

## **Chapter 1 - General Information**

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## **Election Judge's Role**

Your role as an election judge is to ensure fair and accessible elections for all voters and to protect the integrity of the election process. In accordance with federal and State law, you must perform all the duties assigned to you by the local board of elections and perform your duties faithfully, diligently, and without partiality, partisanship, or prejudice.

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## **Election Dates & Voting Hours**

Gubernatorial Primary:

Early Voting - Thursday, June 14 through Thursday, June 21, 2018.

Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, June 26, 2018. Polls open at 7:00 a.m. and close at 8:00 p.m.

Gubernatorial General:

Early Voting - Thursday, October 25 through Thursday, November 1, 2018. Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, November 6, 2018. Polls open at 7:00 a.m. and close at 8:00 p.m.

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## **Arrival Time**

Election judges are expected to arrive at their assigned polling place no later than 6:00 a.m.

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## **Closing Time for the Polls**

All voters who are in line to be checked in at 8:00 p.m. are permitted to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in line to be checked in at the time extended voting hours end are permitted to vote. See *Appendix 1 – Extended Voting Hours* for additional information.

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### **Voter ID Policy**

Do not ask a voter to show ID unless the voter is marked as “Show ID” in the electronic pollbook.

If a voter offers an ID, you may accept it, but the voter must state his or her name, address, and month and day of birth.

If a voter’s identity is challenged, alert a chief judge immediately.

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### **Children Accompanying Voters**

Children 17 years of age and under may accompany a voter in the voting area as long as the child is in the care of the voter and does not disrupt or interfere with normal voting procedures.

Anyone 18 years of age or older who accompanies a voter inside the voting area must complete a *Voter Assistance Form*.

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### **Electronic Equipment in the Polling Place**

The use of electronic devices is prohibited inside the polling room. Prohibited devices include radios, televisions, cameras, cell phones, tablets, pagers, and computer equipment. The exceptions to this rule are:

1. With the approval of both chief judges, members of the media may use cameras in a polling place and within the “No Electioneering Zone” provided they do not interfere with the voting process and do not jeopardize the privacy of voters.

2. Cell phones, pagers, or computer equipment issued or authorized by the local board of elections may be used in the polling place, but only for election purposes.
3. Law enforcement officers and emergency personnel may also use such equipment when acting in their official capacities.

Voters may bring printed materials into the polling place. This includes specimen ballots, voter's guides from newspapers, and campaign literature. Voters may use electronic devices while waiting in line outside of the polling room.

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### **Line Management**

To help improve the voter experience while waiting in line:

- Have single lines leading to the check-in table, voting booths, ballot marking device, and scanning units.
- Check with voters waiting in line to make sure voters are at the correct polling place and in the correct line.
- Give voters the opportunity to review a sample ballot and instructions about the voting system and voting procedures.
- Allow voters to read literature, including information about candidates and ballot questions, while waiting in line outside or inside the polling room. Voters may read newspapers, books, fliers, and pamphlets, etc.
- Allow voters to use electronic devices (cell phones, tablets, etc.) while waiting in line outside of the polling room.
- Provide voting instructions, expected wait times, and explanations for delays to voters waiting in line.

## **Accommodating Voters in Line**

If a voter is unable to stand in line, ask another voter in line to serve as a placeholder and allow the voter needing assistance to sit until the placeholder reaches the check-in judge.



Never ask or require a voter to provide proof of a disability. A voter's disability may not be apparent to you.

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## **Important Contact Information**

Howard County Board of Elections: 410-313-5820

Normal office hours are 8:00 AM – 4:30 PM, Monday through Friday. However, several weeks before and after the election, including early voting, hours will be extended. On election day, office hours will start at 5:30 AM and conclude late election night. Office hours will cover and coincide with the hours of early voting.

Cell phone number lists for technical support on election day will be provided at election supply pickup. Technical personnel for early voting will either be on site or contact numbers provided for immediate support.

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## **Your Contact Information**

You must keep your name, address, home phone number, work phone number, cell phone number, and email address current with the local board of elections.

If you have an unlisted number, please advise the local board of elections. The phone numbers will only be released to the chief judges.

## Qualifications for Election Judges

Under Maryland law, you can serve as an election judge if you are:

1. Age 16 or older and demonstrate, to the satisfaction of the local board of elections, that you meet the requirements for an election judge and at least one parent or guardian gives permission;
2. A registered voter in Maryland;
3. Physically and mentally able to work at least a 15-hour day;
4. Willing to work outside your home precinct;
5. Able to sit and/or stand for an extended period; and
6. Can speak, read, and write English.



Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

You cannot be an election judge and a:

1. Candidate or currently hold a public or political office, including State and county political party central committees; or
2. Chairman, campaign manager or treasurer for a political or candidate committee.



In most cases, you must be affiliated with one of Maryland's recognized two major political parties. While under oath as an election judge, you must remain nonpartisan at all times.

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## Mandatory Training Class

You are required by law to attend a training class and serve on the day(s) you are assigned to work. Training compensation for election day and early voting is dependent upon serving on election day and day(s) assigned for early voting.

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## Attendance and Vacancies

If you agreed to serve as an election judge and cannot do so because of an emergency, you must notify the local board of elections immediately so the vacancy can be filled. Although we do not want a vacancy in the polling place on election day, **DO NOT** attempt to locate your own replacement.

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## Compensation

Chief Judge- \$250/day

Voting Judge- \$195/day

Check-In Judge- \$195/day

Provisional Judge- \$195/day

Greeting Judge- \$175/day

Technical Judge - \$220/day

Training for Chief Judges - \$50

Training for all other judge types - \$35

General Election Refresher Training for ALL judges (if required) - \$30

Election judges will only receive training compensation for working both the Primary and General Elections. Compensation for training and election day work performed will be paid **8-10 weeks** after an election. **PLEASE DO NOT CALL THE HOWARD COUNTY BOARD OF ELECTIONS OR THE HOWARD COUNTY DEPARTMENT OF FINANCE REGARDING INFORMATION ON PAYMENT TIMING.**

For federal and State income tax purposes, your judge wages **are** taxable. You are required to pay income tax on the wages earned as an election judge. If income taxes are not withheld from your paycheck, you are responsible for reporting and paying any relevant federal and State income taxes. You may receive a W-2 depending

on the amount of your earnings. Consult a tax professional for additional information.

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## **Election Judge Oath & Rules of Security Behavior**

All election judges must read and sign both the *Election Judge Oath* and *Rules of Security Behavior* prior to serving.

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## **Election Judge's Responsibilities**

As an election judge, you must:

1. Attend and participate in an election judge training class scheduled by the local board of elections;
2. Read all election materials provided to you, including this manual, and any updated information sent to you after training class and on election day(s);
3. Work each assigned day and be on time;
4. Wear your name tag and Voter Assistance sticker or button at all times;
5. Work together to be sure the polling place opens on time as required by law;
6. Accept direction from the chief judges and assist in whatever needs to be done no matter what you were originally assigned to do;
7. Work with the other election judges at your assigned polling place as a team to:
  - Maintain the integrity and confidentiality of the voting process.
  - Be sure the polling place is secure.
  - Be sure the voting equipment is secure, functioning properly, and available to all voters.

- Be sure the voted and unvoted ballots are secure at all times.
- Help reduce errors and omissions by voters.
- Complete election-related paperwork accurately.
- Comply with the procedures and policies detailed in this manual and any other instructions provided by the local board of elections.

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### **General Rules for All Election Judges**

1. Do not wear campaign buttons, t-shirts or other politically oriented items. Electioneering by election judges is not allowed.
2. Do not comment on candidates or political issues among your fellow election judges, voters, or anyone inside the voting room and within the “No Electioneering Zone.”
3. Serve all voters promptly and courteously. Be alert for voters needing assistance.
4. Do not leave the polling place at any time.
5. Do not smoke inside the site or at the polling place entrance.



Check all local laws and ordinances regarding smoking at a governmental facility where a polling place is located.

6. Dress comfortably and appropriately.
7. Do not bring family members or friends with you to help. Only voters and people approved by the local board of elections (e.g., election judges, challengers and watchers, staff) are allowed in the polling place.
8. Keep conversations with family members, friends, and neighbors brief and focused on the voting process.

9. Remain at your work station at all times unless you are on an assigned break, using the restroom, assisting a voter or performing a task at the direction of a chief judge.
10. Refer questions from the media and challengers and watchers to chief judges. Chief judges should refer their questions to the local board of elections or your assigned rover.
11. Only electronic devices such as cell phones, tablets and pagers issued or authorized by the local board of elections may be used in the polling place and may only be used for election related purposes.

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### **Tips for Election Judges**

1. Bring a sweater or jacket in case the polling place is cold.
2. Bring enough food and drinks to last the entire day.  
Arrangements can be made by you for food and drinks to be delivered while working at your assigned polling location.
3. Bring any medications you may need. You may not leave the polling place to get any materials.
4. Dress appropriately and comfortably; i.e. business casual.

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### **Types of Election Judges**

1. Chief Judges - work as the SUPERVISORS OF THE POLLING PLACE ON ELECTION DAY. A Republican and Democrat are appointed for each polling place. Experienced judges are appointed as chief judges.
2. Provisional Judges - manage the provisional voting process by providing a provisional ballot for a voter who is not eligible to vote a regular ballot. Judges are also responsible for completion of all the necessary paperwork associated with the provisional voting process.

3. Voting Judges - set up voting equipment which includes scanning unit(s), ballot marking device(s) and voting booths. In addition to facilitating the voting process and maintaining the security of equipment, these judges will be responsible for the issuing of paper ballots.
4. Check-In Judges - certify that voter is eligible to vote a regular ballot by verifying voter's information located on the electronic pollbook and issuing the Voter Authority Card (VAC).
5. Greeter Judges - work at designated polling places to ensure voters know where to go while being sensitive to the disabled and elderly.
6. Technical Judges- in very large polling places, technical judges will be deployed to assist the Chief Judge with functions in the polling place.
7. Alternate Judges- are on call between 6:00 a.m. and 8:00 p.m.  
*Failure to serve when requested will cause the training fee to be forfeited.*

ALL ELECTION JUDGES ARE EXPECTED TO COMPLETE OTHER DUTIES OR TASKS AS ASSIGNED BY CHIEF JUDGES.

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### **Term of Office**

The term of office is approximately two years and ends thirteen weeks before the 2020 Presidential Primary Election. You are expected to serve as an election judge for all elections held during that period.

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### **Removal of an Election Judge**

On election day, you represent your local board of elections. Each person who enters the polling place deserves your respect and courteous service.

Maintain a professional demeanor and project a positive attitude at all times. Be supportive and helpful to the voter, even under difficult circumstances.

A local board of elections shall promptly investigate each complaint it receives regarding the fitness, qualification, or performance of an election judge. Likewise, reports of harassment, threatening behavior, or behavior that compromises the integrity and security of the election process will be investigated.

A local board of elections shall remove any election judge who is deemed unfit, incompetent, or whose behavior is deemed inappropriate or unprofessional by the local board of elections. Removal from office may result in the loss of compensation and future consideration for service.

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### **How You Can Vote**

If you are assigned to work in a precinct that is not your home precinct, you may only vote during early voting or by absentee ballot. If you choose to vote by absentee ballot, request an absentee ballot from your local board of elections.

Do not take your completed absentee ballot to the polls. You are not allowed to leave your assigned polling place to deliver your ballot to the local board of elections. You must mail or deliver your voted ballot to the local board of elections before election day. You cannot submit your voted ballot online or return it by email or fax. You cannot take it to an early voting center or to a polling place.

If you mail your ballot, the envelope must be postmarked on or before election day and received by your local board of elections by 10:00

a.m. on or before Friday, July 6, 2018 for the primary election or Friday, November 16, 2018 for the general election.

If you have specific questions, please contact your local board of elections.

## **Chapter 2 – Security Rules and Awareness**

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## Security Rules for All Election Judges

1. Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited and will result in immediate removal from office and possible civil and/or criminal penalties.
2. Always wear the name tag and Voter Assistance button or sticker provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.
3. Do not deviate from the approved *Election Judge Manual* or training without the written approval of the State Administrator of elections.
4. Ensure that all paperwork is completed as required.
5. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the local board of elections. Do not use voting equipment that has missing or damaged tamper tape or seals. Record all such incidents in the *Election Day Log*.
6. Monitor and secure all election materials and equipment throughout the day.
7. Immediately report any suspicious, threatening, or harassing behavior or activity occurring inside the polling place or within the “No Electioneering Zone” to the local election board. Record all such incidents in the *Election Day Log*.



If there is an emergency that is a threat to public safety, call 911 immediately. Then, contact the local board of elections.

8. Do not allow any unauthorized person to touch the voting equipment. A voter shall only be permitted to handle his or her own voter authority card, ballot, or ballot activation card.

9. If you have a problem with the voting equipment, contact the Election Field Support (Rover) immediately and record the incident in the *Election Day Log*.
10. Be sure all ballots, ballot activation cards, and voter authority cards are accounted for as required. Secure all voted ballots, unvoted ballots, spoiled ballots, and voter authority cards.
11. Do not share confidential supervisor passwords with anyone and keep in a secure location until needed.
12. Be sure all memory sticks and compact flash cards are placed in the clear zipper bag and returned to the local board of elections with all materials as instructed by the local board of elections.



All election judges must read and sign both the *Election Judge Oath* and *Rules of Security Behavior* prior to serving.

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## **Equipment and Facility Security**

Always follow security rules related to the equipment and facility.

These rules include:

1. Maintaining physical security control over the voting equipment and electronic pollbooks. Follow procedures for securing the polling place;
2. Protecting and maintaining control of the memory sticks, compact flash cards and ballots during the election process at all times;
3. Verifying that the access compartments on the scanning units are secured prior to opening the polls and throughout the day;
4. Looking for any potential tampering or defacement of the voting equipment or electronic pollbooks and reporting any such activities immediately to the chief judges. The chief judges are

responsible for reporting problems to the local board of elections; and

5. Verifying that all voting equipment and electronic pollbooks are secured at the end of election night.

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## **Chain of Custody**

Chain of custody refers to the chronological documentation, or paper trail, showing the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

It is important to ensure the security of all voting materials. If called upon to do so, it is essential that you preserve the chain of custody when transporting memory sticks, keys, compact flash cards, ballot activation cards, and ballots. It is also important to maintain physical security control over the voting equipment. All reports and documentation must be completed and signed appropriately.

Chief judges from each precinct are responsible for removal of the compact flash cards from the pollbooks and the memory sticks from the Scanning Unit(s) and Ballot Marking Device(s) (BMD(s)). Memory sticks are in the Scanning Unit(s) and BMD(s) at the time of delivery to the polling places. When the polls close, the chief judges must remove the compact flash cards from ALL pollbooks, memory sticks from ALL Scanning Units and memory sticks from ALL BMDs. These items are to be placed inside the clear zipper bag for the polling place. The clear zipper bag containing memory sticks and compact flash cards is to be picked up and transported by a representative from the Howard County Board of Elections (HCBOE) to the main

election office immediately after the polls are closed. In addition, a HCBOE representative will be picking up the provisional ballot bag(s).

All voted ballots and other critical election items as outlined in Chapter 14 are to be returned to the HCBOE warehouse by the Chief Judges. Election office staff at the warehouse will check in voted ballots and other critical election items. Receipts documenting the chain of custody of memory sticks, flash cards, and provisional ballot bag(s) will be issued to the polling place chief judges at the time of pickup. A chain of custody receipt for the voted ballots and other critical election items will be issued to the transporting chief judge at time of delivery to warehouse.

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### **Integrity of the Election Process**

You have the responsibility to maintain the integrity of the election process by:

1. Asking voters if they need assistance if they do not appear to be following the instructions you provided;
2. Asking voters to remove personal items (e.g., clothing, bags, books, or any electronic equipment) from the voting booths and check-in table when finished voting;
3. Checking the polling place to be sure a voter has not left personal items or campaign materials;
4. Checking the voting equipment and electronic pollbooks to be sure they are plugged in, charged properly and tamper tape and seals are intact and show no signs of tampering; and
5. Verifying voters do not leave the polling place with a ballot, ballot activation card, or voter authority card.

## **Chapter 3 – Voter Assistance and Cross Cultural Communication**

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## General Guidelines



Voters with disabilities have the same rights as all other voters.

1. Be courteous and respectful.
2. Do not underestimate people with disabilities.
3. Do not put a time limit on voting.
4. Always speak directly to the voter, not to the voter's companion, aide, or sign language interpreter.
5. Offer assistance, but do not insist or be offended if your offer is not accepted. The person may not want or need assistance but your asking will be appreciated.



Never insist upon providing assistance when a voter has not requested it.

6. Be sure that there are signs to direct voters with disabilities to the most accessible way to the polling place.
7. Be aware of obstacles and hazards that could cause injury.
  - Fasten floor mats, rugs, and power cords securely or move them out of the way.
  - Keep floors as dry as possible.
8. Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter.
9. If necessary, be creative in how you accommodate voters with disabilities. For example, **if a voter is unable to stand in line, ask another voter in line to serve as a placeholder**, and allow the voter needing assistance to sit until the placeholder reaches the check-in judge.

### 3.2 Voter Assistance and Cross Cultural Communication



Never ask or require a voter to provide proof of a disability. A voter's disability may not be apparent to you.

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### **Voters Who Cannot Sign Any Form(s)**



Always ask the voter before assisting.

1. Do not assume a voter cannot sign his or her own name.
  - Follow regular check-in procedures and inform the voter when a signature is required. Let the voter inform you if he or she cannot sign his or her name.
  - If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for the voter to sign. Never grab the voter's hand or pen, or attempt to guide the voter's hand when not requested to do so by the voter.
2. If a voter is unable to sign his or her voter authority card, *Voter Update Form*, or any form(s), ask the voter to make an "X" or similar mark on the signature line. This mark is acceptable as that individual's signature.
3. When a voter is unable to make a mark, write the following statements on the back of the form the voter is to sign:
  - On the voter authority card: "This voter is qualified to vote but is unable to sign his or her name."
  - On all other forms except the voter authority card: "This voter is unable to sign his or her name."
  - Sign your name and write the date under the statement.

## Voters Requesting Assistance to Vote

1. A voter may select any individual to provide assistance except:
  - The voter's employer or agent of the voter's employer;
  - An officer or agent of the voter's union;
  - A person appointed as a challenger or watcher for this election; and
  - A candidate who is on the voter's ballot.



Two election judges of different political parties can also assist a voter.

2. The assistant must read and sign a *Voter Assistance Form*.
3. The assistant may assist the voter only by:
  - Reading the voter, the instructions, ballot content, or the provisional ballot application; and/or
  - Marking or casting the ballot, operating the ballot marking device or completing the provisional ballot application as directed by the voter.
4. Individuals providing assistance are prohibited from suggesting how a voter should vote on any contest.



The *Voter Assistance Form* must be completed when a voter requests the assistance of another person or two election judges of different political parties.

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### Completing the Voter Assistance Form

1. Complete Part I of the *Voter Assistance Form* – this form can be found in back of the white Chief Judges' Precinct and Information binder.
2. Ask the individual providing assistance to complete Part II of the *Voter Assistance Form*. If election judges are assisting the

## 3.4 Voter Assistance and Cross Cultural Communication

- voter, the election judges must complete Part III of the form.
- When completed, place forms in the Completed Forms folder located in the back of the Integrity Report and Payroll Binder.

**State of Maryland**  
**Voter Assistance Form**

**Instructions:** Use this form if a voter has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.

**Part I – Completed by Election Judge**

Printed Name of Voter: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The voter named above has requested assistance in voting and is being assisted by:  
 A person designated by the voter (Go to Part II) or  Two election judges (Go to Part III)

**Part II – Completed by Person Designated by Voter**

Printed Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I affirm that:

- I am not the voter's employer or agent of the voter's employer;
- I am not an officer or agent of the voter's union;
- I have not been appointed as a challenger or watcher for this election;
- For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;
- The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;
- I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and
- I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part III – Completed by Election Judges Assisting Voter**

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

SBE 10-10 (Rev. 9/15)

***Voter Assistance Form (Sample)***

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## Voters Requesting Instructions

If a voter requests instruction on how to use voting equipment or about the voting process, election judges may give instructions. Election judges are prohibited from suggesting how the voter should vote on any contest.

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## Voters Who are Blind or Have Low Vision

- Tell the voter your name and that you are an election judge as soon as you come in contact with a voter who is blind or has low vision.
- Read any required information to the voter.
- If you are guiding a voter, offer your arm to the voter, rather than taking the voter's arm. Give the voter information that is obvious to voters who can see (e.g., stairs, obstacles, turning left, etc.).



Always ask the voter before assisting or touching the voter. Never grab the voter's arm or attempt to guide the voter unless the voter requests assistance first.

4. If a person uses a service animal, walk on the opposite side of the voter, away from the animal. Do not pet or otherwise distract a service animal without asking the owner. Be alert to others attempting to distract a service animal. Service animals are highly trained and need no special care other than that provided by the owner.



Service animals are allowed in all buildings.

5. If a person uses a cane, walk on the opposite side of the voter, away from the cane. Do not touch or take the cane from the voter. Let the voter determine where to place the cane while voting. However, it is reasonable for you to inform the person if the cane may be a tripping hazard to others.
6. Explain how the voter can get your attention if needed, and tell the voter when you are leaving.

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### **Voters with Physical Disabilities**

A voter with a physical disability may choose to vote on a ballot marking device from a seated position (wheelchair or chair).

1. Ask before pushing or touching a voter's wheelchair or equipment. Respect that people who use wheelchairs or equipment consider the equipment a part of their personal space.
2. Ask before helping. Grabbing someone's elbow could throw the person off balance. A voter with a physical disability might need

### **3.6 Voter Assistance and Cross Cultural Communication**

to lean on a door while opening it. You might cause the voter to fall if you open the door too quickly.

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### **Voters with Speech or Hearing Disabilities**

1. A voter who cannot speak can give the check-in judge his or her required information by writing it. Check-in judges should have paper and pens readily available.
2. Follow the voter's cues to determine whether speaking, gesturing, or writing is the most effective method of communication.
3. If you can communicate with the voter by speaking, speak calmly, slowly, and directly to the voter. Use short, simple sentences. Ask one question at a time. Do not shout. Your facial expressions, gestures, and body movements will help the voter understand you.
4. Do not speak for the voter or attempt to finish his or her sentences.
5. Rephrase, rather than repeat, sentences that the voter does not understand. If the voter is still having difficulties, write it down on paper.
6. If you do not understand something the voter has said, ask the voter to say it again. Do not pretend that you understand. If you are still having difficulties understanding, provide the voter with a pen and paper and ask the voter to write down what he or she said.
7. Speak directly to a person ("What is your name?"), not to his or her sign language interpreter ("What is his name?").

## **Voters with Cognitive Disabilities**

A voter with a cognitive disability may have difficulty comprehending, reading, writing, or communicating. The voter may choose to have someone assist him or her while voting. Do not challenge a voter's cognitive ability.

1. Be prepared to repeat what you say – either orally or in writing.
2. Allow time to understand the voter and make sure that the voter understands you.

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## **Tips for Cross-Cultural Communication**

As an election judge, you will be assisting individuals of different backgrounds, ethnicities, cultures, and language abilities. Be patient and helpful, as this may be a new experience for some voters. Here are some effective communication tips.

1. **Be clear and concise. Avoid slang and jargon.**
2. **Be alert for the non-verbal language of those whose cultural background is different from your own. Also, be aware of your own “body language” that others may misinterpret.**
3. **Speak slowly, directly and simply; be specific.**
4. **Allow pauses, do not talk too much, and organize your thoughts.**
5. **Recap conversations and check for understanding often.**
6. **Do not embarrass the person when checking for understanding.**
7. **Listen carefully and patiently.**
8. **Use the written word as well as the spoken word. If English is a person's second language, it may be easier to read English than to hear it.**
9. **Understand the person's perspective of being in a foreign setting and culture and confronted with an unfamiliar language.**
10. **Do not assume that undeveloped English language skills mean a person is uneducated.**

## **Chapter 4 – People and Activities in the Polling Place**

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## **Electioneering**

Electioneering is prohibited in the polling place and within 100 feet of the entrance and exit to the polling place (“No Electioneering Zone”). No electioneering, political activity, or posting or distributing of campaign materials may take place within the “No Electioneering Zone.”

Election judges are forbidden from electioneering and/or partisanship while working at the polling place. You may not wear or display any political material or express political opinions while you are in the polling place or while performing the duties of an election judge.

“Electioneering” includes wearing clothing that supports or opposes a candidate, ballot issue, or political party. The ban on electioneering does not apply to political messages on clothing, buttons, badges, or the like worn by a voter who is on his or her way into the polling place or inside the polling place to vote. Voters are allowed to wear clothing, buttons, or the like with a political message but are not allowed to linger in the polling place or within the “No Electioneering Zone.”

Throughout the day, monitor the activity outside the polling place and instruct anyone electioneering within the “No Electioneering Zone” to stay outside the marked boundary. If individuals persist, chief judges must call local law enforcement and request that the individuals be removed from the property. Also, election judges are advised to immediately remove political materials left behind in the polling place by voters.

Election judges should not apply the “No Electioneering Zone” restriction to lawn signs or other speech on private property that falls

within the 100 foot zone unless the election judge, or local board of elections, can articulate a reason why the restriction is necessary to prevent voter confusion, harassment, or intimidation. Election judges may request that a property owner limit display of campaign signs to areas beyond 100 feet, but any effort to enforce compliance by a person at that person's residence should be referred to the local board of elections for appropriate action.



If you have any questions, ask the chief judges.

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### **Exit Polling**

Organizations and individuals sometimes conduct “exit polling” to gather information about how individuals voted. Exit polling is permitted within the “No Electioneering Zone” subject to the direction of the chief judges.

Individuals conducting exit polling must:

1. Stay outside the polling room;
2. Not ask questions until after the voter has voted and left the polling room;
3. Inform voters that participation is voluntary; and
4. Not electioneer within the “No Electioneering Zone.”



Chief judges should try to accommodate exit pollsters. However, chief judges are reminded of their duty to maintain order in and around the polling place including limiting activities that create delays or disruptions in the voting process or access to the polling room. Chief judges may designate an area for exit polling outside the polling room and limit the number of people for each organization or the number of groups polling.

## **Challengers and Watchers**

Maryland law allows designated individuals to serve as challengers and watchers. Challengers and watchers represent candidates, political parties, or proponents and opponents of ballot issues.

Accredited challengers and watchers are election observers who have access to polling places to observe all election day activities.

1. To be an accredited challenger and watcher, an individual must have a certificate completed by one of the following persons or entities:

- The State Board of Elections;
- A local board of elections;
- A candidate (including filed write-in candidates);
- A political party; or
- Any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot.

2. Challengers and watchers have the right to:

- Be in the polling room at least 1/2 hour before the polls open;
- Be in the polling room at any time when the polls are open;
- Be in the polling room during the completion of all tasks associated with closing the polls. Challengers and watchers must be inside the polling room before the polls close.
- Maintain a list of registered voters who have voted or individuals who have cast provisional ballots, and take the list outside of the polling place;
- Be positioned where they can see and hear each voter as the voter checks in to vote and can observe the activities

in the polling room. The chief judges will determine where challengers and watchers will be positioned. Chief judges are not required to place challengers and watchers directly behind the check-in table or where they can see the screen of the electronic pollbooks;

- Challenge a voter's identity; and
- Periodically throughout the day, may request:
  - a. One of the chief judges to accompany him or her to the scanning unit not currently being used by voters to verify the tamper tape and see the public counter; and
  - b. One of the check-in judges to allow him or her to see the number of voters who have been checked in to vote (located at the bottom, center of the "Find Voters" screen of the electronic pollbook).




Chief judges have the discretion to determine if the polling place is too busy at the time of a request and then comply with the request during non-peak voting times.

3. Except as described above, a challenger and watcher may not move about the polling place during voting hours. A challenger and watcher who wants to talk with a voter must do so outside the polling place and outside the "No Electioneering Zone."
4. In addition, a challenger and watcher cannot attempt to:
  - Find out how a voter voted or intends to vote;
  - Talk with any voter in the polling room;
  - Assist any voter in voting;
  - Interfere with the election process or impede a voter's access to an election judge;
  - Physically handle an original election document; or



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## Voter Identity Challenges

 This is a chief judge function only. A chief judge must follow all procedures for challenging a voter's identity.

The right of an individual to vote may be challenged ONLY on the grounds of identity. The challenge must be made before the individual is issued a ballot, ballot activation card, or a voter authority card.

Individuals (i.e., accredited or non-accredited challengers) may enter the polling room for the sole purpose of challenging the identity of other individuals trying to vote. A non-accredited challenger must follow the same rules and restrictions as an accredited challenger but must leave the polling place as soon as the challenge is made. A majority of election judges may limit the number of challengers in the polling place.

Election judges may also challenge the identity of an individual trying to vote. If this happens, a chief judge must follow all procedures for challenging a voter's identity. Unlike other non-accredited challengers, you are not required to leave the polling place following a challenge.


If a voter's identity is challenged:

1. Ask the voter for an acceptable form of ID.

**The following are acceptable forms of ID:**

- The individual's voter registration card;
- The individual's social security card;

- The individual's valid Maryland driver's license or MVA ID Card;
- Any ID card issued to the individual by the federal, State, or local government;
- Any employee ID card of the individual that contains a photograph of the individual and is issued by the employer; or
- A copy of a current bill, bank statement, government check, paycheck, or other government document that shows the name and current address of the individual.

 The individual's social security card is an acceptable form of ID for a challenged voter. A social security card is not an acceptable form of ID for a voter whose "status" is "pending" ("Pend1" or "Pend2") in the electronic pollbook.

2. If the voter presents an acceptable form of ID, have the voter return to the check-in line to continue the check-in process.
3. If the voter cannot present an acceptable form of ID:
  - The challenger and challenged voter must complete their portion of the *Affidavit for Challenger & Challenged Voter*. The chief judge must witness the challenger and challenged voter signing the affidavit and may provide additional information in Part III. Form can be found in white Chief Judges' Precinct and Information binder;
  - Have the voter return to the check-in line to be checked in as a provisional voter (provisional reason code #8 "Identity challenged and cannot provide acceptable form of ID");
  - Escort the voter to the provisional ballot judge; and
  - Instruct the provisional ballot judge to attach the *Affidavit* to the outside of the voter's provisional ballot envelope.

4. If election judges believe a challenger or watcher is making challenges that are not supported by specific information about the voter's identity, call the local board of elections office for assistance.
5. The chief judge should write the details of the challenge in the *Election Day Log*.

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### **Individuals Attired or Equipped as Officials**

At a polling place and within the “No Electioneering Zone,” a person may not wear clothes or equipment that create the appearance that the individual is performing an official or governmental function in connection with an election. This includes:

- Wearing a public or private law enforcement or security guard uniform;
- Wearing an armband: or
- Carrying or displaying a gun or badge.



Law enforcement officers or security guards who are on duty, traveling to or from duty, or who are performing an official governmental function may vote while wearing a uniform.

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### **Polling Place Evaluators**

Members and staff of the local board of elections or other individuals approved by the Maryland State Board of Elections or the local board of elections will make unannounced visits to polling places to evaluate the election judges' compliance with procedures and their general performance.

Evaluators use a *Polling Place Evaluation Form* when conducting evaluations. During the visit, evaluators may speak with election judges and inspect reports but are not allowed to hinder or interfere with the voting process.