

# The Boardworker Bulletin

Special 2013 Edition - Stronger than the Storm!



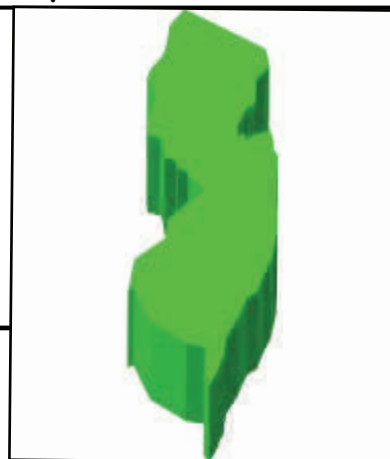
## Upcoming Elections

**Wednesday, October 16th—  
Special General Election for  
U.S. Senate**

**(New Jersey Governor's Race)**

**Tuesday, November 5th—**

## **Permanent/Alternate Board Workers**



- » Both Permanent and Alternate Board Workers receive “Are You Working” letters at least 30 days prior to an Election.
- » **Permanent Board Workers** who respond “Yes” are automatically assigned to work an Election.
- » **Alternate Board Workers** who respond “Yes” **are not automatically assigned** to work an Election. They will be contacted by phone and asked to fill vacancies.

## What if...

1. A voter signs the book, then decides not to vote and leaves?

**Answer: Void Voting Authority and write it in the incident report. DO NOT cross out their signature in the book.**

2. Someone tells you a voter moved or passed away?

**Answer: A family member must fill out the Affirmation of Residency form found in your kit. Family members can also send a signed note to the Registration office.**

3. Someone wants to make a complaint?

**Answer: Have them fill out a C-5 form located in your kit.**

4. When “NO SIGNATURE” is stamped in voter’s signature box of the Poll Book.

**Answer: They are NOT to sign the Poll Book and must vote a Provisional Ballot**

## **MAINTAINING ORDER AT THE POLLS**

### **KEEP YOUR HANDS OFF MY MACHINE!**

The only people who are allowed to touch the machine are the poll workers.

Everyone else; Challengers, voters, and candidates are NOT allowed to touch the machine or go behind it.

### **NO THEY CAN'T HAVE THE NUMBERS!**

If someone comes into your location and asks for number of people who voted you CANNOT give them this information.

If the people requesting this information argue with you please call the Board of Elections. We would love to explain the rules to them over the phone.

## **CALL US!**

## **The Decorum Forum**

**No Smoking** on School grounds. Be aware of the rules of your location before lighting up. Some buildings do not allow smoking.

- \* Put all electronic devices away when voters are present. This includes cell phones, laptops and iPads.
- \* **Poll Workers are not allowed to accept food from Candidates or Campaign workers. This is considered electioneering and is not allowed.**
- \* Put ALL issues encountered on Election Day on the Incident Report. Even if it doesn't seem important at the time, better you record it so we don't have to call you later.
- \* Arrive at 5:15 a.m. Late arrivals will be docked. Habitual tardiness can result in dismissal as a board worker.
- \* No discussion of political viewpoints at the polls!
- \* No food or drinks on the table with the poll books!

## HELPFUL HINTS

### What should be recorded on the Incident Report?

Board Worker Mistakes  
Machine Malfunctions  
Poll Location problems  
Accidents or Injuries    Voter Complaints

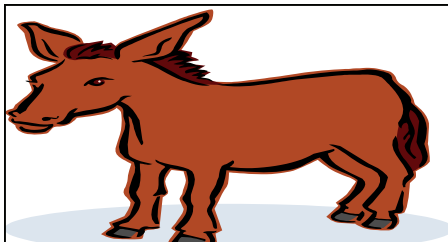
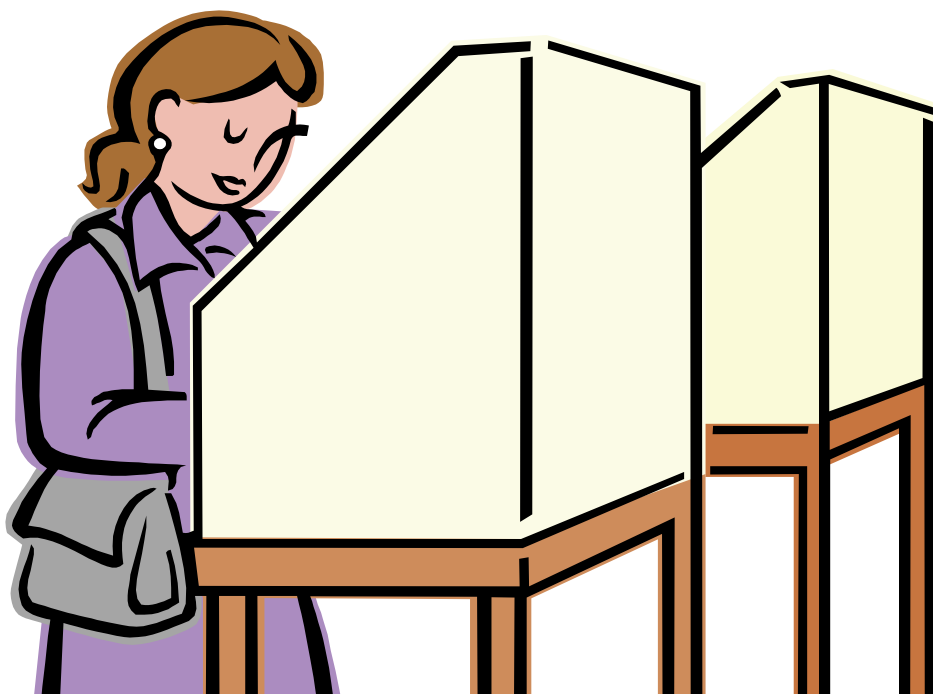


**You can adjust the height of the voting machine ballot tub for voters confined to wheelchairs, etc.**

**visitmonmouth.com**

Click on the Departments link, choose Board of Elections

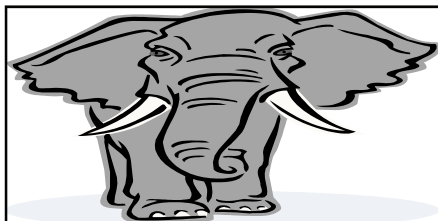
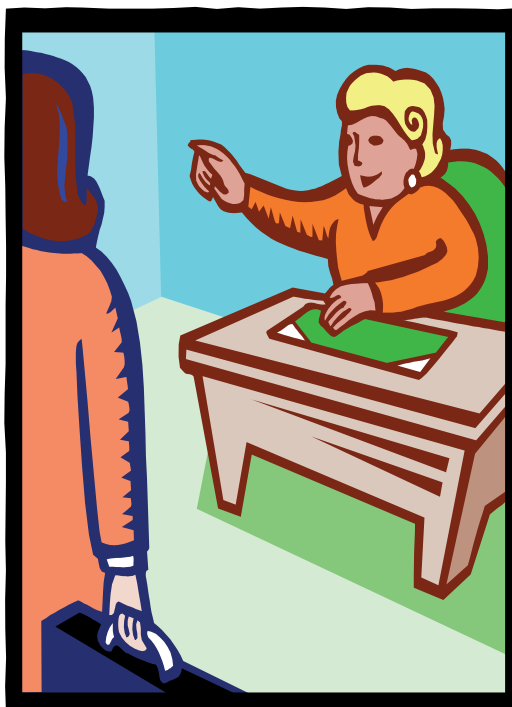
A class Refresher Guide and Voting Machine Video are available here. Also driving directions to our training class sites.



### AFFIRMATION OF RESIDENCY FORM

If you see “Verify Address” in voter’s signature box in poll book, have voter fill out Affirmation of Residency form (yellow sheet in blue bag supplied by Superintendent of Elections). Be sure it is completely filled out and compare information on form with that printed above voter’s signature box. No other proof of residency is required.

**DO NOT ASK VOTER FOR ID!**



When processing a voter, remember to initial in the proper line of the poll book for each voter.

**VOT.AUTH.NO. 12/Dem**  
**(In Primary add party)**

**Sig Comp By DP**

**Challenge Yes- (2 to 2)**

### ROLE OF MUNICIPAL CLERK ON ELECTION DAY

- Set-up of polling location is responsibility of Municipal Clerk. They should make sure there are enough tables and chairs and that polling location is prepared for the election.
- Confirm polling locations are opened and closed by appropriate officials.
- Determine which board workers will pick-up and return the blue bags (poll books and other election supplies) for each voting district.
- Address any Board Worker issues at the polls on Election Day.

Blue Supply Bag

