

## **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.