the time of day, length of their visit, and the name of the media representative**

Exit pollsters

Review these rules with them before they begin. They are not required to show you credentials.

- ◆ They can be in the buffer zone or the building but not in the voting room. At some locations, this may mean staying outdoors.
- ◆ They can only approach a voter once they're done voting.
- ◆ They can only ask the voter to do a written anonymous questionnaire. They cannot ask the voters questions out loud, such as who they voted for or their views on political issues.

Voters displaying campaign material

Be on the lookout for campaign materials outside (signs, etc.) and inside (sticker, buttons) the polling place.

For more details on what is and is not allowed, see page Campaign and political materials64.

Politely ask the voter to cover up or remove campaign material, including T-shirts and buttons, while in the polling place. If you are unsure if something is campaign material do not ask them to remove it.

The point of these rules is to minimize disruption to a polling place. If the voter is unable or unwilling to cooperate, log the incident and help the voter move through the voting process normally. In the case of an Election Judge showing up with inappropriate clothing, contact us if they are unwilling or unable to correct the problem.



Buffer zone enforcement

- ◆ **No one can campaign or linger within 100-feet of the polling place**
We call this the "buffer zone." You have a satellite map showing the buffer zone boundaries.
 - ◆ **Polling places on public property**
Campaigning is not allowed anywhere on the property, even beyond 100 feet.
 - ◆ **Adjacent private property**
The ban on signs and campaign materials within 100 feet does not apply to any adjacent private property.
- ◆ **Go over the rules with campaigners inside the buffer zone and ask them to relocate**
Call us or work with your PSJ if they will not follow your directions.

Combined precincts procedures

A combined precinct means that two precincts vote in the same room and are served by one team of judges. This is different from buildings that host multiple precincts but conduct voting in separate rooms (or a gym that is split by dividers), which is more common.

Basics

- ◆ All voters check in at one Poll Book Station, and then diverge to two Ballot Stations and two ballot counters.
- ◆ One ballot marking device serves both precincts. The screen will have you select the correct precinct before the voter begins.
- ◆ These teams have an extra AHEJ assigned because there are two sets of paperwork to complete and two ballot counters to open and close. Decide who among the three will handle the paperwork and ballot counter set up for each precinct.

Review these additional instructions with your team before opening. Many of these steps are also noted throughout the Manual in the relevant chapters.

Opening

- ◆ Set up tables for one Poll Book Station but two Ballot Stations.
- ◆ Set up one ballot marking device for both precincts.
- ◆ Set up two ballot counters, one for each precinct separated as far as possible from each other.
- ◆ Set up four boxes per poll book. Each poll book needs two pairs of pre-registered and Election Day registration boxes.
- ◆ Label each box with the precinct name. Use a post-note or marker to clearly identify which of the two precincts the boxes are for.
- ◆ Put physical space between pairs of boxes. For example, put one pair on the far left and the other on the far right.
- ◆ Use the pre-made signs we send to clearly identify the Ballot Station and Ballot Counter Station.
- ◆ Emphasize the importance of getting things right from the start so that your hourly audits get off to a good start.

Poll Book Station

- ◆ When the voter receipt prints you must look at the precinct listed on the bottom to send the voter to the correct Ballot Station.
- ◆ Put the signed signature certificate in the correct box for the precinct. There are four boxes per poll book. Be careful not to combine one precinct's documents with another.
- ◆ When bundling signature certificates into 25s, audit that they are all from the correct precinct.

Ballot Station

- ◆ Don't risk giving the voter the wrong ballot. Before you number the voter receipt look at the precinct at the bottom to confirm the voter is at the correct ballot table.
- ◆ If the voter has to spoil a ballot, ask them which precinct is listed on the bottom right of their ballot. Make sure they are at the correct Ballot Station.
- ◆ The team should notify you immediately if a ballot from the wrong precinct was issued.
- ◆ When bundling receipts into 25s check that they are all from the correct precinct.

Ballot marking device

- ◆ You will see a screen after you enter the pin to choose one of the two precincts. The rest of the steps are identical.

Ballot counter

- ◆ There are two ballot counters in the room, one for each precinct.
- ◆ If the Ballot Station judges are accidentally sending voters to the wrong ballot counter check in with them to clarify.
- ◆ If a voter needs to spoil a ballot ask them which precinct is listed on the bottom right of their ballot so you can send them to the correct ballot table.
- ◆ The screen will notify you if the voter tries to put a ballot into the wrong ballot counter.

Closing

- ◆ Divide the ballot counter closing and paperwork between the three of you.



CLOSING

Before polls close (5 p.m. – 8 p.m.)

Begin closing preparations as early as possible!

Get organized

- Set up a closing worktable**
Designate a large, clutter-free table for completing forms and organizing envelopes.
- Locate the Items to Return Checklist**
This is the guide to everything you need to bring back to the drop-off site. See page 121.
- Locate and organize your return envelopes**
Use the Items to Return Checklist to see all the envelopes you need to locate. Some envelopes will need to remain at their stations until close (e.g. Spoiled Ballot Envelope) but you can retrieve others from the Closing Bag and place them on your closing table.

Assign tasks to each person

- Give everyone a specific closing assignment**
Some find it useful to write down tasks on a post-it note for each person. Assign each judge to put away whatever they set up in the morning, unless you have a specific assignment for them (such as cleaning or helping with paperwork).
- Give clear and specific instructions about handling documents**
Tell judges where to put documents when finished with them, and to not seal any envelopes until instructed to do so.
- Assign the PRS counting and paperwork tasks**
 - ◆ Count the Election Day Registration signature certificates (the “long” slips) Do not count pre-registered voter signature certificates (the “short” slips)
 - ◆ Gather forms: Roster Correction Form, Precinct List of Persons Vouching Form and Record of Attempted Registration
 - ◆ Gather envelopes: Election Day Registration Envelope, Voter Signature Certificate Envelope, and Voided Signature Certificate Envelope
- Assign counting and paperwork tasks at the Ballot Station**
 - ◆ Number of voter receipts
 - ◆ Number of unused or unopened ballots
 - ◆ Number of spoiled ballots
 - ◆ Gather the Ballot Tracking Form
 - ◆ Number of duplicate ballots
- Assign remaining tasks**
 - ◆ Clean up workstations
 - ◆ Disassemble voting booths
 - ◆ Take down the U.S. flag
 - ◆ Clean up the room
 - ◆ Take down signs

At 8 p.m.

- Announce the polls are closed**
Use the same clock you used to open the polls.
- Identify the last voter in line and have a judge stand behind that person**
People in line by 8 p.m. can vote even if the line is out the door. Have a judge stand behind the last voter to tell anyone else who comes that the polling place is closed.
- Wait until the last voter has left before tearing down stations or booths**

After the last voter has left

- Keep the building open for the public to enter**
The public can observe the closing process. Remind facility staff not to lock the doors.

Equipment tear down

- Close the ballot counter (page 123)**
Two judges must do this, one of whom must be the HEJ or AHEJ.
- Close the ballot marking device (page 123)**
Any two judges can close the device.
- Close the Poll Book Station (page 85)**
Assign this to a PRS.
- Put away booths and station supplies**
Make sure the room is clean as you found it.

Dismiss the team

- Dismiss team members who have finished their tasks**
Only four people are needed to stay until the end to sign envelopes. Have each person complete the timesheet before leaving. Thank each person for their work!

Complete paperwork

- ◆ Seal voted ballots in transfer cases (page 127)
- ◆ Official Precinct Certification Form (page 141)
- ◆ Ballot Tracking Form (page 142)
- ◆ Voter Statistics Worksheet (page 145)
- ◆ Results Reports (page 132)
- ◆ Election Judge Time Report
- ◆ Return envelopes (page 135)

Go to drop-off site

- Deliver critical materials to the drop-off site.**
Two judges (of any party affiliation) must deliver returns to the drop-off site. One of the two judges must be either the HEJ or AHEJ. It is best practice for both to come.

Items to Return Checklist

These items are listed in the order in which you will return them at the drop-off site.

- Sealed Ballot Transfer Case(s) with voted ballots**
- Sealed black tote with poll books inside**
- Memory Stick Envelope**
 - Memory stick from ballot counter
- Results Envelope A**
 - Zero Totals Report attached to 1st Results Report
 - Voter Statistics Worksheet
 - Official Precinct Certification Form
 - Ballot Tracking Form
 - Incident Log
 - Broken seals from the memory stick and black poll book tote
- Results Envelope B**
 - 2nd Results Report
 - Roster Correction Form
 - Notification of death and privacy requests (printed forms not sent, voter may handwrite statement)
- Results Envelope C** (only used for school board races)
 - 3rd Results Report (You may post this on the wall until ready to seal this envelope.)
- Election Day Registration Envelope**
 - Election Day registration signature certificates (write total count on front of envelope)
 - Precinct List of Persons Vouching Form
 - Record of Attempted Registration Form
- Voter Signature Certificate Envelope**
 - Pre-registered voter signature certificates (aka the "short slips" — no final count needed on front)
- Voided Signature Certificates Envelope**
 - Voided pre-registered signature certificates
 - Voided Election Day registration signature certificates
 - Voided voter receipts
- Payroll Envelope**
 - Signed Judge Time Report
- Used Voter Receipts Envelope (write total count on front of envelope)**
- Spoiled Ballot Envelope (write total count on front of envelope)**
- Duplicate Ballot Envelope (write total count on front of envelope)**

- Challenger Form Envelope (write total count on front of envelope)**
- Feedback Form Envelope**
 - Completed Election Day Feedback Forms (write total count on front of envelope, even if "0")
 - Completed HAVA Complaint Forms (write total count on front of envelope, even if "0")
- Keys for ballot counter and ballot marking device**

Items to leave at the polling place

- ◆ **Forms to leave behind**
Not all forms come to drop-off! Keep these documents in the Brown Head Judge Supply Envelope (which is left behind in the blue rolling supply case).
 - ◆ Voter Receipt and Ballot Counter Audit
 - ◆ Polling Place Layout
 - ◆ Any authorization documents from appointed challengers
- ◆ **Return items to where you found them**
Be sure to return items that were behind a locked door to the same location.
 - ◆ Ballot counter
 - ◆ Ballot marking device (gray case) and printer (black case)
 - ◆ Power strips and extension cords
 - ◆ Green poll book cases
 - ◆ Voting booths
 - ◆ Flag
- ◆ **Keep locked in bottom of ballot counter**
 - ◆ Blank ballots (store in any unused Ballot Transfer Cases, if applicable)
- ◆ **Store in blue rolling supply case**
 - ◆ Brown Head Election Judge Supply Envelope
 - ◆ Anything else not on the return list

**ALL RETURN ENVELOPES NEED TO BE RETURNED.
IF EMPTY, MARK THE COUNT AS "0", SEAL AND SIGN AS NORMAL**

Ballot counter closing

Who can do this

This can be done by two judges of any party, one of whom must be the HEJ or AHEJ. Party balance is NOT required (exception: party balance is needed if there are ballots in the auxiliary compartment that still need to be voted).

What's needed

- ◆ Keys (flat silver key and black barrel key).
- ◆ Official Precinct Certification Form
- ◆ Wire-cutters
- ◆ Memory Stick Seal Envelope
- ◆ Results Envelope A (for storing the cut memory stick seal)

Make sure the auxiliary compartment is empty

- 1 If there are ballots in the auxiliary compartment, two judges from different major parties must insert them into the ballot counter.

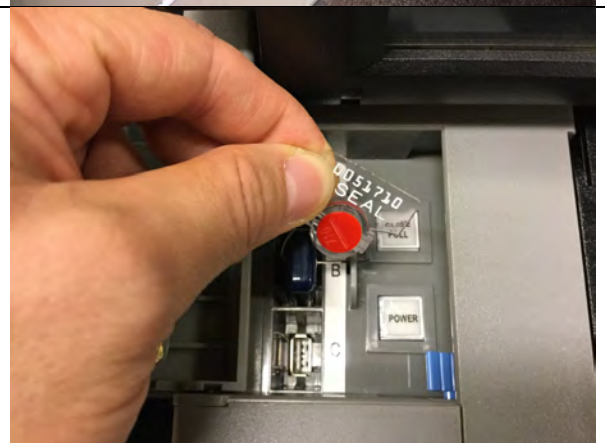


- 2 Use the barrel key to open the memory stick compartment

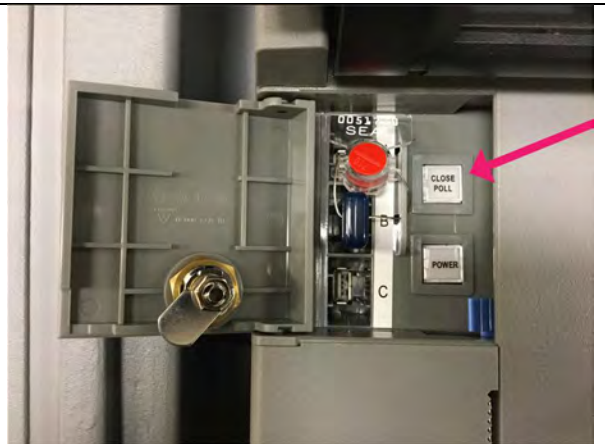


Verify the seal

- 3 Using the Official Precinct Certification Form, verify that the seal is intact and shows the same number you attested to in the morning.



4 Release the printer compartment
 Press the blue lever inside the memory stick compartment to release the printer door.



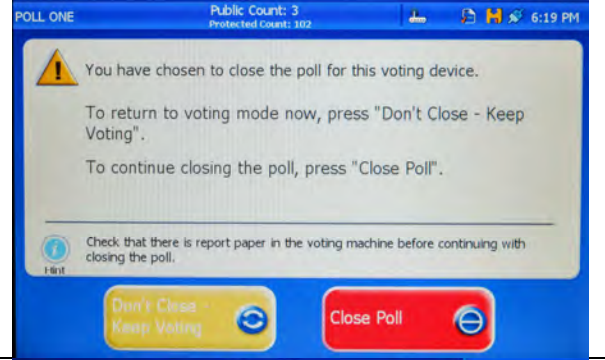
5 Unroll the paper and close the door
Do not tear!



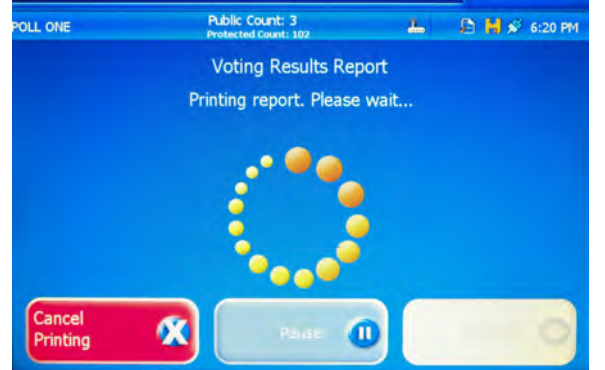
6 Press the "Close Poll" button in the memory stick compartment
 Hold for a few seconds, then release.



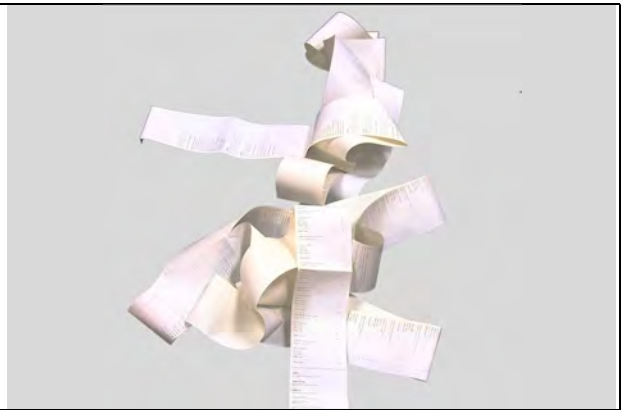
7 Press the "Close Poll" button



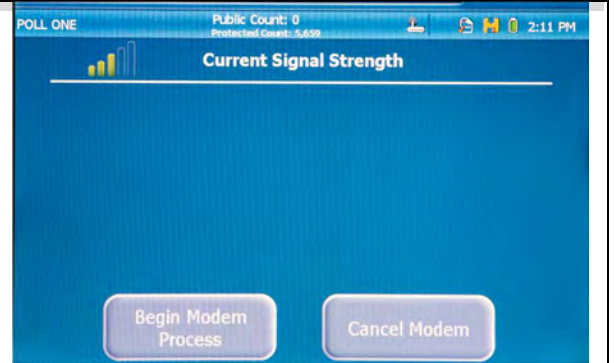
8 Allow reports to print
 A Ballot Status Accounting Report will print, followed by three copies of the Results Report.
Do not tear any reports until all have printed. If you get an error, see page 100.



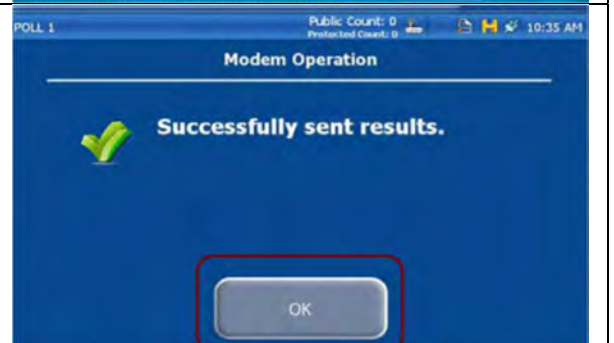
- 9** **Tear off the entire printout**
 You now have one very long piece of paper! Do not tear yet, just set aside.



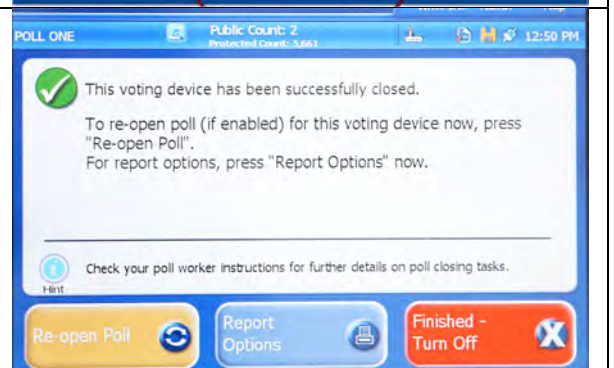
- 10** **Press “Begin Modem Process”**
 This transmits voting results to Hennepin County. Call Election Headquarters if you have signal strength issues.



- 11** **Wait for the screen to read “Successfully sent results”**



- 12** **Press “Finished – Turn Off”**



- 13** **Using wire cutters, cut the seal and remove the memory stick**
 Place the memory stick into the Memory Stick Envelope and the broken seal into Results Envelope A.



14 Close and lock the memory stick compartment



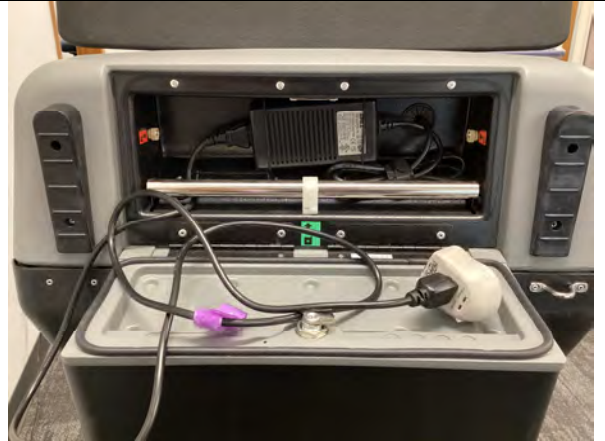
15 Close and lock the screen



16 Close and lock the lid



17 Return the power cord to the back compartment
Be sure to keep the mini-surge protector with the cord.



Sealing ballots in Transfer Cases

1

Check carefully in the bottom of the ballot box and the auxiliary compartment to make sure no ballots remain.



2

Fill out two Certification Seals for each case
Four Election Judges must sign each paper seal.
Number each case (1 of 2, 1 of 2, etc.)

BALLOT TRANSFER CASE CERTIFICATION SEAL
Presidential Nomination Primary, March 3, 2020
Ward _____ Precinct _____ Case _____ of _____ total cases.
We hereby certify that the total number of voted ballots as provided by Minnesota statute and rules of the Secretary of State are contained herein and the case was sealed in accordance with law.

JUDGES OF ELECTION JUDGES OF ELECTION
Seal number _____

Transporting Instructions:
Place this seal on the ballot case to seal shut the front panel and return to the drop-off site on election night. Delivery must be made by **two** Election Judges.
Signatures of transporting Election Judges: _____ and _____

3

Apply the paper seals and a plastic seal
Apply the paper seals over the edge where the box opens, such that they would rip if the box were opened again. Apply a plastic seal and note the number on the paper seal.



4

Store unvoted ballots in the empty ballot box
All unused ballots must be locked in the bottom of the ballot box. Place them in an empty Ballot Transfer Case (if available) or simply stack them in the bottom.



Closing the ballot marking device

This can be done by any two judges. No party balance is required.

- 1** Power down the computer and close the case



- 2** Use the key to open the USB compartment and unplug cords
When finished, place the USB hub back inside, then close and lock the door.



- 3** Unplug all printer and power cords



- 4** Fold and shut the paper feed door



5 Return the printer to the black case



6 Store all cords and accessories in the black case
The power cord, headphones, navigation pad and three button device should all be included.



7 Place foam pad on printer and close lid



CLOSING PAPERWORK

Official Precinct Certification Form

Use this form when closing the ballot counter and after sealing the poll book tote with a new seal.

Official Precinct Certification Form
Minneapolis WPP
General Election, November 8, 2022

Election judge oath
All judges must take and sign before beginning work.

Opening the poll certification
Must be two judges (from any party), at least one of whom should be the head or assistant.

Closing the poll certification
Must be two judges (from any party), at least one of whom should be the head or assistant.

Return to Envelope A

If seal numbers do not correspond, call headquarters, then provide explanation on back of form.

Closing the poll certification

Must be two judges (from any party), at least one of whom should be the head or assistant.

"We certify the memory stick seal numbers at the close of the poll match the seal numbers at the opening of the poll, as listed above. We have re-sealed the black poll book tote."

The new black poll book tote(s) seal # is _____

Election Judge Signature

Election Judge Signature

If seal numbers do not correspond, call headquarters, then provide explanation on back of form.

Return to Envelope A

Ballot Tracking Form

Use this form to account for all your ballots at the end of the day.

Ballot Tracking Form
Minneapolis WPP
General Election, November 8, 2022

After polls close

Confirm each ballot total matches the amount you began with (shown on page 1).
Give an explanation for any discrepancies in your Incident Log.

Ballot type

Unopened ballot packs you have left: _____ x 100 per pack

Unused ballots from opened packs:

Spoiled ballots (see Spoiled Ballot Envelope):

Ballots you had to duplicate (see Duplicate Ballot Envelope):

Ballots cast (the "Public Count" from ballot counter):

Return to Envelope A

Page 2 of 2

After polls close

Done by two judges from any party (preferably the head and/or assistant head judges)

Confirm your ballot total matches the amount you began with (shown on page 1).
Give an explanation for any discrepancies in your Incident Log.

Ballot type	Amount
Unopened ballot packs you have left: _____ x 100 per pack	= _____
Unused ballots from opened packs:	+ _____
Spoiled ballots (see Spoiled Ballot Envelope):	+ _____
Ballots you had to duplicate (see Duplicate Ballot Envelope):	+ _____
Ballots cast (the "Public Count" from ballot counter):	+ _____
Total number of ballots	_____

Voter Statistics Worksheet

Most of statistics on this form are also written on the Results Reports.

Voter Statistics Worksheet General Election, November 8, 2022

City/Ward/Precinct: Minneapolis **W-1 P-01**

Persons registered at 7 AM: **967**

Election Judge section (Completed & signed on election night by Head Election Judge and another Election Judge)

Election Judges and voting booths

Number of Election Judges who worked in the precinct

Number of voting booths used in the precinct

New registrations

Number of Election Day Registrations
Found on the Election Day Registration Envelope.

Voter receipt count versus ballots cast

Number of Voter Receipts
Found on the Used Voter Receipts Envelope.

Ballots cast (Public Count)
Found at top of the screen on the ballot counter or at top of Results Tape.

Ballots not in the ballot box

Number of spoiled ballots
Found on the Spoiled Ballot Envelope

Number of duplicated ballots
Found on the Duplicate Ballot Envelope.

Precinct statistics review

Is the Zero Tape attached to the 1st Results Tape? Yes No

If 'No' tape it together and have two judges sign across the point of separation.

Are voter receipts (box "A" above) equal to ballots cast (box "B")? Yes No

*If 'No' call election headquarters now (even if you call earlier in the day).
Write a detailed explanation below. Do not write "See Incident log."*

(continue on back if needed)

Signatures

Head Judge: _____ Additional Judge: _____

Election Night Drop-Off Staff Only

Are all fields complete? Yes No

Scanned and emailed to hc.vote@hennepin.us? Yes No Reviewed by: _____



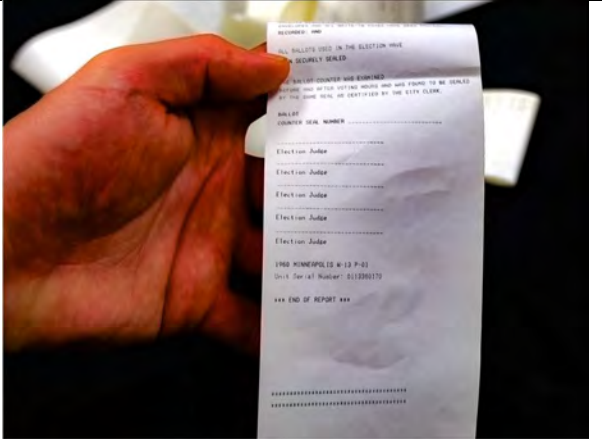
Results Reports

At the end of the night you will print three Results Reports. The first stays attached to the morning Zero Totals Report, and the second and third are separated. You will write identical statistics on all three. Complete these steps after you've finished closing the ballot counter.

Separating the Results Report

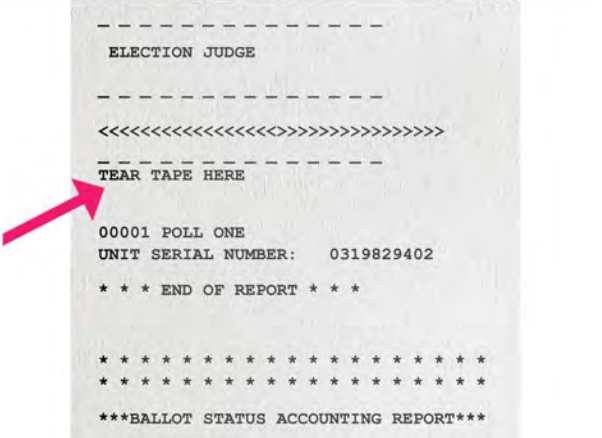
1

Find the very end of the printout
The end of the printout has the signature area for the third Results Report



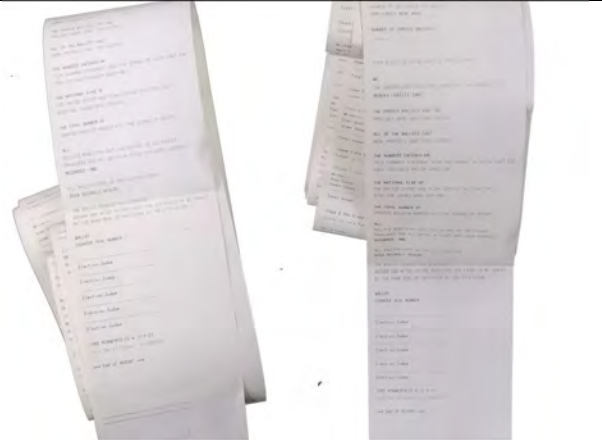
2

Carefully scan upwards until you see "Tear Tape Here" near the next signature area



3

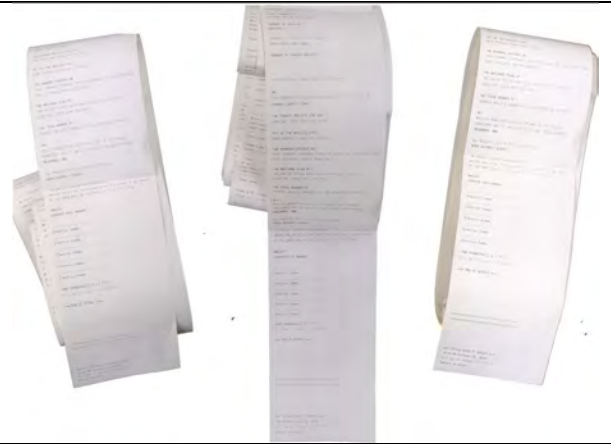
Tear at the spot which separates the third Results Report



Repeat Steps 2 and 3 one more time

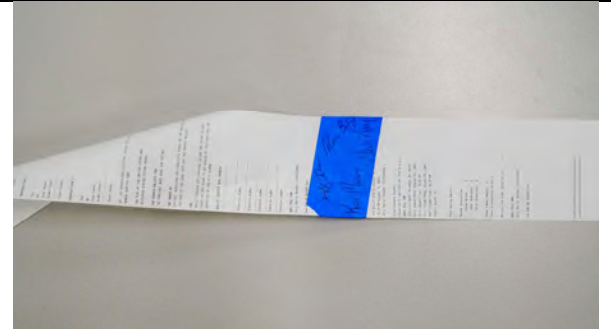
Now repeat these steps to separate the second Results Report from the first.

- 4** When finished you'll have three pieces of paper: two shorter ones with just Results Reports, and one longer one with the morning Zero Totals Report plus the Results Report.



Tear in the wrong place?

- 4a** Tape the ends together with blue tape and have four judges sign it. Explain what happened and sign on the Voter Statistics Worksheet.



Fold each report so that the stats and signature areas are visible

- 5** At the drop-off site staff need to easily (and quickly) see statistics and signatures without unrolling the whole report.



**IF SCHOOL BOARD CANDIDATES ARE NOT ON THE BALLOT, TAPE 3 IS "EXTRA".
FEEL FREE TO POST IT PUBLICLY WHILE YOU WORK,
AND RETURN IT AT THE END OF THE NIGHT IN BLUE SUPPLY CASE.**

Completing Results Report statistics

Lay out all three side-by-side; you will write the same information on each.

* * * VOTER STATISTICS * * *

NUMBER OF VOTER RECEIPTS: **1402**

TOTAL NUMBER OF BALLOTS CAST
(PUBLIC COUNT): **1402**

NUMBER OF PERSONS REGISTERED AT
7AM: **1922**

NUMBER OF ELECTION DAY
REGISTRANTS: **112**

NUMBER OF SPOILED BALLOTS: **30**

NUMBER OF DUPLICATED BALLOTS: **0**

NUMBER OF UNUSED BALLOTS: **387**

* * ELECTION JUDGE OATH OF OFFICE
* WE, THE UNDERSIGNED ELECTION
JUDGES OF THIS PRECINCT...

[...oath text continues...]

BALLOT COUNTER SEAL NUMBER:
3873201

Delia Harrington

ELECTION JUDGE

Fernando Harvey

ELECTION JUDGE

Crystal Love

ELECTION JUDGE

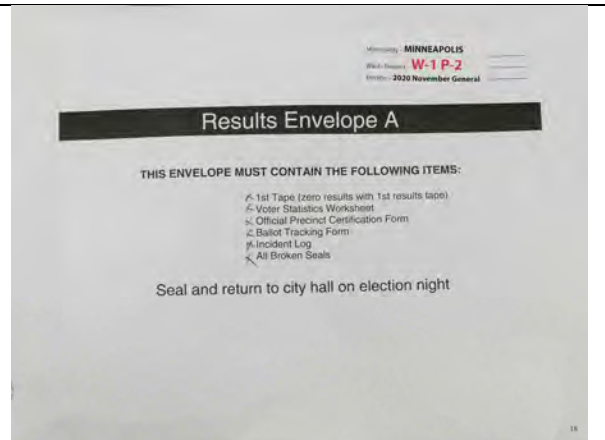
Troy Frazier

ELECTION JUDGE

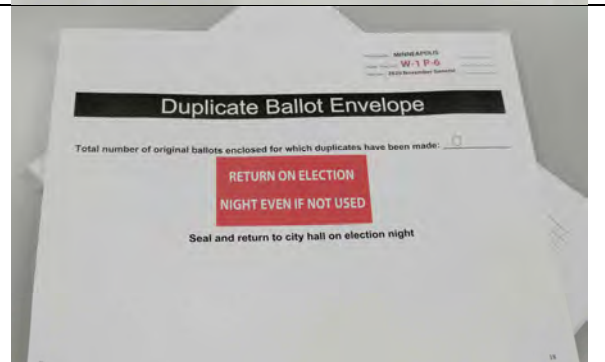
- ◆ **Number of voter receipts**
Total count of bundled voter receipts from the Ballot Station.
- ◆ **Total number of ballots cast (Public Count)**
This number is on the ballot counter screen. It is also printed on the Results Report itself near the top under the heading "Public Count."
- ◆ **Number of persons registered at 7 a.m.**
We print this number for you on the Voter Statistics Worksheet.
- ◆ **Number of Election Day Registrations**
Count the long signature certificates in the Election Day Registration boxes.
- ◆ **Number of spoiled ballots**
Count the ballots in the Spoiled Ballot Envelope.
- ◆ **Number of duplicated ballots**
Count ballots in the Duplicate Ballot Envelope. Write "0" if none.
- ◆ **Number of unused ballots**
Calculate this number using the Ballot Tracking Form.
- ◆ **Ballot counter seal number**
Refer to the Official Precinct Certification Form.
- ◆ **Four judges sign each Results Report**

Return envelopes

1 Insert all of the items listed on the front



2 Complete the information on the front, even if the envelope is empty
 If empty, write "0" in the space for item quantity.
 It is important that we return these to Hennepin County. Knowing that the count is zero is much better than wondering what happened.



3 Seal the envelope and have any four Election Judges sign over the seal
 Do this even if there is nothing in the envelope.



4 Place envelopes in order in your bag
 The order of items on the Items to Return Checklist (page 130) is sorted in the order which you'll be asked to return each item at the drop-off site.



**ALL RETURN ENVELOPES NEED TO BE RETURNED.
 IF EMPTY, MARK THE COUNT AS "0", SEAL AND SIGN AS NORMAL**

EMERGENCY PLANS

The safety of Election Judges and anyone else in the polling place is your priority; everything else is secondary. In an emergency, do not worry about election supplies until after everyone in the polling place is safe. Familiarize yourself with evacuation plans for the polling place.

Change of polling place

CALL HQ

If your polling place becomes unusable and you must move to a new site:

1. Contact Election Headquarters

Staff will find a location as near as possible to the original polling place.

2. Publicly announce the change

Announce the change to the voters present and post a notice in a location visible to voters from their motor vehicles. Post a similar notice in the new polling place.

Police, fire, or medical emergency

1. Call 911

2. Identify yourself as an Election Judge and give your ward and precinct number

3. State the name and address of the polling place building

Also, state the specific location inside the building where the problem is located.

4. Explain the circumstances to the 911 operator

The more accurately you describe the situation, the better the 911 dispatcher will be able to determine what type of response is required.

5. After calling 911, call Election Headquarters

Explain the situation and staff will be sent to assist you.

CALL HQ

6. Record the situation on the Incident Log noting:

- ◆ Time of incident
- ◆ Type of problem
- ◆ Name of the individual(s) involved if known
- ◆ Brief physical description of the individual(s)
- ◆ Brief description of the incident
- ◆ Names and signatures of Election Judges who witnessed the event
- ◆ Names and telephone numbers of any other witnesses

7. If the incident involves an injury, record the following:

- ◆ Name, address, and telephone number of the injured person
- ◆ How the injury occurred, with details on the location and circumstance
- ◆ Description of the injury (ex., bruise on the left ankle, cut on right thumb).

8. Call Election Headquarters when the situation is resolved

9. Record the time and resolution of the situation in the Incident Log

Non-emergency injury or accident

If the situation does not require 911, follow steps 6-9 above.

Active shooter procedures

If there is an active shooter at your location, you should run, hide, and fight, in that order.

Run

Your first choice should be to run, and evacuate the site, leaving all election materials and equipment behind.

- ◆ Have an escape route and plan in mind.
- ◆ Evacuate regardless of whether others agree to follow.
- ◆ Leave your belongings behind.
- ◆ Help others evacuate, if possible.
- ◆ Call 911 when you are safe.

Hide

- ◆ Prevent individuals from entering an area where the active shooter may be.
- ◆ Keep your hands visible.
- ◆ Follow the instructions of any police officers.
- ◆ Do not attempt to move wounded people.
- ◆ If you cannot evacuate, find a place to hide where the active shooter is less likely to find you.
- ◆ Your hiding place should...
 - ◆ Be out of the active shooter's view.
 - ◆ Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
 - ◆ Not trap you or restrict your options for movement.
- ◆ To prevent an active shooter from entering your hiding place...
 - ◆ Lock the door.
 - ◆ Blockade the door with heavy furniture.
- ◆ If the active shooter is nearby...
 - ◆ Silence your cell phone and other electronic devices.
 - ◆ Turn off any source of noise (i.e. radio, television).
 - ◆ Hide behind large items (i.e. cabinets, desks).
 - ◆ Remain quiet.

Fight

As a last resort, and only when your life is in imminent danger, try to disrupt and/or incapacitate the active shooter by:

- ◆ Acting as aggressively as possible against him/her.
- ◆ Throwing items and improvising weapons.

When police arrive

- ◆ Put down any items in your hands.
- ◆ Keep your hands visible.
- ◆ Follow all instructions.
- ◆ Avoid yelling.
- ◆ Commit to your actions.

- ◆ Avoid quick movements towards officers.
- ◆ Do not stop to ask officers for help, just proceed in the direction from which officers are entering the premises.

Leaving the polling place in an emergency

You may need to leave the polling place due to a catastrophic emergency such as a fire, bomb threat, or other situations when remaining is unsafe for Election Judges or the public. If time and safety permit, wheel the ballot counter outside to a safe location, attended by Election Judges at all times.

1. **Stay calm and do not panic**
2. **Choose a location to meet outside; have judges assist voters exiting the polling place**
3. **Record the time and the public count from the ballot counter in the Incident Log**
4. **Unplug the ballot counter and wheel it outside, if it is safe to do so**
In this case, skip step 5. At least two judges should stay with it at all times.
5. **If you cannot wheel the ballot counter outside, remove the memory stick from the ballot counter.**
These steps will take a couple of minutes
 - ◆ Use the barrel key to unlock the memory stick compartment.
 - ◆ Hold down the power button. It will immediately turn light red. After about a minute the button will turn deep red.
 - ◆ Once the power button is deep red, release it, and it will turn white.
 - ◆ Snip the wire securing the memory stick and remove it. (The wire cutter is in the closing bag.)
 - ◆ Take the memory stick with you.
6. **Secure blank unused ballots**
7. **Keep voted ballots locked in the ballot counter**
8. **Remove any ballots from the auxiliary compartment (if applicable)**
Use any available envelope (ex., Duplicate Ballot Envelope, Election Day Registration Envelope for any uncounted ballots found in the auxiliary compartment. Take them with you when you leave.
9. **If time permits, take the poll books (just the tablets)**
10. **Exit the polling place and account for all members of your Election Judge team**
11. **As soon as you are in a secure location, call Election Headquarters for further instructions**



If you can reopen the polling place

1. **Resume voting by using the auxiliary compartment of the ballot counter, if necessary**
2. **Call Election Headquarters to report that the polling place has reopened**
Support staff will be sent to re-install the memory stick.
3. **Record events in the Incident Log**



Poll book contingency plans

Single poll book is inoperable

1. **Continue to use operational poll books as usual**
2. **Call Election Headquarters to report inoperable poll book**
3. **A replacement will be sent to your precinct**
4. **Return the backup poll book and its green case at drop-off**



Power failure or all printers are inoperable

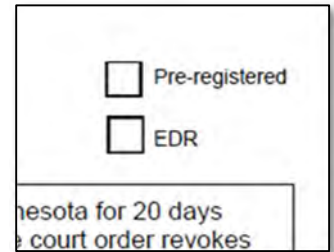


- 1. Notify Election Headquarters immediately**
- 2. Create one station for pre-registered voters, and another for non-registered voters.**

Needed supplies can be found in the Contingency Supply Bag.

- 3. Put the following materials at the (new) Pre-Registered Voters Station:**

- ◆ Greeter's List.
- ◆ Blank roster pages with an oath at the top. Keep a clean copy in case additional copies are needed.
- ◆ On each roster, check "Pre-registered" in the upper right-hand corner.



- 4. Put the following materials at the (new) Non-Registered Voter Station:**

- ◆ Voter registration applications.
- ◆ Blank roster pages with an oath at the top. Keep a clean copy in case additional copies are needed.
- ◆ On each roster, check "EDR" in the upper right-hand corner.

- 5. Pre-registered voters station details**

Check in voters on the poll book, but have them sign the paper roster.

- ◆ Search for the voter and check them in on the poll book. No Signature Certificate will print.
- ◆ Initial to left of the voter's name on the Greeter's List and write/transfer the voter's name and ID number to the next blank line on the white roster sign-in sheet.
- ◆ Have the voter sign the roster sign-in sheet.
- ◆ Issue the voter a receipt for a ballot.

- 6. Non-Registered Voters Station details**

Check in voters on a poll book, but have the voters sign the paper roster.

- ◆ Search for the voter and complete the registration on the poll book. No Signature Certificate or registration application will print.
- ◆ Gave the voter complete a paper Voter Registration Application.
- ◆ Have the voter write their name and address, then sign on the next blank line on the Non-Registered Roster Sign-in sheet.
- ◆ Issue the voter a receipt for a ballot.

- 7. If power is restored, return to regular process**

Do not go back and print Signature Certificates for voters that signed the roster sign-in sheet.

- 8. Return all roster sign-in sheets with Voter Registration Applications with the Election Day materials.**

All poll books are inoperable

- 1. Notify Election Headquarters immediately**

Precinct Support Judge will deliver a supplemental roster of accepted absentee ballots.



- 2. Have the team alphabetize signed Signature Certificates by the first initial of the last name for use in the backup voter check-in process**

You will need these to confirm the person did not vote earlier in the day.

- 3. Create one station for pre-registered voters, and another for non-registered voters**

Put the following materials at the Pre-Registration station:

- ◆ Greeter's List.
- ◆ Blank roster pages with an oath at the top. Keep a clean copy in case additional copies are needed.
- ◆ On each roster, check "Pre-registered" in the upper right-hand corner.

- ◆ Use 3-ring binders for the Greeter's List to be divided by last name (if needed)
- ◆ Supplemental roster of accepted absentee ballots (delivered by precinct support judge).
- ◆ **Put the following materials at the Non-Registered Voters Station:**
 - ◆ Voter registration applications.
 - ◆ Blank roster pages with an oath at the top. Keep a clean copy in case additional copies are needed.
 - ◆ Supplemental roster of accepted absentee ballots (delivered by a PSJ).
 - ◆ Paper precinct finder.
 - ◆ On each roster, check "EDR" in the upper right-hand corner.
- 4. Pre-Registered Voters station details**
 - ◆ Use the Greeter's List to locate the voter's name, address, and registration status.
 - ◆ Confirm that the voter has not already voted by absentee ballot by consulting the supplemental roster of accepted absentee ballots.
 - ◆ Check that the voter has not already voted in person in that precinct by reviewing the alphabetized Signature Certificates.
 - ◆ If a voter has not already voted, administer the appropriate process as indicated by the Greeter's List notations. Note that "Show ID," challenge status, and accepted AB roster notations appear in the furthest right columns on the Greeter's List.
 - ◆ Initial to left of voter's name on the Greeter's List and write/transfer the voter's name and ID number to the next blank line on the white roster sign-in sheet.
 - ◆ Have the voter sign the roster.
 - ◆ Issue the voter a receipt for a ballot.
- 5. Non-Registered Voters Station details**
 - ◆ Use the Greeter's List to determine if the voter needs to register. Use the precinct finder to assess if the voter is at the correct polling location.
 - ◆ Confirm that the voter has not already voted by absentee ballot by consulting the supplemental roster of accepted absentee ballots.
 - ◆ Check that the voter has not already voted in person in that precinct by reviewing the alphabetized Signature Certificates.
 - ◆ Have the voter complete the paper voter registration application.
 - ◆ Write the voter's name and address on the next blank line on the green Non-Registered Roster Sign-in sheet.
 - ◆ Have the voter sign the roster.
 - ◆ Issue the voter a receipt for a ballot.
- 6. If the poll books become operable again judges may return to the normal poll book process**
- 7. As time permits, two judges enter the voters from the paper roster(s) into a poll book**
 - ◆ Two judges look up voters who signed the pre-registered registered roster. Select each voter's record, tap 'Accept' and print the Signature Certificate.
 - ◆ Two judges manually enter voter information from the voter registration application. Print the Signature Certificate.
 - ◆ To indicate that voter history has been recorded in the poll book, two judges mark each roster record with "VH" followed by both judges' initials on the roster sign-in line.
- 8. At the end of the night, count signatures and receipts for the number voting in the polling place**

Official Precinct Certification Form

See page 19 for details.

Official Precinct Certification Form Minneapolis **W-1 P-01** General Election, November 8, 2022

Election judge oath

All judges must take and sign before beginning work.

"I 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." (MS 204B.24)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Opening the poll certification

Must be two judges (from any party), at least one of whom should be the head or assistant.

"At the opening of the poll, we certify the memory stick seal numbers and poll book tote seal number match the seal numbers when they were secured by the city clerk, as recorded below."

- Ballot counter memory stick seal # **448930**
- Black poll book tote(s) exterior seal # **36039624**
- Number of poll books inside: **3**

Election Judge Signature

Election Judge Signature

If seal numbers do not correspond, call headquarters, then provide explanation on back of form.

Closing the poll certification

Must be two judges (from any party), at least one of whom should be the head or assistant.

"We certify the memory stick seal numbers at the close of the poll match the seal numbers at the opening of the poll, as listed above. We have re-sealed the black poll book tote."

The new black poll book tote(s) seal # is _____

Election Judge Signature

Election Judge Signature

If seal numbers do not correspond, call headquarters, then provide explanation on back of form.

Return to Envelope A

Ballot Tracking Form

See page 25 for details.

Ballot Tracking Form

Minneapolis **W-01 P-01**
General Election, November 7, 2023

Before polls open

Must be done by **two** judges from any party (including student judges)

Before voting begins, count the number of sealed ballot packs and confirm it matches the number below. Call headquarters immediately if the number does not match and write the resolution in the Incident Log.

Sealed packs of ballots: **7 @ 100 ballots per pack**

"We certify that we have received the number of sealed ballot packs listed above."

Election Judge Signature

Election Judge Signature

Before polls open and throughout the day

Must be done by **two** judges from any party (including student judges)

Two judges must hand count ballots in each package they open and record the number below.

Package number	# of ballots	Package number	# of ballots	Package number	# of ballots
Package 1		Package 9		Package 17	
Package 2		Package 10			
Package 3		Package 11			
Package 4		Package 12			
Package 5		Package 13			
Package 6		Package 14			
Package 7		Package 15		Package 23	
Package 8		Package 16		Package 24	

For the PNP, this table will have columns for each political party's ballots.

Turn for "After polls close" section

Return to Envelope A

After polls close

Done by two judges from any party (preferably the head and/or assistant head judges)

Confirm your ballot total matches the amount you began with (shown on page 1).
Give an explanation for any discrepancies in your Incident Log.

Ballot type	Amount
Unopened ballot packs you have left: _____ x 100 per pack	= _____
	+
Unused ballots from opened packs:	= _____
	+
Spoiled ballots (see Spoiled Ballot Envelope):	= _____
	+
Ballots you had to duplicate (see Duplicate Ballot Envelope):	= _____
	+
Ballots cast (the "Public Count" from ballot counter):	= _____
Total number of ballots	_____

Election Judge Signature

Election Judge Signature

Return to Envelope A

Voter Receipt & Ballot Counter Audit

See page 108 for details.

VOTER RECEIPT & BALLOT TABULATOR AUDIT City of Minneapolis – General Election – November 7, 2023 W/P: 1 - 1

THESE NUMBERS SHOULD MATCH

AUDIT TIME	A VOTER RECEIPT #	B BALLOT TABULATOR # (PUBLIC COUNT)	C # OF VOTERS IN BOOTH	B+C AUDIT TOTAL	ELECTION JUDGE INITIALS
7 A.M.	0	0	0	0	
8 A.M.					
9 A.M.					
10 A.M.					
11 A.M.					
12 P.M.					
1 P.M.					
2 P.M.					
3 P.M.					
4 P.M.					
5 P.M.					
6 P.M.					
7 P.M.					
8 P.M.					

If a discrepancy is discovered, note it in the Incident Log and then promptly contact Election Headquarters at 612-673-3030.

Return to Brown Head Election Judge Supply Envelope

Voter Statistics Worksheet

See pages 108, and 120-121 for details.

Voter Statistics Worksheet General Election, November 8, 2022

City/Ward/Precinct: Minneapolis **W-1 P-01**

Persons registered at 7 AM: **967**

Election Judge section (Completed & signed on election night by Head Election Judge and another Election Judge)

Election Judges and voting booths	Number of Election Judges who worked in the precinct	<input type="text"/>
	Number of voting booths used in the precinct	<input type="text"/>
New registrations	Number of Election Day Registrations <i>Found on the Election Day Registration Envelope.</i>	<input type="text"/>
	Number of Voter Receipts <i>Found on the Used Voter Receipts Envelope.</i>	<input type="text" value="A"/>
Voter receipt count versus ballots cast	Ballots cast (Public Count) <i>Found at top of the screen on the ballot counter or at top of Results Tape.</i>	<input type="text" value="B"/>
	Number of spoiled ballots <i>Found on the Spoiled Ballot Envelope</i>	<input type="text"/>
Ballots not in the ballot box	Number of duplicated ballots <i>Found on the Duplicate Ballot Envelope.</i>	<input type="text"/>
	Is the Zero Tape attached to the 1st Results Tape? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'No' tape it together and have two judges sign across the point of separation.</i>	
Precinct statistics review	Are voter receipts (box "A" above) equal to ballots cast (box "B")? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'No' call election headquarters now (even if you call earlier in the day). Write a detailed explanation below. Do not write "See Incident log."</i>	
	_____ _____ (continue on back if needed)	
Signatures	Head Judge: _____ Additional Judge: _____	

Election Night Drop-Off Staff Only

Are all fields complete? Yes No

Scanned and emailed to hc.vote@hennepin.us? Yes No Reviewed by: _____



Precinct List of Persons Vouching Form

See page 51 for details.



Office of the Minnesota Secretary of State

PRECINCT LIST OF PERSONS VOUCHING

City/Town **MINNEAPOLIS** **2022 General** Ward **1** Precinct **1**

- To be completed by election judges.
- Use to track the number of people vouched for by each voucher.
- Cross out the next number each time that person vouches for a registrant.
- Employees of residential facilities may vouch for an unlimited number of facility residents who are registering to vote at the facility's address. Otherwise, vouchers may only vouch for a maximum of eight registrants.

Voucher's Name	Voucher's Voter ID No.	Number Vouched for on Election Day							
Example: <i>John Doe</i>	<i>1234567</i>	1	2	3	4	5	6	7	8
1. _____	_____	1	2	3	4	5	6	7	8
2. _____	_____	1	2	3	4	5	6	7	8
3. _____	_____	1	2	3	4	5	6	7	8
4. _____	_____	1	2	3	4	5	6	7	8
5. _____	_____	1	2	3	4	5	6	7	8
6. _____	_____	1	2	3	4	5	6	7	8
7. _____	_____	1	2	3	4	5	6	7	8
8. _____	_____	1	2	3	4	5	6	7	8
9. _____	_____	1	2	3	4	5	6	7	8
10. _____	_____	1	2	3	4	5	6	7	8
11. _____	_____	1	2	3	4	5	6	7	8
12. _____	_____	1	2	3	4	5	6	7	8
13. _____	_____	1	2	3	4	5	6	7	8
14. _____	_____	1	2	3	4	5	6	7	8
15. _____	_____	1	2	3	4	5	6	7	8
16. _____	_____	1	2	3	4	5	6	7	8
17. _____	_____	1	2	3	4	5	6	7	8
18. _____	_____	1	2	3	4	5	6	7	8
19. _____	_____	1	2	3	4	5	6	7	8
20. _____	_____	1	2	3	4	5	6	7	8
21. _____	_____	1	2	3	4	5	6	7	8
22. _____	_____	1	2	3	4	5	6	7	8
23. _____	_____	1	2	3	4	5	6	7	8
24. _____	_____	1	2	3	4	5	6	7	8
25. _____	_____	1	2	3	4	5	6	7	8
26. _____	_____	1	2	3	4	5	6	7	8
27. _____	_____	1	2	3	4	5	6	7	8
28. _____	_____	1	2	3	4	5	6	7	8
29. _____	_____	1	2	3	4	5	6	7	8
30. _____	_____	1	2	3	4	5	6	7	8

Certified by the Head Election Judge of the Precinct:

_____ Printed Name

_____ Signature

_____ Date

Return to the Election Day Registration Envelope

Roster Correction Form

See page 67 for details.

Roster Correction Form

Municipality, ward, precinct:	Election:	Date: _____	Page: _____ of _____
-------------------------------	-----------	-------------	----------------------



Do not use this form if the voter changed their name, moved to a new address (including to a different unit in the same building), or needs to add a unit number to their registration record. In those situations the voter must complete Election Day Registration.

The form may only be used to:

- Make specific kinds of corrections to a voter's name (permitted corrections:
 - Make specific corrections related to unit numbers: (Permitted corrections: Removing a unit number for an address that shouldn't have one; changing a unit type, e.g. Suite to Apt.)
 - Correct or add a missing date of birth on a voter registration record.
 - Indicate that a duplicate voter registration record may exist.

Type of correction	Voter ID number(s) (List both for duplicates)	Full name of voter(s) (List both for duplicates)	Correction to be made	EJ initials
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record(s) <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type				



Return in Results Envelope B

Revised 3/23/2022

Record of Attempted Registration

See page 67 for details.

Municipality - **MINNEAPOLIS**

Ward/Precinct - **1 - 1**

Election - **General 2022**

Record of Attempted Registration

Record of the number of individuals who attempt to register on election day but are unable to provide proof of residence.

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96
97	98	99	100								

Return in Election Day Registration Envelope (even if not used)

HAVA Complaint Form

See pages 113 for details.



OFFICE OF THE MINNESOTA SECRETARY OF STATE

HAVA ELECTIONS COMPLAINT FORM

Instructions

This form may be used when any person believes a violation of the Help America Vote Act (HAVA) Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. (*Minnesota Statutes 200.04*)

It is not for the following complaints:

- Minnesota Fair Campaign Practice & Finance Acts complaints (*Minnesota Statutes 211A and 211B*) are under the purview of the State of Minnesota's [Office of Administrative Hearings](#) and are not applicable to this complaint form.
- Other Minnesota election law complaints are under the purview of the county attorney and are not applicable to this complaint form. Use the [Minnesota State Election Law Complaint Form](#) instead.

After completing this form and getting it notarized (or signed by an election judge at the polling place), return it to:

Office of the Minnesota Secretary of State
Elections Division
180 State Office Building
100 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1299

Your Contact Information

Name	<input type="text"/>		
Address	<input type="text"/>		
City	State	Zip Code	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>

Complaint Information

My complaint pertains to the election held on (Month/Day/Year)

My complaint is regarding (select all that apply):

- Voting Machine Standards (Section 301)
- Required Posting of Voting Information at Polling Place (Section 302 (b))
- Voter Registration (Section 303)
 - Name of registered voter was not on list
 - Registered voter information was not accurate
 - Voter registration application was not processed properly

Other Title III provision:

Revised 7/2017

Statement of Facts

State the facts of the alleged violation, including the date, time, place and relevant actions of individuals involved. Attach supporting documentation, if any.

Affirmation

By my signature I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

Signature of complainant _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature of notary public or other officer empowered to take and certify acknowledgements. Under Minnesota law, an election judge acting in his or her official capacity may notarize this form.

(Notary stamp)

Revised 7/2017

Oath of Challenge to Voter's Eligibility

See page 115 for details.



Office of the Minnesota Secretary of State

Oath of Challenge to Voter's Eligibility

I, _____, do hereby state under oath,
Name of person making challenge

I am:

- an election judge.
- a challenger authorized by Minnesota Statutes, section 204C.07.
- a Minnesota voter.

I reside at _____, _____,
Street Address City or Township

Telephone number: _____

E-mail address (optional): _____

I challenge the registration of _____ whose registration lists his
Name of challenged voter
or her residence as

Street Address City of Township

This challenge is based on my personal knowledge. The grounds for my challenge are:

(attach additional sheets of signed statement if necessary).

I swear or affirm that the information stated here is truthful.

Date Signature of Challenger

Signed and sworn to or affirmed before me

Date Signature of Election Judge

For Election Judge Use Only:

Challenge was administered by Election Judge: _____

Time: _____

- Voter refused to take challenge oath.
- Challenge was dismissed. Voter passed challenge and voted.
- Challenge was sustained. Voter failed challenge and did not vote.

Additional Comments:

Incident Log

See page 102 for details.

Page _____ of _____

Incident Log

Ward – Precinct **W-13 P-13**

Municipality - Minneapolis

Election - Primary

Date – August 9, 2022

Record the situation on the Incident Log noting:

- Time of incident/problem
- Brief description of the incident
- Names of individuals involved, if known
- Steps taken to resolve
- Initials of election judges witnessing the incident

Time	Incident - record any unusual occurrences or problems	Steps taken to resolve	Election Judge Initials

Return in Results Envelope A (even if not used)

Party Preference Change Form

PNP only; see page 16 for details.

PNP Party Preference Change Log

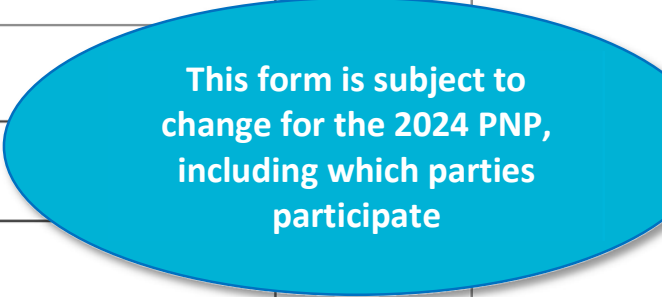
City: _____ Precinct: _____ Date: _____

Instructions: This form is for use by the Head Judge to document voters who correct their party preference after checking in or registering. The voter completes the name, signature, address, and date of birth sections, and the election judge completes the party change sections.

R = Republican DFL = Democratic-Farmer-Labor

Voter oath: 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.

I am in general agreement with the principles of the party for whose candidate I intend to vote.

Name	Party changed from	Party changed to
Address		
Date of birth		
Signature		

Name	Party changed from	Party changed to
Address		
Date of birth		
Signature		

GLOSSARY

This list of definitions is intended to help clarify our language. We try to keep jargon and acronyms to a minimum, but that's not always possible. Sometimes the terms we use in elections have specialized or different meanings than they might in the outside world. For details on how to apply these terms to your work on Election Day, see the manual itself (the Index will help you find where to look.)

- A -

Abandoned ballot A ballot that was issued to a voter, but is later found abandoned after the voter has left the polling place. Head and Assistant Head Judges deal with recording and spoiling these.

Absentee ballot (AB) A ballot that a voter can request and receive before Election Day. Absentee ballots must be returned to Elections & Voter Services by mail or by hand, and may not be received at a polling place. On the poll books, an AB designation means that the voter's absentee ballot has been received and counted. *Sometimes also called, "mail ballots".*

Auxiliary compartment A portion of the ballot counter used to deposit ballots when the machine is not properly operating.

- B -

Ballot box A portion of the ballot counter used to securely store voted ballots.

Ballot counter Electronic optical scan device that counts and securely stores paper ballots.

Ballot Counter Station Duty station for an Election Judge to help voters get their marked ballots into the ballot counter, answer questions and help direct traffic.

Ballot marking device An electronic ballot marker with a touch screen, keypad, keyboard, and earphones that assists voters (especially voters with a disability) to use an audio or electronic ballot display to mark a ballot in privacy. Ballots must be placed in a ballot counter. *Also called a ballot marker.*

Ballot Station Duty station for at least two Election Judges to exchange voter receipts for ballots, explain the ballot, offer secrecy folders, and answer questions. Also supports the ballot marking device and exchanges spoiled ballots for fresh ones.

Ballot Tracking Form Use this form to account for all the ballots that were sent to your polling place.

Ballot transfer case A white cardboard box used to transport ballots to and from the polling places. After the polls close at 8pm on Election Day, voted ballots are ultimately placed in this case and sealed for transport back to the precinct's drop off site. *Also called "transfer case".*

Black tote Black, lunchbox-shaped tote used to safely transport poll books.

Blue rolling supply case A large, blue, rolling case that contains forms, information sheets, supplies, and other

items that will be used in the polling place during each election.

Buffer zone A 100-foot area near the polling place where campaigning, loitering, or interfering with voters is prohibited. This is 100' around the building used for the polls, and if the polls are on public land, 100' around the park or school grounds.

- C -

Challenge (in person) A voter may be challenged by a judge, an appointed challenger, or another voter if they have personal knowledge that the voter is not eligible to vote in that precinct. Head and assistant head judges review the challenge with the voter and determine their eligibility. *See also Oath of Challenge to Voter's Eligibility.*

Challenge (in poll book) A voter's record may show up with a challenge, or a question about that voter's eligibility to vote that day. This is usually handled very quickly. Head and assistant head judges review the challenge with the voter and determine their eligibility.

Challenger An individual may challenge a voter's right to cast a ballot if they have direct personal knowledge that the voter is ineligible, and the challenger is a) an Election Judge, b) a registered voter in that precinct or c) appointed by a political party or nonpartisan candidate.

Combined precinct A single room where voters from more than one voting precinct will vote. They are served by a combined team of Election Judges. This is different from a building which may be hosting more than one precinct.

Cross-party voting Voting for candidates of more than one party when a candidate appears on the ballot under political party designations. "Cross-party" voting is not allowed in a partisan primaries, or presidential nominating primaries.

Curbside voting If a voter can get to a polling place but getting inside to the polling room is too physically difficult for them, Election Judges can serve them at their car.

- D -

Duplicated ballot A ballot created by an Election Judge team to replace a ballot that cannot be scanned by an optical scan system. Headquarters will assist with this.

- E -

Early Vote Center (EVC) Voters may register and vote before Election Day either by mail or in person.

Minneapolis operates between one and 4 Early Vote Centers (EVC) in the weeks before a primary or general election.

Election Day Registration (EDR) In Minnesota, individuals are allowed to register in the polls on Election Day. The term can refer both to process of Election Day registration, as well as the paper form which is sometimes used.

Election Headquarters Located at Elections & Voter Services offices, this is the principal administrative location for elections under the jurisdiction of the City of Minneapolis. On Election Day, a call center that provides answers and support to voting precincts.

Election Judge Individuals appointed to carry out a variety of duties in the polling places on Election Day. They are the face of Elections to the voting public, and have a great responsibility for ensuring the accuracy and integrity of elections.

Election Judge time report See *timesheet*.

Employer certificate-letter A form Election Judges may request to show to their employer to be absent from work on Election Day without penalty. This notice must be presented to an employer no fewer than 20 days before Election Day.

Evaluations Sent out on Election Day to each polling location. Judges use this form to evaluate the performance of their Head & Assistant judges, who in turn evaluate all Election Judges at their polling place. These are vital as they are used to promote or retire Election Judges based on overall performance.

Exit polling Individuals may conduct exit polls, surveys of voters, anywhere outside of the room being used as the polling place, including within the 100' buffer zone. An individual conducting an exit poll may only approach a voter who has already voted and only speak with them to the extent necessary to ask them to fill out an anonymous, written questionnaire.

- F -

Feedback Form (Election Day) This form is for voters to give feedback of any sort, whether positive or negative. See also HAVA.

First Results Report The tape run from the ballot counter as part of the opening procedure on Election Day. Show that no votes have been recorded by the ballot counter before official voting begins. The Ballot Status Accounting Report will also run at the same time. These reports will all remain attached to the first results tape printed at the end of the night.

Found ballot See *abandoned ballot*

- G -

Gaffer's tape This is a wide, black cloth tape designed for holding cords and cables in place. Use to make sure no cords create a tripping hazard.

General election An election held at which the voters select the individuals to serve in office for the upcoming term(s).

Green case A plastic case, "safety green" in color, used to transport the poll book printer, cables, and other accessories.

Greeter list A list of registered voters, used at the Greeter Station to verify a voter's registration.

Greeter Station Duty station for at least one Election Judge to help voters get to the Poll Book Station, answer questions about registration, make sure a voter is in the right place, and so on.

- H -

Head Election Judge (HEJ) The chief Election Judge in the polling place. This individual (along with the Assistant Head Election Judge or AHEJ) is responsible for managing the polling place. Their duties include mentoring other Election Judges and carrying out a variety of more complex polling place tasks such as setting up the ballot counter, administering challenges, completing Results Tapes, and managing Election Judge timesheets. They are also responsible for direct communication with Election Headquarters about any issues that may arise.

Help America Vote Act (HAVA) A 2002 federal law that made sweeping reforms to the nation's voting processes. HAVA addresses improvements to voting systems and voter access. There is a complaint form for HAVA issues; see the form itself for details.

- I J K L -

Incident Log A record kept by the head Election Judge of unusual events that occurred in the polling place on Election Day.

Interpreter hotline A phone service that provides real-time language interpretation in the polling place.

- M -

Memory stick A USB memory stick loaded into the ballot counter, and held in place by a wire seal. This contains the machine's configuration for the election, and will hold all results from the day.

Municipal Formal term for any city. In Minneapolis, the elections for City Council, Mayor and other offices are a municipal elections are held in odd-numbered years.

- N -

Navigation pad A touchpad for the ballot marking device to allow voters to operate the device and mark their choices on the ballot.

Notice of Late Registration A letter that is sent to individuals who register after the 21st day preceding an election. This letter is one of the proofs of residence eligible to be used to register in the polls on Election Day.

- O -

Oath (affirmation) An oath or affirmation, as the conscience of the individual dictates. If an affirmation is given instead of an oath, "swear" means "to affirm" and "sworn" means "affirmed".

Oath of Challenge to Voter's Eligibility This form is used if an individual wishes to challenge the eligibility of a voter whom they personally know is not eligible to vote in the precinct.

Official Precinct Certification Form A polling place form containing four parts: 1) Precinct Seal and Ballot Delivery Certification by the City Clerk, 2) Opening the Polls Seal Certification by Election Judges, 3) Election Judge's Oath with signature lines, 4) Closing the Polls seal certification by Election Judges. Use this form to open and close the polls.

Overvote A condition of a voted ballot on which more votes have been cast for an office than is permitted.

- P Q -

Party affiliation Election Judges may list a preferred political party they identify with. We ask for this information in order to balance the care we provide to our voters in certain areas. *See party balance tasks.*

Party balance tasks Certain tasks, generally those that involve assisting to a voter with a marked ballot, require judges affiliated with two different political parties.

Party Preference Change Form If a voter wishes to change which party's ballot they use at a Presidential Nominating Primary (PNP), that change is recorded on this form. *See also Presidential Nominating Primary (PNP)*

Plastic seal Green, plastic seals used in Minneapolis to secure the blue supply case and the ballot transfer case.

PNP *see Presidential Nominating Primary*

Political party An association of individuals formed to promote candidates and ideas in elections. In Minnesota, major political parties have received a minimum level of support from the voters, and can then participate in primary elections. Other political party or principle names may also appear on ballots for partisan offices based on the party or principle stated on an individual's nominating petition.

Poll book Tablet computer containing the roster of registered voters for a given precinct. Software allows pre-registered voters to check in, and for judges to process Election Day registrations.

Poll Book and Registration Specialist (PRS) Experienced Election Judges who specialize in supporting the poll books and the other judges at the Poll Book Station. They receive extra training on the software, hardware, and in particular the procedures of registration.

Poll Book Station Duty station for Election Judges to get voters checked in if they're pre-registered, or to help

them get registered if they're not. Supported by Poll Book and Registration Specialists.

Polling place The location within each precinct where voters go to cast their vote on Election Day.

Polling place finder The public web tool where voters can find where their polling place is. <http://pollfinder.sos.state.mn.us> *See also Precinct finder.*

Polls A common way of referring to sites where voting (or polling") is conducted. May also refer to the election as a whole. *See also polling place.*

Portal (Election Judge Portal) An online site used by all Election Judges to express interest in working an election, sign up for training, or update personal information (ex. address, email, phone...).

Precinct Regions within the city for voters who share the same races on their ballot. There are generally between 8 and 13 precincts in each of the city's 13 wards. Generally a polling place serves voters in a particular precinct.

Precinct finder An electronic or paper listing of street names and address ranges in each precinct in the state. *See also Polling place finder.*

Precinct List of Persons Vouching This form is used at the Poll Book Station. Use it to track how many voters someone vouches for as there is a limit of 8 people a voter can vouch for. The only exception is residential facility vouchers who are not limited to 8 and so are not entered on this form.

Precinct support judge (PSJ) A liaison between Election Headquarters and the polling places on Election Day. These experienced Election Judges are assigned to a region of the city and are responsible for delivering supplies, solving equipment issues, and providing any additional support polling places may need.

Pre-registered voter in the precinct A registered voter in the precinct or a voter who registers on Election Day in the precinct who can attest to a new registrant's residence allowing them to register in the same precinct on Election Day. A voter may vouch for a maximum of eight persons. Vouched for voters cannot vouch for new voters on the same Election Day.

Pre-registration Refers to voters who are registered far enough before an election that they are found in the poll books on Election Day.

Presidential nominating primary (PNP) A nominating primary for President of the United States, held in March of Presidential election years.

Primary election Primaries narrow the number of candidates to a few who can then appear on the general election ballot. In a partisan primary, voters may only vote for candidates within one major political party. Nonpartisan primaries narrow the field to a maximum number of candidates regardless of party. Presidential Nominating Primaries have some unique rules, and

happen in years when the Presidential candidates will be on the ballot. Ranked Choice Elections do not include a primary. *See also cross-party vote, presidential nominating primary, PNP.*

Prior registration (previous registration in same precinct) If a registered voter has moved within the same precinct or changed names, they need to re-register. However, their existing registration serves as proof of residence.

Proof of residence In order to register, a voter must prove that they are residents of the precinct. Minnesota law provides for seven different ways to do so, and outlines the documents that may be used in this process.

- R -

Ranked choice voting (RCV) A method of voting where voters mark candidates in the order they prefer (first choice, second choice, etc.). Used in Minneapolis for municipal elections.

Record of Attempted Registration This form is used at the Poll Book Station to count the number of voters during the day who wanted to register to vote, but were not able to produce proof of residence.

Residential facility Residents of certain residential facilities may have staff from their facility vouch for them at the polls. Eligible facilities include transitional care, supported living, nursing or veterans home, group homes, or shelters.

Residential facility staff An individual who proves that they are an employee of a residential facility in the precinct and attests to know a new registrant's residence at the facility. The employee voucher may vouch for an unlimited number of residents of the facility.

Results Report (results tape) This is the official record of the number of voters and vote totals for the precinct. At the end of the night the ballot counter will produce three copies, to be returned to the drop off site by the Head an Assistant Head Judges.

Roster The list of pre-registered voters in a precinct. *See poll book.*

Roster Correction Form A polling place form used to note typographical errors that are found in the Roster.

- S -

Safe at Home Program A statewide address confidentiality program administered by the Secretary of State. Voters in the Safe at Home program should not normally show up in the polling place; if they do, contact Headquarters.

Sample ballots Sample ballots of distinctive color are posted on the wall in the polling place, ideally near the entrance. Two copies of the ballot, front and back, must be posted in the precinct: at standing and at sitting heights.

Secrecy folder A cover that may be used by the voter to conceal the votes marked on the ballot.

Signature certificate boxes (trays) Cardboard trays to hold forms produced by the poll books. Each poll book has its own pair: one for voters' signature certificates, and the other for Election Day registration forms.

Social security number (SSN) As it relates to elections, this number (last 4 digits only) can be used to verify the identity of a voter on a voter registration application.

Special election An election to fill a vacancy in certain elected offices, held before the normal time to elect that office. Special Primary elections are sometimes called for as well.

Spindle Used at the Ballot Station to keep track of voter receipts.

Spoiled ballot A ballot returned to an Election Judge uncounted due to an error made by the voter. The voter can exchange this for a new blank ballot.

Station bags A set of clear, plastic bags that are deployed in the blue rolling supply case to the polling places. They contain materials relevant to each duty station within the polling place. For instance, there are duty bags for the Greeter, Poll book, Ballot, and Ballot Counter Stations, as well as an office supply bag.

Student Election Judge (SEJ) High School students aged 16 to 18 who serve on Election Day. Their training, pay, and responsibilities are the same as for any other Team Judge. The two exceptions are that they must be released by 10 p.m., and they do not provide party balance, as they don't identify with any political party.

Student housing list Colleges and universities in Minnesota provide information about current students that, when combined with a campus ID, can be used to register a voter.

- T -

Tabulator *See ballot counter*

Team Election Judge (TEJ) Team Judges perform a variety of duties at polling places including voter registration, line management, ballot tracking, among other duties. Most judges are Team Judges.

Three-button device An accessory for the ballot marking device that allows voters to operate the device and mark their choices on the ballot. A simple set of three buttons is used when a touchscreen or navigation pad is not easily usable by the voter. *See also ballot marker*

Timesheet List of judges assigned to a precinct on Election Day, and the hours worked by each judge. All judges must sign in and out, and the completed sheet is returned to the drop off site.

Transfer case *See ballot transfer case*

- U -

Unaffiliated Not affiliated with any political party.

Undervote A condition of a voted ballot in which fewer votes have been cast for an issue or office than permitted by law.

- V -

Voter receipt A small, paper receipt given to voters after they have checked in at the Poll Book Station. The voter receipt is exchanged for a ballot at the Ballot Station.

Voter Receipt & Ballot Counter Audit Every hour, this form records the top receipt number at the Ballot Station, the public count on the ballot counter, and any voters still marking their ballots. If the numbers are "off" the Head Judge will need to determine why. *See the form for details.*

Voter Registration Application The form used to register to vote or to update an existing registration

Voter Statistics Worksheet Form completed on election night by poll workers and turned in at Drop-off site. The Head or Assistant Head Judge completes this form at the end of the night. Most of the same statistics are also written on the Results Reports. Sent to Hennepin County on election night.

Voting booth A unit that when assembled creates a private space enclosed on three sides with adequate lighting where a voter may mark a ballot.

Vouching A voter may register to vote and to cast a ballot if another authorized individual swears (or affirms) an oath that the individual maintains residence in that precinct.

- W X Y Z -

Wage Notice Form Required of all judges annually, this form confirms that the City has disclosed the amount and terms of pay for the year.

Ward A region of a city from which a single Council Member is elected. In Minneapolis, there are 13 wards, which generally contain between 8 and 13 precincts.

Ward-precinct (W-P) (For instance, 1-4, 13-3, 2-4.) In Minneapolis these two numbers are written together to refer to a certain precinct (area) of the city. All of the voters in a precinct share a polling place and the same races on their ballot.

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KEY DATES

	Municipal RCV Election	Presidential Nominating Primary (PNP)
Polling place and training assignments start	August 2023	December 2024
Training classes begin	September 12, 2023	January 16, 2024
Absentee voting begins	Friday, September 22	Friday, January 19
Last day to pre-register; after this point, register at the polls	Tuesday, October 17	Tuesday, February 13
Deadline for Certification training	Sunday, October 29	Sunday, February 25
Absentee Ballot Board begins processing ballots	Tuesday, October 31	Friday, February 16
Head & Assistant Head judges contact their teams	Start October 22	Start February 25
ELECTION DAY	Tuesday, November 7	Tuesday, March 5
Evaluations completed by all judges	Thursday, November 30	Friday, March 29

IMPORTANT PHONE NUMBERS

Election Judge Hotline, 612-673-3870 (before Election Day)

For questions on training, polling place assignments, pay, and other logistical issues. Do not use on Election Day.

Election Day Headquarters, 612-673-3030 (Election Day only)

Always talk with your Head or Assistant Head to contact headquarters.

Interpreter hotline, 1-800-225-5254 (Election Day only)

Call to have a three-way conversation with a voter who needs interpreting. Our customer code is **MPLS2643**.

Public inquiries? 311

Operators are available 24 hours, year-round, and can answer most questions about elections, and will route questions they cannot handle to the right people. Calling from outside Minneapolis? Try **612-673-3000**.

Want a copy of this Manual? tinyurl.com/mplsmanual

This Manual is also available on the Election Judge portal, or you can pick up a copy when you come for in-person training.