

# The Poll Worker Press

Spring 2014 Edition

## PRIMARY ELECTION REMINDERS

- ◆ Declared Democrat and Republican voters are not allowed to cross party lines in a Primary Election. They can only vote the ballot of their declared parties.
- ◆ Unaffiliated voters must declare a party preference at the polls in order to vote in a Primary Election.
- ◆ If a voter wants to change their political affiliation, he or she must complete a *Political Party Affiliation Declaration Form* 55 days before an election with the Superintendent of Elections.
- ◆ Remember, press the party designation button first on the voting machine, then the green "ACTIVATE" button. If the wrong selection is made, press the correct button and then "ACTIVATE".

## 2014 Election Dates



**Wednesday, April 23rd**—School Election

(Neptune Township only)

**Tuesday, May 13th**—Municipal Election

(Highlands, Keansburg, Long Branch only)

**Tuesday, June 3rd**—Primary Election

**Tuesday, November 4th**—General Election



As a Monmouth County District Poll Worker, your position on Election Day is very important. Under the New Jersey Statutes

Annotated Title 19—Elections, your duties are as follows.

### Your Election Duties

- ◆ Obtaining the necessary supplies from the Municipal Clerk
- ◆ Opening the polls on time
- ◆ Determining who may vote
- ◆ Keeping order in the polls
- ◆ Closing the polls
- ◆ Completing official documents and returning supplies to the local Municipal Clerk.

You are responsible for enforcing election rules and regulations at the polls. You must be helpful and courteous but also firm in maintaining an orderly polling location.

Your commitment to the election process is greatly appreciated!



## Important Reminder



### District Poll Worker Pay for Primary / General Elections

Please be reminded that State Unemployment (SUI) and Family Leave Insurance (FLI) will be deducted from your pay as a poll worker. The deductions will take place whether you work one or more elections and are mandated by state and federal statutes. At the beginning of 2015, you will receive a W-2 form for the prior year you worked as a poll worker. Please consult your tax preparer for any questions you may have regarding your income taxes.

## CARE AND HANDLING OF THE VOTING MACHINE

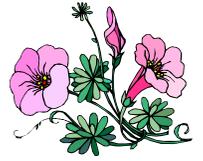
The voting machines are 10 years old, so please handle the machine provided to your district with care. Open the panels carefully so that they will remain in good working order. There have been instances where keys have been broken, so do not force the keys when using them. When closing the machine, if the tub does not descend easily, do not



(Machine pictured without the privacy curtain)

force it. Thank you for your efforts to keep the voting machines in tip top shape!

## The Decorum Forum



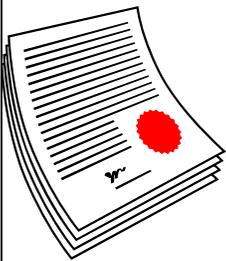
- \* Arrive at 5:15 a.m.
- \* Please present a neat appearance.
- \* There is **no smoking** allowed on school grounds. Please be aware of the rules of your location.
- \* Please put all electronic devices away when voters are present.
- \* Poll Workers are not allowed to accept food from candidates or campaign workers. This is considered **electioneering** and is not permitted.
- \* List **ALL** issues encountered on Election Day on the Incident Report.



**CONTACT THE BOARD OF ELECTIONS OFFICE IMMEDIATELY ON ELECTION DAY  
IF A MAJOR PROBLEM ARISES AT THE POLLS.**

**THIS WILL ENABLE OUR OFFICE TO RESOLVE THE MATTER ASAP.**

**732-431-7802 x7150**



## Incident Reports

What should be recorded on the Incident Report?

*Poll Worker Mistakes   Machine Malfunctions   Poll Location Problems  
Accidents or Injuries   Voter Complaints   Electioneering*

The reports are important so the Board of Elections can address any issues that have occurred.

## Poll Worker Resources

Poll Worker videos, presentation slides and class schedules are available on the Monmouth County website ([www.visitmonmouth.com](http://www.visitmonmouth.com)). Select **Board of Elections** for the department and see the list of options on the right hand side.

Here's the direct link to the website: <http://www.visitmonmouth.com/page.aspx?ID=897>  
You can view the Board Worker Training Guide and Voting System Training Video (Machine Training Video).

This is a great way to prepare before Election Day!