

HOWARD COUNTY ELECTION JUDGES' INFORMATION

Dates of Elections:

Gubernatorial Primary Election September 14, 2010
Gubernatorial General Election November 02, 2010

Qualifications:

1. Registered voter in Maryland, Howard County residency not required.
2. Party Affiliation – Democrat, Republican or Other
3. Be a US Citizen
4. Able to speak, read and write the English Language and possess basic math skills.
5. Must have good listening and communication skills.
6. Able to withstand a long day of approximately 16 hours.
7. Must be able to lift approximately 55 pounds.

****May not be a candidate, campaign manager or treasurer for a Candidate****

Responsibilities:

1. Attend a required Judge's training class.
2. Attend Judge's mandatory meeting on Monday evening, prior to the Primary and General Election Day, at your assigned polling location.
3. Serve for term of appointment which begins 13 weeks prior to the 2010 Gubernatorial Election and ends 13 weeks prior to the 2012 Presidential Election.
4. Report at 6:00 a.m. Election Day and remain in the polling place until approximately 10:00 p.m. or excused by the Election Director.

We Provide:

1. Training and Election Day support
2. Detailed manual of responsibilities
3. Absentee Ballot, at your request, if you are not working in your home precinct.

Salaries:

1. Chief Judge \$220 per election
2. Provisional Ballot Judge \$165 per election
3. Check-In Judge \$165 per election
4. Voting Unit Judge \$165 per election
5. Greeting Judge \$165 per election
6. Training for Chief Judges is \$45, all others \$30. Both will be **paid after the General Election.**

FOR ALL JUDGES: Failure to serve for both the Primary and General Elections will cause the training fee to be forfeited unless advance arrangements have been made.

Classification of Election Judges and Primary Duties:

Chief Judges

- Are the **Supervisors** of the Polling Place on Election Day and night before set-up.
- A Democrat and a Republican only are appointed as Chiefs for each polling place. Only an **EXPERIENCED** judge is appointed as a Chief Judge.
- Are responsible for coordinating the "night before Election" set-up by contacting the assigned election workers to notify of the times to meet and assuring all required supplies are picked-up and in place so that Election Day opening is on time.
- Oversee polling place operation in its entirety on Election Day; as the trouble shooter" of all other poll judge positions and assure all required timely paperwork is completed.

Check-In Judges

- Certify that the voter is eligible to vote by verifying the Voter's name using an E-Poll Book.
- Verify the information on file with the voter.
- Assist voters who may be in the wrong polling location.
- Work closely with the Chief Judges.
- Manage and facilitate the voting process.

Voting Unit Judges

- Set-up the Voting equipment which requires lifting of Voting Units weighing approximately 55 pounds each.
- Facilitate voters, as requested, in the voting system process.
- Assist those voters who request help and collect the voter access cards, as needed.
- Pull reports, as required, in a timely fashion.
- Shutdown Systems at the close of the Election Day.
- Are on their feet most of the day – chairs will be provided for slow periods.

Provisional Ballot Judges [one per polling place]

- Provide provisional ballot for a citizen whose name may not be on the precinct register.
- Perform additional duties as assigned by the Chief Judges.

Greeting Judges

- Welcome and assists voters as to where to go first, to begin the voting process, while being sensitive to the disabled and elderly.
- Are also trained as a backup for Check-In Judges.

Alternate Judges

- Trained for one of the various judge positions listed above.
- Are on call, for an assignment, between 6:00 a.m. and 10:00 a.m. on Election Day.
Failure to serve, when requested, will cause the alternates training fee to be forfeited

Location of Work:

May work in any of the 110 precincts located within Howard County. We do attempt to get you as close to your home precinct as possible but this is not guaranteed.

Location of Training:

Howard County Board of Elections
Executive Park Building
8900 Columbia 100 Parkway
Columbia, MD 21045
(410) 313-5820

The polls in Maryland open at 7:00 a.m. and close at 8:00 p.m.