



DISTRICT BOARD OFFICIAL TRAINING



Monmouth County, New Jersey



Welcome To the Official Monmouth County District Board Worker Training Class

- Current State Election Law makes you responsible for implementing the rules and regulations that ensure a fair election.

- Your duties include
 - Obtaining the necessary supplies from the Municipal Clerk
 - Opening **Both** Voting Machines
 - Checking for ADA compliance in the polling place
 - Opening the polls on time
 - Determining who may vote
 - Keeping order
 - Closing the polls
 - Completing official documents and returning supplies

Arrival Time



- You must report to your polling place by 5:15 A.M. Please remember some voters may need to vote early and cannot vote at any other time. Polls must open promptly at 6 A.M.
 - For School Elections, opening times are determined by the School Boards.
 - If you do not arrive on time or the polls open late, you may be subject to reduced pay.
-



Certificate of Appointment

- District Board Workers are mailed a Certificate of Appointment. If timing allows, bring the certificate to the Polls



If You are Sick or Can't Report to Your Post on Election Day

- **you must** notify the Monmouth County Board of Elections before 5:30 A.M. so a substitute District Board Worker can be called

(732) - 431-7804

(732) - 431-7801



Municipal Clerk

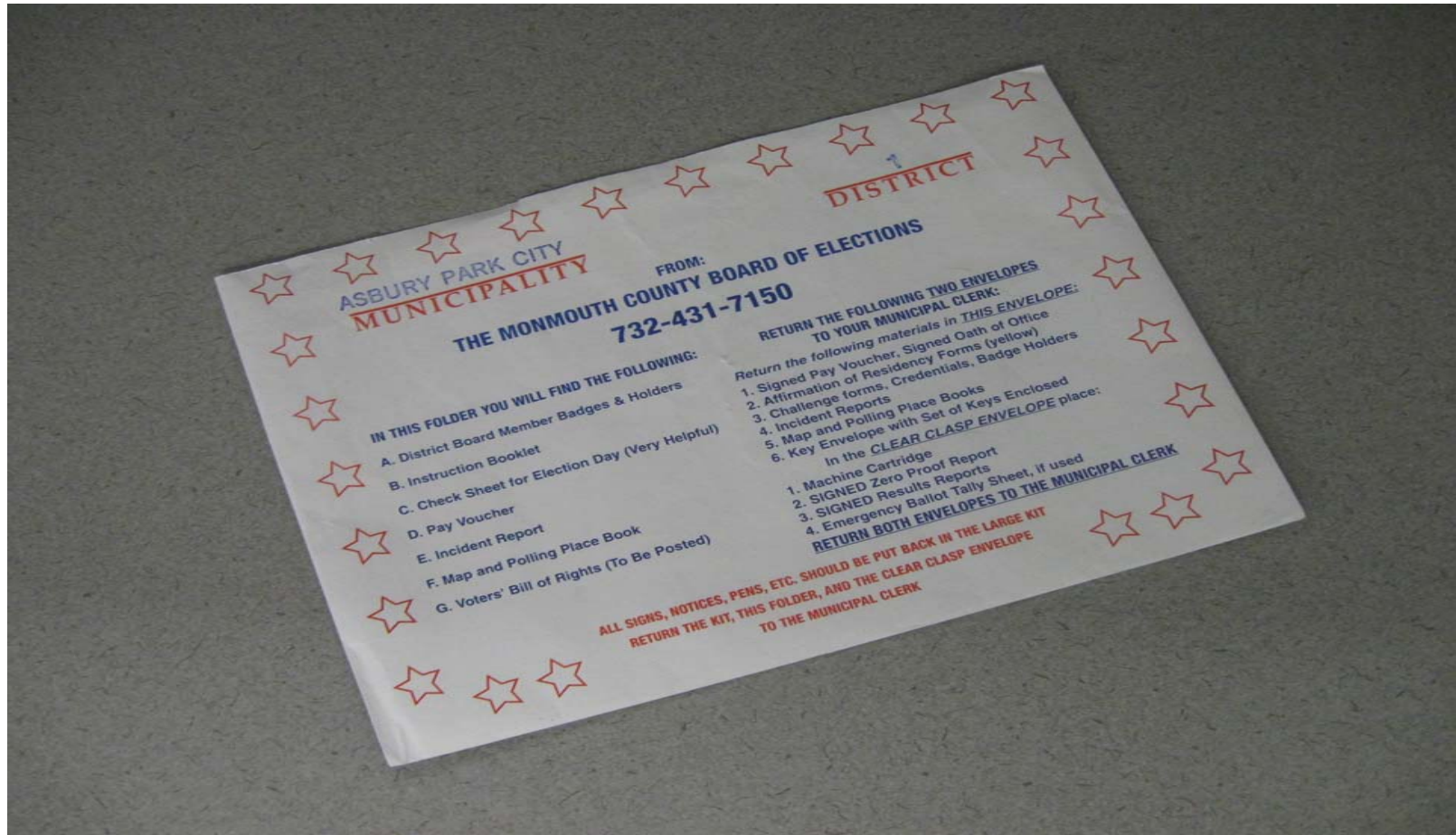


- The Municipal Clerk will contact one District Board Worker to pick up Election materials and return them to her office at the close of polls.

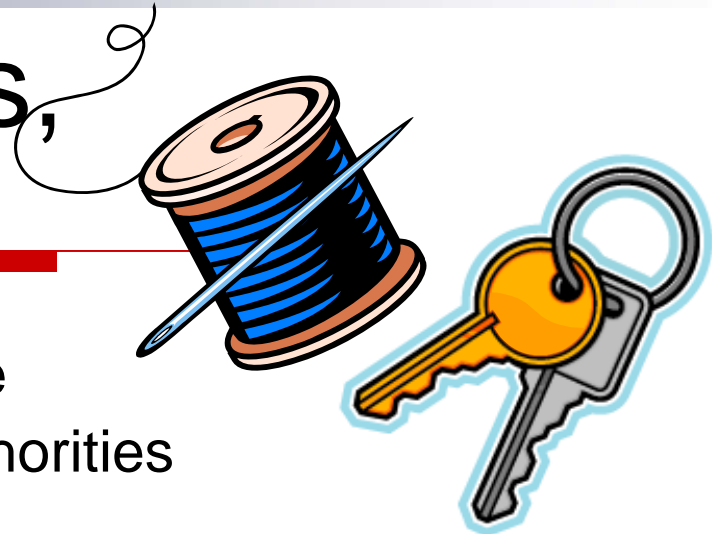
Election Day Supplies:

- The voter registration book called Poll Book
- A Red, White and Blue envelope from the Board of Elections
- An American flag or American flag poster
- Official forms and documents from the County Clerk
- Provisional Ballots

RED, WHITE AND BLUE ENVELOPE

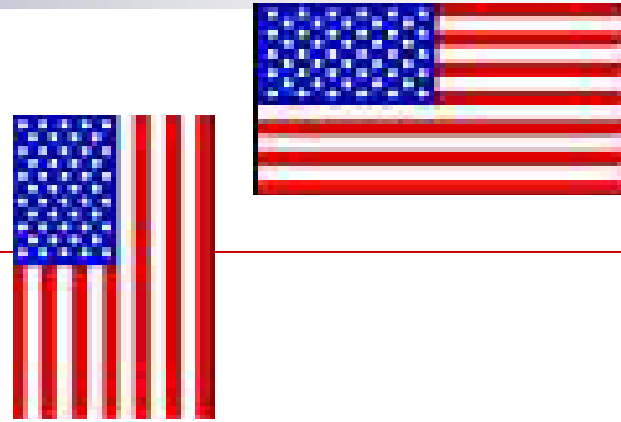


With the Supplies, You Will Find



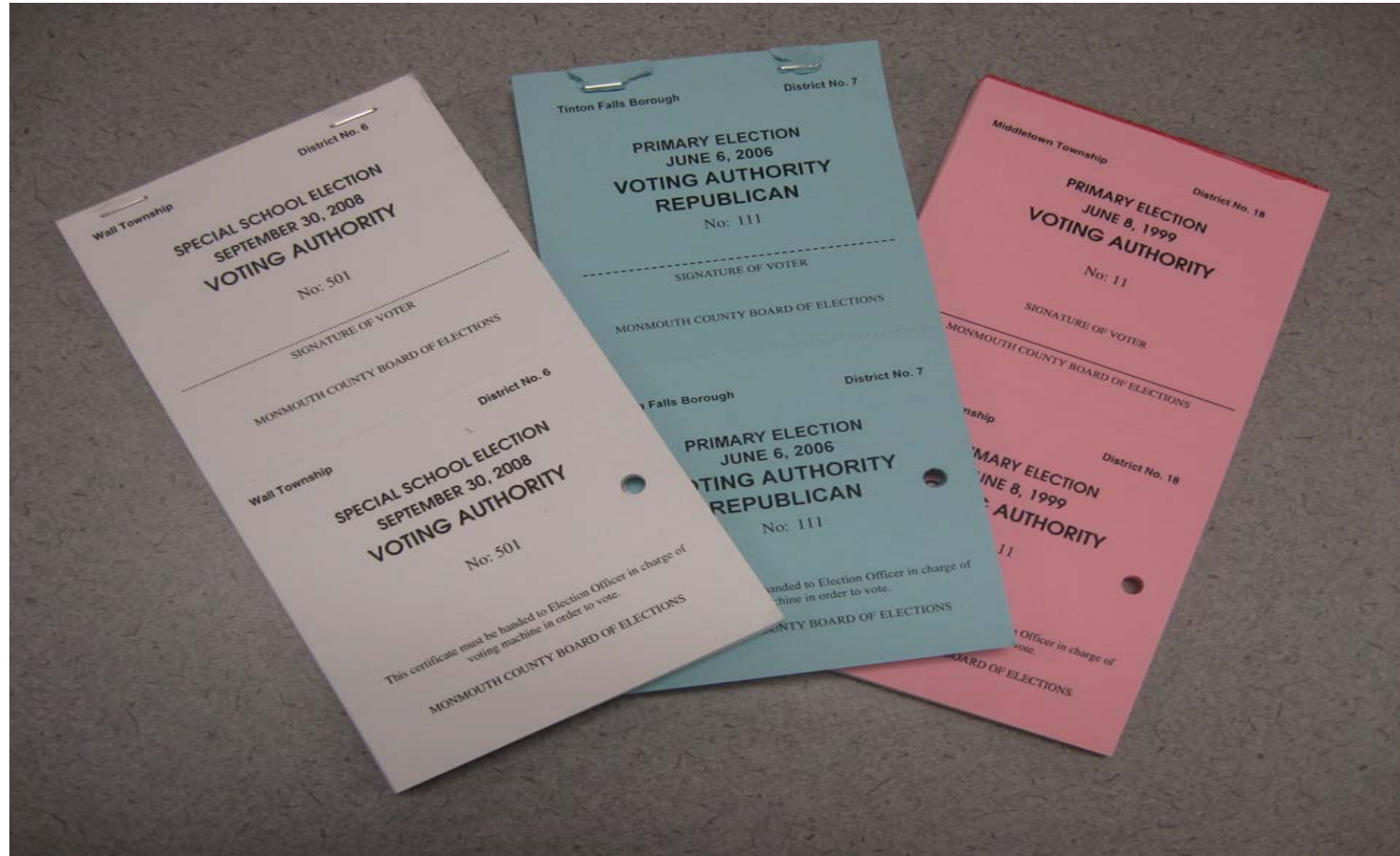
- Voting Authority Slips and needle & thread to string the Voting Authorities
- Voting Machine keys in special envelopes
- Sample ballots and Two Voter Rights Posters that must be displayed.
- Oaths of Office, Payment Voucher and Incident Report
- Polling Place Book, Map (to identify correct district for voter).
- Instruction Book and “Step-by-Step” Voting machine Book

American Flag



- The American flag or American flag poster, which is included in the supply kit, must be clearly displayed at the outside entrance of the polling place. Please be sure the blue field is to the left side and on top as seen in the above illustration.
- The “Vote Here” signs provided must be set up at the outside entrance to the building.

VOTING AUTHORITIES



Instruction Booklet



- Should anything be confusing or unclear during the course of the day, refer to your instruction booklet.
- All phone numbers are on cover of the Instruction Booklet.

Pay Voucher (two-sided white form)

- The Pay Voucher must be completed and legibly signed in ink. It is the legal record of every District Board Official who worked on Election Day.
- An unsigned or incomplete Pay Voucher may delay payment. You **MUST** include your Social Security Number to complete the voucher and receive payment. The vouchers are returned at the end of the day with the other supplies.





Regardless of Your Party



- Whether or not you are active in a political party, on Election Day you **must be** non-partisan and receive your directions only from the Monmouth County Board of Elections.



Code of Ethics

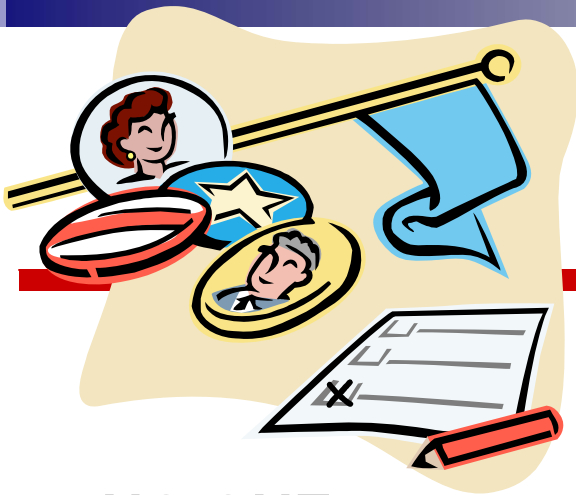
- **During your time as a Poll Worker you must be impartial, non-partisan and not express any personal opinions about any candidate or topic on the ballot**
- **You cannot take sides on any issue or try to persuade anyone to vote a certain way**
- **If you do, you are in direct violation of New Jersey Statute - Title 19 concerning “Electioneering” and subject to dismissal as a poll worker.**

TITLE 19 - Elections



- Under Title 19 of the New Jersey Statutes, you have an important responsibility in the polling place
- **You may be called on to keep the Election fair and polls safe, secure, and orderly**





Electioneering/ Exit Polling

- **NO ONE** may conduct a campaign of **ANY KIND** within a 100 foot radius of the outside entrance to the polling place.
- **NO ONE** may display political campaign circulars or printed materials or wear political badges or t-shirts.
- However, exit polling **IS** permitted within 100 feet of the outside entrance. Individuals conducting exit polling must wear credentials provided by the Board of Elections. They may only question voters exiting the polls if they volunteer to participate.





Choosing a Judge and Inspector

- From among District Board Workers present, you will elect one official to act as Judge and another, from the opposite political party, to act as Inspector.
- If you don't elect a Judge, the person with the most seniority will act as Judge.
- The Inspector will be the person of the opposite party who is next in seniority.



Equal Authority



- The Judge and the Inspector are responsible for making sure all important documents are signed
- Every District Board Worker, however, has equal authority. All questions requiring a decision must be voted upon
- All District Board Workers must wear their badges provided by the County Board of Elections. This identifies you to voters as a District Board Worker. You cannot modify this badge for any reason

Etiquette

- You must be professional and courteous to the voters as well as the other poll workers, challengers and any polling location staff
- You should also present a neat appearance



Stagger Your Breaks



- Your one-hour meal break is staggered among the District Board Workers and must be completed between 1:00 P.M. and 5:00 P.M. Only one District Board Worker at a time may leave the polling location
- Please remember no food or beverages are permitted at the District Board Worker table



Attendance at the Polling Place

- A majority of District Board Workers must be present at all times. **THAT IS THE LAW!!**



Make Sure YOU Vote Every Election!



- District Board Workers are encouraged to vote every time they serve at the polls, whether in a primary, general or other election
- If you are assigned to a district where you do not live, you should use a MAIL-IN Ballot. These are available at the County Clerk's office prior to Election Day



Who Can be at the Polls

- Challengers with credentials from the Board of Elections
- Candidates on the ballot who are taking the place of a Challenger appointed on their behalf
- Municipal Clerks or their designees
- Board of Election Representatives
- Assigned police officers
- Media with **SPECIAL CREDENTIALS**
- **VOTERS** and their minor children
- **No PETS ALLOWED, except for Guide Dogs**



What is a CHALLENGER?

- A Challenger is a person representing a candidate, who can question a voter's right to vote
- The Board of Elections certifies Challengers
- Valid credentials must be provided to the District Board Workers by the Challenger
- They cannot talk to or harass the voters
- They must follow the proper procedures to challenge a voter

Who Can serve as a Challenger

- A Board Worker
- A Candidate
- A Registered Voter

Challenged Voter

- Read the “Information for Challenged Voter, C3” aloud to the voter
- The **challenger** completes and signs the “**Challenger’s Affidavit**” C2/C4
- The **Voter signs the affidavit**
 - Provides Identification /Proof of Residency and/or age qualification
- The Judge and Inspector check ID and sign C2/C4 affidavit
- Challengers may not speak to the voter
- Only District Board workers can ask the voter questions



Board Workers Responsibility during a Challenge

- District Board Workers will examine the affidavits and IDs
 - Vote among themselves.
 - If the vote is a tie, the challenge fails and voter is allowed to vote.
- The Board Workers will deny the voter the right to vote, when a Challenge succeeds
- Complete the “Challenge” space in the Poll Book
- Indicate the votes and outcome. (Challenge _____)
- Voter may appeal to the Superior Court Judge sitting in Freehold.

Superior Court Judge



- If a problem can't be resolved at the Polls or by the Commissioner of Registration, the voter has the option to appear before a Superior Court Judge
- If the voter is granted a court order by the Superior Court Judge, he will be directed to return to his voting district with this document. A "Voting Authority" slip may then be issued and voter can vote on the machine
- Put the Voting Authority number on the Court Order and in the Poll Book
- If it is close to 8:00 P.M. and too late for the voter to return to his polling district, the Superior Court Judge may direct that voter to vote by MAIL-IN Ballot at the Board of Elections Office in Freehold

Who May Vote on the Voting Machine?

- A person who has legally registered prior to an election will have a signature in the signature block in the **POLL BOOK** and can vote on the voting machine
- The voter must have registered at least 21 days before the election



Fleeing Voter

- If a voter leaves the voting machine without pressing the red “cast vote” button and is no longer in the building, a Board Worker should slip his hand under the curtain, without looking at the screen, and press the red “Cast Vote” button



Tamper Evident Tape

BOARD WORKER INSTRUCTIONS

After opening the back of the voting machine and checking the results cartridge seal, please check condition of tamper evident tape.



Tampered Machine



Sample of Tape Tampered

**Voting Machines
732-432-7295**

If the tape says void or is not solid red, it has been tampered with. Call your voting machine officials immediately.

Voting Process...

- When voters arrive, they approach the table set up with the **POLL BOOKS** for their district
- Here, each voter says his or her name and address to the official who checks the information. The official clearly repeats that name and address loud enough for the challengers to hear. Then, the voter is asked to sign the poll book
- In a Primary Election, the voter's political party must be announced along with their name and address

Party Declaration Box

- In all elections, except the Primary, the party declaration boxes will be blank

The image shows a spiral-bound notebook with several pages of 'Party Declaration Boxes' from Monmouth County. Each page is a form for a candidate, including fields for name, address, birth date, voter ID, and signature. The forms are for candidates LAM, ANA; LAM, MONICA; LAM, WAI C; LAMALEA, AUGUST; and LAMALEA, GRAZIELLA. The forms are mostly blank, with some handwritten signatures and dates.

Candidate Name	Address	Birth Date	Voter ID	Signature	Date
LAM, ANA	36 BONNIE DR. MIDDLETOWN, 07746		11437988		
LAM, MONICA	36 BONNIE DR. MIDDLETOWN, 07746		11437988		
LAM, WAI C	36 BONNIE DR. MIDDLETOWN, 07746		11437988		
LAMALEA, AUGUST	300 HARMONY RD. MIDDLETOWN, 07746		11434892		
LAMALEA, GRAZIELLA	300 HARMONY RD. MIDDLETOWN, 07746		11434892		



Democrat or Republican



- The Primary Election is a party election for the selection of the party candidates.
- If the voter has legally declared a party, a “REP” or “DEM” will be printed in the Poll Book in the last column on the right. Unaffiliated voters column will be blank
- A **DEM** or **REP** voter can **NEVER** change parties at the polls during a Primary Election.

The image shows a poll book page with the following details:

- Title: CERTIFIED FROM THE MONMOUTH COUNTY SUPERINTENDENT OF ELECTIONS
- Page number: Page 42 of 115
- Section: ELECTION DATE OF 8/20/08
- Section: OBE-OCH
- Columns: Voter Name, Address, Birth Date, Voter ID, and Party Affiliation (DEM/REP).
- Rows of voters listed include: OBERT, MICHAEL; OBERT, MIKE; OBERT, RICHARD; OBERT, RICHARD; and OCHES, HAROLD.
- Party affiliations marked: 'REP' for OBERT, RICHARD (second entry) and 'DEM' for OBERT, RICHARD (first entry).



Poll Book Page

Page 2 of 109

**CERTIFIED FROM THE
MONMOUTH COUNTY SUPERINTENDENT OF ELECTIONS**
Hedra Siskel, Superintendent
**POLL BOOK FOR
MIDDLETOWN District 37**

ELECTION DATE OF 6/2/2009

ADR-AGO

ADRANOVITZ, JOHN

316 HARMONY RD, MIDDLETOWN, 07748

John Adranovitz
JOHN ADRANOVITZ

BIRTH DATE: 06/24/1983 VOTER#: 114341489

REP



Vot. Auth. No _____

Sig Comp By _____

Challenge _____

ADRANOVITZ, MARLENE

316 HARMONY RD, MIDDLETOWN, 07748

Marlene Adranovitz

BIRTH DATE: 09/04/1947 VOTER#: 114108323

DEM



Vot. Auth. No _____

Sig Comp By _____

Challenge _____

AGOSTINACCHIO, CHRISTOPHER

12 BONNIE DR, MIDDLETOWN, 07748

THAT ANY FALSE OR FRAUDULENT REGISTRATI
UP TO FIVE YEARS, OR BOTH PURSUANT TO R.E
Chris Agostinacchio

BIRTH DATE: 04/21/1984 VOTER#: 114362876



Vot. Auth. No _____

Sig Comp By _____

Challenge _____

50 Days



- All voters must vote in their declared party in **Primary Elections UNLESS** they change parties or choose to become unaffiliated.
- To change parties or become unaffiliated, a new ***“Party Affiliation Declaration”*** form must be filed with the Monmouth County Superintendent of Elections/Commissioner of Registration at least (50) fifty days before a Primary Election.

Unaffiliated Voters



- A Newly Registered Voter
- A Voter who has never Voted in a Primary Election

Can Affiliate with the Democratic or Republican Party on the Day of the Primary Election

- **Remember to record the declared party next to the Vot. Auth. No. NOT in the blank box of the Poll Book**

Signature Block

- In the Poll Book, there is a sample of each voter's signature
- If there is a problem finding the signature, ask the voter to spell the last name.
- The voter must sign the Poll Book in the signature block to the right of the original signature

Copy of Poll Book Page

Voter Signs Here

Voting Authority No.
Here

Add Primary Declaration
for Primary Only

District Board Worker
Initials Here

DEM or REP will be
printed in Primary Books

Page 2 of 109

CERTIFIED FROM THE
MONMOUTH COUNTY SUPERINTENDENT OF ELECTIONS
Hedra Siskel, Superintendent
POLL BOOK FOR
MIDDLETOWN District 37

ELECTION DATE OF 6/2/2009

ADRANOVITZ, JOHN
316 HARMONY RD, MIDDLETOWN, 07748

BIRTH DATE: 06/24/1983 VOTER#: 114341489

John Adranovitz
JOHN ADRANOVITZ



Vot. Auth. No. _____
Sig Comp By _____
Challenge _____

ADRANOVITZ, MARLENE
316 HARMONY RD, MIDDLETOWN, 07748

BIRTH DATE: 09/04/1947 VOTER#: 114108323

Marlene Adranovitz
MARLENE ADRANOVITZ



Vot. Auth. No. _____
Sig Comp By _____
Challenge _____

AGOSTINACCHIO, CHRISTOPHER
12 BONNIE DR, MIDDLETOWN, 07748

BIRTH DATE: 04/21/1984 VOTER#: 114362676

THAT ANY FALSE OR FRAUDULENT REGISTRATIONS
UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S.
Chris Agostinacchio

****ID REQUIRED****



ID SHOWN YES ___ NO ___
Vot. Auth. No. _____
Sig Comp By _____
Challenge _____

What to Do if There is No Name/Signature

- If there is no name or signature for the voter
 - **HE OR SHE MAY NOT VOTE in the voting machine but can vote with a provisional ballot.**
- Ask the voter to verify the correct spelling of the name.
- Check the voter's address to be sure he or she has come to the right polling place.

Name Change



- If a voter's name is changed due to marriage, divorce or court order, the voter must sign twice, first with the old name and again with the new name.

Affirmation of Residency



- If the poll book indicates “**Affirm Address**” in the area for the voter to sign, the District Board Worker must ask the voter if he/she has moved.

If the voter still lives at the address or within the same district, they must complete an “Affirmation of Residency” form, before a voting authority is issued.

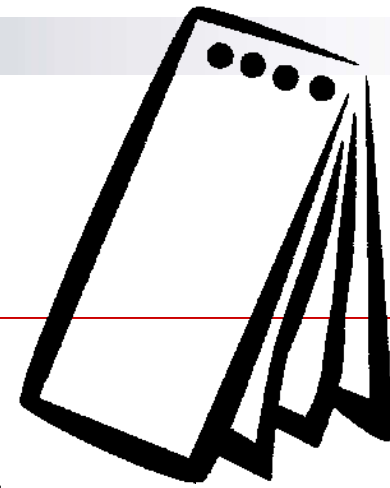
If the voter has moved outside of the County less than 29 days before the election, they can complete an “Affirmation of Residency” form and vote on the machine.

If a voter has moved outside of the County **more than 29 days before the election** and has not registered in their new county they **CANNOT** vote.

Signatures/Voting Authority Slips

- When you verify signatures and are satisfied that it is the same person, you must initial in the column to the right of the voter's signature: (next to "**Sig. Comp** by:_____")
- Rubber Stamped signatures are never accepted
- You then issue a Voting Authority slip which must be signed by the voter
- The number on the slip must be entered on the line "**Vot. Auth. No**" _____ above your initials

Separate the Voting Authority Slip



- The “Voting Authority” slip is separated by tearing along the perforated line.
- The signed half remains in the booklet, while the removed half is handed to the voter. The voter presents it to the official in charge of the voting machine.

NEW

Help America Vote Act (HAVA) Requirement for Federal Elections

- If “ID Required” appears in the area for the voter to sign, you must verify the voter’s identification
- The voter should present a valid form of ID. If the identification shows that the person is as represented in the poll book, allow the person to sign the book, the Voting Authority slip, and then vote in the machine

“Acceptable” Identification

- Driver’s License (with or without a photo since it has the name and address)
- Current and valid photo ID (can have just photo and name)
- Copy of a current utility bill
- Paycheck
- Bank statement
- Government check or other government document that shows the name and address of the voter



If No **ID** is Presented



- If the person cannot or will not produce the appropriate identification
 - DO NOT** have them sign the **Poll Book**
 - DO NOT** Allow voter to vote on **Machine**
 - Allow voter to vote **Provisional Ballot**

Provisional Ballots

- Provisional Ballots are used when the registration information is incomplete or missing.
- A Provisional Ballot allows the person to vote provisionally (temporarily) if
 - Name is not in poll book
 - Original signature is missing
 - ID is required
 - Voter is registered in Monmouth County but moved within the county
 - Voter states that they never applied for, received or voted their MAIL-IN ballot

How to Complete a Provisional Ballot



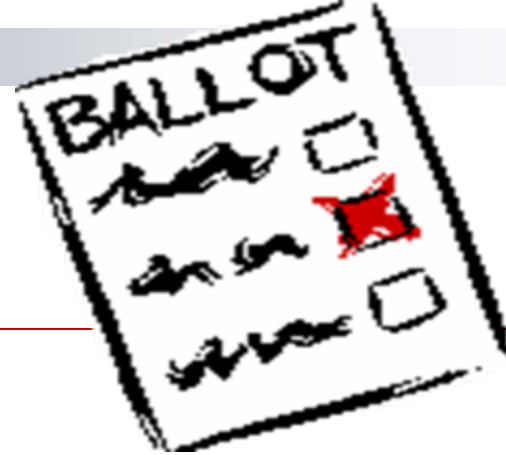
- DO NOT open the Orange Provisional Bag unless needed
- A Board Worker will
 - Hand the voter a Provisional Ballot Voter Information Sheet
 - Set up the privacy screen provided
 - Have the voter secretly record their vote and seal it in the envelope
 - Have voter complete the certification attached to the envelope
 - **DO NOT DETACH THE CERTIFICATION OR PUT IT INTO THE ENVELOPE WITH THE BALLOT**
- You must review the certification to assure they completed all the required information including the election district
- Put envelope with the certification attached in provisional bag
- At the end of the night fill out the inventory sheet
- Zipper and seal the bag and return it to the Municipal Clerk

Mail-In Ballot



- If the words “**MAIL-IN**” are printed in the signature block, that voter has applied for a MAIL-IN Ballot and **cannot** vote on the voting machine
- If they say they never applied, received or voted their MAIL-IN Ballot, they must vote by **Provisional Ballot, not** on the voting machine

MAIL-IN Ballots



- MAIL-IN Ballots can **NEVER** be accepted at the polls
- Any voter who brings a MAIL-IN Ballot to the polls must be directed to the Monmouth County Board of Elections Office in Freehold
- MAIL-IN Ballots will be accepted there until the close of polls

Other Duties

- Your other duties include not only supervising the Election and opening both machines, but also completing election documents.
- Remember, these forms are part of the public record. These are important documents, so **please** write clearly and legibly.



If a Voter Needs Help to Vote



- If assistance is needed, a “Disability Certificate for Assistance” form must be filled out. These can be found in the front of the A to K Poll Book. The certificates must be completed for each voter assisted. These forms must be dated and signed by those who assisted
- Persons assisting a voter may not disclose how that voter voted



Disability Certificate

(located in front of the "A – K" Poll Book)

To _____ No. _____
(Name of voter) (Address of voter) (Voter's ID. No.)
Do you solemnly swear (or affirm) that you are

Type of disability (physical, speech, visual, language, etc.)

(physical disability – state nature of)

and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting in this election, without assistance: so help me God, (R.S. 19:31 A-8)

Signature of Voter

Name of member of Board of Registry and Election taking oath.

Must be signed by 2 members of Board of Registry and Election of opposite political Party.

Signatures of 2 Board Members

Circle election type

Primary
General 20
Special

Print name and address of person assisting

Name of Voter assisting voter.

Address of voter assisting voter.

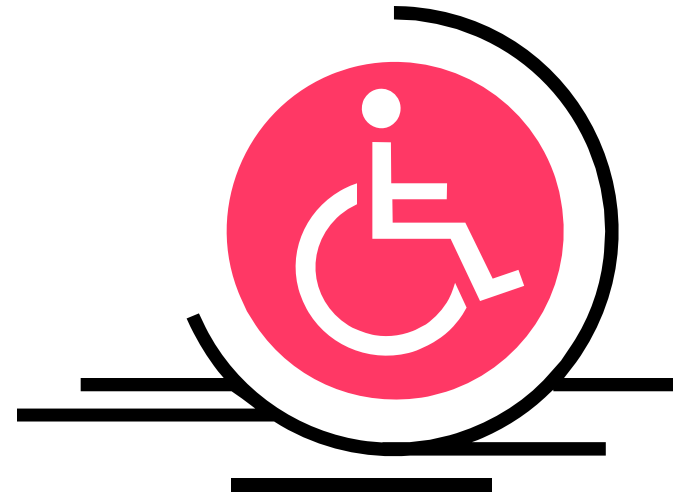
Are you an agent or officer of this voter's union?
Are you the voter's employer?

Make sure the assistor answers these questions



Assistance in the Voting Booth

- Federal Law states that any voter who needs assistance to vote by reason of
 - blindness
 - disability
 - inability to read or write
- May be given assistance by**
 - a person of the voter's choice
 - a District Board Worker
- Anyone who interferes with the right to vote or fails to comply with the law may be subject to civil and criminal sanctions
- The Voters Employer or Union Official cannot assist



Audio Voting Information



- If a voter requests to use the Audio Kit on the Voting Machine, refer to page 5 of the Step-by-Step Instructions for the Sequoia Voting Machine
- There is an Orange Sticker over the Audio Button on the Operator Panel
- You can press the Orange Sticker to activate the Audio button beneath it

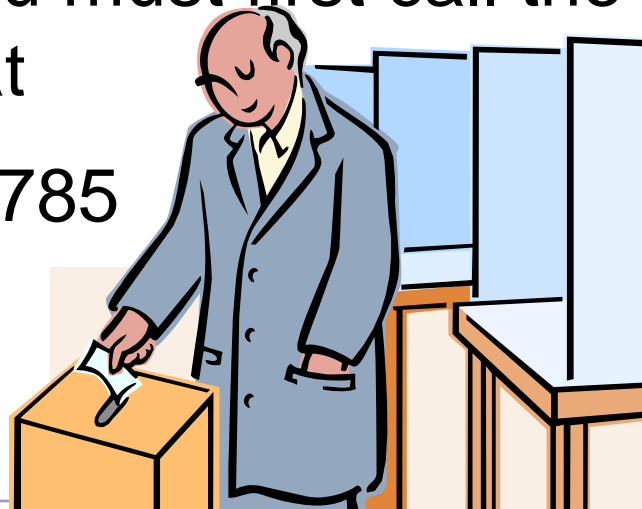
Location of Audio Kit (Back of the voting machine)



Audio Kit

Emergency Ballot

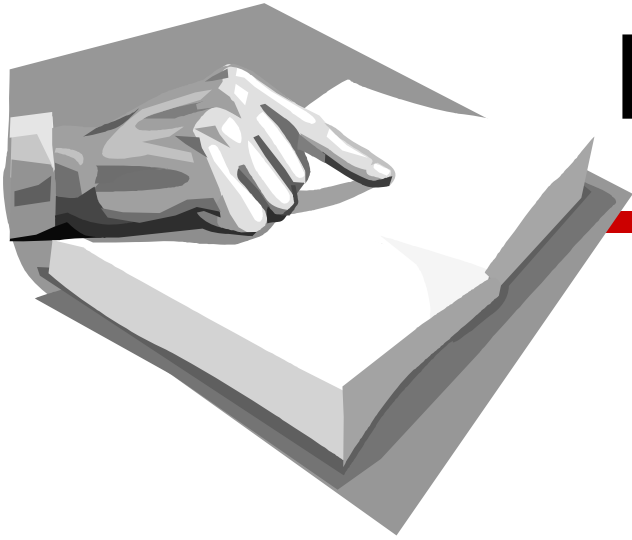
- On the rare occasion that a machine malfunctions and cannot be quickly repaired or replaced, Emergency Ballots are used
- To use Emergency Ballots you must first call the Superintendent of Elections at (732)431-7780 or (732)431-7785



Correction of Records



- If the voter leaves before a vote is cast (Fleeing Voter), make a note of the error on the **Incident Report Form**
- **Do not try to erase or obliterate a mistake!**
- **Do not make corrections in the Poll Book!** The Superintendent of Elections/Commissioner of Registration Office will make all updates
- If a **relative** indicates a person in the poll book is deceased, have them complete the **Affirmation of Residency Form** and have the **relative**, as well as two District Board Official, sign the form. Only a relative may have a deceased voter removed from the Poll Book



Errors in the Poll Book

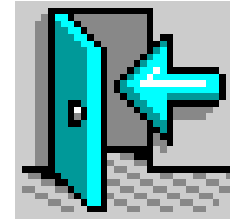
- The voter, whose block has been incorrectly signed, can sign above the wrong name, which has been crossed out and initialed by the Board Worker
- In case of error, the information should be indicated on the **Incident Report**. The Superintendent of Elections/Commissioner of Registration will make the corrections

Complaint Form



- Any voter who has a problem and would like to file a complaint should be given the “**Voter’s Complaint Form, C5**”, found with your supplies
- This form is completed by the voter and the original copy is mailed to the Superintendent of Elections
- The voter making the complaint keeps the duplicate copy

Closing the Polls



- Polls close promptly at 8:00 PM, except for School elections, which close at 9 PM
- Any voter, who is in the polling place or on line prior to closing, must be permitted to vote
- Official Challengers, Candidates, District Board Officials, the Press, and the General Public may observe, providing they don't interfere with counting and recording procedures
- After signing all copies of the Final Results Report and carefully removing both Voting Machine Cartridges, place these two items along with the Zero Proof Report and Emergency Ballot tally sheet (if used) into the clear plastic envelope provided. A copy of the election "Final Results Report" should be posted and left at the polls



Canvas Bag

- All other election material and Supplies should be packed into the Canvas Bag and returned to your Municipal Clerk at the end of Election Night



You Are Important!

- As a Monmouth County District Board Worker, you represent the Monmouth County Board of Elections in upholding the integrity of the election process.
- Your efforts make a fair, efficiently run election possible and help maintain our basic American right to a free election.
- On behalf of the Commissioners and Staff at the Monmouth County Board of Elections, we would like to thank you for your dedicated commitment to the election process.



Telephone Numbers

For problems call:

■ **Voting Machines**

(732) - 431-7295

■ **Registration**

(732) - 431-7780

■ **Board of Elections**

(732) - 431-7802

