



DISTRICT BOARD WORKER TRAINING



Monmouth County, New Jersey



Welcome To the Official Monmouth County District Board Worker Training Class

- Current State Election Law makes you responsible for implementing the rules and regulations that ensure a fair election.
- Your duties include
 - Obtaining the necessary supplies from the Municipal Clerk
 - Opening and using **BOTH** Voting Machines
 - Checking for ADA compliance in the polling place
 - Assure that handicap parking and ramps are in place, and there are no obstructions for handicapped or elderly voters between entry to polling place and Board Worker tables.
 - Opening the polls on time
 - Determining who may vote
 - Keeping order
 - Closing the polls
 - Completing official documents and returning supplies



Arrival Time



- You must report to your polling place by 5:15 A.M. Please remember some voters may need to vote early and cannot vote at any other time. Polls must open promptly at 6 A.M.
- For Special School Elections, opening times are determined by the School Boards.
- If you do not arrive on time or the polls open late, you may be subject to reduced pay.

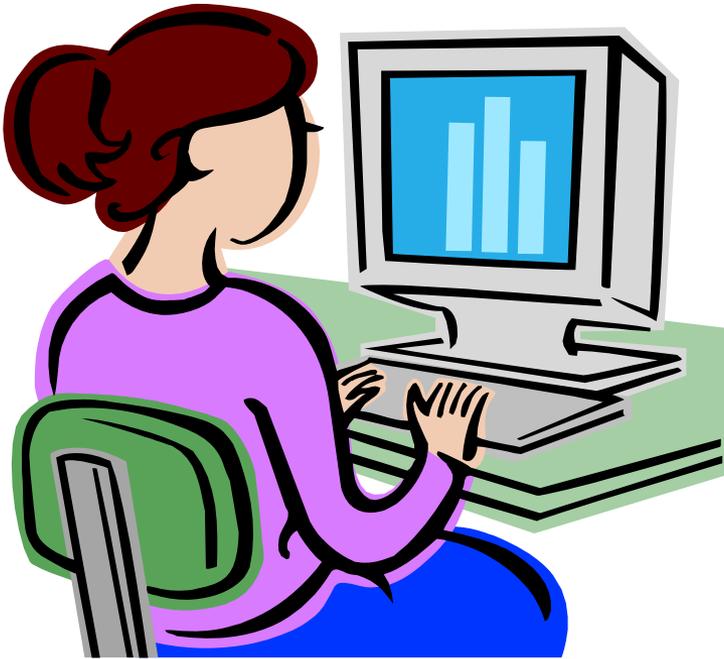
If You are Sick or Can't Report to Your Post on Election Day

- **You must** notify the Monmouth County Board of Elections before 5:30 A.M. so that a substitute District Board Worker can be placed

**(732) 431-7802, exts.
7801 and 7804**



Municipal Clerk



- Before Election Day, the Municipal Clerk will contact one District Board Worker to pick up Election materials and return them to her office at the close of polls.

Election Day Supplies:

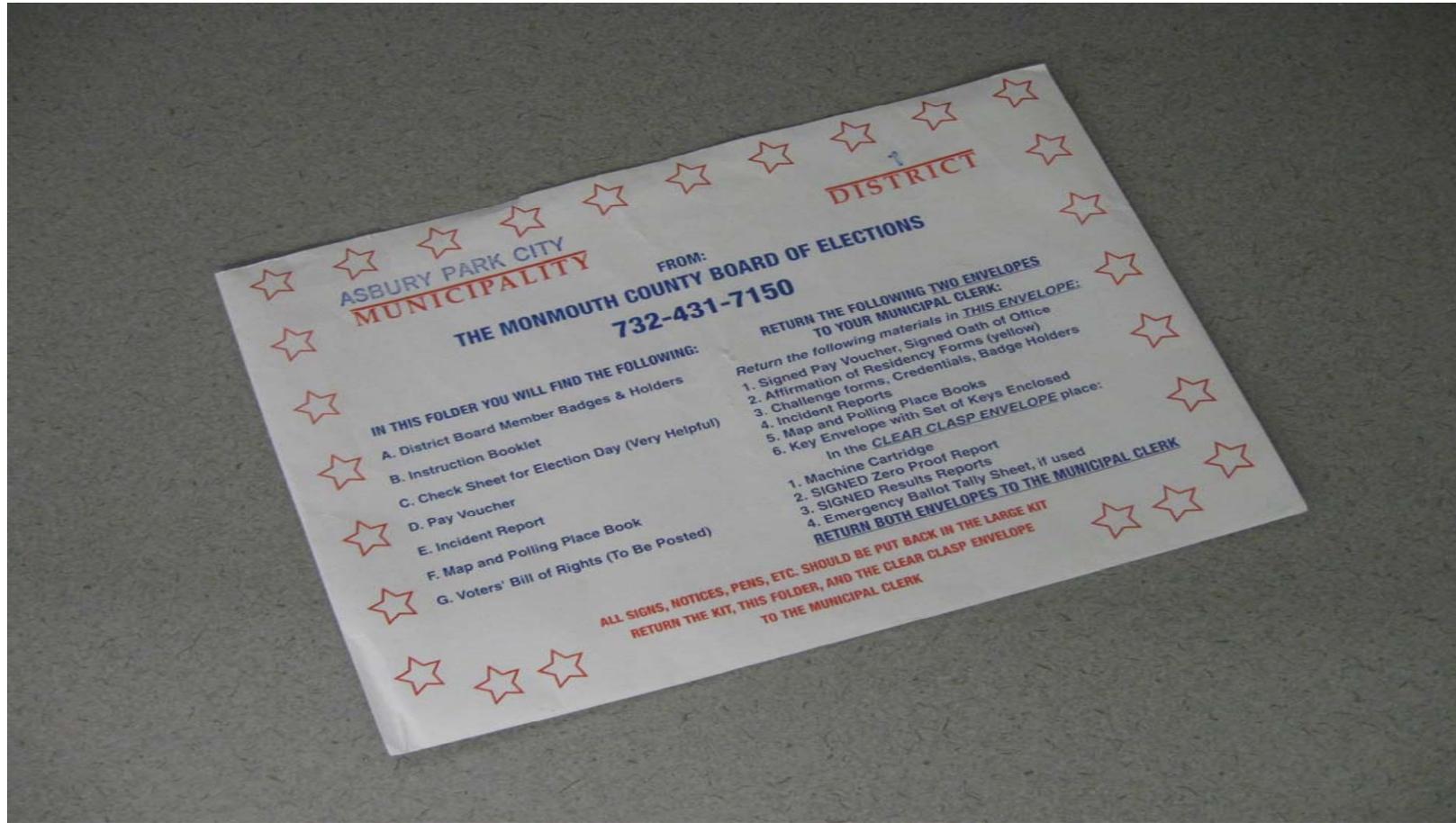
- The voter registration book called Poll Book
- A Red, White and Blue envelope from the Board of Elections
- American flag poster, which must be set up at the outside entrance to the polling location
- Official forms and documents from the County Clerk
- Provisional Ballots
- Badges to be worn by District Board Workers at all times

With the Supplies, You Will Find

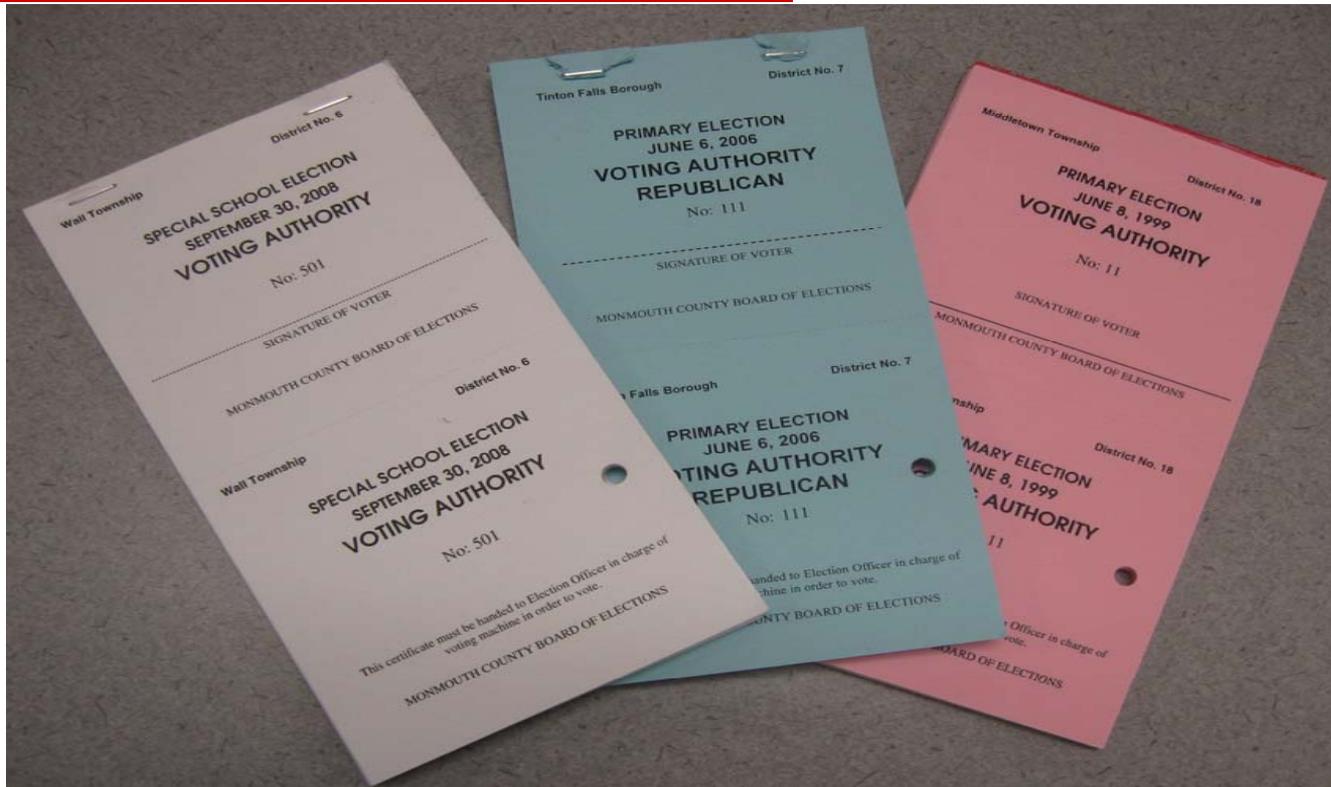


- Voting Authority Pads, needle & thread to string the Voting Authorities
- Voting Machine keys in special envelopes
- Sample ballots, Oaths of Office, Payment Voucher and Incident Report
- Polling Place Book and Map (to identify correct district for voter).

RED, WHITE AND BLUE ENVELOPE



VOTING AUTHORITIES



If you have the wrong Voting Authorities, no Voting Authorities, or not enough, please call your Municipal Clerk who has an extra supply for your use.

Code of Ethics

- During your time as a Poll Worker you must be impartial, non-partisan and not express any personal opinions about any candidate or topic on the ballot
- You cannot take sides on any issue or try to persuade anyone to vote a certain way
- If you do, you are in direct violation of New Jersey Statute - Title 19 concerning “Electioneering” and subject to dismissal as a poll worker.



TITLE 19 - Elections



- Under Title 19 of the New Jersey Statutes, you have an important responsibility in the polling place
- **You are expected to keep the Election fair and polls safe, secure, and orderly**



Electioneering/ Exit Polling

- **NO ONE** may conduct a campaign of **ANY KIND** within a 100 foot radius of the outside entrance to the polling place.
- **NO ONE** may display political campaign circulars or printed materials or wear political badges or t-shirts.
- Exit polling **IS** permitted within 100 feet of the outside entrance. Individuals conducting exit polling must wear credentials provided by the Board of Elections. They may only question voters exiting the polls if they volunteer to participate.

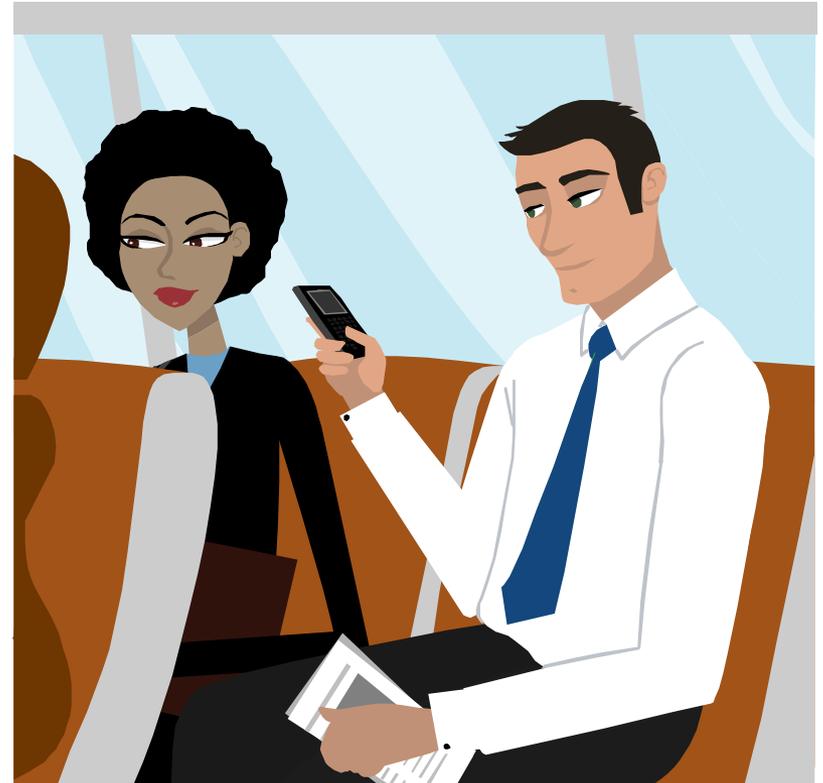


Choosing a Judge and Inspector

- From among District Board Workers present, you will elect one official to act as Judge and another, from the opposite political party, to act as Inspector.
- They are responsible for making sure all important documents are signed.
- Every District Board Worker, however, has equal authority. All questions requiring a decision must be voted upon.

Etiquette

- You must be professional and courteous to the voters as well as the other poll workers, challengers and any polling location staff.
- You should also present a neat appearance.
- Cell Phone use at the polls should be limited to Official Election Business and personal emergencies.



Stagger Your Breaks



- Your one-hour meal break is staggered among the District Board Workers and must be completed by 5:00 P.M. Only one District Board Worker at a time may leave the polling location.
- Please remember no food or beverages are permitted at the District Board Worker table.

Make Sure YOU Vote Every Election!



- District Board Workers are encouraged to vote every time they serve at the polls, whether in a primary, general or other election.
- If you are assigned to a district where you do not live, you should use a MAIL-IN Ballot. These are available at the County Clerk's office prior to Election Day.

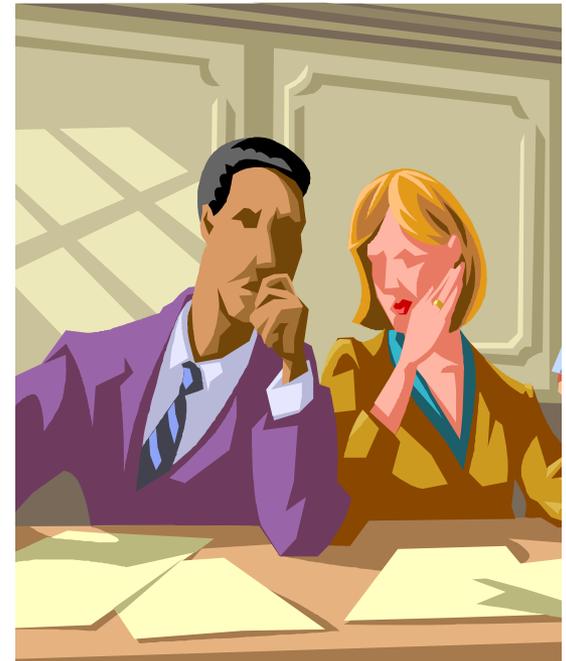
Who Can be at the Polls

- Challengers with credentials from the Board of Elections
- Candidates on the ballot who are taking the place of a Challenger appointed on their behalf
- Municipal Clerks or their designees
- Board of Election Representatives
- Assigned police officers
- Media with **SPECIAL CREDENTIALS**
- **VOTERS** and their minor children
- **No PETS ALLOWED, except for Service Dogs**



Challengers

- A Challenger is a person representing a candidate or a question on the ballot, who can question a voter's right to vote.
- They must present credentials, **issued by the Board of Elections**, to the District Board Workers upon entry into the Polls.
- They cannot talk to or harass the voters or Board Workers.
- They must follow the proper procedures to challenge a voter.



Who Can Challenge?

- A Board Worker
- A Candidate
- A Registered Voter

Reasons for a Challenge

- Is the voter a US Citizen?
- Is he/she 18 years old or older?
- Has he/she been a resident of Monmouth County for at least 30 days?
- Is he/she on probation or parole for a felony conviction?

Challenged Voter



- A Board Worker must read the “Information for Challenged Voter, C3” form aloud to the voter
- The **Challenger** completes and signs the “**Challenger’s Affidavit**”C2/C4
- The **Voter** also signs the affidavit and provides Identification / Proof of Residency and/or age qualification
- **District Board Workers** will examine the affidavits and IDs and vote among themselves.
 - When the challenge succeeds, the voter may not vote on the machine but may vote a provisional ballot
 - When the challenge fails, (a “2 to 2 or 3 to 1” against the **challenge**) the voter is allowed to vote on the machine
 - Indicate the votes and outcome in the “Challenge” space (Challenge_____) in the Poll Book
 - A copy of the affidavit should be given to the **Challenged Voter**.

Superior Court Judge



- If a problem can't be resolved at the Polls or by the Commissioner of Registration, the voter has the option to appear before a Superior Court Judge in Freehold.
- If the voter is granted a court order by the Superior Court Judge, he will be directed to return to his voting district with this document. A "Voting Authority" slip may then be issued and voter can vote on the machine.
- Put the Voting Authority number on the Court Order and in the Poll Book.
- If it is close to 8:00 P.M. and too late for the voter to return to his polling district, the Superior Court Judge may direct that voter to vote by MAIL-IN Ballot at the Board of Elections Office in Freehold.

Fleeing Voter

- If a voter leaves the voting machine without pressing the red “cast vote” button and is no longer in the building, a Board Worker should slip his/her hand under the curtain, without looking at the screen, and press the red “Cast Vote” button, then note it on the Incident Report.



Tamper Evident Tape



**BOARD WORKER
INSTRUCTIONS**

After opening the back of the voting machine and checking the results cartridge seal, please check condition of tamper evident tape.

*Sample of Tape
Untampered*

**DO NOT REMOVE
UNDER PENALTY OF LAW**

Tape should look like this

Tampered Machine



Voting Machines
732-432-7295

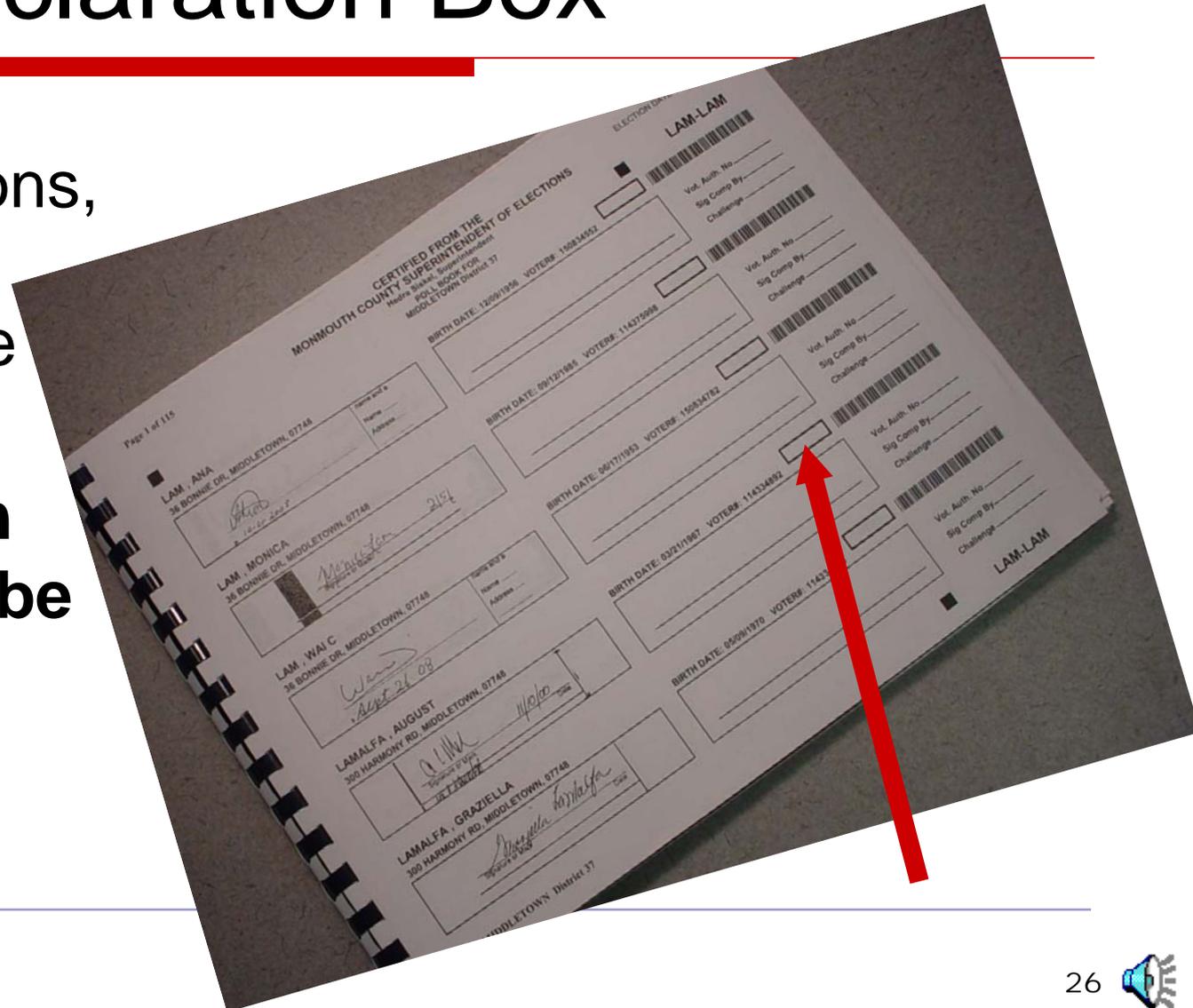
If the tape says void or is not solid red, it has been tampered with. Call your voting machine officials immediately.

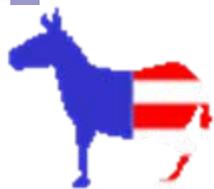
Voting Process...

- When voters arrive, they approach the table set up with the **POLL BOOKS** for their district
- Here, each voter says his or her name to the official who checks the information. The official clearly repeats that name loud enough for the challengers to hear. Then, the voter is asked to sign the poll book
- In a Primary Election, the voter's political party must be announced along with their name

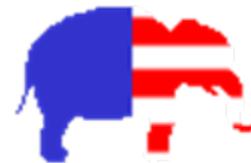
Party Declaration Box

- In all elections, except the Primary, the party declaration boxes will be blank.



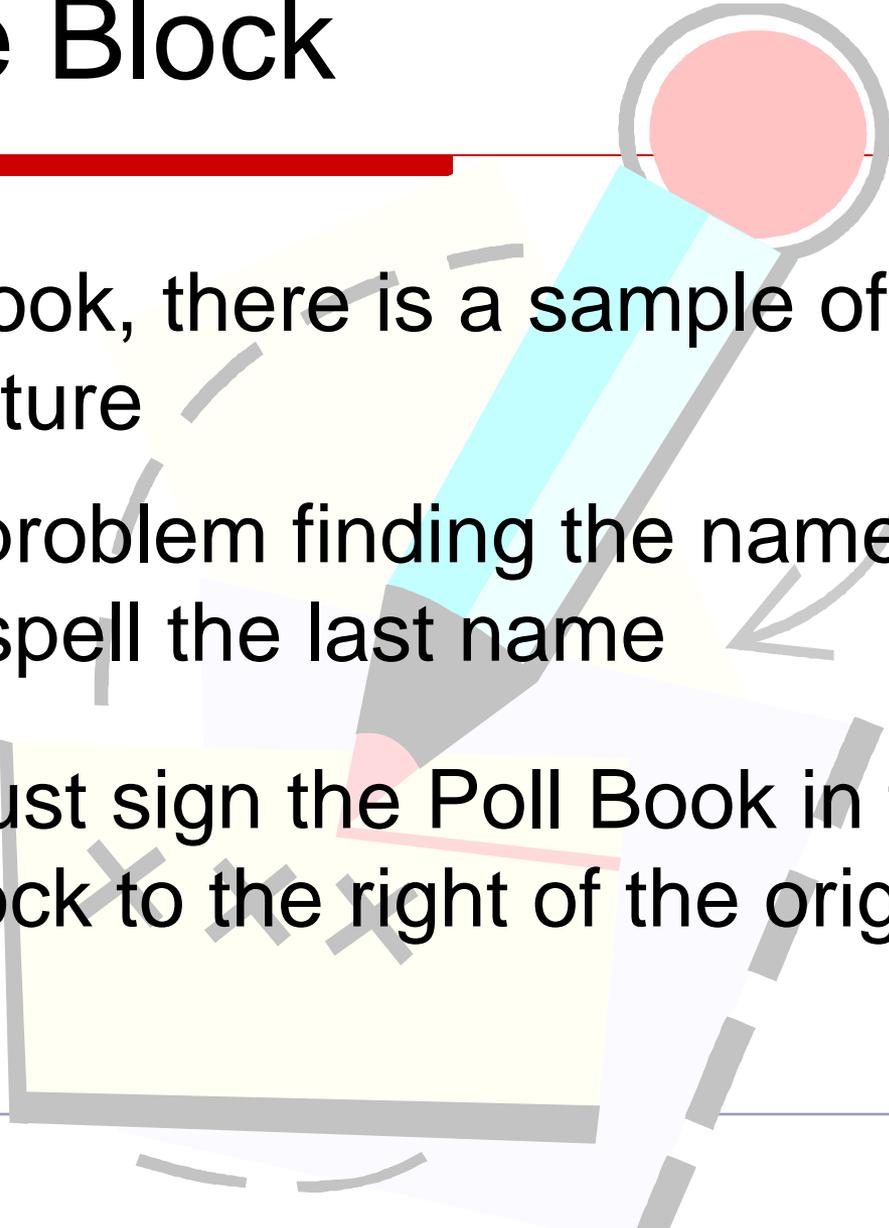


Democrat or Republican



- Declared DEM and REP voters can vote in the Primary Election. If Unaffiliated voters are willing to affiliate with the DEM or REP party, they may also vote in this election.
- For the Primary Election, the voter's declared party will be printed in the party declaration box in the poll book. Unaffiliated voters party declaration box will be **blank**.
- Remember to record the declared party next to the Vot. Auth. No. **NOT** in the blank Party Declaration Box
- A **DEM** or **REP** voter can **NEVER** change parties at the polls during a Primary Election.

Signature Block

- In the Poll Book, there is a sample of each voter's signature
 - If there is a problem finding the name, ask the voter to spell the last name
 - The voter must sign the Poll Book in the signature block to the right of the original signature
- 
- A stylized illustration of a hand holding a pencil, writing on a document. The hand is light blue, and the pencil is light blue with a grey eraser and a pink eraser. The document is white with a yellow highlighted area. A red circle is drawn around the tip of the pencil. A dashed grey line indicates the path of the pencil. A red horizontal line is drawn across the top of the document. A blue horizontal line is drawn across the bottom of the document.

Copy of Poll Book Page

Voter Signs Here

Voting Authority No. Here

Add Primary Declaration for Primary Only

DEM or REP will be printed in Primary Books

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CERTIFIED FROM THE
MONMOUTH COUNTY SUPERINTENDENT OF ELECTIONS
Hedra Siskel, Superintendent
POLL BOOK FOR
MIDDLETOWN District 37

ADR-AGO

ADРАНОВИТЗ , JOHN
316 HARMONY RD, MIDDLETOWN, 07748

John Adranovitz
JOHN ADРАНОВИТЗ

BIRTH DATE: 06/24/1983 VOTER#: 11434148

Vot. Auth. No. _____
Sig Comp By _____
Challenge _____

ADРАНОВИТЗ , MARLENE
316 HARMONY RD, MIDDLETOWN, 07748

Marlene Adranovitz

BIRTH DATE: 09/04/1947 VOTER#: 114108323

Vot. Auth. No. _____
Sig Comp By _____
Challenge _____

District Board Worker
Initials Here

BIRTH DATE: 04/21/1988 VOTER#: 114362676

****ID REQUIRED****

Vot. Auth. No. _____
Sig Comp By _____
Challenge _____

ID SHOWN YES ___ NO ___

What to Do if There is No Name/Signature

- If there is no name or signature for the voter in the poll book
- First ask the voter to verify the correct spelling of the name.
- Then check the voter's address to be sure he or she has come to the right polling place.
- **HE OR SHE MAY NOT VOTE in the voting machine but can vote by provisional ballot.**

Name Change



- If a voter's name is changed due to marriage, divorce or court order, the voter must sign twice, first with the old name and again with the new name.

Affirmation of Residency



- If the poll book indicates “**Affirm Address**” in the area for the voter to sign, the District Board Worker must ask the voter if he/she has moved.

If the voter still lives at the address or within the same district, they must complete a yellow “Affirmation of Residency” form, before a Voting Authority is issued.

If the voter has moved outside of the County less than 29 days before the election, they can complete an “Affirmation of Residency” form and vote on the machine.

If a voter has moved outside of the County **more than 29 days before the election** and has not registered in their new county they **CANNOT** vote.

Signatures/Voting Authority Slips

- When you verify signatures and are satisfied that it is the same person, you must initial in the column to the right of the voter's signature: (next to "Sig. Comp by:_____").
- You then issue a Voting Authority slip which must be signed by the voter.
The number on the slip must be entered on the line.
Vot. Auth. No" _____ above your initials.
- Rubber Stamped signatures are never accepted.
- POA / Power of Attorney Signature is never allowed. The voter must make a signature or mark of some kind. The POA cannot vote on behalf of the voter.

NEW

Help America Vote Act (HAVA) Requirement for Federal Elections

If “ID Required” appears in the area for the voter to sign, you must verify the voter’s identification by checking

- Driver’s License
- Any Valid Photo ID
- Copy of a current utility bill
- Paycheck Stub
- Bank statement
- Government check
- If ID is accepted, allow the person to sign the book, the Voting Authority slip, and then vote on the machine



If No **ID** is Presented

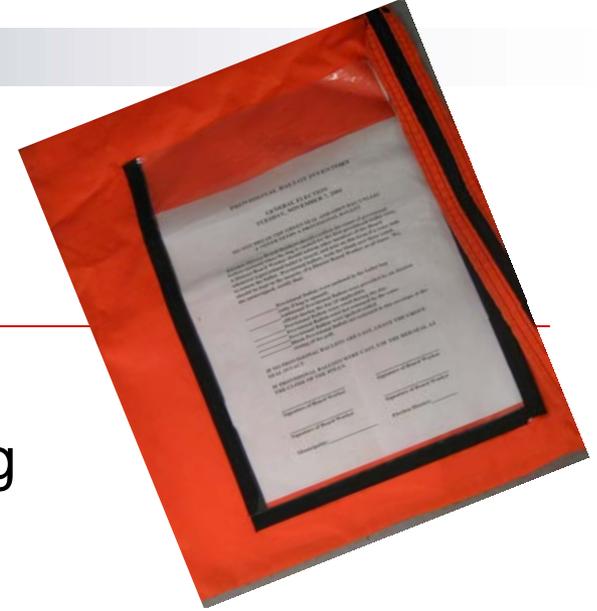


- If the person cannot or will not produce the appropriate identification
 - DO NOT** have them sign the **Poll Book**
 - DO NOT** Allow voter to vote on **Machine**
 - Allow voter to vote **Provisional Ballot**

Provisional Ballots

- A Provisional Ballot allows the person to vote temporarily if
 - Name is not in poll book
 - Original signature is missing
 - ID is not provided
 - Voter is registered but moved to a different voting district in Monmouth County
 - Voter states that they never applied for, received or voted their MAIL-IN ballot

How to Complete a Provisional Ballot



- DO NOT open the Orange Provisional Bag unless needed.
- A Board Worker will
 - Hand the voter a Provisional Ballot Voter Information Sheet
 - Set up the privacy screen provided
 - Have the voter record their vote and seal it in the envelope
 - Have voter complete and sign the certification attached to the envelope.
 - **DO NOT DETACH THE CERTIFICATION OR PUT IT INTO THE ENVELOPE WITH THE BALLOT**
- If a voter makes a mistake on the ballot, write “Spoiled” across the certification and give the voter a new Provisional Ballot.

Completing Provisional Ballots continued

- You must review the certification to assure they completed all required information.
- Put envelope with the certification attached in provisional bag
- At the end of the night fill out the inventory sheet
- Zipper and seal the bag and return it to the Municipal Clerk
- **NEVER COUNT THESE BALLOTS AT THE POLLS**

Mail-In Ballot



- If the words “**MAIL-IN**” are printed in the signature block of the registration book, the voter has applied for a MAIL-IN Ballot and **cannot** vote on the voting machine.
- Never accept MAIL-IN Ballots at the polls.
- The voter may bring his MAIL-IN Ballot to the Monmouth County Board of Elections in Freehold. Ballots are accepted there until the close of polls.
- The morning of election day, your Municipal Clerk may supply a list of additional names of “Mail-In” voters. You must write “**Mail-In**” in that voter’s signature box in the poll book. If the voter claims they did not apply, receive or vote this ballot, they may vote by **Provisional Ballot.**

Other Duties

- Your other duties include not only supervising the Election and opening **both** machines, but also completing election documents.
- Remember, these forms are part of the public record. These are important documents, so **please** write clearly and legibly.



If a Voter Needs Help to Vote



- If assistance is needed, a “Disability Certificate for Assistance” form must be filled out. These can be found in the front of the Poll Book. The certificates must be completed for each voter assisted. These forms must be dated and signed by those who assisted
- Persons assisting a voter may not disclose how that voter voted

Disability Certificate located in front of Poll Book

DISABILITY CERTIFICATES FOR ASSISTANCE

1 **Print name** _____ **ID # from Poll Book**
To _____ Reg # _____
(name of voter)

Do you solemnly swear [or affirm] that you are

Type of disability (physical, speech, visual, language, etc.)

(physical disability – state nature of)

(*Blindness) _____
and that by reason thereof, you are unable to enter and remain in a booth,
or prepare your ballot therein for voting at this election, without assistance;
so help me God. [R.S. 19:31 A-8]

Signature of voter

Name of member of Board of Registry and Election taking oath

Must be signed by 2 members
of board of Registry and Election
of opposite political party
assisting voter.

Signatures of

2 Board Workers

Print name of person assisting

*Name of voter assisting blind voter

Print address of person assisting

Address of voter assisting blind voter

PRIMARY
GENERAL
SPECIAL

20 _____

Circle Election Type and fill in year

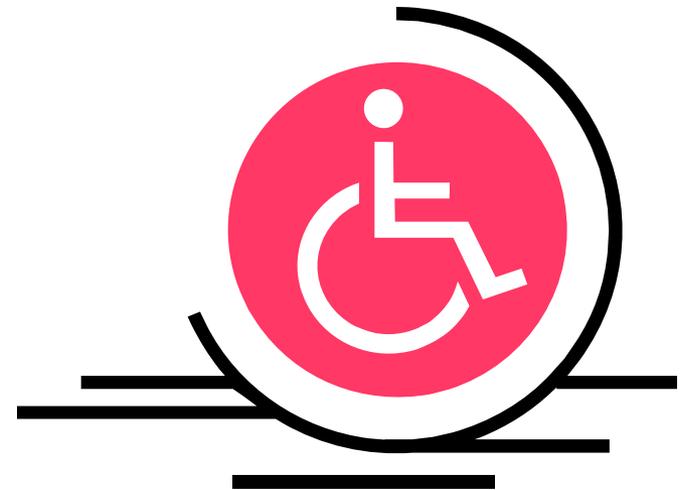
Assistance in the Voting Booth

- Federal Law states that any voter who needs assistance to vote by reason of

- blindness
- disability
- inability to read or write

May be given assistance by

- a person of the voter's choice
 - a District Board Worker
 - The Voters Employer or Union Official **CANNOT** assist
- Anyone who interferes with the right to vote or fails to comply with the law may be subject to civil and criminal sanctions.



Audio Voting Information



- If a voter requests to use the Audio Kit on the Voting Machine, refer to page 5 of the Step-by-Step Instructions for the Sequoia Voting Machine
- There is an Orange Sticker over the Audio Button on the Operator Panel
- You can press the Orange Sticker to activate the Audio button beneath it

Emergency Ballot Box



Audio
Kit

Correction of Records



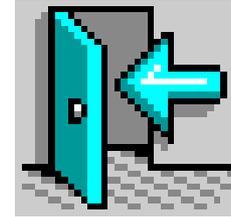
- If the voter leaves before a vote is cast (Fleeing Voter), make a note of the error on the **Incident Report Form**
- **Do not try to erase or obliterate a mistake!**
- **Do not make corrections in the Poll Book!** The Superintendent of Elections/Commissioner of Registration Office will make all updates
- If a **relative** indicates a person in the poll book is deceased, have them complete the **Affirmation of Residency Form** and have the **relative**, as well as two District Board Workers, sign the form. Only a relative may have a deceased voter removed from the Poll Book
- The voter, whose block has been incorrectly signed, can sign above the wrong name, which has been crossed out and initialed by the Board Worker

Complaint Form



- Any voter who has a problem and would like to file a complaint should be given the **“Voter’s Complaint Form, C5”**, found with your supplies
- This voter completes and mails the original copy to the Superintendent of Elections
- The voter making the complaint keeps the duplicate copy

Closing the Polls



- Polls close promptly at 8:00 PM, except for Special School elections, which close at 9 PM.
- Any voter, who is inside the polling place or on line prior to closing, must be permitted to vote.
- Official Challengers, Candidates, District Board Officials, the Press, and the General Public may observe, providing they don't interfere with closing procedures.
- After signing all copies of the Final Results Report and carefully removing **BOTH** Voting Machine Cartridges, place all items along with the Zero Proof Report and Emergency Ballot tally sheet (if used) into the clear plastic envelope provided. A copy of the election "Final Results Report" should be posted and left at the polls.

Blue Supply Bag



YOUR DAY IS NOW COMPLETE

Finally you can pack up all Election Supplies and forms into the Blue Supply Bag, which must be returned to your Municipal Clerk at the end of Election Night.

You Are Important!

- As a Monmouth County District Board Worker, you represent the Monmouth County Board of Elections in upholding the integrity of the election process.
- Your efforts make a fair, efficiently run election possible and help maintain our basic American right to a free election.
- On behalf of the Commissioners and Staff at the Monmouth County Board of Elections, we would like to thank you for your dedicated commitment to the election process.

