

POLL WORKER ROLES AND RESPONSIBILITIES

GENERAL DUTIES FOR ALL POLLWORKERS

To help set up and ready the polling place prior to Election Day with all of the tables, chairs, postings, and equipment needed to conduct elections.

To report to the Polling Place at 6:00 a.m. (or the agreed to meeting time) on Election Day to process voters.

To contact the Judge of Elections for your respective boards by 5:30 a.m. if, due to an unforeseen circumstance, you cannot report to work at the Polls on Election Day.

To attend scheduled trainings as conducted by the County Election Board.

To learn how to properly use the electronic voting machines.

To become familiar with the policies, rules and procedures as outlined in this manual.

To conduct the election properly and lawfully.

To assist voters as necessary in a courteous manner.

To assist in preparing the paperwork required to document votes cast.

To assist in closing the polls.

In the event of an emergency evacuation, exit the building as quickly as possible making sure that your co-workers and electors are accounted for and have exited the building with you. If time permits, please take the PEB's, the Registration Binder, the Provisional and Absentee Ballots with you when leaving the building.

Poll Workers – Also Remember:

Please thoroughly review this Poll Worker Procedures Manual for all issues regarding the election process and procedures.

Dress appropriately on Election Day and wear something comfortable because it will be a long day.

You are not to discuss politics, candidates or issues among each other or with the voters at the polling location. Remember, no political items, TV's, radios, etc. can be present in the polling place.

Absentee voting is available to you as a poll worker if you are assigned to work at a polling place outside of your own election district. Please contact the Election Office at one of the numbers listed on page two of this manual to obtain an Absentee Application and an Absentee Ballot within the timelines established in the Election Code.

Rovers and other election officials will be available to assist with any problems you may encounter on Election Day.

If in doubt about anything, use the appropriate phone number listed on page two of the manual to call for assistance.

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Be available at designated time for Poll Bag delivery from the County Board of Elections

Supply deliver is scheduled for Friday evening and Saturday before Election Day. The delivery person will contact you.

Once supplies are received, please check to make sure that all materials are identified for use at the proper polling place to which you are assigned to work. If that is not the case, please call the Director of Elections immediately.

Contact the facility manager for your polling place to make sure you can gain access to your polling place prior to Election Day.

Contact the other members on your board to ensure that they will be serving in their respective positions on Election Day.

Schedule a meeting date and time with the Inspectors and Clerks to set up and prepare the polling place for Election Day.

Assign duties to other poll workers.

Prior to 7:00 a.m. once you receive the oath from the Minority Inspector, administer the oath to the other poll workers and have each person sign two (2) copies of the form where appropriate.

CHECK TO MAKE SURE THE VOTING MACHINES ARE PLACED IN A POSITION THAT ENSURES PRIVACY WHEN VOTING.

Check the electrical switch on the back of the machine to make sure the light is illuminated which indicates that the machine is plugged into an electrical outlet.

Assist in opening the polls by activating the machines.

DUTIES OF THE JUDGE OF ELECTIONS

Immediately prior to opening the polls, the “Zero Tape” must be signed by the Judge of Elections, the Majority and Minority Inspectors and the Clerks, to be posted in plain view on the door leading into the room in which voting is taking place.

Activate machines for voters when they come in to vote.

Process provisional voters.

Maintain a quiet and professional environment so that voters have the opportunity to cast their ballots without undue outside interference.

Periodically check to see that electioneering is not occurring within the 10’ threshold of the room where voting is taking place.

Demonstrate to voters how to use the iVotronic terminal by using the paper specimen ballot that visualizes the screen shots on the voting machine.

Keep absentee ballots secured throughout the day and process voided absentee ballots as is warranted.

Serve as contact person for questions, problems or issues that arise during the day.

Close the polls.

Complete all required paperwork to document votes cast.

Place seals on the terminals and transfer case and record the serial numbers accordingly.

Complete and sign payroll sheets.

Post results of the write-ins on the outside door of the polling place. This tape or report must be signed by the Judge of Elections, the Majority and Minority Inspectors, and the Clerks.

Bring election results and other election supplies to the Butler County Election Bureau as soon as you have completed.

The day after Election Day, make arrangements with the facility manager to allow access to the building so that the County Maintenance Staff can pick up the voting machines.

POLL WORKER ROLES AND RESPONSIBILITIES

DUTIES OF THE MAJORITY INSPECTOR

Attend all trainings to learn how to properly operate the electronic voting machines and to keep updated on the current election laws and processes

Assist in setting up and making ready the polling place for Election Day

Assist in opening the polls

Assist in demonstrating the voting steps to voters

Assist in activating the machines for voters

Fulfill all duties as assigned by the Judge of Elections

Assist in closing the polls

Process and sign required paperwork as required.

Attend all trainings to learn how to properly operate the electronic voting machines and to keep updated on the current election laws and processes.

Assist in setting up and making ready the polling place for Election Day.

Administer the oath to the Judge of Elections.

Assist in opening the polls.

Assist in demonstrating the voting steps to voters.

Assist in activating the machines for voters.

Fulfill all duties as assigned by the Judge of Elections.

Assist in closing the polls.

Process and sign paperwork as required.

DUTIES OF THE MINORITY INSPECTOR

In additions to all duties included for Majority Inspector the Minority Inspector will also accompany the Judge of Elections to the Butler County Bureau of Election on Election night to deliver results and supplies requested.

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Special Note:

It should be understood that once poll workers report to work at the Polling Place, they are not to leave the premises during the election process. Election Day can be very busy such that lunch or dinner breaks cannot be enjoyed by all poll workers at the same time. As a result, in an effort to ensure that everyone has the opportunity to eat and have restroom breaks accordingly, it is recommended that breaks be scheduled and staggered so that coverage is provided at all times.

DUTIES OF THE ELECTION CLERKS

Attend all trainings to learn how to properly operate the electronic voting machines and to keep updated on the current election laws and processes.

Assist in setting up and making ready the polling place for Election Day.

Assist in opening the polls.

Assist in demonstrating how to cast votes on the iVotronic terminal.

Maintain the two Numbered List of Voters books.

Fulfill all duties as assigned by the Judge of Elections.

Assist in closing the polls.

Process and sign paperwork as required.