

The Boardworker Bulletin

FALL 2012



Welcome to the Boardworker Bulletin!

This newsletter is to keep all Board workers up-to-date on the latest election rules and regulations. Please read carefully to be sure you don't miss a thing!



POLLING PLACE SET UP

Set up of the polling location is the responsibility of the Municipal Clerk. They should make sure there are enough tables and chairs and that the room is prepared for the election.

What you should call your Clerk for on Election Day:

- ⇒ Handicap accessibility
- ⇒ Tables for Poll worker and Challengers
- ⇒ Chairs
- ⇒ Blue bag: election materials
- ⇒ Missing Machine Keys



CHANGE IS GOOD!

In your kit, you will find the "Three Simple Steps" (yellow sheet) is now on the back of the "Write-In" instruction sheet. You will find two of these in your kit. This card should be handed to each voter as they sign in. Be sure to tell the voter that there is information on both sides of the card.



EMERGENCIES AT THE POLLING LOCATION

If you are forced to leave your polling location because of an emergency in the building, try to take the Provisional Ballot Bag (Orange zippered bag) with you. Taking the Provisional Ballot Bag will enable you to allow voters to vote by provisional ballot in the parking lot or other location you are forced to move to until you can get back into the regular polling location. Follow normal Provisional Ballot procedures and place the voted ballots back into the bag.

Keep this bag with you at all times while you are out of the polling location.

Depending on the type of emergency we understand that this might not always be possible. Of course, it is more important that everyone stay safe.

Should an emergency occur at your polling location please call our office as soon as you have reached a safe location. Your Municipal Clerk also needs to be notified.



Voters who have voted by Provisional Ballot CANNOT vote on the machine. Remember to secure the ballots in the bag and count the number of voted ballots at the end of the night. Write this information on the inventory sheet.



NEXT ELECTION:

GENERAL ELECTION, NOVEMBER 6, 2012



THE DECORUM FORUM



- * **No Smoking** on School grounds. Be aware of the rules of your location before lighting up. Some buildings do not allow smoking.
- * Put all electronic devices away when voters are present. This includes cell phones, laptops and iPads.
- * **Poll Workers are not allowed to accept food from Candidates or Campaign workers. This is considered electioneering and is not allowed.**
- * Put ALL issues encountered on Election Day on the Incident Report. Even if it doesn't seem important at the time, better you record it so we don't have to call you later.
- * Arrive at 5:15 a.m. Late arrivals will be docked. Habitual tardiness can result in dismissal as a board worker.



MAINTAINING ORDER AT THE POLLS

KEEP YOUR HANDS OFF MY MACHINE!

The only people who are allowed to touch the machine are the poll workers. Everyone else; Challengers, voters, and candidates are NOT allowed to touch the machine or go behind it.

NO THEY CAN'T HAVE THE NUMBERS!

If someone comes into your location and asks for number of people who voted you CANNOT give them this information.

If the people requesting this information argue with you please call the Board of Elections. We would love to explain the rules to them over the phone.



SUMMER CLASS CHAMPIONS!

We had some great classes here at the Board of Elections this summer and want to send out a big

THANK YOU to everyone who attended!

Myrna Netkin	Richie Goodrum	Patricia Tomblin	Agatha Healy	Mary Jane Projack
Joan Grossman	Tina Luchsinger	Nancy Popailo	Cheryl Inocencio	James Porpora
Charles Barr	Mary Ann Smith	Florence Brown	James Montagne III	Thomas Orsini
Robin Barr	Margaret Crawford	Judy Kushner	Janis Marano	Joseph Longo
Doris Leahy	Concetta Robertelli	Norman Kushner	Tom Stokes Sr.	Allison Prezioso
Cheryl Wollner	Charlotte Jacobs	Mary Anne Ashby	Tom Stokes IV	Linda Prezioso
Roseanne Gunter	Wanda Fields	Rose Van Wyck	Chang Ching Yao	Ana Tang
Juanita Johnson	Lucille Frankel	Albert Rowley	Henry Porpora	

What if.....

1. A voter signs the book, then decides not to vote and leaves?

Answer: Void Voting Authority and write it in the incident report. **DO NOT** cross out their signature in the book.

2. Someone tells you a voter moved or passed away?

Answer: A family member must fill out the Affirmation of Residency form found in your kit. Family members can also send a signed note to the Registration office.

3. Someone wants to make a complaint?

Answer: Have them fill out a C-5 form located in your kit.



BIRTHDATE: 1800

In the poll book some voters have an 1800 birthday. This is not a typo. 1800 is the date that the computers default to if no birthday is on file. You do not need to do anything if you see this birthday. **DO NOT CROSS IT OUT.** If the voter wishes to give you their correct date of birth, just write it on the incident report. Do not write it in the polling book. They do not have to give you their birthday.