

Duty Cards

November 5, 2024

This packet contains the following duty cards:

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- » Poll Pad Station
- » Ballot Judge
- » Ballot Counter Judge
- » Registration Judge
- » Ballot-Marking Device
- » Interpreting Assistance
- » Challengers Duty Card
- » Exit Polling Duty Card



Welcoming and guiding voters

- Provide a warm welcome and direct every voter to an open poll pad.
- You may greet all voters with a welcoming phrase to offer support and assistance, should they need it: "Please let us know if you need any help or have any questions today."
- Manage the line in and outside the polling place room. Voters should not wander throughout the halls. If the polling location contains multiple precincts, use the greeter's list or greeter poll pad to direct voters to the correct voting area for their precinct.
- Ensure that voters do not leave the polling place with their ballots. Inform them they can give the ballot to the ballot judge as a spoiled ballot or they can vote a blank ballot. Election law prohibits voters from taking a ballot out of the polling place.

Resources and frequent support requests

- If requested, provide voters a sample ballot to view. They may take their sample ballot into the voting station, but they must leave with it.
- If a voter has questions about the registration process, use the yellow sheet listing Election Day registration documentation or the Register to Vote Today poster to help the voter find an option.
- Field requests for language translation. You may have an interpreter judge assigned to your polling place; even if they do not speak the same language as a voter, they can facilitate assistance for voters through the Ramsey County Language Line.
- If you do not have an interpreter election judge assigned to your polling place, you may contact the Elections office language line at 651-266-2185 for all languages. Complete the required information on the *Language Line Sheet* provided to your station.

Alert the head judge of the following:

- A voter brings in their absentee ballot.
- A voter requests to use the ballot-marking device.
- A voter would like to vote from their vehicle.

Search the poll pad for every voter in line.

- 1 Ask the voter their name. Type the first three letters of their last name then the first three letters of their first name into the appropriate boxes. Tap SEARCH.
 - If a match is found, ask the voter for their address. If their response matches what is listed in a record, tap the correct record to advance to the voter confirmation screen. Proceed to Step 2.
 - If no match is found, tap ADVANCED SEARCH to search the date of birth. If a match is still not found, clear the date of birth field by tapping RESET; then search the address.
 - If the voter is not found in the poll pad, direct the voter to the registration table.
- 2 Turn the device around and have the voter confirm their name, address, and date of birth. The voter should not touch the poll pad at this point. If all information is correct, proceed to Step 3.
 - If they have changed names, direct the voter to the registration table.
 - If they have changed addresses, direct the voter to the registraton table.
 - If there are typos in the name or date of birth, record them on the *Data Entry Corrections Form* and proceed to Step 3.
 - If the poll pad indicates the voter's record is challenged, follow the prompts on the screen to clear the challenge or consult your head judge to assist.
- 3 Turn the device back to you and tap ACCEPT.
- 4 Then turn the poll pad back to the voter and have them read the voter's oath and sign the signature line on the poll pad screen. If the voter states they do not want to sign the screen, make a dot on the signature line so the receipt will print and have the voter sign the printed receipt; bundle these receipts together separate from those signed on the screen.
- 5 Turn the poll pad back to you and tap DONE SIGNING on the voter's confirmation page.
- 6 Tap SUBMIT.
- 7 The voter signature slip and ballot exchange slip will print. Retain the electronically signed slip in the *Registered Voter Signature Slips* envelope and issue the ballot exchange slip to the voter, directing them to the ballot station.

A voter who is unable to sign their name may:

- mark an 'X' (the election judge certifies this mark by signing the voter's name and writing "witnessed by <judge's first initial and last name>")
- request that another person sign the voter's name in their presence (that person should sign their own name as well)

Ballot Judge Duty Card



Prepare the ballots

- 1 Each time a pack of shrink-wrapped ballots is opened, including the blank ballot-marking device stock, count the number of ballots in the pack with another judge. Record this number on the back of the *Polling Place Ballots Certification*.

Note: The head judge will also use the *Polling Place Ballots Certification* to record any additional blank ballots delivered from the Elections Office throughout Election Day.

- 2 Initial ballots in the upper-right corner with another judge to prepare them for voters. Initial enough at a time that you are prepared for a rush of voters.

Issue a ballot

- 1 Obtain the ballot exchange slip from the voter—they must have this slip to be issued a ballot.
- 2 Demonstrate how to properly mark a ballot by pointing to the instructions on the top of the ballot or on the *How to Mark Your Ballot* sign. Tell the voter, “Completely fill in the box next to your choice as illustrated in the example. Use the pens provided in the voting station.”
- 3 As appropriate for the election, show the voter that there are offices on only one side of the ballot OR on both sides of the ballot.
- 4 Before issuing the voter a ballot, check that it has been initialed in the upper-right corner by two judges.
- 5 Tell the voter, “When you have completed voting, place your ballot in the ballot counter.” Point to the ballot counter.

Note: Registered and non-registered slips will be combined. You do not need to number or total the ballot exchange slips.

Manage spoiled ballots

You will retain spoiled **polling place ballots** for voters who spoil their ballot—and spoiled **absentee ballots** for voters who bring an absentee ballot but choose to vote in person.

- 1 Have the voter place the ballot into the *Spoiled Ballots* envelope.
- 2 Note: Nothing needs to be written on the ballot to indicate that it is a spoiled ballot.
- 3 Issue the voter a new initialed ballot.



If someone turns in an abandoned ballot, notify your head judge immediately.

Ballot Counter Judge Duty Card



Monitor the ballot counter

- 1 Only voters may stand within the space marked by blue tape; ensure no one else enters while a voter is casting their ballot. Enter the perimeter only if the voter has specifically asked for assistance.
- 2 Instruct voters that the ballot can be inserted in any direction and that their ballot has been counted once the U.S. flag appears on the screen. Provide an “I Voted” sticker to each voter or ensure they are available for individuals to help themselves.

Scenarios and guidelines

Rejected ballot - If a voter's ballot is rejected by the ballot counter, have the voter reinsert the ballot. If it is rejected a second time, the display screen may provide the rejection reason; you may view a voter's ballot if they ask for help determining why their ballot was rejected.

- If the voter would like to cast this ballot, see the reverse side for override instructions.
- If the voter would like to spoil their ballot and receive a new one, direct them to the ballot judge.
- If the voter decides not to vote, notify your head judge.

Ballots must stay in the polling place. No voter can leave the polling place with their ballot and return later to vote. If the voter checked in at the poll pad and was issued a ballot, they must vote at this time. A voter is able to cast a blank ballot, if they choose.

Absentee ballots - Voters are not allowed to drop off or cast mailed absentee ballots at their polling place.

- Voters may spoil their mailed absentee ballot and vote a new ballot at the polling place.
- If the voter prefers to return their absentee ballot and not vote at the polling place, they must deliver it to Ramsey County Elections by 8:00 p.m. on Election Day for it to be counted.

Ballot counter is inoperable - *Notify the head judge immediately and the head judge should notify the Elections Office immediately.*

Voting must continue even if the ballot counter is inoperable. Voters should place their ballot in the emergency slot of the ballot box. When the ballot counter is running again, two judges of different major political parties must cast the ballots contained in the emergency slot; ensure this is completed before closing the ballot counter at the end of the night.

Note: Voters may choose to wait for the ballot counter to be operational.

Record abandoned ballots

- 1 If a ballot is found abandoned in the polling place, write “found in voting station” on the top and place it in the *Spoiled Ballots* envelope.
- 2 Abandoned ballots affect statistics, so notify your head judge to record the event in the *Election Day Incident Log*.

Possible reasons for ballot rejection include:

Overvote: Votes in a given office will not be counted if a voter votes for more than the allowed number according to the ballot instructions. Stray marks on the ballot may be read by the ballot counter as an overvote.

Crossover vote: If a voter marked votes in more than one party column in an August primary, these votes will not be counted. All other offices will be counted.

Damaged barcode/ballot: If the ballot is damaged or the barcode has stray marks, the ballot may not go through the counter. Offer to give the voter another ballot. If the voter does not want to complete another ballot, two judges of different major political parties may duplicate the ballot **if requested by the voter**.

Override the ballot counter

If the voter wishes to cast their ballot as they have marked it, conduct the override process.

- 1 Instruct the voter to reinsert their ballot. When the ballot is rejected, do NOT remove it from the ballot counter.
- 2 Press the blue poll worker button on the back of the device.
- 3 The ballot counter will fully pull the ballot back into the device and count all acceptable votes.
- 4 The U.S. flag will appear if the ballot was successfully overridden and cast.

Note: The override process will not work if the barcode is damaged or marked.

Registration Judge Duty Card



The registration station will contain a poll pad to be used for Election Day registration and the following forms:

- Yellow tear-off sheets
- Election Day registration poster
- Unable to Register form
- Voucher Scoring form
- Election Day Registration Documents Envelope

Note: Indicate by a tally mark on the Unable to Register Form any time a voter isn't able to register.

Instructions

- 1 Use the poll pad precinct finder to determine if the voter is in the correct polling place (see page 2 for directions on using the precinct finder).
- 2 Review the voter's acceptable proof of residence, using the yellow tear-off sheet or poster for reference.
- 3 Enter the first three letters of the voter's last name and the first three letters of the voter's first name on the search screen. If the voter is found, click the record and select REGISTRATION at the bottom.
- 4 If the search returns no results, click REGISTER in the upper area of the screen.
- 5 Ask the eligibility questions and select the voter's responses.
- 6 If the voter is using a valid ID with current name and address, click SCAN DL in the upper left hand corner of the screen. Otherwise, enter last name, first name and date of birth using the calendar. Be sure to select the correct month, day and year -- not the default Election Day information.
- 7 Enter the voter's house number and the first three letters of the street name. Choose the correct address from the drop down menu. Let the information populate the rest of the address fields. Add apartment number, if applicable.
- 8 Choose ID type from the drop down menu. Enter the voter's ID number if it doesn't pre-fill.
- 9 Choose residency type from the drop down menu. Follow prompts that pertain to each type.
Note: Accurate data entry is critical. Take care to ensure the data is entered correctly. You may select PREVIOUS STEP (in the upper left of every screen) to revise before printing.
- 10 Turn the poll pad for the voter to sign on the screen verifying their Election Day registration application information and indicating they have read and agree to the voter registration oath.
Note: If the voter states they do not want to sign the screen, make a dot on the signature line so the receipts will print and have the voter sign the printed receipt. Bundle these receipts together.
- 11 Write your initials in the election judge initial box and click SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.
- 12 The registration application with the signature prints. You may not change anything after printing.
- 13 The voter confirmation page appears. Tap ACCEPT.
- 14 The voter reads the voter oath and provides their signature to confirm the oath.

- 15 Tap DONE SIGNING.
- 16 The poll worker confirmation page appears. Tap SUBMIT. The voter checkin slip and ballot exchange slip will print.
- 17 NEW: Inform the voter of the option to choose to automatically receive an absentee ballot at their residential address for all future elections in their jurisdiction. The election judge may mark the selection if indicated by the voter.
- 18 Tear off the ballot exchange slip and issue it to the voter, directing them to the ballot station.
- 19 Leave the remaining slips attached to each other and place them in the *Election Day Registration Documents* envelope.
- 20 Record any voucher information, if used, on the *Voucher Scoring Form*.

Searching non-registered voters' addresses in the poll pad precinct finder

If you cannot find a voter in the poll pad under their current name and address, use the poll pad precinct finder tool to determine if the voter is in the correct polling place or if the voter must go to a different polling place to vote.

- 1 Tap the MENU button.
 - 2 On the MENU screen, tap PRECINCT FINDER.
 - 3 Type the house number in the first search field, then begin typing the street name in the next search field. Address suggestions will generate below.
 - 4 Tap on the correct street name, then tap the SEARCH button.
 - 5 A search result will generate the correct precinct number and polling place name, including the address of the polling place.
- If the voter is in the correct location, you will see your precinct name and polling place name. Proceed with registration instruction #2 on the other side of this page. Do not print a Your Polling Place slip.
 - If the voter is not in the correct location, the printed slip will contain navigation directions to their correct polling place: by walking, driving, or transit. In the drop-down menu to the right of the street address field, select the voter's transportation preference, then tap PRINT LOCATION to generate the slip.

The screenshot shows the Poll Pad Precinct Finder interface. At the top, there are two input fields: the first contains '2125' and the second contains 'FOLWELL AVE FALCON HEIGHTS MN 55108'. To the right of these fields is a dropdown menu set to 'Walking' and two buttons: 'SEARCH' and 'CLEAR'. Below the input fields, a light orange banner displays the results: 'Precinct: FALCON HEIGHTS P-1' and 'Ballot Style: Unknown, FALCON HEIGHTS P-1 DFL, FALCON HEIGHTS P-1 REP Split: 623'. The main content area is split into two columns. The left column, titled 'FALCON HEIGHTS CITY HALL (P-1)', lists the address '2077 LARPENDEUR AVE W, FALCON HEIGHTS MN 55113' and includes a small map with a blue dot indicating the location. The right column, titled 'Walking Directions', provides instructions: '1. The destination is on your left', 'Distance: 0 ft', and 'Time: 0 seconds'. A 'PRINT LOCATION' button is located at the top right of this section.

Ballot-Marking Device Duty Card

For complete troubleshooting instructions, see the Ballot-Marking Device Guide.

Supporting the voter

Be certain to provide privacy for the voter and only assist when a voter requests it. Please do not complain about the device while working with the voter.

The voter may use the touch screen without audio or they may put on headphones and use the handheld device to move through the ballot and make selections. Provide headphone covers, if applicable.

- Press AUDIO to adjust volume and speed settings. The audio only plays when using the handheld device.
 - Press SCREEN to adjust settings (to change contrast and text size or to turn the screen off if the voter only wants to use the headphones).
 - Select HELP for additional instructions.
- 1 Sanitize the device and headphones if the voter will be using the headphones.
 - 2 Tell the voter that each page contains a separate contest (candidates or ballot question) and they should follow the instructions on the screen to advance through the ballot. Provide additional instruction to help them understand the screen display and buttons:
 - A selected candidate displays a green checkbox to the left of the candidate's name.
 - The NEXT button advances to the next contest on the ballot.
 - To review selected votes at any time, the voter may select REVIEW CHOICES.
 - 3 When finished selecting candidates, the display screen prompts the voter to review the ballot.
 - 4 After reviewing and confirming choices, the voter selects PRINT, then YES, PRINT MY BALLOT, and the ballot begins printing.
 - 5 The voter casts their printed ballot into the ballot counter.

If a voter wants to make a change after printing the ballot, or if the ballot is jammed and cannot print:

- the voter may spoil their ballot and start over with a new blank ballot OR
- two judges of different major political parties may assist the voter with marking the ballot
- Place the original ballot in the *Spoiled Ballots* envelope.



Note: Not all polling places will be assigned an interpreter judge. If an interpreter judge is assigned to the polling place, they should **wear the appropriate provided language nametag**, be seated at the greeter station and follow the instructions below. If an interpreter judge is not assigned, the greeter judge will follow the instructions below – and they may ask their head judge for support.

Instructions

- Voters may request assistance from any individual they choose when voting - except their employer, an agent of their employer, or an officer/agent of their union.
- If voters request language assistance, and you speak the language the voter requests, you can assist the voter through the entire voting process or only as they request it.
- If you do not speak the language the voter requests, call the language line for language assistance. Most languages are available through the language line:

Language line: 651-266-2185

- If applicable, refer voters to the appropriate translated signs and ballots in their language (languages available are Hmong, Somali, and Spanish).
- To better understand language needs in regions of Ramsey County, record which languages voters requested on the *Language Assistance Log*.

Challengers Duty Card

Minnesota law allows you to challenge another voter's eligibility if you have personal knowledge that the voter isn't eligible to vote there.

Who can be a challenger?

- An election judge.
- An eligible voter from the same precinct as the voter being challenged.
- An appointed challenger (see more below).

What is the challenger's role?

The only action a challenger may take is to contest a voter's eligibility, if and only if they have personal knowledge of that voter's ineligibility. Suspicion is not a basis for making a challenge. The challenger must personally know that a specific person is not eligible to vote for a specific reason.

Appointed Challengers

Political parties and/or nonpartisan candidates can appoint one challenger per precinct, who may remain in the polling place for the day. Only one challenger for each candidate, party or ballot question is allowed in the polling place at any given time.

- Partisan appointments — Major political parties can appoint voters who are residents of Minnesota from that party to act as challengers.
- Nonpartisan appointments — Nonpartisan candidates can appoint voters who are residents of Minnesota to act as challengers at the polling place for each precinct.
- Ballot question appointments — Upon receiving a written petition signed by at least 25 eligible voters, the mayor of a city, school board of a school district, or board of supervisors of a town shall appoint one voter who is a resident of Minnesota for each precinct.

Code of Conduct for Appointed Challengers (Continued on Page 2)

Code of Conduct for Appointed Challengers (**read through with each challenger**)

- Present the head election judge their written appointment from a political party or a nonpartisan candidate (appointments cannot be made by partisan candidates). Appointments must be made in writing.
- Prove their Minnesota residence by presenting one of the proofs of residence accepted for Election Day registration. Challengers are not required to prove residence in the precinct where they are appointed.
- A challenger cannot speak to the voter and should only speak to the election judge when initiating a challenge. All challenges must be made in writing.
- Challengers cannot be disruptive, handle or inspect voter registration applications, files or lists. They cannot make lists of who did or did not vote.
- Challengers cannot take photos within the polling place.
- Challengers cannot go within six feet of the ballot counter.
- Challengers cannot attempt to influence voting.
- Challengers cannot compile lists of voters to challenge on the basis of mail sent by a political party that was returned as undeliverable or if receipt by the intended recipient was not acknowledged in the case of registered mail.

Is a challenger a poll watcher?

No. The only action a challenger may take is to contest a voter's eligibility, if and only if they have personal knowledge of that voter's ineligibility. Minnesota law does not authorize poll watchers. For a complete list of who's allowed to be present in a polling place, see Minnesota Statutes 204C.06.

Exit Polling Duty Card

- The head election judge should notify all election judges at the location when exit polling is occurring.
- This should include the identification of all individuals authorized to poll voters and how they plan to approach voters.

Individuals conducting exit polling must:

- be authorized by a letter or credential from a news media outlet.
- present a photo identification and authorization to head election judge upon arrival.
- predetermine how they will approach voters.
- wait for voter to exit the polling place, after the voter has voted.
- can be on the premises, but not in the room where voting occurs. Depending on the building layout, this may mean the pollster must remain outdoors.
- may only speak with a voter to the extent necessary to ask the voter to take an anonymous written questionnaire.
- not unlawfully interfere with persons going to or from polling place.
- not allow any person to view another person's responses to the poll.

The polling method must be:

- in written format.
- anonymous.

Please post a sign notifying voters that exit polling is occurring upon exit of the polling location. Voter participation is optional.

Voters and election judges are encouraged to report any unauthorized individuals and behavior that is intimidating, interfering, suspicious, or illegal by calling Ramsey County Elections at 651-266-2219.

