

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 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.



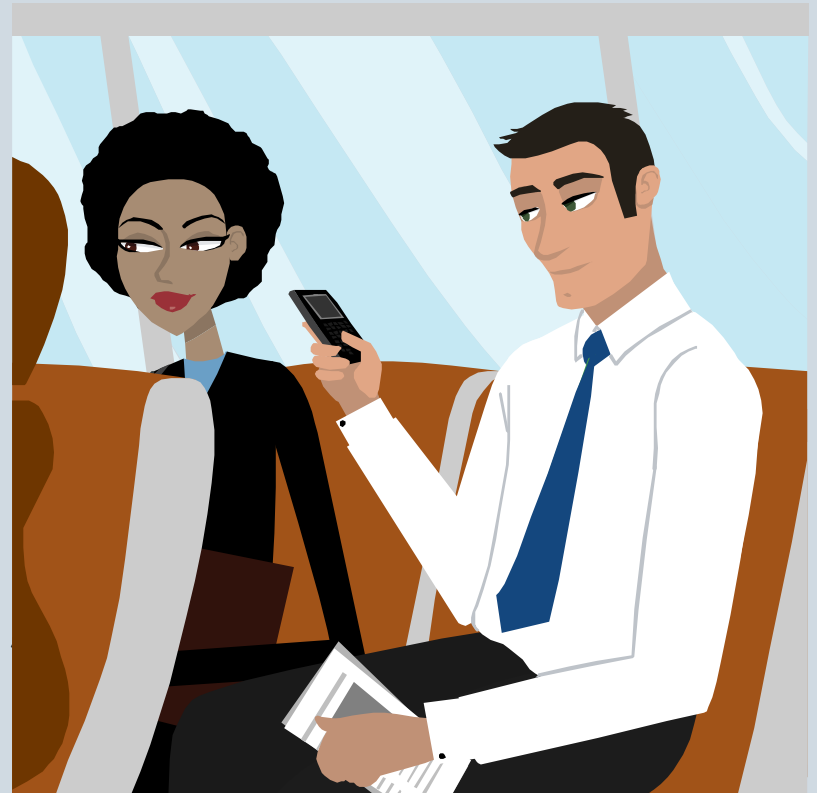
Arrival Time



- 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 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

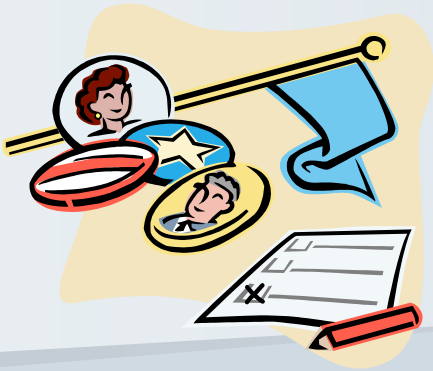
- Only **one** District Board Worker at a time may leave the polling location.
- Your one-hour meal break is staggered among the District Board Workers and must be completed between 1:00 P.M. and 5:00 P.M.
- Please remember no food or beverages are permitted at the District Board Worker table.

Poll Worker Responsibilities

■ Your duties include

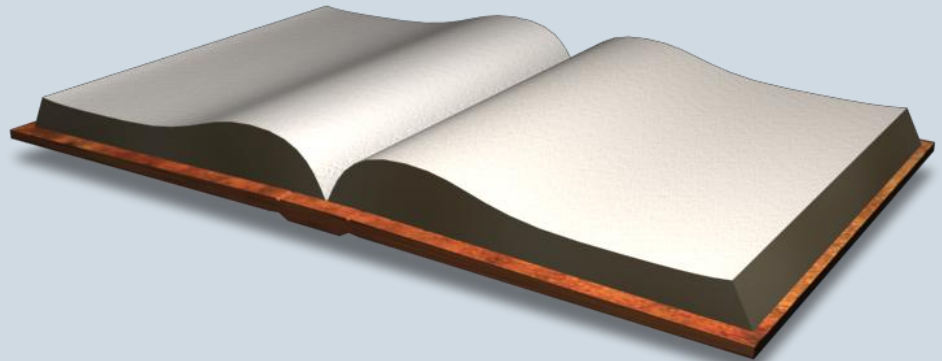
- Obtaining the necessary supplies from the Municipal Clerk
- Opening **Both** Voting Machines
- Checking for ADA compliance in the polling place
- Opening the polls on time
- Determining who may vote
- Keeping order
- Closing the polls
- Completing official documents and returning supplies to your Municipal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



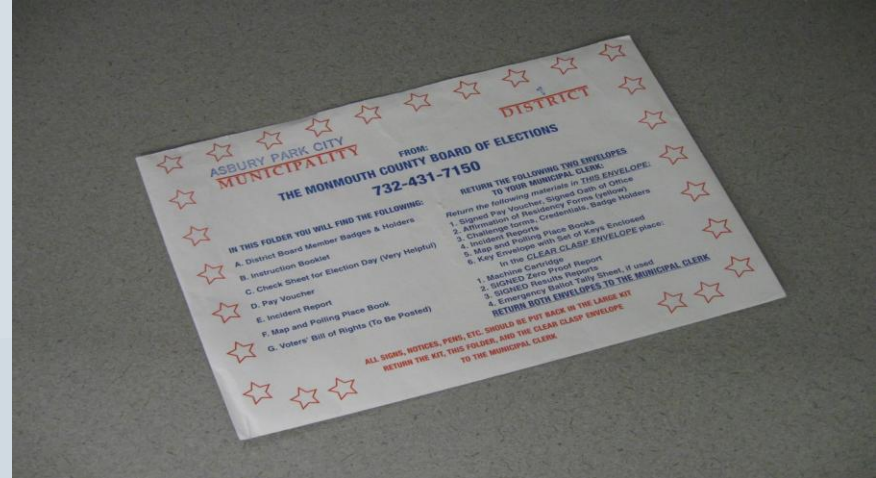


Election Day Supplies:

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

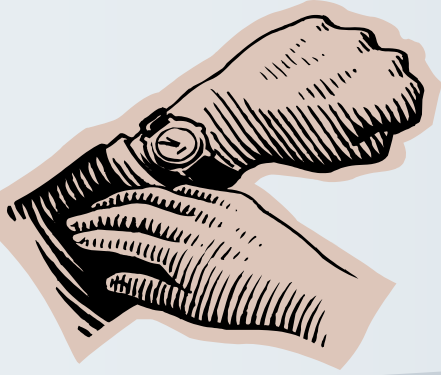


With the Supplies, You Will Find



- 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

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, who can question a voter's right to vote.
- Challenger must provide the Board Workers with their credentials.
- 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 will 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 will check the ID of the voter and sign C2/C4 affidavit.
 - 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 _____)
- Give the Challenged Voter a copy of the affidavit. The voter may appeal to the Superior Court Judge sitting in Freehold.

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

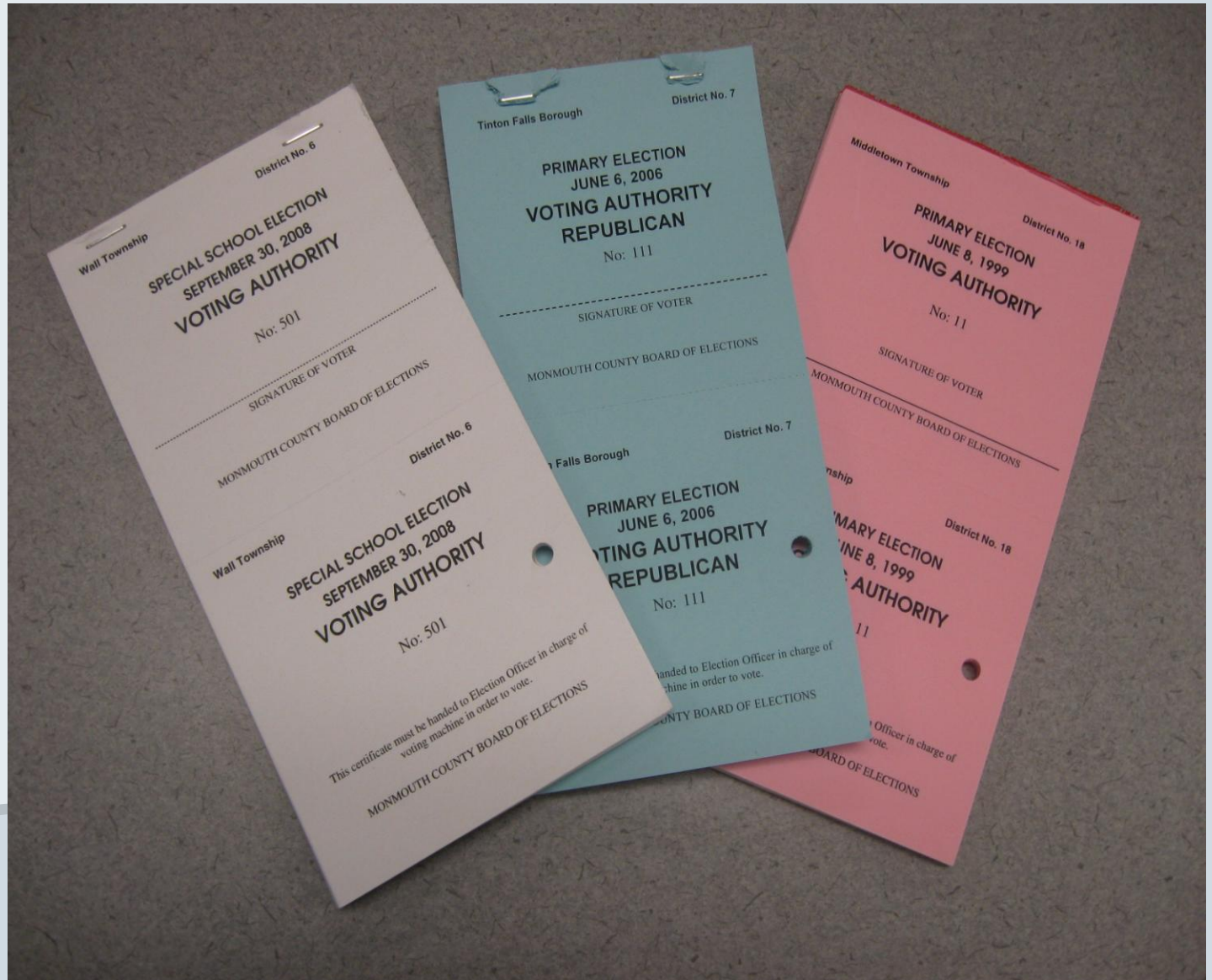
- **When you verify signatures and are satisfied that it is the same person, you must initial in the column to the right of the voter's signature: (next to "Sig. Comp by: _____")**
- **Rubber Stamped signatures are never accepted**
- **POA Power of Attorney Signature is not allowed. The voter must make a signature or mark of some kind.**
- **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**

Party Crossovers (Primary)

- Current NJ Law permits only Democrats and Republicans to vote in a Primary Election, as well as unaffiliated voters who declare themselves DEM or REP at polls. Unaffiliated voters 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.

The image shows a New Jersey primary election ballot for Monmouth County, dated 2007. The ballot is titled "CERTIFIED FROM THE COUNTY SUPERINTENDENT OF ELECTIONS" and "MONMOUTH COUNTY". It lists several candidates for the position of "SUPERINTENDENT OF ELECTIONS", including Michael Obert, Mike Obert, Richard Obert, and Harold Oches. Each candidate's name is followed by a box for the voter's party affiliation. A red circle highlights the "REP" and "DEM" options in the party declaration box for the candidate "OBERT RICHARD". The ballot also includes a "Voter's Declaration" section with checkboxes for "I am a Democrat", "I am a Republican", "I am an Independent Voter", and "I am an Unaffiliated Voter". The "I am a Republican" checkbox is marked with a checkmark. The ballot is marked with "OBE-OCH" and "ELECTION DATE OF 2007".

Voting Authorities



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

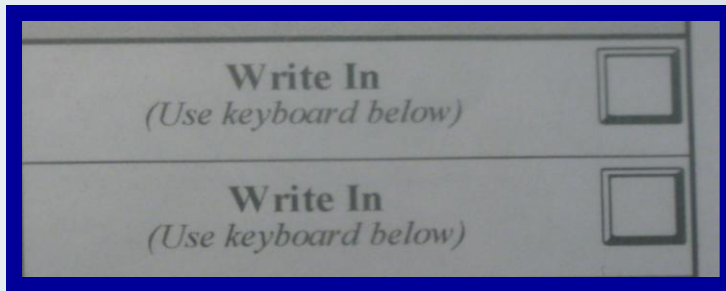
← **Circle Election Type and fill in year**

20 _____

Audio Voting Information



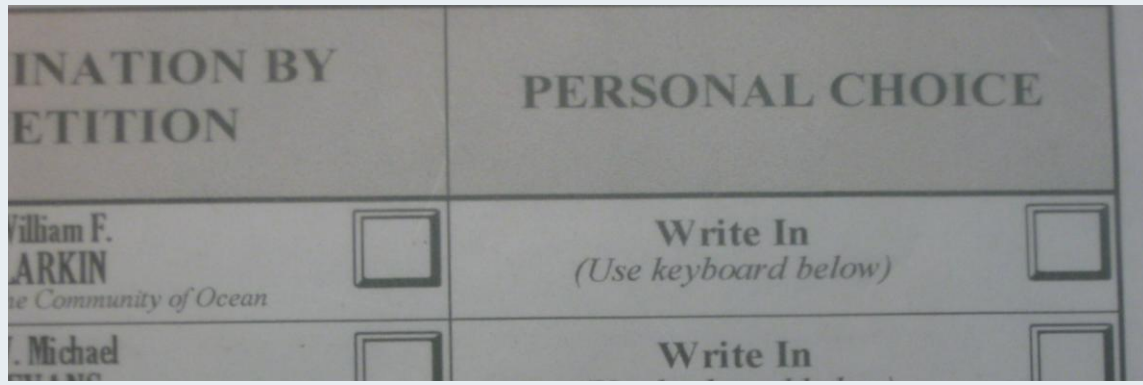
- If a voter asks to use the Audio Kit on the Voting Machine, press the Orange Sticker to activate the Audio button beneath it. Refer to page 5 of the Step-by-Step Instruction Book for additional detailed information.



Write-Ins

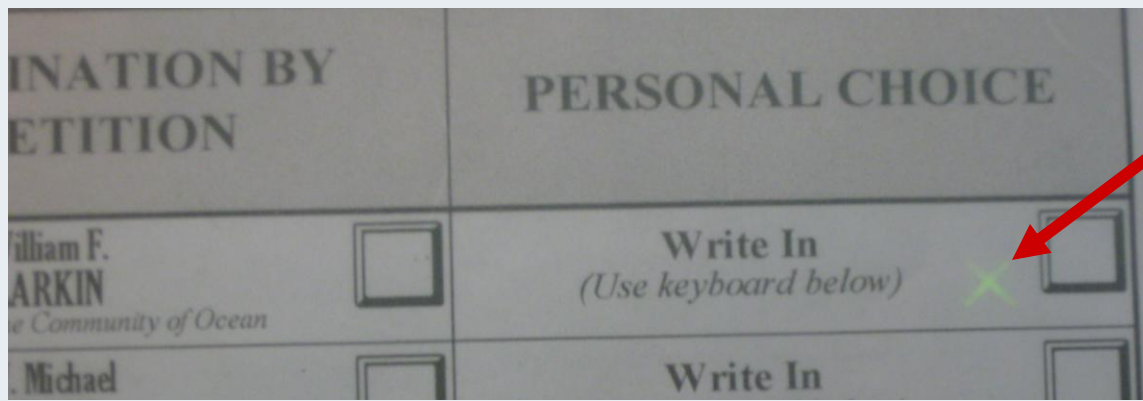
- All voters should be offered the instruction sheet for write-in votes.
- Please remind voters that the enter key is not the space key. They should utilize the front arrow key to create a space between names.
- Instruct voters not to utilize pens or markers when doing a write-in. Please call the office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

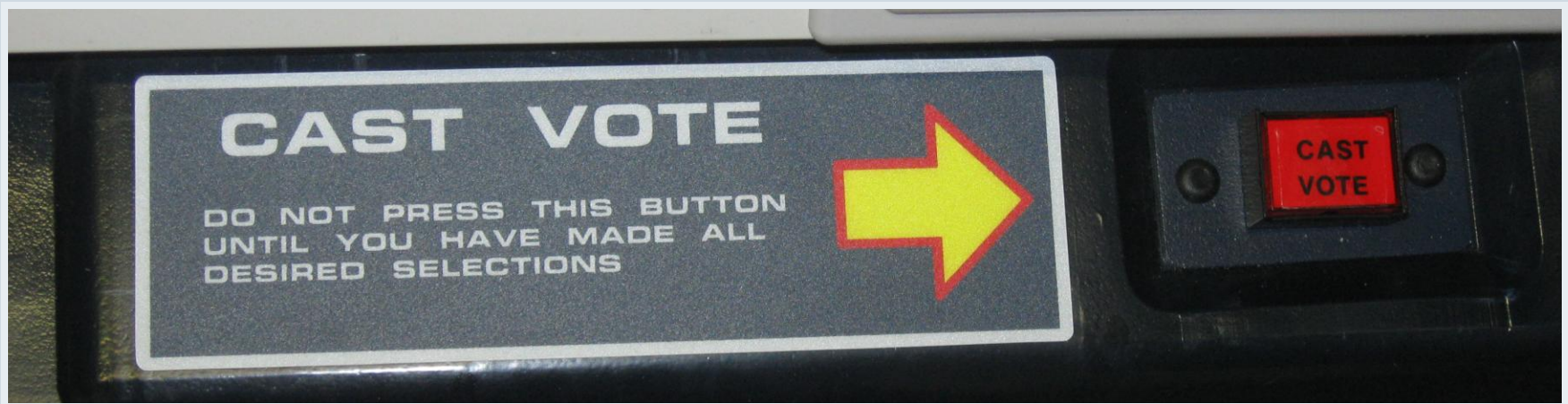
3



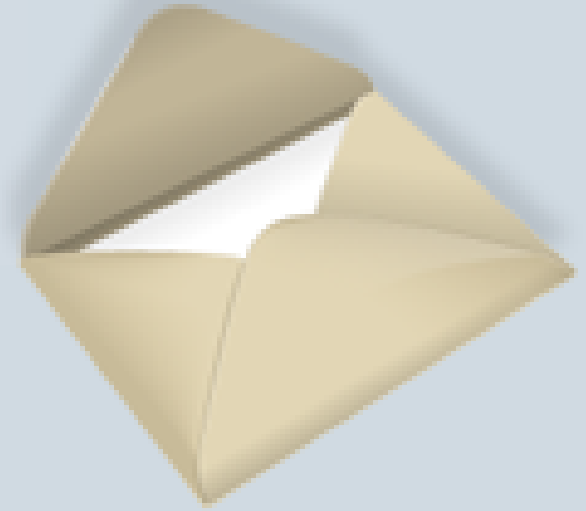
Press ENTER to cast Write-In Vote

Complete the Voting Process

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

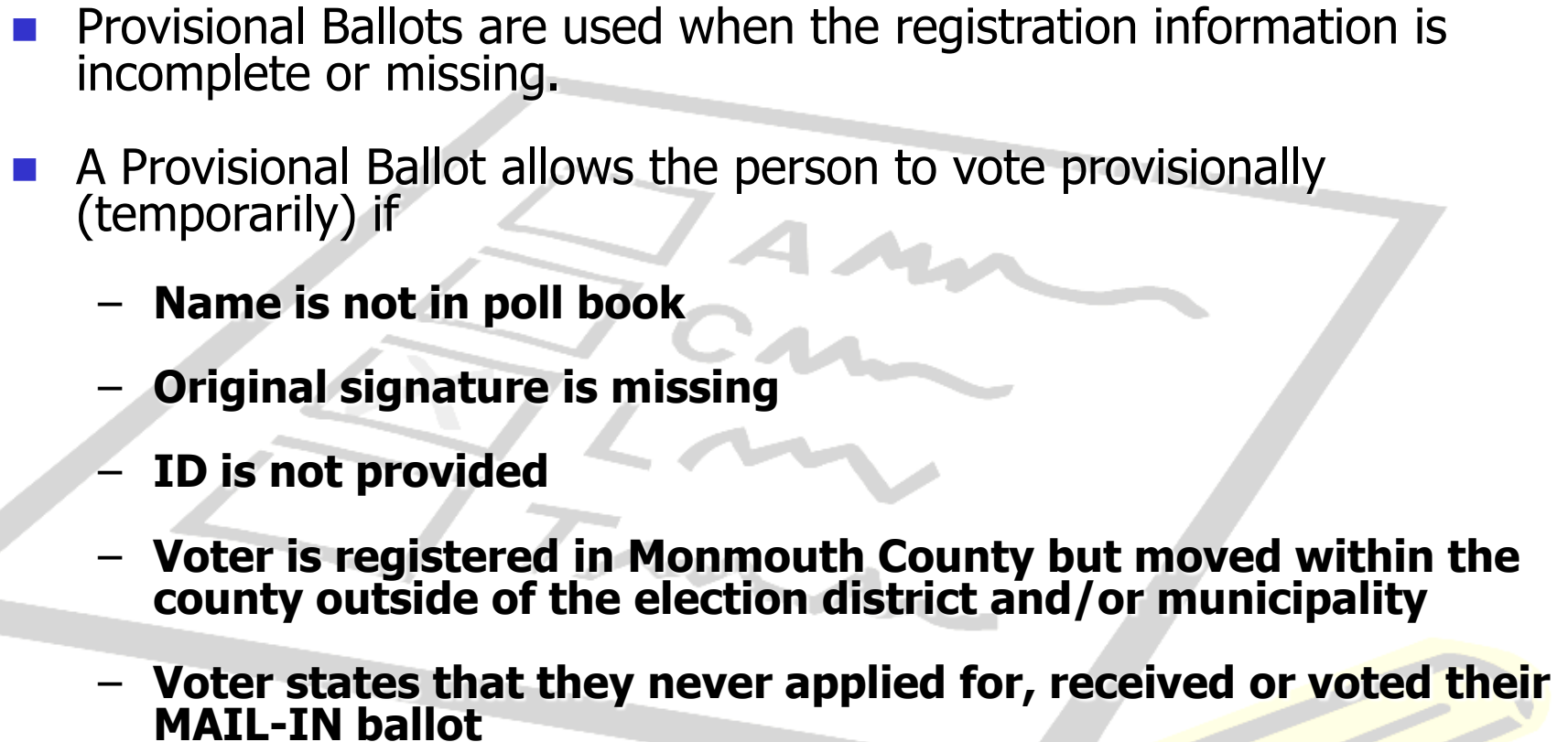


Mail-In Ballot



- 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.

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**
- 
- A faint background illustration of a ballot with a pencil. The ballot has a grid of boxes and some handwritten text, including the word 'NAME' and a signature. The pencil is yellow and is positioned at the bottom right of the page.

Use of Emergency Ballots

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

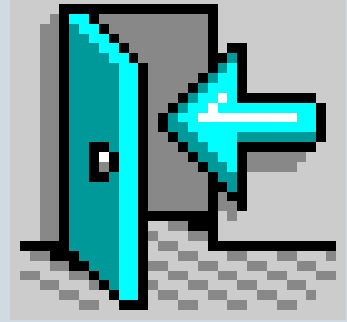
Call the Superintendent of Elections at (732)431-7780 or (732)431-7785 for approval to use Emergency Ballots.

- 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.

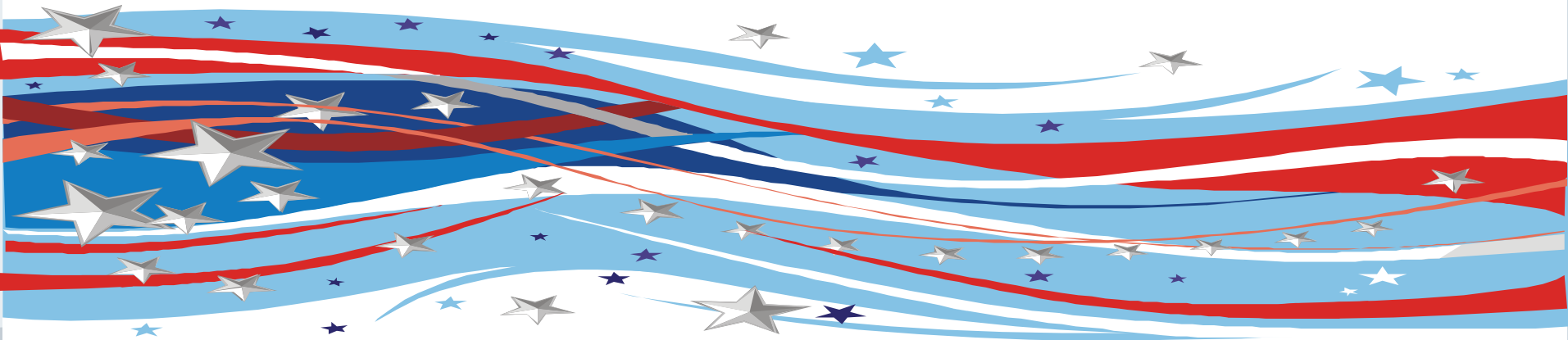
Counting Emergency Ballots

- **After the polls close and the Final Results Reports have been printed, count the Emergency Ballots.**
- **Remove the White seal, open the ballot box in public view.**
- **The Judge removes the ballots one at a time and reads the votes cast out loud, as the Inspector examines the ballot to ensure that the Judge is reading it correctly.**
- **The remaining 2 District Board Workers shall record the votes cast on the tally sheet.**
- **The Judge must return the current ballot to its envelope and number it in sequential order (1,2,3, etc.) and hand it to the Inspector.**
- **If an envelope is marked "Void/Spoiled" it should be temporarily put aside.**

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 **BOTH** 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