

Polling Place Reference Guide 2023

CONTENTS

HIGHLIGHTED INFORMATION

- Election law updates impacting Election Day:
 - » Restoration of voting rights for individuals with felony records *who are not currently incarcerated*.
 - » Assisted living staff members may now vouch for residents.
 - » Adult foster and residential treatment programs are now included in the definition of a residential facility.
 - » During voting hours, in the polling place and within 100 feet of the room in which a polling place is situated, individuals are prohibited from wearing, exhibiting, or distributing any campaign material that displays:
 - the name, likeness, logo, or slogan of a candidate who appears on the ballot
 - the number, title, subject, slogan, or logo of a ballot question that appears on the ballot
 - the name, logo, or slogan of a political party represented by a candidate on the ballot
 - » Electronic signatures on poll pads are approved.
- Procedure change for Election Day registration: Registration will be conducted on the poll pads at a separate registration station.
- Process and communication updates to emergency procedures for Election Day.

HOTLINE *FOR ELECTION DAY ONLY*
651-266-2173

AVAILABLE ALL YEAR
651-266-2219

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DOCUMENTS AND SUPPLIES

*Disclaimer: Additional items may be added to your supplies closer to Election Day, if needed. We will notify you of any items that are not listed here prior to Election Day.

RED TUB

BINDER

Checklists

- Opening the Polls
- Closing the Polls
- Election Night Returns Reference Sheet

Forms

- Election Judge Oath, Code of Conduct and Flag Certification
- Hourly Tracking Form
- Sign-up to be an Election Judge Form
- Election Day Incident Log
- Voucher Scoring Form
- Unable to Register Form
- Data Entry Error Corrections Form
- Language Line Form
- Certification Forms:
 - » Poll Pad
 - » Ballot Counter
 - » Ballot-Marking Device
 - » Polling Place Ballots
 - » Voter Statistics Certification Form (Pink)

Guides

- Duty Cards
- Polling Place Reference Guide
- Ballot Counter, Ballot-Marking Device, Poll Pad and Registration Judge

Election judge documents

- Election judge timesheets
- Extra direct deposit forms
- Mileage reimbursement forms
- Polling place judge list
- Polling place information sheet
- Precinct map

LOOSE IN THE TUB

Supply pouch

- Alcohol wipes
- Equipment keys
- Head judge ID
- Scissors

LOOSE IN THE TUB

Envelopes

- Ballot Exchange Slips
- Scan Ballot Counter Reports
 - » Red Tub Copy #1
 - » Red Tub Copy #2
 - » Blue Supplies Box Copy
- Election Day Registration Documents
- Registered Voter Signature Slips
- Spoiled Ballots
- Touch Writer Ballot-Marking Device
- Miscellaneous Documents

Miscellaneous

- Yellow tear-off sheet for EDR
- Oath of Challenger forms
- Notice of Death forms
- Ramsey County Elections contact sheet
- Ballot transfer case seals
- Envelope seals
- Emergency Roster
- Greeter's List

BLUE SUPPLIES BOX

- Clipboards
- Secrecy sleeves
- "I Voted" stickers
- Blue tape
- Extension cords and power cords
- Paper towels
- Disinfecting spray and sanitizing wipes
- Small flag, flag stand, and flag stand clips
- Blue seals
- Poll pad paper
- Voting equipment cords
- Name tag bag
- Sign bag
- Pen box:
 - » Pens and markers
 - » Scissors
 - » Rubber bands and paper clips
 - » Sort kwik or finger covers
 - » Magnifying glass/paper, signature guide
 - » Calculator
 - » Measuring tape
 - » Flashlight
 - » Post-it notes
 - » Outlet converter
 - » Sign bag and language kit

SETTING UP BEFORE ELECTION DAY

OVERVIEW

Head judges may ask other judges to help set up the polling place before Election Day. Be certain to track your time setting up before Election Day and add it to your timesheet.

If you cannot set up before Election Day, refer to the Open the Polls Checklist from the binder in the red tub. Please set up equipment first on Election Day—see the accompanying guides for equipment set-up—then follow the steps below.



Missing any supplies? Call 651-266-2219.

CONFIRM DELIVERY OF POLLING PLACE MATERIALS

The *Polling Place Information Sheet* lists the location of the delivered materials, which is not always in the voting room. If you cannot locate the materials, the head judge should work with the polling place contact person to search the building for any misplaced supplies.

- Ballot counter (white machine marked with the letter S) and black ballot box (collapsed and contained in a black carrying bag with black handles)
- Ballot-marking device (white machine marked with the letters AW), printer (black corrugated plastic box) & stand (contained in black carrying bag with red handles)
- Green poll pad cases
- Blue supplies box
- *Transfer Case: Polling Place Ballots* – contains the ballots
- Voting booths
- VOTE HERE sign and U.S. flag
- Parking signs



SIGN BAG FROM THE SUPPLIES BOX

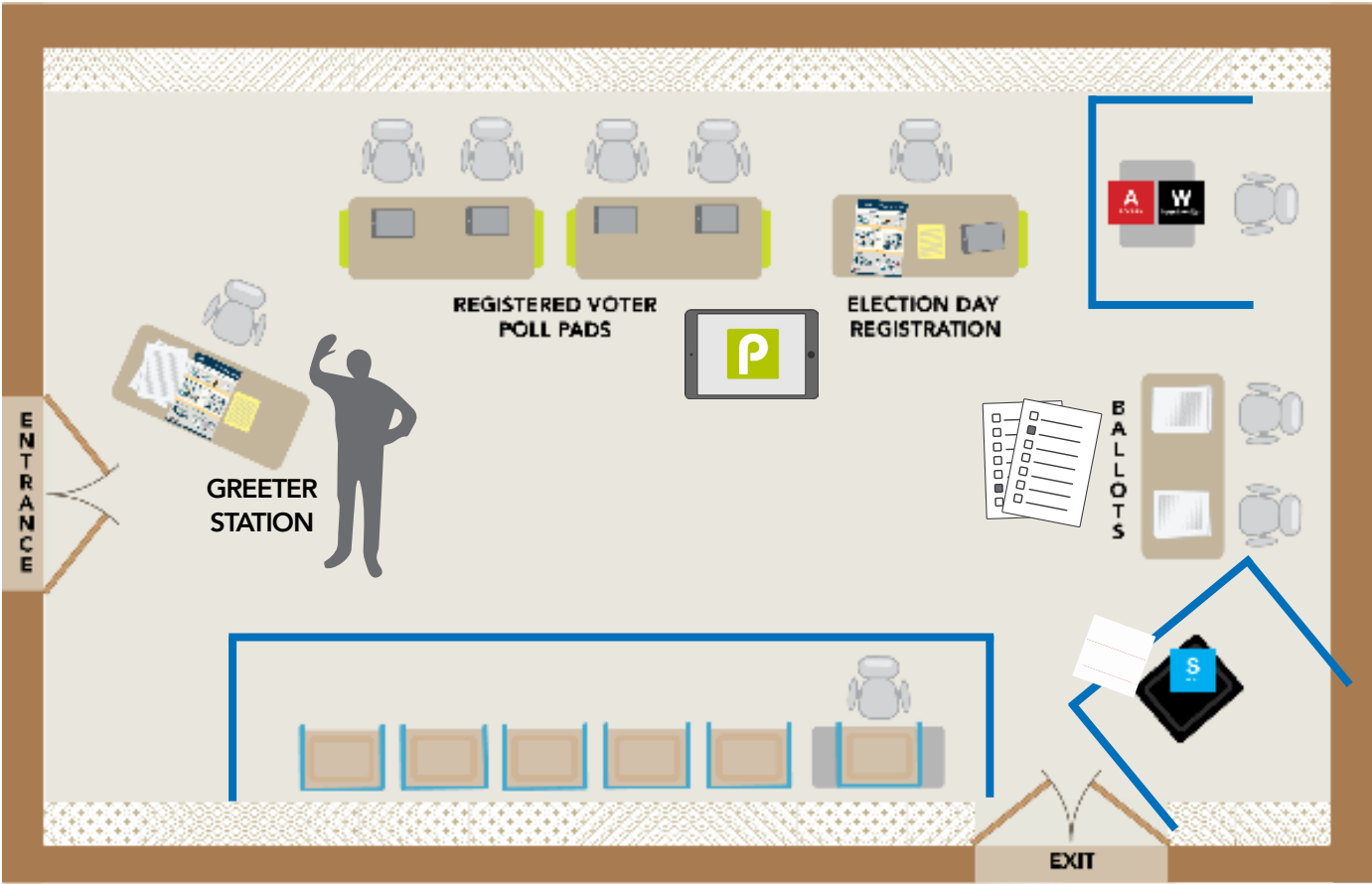
Note: Only post the following signs prior to Election Day if the room is not in use prior to Election Day. Be sure to post all Hmong language posters before polls open, too.

- Prohibited in the Polling Place - place inside entrance.
- Voter Bill of Rights - place inside entrance.
- Voter Oath - place near poll pad station.
- Voters Only Inside Blue Line - post near voting booth area and ballot counter.
- Any additional signs specific to the election.



POLLING PLACE LAYOUT

While setting up the polling place, consider the layout and flow of traffic for your specific polling place, including entrances, hallways and exits. Plan your space to ensure privacy for voters when they are moving through the voting area, marking their ballots and casting them into the ballot counter.



VOTING BOOTHS

- The voting booths must be arranged so voters can mark their ballots privately.
- Each polling place must have at least one voting booth on a table with a chair for voters who cannot stand for extended periods of time. Be sure the chair can easily be moved out of the way for voters using a wheelchair.
- Mark off a six-foot perimeter around the voting area using blue tape.
- Voters may choose to mark their ballots using a clipboard. Have the clipboards available at a table near the voting booths. Voters may choose where to stand or sit with the clipboard according to their comfort or privacy needs.



SETTING UP ON ELECTION DAY



- If you are not able to get into your polling place:
- 1 Call the emergency contact listed on the Polling Place Information Sheet.
 - 2 Call 651-266-2173.
 - 3 If you cannot enter the polling place, the head judge should call the area judge who will bring an emergency voting kit to prepare for voting outside, if necessary.

If you are not able to operate your ballot counter, see the *Reference* section for instructions.

SETTING UP BY PRIORITY

Immediately on Election Day, the head judge will facilitate introductions, provide work assignments, and direct the setup of the following in order of priority.



Set up the poll pads and Wi-Fi device (see Poll Pad Guide for instructions).



Set up the ballot counter (Scan) and ballot-marking device (Touch Writer) (see equipment guides for instructions).



Set up the ballot judge station.



Set up the greeter station.



Set up parking, directional, and translated signs.



MAKING INTRODUCTIONS

Election judges should arrive at their polling place at 5:30 a.m.

Each head judge will be given a *Polling Place Judge List*—a list of election judges assigned to work at that polling place. All judges must be trained and certified by Ramsey County Elections to work on Election Day. Call 651-266-2173 if a judge shows up who is not on your list, a student election judge does not arrive, or if you are short on judges and need a mobile judge.

Each judge serving in the polling place should wear a name tag that includes the judge's first name and any languages, other than English, which the judge is comfortable using with voters. By law, name tags cannot state a party affiliation.

ASSIGNING SET-UP TASKS

The head judge should use the *Opening the Polls Checklist* to assign duties for opening the polling place. The *Polling Place Information Sheet* contains any unique details for setting up the polling place.

While assigned judges are setting up the voting equipment, all other judges are responsible for setting up the rest of the polling place, including any set-up outside the voting room.



SETTING UP THE BALLOT STATION

Gather supplies

- Ballots
- Secrecy sleeves
- Paper clips
- Pens
- Sample ballots in Hmong and English
- "How to mark your ballot" sign
- Polling Place Ballots Certification form
- Hourly Tracking Form
- Ballot Exchange Slips Envelope
- Spoiled Ballots Envelope



Confirm that all ballot packs are for the correct precinct. The number of ballot packs delivered to the precinct is pre-recorded on the *Polling Place Ballots Certification*. Count the number of packs received, including the pack of blank paper for the ballot-marking device, and record in the space provided on the certification form.

Ballots are shrink-wrapped in packs of approximately 50 ballots. Each time you open a pack, two judges should count the exact number of ballots then record it on the back of the *Polling Place Ballots Certification*.

Two judges may pre-initial a reasonable number of ballots in preparation for polls opening at 7 a.m. and continue throughout the day. Do not open the pack of blank ballots for the ballot-marking device until a voter arrives who requests to use the device.



SETTING UP THE GREETER STATION

Gather supplies

- Yellow tear-off sheet and illustrated poster with acceptable proof of residence
- Sign Up to be an Election Judge form
- Language kit
- Language line information
- Polling place map
- Pens
- Sample ballot pads

Note: sample ballots are printed on colored paper. Verify that they contain the same offices, candidate names, and questions as the official ballots.



SETTING UP OUTSIDE

Voter parking area: Mark voter parking spots and clear area of obstacles.

Accessible parking spots: Mark several spots with "accessible parking only" signs.

On-street parking: Verify that on-street parking spaces listed on the Polling Place Information Sheet have Voter Parking Only signs placed by public works staff. If not, notify Ramsey County at 651-266-2173.

Additional parking signs: Ramsey County Elections will provide additional voter parking signs to some polling places.

Curbside voting: Mark a space or two where voters may park for curbside voting.

Accessible entrance: An accessible entrance/exit is not always in the same area as the main voting entrance/exit. Mark any alternative route and ensure the path is free of obstacles.

VOTE HERE sign and U.S. flag: Display at the main entrance at 7 a.m.



PREPARING TO OPEN TO THE PUBLIC

Review Election Day procedures

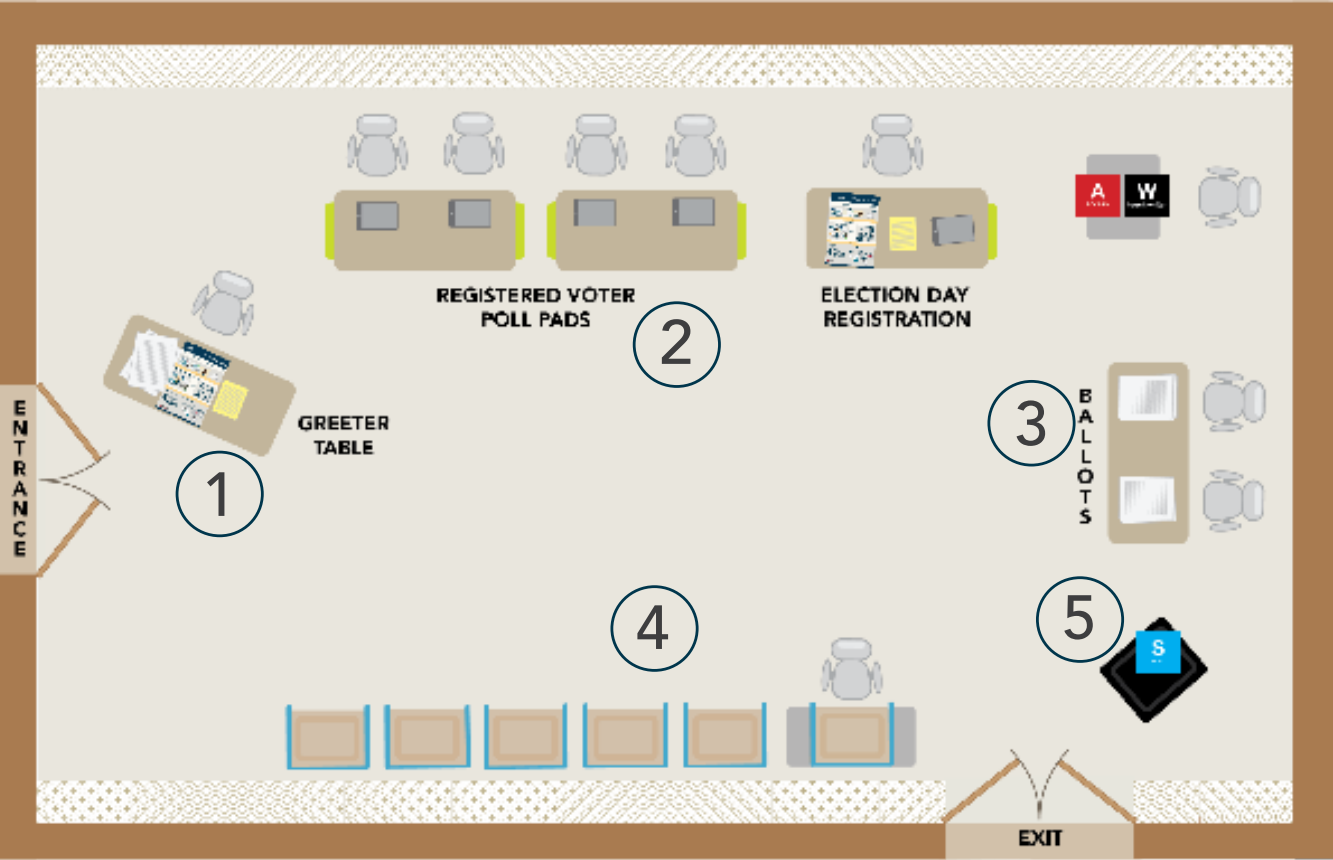
The head judge will distribute the duty cards, located in the red tub, to the appropriate stations and review assigned duties with each judge.

Open the polling place to the public at 7 a.m.

Verify that the flag and VOTE HERE sign are displayed outside the entrance. Verbally declare, "The polling is place open."

PROCEDURES THROUGHOUT ELECTION DAY

The map below shows the general path of each voter who visits the polling place and this section contains basic procedures throughout the day at the different work stations. See duty cards or the *Reference* section for more detailed procedures if situations arise in which they are needed.



1 GREETER STATION: GREETING VOTERS

When voters enter the polling place, they first visit the greeter station. Judges staffing the greeter station welcome voters into the polling place, answer any initial questions, and guide them through the voting process.

The greeter judge should send all voters to a poll pad station (labeled 2 above) to check if they are registered in that precinct.

Greeter judge duties may include:

- Providing voters a sample ballot.
- Showing voters the yellow sheet listing Election Day registration documentation or Register to Vote Today poster if they need guidance finding acceptable proof of residence.
- Fielding requests for language translation. You may have an interpreter judge assigned to your polling place; they can facilitate assistance for voters through the Ramsey County language line even if they do not speak the same language.

2 POLL PAD STATION: CHECKING IN REGISTERED VOTERS

All information on the poll pad is confidential. Election judges should search names on the poll pad only as is necessary to check in voters. Voters should only see the poll pad screen to confirm their name, date of birth, and address; they are not allowed to scroll through the poll pad.

Remember that registered voters do not need to show identification to the poll pad judge unless "See ID" or "Voted out of Precinct" is listed on their record.

ABSENTEE VOTER NOTATION ON THE POLL PAD

If the voter appears on the poll pad with the notation AB next to their name, they voted absentee and their ballot was counted by Ramsey County; they cannot vote in the polling place.

Ramsey County

FALCON HEIGHTS CITY HALL (P-1)

Precinct Records: 55

Chickadee: 0

START OVER

FO

DO

Search

ADVANCED SEARCH

SEARCH RESULTS: 1

FORESTER, DONNA

08/23/1928

2291 HUYI AVE W

WATER ID: 2230686

A.B.

FALCON HEIGHTS CITY HALL (P-1)

Precinct: FALCON HEIGHTS P-1

Split: 623

ADVANCED SEARCHING

If you do not find a voter in the poll pad under their current name and address, follow the directions below to search by date of birth (DOB) and address within the precinct.

Searching by date of birth or address:

- 1 Tap ADVANCED SEARCH. Additional search fields will appear beneath the name search fields. Tap RESET to clear the name fields before searching for DOB or address.
- 2 Search by date of birth.
 - a Tap DOB to open month/day/year entry fields.
 - b Enter information then tap SEARCH.
 - c If you see the correct voter's name, tap their line to open that entry and check them in.
- 3 If you do not find the voter by searching for date of birth, clear the DOB by tapping RESET.
- 4 Search by address.
 - a Enter the house number and the first few letters of the street name (e.g., 2160 BAY for 2160 Bayard St). Addresses within the precinct will begin to populate as suggestions below the entry field.
 - b If you see the correct street address, tap the street address suggestion to see all voters registered at that street address in the precinct.
 - c Hide the keyboard by tapping the keyboard button in the lower-right corner of the screen.
 - d Select SEARCH to generate a result.
 - e If you see the correct voter's name, tap their line to open that entry and check them in.

If you do not see the voter's name after an advanced search, the voter's address will need to be searched to determine if they are in the correct precinct to register and vote. Instructions for the poll pad precinct finder begin on the next page.

SEARCHING NON-REGISTERED VOTERS' ADDRESSES IN THE POLL PAD PRECINCT FINDER

If a poll pad judge searches for a voter and discovers that they do not have a current registration in the precinct, the judge should use the poll pad's precinct finder tool to determine if the voter is in the correct precinct to register and vote.

- 1 Tap the MENU button on the upper-left side of the screen.
- 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.

Note: After entering the address, check your data entry for accuracy.

- 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. You will print a YOUR POLLING PLACE slip and mark a checkbox on it indicating that the voter was searched properly. The voter will take the slip with them to the registration station.
 - If the voter is not in the correct location, ask them if they would like a slip printed that will contain navigation directions to their correct polling place: 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 (see below).

(P-1)

2125

FOLWELL AVE FALCON HEIGHTS MN 55108

Walking

SEARCH

CLEAR

Precinct: FALCON HEIGHTS P-1

Ballot Style: Unknown, FALCON HEIGHTS P-1 DFL, FALCON HEIGHTS P-1 REP Split: 623

FALCON HEIGHTS CITY HALL (P-1)

2077 LARPENITEUR AVE W

FALCON HEIGHTS MN 55113

Walking Directions

1. The destination is on your left

Distance: 150 feet, Travel Time: 31s

PRINT LOCATION

YOUR POLLING PLACE

Open until 8:00 p.m.

FALCON HEIGHTS CITY HALL (P-1)

2077 LARPENITEUR AVE W FALCON HEIGHTS MN 55113

DRIVING DIRECTIONS

Starting from 2077 LARPENITEUR AVE W FALCON HEIGHTS MN 55113

1. The destination is on your left

Distance: 150 feet, Travel Time: 30 s

Arrive at 2077 LARPENITEUR AVE W FALCON HEIGHTS MN 55113

12 | Procedures Throughout Election

Procedures Throughout Election Day |

Election Day registration vs. data entry error correction

As you work with voters at the poll pad, you may be informed that the voter sees an error in their information. If a voter simply has a misspelling or data entry error in their name or date of birth, you should record this error as a data entry error correction as pictured in the example to the right. You should not send the voter to the registration station.

What is a data entry error correction?

A data entry mistake, such as an inverted number, in someone's record.

What is NOT a data entry error correction? And is instead Election Day registration...

- An updated address or apartment number.
- A changed last name.
- An added last name.

Data Entry Error Corrections Form

Use this sheet to correct data entry errors that appear in a voter's record on the poll pad:

- Misspelled names
- Transposed or incorrect numbers in a date of birth or address

!

Do not mark a voter who is new or re-registering on this sheet.

A voter who has moved or changed their name **MUST** register before voting on Election Day.

Voter ID#	Voter's first and last name AND incorrect information as it appears in the poll pad	Correction needed
Examples:		
9876543	Christopher Hunt	Should be Christopher Hunt
9876541	Htoo Paw 10/11/1990	DOB should be 10/11/1996

3 BALLOT JUDGE STATION: PROVIDING A BALLOT

Note: Each time you open a new pack of ballots, remember to have two judges count the number of ballots in the pack and record on the *Polling Place Ballots Certification*. Only initial a reasonable number of ballots - if you have any initialed unused ballots at the end of the night, you must separate them from the voted ballots by returning them in the blue supplies box—not in the *Ballot Transfer Case*.

Issuing a ballot

After a voter receives a ballot exchange slip, they are directed to the ballot judge to exchange the slip for a ballot. Ballot exchange slips do not need to be numbered and may be collected into an envelope periodically throughout the day.

Explaining the ballot

- 1 Explain the instructions listed on the top of the ballot to the voter and point to the "how to mark your ballot" sign.
- 2 Point to the "how to mark your ballot" sign to demonstrate how to mark a vote. Do not physically mark a ballot or point to any specific candidate or party on the ballot.

Note: See the *Ballot Judge Duty Card* for more information and instructions to share with voters based on special instructions for the election (e.g., primary, ranked voting, etc.).

- 3 Offer the voter a secrecy cover and issue a ballot to the voter.
- 4 Indicate the location of the voting booths. Explain that after completing the ballot, they will insert the ballot into the ballot counter—gesture to the location of the ballot counter.

Note: The voter may ask for a replacement ballot at any time and for any reason before they insert their ballot into the ballot counter.

4 VOTING STATION

The voter completes the voting process independently unless they request assistance marking their ballot. The only individuals allowed within the voting area are voters in the process of voting, two judges of different major political parties assisting a voter, or individuals assisting by the voter's request (e.g., a voter's family member, a staff member from a residential facility, etc.).

Sample Ballot

State Partisan
Primary Ballot
Precinct Arden Hills P 3
Ramsay County, Minnesota
August 11, 2020

Judge _____
Judge _____

Instructions to Voters: To vote, completely fill in the box(es) next to your choice(s) like this:

This ballot contains one side with partisan offices and one side with nonpartisan offices. On the partisan side of the ballot, you are permitted to vote for candidates of one political party only. Do not vote for candidates of more than one party.

Legal Marijuana Now Party

Federal Offices
U.S. Senator
Vote for One
Candidate 1

Grassroots-Legalize Cannabis Party

Federal Offices
U.S. Senator
Vote for One
Candidate 1

Republican Party

Federal Offices
U.S. Senator
Vote for One
Candidate 1
Candidate 2
Candidate 3
Candidate 4
Candidate 5

Democratic Farmer Labor Party

Federal Offices
U.S. Senator
Vote for One
Candidate 1
Candidate 2
Candidate 3
Candidate 4
Candidate 5

U.S. Representative
District 4
Vote for One
Candidate 1

U.S. Representative
District 4
Vote for One
Candidate 1
Candidate 2

U.S. Representative
District 4
Vote for One
Candidate 1
Candidate 2
Candidate 3
Candidate 4
Candidate 5

5 EQUIPMENT STATION: OPERATING THE BALLOT COUNTER THROUGHOUT THE DAY

The equipment judge instructs all voters that they may insert their ballot into the ballot counter in any direction and then wait several seconds for the U.S. flag to appear, indicating their ballot has been scanned and accepted.

If the ballot is not accepted, the equipment judge will ask the voter if they may approach the ballot counter to assist them, then they will read and explain the message on the screen to the voter. If the ballot counter does not accept the ballot, see the troubleshooting steps in the *Reference* section.



USING THE BALLOT-MARKING DEVICE

Two election judges of different major political parties must assist a voter who wishes to use the ballot-marking device (Minnesota Statutes 204C.15; Minnesota Statutes 206.57). The voter will give their ballot exchange slip to the ballot judge who will retrieve blank ballot paper for the two election judges assisting the voter, ensuring that the two judges initial the top-right of the ballot paper before the paper is inserted into the printer.

The election judges will also need the poll worker code from the head judge before assisting the voter.

General guidance for assisting the voter

- 1 Place the blank ballot paper into the printer according to the instructions in the *Ballot-Marking Device Guide*.
- 2 Press the blue poll worker button on the back of the device.
- 3 On the display screen, enter the poll worker code and select ACCEPT.
- 4 Select CREATE BALLOT ACCESS CODE.
- 5 Choose the correct precinct and select OK.
- 6 Select TOUCH HERE to preview the code.
- 7 Select YES, PRINT THE CODE.
- 8 When the code is printed, tear it off, enter the code, and explain to the voter how to use the device. Ask if the voter needs additional assistance. Allow the voter to mark the ballot when they indicate that no additional assistance is needed.
- 9 Place the printed access code in the *Touch Writer Ballot-Marking Device Envelope*.

ASSISTING A CURBSIDE VOTER

- 1 Election judges in the polling place will be notified that a voter is requesting to vote curbside, either by someone accompanying the voter or the Elections Office.
- 2 Election judges of two different major political parties will take a poll pad out to the voter. They will retrieve the name and address of the voter and search the poll pad for them. If found with current information, the election judge will complete the check in process on the poll pad including having the voter sign on the voter oath screen.

If the voter is not found under their current name or address, turn the page for instructions.

- 3 Once the poll pad is back inside the polling place, the voter signature slip and ballot exchange slip should be printed, the signature slip placed in the proper envelope and ballot exchange slip given to the ballot judge in exchange for a ballot.
- 4 Then the two election judges should prepare the voting materials for the voter:
 - A clipboard, pen, secrecy sleeve, and an 'I Voted' sticker.
 - An initialed ballot from the ballot judge.
- 5 The election judges will approach the voter and explain the ballot instructions to the voter and then give them a clipboard and secrecy sleeve. Judges should step aside and allow the voter to mark their ballot in private; however, if requested, both judges may assist the voter in reading and marking the ballot.
- 6 When the voter is finished marking their ballot, they may insert it into the secrecy sleeve then signal to the election judges that they are finished voting.
- 7 The judges should issue the "I Voted" sticker and explain to the voter that they will cast the ballot into the counter and one judge will return to the voter to verify the ballot was successfully counted.
- 8 The Head Judge should record the curbside voting on the Incident Log, noting the time and the initials of the two election judges who performed the activity.



Curbside voting for non-registered voters

- 1

Election judges in the polling place will be notified that a voter is requesting to vote curbside, either by someone accompanying the voter or the Elections Office.
- 2

Election judges will retrieve the name and address of the voter and search the poll pad for them. In this case, the voter is not found under current name or address.
- 3

The poll pad judge will determine if the voter is at the correct polling place through the poll pad's precinct finder (see the Poll Pad Guide).
- 4

Two election judges of different major political parties will work with the voter, one being a registration judge.
- 5

The registration judge will take the laminated EDR Curbside Sheet to the voter to capture the following information:

• Eligibility questions

• Name

• DOB

• Address

• ID number

• Proof of residence presented to the registration judge
- 6

The registration judge will also view acceptable registration documentation.
- 7

Both judges will prepare the voting materials:

• A clipboard, pen, secrecy sleeve, and an "I Voted" sticker.

• Voter signature slip with voter registration application.

• A ballot from the ballot judge.
- 8

They will approach the voter and explain the process: the voter should confirm spelling of their name and correct data entry of their date of birth, address, and voter registration information; then they should read the two oaths on the slip and sign in the two designated spaces.
- 9

The judges will explain the ballot instructions to the voter then give them a clipboard and secrecy sleeve. Judges should step aside and allow the voter to mark their ballot in private; however, if requested, both judges may assist the voter in reading and marking the ballot.
- 10

When the voter is finished marking their ballot, they may insert it into the secrecy sleeve then signal to the election judges that they are finished voting.
- 11

The judges should double check that the voter signature slip is signed by the voter then they will issue the "I Voted" sticker.
- 12

The judges will explain to the voter that they will cast the ballot into the counter and one judge will return to the voter to verify the ballot was successfully counted.

ELECTION DAY INCIDENT LOG

All judges should communicate with the head judge regarding the following types of incidents, which the head judge is responsible for recording on the *Election Day Incident Log*:

- Abandoned ballots are found in the polling place.
- The ballot counter jams.
- Citizenship, guardianship, and incarcerated (felony) challenges are cleared.
- A voter checks in on the poll pad but does not cast a ballot.
- A voter receives curbside voting services.

Do NOT use the *Election Day Incident Log* to record the number of ballots in a pack (record on reverse side of *Polling Place Ballots Certification*) or corrections to the poll pad (record on *Data Entry Error Corrections Form*).

Election Day Incident Log

Use this log to record noteworthy events from the polling place. The information provided here will be used to explain incidents and reconcile discrepancies in the voting statistics (e.g., jammed ballots, voter did not sign the voter signature slip, voter left with ballot, etc.). If more writing space is needed, attach a sheet of paper. Call your area judge or 651-266-2173 for any urgent issues.

*Voter ID# is collected to aide the Elections Office in identifying the correct voter record. Information will be redacted if data is requested.

Time	Incident and any relevant information	Voter name and *Voter ID# if needed

CLOSING THE POLLING PLACE

Use a cell phone to determine it is 8 p.m. then announce, “The polls are closed.” Anyone still in line is entitled to vote. No person arriving after 8:00 p.m. is allowed to vote.

TAKING DOWN POLLING MATERIALS

Do not take down your polling materials or equipment until the last voter has completed voting. At 8 p.m., remove the U.S. flag and Vote Here sign from outside to indicate the polling place has closed. Proceed with the closing procedures listed on the closing checklist.

Do not lock the doors to the polling place once voting has ended. The public is welcome to watch the closing activities and to inquire about the vote totals. No one may interfere with election judges’ work. Any challenger or observer must remain at lease three feet from the table on which work is being performed.

Before starting the closing activities, retrieve the closing checklists.

AUDITING THE BALLOTS

Complete the *Polling Place Ballots Certification*. Record the number of ballots in the ballot box, spoiled ballots, duplicated ballots (if any), packs of sealed ballots remaining (which is then multiplied by 50), and the number of unused ballots not in packs (include the ballot-marking device paper in this count or in the previous count if the pack was never opened).

Form 6

<<Precinct Name>>
<<Election>>
<<Date>>

Polling Place Ballots Certification Form

Ballots received in the polling place

Confirm and record the number of sealed ballot packs delivered.

Recorded by the Elections Office: # of sealed packs delivered

Recorded by election judges: # of sealed packs received

Recorded by election judges: # of additional ballots received throughout Election Day

Name of staff delivering ballots to polling place

Head judge signature

Election night ballot audit

Number of ballots cast through the ballot counter

Number of spoiled ballots

Number of duplicated ballots, if any

Number of sealed ballots remaining assuming 50/pack

Number of unsealed ballots remaining (hand count)

Total ballots at polling place at close of polls

Oath of confirmation

We, the election judges, certify that the ballot quantity received in the transfer case matches the quantity delivered by the Ramsey County Elections Office.

Two election judges of major political parties must sign below

LOADING THE TRANSFER CASE: POLLING PLACE BALLOTS

Never leave anything in the black ballot box, including voted or unvoted ballots.

- 1 Locate the cardboard *Polling Place Ballots Transfer Case* labeled with precinct and election on the outside. Place the voted ballots inside.
- 2 Place the lid firmly on the transfer case.
- 3 Thread a plastic seal through the hole(s) in the transfer case lid and then through the handle or other openings in the box.
- 4 Pull the end of the plastic seal until it is tightly wrapped around the lid and box.
- 5 Locate two sticker seals (from the red tub) and have at least three election judges sign the seals.
- 6 Place the seals over the sides of the lid and the box, securing the lid on the box.

SECURING UNUSED/BLANK BALLOTS

All unused ballots (sealed in plastic wrap or unsealed, initialed or not initialed), including the ballot-marking device ballots, are to be returned in the blue supplies box and not with the voted ballots.

COMPLETING THE PINK VOTER STATISTICS CERTIFICATION

Follow the instructions on the back of the Voter Statistics Certification Form and complete the information in pink on the front of the form.

COMPLETING CERTIFICATION FORMS

Ballot Counter Certification Form

The *Ballot Counter Certification Form* was partially completed while opening the polls. To complete the form, record the seal number on the ballot counter in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seal numbers are different.

Ballot-Marking Device Certification Form

The *Ballot-Marking Device Certification Form* was partially completed while opening the polls. To complete the remainder of the form, record the seal number from the ballot-marking device in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seals are different.

COMPLETING OTHER RED TUB FORMS

Place forms into the red tub to return to the Elections Office on election night.

- Election judge documents—Confirm that the following forms have been completed properly.
- Timesheets—All election judges need to complete a timesheet. If an election judge does not show up on Election Day, please write "no show" on their line.
 - Election judge evaluations—Head judges will complete an evaluation of each election judge that served in their precinct on Election Day; the evaluation can be completed on paper or online. This evaluation is located on ramseycounty.us/elections.
- Please email electionjudge@ramseycounty.us with any questions.
- Sign Up to be an Election Judge form.

Using the Election Night Returns Reference Sheet, confirm that all forms have been completed.

- Return these documents in the red tub:
- Voter Statistics Certification Form (pink sheet)
 - Data Entry Error Corrections Form
 - Election Day Incident Log
 - Hourly Tracking Form
 - Scan Ballot Certification Form
 - Ballot-Marking Device Certification Form
 - Polling Place Ballots Certification Form
 - Election Night Chain of Custody Certification Form
 - Poll Pads Certification Form
 - Notification of Death Form (if any)
 - HAVA Complaint Form (if any)
 - Election Judge Oath and Code of Conduct Form

Form 15

Election Night Returns Reference Sheet

Sealed containers

☐ Ballot transfer case

☐ Ballot container

☐ Ballot box case with poll pads and VEDs

Red tub

☐ Documents in folder

- Ballot Counter Certification Form
- Poll Pads Certification Form
- Voter Statistics Certification Form
- Ballot-Marking Device Certification Form
- Polling Place Ballots Certification Form
- Data Entry Error Corrections Form
- Hourly Tracking Form
- Election Judge Oath
- Election Day Incident Log
- Language List Form
- Complaint and Grievance Checklist

☐ Ballot Counter Report Envelope

- Red Tub Copy 1 & Red Tub Copy 2

☐ Ballot Exchange Slip Envelope

☐ Registered Voter Signature Slip Envelope

☐ Election Day Registration Documents Envelope

- Unable to Register Form
- Voter Scoring Form
- Voter Registration Slip

☐ Spoiled Ballot Envelope

☐ Touch Writer Ballot-Marking Device Envelope

☐ Miscellaneous Documents Envelope

☐ Emergency voting kit

Election judge documents

☐ Timesheet and mileage request form

☐ Election Judge direct deposit form if any

☐ Sign Up to be an Election Judge Form

COMPLETING ELECTION DAY ENVELOPES

Using the checklist provided in the red tub, confirm that all of the following envelopes have been properly filled. Seal envelopes with an envelope sticker seal even if the envelope is empty.

- Summary Statements: Red Tub Copy #1, Red Tub Copy #2, and Blue Supply Box Copy.
Place the first summary report in the Red Tub Copy #1 envelope (the zero report slip should already be in the envelope from the morning procedures). Print an additional report for each remaining envelope provided. The Red Tub Copy #1 & #2 should be returned to Ramsey County on election night and the Blue Supply Box Copy should be stored in the blue supplies box.
- Election Day Registration Documents Envelope – Place the completed Election Day Registration Voter Signature Slips, Voucher Scoring Form, and Unable to Register Form in this envelope.
- Spoiled Ballots – During Election Day, any spoiled ballot should have been placed in this envelope. Do not seal this envelope until the ballot audit and voter statistics form have been completed.
- Ballot exchange slips – After completing the Voter Statistics Certification Form, place all of the ballot exchange slips into this envelope.
- Registered Poll Pad Signature Slip Envelope – This envelope contains all registered voter signature slips generated by the poll pad and signed by voters.
- Touch Writer Ballot-Marking Device Envelope – This envelope contains the test ballot, access code slips, zero report slip, and close polls report slip.

PACKING THE RED TUB FOR ELECTION NIGHT RETURN

- 1 Pack the red tub:
 - Election judge documents
 - Polling place forms and envelopes
 - Registered Poll Pad Signature Slip Envelope
 - Scan Ballot Counter Reports: Red Tub Copy #1 & Red Tub Copy #2 envelopes containing summary report slips
 - Election Day Registration Documents Envelope
 - Spoiled Ballot Envelope
 - Duplicate Ballot Envelope
 - Ballot Exchange Slip Envelope
 - Touch Writer Envelope
 - Miscellaneous Documents Envelope
- 2 Using the Election Night Chain of Custody Certification Form found in the red folder, confirm that all the necessary items are returned in the red tub. DO NOT SEAL the red tub with blue plastic seals or sticker seals.

To close the ballot counter and ballot-marking device, see the Ballot Counter Guide and Ballot-Marking Device Guide for closing instructions.

To close the poll pads, see the Poll Pad Guide for closing and packing instructions.

CLEANING UP THE POLLING PLACE

Supplies to be left at the polling place

Follow the Election Night Returns Reference to see what supplies are left at the polling place on election night. Place the remaining election supplies at the polling place in the same location they were delivered.

- Black ballot box in black bag
- Blue supplies box: pack the supplies securely as most election supplies are reused from year to year. Seal the supply box with the plastic rat-tail seals. Do NOT use the sticker seals.
- All unused ballots (place in blue supplies box)
- Voting booths
- Black bag (with red handles) containing ballot-marking device stand and printer stand
- Printer and cords in box
- Flag (please re-wrap the flag if possible)
- VOTE HERE sign
- Table and chairs, if any
- Bright green poll pad cases

Secure the building as instructed

Review your *Polling Place Information Sheet* to determine if the building manager has provided any special instructions to Ramsey County Elections for closing the polling place building. It is a good idea for the head judge to speak to the building manager during the day to confirm procedures for locking up at the end of the night. Please be respectful of all requests from the building manager. Leave the polling place as it was found.

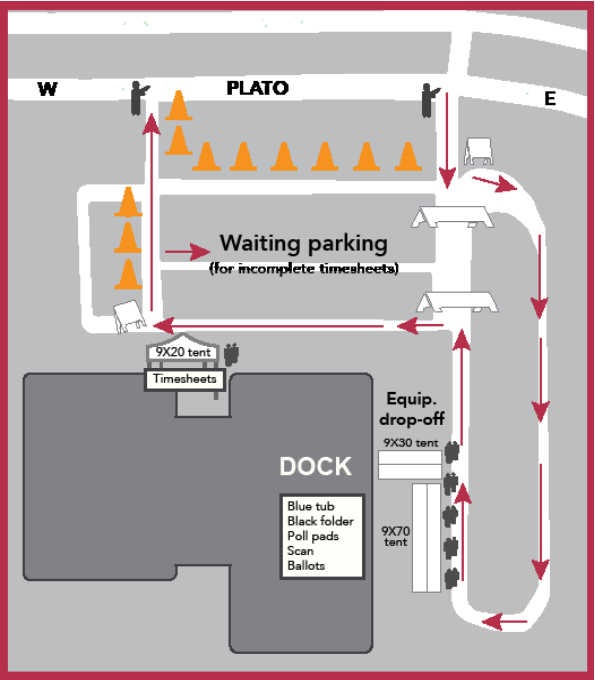
ELECTION NIGHT RETURNS

After the polling place has been closed and secured as instructed, the head judge will return some items to Ramsey County Elections. The *Election Night Returns Reference Form* lists all materials that are to be returned to the Elections Office.

Return materials to:

90 W. Plato Blvd.
Saint Paul, MN

Head judges should drive to the east-end loading dock and stay in their cars during the election night returns process.



Equipment Guides



Poll Pad Guide

State General Election
November 8, 2022

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Multiple precinct—combined poll pad statistics27

These instructions are only for polling places with multiple precincts on their poll pads

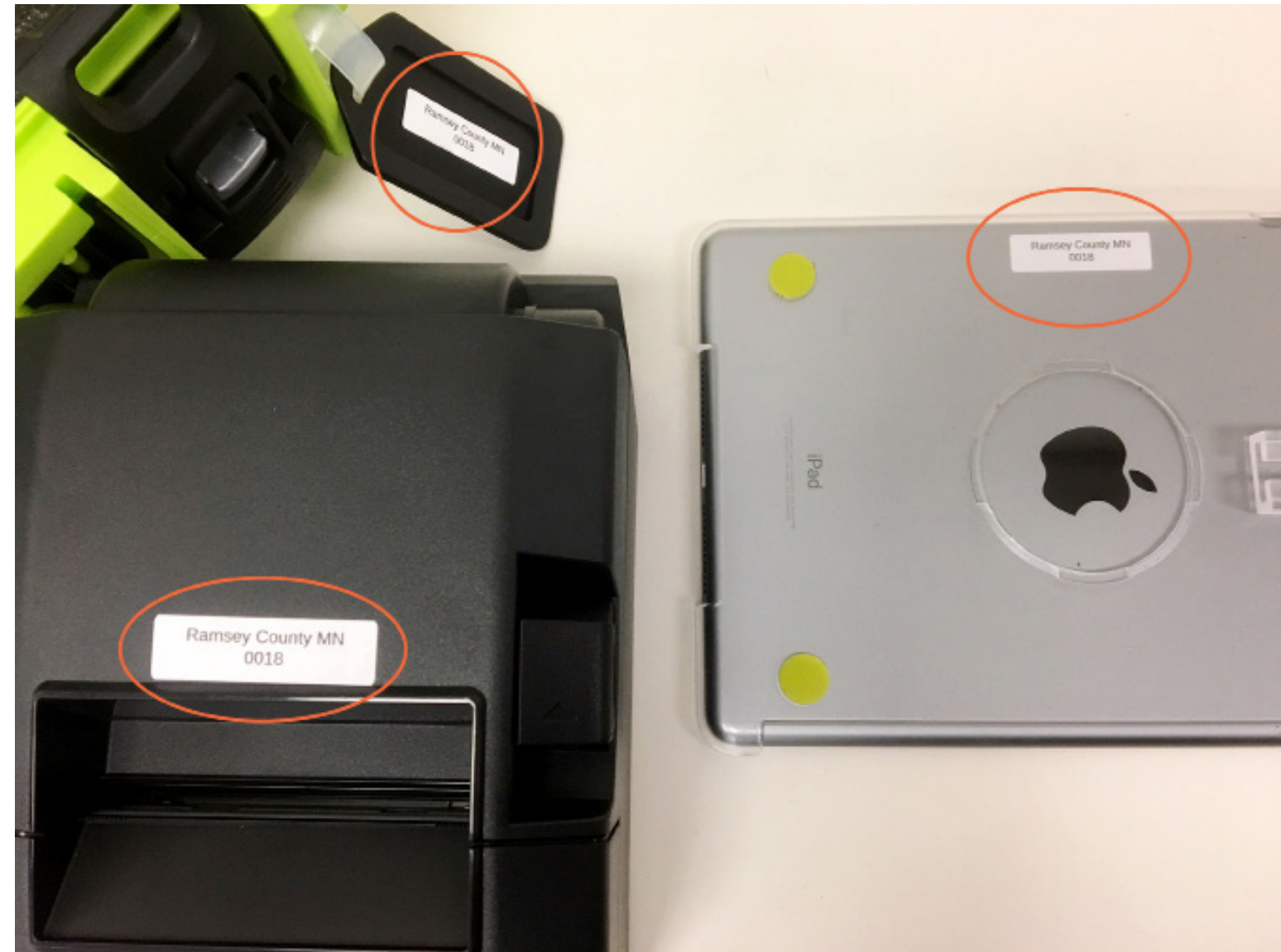
Election Day Hotline

651-266-2173

Setting up the Poll Pads

Important: first verify that the ID numbers on each poll pad, printer, and case match.

If the numbers do not match, your head judge should call the Elections Office immediately: 651-266-2173.



Setting up the Poll Pads

- 1 Open the blue transfer case and remove the poll pads and wi-fi device.
Open the pouch and remove the antennas and power cord for the wi-fi device.



- 2 Connect the power cord to the wi-fi body.
Connect antennas to the wi-fi body.
Connect the power cord to the power source and wait 2 minutes for the lights on the front of the wi-fi body to illuminate.



- 3 Lay the poll pad upside-down with the plastic connector to the right.
To attach the stand arm, press the buttons on the sides of the circular center and place the center in the circular opening at the eight o'clock position.



- 4 Release the buttons and spin the arm toward the six o'clock position until you hear a click.



Setting up the Poll Pads

- 5 Place the stand arm in the poll pad base.
Then slide the ID tray onto the clip located on the back of the poll pad.
- 6 Connect the charging block to the iPad power cord. Plug the iPad cord into the poll pad, then plug the charging block into an outlet.



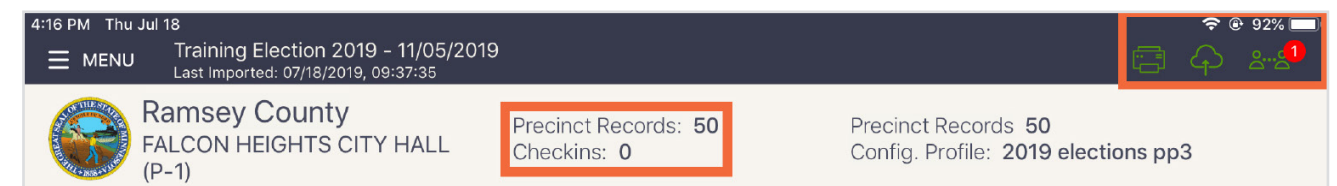
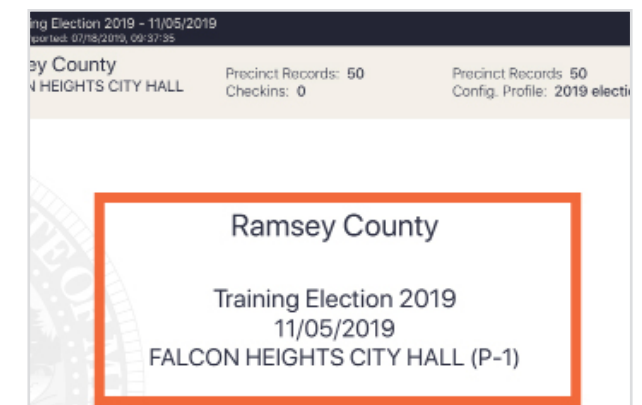
- 7 At the same time, press and hold the power button on the top left edge of the unit and the home button on the front of the unit until you see the Apple icon, then release both buttons.



- 8 The poll pad will power on and the application will launch automatically, displaying the "get started" screen.



- 9 Verify the following information:
 - election name
 - date
 - polling location
 - precinct
 - check-in total is zero
 - battery life is over 90%
 - lightning bolt icon is visible
 - wi-fi icon



Setting up the Poll Pads

10 Prop the printer on its front so the back panel is visible and locate the DC port. Insert the plug into the DC port. Connect the power cord to the transformer box. Plug the cord into an outlet.

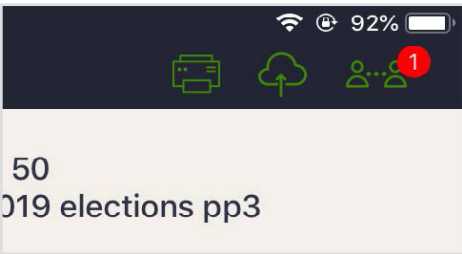


11 The ON/OFF switch for the printer is located on the left side. The green indicator light on the front panel will illuminate if the power is on. If it is not illuminated, check the power cord connections and make sure the outlet has power.



12 On the poll pad screen, tap the green printer in the upper-right-hand corner, then select “print test receipt.”

You are ready to begin checking in voters. Select GET STARTED on the screen as shown in the image to the right. Use your Duty Card: Poll Pad Judge to follow directions for searching voters in the poll pad. For troubleshooting information, see the *Polling Place Reference Guide*. Call the Election Day hotline if you need assistance: 651-266-2173.



Closing the Poll Pads

Important: Poll pads should be closed down last in your polling place, after completing other duties and packing other materials—at least 15 minutes after your last voter leaves the polling place. This is to ensure that all voter check-ins will be synced in the system.

Closing the Poll Pads

- 1 Before closing the poll pads, the head judge will record checkins from each poll pad to complete the pink statistics sheet.

After statistics are recorded, remove the poll pad stand from its base by lifting up.



- 2 Remove the poll pad stand arm from the poll pad: squeeze the green clips and rotate the arm to the eight o'clock position then pull up to remove stand arm.



- 3 Unplug the printer and disconnect the power cord from the transformer box. Pack all into the round compartment of the green case (Image A).

Pack the stand arm into the round compartment with the printer cords (Image B).

Place the round base on top of items in the round compartment (Image C).

Pack the printer into the rectangle compartment (Image D).

Pack all additional items:

- ID tray
- Styluses
- iPad power cord

Image A



Image B



Image C



Image D



Closing the Poll Pads

- 4 Turn off the poll pad screen by pressing the power button just once.



- 5 **Important:** The head judge must bring the poll pads (see image to the right) back to Ramsey County Elections on election night.

POLL PADS AND WIFI DEVICE ARE PACKED IN BLUE TRANSFER CASE AND RETURNED ON ELECTION NIGHT



- 6 The green boxes will be placed with the supplies that will be picked up by the trucks.



ELECTION DAY REGISTRATION PROCEDURES

VALID ID WITH CURRENT NAME AND ADDRESS

The poll pad judge has not found the voter in the poll pad under current name and address. Before registering the voter, the poll pad judge searches their address in the poll pad's precinct finder to ensure they are in the correct precinct.

- 1 After searching to confirm the voter's address is in the precinct, ask them "Do you have a valid MN ID, one that is not expired, with current name and address?" *For this example, they say "Yes."*
- 2 Return to the poll pad's menu, then tap the green icon that says REGISTER VOTER.
- 3 Page: *Eligibility Verification*

Ask the voter to answer the questions:

- Are you a U.S. citizen?
- Will you be at least 18 years old on Election Day?

Eligibility Verification

Next

Please ask the voter to answer the questions below to determine eligibility.

Ask the Voter

Are you a U.S. Citizen?

Yes No

Ask the Voter

Will you be at least 18 years old on election day?

Yes No

- If both answers are YES, tap NEXT.
- If either answer is NO, the voter is not eligible to register.

4 Voter Information

- a Tap SCAN DL BARCODE in the upper-left corner.
- b The camera will turn on.
- c Place the valid ID (with the barcode facing you) in the ID tray.
- d The camera will scan the barcode and emit a beep once the information is read.
- e The first, middle, last name, and birthdate of the voter will be auto-filled.
- f Ask the voter if they would like to provide their email or phone number; they are optional.
- g Tap NEXT.

Election Day Registration

Next

SCAN DL BARCODE

Driver's License Information

First Name • Middle Name • Last Name • DOB •

Email Address • Phone Number •

Next Step

- 5 **Page: Voter Address.** Enter the address from the voter's ID card. Complete the number manually then begin typing the voter's street name. Type two or three letters then pause; once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.

Type just a few letters then tap the address

The address will autofill on the screen



- 6 Tap NEXT.
- 7 A dialog box will appear asking, "Did you need to be in unit and unit number information?"
- If the voter states either that the unit number on file is correct or there is no unit number at their address, tap UNDERSTOOD.
 - If the voter states that they have an associated unit number which is not yet on file, tap ENTER UNIT INFORMATION. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to complete the unit type (apt., unit, suite, etc.) and unit number.
- 8 **Page: Registration Identification.** Choose the appropriate identification type from the list. Choose the first option as the voter has presented a valid Minnesota ID card. Enter the ID number in the field provided.



- 9 **Page: Residency Verification.** Choose the appropriate residency type. Since you used the scanning feature, you will select "ID with current name and address."

- 10 From the Types of ID menu, choose ID provided (Minnesota ID, Tribal ID, or Driver's license receipt).
- If choosing Minnesota ID, the ID card's number will auto-populate with the number you provided on the previous screen in the prompt below. Tap NEXT.
 - If Tribal ID card, enter the number on the prompt below. Tap NEXT.
 - If Driver's license receipt, no prompt will appear. Tap NEXT.



- 11 **Page: Previous Voter Information (THIS PAGE IS OPTIONAL):** If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.



- 12 **Page: Voter Confirmation.** All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.
- If everything is correct, tap NEXT.
 - If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct any information.



- 13 **Page: Election Judge Confirmation.** After confirming everything you have entered is correct, sign your initial in the space provided in the lower-right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.



- 14 A **Minnesota Voter Registration Application Signature Slip** and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the **Election Day Registration Documents** envelope.

PHOTO ID + DOCUMENT WITH CURRENT NAME AND ADDRESS

You have not found the voter in the poll pad. You will add a new voter to this precinct. Before registering the voter, search their address in the poll pad's precinct finder to ensure they are in the correct precinct.

- 1 After searching to confirm the voter's address is in the precinct, ask them "Do you have a valid MN ID with current name and address? For this example, they say "No."
- 2 The registration specialist judge will talk with the voter about options for registration, starting in section 2 of the yellow sheet/Register to Vote poster. The voter states that they have a utility bill and a photo ID at an old address; they can register with those as long as the ID and document are on the list; the document has current name and address and is dated within 30 days of Election Day.
- 3 Return to the poll pad's menu, then tap the green icon that says REGISTER VOTER.
- 4 Page: *Eligibility Verification*. Ask the voter to answer the questions:

- Are you a U.S. citizen?
- Will you be a least 18 years old on Election Day?

Eligibility Verification

Ask the Voter

Are you a U.S. Citizen?

Yes No

Ask the Voter

Will you be at least 18 years old on election day?

Yes No

- If both answers are YES, tap NEXT.
- If either answer is NO, the voter is not eligible to register.

5 Voter information

- a Enter the voter's name and date of birth.
- b Ask the voter if they would like to provide their email or phone number, they are optional.
- c Tap NEXT.

Register New Voter

First Name: JOYCE Last Name: MULLIGAN Date of Birth: 11/22/1964

Address: 5041948

Next Back

- 6 Page: *Voter Address*. Ask the voter for their address information. Complete the number manually then begin typing the voter's street name. Type two or three letters then pause; once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields. Once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.

Type just a few letters then tap the address

Voter Address

Address Type: Street

Street Name: MULLIGAN

City: MINNEAPOLIS State: MN Zip: 55402

Next

The address will autofill on the screen

Voter Address

Address Type: Street

Street Name: MULLIGAN

City: MINNEAPOLIS State: MN Zip: 55402

Next

- 7 Tap NEXT.

- 8 A dialog box will appear asking, "Did you need to fill in unit and unit number information?"

- If the voter states either that the unit number on file is correct or there is no unit number at their address, tap UNDERSTOOD.
- If the voter states that they have an associated unit number which is not yet on file, tap ENTER UNIT INFORMATION. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to complete the unit type (apt., unit, suite, etc.) and unit number.

Voter Address

Did you need to fill in unit and unit number information?

Understood Enter Unit Information

- 9 Page: *Registration Identification*. Choose the appropriate identification type for the list. Choose the first option as the voter has presented a MN photo ID. Enter the number for that ID. Tap NEXT.

Registration Identification

Identification Type: MN Photo ID

Identification Number: 110010010000

Next

- 10 Page: *Residency Verification*. Choose the appropriate residency type. Select "Photo ID + Document with current name and address."
- 11 From the *Types of ID* menu, choose photo ID provided then enter the ID Number for that ID.
- 12 Select *Document Type* from the drop-down menu. Only documents listed on the yellow tear-off sheet are acceptable; they are the only choices in the drop-down.



- 13 Page: *Previous Voter Information (THIS PAGE IS OPTIONAL)*. If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.
- 14 Page: *Voter Confirmation*. All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.
 - If everything is correct, tap NEXT.
 - If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct any information.
- 15 Page: *Election Judge Confirmation*. After confirming everything you have entered is correct, sign your initial in the space provided in the lower-right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.
- 16 A *Minnesota Voter Registration Application Signature Slip* and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the *Election Day Registration Documents* envelope.



“OTHER” OPTION (NO PHOTO ID OR DOCUMENT)

Prior Registration in the Precinct

You have found the voter but they need to update their registration due to a name change or a change of address within the precinct. The poll pad judge will work with the registration specialist judge to update the voter's registration.

- 1 After confirming the voter's new address is still in the same precinct, search for the voter, then select their name to open the information on the precinct record.
- 2 To update the voter's information, tap REGISTRATION at the bottom of the screen, which opens the Election Day Registration page.
- 3 Page: *Election Day Registration*. The voter's name and date of birth will auto-populate. If the voter's name has changed, update it here.
- 4 Page: *Voter Address*. Tap into the *House #* field to update the residential address. Then tap into the street name field and begin typing the street name. Below the street name field, the full address will appear. Tap on the street name, then the city, state, and zip code fields will auto populate. Then tap NEXT.
- 5 A dialog box will appear asking "Did you need to fill in unit and unit number information?"



- 6a Page: *Residency Verification*. Select option 3 "Other."

6b Page: *Residency Verification*. Select option 3, "Valid registration in the same precinct."



7 Page: *Previous Voter Information*: (THIS PAGE IS OPTIONAL). If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.



8 Page: *Voter Confirmation*. All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.



- If everything is correct, tap NEXT.
- If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct the wrong information.

9 Page: *Election Judge Confirmation*. After confirming everything you have entered is correct, sign your initial in the space provided in the lower right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.



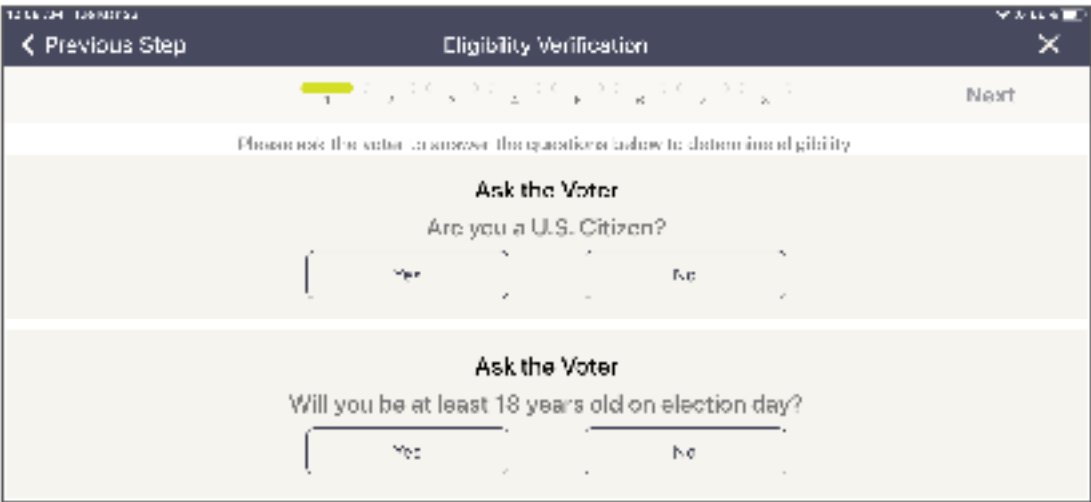
10 A *Minnesota Voter Registration Application Signature Slip* and *ballot exchange slip* will print. Have the voter sign twice on the lines with an X and hand them the *ballot exchange slip*. Keep the signed slip in the *Election Day Registration Documents envelope*.

Voucher

The voter is not registered to vote in the poll pad, they do not have a Minnesota ID with current name and address, and they have spoken to the registration specialist judge about all documentation options they have. After determining that they are in the right polling place with the precinct finder, the voter determines that a voucher who lives in the precinct works best. Return to the poll pad's menu, then tap the green icon that says REGISTER VOTER.

1 Page: *Eligibility Verification*. Ask the voter to answer the questions:

- Are you a U.S. citizen?
- Will you be at least 18 years old on Election Day?



- If both answers are YES, tap NEXT.
- If either answer is NO, the voter is not eligible to register.

2 Page: *Election Day Registration*. Enter the name and date of birth provided by the voter. Swivel the screen to confirm the information is accurate with the voter.

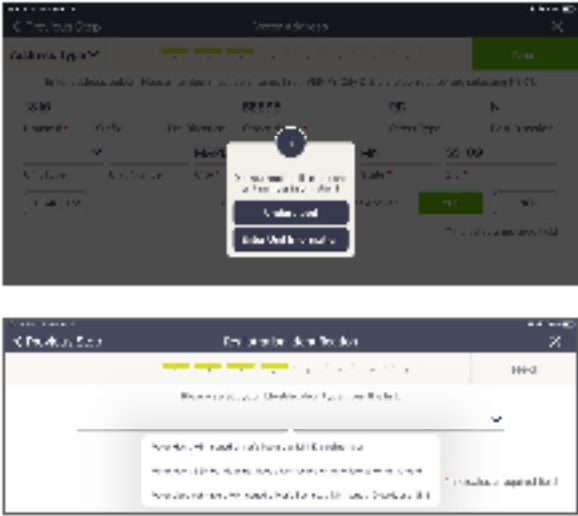


If the voter's information is correct, tap NEXT.

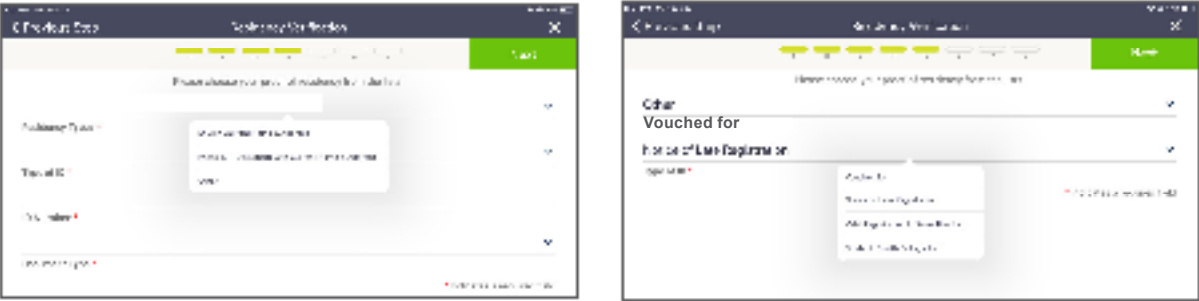
3 Page: *Voter Address*. Ask the voter for their address information. Complete the number manually then begin typing the voter's street name. Once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.



- 4 A dialog box will appear asking “Did you need to fill in unit and unit number information?”
- Tap UNDERSTOOD if the voter says there is no unit number.
 - Tap ENTER UNIT INFORMATION if the voter states that they have an associated unit number. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to fill out the unit type (apt., unit, suite, etc.) and unit number.
- 5 Page: Registration Identification. Ask the voter for an identification number. Choose one of the ID types from the drop-down menu and fill in the ID# if applicable. Tap NEXT.



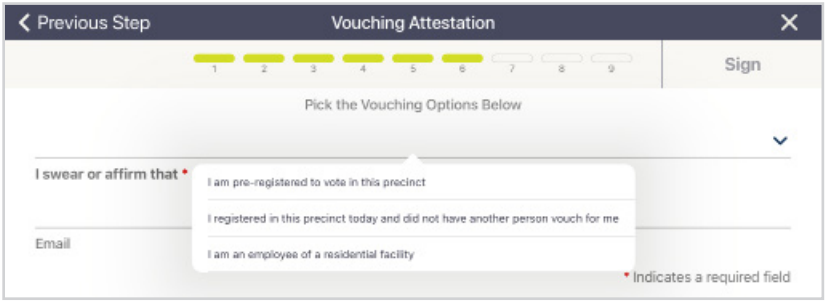
- 6 Page: Residency Verification. Select “Other” from the options on the drop-down menu. Then in Type of ID drop down menu, select the “Vouched for” option. Tap NEXT.



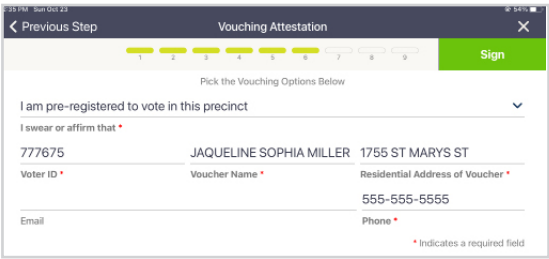
Page: Vouching Attestation

Confirm one of the scenarios (right) with the voucher.

Note: Have the voucher read the voucher attestation below before advancing to the next screen.

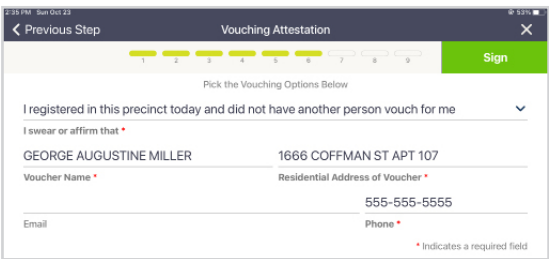


“I am pre-registered to vote in this precinct”:



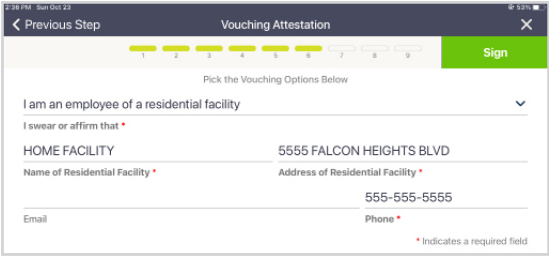
1. For a pre-registered voter, begin to type the voucher's last name.
2. Once you see the name, tap it - then the voucher's name, address, and voter ID will auto-populate.
3. Per state law, vouchers must provide their phone number to complete this form.
4. Have the voucher read the attestation on the previous page.
5. Tap NEXT. On the next screen, you and the voucher will sign your respective fields, then tap NEXT.

“I registered in this precinct today and did not have another person vouch for me”:



1. Begin to type the voucher's last name. Once you see the name appear in the list, tap it—their
2. name and address will auto populate.
3. Per state law, vouchers must provide their phone number to complete this form. Tap NEXT.
4. Have the voucher read the attestation on the previous page.
5. On the next screen, you and the voucher will sign your respective fields, then press NEXT.

“I am an employee of a residential facility”:



1. Manually enter the name, address, and phone number of the facility.
2. Have the voucher read the attestation on the previous page.
3. On the next screen, you and the voucher will sign your respective fields, then press NEXT.

Voucher Attestation

Verify the following statement with the voucher, who with their signature is attesting they know the residence of the voter (for whom they are vouching) within the precinct.

I, _____ (VOUCHER) I personally know that
_____ (VOTER) is a resident of this precinct.

- 8 Page: *Previous Voter Information (THIS PAGE IS OPTIONAL)*. If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.
- 9 Page: *Voter Confirmation*. All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.
 - If everything is correct, tap NEXT.
 - If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct the wrong information.
- 10 Page: *Election Judge Confirmation*. After confirming everything you have entered is correct, sign your initial in the space provided in the lower right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.
- 11 A *Minnesota Voter Registration Application Signature Slip* and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the *Election Day Registration Documents envelope*.

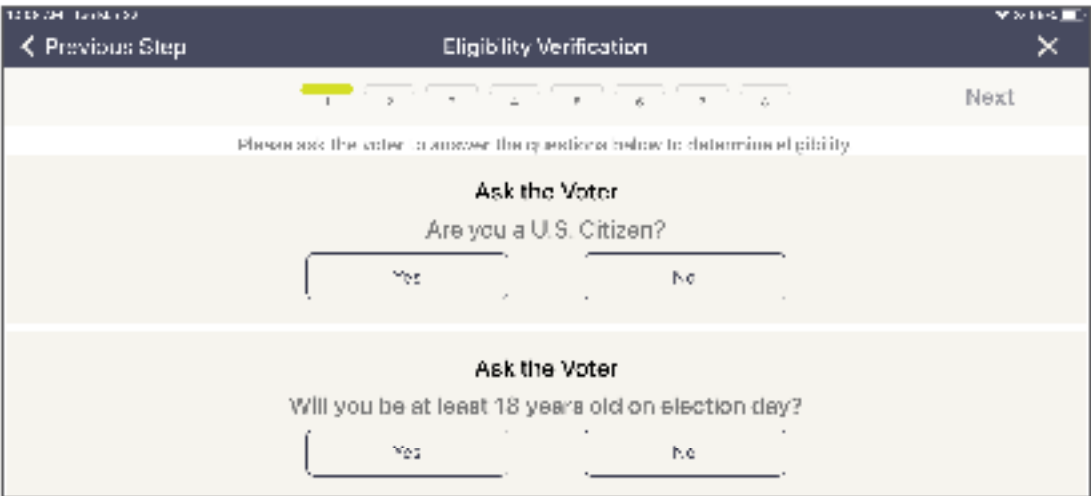


Notice of late registration OR
Student ID with name on student

The voter is not registered to vote in the poll pad, they do not have a Minnesota ID with current name and address, and they have spoken to the registration specialist judge about all documentation options they have. This example will cover *Student ID With College List* or *Notice of Late Registration*. After confirming the voter's address is in the precinct, return to the menu page then tap the green icon that says REGISTER VOTER.

- 1 Page: *Eligibility Verification*. Ask the voter to answer the questions:

- Are you a U.S. citizen?
- Will you be a least 18 years old on Election Day?



- If both answers are YES, tap NEXT.
- If either answer is NO, the voter is not eligible to register.

- 2 Page: *Election Day Registration*. Enter the name and date of birth provided by the voter.



- 3 Page: *Voter Address*. Ask the voter for their address information. Complete the number manually then begin typing the voter's street name. Once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.



NOTICE OF LATE REGISTRATION OR STUDENT ID WITH NAME ON STUDENT

- 4 A dialog box will appear asking, "Did you need to fill in unit and unit number information?"
- Tap UNDERSTOOD if the voter says there is no unit number.
 - Tap ENTER UNIT INFORMATION if the voter states that they have an associated unit number. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to fill out the unit type (apt., unit, suite, etc.) and unit number.



- 5 Page: Registration Identification. Ask the voter for an identification number. Choose one of the ID types from the drop-down menu then enter the ID number in the field that appears. Tap NEXT.
- 6 Page: Residency Verification. Select "Other" from the options on the drop-down menu. Then in the drop down menu, select the appropriate option (Student ID With College List or Notice of Late Registration). Tap NEXT.



- 7 Page: Previous Voter Information (THIS PAGE IS OPTIONAL). If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.
- 8 Page: Voter Confirmation. All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.
- If everything is correct, tap NEXT.
 - If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct the wrong information.



- 9 Page: Election Judge Confirmation. After confirming everything you have entered is correct, sign your initial in the space provided in the lower right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.
- 10 A Minnesota Voter Registration Application Signature Slip and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the Election Day Registration Documents envelope.

Combined poll pad precinct statistics

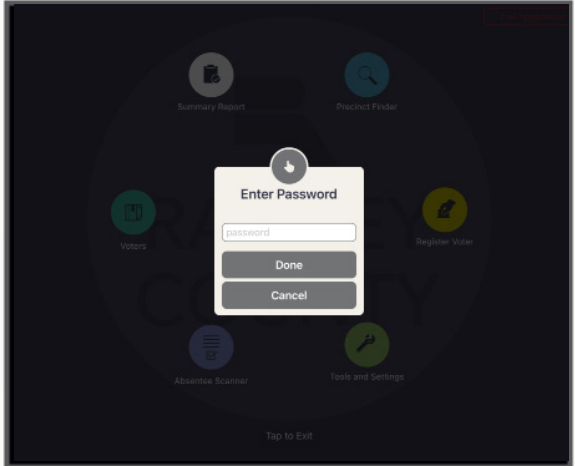
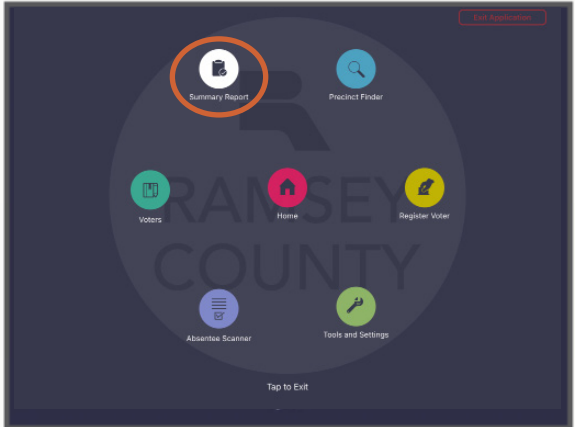
1. From the home screen, select the MENU button.

2. Select SUMMARY REPORT from the MENU screen.

3. Enter the password for the election.

4. On the main SUMMARY REPORT screen, total check-ins for the full precinct will be listed.

Note: these instructions are only for polling places with multiple precinct lists on the poll pads. You do not need these instructions if the Elections Office has not informed you of this for your polling place.



5. Select the tab CHECK-INS.

6. Select the button CONFIGURE.

7. When the CONFIGURE menu opens, select the ALL PRECINCTS.

8. Select one of the precincts (NEW BRIGHTON P-1) to view total check-ins for one precinct (413).

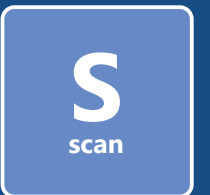
9. Select one of the precincts (NEW BRIGHTON P-5) to view total check-ins for one precinct (375).



Ballot Counter Guide

Verity Scan

Version 6.30.23



CONTACT INFORMATION

Hotline for Election Day only
651-266-2713

Hotline available all year
651-266-2219

Public phone line
651-266-2171

OVERVIEW

The ballot counter reads ballots and records votes. Ramsey County’s ballot counter is not connected to any network and is not programmed to transmit election results. **Ballot counters must be returned to the Elections Office on election night.** When a ballot counter is not returned, it delays the posting of the election results for that precinct.

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OPENING PROCEDURES

Setting up the ballot box and ballot counter

You may set up the ballot box and ballot counter before Election Day.
Locate your ballot counter and ballot box transport bag.

1

Remove the ballot box from its transport bag.



2

Unlatch the four clips on the sides.



3

Pull apart the side panels to expand. Press the side panels outward to form a box.



4

Lower the bottom panel of the box. You do not need to lower it completely right now.



5

Unhook the three elastic loops to release the top panel.



6

Reach under the top panel of the box and pull the string.



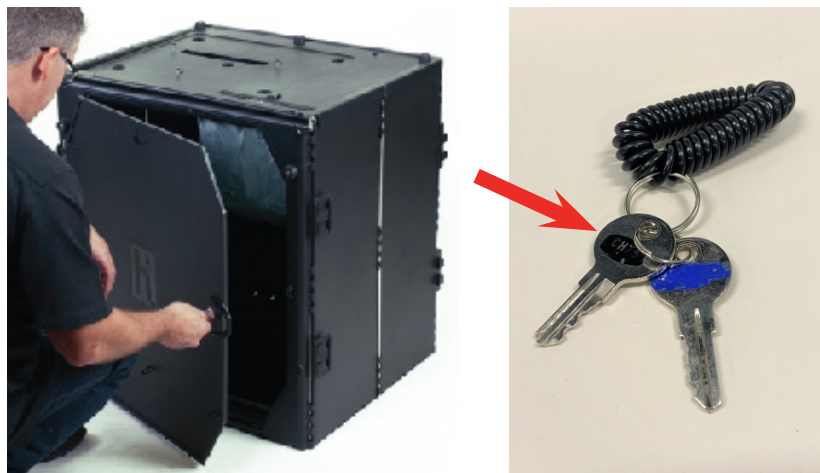
7

Lift the top panel and press it in place to form a box.



8

With the black equipment key, unlock the door of the ballot box. Open the door.



9

Reach inside the ballot box and press the bottom panel down until it lies flat.



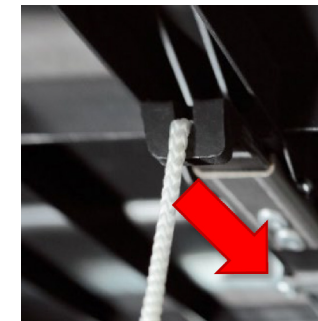
10

Place the ballot counter on top of the box. Align the feet with the holes on the top of the box.



11

Reach inside the box and push the metal latch on the underside of the top panel. Lift the device to make sure it is secured.



12

Close and lock the door of the ballot box.



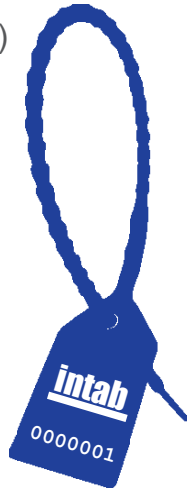
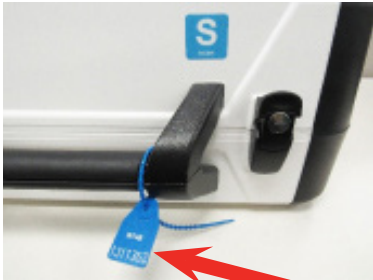
Opening the ballot counter

Do not unseal or open the ballot counter until the morning of Election Day.

13 Compare the number on the blue seal (around the handle) to the number on the *Ballot Counter Certification Form*. Record the number on the form.

Contact the Elections Office if the numbers do not match.

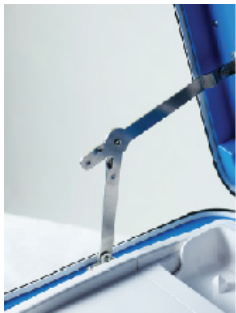
Cut the blue seal and place it in the red tub.



14 Plug an equipment power cord into the back of the ballot counter, flat side up. Plug the cord into an electrical outlet or power strip. Check the connection at the power brick.



15 Open the ballot counter case and lock the lid brace.



16 Compare the number on the red seal to the number on the *Ballot Counter Certification Form*. Record the number on the form. Contact the Elections Office if the numbers do not match. **Do not remove the red seal.**



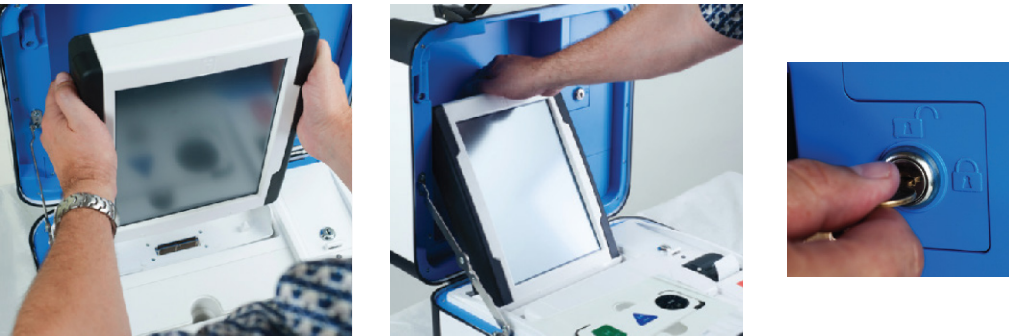
17

Unlock the tablet with the blue equipment key. Slide the latch and remove the tablet.



18

Place the tablet in its dock, tilt it back, and lock it in place with the blue equipment key.



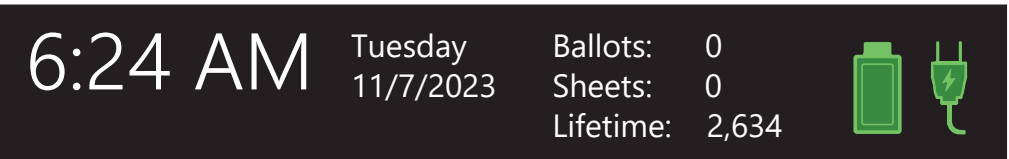
19

Press the red power button on the back of the device. Powering on will take several minutes. A *Power-On Self Test* report will print.



20

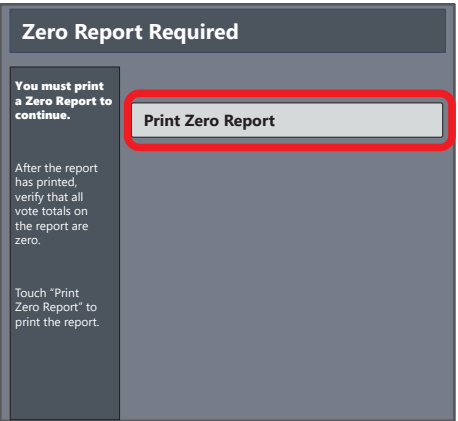
Once powered on, check the battery level and main power connection on the screen. Verify the date, time, and ballot numbers. Ballots and Sheets must be zero. Lifetime should be greater than zero.



21

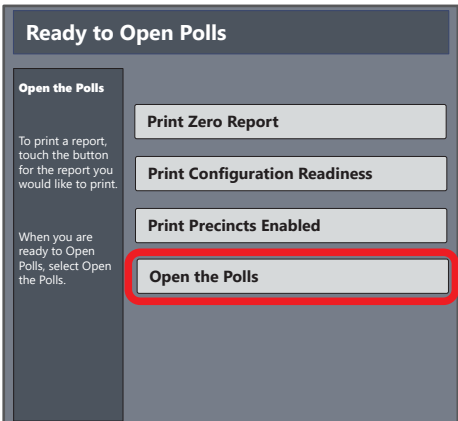
Select **Print Zero Report**.

Verify that the *Zero Report* displays the correct precinct. Call Ramsey County Elections if the precinct is incorrect.



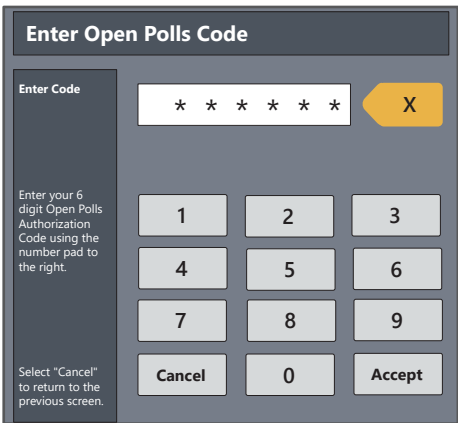
22

Select **Open the Polls**.



23

Enter the Open Polls Code and press **Accept**. An *Open Polls Report* will print.



24

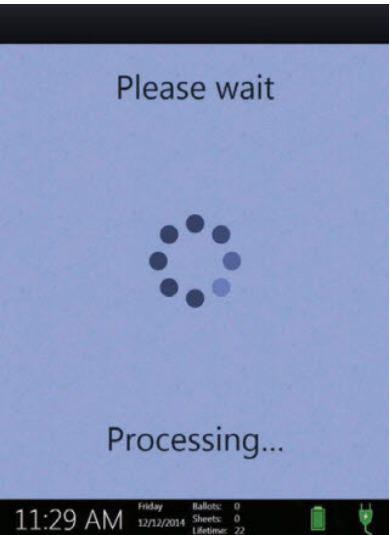
Instruct all election judges present to sign the printed reports. Place the Reports in the *Ballot Counter Report Envelope: Red Tub Copy 1*. Place the envelope back in the red tub.

CASTING BALLOTS

To cast their ballot, the voter removes the ballot privacy sleeve (if applicable) and inserts their marked ballot into the ballot counter. Ballots may be inserted in any orientation.



The ballot counter takes a few seconds to process a scanned ballot. The voter should not leave until the screen displays the American flag and a chime plays.

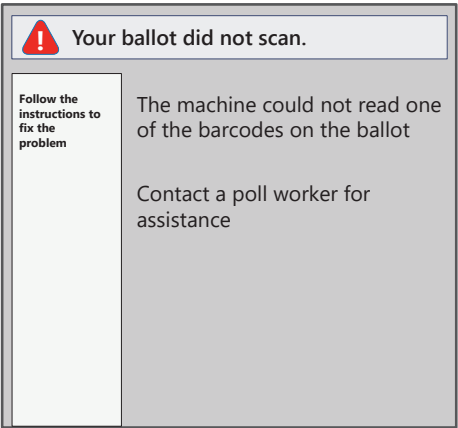


Damaged barcodes

The ballot counter will not accept ballots with damaged barcodes.

If the ballot counter rejects a ballot and states “The machine could not read one of the barcodes on the ballot”, check for smudged, blurry, or torn barcodes.

Ballots with damaged barcodes must be spoiled and replaced. Direct the voter to the ballot judge.



Overvotes

A voter has overvoted if they have marked more than the allowed number of choices in a contest. Even a small mark from a resting pen may be detected by the ballot counter, resulting in an overvote.

In the case of an overvote, the ballot counter rejects the ballot and displays which contests were overvoted. Inform the voter that they may spoil their ballot and mark a new one or cast their ballot as-is.

If the voter wants to spoil their ballot and receive a new one, direct them to the ballot judge.

If the voter wants to cast their ballot as-is, inform them that any overvoted contests will not be counted. If the ballot has been removed from the ballot counter, re-insert it. Do not remove it when it is rejected. Press the blue Poll Worker Button on the back of the ballot counter to override the rejection.



Cross-party votes (partisan primaries only)

In a partisan primary, voters may only vote in the contests for one party (in one column). A cross-party vote occurs when, in a partisan primary, a voter votes in contests of more than one party.

With a cross-party vote, the ballot counter will reject the ballot. Inform the voter that they may spoil their ballot and mark a new one or cast their ballot as-is.

If the voter wants to spoil their ballot and receive a new one, direct them to the ballot judge.

If the voter wants to cast their ballot as-is, inform them that only nonpartisan contests (judges, local offices, and ballot questions) will be counted. If the ballot has been removed from the ballot counter, re-insert it. Do not remove it when it is rejected. Press the blue Poll Worker Button on the back of the ballot counter to override the rejection.

CLOSING PROCEDURES

Closing the polls

Do not close the polls on the ballot counter until all ballots have been cast.

1

At 8:00 p.m., use the black equipment key to unlock and open the compartment on the back of the ballot box.



2

Check the emergency voting ballot bag for ballots. If there are ballots in the bag, two election judges of different political parties must feed the ballots through the ballot counter.



3

After all ballots are cast, press the blue Poll Worker Button on the back of the ballot counter.



4 On the screen, select **Close Polls**.

The 'Main Menu' screen displays a list of options: 'Close Polls', 'Run tests', 'Change settings', 'Administrator Menu', and 'Exit'. The 'Close Polls' button is highlighted with a red rectangular border.

5 Select **Yes**, close the polls.

The 'Confirmation required' screen shows a warning icon and the text: 'The polls cannot be reopened once they are closed.' It asks 'Are you sure you want to Close Polls?' and provides two buttons: 'Yes, close the polls' (highlighted with a red border) and 'No, don't close the polls'.

6 Enter the Close Polls Code and press **Accept**.

The 'Enter Close Polls Code' screen features a numeric keypad with digits 0-9, a 'Cancel' button, and an 'Accept' button. A display shows six asterisks and a yellow 'X' button.

7 Record the red seal number on the *Ballot Counter Certification Form*. **Do not remove the red seal at any point.**



8 At least two election judges must sign the certification form. Once signed, place it in the red folder. Place the red folder in the red tub.

9 A *Close Polls Report* and a *Tally Report* will print automatically. Tear off the slip and instruct all election judges present to sign the reports. Place the slip in the *Ballot Counter Report Envelope – Red Tub Copy 1*.

10 Print two more copies of the *Tally Report* by selecting **Print Tally** twice. Instruct all election judges present to sign the reports.

Place one copy in the *Ballot Counter Report Envelope – Red Tub Copy 1* and one in the *Ballot Counter Report Envelope – Polling Place Supply Box*.

The 'The Polls are Closed' screen displays three buttons: 'Print Tally' (highlighted with a red border), 'Print Ballot Count', and 'Print Write-in Report'. It also includes instructions on how to print reports and turn off the machine.

11 If requested, you may print an additional copy of the *Tally Report* for public view. Select **Print Tally**.

Place an envelope seal, signed by all election judges present, on each ballot counter report envelope. Place the sealed envelopes in the red tub. **Do not place seals on the red tub.**

Taking down the ballot counter

The ballot counter must be returned to the Elections Office on election night.

12

Press the red power button on the back of the ballot counter.



13

Once powered down completely, unplug the power cord from the back of the device and the electrical outlet or power strip.

Place the power cord in the plastic power cord bag (red tub). Place the power cord bag back in the red tub.



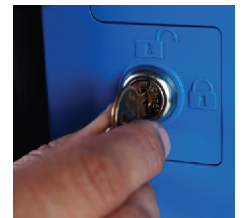
14

Unlock the tablet with the blue equipment key. Remove the tablet from the dock.



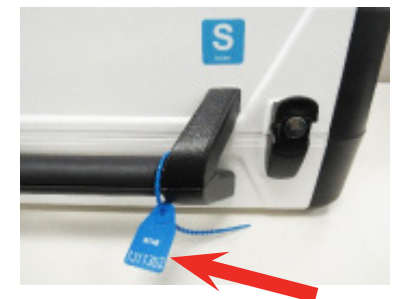
15

Place the tablet in its storage compartment and slide the latch. Lock the tablet in place with the blue equipment key.



16

Close and latch the ballot counter case. Secure the handle with a new, blue, pull-tight seal. Record the new seal number on the *Ballot Counter Certification Form*.



17

Using the black equipment key, unlock and open the ballot box.



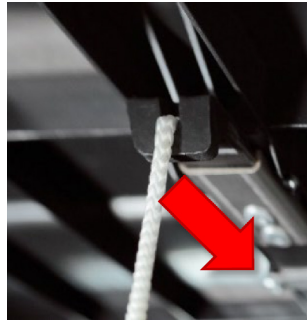
18

Two election judges of different political parties must transfer all cast ballots to the Ballot Transfer Case.

Seal the Ballot Transfer Case with two blue seals and two sticker seals, signed by all election judges present. **Do not place sticker seals on the red tub or supply box.**

19

Reach inside the box and pull the string hanging from the underside of the top panel. If the string is missing, pull the metal tab.



20

Remove the ballot counter from the ballot box.



21

Fold the ballot box and place it in its bag.



22

Place the red folder and power cord bag in the red tub.

23

Return the ballot counter, red tub, and Ballot Transfer Case to the Ramsey County Elections Office. See the *Election Night Returns Reference Sheet* for a complete list of items to be returned on election night.

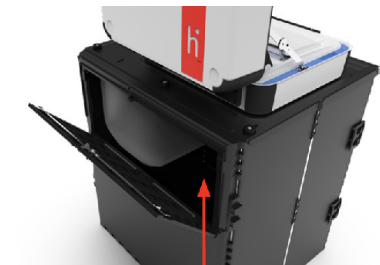
EMERGENCY VOTING

Follow emergency voting procedures if the ballot counter cannot scan ballots. Contact Ramsey County Elections and document it the *Election Day Journal*.

Instruct voters to lift the cover of the emergency voting ballot slot and inserts their ballot.



When normal voting resumes, unlock and open the back door of the ballot box.



Instruct two election judges of different political parties to retrieve all ballots from the emergency voting ballot bag and feed them into the ballot counter.



TROUBLESHOOTING

Document all ballot counter issues in the Election Day Journal.

Ballot stuck in scanner—ballot cast

1. Confirm the ballot has been cast.
2. Open the back ballot compartment and clear the jam.



Ballot stuck in scanner—ballot *not* cast

1. Confirm the ballot has *not* been cast.
2. Open the scanner cover and remove the ballot if possible. If this does not work, open the back ballot compartment and remove the ballot.
3. Flatten and re-insert the ballot into the ballot counter.



Ballot will not scan

1. Read the device message(s).
2. Confirm the ballot has *not* been cast.
3. Lift the scanner cover and clean the glass plates with an alcohol prep pad. Do not use any other substance on the glass.
4. Remove, flatten, and re-insert the ballot into the ballot counter.

Device not powering on—green light on power brick is illuminated

Firmly press the tablet into the dock. Contact the Elections Office if the this does not resolve the issue.



No AC power—indicator on screen is red and crossed out

Check the AC power at all connection points (outlet, power brick, back of device). Contact the Elections Office if you cannot resolve the issue.

Missing battery

If the *Power-On Self Test* report indicates there is no battery present, contact the Elections Office.

Low battery

Check the AC power connection. The battery should not drain unless the device is running on battery, usually caused by a disconnected power cord. Contact the Elections Office for a new battery.

Device lost power—cannot power back on

Contact the Elections Office.

Power outage in the building

Contact the Elections Office.

Thermal printer error message/diagnostics mode

Power off the device and power it back on.

Thermal printer not working

Reload or replace the thermal paper (see page 22). If the issue persists, power off the device and power it back on.

Changing thermal paper rolls

1. Grab a spare thermal paper roll from the blue compartment of the ballot counter.



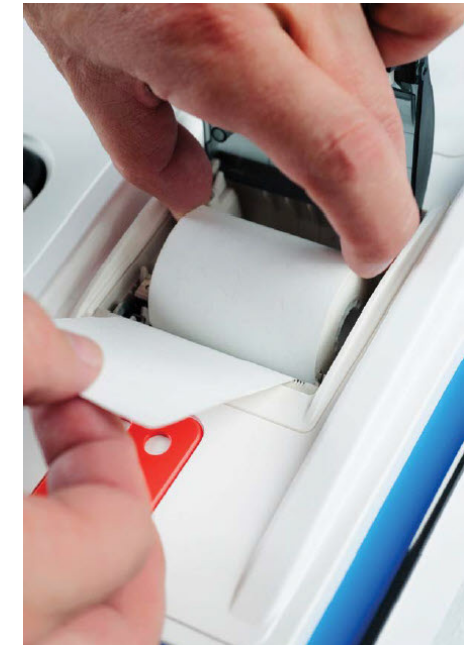
2. Pull the lever on top of the thermal paper roll compartment cover and lift the cover.



3. Remove the old thermal paper roll, including the plastic tube.



4. Place a new paper roll in the printer, with the loose end under the roll.



5. Close the printer cover with some paper extended. Press the white button to advance the paper. Tear off excess paper.



Ballot-Marking Device Guide

Verity Touch Writer

Version 6.30.23



CONTACT INFORMATION

Hotline for Election Day only
651-266-2713

Hotline available all year
651-266-2219

Public phone line
651-266-2171

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OVERVIEW

The ballot-marking device helps voters mark their ballots privately and independently if they cannot, or choose not to, mark their ballot with a pen. Per federal law, polling places must have a ballot-marking device available for use during all voting hours.

Any voter may use the ballot-marking device.

Do not:

- ask a voter if they have a disability.
- prohibit or discourage a voter from using the ballot-marking device.
- complain about the ballot-marking device while voters are present.

OPENING PROCEDURES

Setting up the ballot printer

You may set up the ballot printer before Election Day.

- 1

Locate your ballot-marking device, stand transport bag (red handles), and printer carrying case.



- 2

Remove the printer table from the stand transport bag. Unfold it and place it upright on the floor.



- 3

Open the printer carrying case and remove the printer and its cords. Set the printer on the printer table.



4

Remove the cords from the printer cord bag. Store the bag in the printer carrying case.



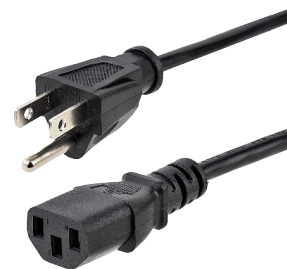
5

Plug the square end of the USB printer cable into the back of the printer.



6

Plug the printer power cord into the back of the printer and into an electrical outlet or power strip.



7

Prepare the printer according to the ballot size.

8.5 x 11" (letter size) ballot

Use the printer's main paper tray. No additional setup required.

Additional sizes on pages 7 and 8



8.5 x 14" (legal size) ballot

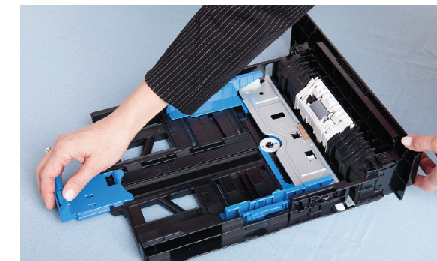
1. Pull out the extension on the back of the printer.



2. Open the main paper tray and pull it out of the printer.



3. Squeeze the blue tab and pull the paper guide to the 8.5 x 14" setting.



4. Slide the printer tray back into the printer



5. If the tray will not slide all the way back into the printer, press the metal plate inside the tray until it clicks and lays flat.



8.5 x 17" ballot

1. Lower the bypass (multipurpose) tray.



2. Slide out and flip open the bypass tray extension. Flip up the paper output tray extension.



3. Open the main paper drawer and remove about 5 sheets of blank, colored paper. Close the main paper drawer.



4. Insert the 5 sheets of blank, colored paper into the bypass tray.



5. Press the blue tray release tab (right side of the bypass tray) to raise the paper until it touches the rollers.



Setting up the ballot-marking device

You may set up the ballot-marking device before Election Day.

- 8 Remove the ballot-marking device stand and its parts from the transport bag.



- 9 Turn the ballot-marking device stand upside-down. Grab the handle and slide the legs into place.



- 10 Attach the U-shaped, rear leg piece and two front legs.



Press the buttons to lock the legs.

11

Place the stand upright on the floor. Position the stand and printer table next to each other, near the voting stations.



12

Place the ballot-marking device on its stand. Align the feet with the indentations on the top of the stand.



13

Reach under the top of the ballot-marking device stand. Push up on the metal latch and slide it away from you (toward the back of the stand). Gently lift the device—it should stay secured to the stand.



14

Plug an equipment power cord into the back of the ballot-marking device, flat side up. Plug the cord into an electrical outlet or power strip. Check the connection at the power brick.



15

Attach the privacy screens to the stand.



16

Plug the flat end of the USB printer cable into the back of the ballot-marking device.



17

Power on the printer. The switch is on the right side.



Opening the ballot-marking device

Do not open the ballot-marking device until the morning of Election Day.

18 Open the ballot-marking device case and lock the lid brace.

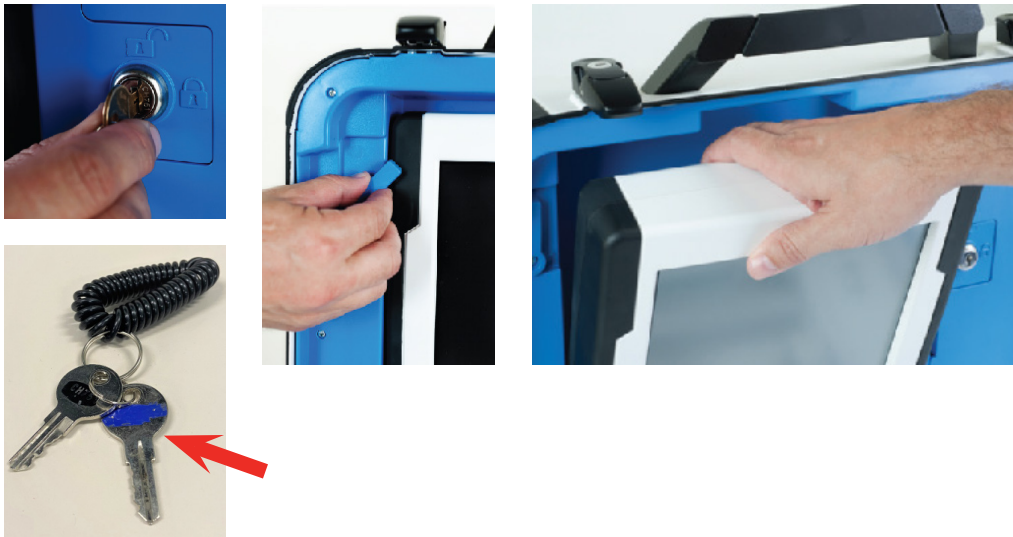


19 Compare the number on the red seal to the number on the *Ballot-Marking Device Certification Form*. Record the number on the form.

Contact the Elections Office if the numbers do not match. **Do not remove the red seal.**



20 Unlock the tablet with the blue equipment key. Slide the latch and remove the tablet.



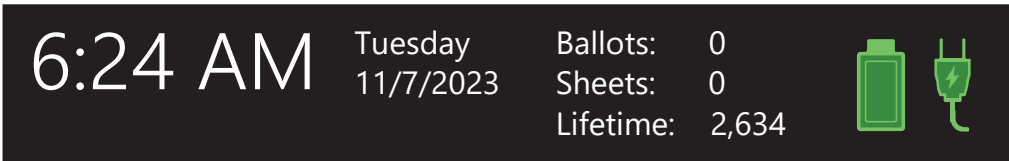
21 Place the tablet in its dock, tilt it back, and lock it in place with the blue equipment key. The green light above the thermal printer will turn on when the tablet is in place and the device is receiving power



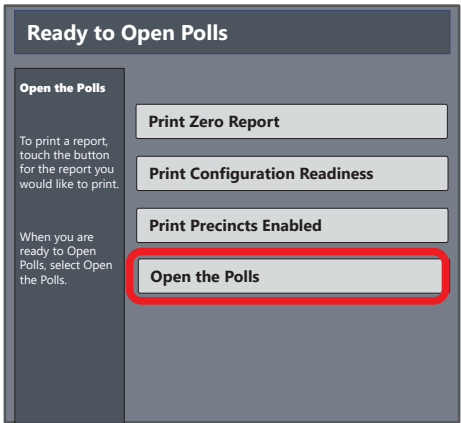
22 Press the red power button on the back of the device. Powering on will take several minutes. A *Power-On Self Test* report will print.



23 Once powered on, check the battery level and main power connection on the screen. Verify the date and time on the screen are correct.



24 Select **Open the Polls**.



Testing the ballot-marking device

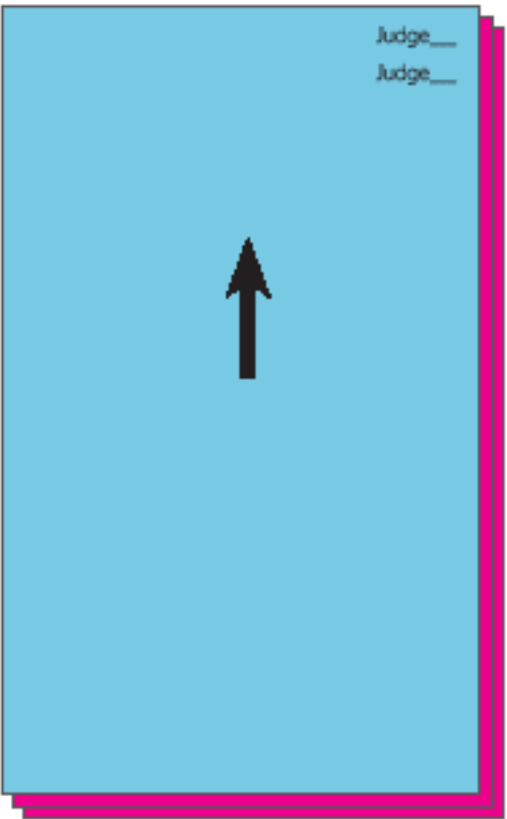
Do not test the ballot-marking device until the morning of Election Day.

28 Insert a colored test ballot (found in the Ballot Transfer Case) into the printer.

11 or 14” ballot

Open the main paper tray and insert a colored test ballot:

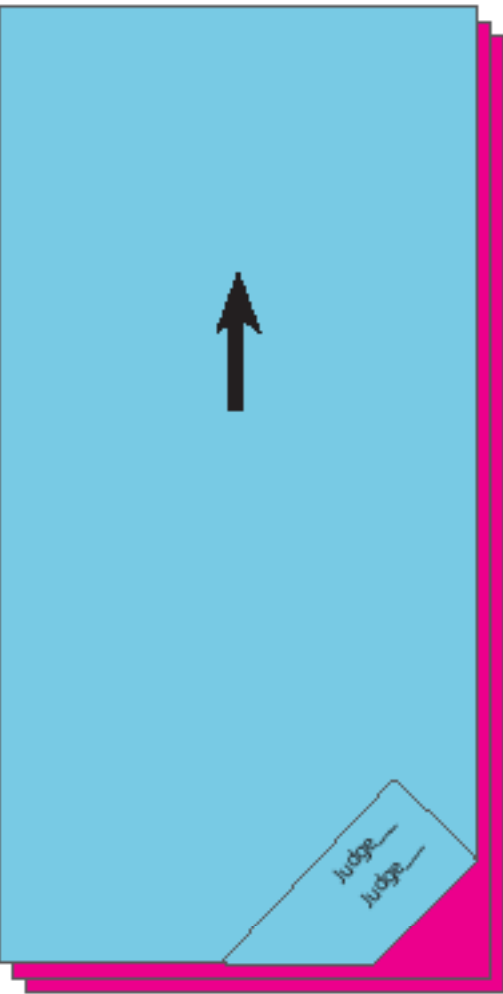
- face-up,
- top-first (judge lines first),
- on top of the paper already inside the tray.



17” ballot

In the bypass (manual) tray, insert a colored test ballot:

- face-down,
- bottom-first (judge lines last),
- on top of the paper already in the bypass tray.



25 Enter the Open Polls Code and press **Accept**. An *Open Polls Report* will print.

Enter Open Polls Code

Enter Code

* * * * *

X

Enter your 6 digit Open Polls Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

1

2

3

4

5

6

7

8

9

Cancel

0

Accept

26 Verify the precinct on the *Open Polls Report*.

Election Header

General Election Ballot

Election Date: 11/7/2023

Ramsey County, Minnesota

St. Paul W-1 P-01

Verity Touch Writer

S/N: W150000000

Version: 2.5.1

27 Tear off the slip with the *Power-On Self Test* report and *Open Polls Report*. Place it in the *Ballot-Marking Device Envelope*.

29

Open the blue compartment of the ballot-marking device case and remove the headphones and bag of headphone covers.

Unfold the headphones and cover the earpieces with a new pair of headphone covers. Discard any used headphone covers.



32

Enter the Poll Worker Code and press **Accept**.

30

Lift the handheld controller. Plug the headphones into the port on the left side of the controller.



33

Select **Activate ballot**.

31

On the screen, select **Ready for use**

or

press the blue Poll Worker Button on the back of the device.



34

Select the correct precinct and press **OK**.

35

PRIMARY ONLY: Select a party and press **OK**.

36

Confirm the precinct and party (if applicable) and select **Yes, activate this ballot**.

Confirm Selections

Precinct St. Paul W-2 P-02

☐ Mark as provisional

Is this correct?

Yes, activate this ballot

No, cancel

Confirm your selections

To activate this ballot, touch "Yes."

To exit without activating a ballot, touch "No."

37

Select **To get started, touch here** on the screen

or

turn the controller wheel clockwise.

To get started, touch here



38

Select **No**, skip straight to voting.

This device includes accessibility features you can use while marking your selections.

Would you like to use these features?

Yes, help me change the settings

No, skip straight to voting

39

Select **To use the screen and audio, touch here**.

To use audio only, touch here

To use the screen and audio, touch here

To use the screen only, touch here

40

Select **Skip Instructions**.

Skip Instructions

1 of 3

Next →

41

Select **Begin Voting**.

About Your Ballot

Your ballot:
Ramsay County Ballot
City and School District Election
11/7/2023
Ramsay County, Minnesota
Precinct St. Paul W-2 P-02

If any of the above information is wrong, contact a poll worker before voting.

Begin Voting

Learn to use this ballot

View contests on this ballot

Choose from the menu

To change audio or visual settings, touch "Audio" or "Screen"

42

Select **Next** for each contest. Do not select candidates. Check contests and candidate names against pre-printed ballots. Test the controller and headphones.

Review your choices

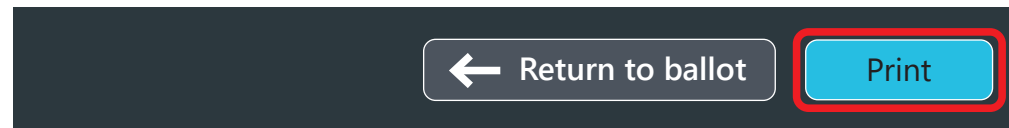
← Back

2 of 16

Next →

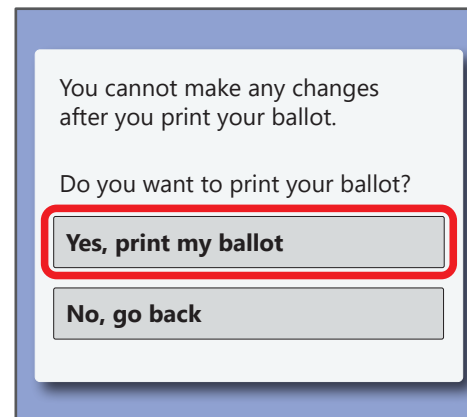
43

When finished with marking the ballot, select **Print**.



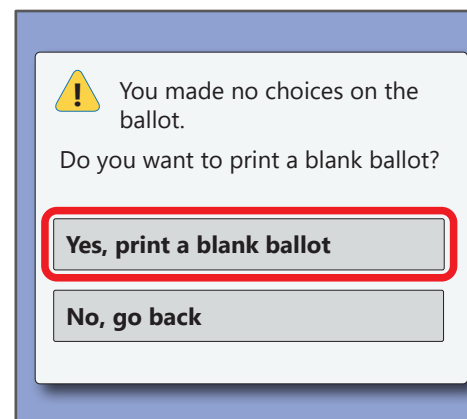
44

Select **Yes, print my ballot**.



45

Select **Yes, print a blank ballot**.



46

Retrieve the test ballot from the printer and verify that it printed correctly.



47

Place the test ballot and all ballot-marking device report slips in the *Ballot-Marking Device Envelope*. Place the *Ballot-Marking Device Envelope* in the red tub.

MARKING BALLOTS

Prepping the device and printer

Prepare the device according to the voter's desired voting method.

1

Lift the handheld controller out of its transport cavity to make it accessible to the voter.



2

For audio use, plug headphones into the left side of the handheld controller. Change the headphone covers before each use. Voters may use their own headphones if they prefer.



3

Voters may use their own dual-switch input device (e.g., tactile switches or sip-and-puff device). Plug it into the right side of the handheld controller.



Note: Ramsey County does not provide dual-switch devices.

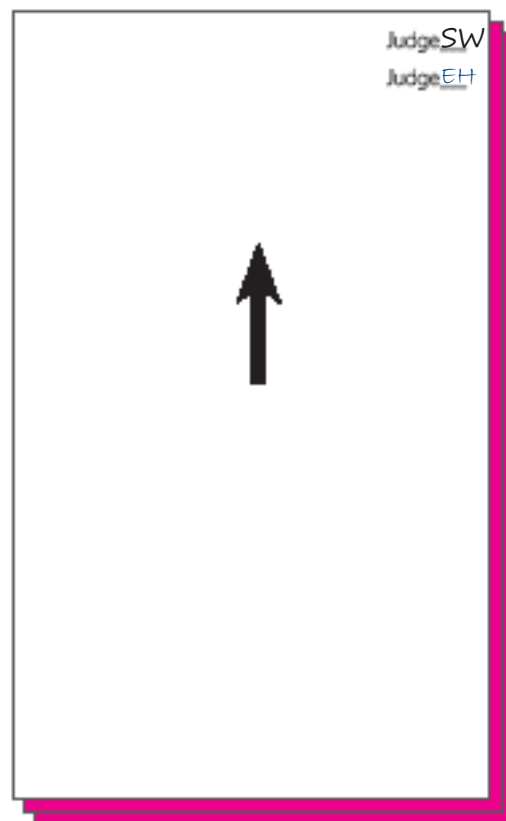
4

Verify the voter's ballot-marking paper has been initialed by two election judges and insert it into the printer as shown below.

11 or 14" ballot

Open the main paper tray and insert the initialed ballot paper:

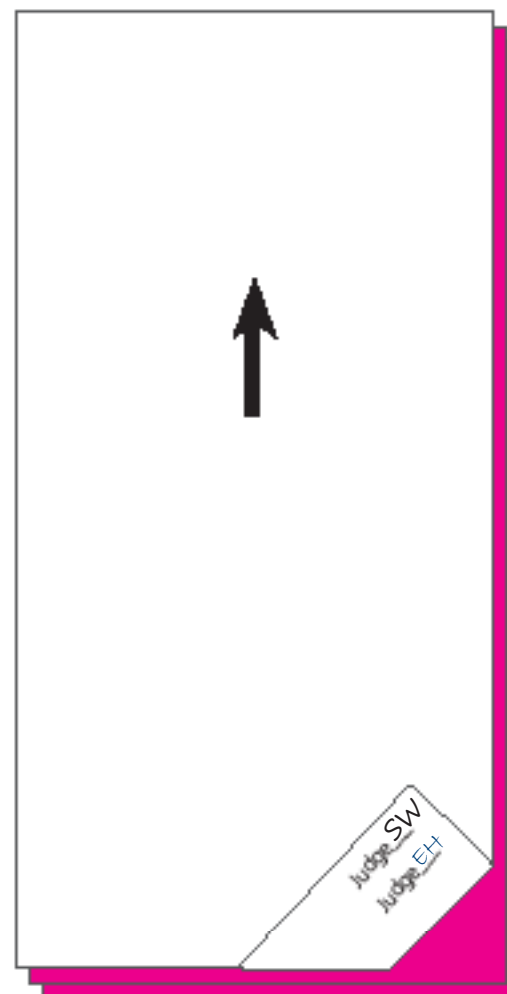
- face-up,
- top-first (judge lines first),
- on top of the paper already inside the tray.



17" ballot

In the bypass (manual) tray, insert the initialed ballot paper:

- face-down,
- bottom-first (judge lines last),
- on top of the paper already placed in the bypass tray.



Activating a ballot

An election judge should activate the ballot for the voter.

5

On the screen, select **Ready for use**

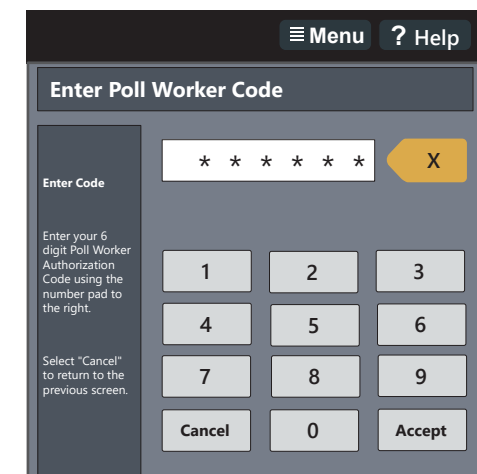
or

press the blue Poll Worker Button on the back of the device.



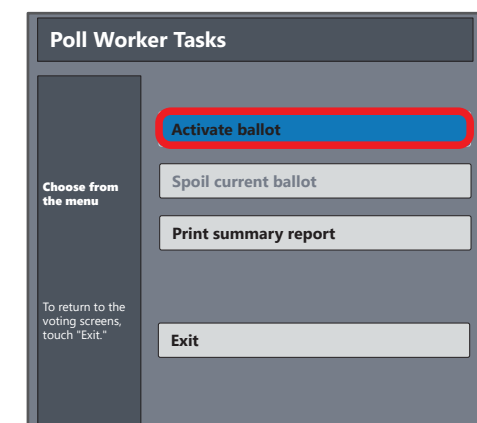
6

Enter the Poll Worker Code and press **Accept**.



7

Select **Activate ballot**.



8

Select the voter's precinct and press **OK**.

9

PRIMARY ONLY: Instruct the voter to choose their party.

10

Confirm the choice(s) and select **Yes, activate this ballot** if correct. To make changes, select **No, cancel**.

Changing settings

Offer to help the voter adjust the settings.

11

The voter selects **To get started, touch here on the screen**

or

turns the controller wheel clockwise.



12

The voter selects **Yes, help me change the settings** or **No, skip straight to voting**.

13

The voter selects their desired voting method (audio only, screen and audio, or screen only).

14

The voter selects **Next** to view or select **Skip Instructions** to skip the instructional pages.

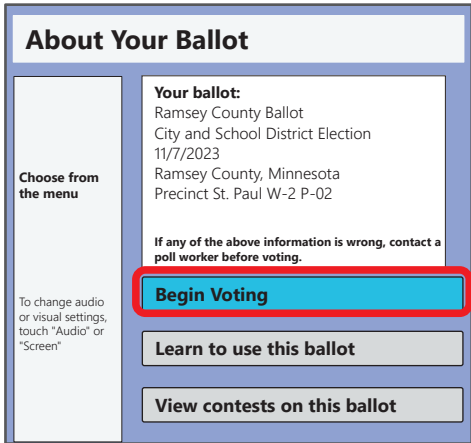
15

The voter may adjust the audio and/or screen settings. To change the audio settings, select **Audio** at the top of the screen. To change the text size or screen contrast, select **Screen** at the top of the screen.

Marking and printing a ballot

Allow the voter to mark their ballot privately and independently, but remain available to answer questions.

16 The voter selects **Begin Voting** on the touchscreen or with the handheld controller.



17 The voter makes their selections. Pressing **Next** advances to the next contest. The voter also has the option to select **Back** or **Review your choices** at any time.



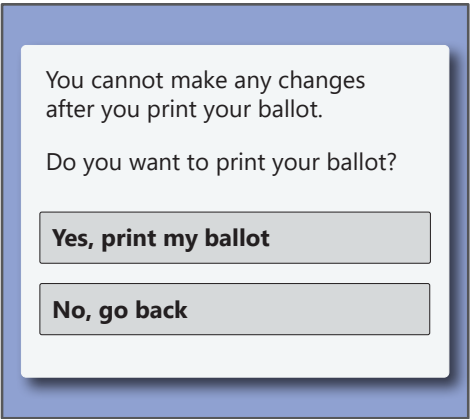
18 After marking and reviewing their selections, the voter selects **Print** to print their ballot or **Return to ballot** to make changes.



Retrieving and casting a ballot

You may assist the voter in retrieving and/or casting their ballot if they request your assistance.

19 The voter selects **Yes, print my ballot** if they want to print their ballot or **No, go back** if they want to make changes.



20 The voter retrieves their ballot from the printer and confirms their selections. The voter may spoil their ballot and start over if they would like to make changes at this point.



21 The voter casts their ballot in the ballot counter.



CLOSING PROCEDURES

Closing the polls

You cannot close the polls before 8:00 p.m.

- 1

Select **Ready for use** on the screen
- or
- press the blue Poll Worker Button on the back of the device.



- 2

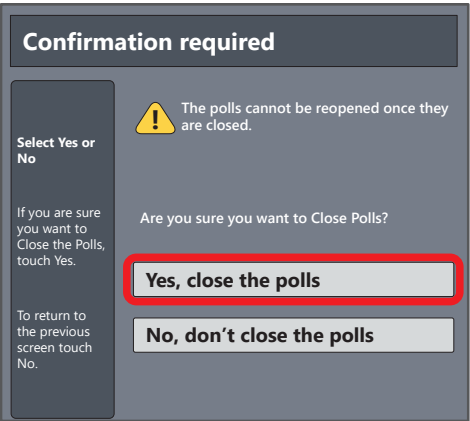
In the top-right corner of the screen, select **Menu**.
- A screenshot of the 'Enter Poll Worker Code' screen. At the top, there are 'Menu' and 'Help' icons. Below them is a title bar 'Enter Poll Worker Code'. The screen shows a numeric keypad with digits 1-9, 0, 'Cancel', and 'Accept'. Above the keypad is a field for the code, currently showing six asterisks. To the left of the keypad, there is instructional text: 'Enter your 6 digit Poll Worker Authorization Code using the number pad to the right.' and 'Select "Cancel" to return to the previous screen.'

- 3

Select **Close Polls**.
- A screenshot of the 'Main Menu' screen. It has a title bar 'Main Menu' and a subtitle 'Select an option from the list below'. Below this is a list of options: 'Close Polls', 'Run tests', 'Change settings', 'Administrator Menu', and 'Exit'. The 'Close Polls' option is highlighted with a red rectangular border.

- 4

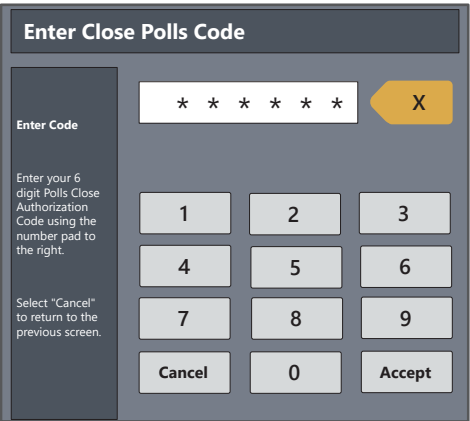
Select **Yes**, close the polls.



- 5

Enter the Close Polls Code and press **Accept**. A *Close Polls Report* will print.
- Note:

The Close Polls Code will not work before 8:00 p.m. on Election Day.



- 6

Tear off the *Close Polls Report* and place it in the *Ballot-Marking Device Envelope*.
- 7

Confirm and record the red seal number on the *Ballot-Marking Device Certification Form*. Do not remove the seal.
- 8

Instruct at least two election judges to sign the *Ballot-Marking Device Certification Form*. Place the signed certification form in the red folder. Place the red folder in the red tub.

TAKING DOWN THE BALLOT-MARKING DEVICE

9

Press the red power button on the back of the ballot-marking device.



10

Once powered down completely, unplug the power cord from the back of the device and the electrical outlet or power strip.

Place the power cord in the plastic power cord bag (red tub). Place the power cord bag back in the red tub.



11

Unplug the USB cable from the back of the ballot-marking device.



12

Unlock the tablet with the blue equipment key. Remove the tablet from the dock.



13

Place the tablet in its storage compartment and slide the latch. Lock the tablet in place with the blue equipment key.



14

Close and latch the ballot-marking device case. Reach under the top of the stand. Push up on the metal latch and slide it toward you. This should unlock the device from the stand.



Note: You do not need to seal the handle of the ballot-marking device.

15

Remove the ballot-marking device from its stand and set it aside.



16

Remove the privacy screens from the stand and place them in the transport bag. Disassemble and fold the stand. Place the stand parts in the transport bag.



17

Power off the ballot printer.



18

Unplug the power cord and USB printer cable from the back of the printer. Remove the plastic printer cord bag from the printer carrying case. Place the printer power cord and printer cable in the plastic printer cord bag.



19

Close all open trays and extensions.

8.5 x 11" (letter size) ballot

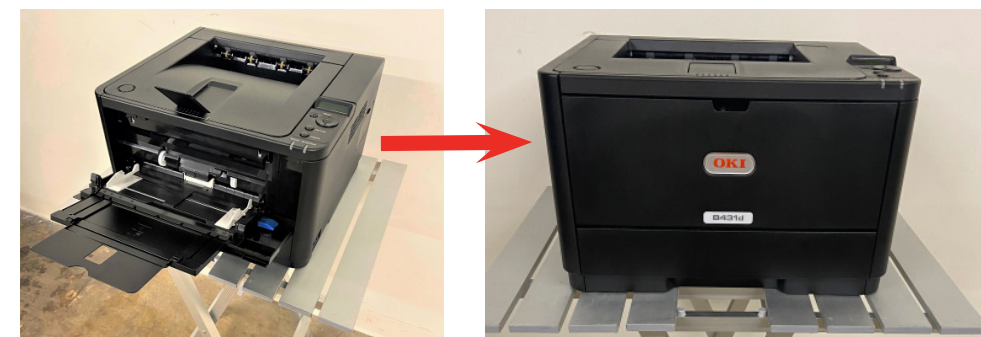
No action required.

8.5 x 14" (legal size) ballot

See page 34.

8.5 x 17" ballot

Fold and close the bypass tray. Fold in the paper output extension.

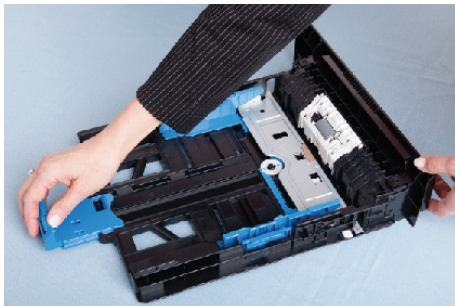


8.5 x 14” (legal size) ballot

1. Remove the main paper tray.



2. Squeeze the blue tab and slide the tray to 11”.



3. Slide the paper tray back in place.



4. Push in the extension on the back of the printer.



20

Place the printer in the carrying case. Place the printer cord bag on top of the printer. Close the printer carrying case and set it aside.



21

Fold the printer table and place it in the transport bag with the ballot-marking device stand and privacy screens. Secure the transport bag with the fastener.



22

Leave the ballot-marking device, printer, and stands at the polling place. See the *Election Night Returns Checklist* for a list of items that must be returned to the Elections Office on election night.



TROUBLESHOOTING

Document all ballot-marking device issues in the Election Day Journal.

Cancel or restart the ballot marking process

1. Press the blue Poll Worker Button on the back of the device.
2. Select **Spoil current ballot**.
3. Select **OK**.
4. Restart the ballot-marking process if desired.

Printer not working

1. Make sure the printer is plugged into an electrical outlet or power strip plugged into an electrical outlet.
2. Make sure the power strip (if any) is powered on.
3. Make sure the printer is connected to the ballot-marking device via the USB printer cable.
4. Make sure the printer is switched on.
5. Ensure you are using the printer setup for the size of ballot used in this election.
6. Power off the ballot-marking device and power it back on.

Printer error—no paper

Your printer should have five sheets of paper in the main tray. If you removed the paper, replace it. For elections with 14" ballots, you may need to slide the paper toward you to cover the sensor.

Printer error—wrong size paper

Review the printer setup instructions (pages 6 – 8) and paper insertion instructions (pages 15, 22). Make sure you are following the instructions for the correct ballot length.

Device not powering on—green light on power brick is illuminated

Firmly press the tablet into the dock. Contact the Elections Office if the this does not resolve the issue.



No AC power—indicator on screen is red and crossed out

Check the AC power at all connection points (outlet, power brick, back of device). Check your extension cord and/or power strip. Try a different power outlet. Contact the Elections Office if you cannot resolve the issue.

Missing battery

If the Power-On Self Test report indicates there is no battery present, contact the Elections Office.

Low battery

Check the AC power connection. The battery should not drain unless the device is running on battery, usually caused by a disconnected power cord. Contact the Elections Office for a new battery.

Device lost power—cannot power back on

Contact the Elections Office.

Power outage in the building

Contact the Elections Office.

Thermal printer error message/diagnostics mode

Power off the device and power it back on.

Thermal printer not working

Reload or replace the thermal paper (see page 38). If the issue persists, power off the device and power it back on.

Changing thermal paper rolls

1. Grab a spare thermal paper roll from the blue compartment of the ballot counter.



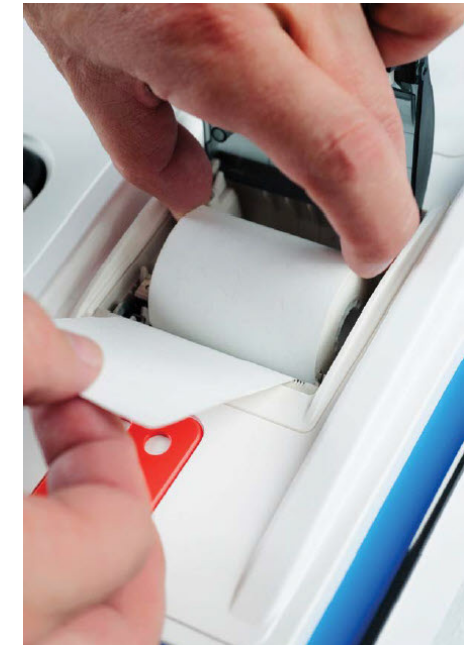
2. Pull the lever on top of the thermal paper roll compartment cover and lift the cover.



3. Remove the old thermal paper roll, including the plastic tube.



4. Place a new paper roll in the printer, with the loose end under the roll.



5. Close the printer cover with some paper extended. Press the white button to advance the paper. Tear off excess paper.



This section contains reference instructions and materials to help with procedures or situations that may arise throughout Election Day. If your questions are not answered here, please call the Election Day Hotline: 651-266-2173.

EMERGENCY RESPONSE

In a situation that has become or may escalate into an emergency, election judges should perform the following items to the best of their ability:

- 1 Escort voters and other election judges out of the building or into a designated safe space.
- 2 If possible, attempt to secure the following materials. Seal ballots, poll pads, and applications into banker's boxes. Bring the listed materials to a vehicle belonging to an election judge. Two judges of different major political parties should then stay in the vehicle until given further instructions. Move the vehicle for safety, if necessary.
 - Ballot counter
 - Ballot-marking device
 - Voted ballots (remove from black ballot box and immediately transfer to a banker's box under supervision of at least two election judges of different political parties)
 - Unvoted ballots
 - Poll pads
 - Election day voter registration applications
- 3 Identify the source and nature of emergency.

After election judges and voters are safely out of the polling site and in a secure space, the head judge should contact the Elections Office and share the following information:

- 1 General account of the situation, specifically:
 - Whether staff and voters were able to leave the building and current safety status.
 - Why the polling place is unusable.If staff and voters were not able to leave the building, they will be asked for an estimate of how long they will have to remain indoors.
- 2 The polling location (e.g., Saint Paul Ward 5, Precinct 4, Washington Tech High School).
- 3 Status of vital materials (listed above): If some materials are missed but the voting space will be accessible at a later time, Ramsey County Elections staff may ask that the election judges recover those items when possible and safe to do so.

After determining the safety of election judges, and taking stock of available vital materials, Elections Office staff will make an internal determination whether reopening the precinct to voting is feasible. If Elections staff determine that continuing voting activities is possible, they will initiate an emergency polling place change, wherein Elections staff will coordinate the transition of election judges and vital materials to another polling location as well as use office resources and connections to redirect voters to this new location—with the goal to reestablish voting in full. If it is not possible to continue voting in the location, election judges will be asked to deliver materials back to the Elections Office and notified that voting will resume for that precinct at a later date when a usable

EMERGENCY POLLING PLACE CHANGE

Once an emergency polling place change is announced, Elections Office staff will be working with the head judge and the Election Day site contacts to organize the transition to a new location. Elections Office staff will ask for an inventory of materials currently in election judge possession (vital and non-vital) and any staffing needs the team may have in the wake of leaving the polling place. After Elections Office staff have accounted for the material and staffing needs at the new location, they will give the election judges clearance to transfer to the new location, as well as the address and contact information of its head judge.

Upon arrival at the contingency location, the election judges will be met by two teams from the Elections Office. One staff will bring replacement vital materials:

- Ballot counter
- Ballot-marking device
- Poll pads
- Head judge materials
- Ballots

The other staff will have additional polling place items so staff can reestablish voting activities:

- Equipment stands
- Voting booths
- Blue supply box
- Required documentation

If necessary, a team of mobile judges and Elections Office staff will also arrive at the new polling location to account for any staff shortages.

An Elections Office staff member will visit the site to support the head judge. They will serve as the main liaison between the new site and the Elections Office and will coordinate any further needs. Once the head judge determines that voting activities have stabilized and no further materials or staff are needed, the Elections Office staff member will collect the scanner and vDrive used at the unusable voting location and a delivery team will remove any extra materials.

The Office of the Minnesota Secretary of State will allow for additional time after 8 p.m. to offset any delay.

BALLOT COUNTER (SCAN) TROUBLESHOOTING

Issues when opening the polls

If you have trouble printing the zero report slip or open polls report slip, call your area judge. Call Ramsey County (651-266-2173) if there are problems with the information on the zero tape slip (for example, if the precinct number on the zero tape slip does NOT match the precinct number on the top of the ballots, or if there are already votes cast on the zero tape slip).

The head judge is primarily responsible for maintaining the ballot counter on Election Day. All problems with the ballot counter should be noted on the Election Day Incident Log because they may affect the voting statistics. The head judge should contact the area judge or the Election Day Hotline (651-266-2173) if the judges are unable to fix a problem.

If you are unable to use the ballot counter, open the emergency voting slot on the top of the ballot box, and allow voters to place their ballots in the slot. Do not keep voters waiting. However, voters may choose to wait for the ballot counter to be operational if they wish to do so. Once the ballot counter is operational, ballots that were placed in the slot should be removed and run through the ballot counter. This must be done by two judges of different major political parties (Minnesota Rules 8230.4365, subp. 5). Any ballot from the emergency slot rejected by the ballot counter can be either duplicated by two judges of different political parties or the head judge will override the ballot counter (see below).

Ballot(s) will not run through the ballot counter

When a ballot does not run through the ballot counter, it is important to read the message on the screen to determine if the ballot is over-voted (the number of candidates selected for an office is more than the 'vote for' number), jammed, or if there is another problem. If a voter would like you to view their ballot to see what may be the problem, you may. Possible reasons for rejection include:

- **Overvote:** An office will not be counted if a voter selects more than the number of candidates specified in the 'vote for' number. If a ballot is over-voted, offer to give the voter another ballot and put the over-voted ballot into the Spoiled Ballot Envelope. If the voter does not want to vote again, follow instructions to override the ballot counter and accept the ballot:
 - a** Instruct the voter to reinsert their ballot. When the ballot is rejected, do not remove it from the ballot counter.
 - b** Press the blue poll worker button on the back of the device.
 - c** The ballot counter will fully pull the ballot back into the device and count all acceptable votes.
 - d** 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.

Ballot(s) will not run through the ballot counter, continued...

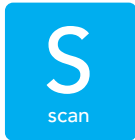
- **Crossover vote:** If a voter marked votes in more than one party column in a primary, these votes will not be counted. All other offices will be counted.
 - If a ballot is damaged, offer to give the voter another ballot and put the damaged ballot in the Spoiled Ballot Envelope. If the voter does not want to fill out another ballot, the ballot may be duplicated by two judges of different major political parties (Minnesota Rules 8230.4365).
 - If a ballot is jammed and has not been counted, ask the voter to gently pull the ballot from the ballot counter and inspect the ballot for damage. Attempt to run the ballot again and then follow steps for spoiling the ballot, if necessary.
 - If a ballot is jammed and has been counted, unlock and open the front door of the ballot box, reach inside and gently pull the ballot through the ballot counter, **Abandoned ballot in the polling place**
- If a voter abandons a ballot in the polling place—other than any rejected by the ballot counter and partially in the scan—spoil the ballot (see the Ballot Judge Duty Card). Write “found in voting station” on the ballot in the upper-right corner and place it in the Spoiled Ballot Envelope. Document the incident in the Election Day Incident Log.

Duplicating ballots

Ballots that are damaged and/or cannot be run through the ballot counter must be duplicated if the voter has left the polling place and the ballot is left on the ballot counter. If the voter is still present, spoil the ballot and issue a replacement. Assign two judges from different major political parties for the duplication process (Minnesota Rules 8230.4365).

Duplication process



- 1 Each judge initials the top of the duplicate ballot.
- 2 At the top of the first original ballot, write “original #1.”
- 3 At the top of the first duplicate ballot, write “duplicate #1” and the reason for duplication (e.g., “torn ballot”).
- 4 One election judge reads the vote selections from the original ballot while the other judge marks the duplicate ballot.
- 5 Compare the duplicate ballot against the original ballot to confirm accurate duplication.
- 6 Place the original ballot in the envelope titled Duplicate Ballot Envelope and run the duplicate ballot through the ballot counter.
- 7 Number the remaining original and duplicate ballots sequentially (i.e., original #2-duplicate #2; original #3-duplicate #3).





POLL PAD TROUBLESHOOTING



The following guide illustrates status levels of the wi-fi device and potential solutions to improve connectivity. If the wi-fi device fails to retain a strong signal and the poll pads do not connect, please contact the Elections Office for more assistance: 651-266-2173.



	Mobile Network The strength of the signal from outside network to the Wi-Fi device - very important What do I do? Move device closer to the outside until you regain a signal.		
	Status	Lights	Meaning
	GOOD	green solid green blinking	connected, good signal, no traffic connected, good signal, traffic
	WATCH CONNECTIVITY ON POLL PAD CLOUD	yellow solid yellow blinking magenta solid magenta blinking	connected, medium signal, no traffic connected, medium signal, traffic connected, poor signal, no traffic connected, poor signal, traffic
	CALL RAMSEY COUNTY	red	no SIM, SIM error, SIM lock, no service
	Wireless, Wi-Fi/Bluetooth The strength of the signal from the wi-fi device to the poll pads. What do I do? Move device closer to the poll pads.		
	Status	Lights	Meaning
	GOOD	green solid green/blue alternate blinking	wi-fi on & bluetooth off wi-fi on & bluetooth on
	WATCH CONNECTIVITY ON POLL PAD CLOUD	blue solid blue fast blinking	bluetooth on & wi-fi off bluetooth pairing
	CALL RAMSEY COUNTY	no light	device is emitting no signal

Canceling a voter check-in

In the case that you discover a voter should have their check-in canceled, notify your head judge immediately. If a voter's check-in is not canceled in the poll pad, they may be checked in twice or an incorrect individual may have been checked in, which can have negative impacts on voters.

- 1 Have your head judge refer to the Poll Pad Certification Form for the poll pad password.
- 2 Look up the voter.
- 3 Tap the tool icon located to the left of the voter's last name.
- 4 Enter the password.
- 5 Tap CANCEL CHECK-IN.
- 6 Tap OK.
- 7 The voter's check-in is now canceled.
- 8 If the incorrect voter was checked in, search the poll pad once again to locate the correct voter. If they are not found, or a voter states their address has changed from what is listed on the poll pad, search the voter in the precinct finder to verify which location they should register and vote in, then follow Election Day registration instructions if the voter is in the correct location to register and vote.



Poll pad is frozen

Press the HOME button twice to refresh the screen. If the poll pad screen is still frozen, perform the following steps:

- 1 Record the check-in count for the frozen poll pad.
- 2 Unplug the power cable from the poll pad.
- 3 Hold down the POWER and HOME buttons simultaneously to reset the poll pad.
- 4 Release both buttons once the Apple logo displays on screen.
- 5 Plug the power cable back into the poll pad.
- 6 After the poll pad launches, verify the check-in count is unchanged. Have your head judge call Ramsey County Elections if the check-in count has changed.

Printer is unresponsive

If the printer icon is red, tap the icon. A drop-down menu will appear. If printer status reads "not connected," the poll pad has lost its pairing to the printer.

Option 1

- 1 Make sure the printer is turned ON.
- 2 Verify the printer is plugged into a working power source.
- 3 Verify the power cords are securely plugged in.
- 4 Confirm the connection with the poll pad printer icon (green icon).
- 5 If still not working, have your head judge call Ramsey County Elections.

Option 2

- 1 Turn the printer off.
- 2 Hold down the POWER and HOME buttons simultaneously to reset the poll pad.
- 3 Release both buttons once the Apple logo displays on screen.
- 4 Turn the printer on while poll pad is powering back on.
- 5 Launch the poll pad application by tapping the icon in the bottom middle of the home screen and confirm the connection with the poll pad printer icon (green icon).

Printer error occurs when attempting to print a slip

- 1 If a dialog box appears stating that a printer error has occurred, and a red light is flashing at the front of the printer, do not select anything on the screen. You will first want to check the orientation of the paper inside the printer.
- 2 Push back on the lever at the top of the printer (which has an arrow on it). The lever will open the top of the printer.
- 3 Check to see if the roll of paper inside the printer has fallen off track or if the paper is loose.
- 4 Tighten the roll and put the paper back on track in the bottom of the paper roll reservoir. Make sure the roll is spooled so the paper is fed from the bottom of the roll.
- 5 Pull a tail of paper back out and close the top of the printer again.
- 6 Tap RETRY in the dialogue box to attempt to print again.



Reprinting a voter's signature slip in the case of printer failure

- 1 Have your head judge refer to the Poll Pad Certification Form for the password.
- 2 Look up voter.
- 3 Tap the tool icon located to the left of the voter's last name.
- 4 Enter the password.
- 5 Tap REPRINT CHECK-IN.
- 6 Tap OK.
- 7 The printer should print the slip. If not, turn the printer off and then on again. If these steps do not resolve the issue, have your head judge contact the Election Day Hotline: 651-266-2173
- 8 Tap START OVER to begin with a new voter.

CHALLENGES ON THE POLL PAD

While discussing a challenge notation with a voter, be respectful of the voter and discuss the information quietly to provide as much privacy as possible. All language on specific challenges will appear on the screen when you are checking in a voter. Follow the instructions on the poll pad screen, which are listed for reference on the following pages.



Citizenship and guardianship challenges

Instructions on the screen will state that the head judge will clear and make a notation on the Election Day Incident Log when clearing a guardianship or citizenship challenge. Record the name of the voter, the voter ID number, and the challenge that was cleared by the head judge.

See ID notation

If you see a See ID notation, the voter is a new MN voter who registered by mail; their application information could not be verified. The voter must show the poll pad judge any proof of residence listed on the Register to Vote poster, except vouching. If the voter can only provide vouching as a proof of residence, the voter must re-register.

Poll pad judge action: Ask the head judge to provide you with a list of Election Day registration proof of address options. Review the voter's documentation; if it matches what is on the poll pad, have the voter read the voter oath and clear the challenge on the poll pad. If any information is different, the voter must re-register in the correct precinct.

Challenge cleared

If the voter's answers indicate that they are eligible to vote in the precinct, tap CLEAR CHALLENGE and then ACCEPT on the following screen. The voter signs the poll pad signature slip. They are then issued a registered ballot exchange slip to give to the ballot judge.

Challenge failed

Only use the CHALLENGE FAILED button if a voter does not wish to answer the questions and understands that if they "fail a challenge," they cannot vote in that election. This is a rare selection and should be explained carefully to the voter so they may choose another option in order to vote. If the challenge cannot be cleared, but the voter does not wish to fail, simply cancel out of the screen and start with the next voter

Challenged: citizenship

The Elections Office received notice that this voter may not be a U.S. citizen.



- The head judge asks the voter,
- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
 - "Are you a citizen of the United States of America?"

If they state they are a citizen, clear the challenge on the poll pad and check them in. If they are not a citizen, they may not vote in the election.

Note the cleared challenge on the Election Day Incident Log by recording the voter's name and voter ID number, writing 'citizenship challenge cleared.'

Challenged: guardianship

The voter may be under court-ordered guardianship with a loss of voting rights. Voters under guardianship may vote unless their court order specifically revoked their right to vote.

- Head judge asks the voter:
- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
 - "Are you under court-ordered guardianship in which the court revoked your right to vote?"
 - "Were you found by a court to be legally incompetent?"

If the voter answers "no" to the second and third questions, they are eligible to vote. Clear the challenge on the poll pad and check them in. Note the cleared challenge on the Election Day Incident Log by recording the voter's name and voter ID number, writing 'guardianship challenge cleared.'

Challenged: incarcerated

The Elections Office received notice that the individual may be incarcerated with a felony sentence. The voter must verbally confirm they are not currently incarcerated for felony conviction sentence.

- Ask the voter,
- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
 - "Are you currently incarcerated for a conviction of a felony offense?"

Clear the challenge if the voter answers "no".

Challenged: postal return

The Elections Office attempted to send the voter elections mail and it was returned by the post office.

- Ask the voter:
- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
 - "What is your residential address?"

If the voter's address matches the information provided above, the challenge may be cleared on the poll pad. If their current address is different, they must re-register in the correct precinct.

Challenged: voted out of precinct
The voter was recorded as having voted in the wrong precinct at a previous election.



Ask the voter:
— "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

Ask the voter for proof of residence used for Election Day registration. If the voter provides proof of residence that the address on the poll pad is correct, have them read the voter oath, then clear the challenge on the poll pad. If the voter's address is different but the voter still resides in the precinct, direct the voter to the registration table. If they live in a different precinct, use the poll pad precinct finder to direct them to the correct precinct.

Challenged: AB address
The voter submitted an absentee ballot application at a different address than the address on the poll pad.

Ask the voter:
— "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
— "Have you voted absentee in this election?"

If the voter answers "no," ask the voter, "What is your residential address?"

If the voter has not voted absentee and their address matches the one on their record, the challenge shall be cleared. Have the voter read the voter oath and clear the challenge on the poll pad. If the voter states they have already voted absentee in this election, they may not vote in the polling place.

Challenged: name and address
Ramsey County Elections received notice that this voter may have changed their name and/or address.

Ask the voter:
— "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
— "What is your full name?"
— "What is your residential address?"

If the voter's address matches the one on their record, the challenge shall be cleared. If the voter's name and/or address is different, the voter must re-register in the correct precinct.

ELECTION DAY REGISTRATION ELIGIBILITY REQUIREMENTS

To be eligible to register, an individual must:

- Reside in the precinct on Election Day.
- Be at least 18 years of age when they vote.
- Be a citizen of the United States.
- Have resided in Minnesota for 20 days immediately preceding Election Day (it is not necessary for the voter to have lived in the precinct for 20 days preceding Election Day).

A voter may NOT register to vote if they:

- Are under court-ordered guardianship in which the court has revoked their voting rights.
- Have been found by the court to be legally incompetent.
- Are currently incarcerated for a felony sentence.

You may not ask a voter if they are eligible to vote unless:

- There is a challenge on the poll pad.
- A challenger or any election judge challenges the voter based on personal knowledge that the voter does not meet the eligibility requirements to vote.

By completing and signing the voter signature slip and registration slip, the voter is attesting to the fact that they meet all the eligibility requirements listed on the Voter Oath.

Acceptable Election Day registration methods

Choose one of the following options to register when you vote

Valid ID or receipt with current name and address
MN driver's license, learner's permit, ID card, or tribal ID

OR

Photo ID and a document with your current name and address

Photo ID (can be expired)

- Driver's license, state ID or learner's permit issued by any state
- U.S. Passport, U.S. Military, or Veteran ID
- Tribal ID
- Minnesota university, college or technical college ID
- Minnesota high school ID

And one approved document

- Bill or statement due/dated within 30 days of the election: phone, TV, or internet; solid waste, sewer, electric, gas or water; banking or credit card; rent or mortgage
- Residential lease or rent agreement valid through Election Day
- Current student fee statement

OR


Have none of the above? One of the options below may work

Vouching

- Voter in your precinct who can confirm your address—this individual can also register when they vote, but cannot vouch for you if they used a voucher
- Staff person of a residential facility in which you live, such as a shelter, assisted living facility, veteran's home, or group home

Other methods

- College student ID and name on student housing list provided to Ramsey County by your college
- Registration in the same precinct—at a different address or with a different name
- Notice of late registration sent to you by Ramsey County

**RAMSEY COUNTY**
Elections Office

rcelections.org
651-266-2171

Unacceptable documentation commonly offered

- Out-of-state student ID cards
 - Marriage licenses
 - Ordinary mail
- Tax forms
 - Medical bills
 - Anything not on the yellow tear-off sheet

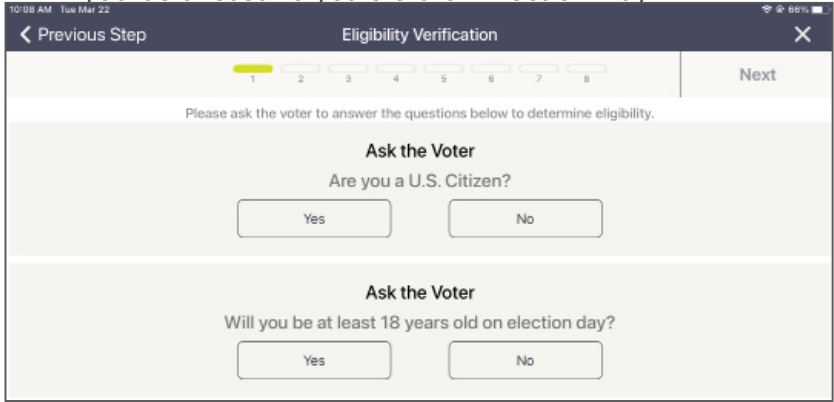
ELECTION DAY REGISTRATION PROCESSES

VALID ID WITH CURRENT NAME AND ADDRESS

The poll pad judge searched thoroughly for the voter, but they were not listed in the poll pad with current name and/or address. The voter presents a valid Minnesota ID with current name and address; this documentation is sufficient to register the voter.

- 1 Tell the voter that you will use their ID card to scan their name and date of birth into the application and then return it.
- 2 On the poll pad's main menu, tap the green icon that says REGISTER VOTER.
- 3 *Page – Eligibility Verification*
Ask the voter to answer the questions. The registration judge taps on the appropriate buttons for their answers:

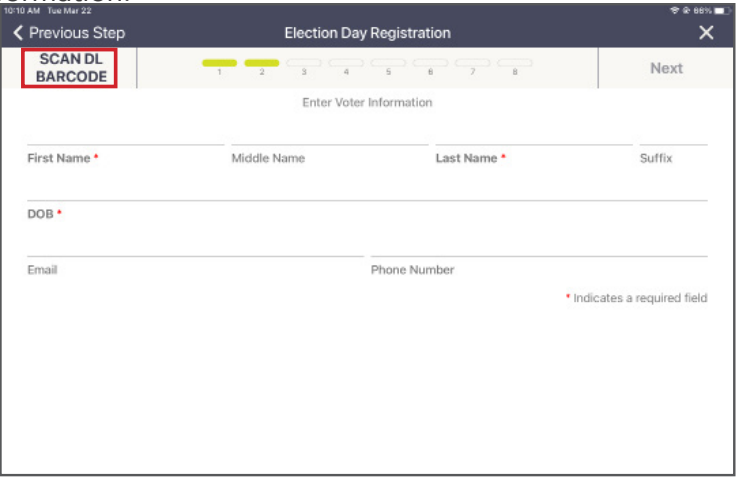
- Are you a U.S. citizen?
- Will you be at least 18 years old on Election Day?



- If both answers are YES, tap NEXT.
- If either answer is NO, the voter is not eligible to register.

- 4 *Page – Election Day Registration:* Enter voter information.

- a Tap SCAN DL BARCODE in the upper-left corner.
- b The poll pad's camera will turn on.
- c Place the voter's ID upside-down (with the barcode facing you) in the ID tray.
- d The camera will scan the barcode and emit a beep once the information is read.
- e The voter's name and birthdate will be auto-filled into their respective fields.
- f Ask the voter if they would like to provide their email or phone number; they are optional.



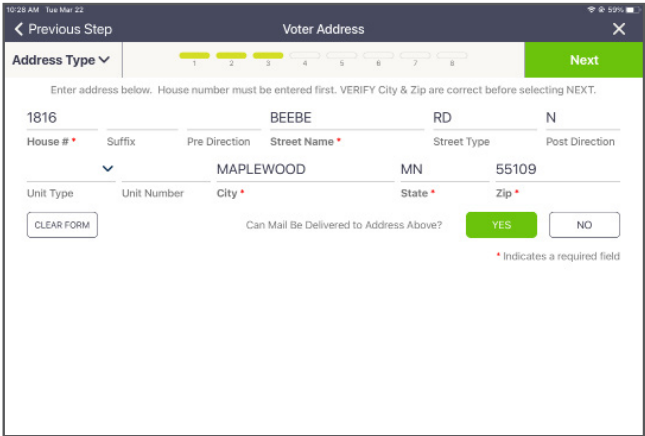
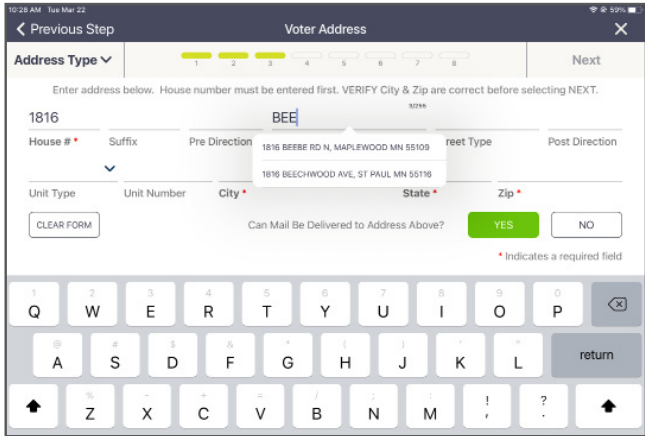
VALID ID WITH CURRENT NAME AND ADDRESS

g Tap NEXT.

- 5 *Page – Voter Address:* Ask the voter their address. Complete the number manually then begin typing the voter's street name. Once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.

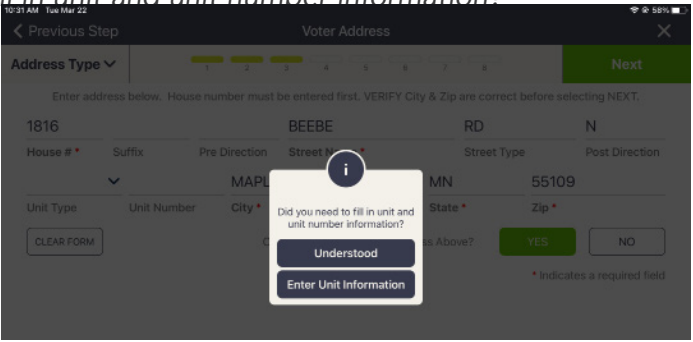
Type just a few letters then tap the address

The address will autofill on the screen

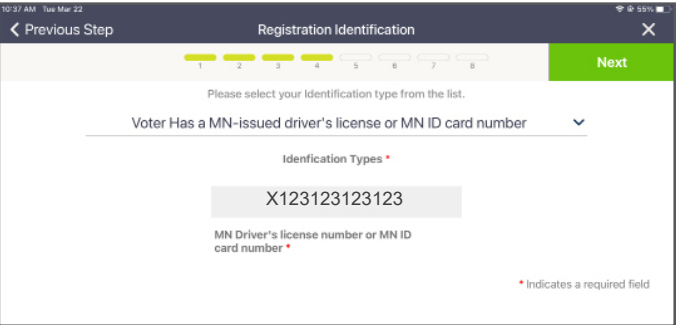
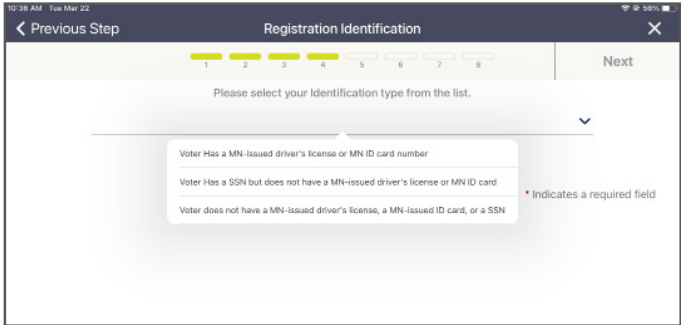


- 6 Tap NEXT.
- 7 A dialog box will appear asking, "Did you need to fill in unit and unit number information?"

- If the voter states either that the unit number on file is correct or there is no unit number at their address, tap UNDERSTOOD.
- If the voter states that they have a unit number that is not yet on file, tap ENTER UNIT INFORMATION. They are required to provide this information if it is applicable. The *Voter Address* screen will then prompt you to complete the unit type (apt., unit, suite, etc.) and unit number.



- 8 *Page – Registration Identification:* Choose the appropriate identification type for the list. Choose the first option as the voter has presented a valid Minnesota ID card. Since you used the scanning feature, the card's number will populate in the space below. Tap NEXT.



9 Page – Residency Verification: Choose the appropriate feature, you will select “ID with current name and address”

10 From the Types of ID menu, choose the ID provided (Minnesota ID, Tribal ID, or Driver’s license receipt).

- If choosing Minnesota ID, the ID card's number will auto-populate with the number you provided on the previous screen. Tap NEXT.
- If Tribal ID card, enter the number in the field provided. Tap NEXT.
- If Driver’s license receipt, no prompt will appear. Tap NEXT.

11 Page – Previous Voter Information (OPTIONAL): Advance past this screen. Tap NEXT.

12 Page – Voter Confirmation: All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.

- If everything is correct, tap NEXT.
- If not, tap PREVIOUS STEP in the upper-left corner to correct any information.

13 Page – Election Judge Confirmation: After confirming everything you have entered is correct, sign your initials in the space provided in the lower-right corner. Then tap SUBMIT. A dialog box will appear confirming the voter has been added. Tap ACCEPT.

14 The voter will sign the *Minnesota Voter Registration Application* and *Voter Oath*; retain the printed slip in the *Election Day Registration Documents envelope* provided to you. Hand the voter the ballot exchange slip and direct them to the ballot judge.

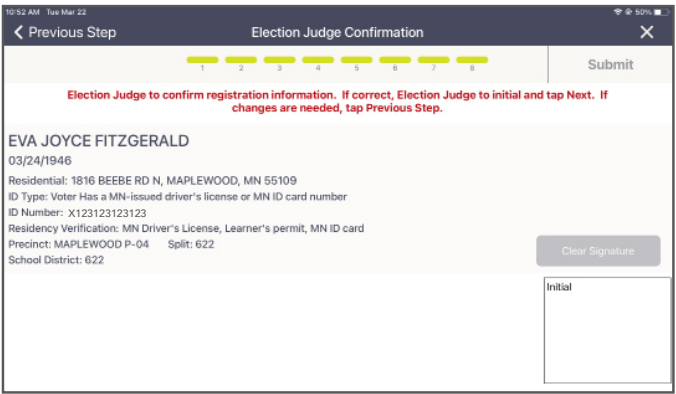
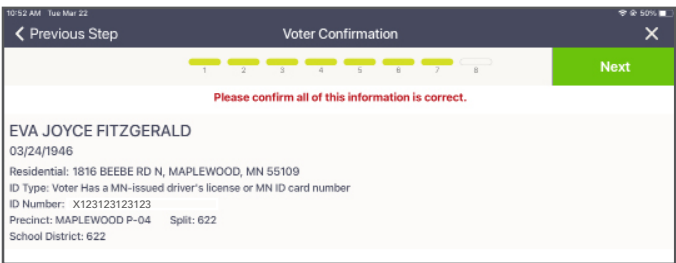
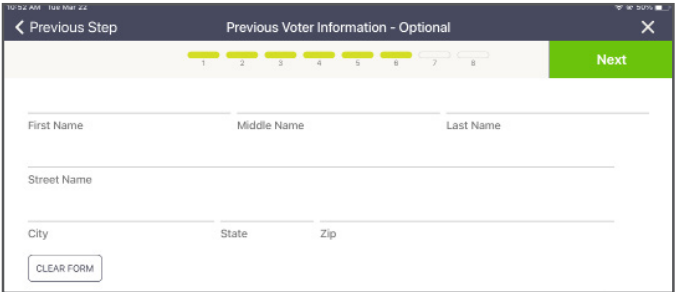
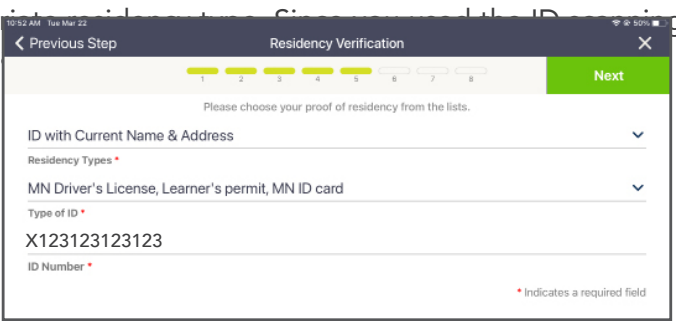


PHOTO ID + DOCUMENT WITH CURRENT NAME AND ADDRESS

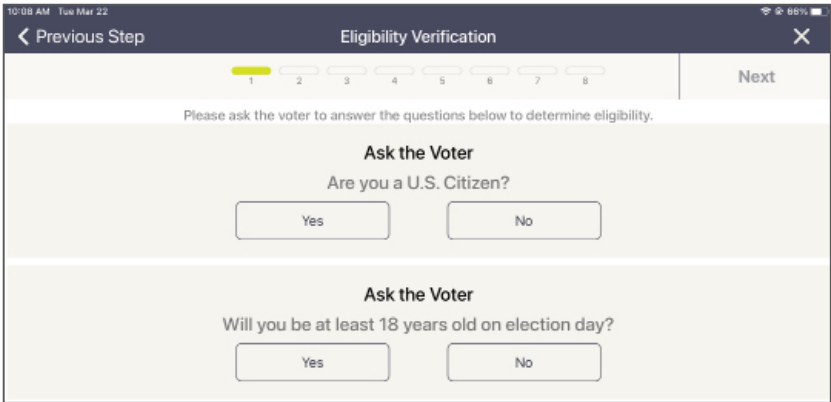
The voter states that they have a utility bill on their phone and a MN ID at an old address; ensure the document has current name and address, and that it is dated within 30 days of Election Day.

1 Return to the poll pad's menu, then tap the green icon that says REGISTER VOTER.

2 Page – Eligibility Verification

Ask the voter to answer the questions and tap on the appropriate buttons for their answers:

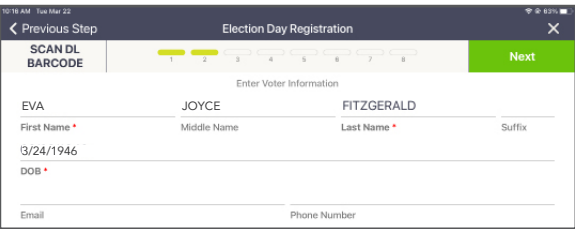
- Are you a U.S. citizen?
- Will you be at least 18 years old on Election Day?



- If both answers are YES, tap NEXT and continue.
- If either answer is NO, the voter is not eligible to register.

3 Page – Election Day Registration

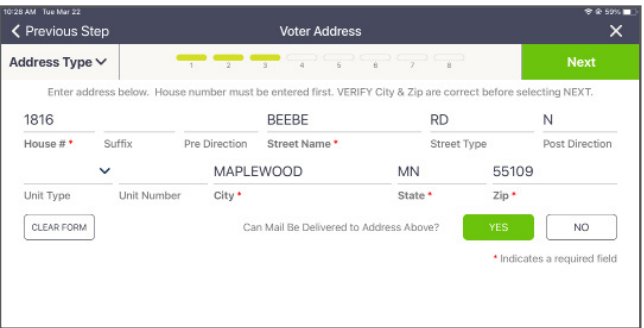
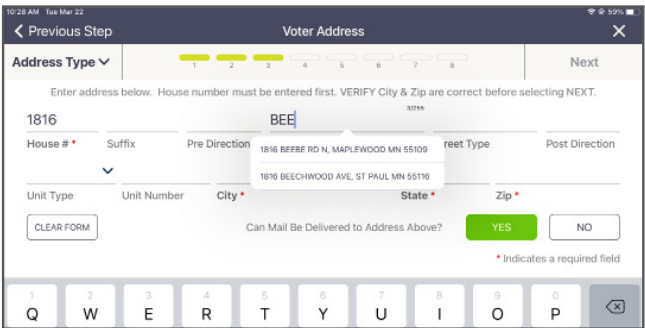
Enter the voter's name and date of birth in the fields provided. Ask the voter if they would like to add their email address and phone number; they are optional fields.



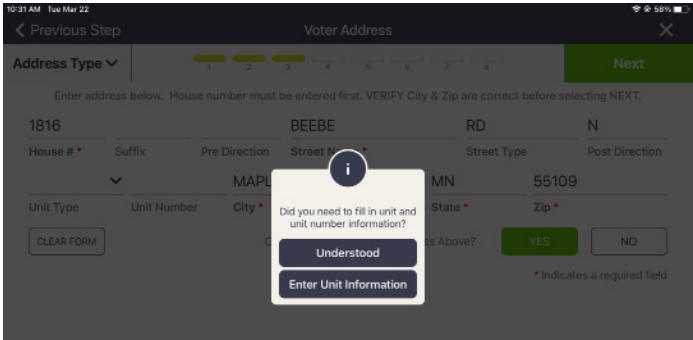
4 Page – Voter Address: Ask the voter their address. Complete the number manually then begin typing the voter’s street name. Once you see the voter’s street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.

Type just a few letters then tap the address

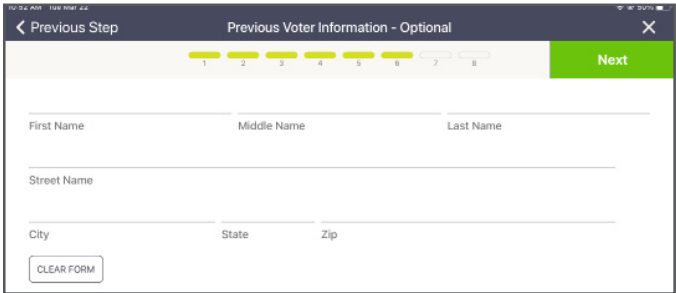
The address will autofill on the screen



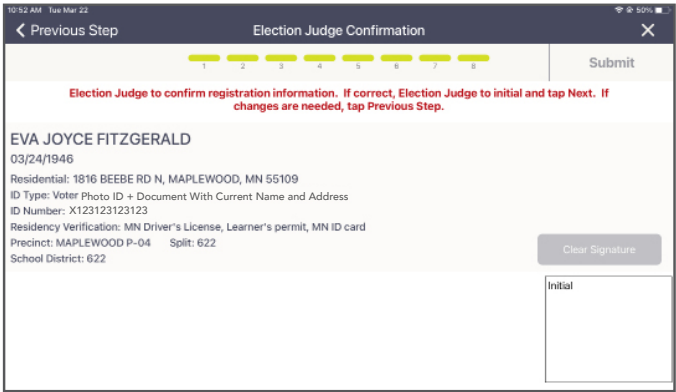
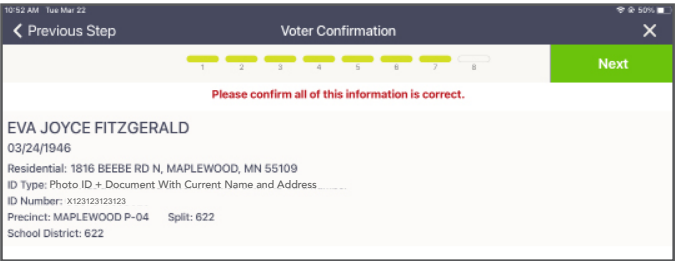
- 5 Tap NEXT.
- 6 A dialog box will appear asking, “Did you need to fill in unit and unit number information?”
 - If the voter states either that the unit number on file is correct or there is no unit number at their address, tap UNDERSTOOD. Then proceed.
 - If the voter states that they have a unit number that is not yet on file, tap ENTER UNIT INFORMATION. They are required to provide this information if it is applicable. The Voter Address screen will then prompt you to complete the unit type (apt., unit, suite, etc.) and unit number. Then proceed.
- 7 Page – Registration Identification: Choose the appropriate identification type. Choose the first option as the voter has presented a MN photo ID. Enter the number for that ID. Tap NEXT.
- 8 Choose the appropriate residency type. Select “Photo ID + Document with current name and address.”
- 9 From the Types of ID menu, choose photo ID provided (Minnesota ID, Tribal ID, or Driver’s license receipt, passport, etc.) then enter the ID Number in the third field.
- 10 Select Document Type (electric bill, internet bill, etc.) from the drop-down menu



- 11 Page – Previous Voter Information (OPTIONAL): Advance past this screen. Tap NEXT.
- 12 Page – Voter Confirmation: All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.



- If everything is correct, tap NEXT.
 - If not, tap PREVIOUS STEP in the upper-left corner to correct any information.
- 13 Page – Election Judge Confirmation: After confirming everything you have entered is correct, sign your initials in the space provided in the lower-right corner. Then tap SUBMIT. A dialog box will appear confirming the voter has been added. Tap ACCEPT.
- 14 The voter will sign the Minnesota Voter Registration Application and Voter Oath; retain the printed slip in the Election Day Registration Documents envelope provided to you. Hand the voter the ballot exchange slip and direct them to the ballot judge.



“OTHER” OPTION (NO PHOTO ID OR DOCUMENT)

PRIOR REGISTRATION IN THE PRECINCT

The poll pad judge finds the voter in the poll pad, but the voter states that their name or address need to be updated. The registration judge will update the voter's registration from the voter's record.

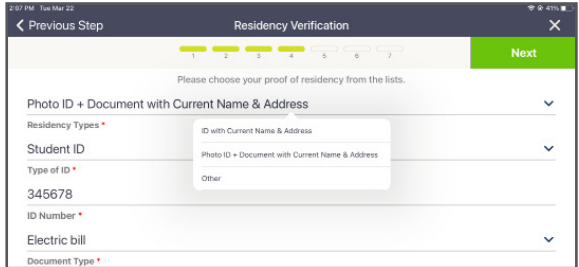
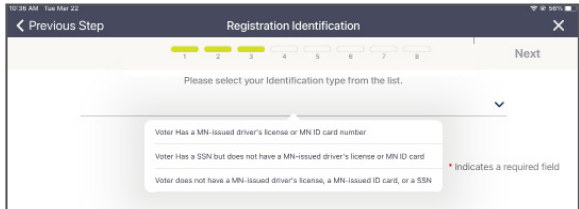
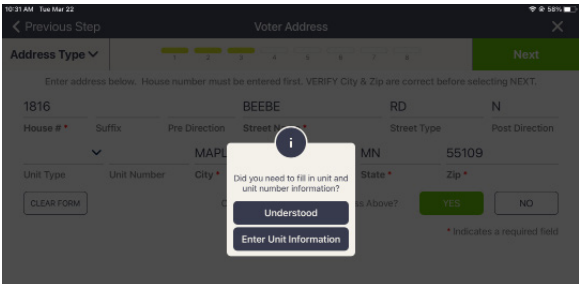
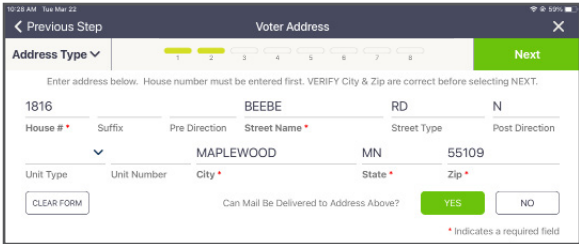
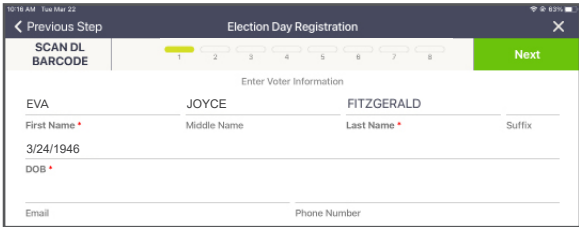
- 1 If an address change, confirm the voter's address change is within this precinct using the poll pad's precinct finder, search for the voter, then select the voter's name to open their information page.
- 2 To update the voter's information, tap REGISTER at the bottom of the screen, which opens the Election Day Registration page.
- 3 Page - Election Day Registration: The voter’s name and date of birth will populate.

Swivel the screen toward the voter to confirm the information is correct – then swivel the screen around and tap NEXT.

- 4 Page – Voter Address: Ask the voter their address. Complete the number manually then begin typing the voter’s street name. Once you see the voter’s street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.

- 5 A dialog box will appear asking “Did you need to fill in unit and unit number information?”
 - Tap UNDERSTOOD if the voter says there is no unit number.
 - If the voter states that they have a unit number that is not yet on file, tap ENTER UNIT INFORMATION. They are required to provide this information if it is applicable. The Voter Address screen will then prompt you to complete the unit type (apt., unit, suite, etc.) and unit number.

- 6 Page – Registration Identification: Choose the appropriate identification type. If the voter chooses an option that has a number, select that option and fill in the number field that appears once selected. Tap NEXT.
- 7 Page – Residency Verification: Select option 2 from the drop-down menu (photo ID plus document).



PRIOR REGISTRATION IN THE PRECINCT

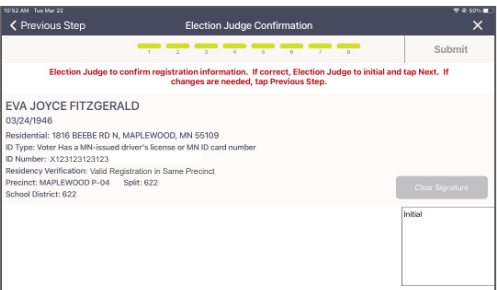
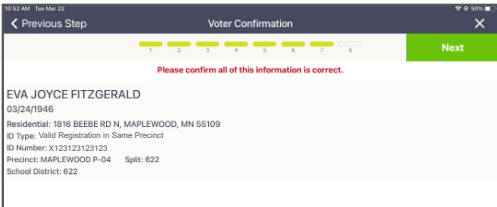
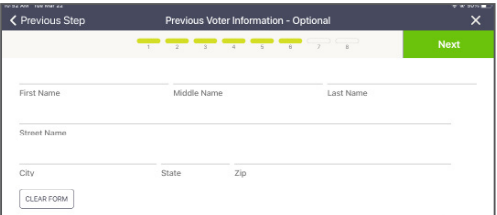
Then in “Type of ID,” select the ID provided. Add the ID number into the next field, then select the document type from the fourth field.

- 8 Page – Previous Voter Information (OPTIONAL): Advance past this screen. Tap NEXT.

- 9 Page – Voter Confirmation: All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm all points of information are correct.

- If everything is correct, tap NEXT.
- If not, tap PREVIOUS STEP in the upper-left corner to correct any information.

- 10 Page – Election Judge Confirmation: After confirming everything you have entered is correct, sign your initials in the space provided in the lower-right corner. Then tap



SUBMIT. A dialog box will appear confirming the voter has been added. Tap ACCEPT.

11 The voter will sign the *Minnesota Voter Registration Application* and *Voter Oath*; retain the printed slip in the *Election Day Registration Documents envelope* provided to you. Hand the voter the ballot exchange slip and direct them to the ballot judge.

VOUCHER

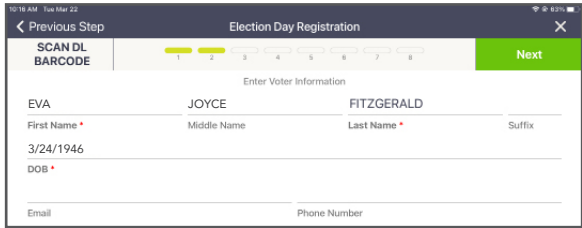
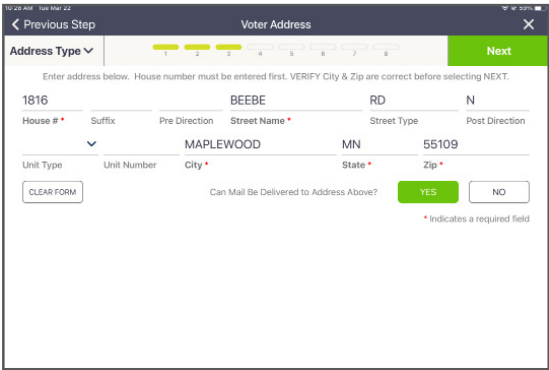
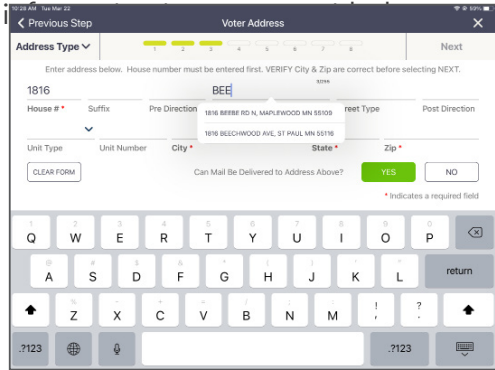
A voter may bring someone to vouch for their residence; this person can be a registered voter from the same precinct or a staff member from their residential or assisted living facility. The voucher is used to verify the voter.

1



- If both answers are YES, tap NEXT and continue.
- If either answer is NO, the voter is not eligible to register.

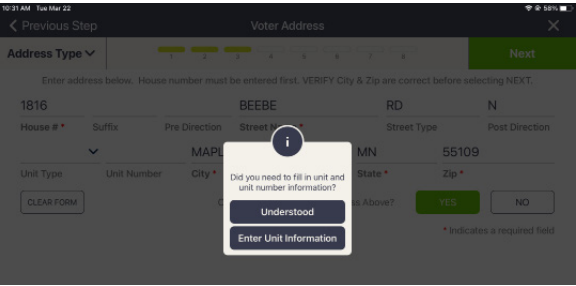
2 Page – Election Day Registration: Enter the voter's name. Swivel the screen to confirm the



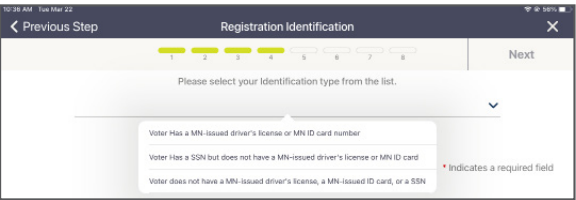
VOUCHER

If the voter's information is correct, tap NEXT.

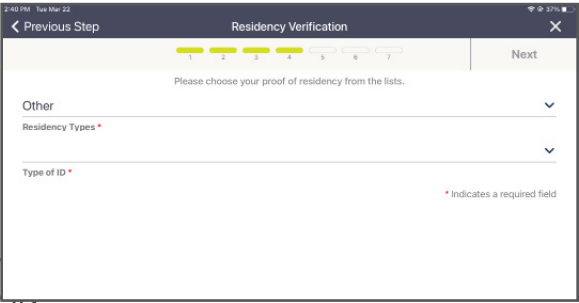
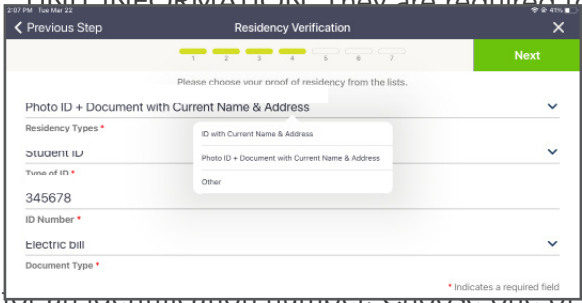
3 Page – Voter Address: Ask the voter their address. Confirm the voter's street name. Once you see the voter's street name select—then the rest of the required information will auto



- Tap UNDERSTOOD if the voter says there is no unit number.
- If the voter states that they have a unit number that is not yet on file, tap ENTER UNIT INFORMATION. They are required to



5 for an identification number. Choose one of the



types from the drop-down menu to provide a number, if applicable. Tap NEXT.

6 Page – *Residency Verification*: The voter is not able to provide a form of proof from options 1 or 2. Select “Other.” From Type of ID drop-down menu, select the “Vouched for.” then tap NEXT.

“I am pre-registered to vote in this precinct”:

Vouching Attestation

Pick the Vouching Options Below

I am pre-registered to vote in this precinct

I swear or affirm that *

777675 JAQUELINE SOPHIA MILLER 1755 ST MARYS ST

Voter ID * Voucher Name * Residential Address of Voucher *

555-555-5555

Email Phone *

* Indicates a required field

“I registered in this precinct today and did not have another person vouch for me”:

Vouching Attestation

Pick the Vouching Options Below

I registered in this precinct today and did not have another person vouch for me

I swear or affirm that *

GEORGE AUGUSTINE MILLER 1666 COFFMAN ST APT 107

Voucher Name * Residential Address of Voucher *

555-555-5555

Email Phone *

* Indicates a required field

“I am an employee of a residential facility”:

Vouching Attestation

Pick the Vouching Options Below

I am an employee of a residential facility

I swear or affirm that *

HOME FACILITY 5555 FALCON HEIGHTS BLVD

Name of Residential Facility * Address of Residential Facility *

555-555-5555

Email Phone *

* Indicates a required field

7 Page: Vouching

VOUCHER ATTESTATION

Verify the following statement with the voucher, who with their signature is attesting they know the residence of the voter (for whom they are vouching) within the precinct.

I, _____ (VOUCHER) I personally know that
_____ (VOTER) is a resident of this precinct.

STUDENT ID WITH COLLEGE LIST OR NOTICE OF LATE REGISTRATION

In this example, the voter is presenting their student ID and is listed on the college housing list or they received a notice of late registration from the county.

1 After confirming the voter's address is in the poll pad's precinct finder, return to the menu page then tap the green icon that says REGISTER VOTER.

2 Page – Eligibility Verification

Ask the voter to answer the questions and tap on the appropriate buttons for their answers:

- Are you a U.S. citizen?
- Will you be a least 18 years old on Election Day?

- If both answers are YES, tap NEXT and continue.
- If either answer is NO, the voter is not eligible to register.

3 Page - Election Day Registration: Enter the voter's name. Swivel the screen to confirm the information is accurate with the voter.

If the voter’s information is correct, tap NEXT.

4 A dialog box will appear asking “Did you need to fill in unit and unit number information?”

- Tap UNDERSTOOD if the voter says there is no unit number. Then proceed.
- If the voter states that they have a unit number that is not yet on file, tap ENTER UNIT INFORMATION. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to complete the unit type (apt., unit, suite, etc.) and unit number. Then proceed.

STUDENT ID OR NOTICE OF LATE REGISTRATION

5 Page – Voter Address: Ask the voter for their address information. Complete the number manually then begin typing the voter’s street name. Once you see the voter’s street name appear in the options below, tap on it to select— then the rest of the required information will automatically populate the required fields

6 Page – Registration Identification: Ask the voter for an identification number. Choose one of the ID types from the drop-down menu. Tap NEXT.

7 Page – Residency Verification: Select “Other” from the options on the drop-down menu. Then in Type of ID drop down menu, select the Type of ID option (Student ID With College List or Notice of Late Registration). Tap NEXT

8 Page – Previous Voter Information (OPTIONAL): Advance past this screen. Tap NEXT.

9 Page – Voter Confirmation: All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.

- If everything is correct, tap NEXT.

- If not, tap PREVIOUS STEP in the upper-left corner to correct any information.

10 Page – Election Judge Confirmation: After confirming everything you have entered is correct, sign your initials in the space provided in the lower right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.

11 The voter will sign the Minnesota Voter Registration Application and Voter Oath; retain the printed slip in the Election Day Registration Documents envelope provided to you. Hand the voter the ballot exchange slip and direct them to the ballot judge.

ADDITIONAL GUIDELINES & ACTIVITIES

Polling place conduct

During voting hours, election judges, voters, assistants, and vouchers are part of the voting process and therefore allowed in the polling place.

Expectations for election judges

Ramsey County expects election judges to treat all voters with respect. The following behavior is prohibited and will be grounds for immediate dismissal if reported to Ramsey County.

- Disrespect for voters' safety.
- Teasing or harassment.
- Malicious humor regarding current events.

Authorized persons and activities in the polling place

- Voters and their children.
- Election judges and officials.
- Persons assisting voters.
- Vouchers.
- Authorized election observers (must have a letter from Ramsey County Elections or the Secretary of State’s office).
- Police officers (if requested by the head judge to keep order).
- Challengers (must have written authorization from a candidate or political party).
- Teachers and their students observing the election process.

Prohibited persons and activities in the polling place

- Disorderly persons.
- Smoking.
- Persons under the influence of drugs or alcohol.
- Campaign material for a candidate or ballot question - if you see any persons in the polling place wearing these items, ask them to cover and/or remove what they are wearing while in or within 100 feet of the polling place. If the voter refuses to cover or remove the campaign material, record the voter’s name on the Election Day Incident Log and allow the voter to vote.
- People other than voters and election officials gathering or lingering in the polling place or within 100 feet of the building where the polling place is located.
- Persons who are campaigning and/or any campaign materials including literature or buttons. No one can campaign inside the polling place or within 100 feet of the building. If the polling place is on public property, no one can campaign anywhere on the property, even beyond 100 feet. However, the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.
- Vehicles displaying campaign materials - if a vehicle is parked within 100 feet of the polling place and displaying campaign materials, locate the driver of the vehicle and politely ask the individual to move the vehicle or remove the campaign material.
- Leaving sample ballots in the voting booth.

MEDIA IN THE POLLING PLACE, EXIT POLLING, AND OUTSIDE USE OF BUILDING

Guidelines for news media

A news media representative may enter a polling place during voting hours only to observe and document the voting process. A media representative must present photo identification to the head election judge upon arrival at the polling place, along with either a recognized media credential or written statement from a local election official attesting to the media representative’s credentials. A media representative must not:

- approach within six feet of a voter;
- converse with a voter while in the polling place;
- make a list of persons voting or not voting; or
- interfere with the voting process.

Media photography and video recording is allowed in the polling place with limitations. Broad shots of the polling place containing multiple voters are allowed. Photographs cannot be taken of voted ballots. The media should ask permission to photograph an individual voter before doing so. Any interviews must occur outside the polling place.

Exit polling

Exit polling may occur within 100 feet of the building in which a polling place is located but must be located outside the polling place. An anonymous written questionnaire must be used.

Meetings at the polling place

Polling places are often multi-use buildings with a variety of activities planned. Meetings and other activities can be held at polling locations that have multiple rooms, but they cannot interfere with voting activities or violate the election laws governing activities in or near polling places.

VOTER'S RIGHT TO FILE COMPLAINT

We hope that all issues can be resolved in the polling place; however, a voter has the right to file an official complaint form if they would like their concerns or experience investigated after Election Day. Election judges may serve as witnesses within the voter’s complaint and named with their consent.

Area judges are supplied with state election complaint and federal HAVA complaint forms. If a voter would like to submit a formal complaint, the head judge must contact the area judge and request that they visit the polling place immediately to serve the voter. The area judge may speak to the voter about the incident to understand the complaint from all present parties, then they will retain the official forms and return them to the Elections Office.

ASSISTING VOTERS WITH VOTING & REGISTRATION

State and federal laws require assistance be available for voters. Certain guidelines must be followed.

Election judge assisting voters

Election judges should be prepared to provide assistance to voters when requested. An election judge can assist an unlimited number of voters when helping voters into or through the polling place, reading or translating voting materials such as registration applications or ballots, or completing forms. Two judges from different major political parties must be present when assisting a voter with marking a ballot, which can occur in a voting booth, at a table, or at a car (Minnesota Statutes 204C.15; Minnesota Statutes 206.57).

When assisting a voter with marking the ballot, follow these guidelines.

- Be impartial, courteous, and professional.
- Take necessary measures to protect the voter’s privacy.
- Read the ballot exactly how it is written, including the instructions.
- Let the voter choose whether or not to vote in any section of the ballot.
- Avoid actions or instructions that might influence how a person votes.
- Make sure the ballot accurately reflects the voter's choices.

Members of the public assisting voters

A voter may choose anyone except their employer, an agent of their employer, or a union agent to assist them with the voting process.

Voters can be assisted by individuals under the age of 18 and assistants do not need to live in the precinct. Assistants must leave the polling room when the voters they accompanied have finished the voting process. If they are waiting for additional voters whom they will be assisting, they must wait outside the polling location, at least 100 feet from the building.

Assisting voters who have a visual impairment

If a voter with visual impairment asks for assistance, you may provide physical or descriptive support. As you are walking, you may be asked to describe the pathway and provide information about upcoming obstacles.

Tools available to aid voters who may request them:

- magnification card
- ballot-marking device
- speak button on the poll pad voter confirmation screen

Assisting voters who have a hearing impairment

People who are hard of hearing or unable to hear use many methods to communicate. Some use lip reading and speech, while others use sign language. They may choose to write or use a combination of these methods. Ask the voter what you can do to help the communication process.

Recommendations for effective communication:

- Communicate in a well lit area; avoid standing or sitting in front of bright lights or windows.
- Begin the conversation by getting the voter's attention. Call the voter by name, wave your hand, or use other visual signals.
- Make sure your face and mouth are clearly visible. Do not look away when communicating. Do not eat, chew gum, or in any way cover your mouth.
- Speak clearly, avoiding exaggerated lip movements. It might be helpful to raise the volume of your voice if you are soft spoken.
- Maintain eye contact. If you have to turn away from the person, wait until you re-establish eye contact before continuing your conversation.
- Use gestures to help clarify your message. Pointing to appropriate objects or using visual aids can be very helpful (e.g., a sample ballot).
- Rephrase your message if the voter does not understand you.
- Do not assume the voter can hear or understand what you are saying if the voter is wearing a hearing aid. The hearing aid may be worn to help with awareness of environmental sounds.

Tips for assistance

Let the voter initiate the conversation and offer assistance only if it is requested.

- To allow voters the opportunity to ask if they need assistance, the greeter judge may tell all voters: "If you need assistance with any part of the voting process, please let us know."
- Never touch or move a walker, cane, or other equipment without the voter’s permission.
- If the voter has a service dog, do not interact with the dog. The dog must not be distracted from its responsibilities.
- Direct all questions to the voter, not to others who may also be helping the voter, such as an interpreter, companion, or assistant.
- Respect the voter’s privacy and allow them to make all decisions on offices and ballot questions for which they would like to vote. Inform the voter that it is not necessary to cast a vote in every measure or race on the ballot. The voter has the right to choose whether or not to vote in any section of the ballot.
- If you observe an assistant attempting to persuade a voter’s decision, inform the assistant and the voter that this is not permitted and offer the voter the assistance of two election judges from different major political parties.
- A voter may use a mark (x) or stamp if unable to sign a document.
- If you marked a ballot for a voter, review it thoroughly with the voter to ensure it reflects their wishes and to correct any mistakes.

A voter may be accompanied by a support service provider/interpreter who will provide the voter with the necessary communication to allow the voter to vote in an unbiased and independent manner.

CHALLENGERS

Official challengers may be present in the polling place to challenge the eligibility of voters. Challengers will have an authorization letter from a political party or candidate. Only one challenger per party and candidate may be present in the polling place. The head judge assigns a seat to the challenger at a distance so they cannot read voter registration applications, the poll pads, and other documents with private data.

Challengers are not allowed to make lists of who has voted, as this is considered poll watching. Challengers may only talk to head judges, not voters.

A challenger may only challenge the eligibility of a voter based on the challenger's personal knowledge. Challenges must be stated in writing on the *Oath of Challenger Form* and this form must be completed by the challenger and the head judge.

In addition, election judges and voters may also challenge someone's eligibility to vote. They must follow the same challenge procedures as official challengers, but voters must leave the polling place after the challenge process and their own voting process is complete.

Conduct of official challengers

Challengers are limited in what they can do. They may not:

- Talk to any voter and must direct their questions to the head judge.
- Wander around the polling place.
- Handle or inspect any polling place materials or equipment.
- Make a list of voters who have or have not voted.
- Attempt to influence voting in any manner.
- Vouch for a voter's residence.
- Approach the ballot counter or any voting station.
- Obstruct the voting process by challenging every voter.
- Challenge the party affiliation of a voter.

It is a violation of Minnesota election law for a challenger to abuse the challenge process, to engage in a pattern of continuous challenges, or to challenge voters on any basis other than personal knowledge that a voter is not eligible to vote in the precinct. Violation of these provisions constitutes a gross misdemeanor. The basis for all challenges must be stated in writing on the Oath of Challenger Form (see next page). This form must be filled out by the person making the challenge. These forms are located in the blue supplies box and the completed forms are to be returned on election night.

The Elections Office also provides signs (and smaller copies of these signs) to inform voters and election judges of the legal limits of challengers' activities. If you have any questions about the activities of a challenger, call the Election Day Hotline (651-266-2173).

Challenge procedure

If a voter is challenged, the head judge or another designated election judge shall resolve the challenge following these procedures:

- 1 Have the challenger complete the *Oath of Challenger Form*, located in the blue supplies box.
- 2 Have the challenged voter swear or affirm the following oath/affirmation:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote in this election?"
- 3 You may then question the voter regarding the reason for the challenge. Reasons a voter may be challenged:
 - **Residency:** The voter does not reside in this precinct.
 - **Age:** The voter is not 18 years of age or older.
 - **Citizenship:** The voter is not a United States citizen.
 - **Guardianship/legal competence:** The voter is under legal guardianship and has not retained the right to vote.
- 4 If the voter's answers indicate the voter is eligible to vote in your precinct, allow them to vote. If the voter's answers do not indicate eligibility, the voter is not allowed to vote.
- 5 If a challenger persists with the challenge, and the voter's answers indicate eligibility, have the voter verbally repeat the voter's oath. After the voter signs the voter signature slip, allow the voter to vote.
- 6 If any of these challenges occur, note them on the *Election Day Incident Log* as well as on the *Oath of Challenger Form*.

Oath of Challenger	
I, _____, do hereby state under oath, <small>(Name of person making challenge)</small>	
I am: <input type="checkbox"/> an election judge. <input type="checkbox"/> a challenger authorized by Minnesota Statutes, section 204C.07. <input type="checkbox"/> a Minnesota voter.	
I reside at _____, <small>(Street Address) (City or Township)</small>	
Telephone number: _____	
E-mail address (optional): _____	
I challenge the registration of _____ whose registration <small>(Name of challenged voter)</small>	
lists his/her residence as: _____, <small>(Street Address) (City or Township)</small>	
This challenge is based on my personal knowledge. The grounds for my challenge are: _____ _____ _____ _____ _____ _____	
<small>(Attach additional sheets of signed statement if necessary)</small>	
I swear or affirm that the information stated here is truthful.	
_____ <small>(Signature of Challenger)</small>	_____ <small>(Date)</small>
Signed and sworn to or affirmed before me	
_____ <small>(Signature of Election Judge)</small>	_____ <small>(Date)</small>
For Election Judge Use Only	
Challenge was administered by: _____ <small>(Name of election judge)</small>	
Time: _____	
<input type="checkbox"/> Voter refused to take challenge oath. <input type="checkbox"/> Challenge was dismissed: Voter passed challenge and voted. <input type="checkbox"/> Challenge was sustained: Voter failed challenge and did not vote.	
Additional Comments: _____ _____ _____ _____	

IF VOTERS FEAR FOR THEIR SAFETY

Voters' names and addresses are public when they register to vote. However, if they have safety or privacy concerns, there are ways to register and vote without their information becoming public.

Safe at Home Address Confidentiality Program

This is a comprehensive confidentiality program that protects an individual's address from all public and private entities; an individual is assigned a PO Box address that they use for their legal address. Individuals must request this before Election Day.

To enroll in Safe at Home, visit www.sos.state.mn.us/safe-at-home/enroll-in-safe-at-home or call 1-866-723-3035 from 8:00 a.m. to 3:30 p.m.

Additional options

- Voters can keep their information private by sending a *Request to Withhold Voter Information from Public Information form* to Ramsey County Elections. Their name and address will still appear on the list of voters at the polling place but will not be available to the public.
- They can send a *Request to Inactivate Voter Record form* to Ramsey County Elections. This will prevent the public from seeing the information on the public information list. Once election officials inactivate a voter's record, the voter must re-register before voting again.
- They can register again on Election Day, keeping their information private and inactivating their record in one step. Voters may bring copies of both the above mentioned forms to submit with their registration. Their information will be entered in the state’s voter database after the election but will be marked as private. To confirm the address, Ramsey County Elections will send a verification postcard to verify that the voter can receive mail. If the card is not returned, the Elections Office will inactivate the voter's record as requested.

The forms are available at mnvotes.gov or through the Ramsey County Elections Office.

Organizations that may help individuals who fear for their safety

Bridges to Safety Saint Paul 651-266-9901 Serving victims of domestic violence. www.bridgestosafety.org	Esperanza United (Casa de Esperanza) Saint Paul 651-772-1611 Serving Latina women and children. www.casadeesperanza.org	Saint Paul Intervention Project Saint Paul 651-645-2824 Serving women who are victims of domestic violence; English, Spanish, Hmong and Somali speakers welcome. www.stpaulintervention.org
Tubman Maplewood 612-825-3333 Serving people experiencing domestic violence and who reside in either Ramsey, Washington, or Hennepin County. www.tubman.org	Union Gospel Mission/ Naomi Family Residence Saint Paul 651-444-5880 Serving victims of domestic violence and stalking. www.ugmtc.org	Women's Advocates Saint Paul 651-227-9966 Serving women and children who are victims of domestic violence. www.wadvocates.org

VOTING WITH A CRIMINAL RECORD

A criminal record does not affect an individual's right to vote in Minnesota unless they are incarcerated for a felony conviction.

Voting after incarceration

As of a law passed in June 2023, individuals can vote after they are released from incarceration.

Individuals can vote if...

- they were charged with or convicted of a misdemeanor or gross misdemeanor.
- they have been charged with a felony and are discharged from incarceration.
- they have been given a stay of adjudication.
- they are in jail awaiting charges, or out on work release, and are not currently incarcerated with a felony sentence.

Individuals cannot vote if...

they are incarcerated for a felony conviction.

VOTING WHILE UNDER GUARDIANSHIP OR WITH IMPAIRMENT

As long as a judge did not restrict an individual's right to vote through court order, they have the right to vote when:

- they are under guardianship.
- they are under conservatorship.
- they gave someone power of attorney.
- they have a brain injury.
- they have a developmental disability.
- they have a cognitive impairment.
- they experience memory loss.

A spouse, children, attorneys, caregivers, doctors or nurses cannot make a decision on a voter's eligibility; only the voter or a court may.

VOTING WHILE EXPERIENCING HOMELESSNESS

If individuals are experiencing homelessness, they can register to vote using the address of the location where they sleep; this could be a shelter, a friend’s house, or outside somewhere.

Registering before Election Day

If voters sleep outside, they can write a description on their voter registration application; for example, “NW corner of Rice St. & University Ave.” If they have a phone number or email, they can provide them in case elections administrators have questions about where they live.

If individuals register before Election Day at an outdoor location, their voter record will be marked “challenged” because the county could not mail them a postal verification card. They will still be able to vote at their polling place, but they will be asked to swear under oath that they are living at that location. If individuals are staying at a shelter or residence where they can receive mail, they may not receive a challenge notification if the county can verify their address with a postal verification card.

Registering on Election Day

If individuals are not registered in the poll pad, they must complete the registration process. Individuals staying in shelter or at a friend's home may use any documentation options listed in the Election Day Registration section of this guide.

If individuals are unsheltered and not listed in the poll pad, they may register with use of a voucher who lives in the same precinct. They may also use prior registration if they are listed on the poll pad as previously registered in the same precinct.

