

# DISTRICT BOARD WORKER REFRESHER COURSE



Monmouth County, New Jersey



# Subs vs. Perms

Both Perms and Subs receive “Are you working letters”.

- Permanent Board Workers who respond “YES” are automatically assigned, except for Special School Elections.
- Substitutes that respond “YES” will be contacted by phone and asked to fill vacancies.



# Certificate of Appointment

- All assigned District Board Workers are mailed a Certificate of Appointment. Certificates go out approximately two weeks before the election.
- If timing allows, bring the certificate to the Polls.



# 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 Special School Elections, opening times are determined by the School Boards.



# 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.





# Meal Break

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

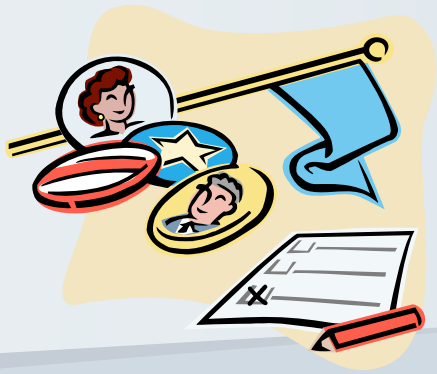


# Poll Worker Responsibilities

- Your duties include

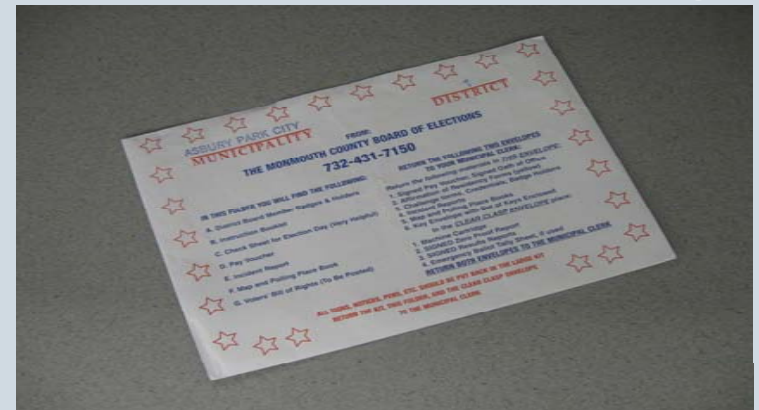
- Obtaining the necessary supplies from the Municipal Clerk
- Opening **Both** Voting Machines
- Checking for ADA compliance in the polling place
- Opening the polls on time
- Determining who may vote
- Keeping order
- Closing the polls
- Completing official documents and returning supplies to your Municipal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





# Election Day Supplies:

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





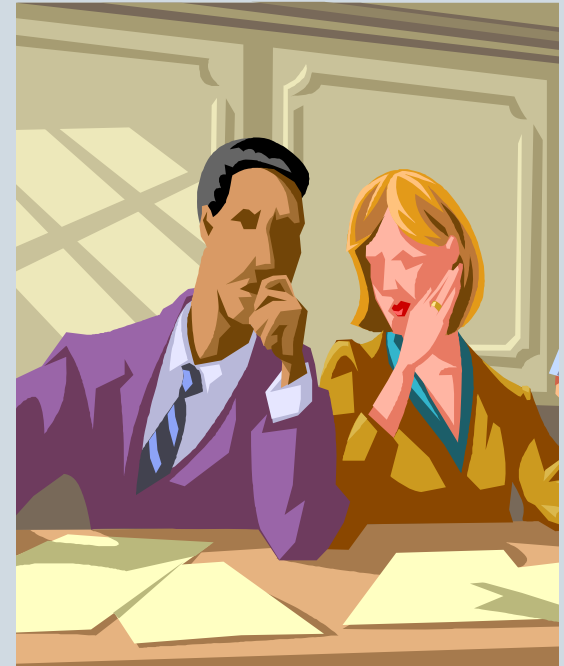
# Opening Polls

- When opening the voting machine in the morning, set your watches to the time on the zero proof report.
- Make sure that at least one vote is cast on **BOTH** voting machines.
- Ensure that each voter has pressed the cast vote button by listening for the beep or observing the “cast vote” message on the operator panel.



# Challengers

- A Challenger is a person representing a candidate or a question on the ballot, who can question a voter's right to vote.
- They must present credentials, **issued by the Board of Elections**, to the District Board Workers upon entry into the Polls.
- They cannot talk to or harass the voters or Board Workers.
- They must follow the proper procedures to challenge a voter.



# Challenged Voter

- A Board Worker must read the "Information for Challenged Voter, C3" form aloud to the voter
- The **Challenger** completes and signs the "**Challenger's Affidavit**" C2/C4
- The **Voter** also signs the affidavit and provides Identification / Proof of Residency and/or age qualification
- **District Board Workers** will examine the affidavits and IDs and vote among themselves.
  - When the challenge succeeds, the voter may not vote on the machine but may vote a provisional ballot at the polls
  - When the challenge fails, (a "2 to 2 or 3 to 1" against ) the **challenge**. the voter is allowed to vote on the machine
  - Indicate the votes and outcome in the "Challenge" space (Challenge \_\_\_\_\_) in the Poll Book
  - A copy of the affidavit should be given to the **Challenged Voter**



# Activating the Voting Machine for a Primary Election

- After the voter presents you with the Blue (Republican) or Pink (Democrat) Voting Authority, press the button on the operator's panel for Republican or Democrat.
- View the Party displayed in window on the operator's panel to make certain you have selected the correct party.
- Next press the Green Activate Button.
- If you press the wrong Party designation button, simply press the correct Party Button, view the corrected party in the operator panel window, then press the GREEN ACTIVATE button.



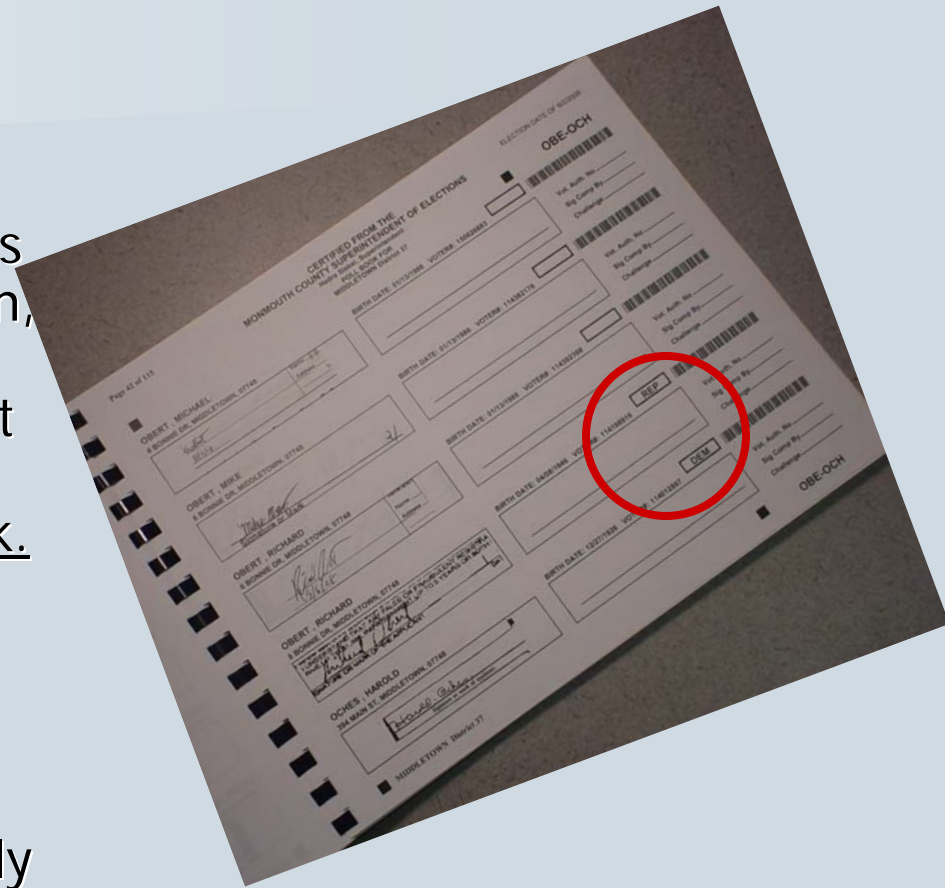
# Signatures/Voting Authority Slips

- 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
- POA / Power of Attorney Signature is never allowed. The voter must make a signature or mark of some kind. The POA cannot vote on behalf of the voter.



# Party Crossovers (Primary)

- Current NJ Law permits only Democrats (DEM) and Republicans (REP) to vote in a Primary Election, as well as unaffiliated voters who declare themselves DEM or REP at the polls. An Unaffiliated voter's party declaration box will be blank.
- A DEM or REP voter can NEVER change parties at the polls during a Primary Election. A DEM can only vote a DEM Ballot and a REP votes only a REP Ballot.



# 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.
- Any person assisting a voter may not disclose how that voter voted.



# Disability Certificate located in front of Poll Book

## DISABILITY CERTIFICATES FOR ASSISTANCE

1 **Print name** \_\_\_\_\_ **ID # from Poll Book**  
To \_\_\_\_\_ Reg # \_\_\_\_\_  
(name of voter)

Do you solemnly swear [or affirm] that you are

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

\_\_\_\_\_ (physical disability – state nature of)

(\*Blindness) \_\_\_\_\_  
and that by reason thereof, you are unable to enter and remain in a booth,  
or prepare your ballot therein for voting at 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  
assisting voter.

**Signatures of**

**2 Board Workers**

**Print name of person assisting**

\_\_\_\_\_  
\*Name of voter assisting blind voter

**Print address of person assisting**

\_\_\_\_\_  
Address of voter assisting blind voter

PRIMARY  
GENERAL  
SPECIAL

← **Circle Election Type and fill in year**

20 \_\_\_\_\_

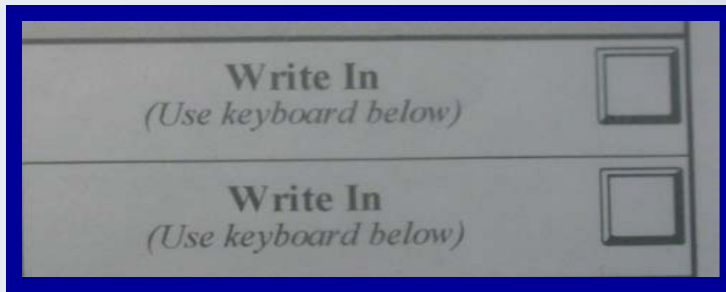
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# Audio Voting Information



- If a voter asks to use the Audio Kit on the Voting Machine, press the Orange Sticker to activate the Audio button beneath it. Refer to page 5 of the Step-by-Step Instruction Book for additional detailed information.



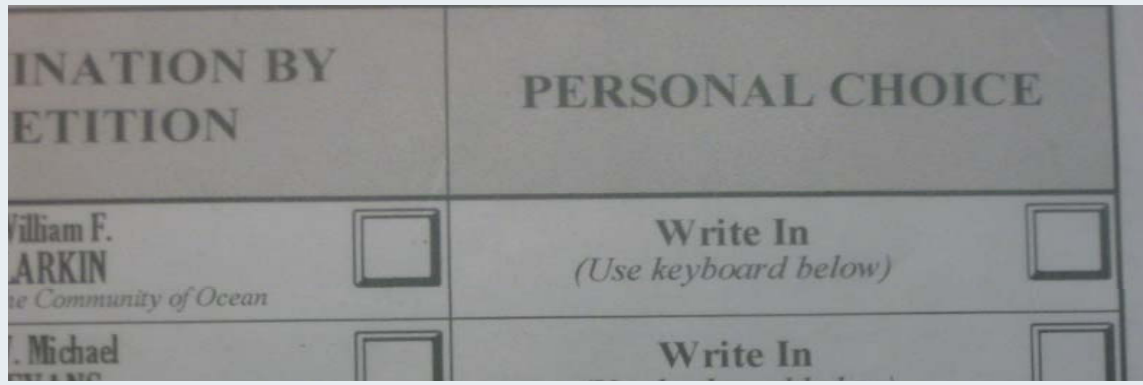


# Write-Ins

- All voters should be offered the instruction sheet for write-in votes.
- Please remind voters that the enter key is not the space key. They should utilize the front arrow key to create a space between names.
- Instruct voters not to utilize pens or markers when doing a write-in. Please call the office immediately if you encounter such problems.

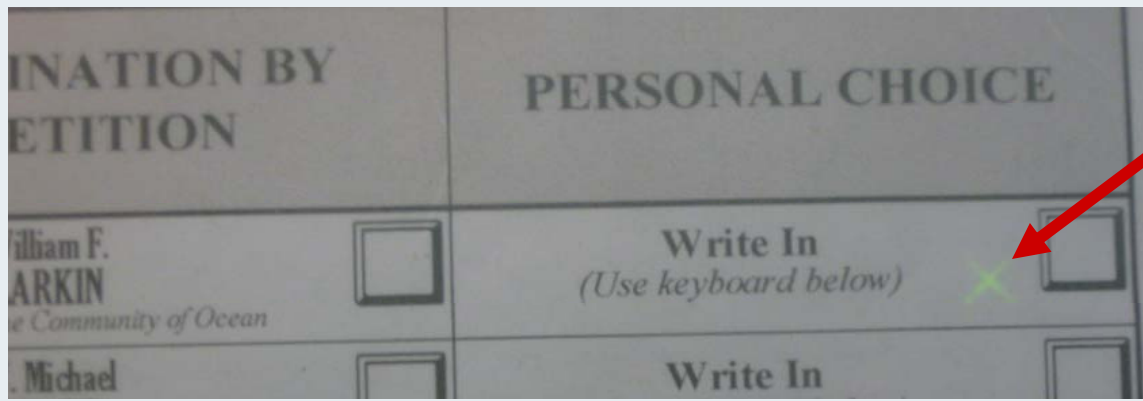


1



Write-In Box Not Pressed

2



Write-In Box Pressed

Then type in name on keyboard

The blinking "X" will not appear on the ballot unless a Write-In box is pressed.

3

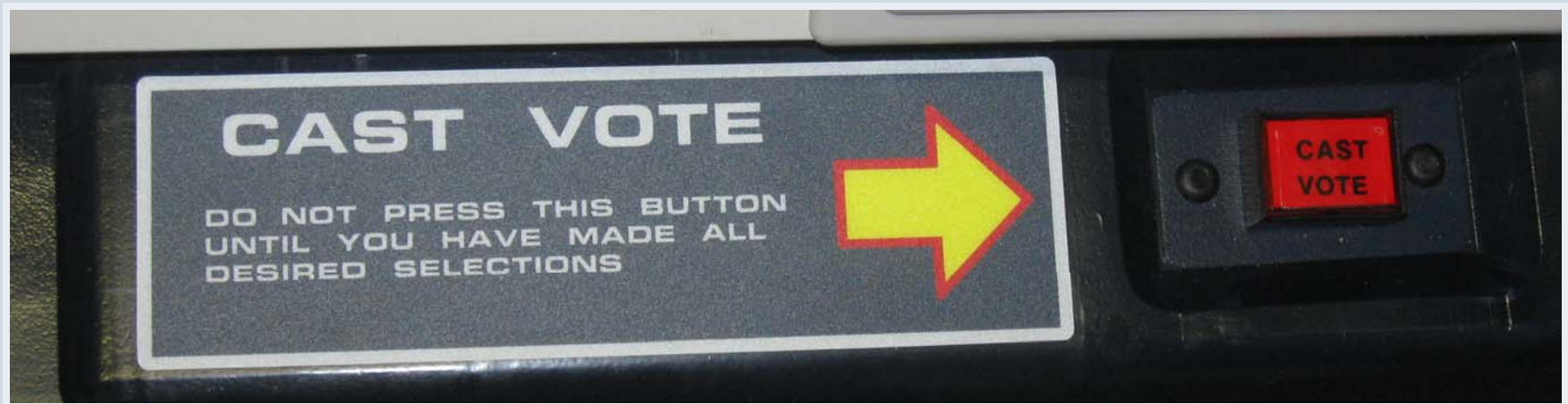


Press ENTER to cast Write-In Vote



# Complete the Voting Process

- All voting must be done before pressing the cast vote button.



# 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.
- The morning of Election Day, your Municipal Clerk may supply a list of additional names of “Mail-In” voters. You must write “**Mail-In**” in that voter’s signature box in the poll book. If the voter claims he/she did not apply, receive or vote this ballot, they may vote by **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 not provided**
  - **Voter is registered in Monmouth County but moved within the county outside of the election district and/or municipality**
  - **Voter states that they never applied for, received or voted their MAIL-IN ballot**



# Use of Emergency Ballots

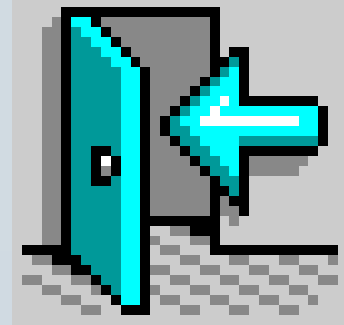
- If a voting machine malfunctions or voters experience long waiting periods,

Call the Superintendent of Elections at (732)431-7780 Ext. 7775 for approval to use Emergency Ballots.

- Break the green numbered seal and empty the Emergency Ballot Box.
- Further instructions for processing Emergency Ballots can be found on pages 19 and 20 of your Instruction Book.

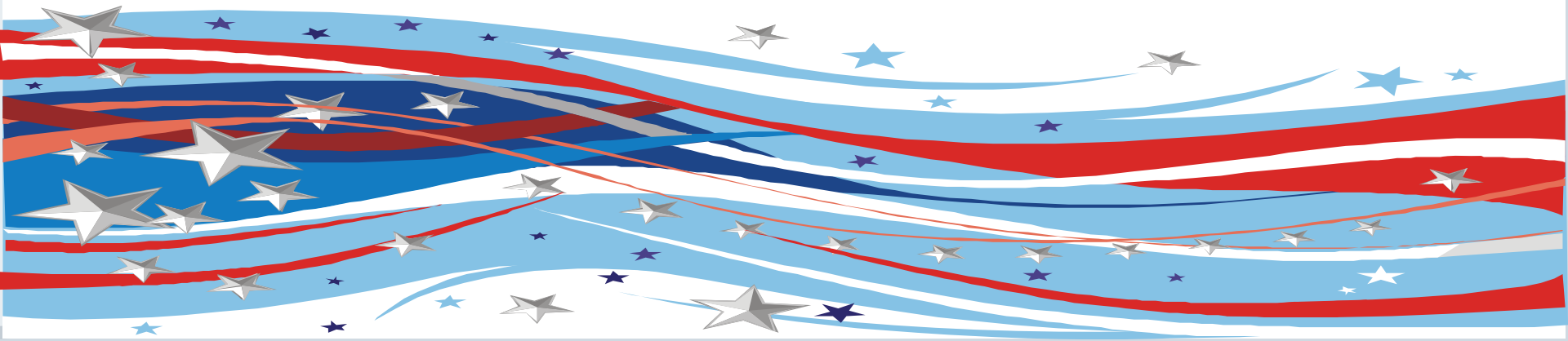


# Closing the Polls



- 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 closing procedures.
- After signing all copies of the Final Results Report and carefully removing **ALL** Voting Machine Cartridges, place all 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" must be posted and left at the polls.





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



# Test! Test! Test!

- Can a Power of Attorney vote on behalf of a registered voter?
- What do you do if a voter wants to take someone into the voting machine to help them?
- Who do you call if YOU can't make it to polls or running late on Election Day?
- What time does the Board of Elections Office open on Election Day?
- What do you do if it says "Affirm Address" in the voter's signature block?
- What do you do if a voter writes all over the ballot screen inside the voting machine?
- Who do you call if the Polling Location is not open at 5:15 am?
- What do you do if voter comes in and "Mail-In" is printed in the voter's signature box?
- If a voter wants to change their party on Primary Election Day, what do you do?
- If a voting machine breaks down and a replacement is brought in, what do you do with the broken machine at the close of polls?