POLL WORKER INFORMATION SESSION
Details & Special Procedures

Committee of Seventy

LEAGUE OF WOMEN VOTERS OF PENNSYLVANIA
In Today’s Session We Will:

- Review Election Day and **key poll worker tasks**

- Share **tools** to help you understand your tasks and guide you in your polling place

- Highlight **situations and special procedures** you may encounter
Who can be in a polling place?

Only certain people are permitted in polling places:

- Poll workers
- Poll Watchers
- Voters
- Children of Voters
- Interpreters
Poll Worker v. Poll Watcher

Poll worker
Someone who is paid to carry out essential tasks at the polls on Election Day.

Poll watcher
Someone, appointed by a candidate or party, who observes the election process.
What can poll watchers do?

Poll watchers CAN....

- Make *good-faith* challenges to elector’s identity, residence in election district, or voter eligibility
  - Judge of Election determines if the challenge is made in good-faith
  - Discriminatory challenges infringe on Pennsylvanians’ right to vote and therefore are unlawful
  - There is a 10 dollar fee for challenges relating to mail-in/absentee ballots
- Enter the voting space, *only when voters are not there*
  - Examine the voting checklist & numbered list of voters
- Keep a list of voters
What are poll watchers prohibited from doing?

Poll watchers CANNOT....

- Enter the voting area when voters are present
- Engage or attempt to influence voters
- Intimidate voters
  - Examples include: blocking door to polling place, asking voters for documentation, videotaping voters
- Electioneer inside polling place or within 10 feet of polling place

Judge of Elections is obligated to remove poll watcher if they engage in prohibited activities.
Language access at the polls

Non-English speakers who are eligible voters must be allowed to vote.

Section 203 of the Voting Rights Act dictates that certain counties must provide voting materials and assistance in multiple languages.

Counties which must provide voting materials and assistance in Spanish:
- Berks County
- Lehigh County
- Philadelphia County

County which must provide voting materials and assistance in Chinese:
- Philadelphia County
Language access at the polls

Voters who may need language assistance can bring someone to help.

Voters can get help as long as the person who helps:

- Is not your employer or union representative
- Is not the judge of elections

Voters may have to sign a declaration stating that they need assistance.
Accessibility for voters with a disability

Voters with a disability are still entitled to vote.

Every polling place is required to have at least one accessible voting station.

Voters with a disability may bring someone to help them vote as long as the person who helps is not:

- Their employer or union representative
- Judge of Election

Voters may have to sign a declaration stating that they need assistance.

Find out more information about accessibility for voters with a disability.
Outline of Election Day

6:15am Poll workers arrive
6:30am Doors unlocked
6:30am-7:00am Set up polls
7:00am Polls open
7:00am-8:00pm Voting
8:00pm Polls close
8:00pm-?? Take down polls
First Task: Set Up Polling Place

Your space will have the following materials...

- The Judge’s Box
- Secured voting machines
- Cleaning and disinfecting supplies
- Masks, gloves and other PPE
- Supplies for physical distancing

For setup, you need to...

- Take the Oath of Office
- Unpack supplies and post signage from Judge’s Box
- Distribute responsibilities and assign stations
- Set up voting machines
- Establish physical distancing lines and areas (6 ft apart)
- Sanitize surfaces
The Judge’s Box

Over 30 things are inside:

- Administrative sheets that require signing by various poll workers
- Signs to be posted
- Supplies for voters and poll workers
- Materials for processing voters

There are a lot of items in the Judge’s Box and a limited amount of time to distribute materials and set up the polling place.

WHICH BRINGS US TO OUR FIRST TOOL!
Tool: Anatomy of a Judge’s Box

A 12-page VISUAL GUIDE to the 30+ materials located in the Judge’s Box

Uses

- Helps you locate the items you need within the huge collection of items
- Clarifies when you might need each item and what they look like
Oath of Office

The first thing everyone must do is take the Oath of Office.

However this piece of paper may not be on top--you may have to look for it. With this guide, you know what you’re looking for.
Tool: Anatomy of a Judge’s Box

Supplies and Signage
There are many different signs that need to be posted in various locations. The guide ensures you have an exhaustive list of signs and where to place them.

Sign Types
- general voting info signs
- voter rights signs
- language and ADA assistance

It’s helpful to have a few folks work on posting signage immediately.
Tool: Anatomy of a Judge’s Box

Takeaways

- Know what’s in the Judge’s Box so you know what you need from the box.
- Ultimately, the Judge is responsible for the box, but it’s helpful if all poll workers know what’s in it.
- This is a great check on your knowledge. If you don’t know what each item is used for and how to use it, that’s a sign to review that material.
The layout of each polling place will differ depending upon the size and dimensions of the space and the number of voters it is designed to handle.

There are common roles and tasks in each polling place and specific areas where these are completed.

It’s helpful for poll workers to be able to review the supplies, roles, and procedures at the different stations and to quickly access relevant information to make decisions on Election Day.

WHICH BRINGS US TO OUR NEXT TOOLS!
Tool: Station Cards and Guides

A series of one-page guides with instructions, key reminders and procedures for each station in a polling place.

Uses

- Review before Election Day to familiarize yourself with different roles and procedures
- Confirm procedures and get help making decisions in key voting situations
Simplified Process Flow

STATION 1
Check In

STATION 2
Clerk

STATION 3
Machine Inspector

STATION 4
Judge
Active Voters: Check In → Voting Machines

- **STATION 1**: Check In
- **STATION 2**: Clerk
- **STATION 3**: Machine Inspector
- **STATION 4**: Judge
Other Voters: Check In → Provisional

- **STATION 1**: Check In
- **STATION 2**: Clerk
- **STATION 3**: Machine Inspector
- **STATION 4**: Judge
A lot happens at Station 1. The following tools help navigate the check in procedures and ensure that all voters can vote either on the machine or provisionally.

**Tasks include:**
- Check if voter in poll book
- Decide if a voter can vote on the machine or provisionally
- If required, check ID
- Check registration status
- Check if correct polling place

**Tool:** Station Card
This flowchart is a guide to help you navigate whether or not a voter must complete additional steps before voting OR If they must vote provisionally OR Directed to their correct polling place.
This guide gives you more details on special procedures for situations like:

- Voter arrives with mail-in ballot + outer envelope
- Voter has voided ballot on machine (spoiled ballots)
- Voter in poll book but there is no paper slip
- Affirmation required
- Assistance required

**Tool:** Station Cards
Tool: Polling Place and Registration Lookup

This tool allows voters to quickly look up (with a smartphone camera) their polling place or if they are registered to vote.

A copy should be at Station 1 and outside a polling place where voters line up.

This will also be available in Spanish & Chinese (in PHL).
If the voter’s signature box says “ID Required”: the person is voting in the Division for the first time and they must provide identification.

Use this guide to determine acceptable forms of ID, both photo and non-photo options.
Tool: Station Card

The Machine Inspector:

- Sets up the voting machines
- Directs voters to machines
- Provides instruction from outside the machine
- Ensures no voter accidentally leaves without having completed their vote
- Gets assistance if needed
- Takes down the machine
The judge is involved in many parts of the voting process. It's normal to need to consult the judge many times throughout the day.

If You Aren’t the Judge...
- You may need a judge’s signature
- You may need a judge’s help
- You may need something from the judge’s box

If You Are the Judge
- Can be hard to remember all your responsibilities and supplies

Tool: Station Card

The judge’s area can be set up after the polls are open.
- Judge assigns and can fill in for any role throughout the day
- Judge should work at the table when lines are excessive
- Judge must be available to sign assistance forms, provisional ballots, repair forms and other paperwork as needed
- Judge assists with “line management” - cracking in with voters as they walk in line and making sure they are registered and are at the right polling place
- Judge calls emergency contacts when there is an issue
- Judge is primary person responsible for ensuring there is no electioneering and that everyone in the polling place is allowed in at any given time.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8:00 pm to turn away any voters that arrive AFTER polls close.
- After close, Judge must return the Judge’s box to Delaware and Spring Garden.

Supplies
- Judge’s Box
- Judge’s binder containing Registration Declarations, Affirmation of Eligibility, Challenge Affidavits, receipt and election statements
- Poll worker
- calling card
- Extra and unused materials
- (Not provided) primary barrier for voters lining out
- Provisional
- Table
- Chairs

Note: If a voter requests assistance, any member of the Board of Elections can assist the voter in the booth EXCEPT the Judge of Elections.
A few special situations to review before Election Day

Provisional Ballots
Spoiling Ballots (Mail-in, Absentee, Machine)
Affirmation Required
Assistance Required
Spoiling a Mail In/Absentee Ballot

Voters who applied and received mail-in or absentee ballots may vote on the machine if:

- They give their ballot and return envelope to the judge of elections
- Signs a statement requesting that the ballot be spoiled
- The ballot can be ‘clean’ or filled in.

If they do not bring in the ballot and/or envelope, they are allowed to vote provisionally.
Administering a Provisional Ballot

During a normal election, administering a provisional ballot is fairly rare. But given the increased circulation of mail-in ballots, it will be more common this election.

Steps for Administering a Provisional

- There are many and it requires more than just you

Situations where a Provisional Ballot is needed include:

- Voter is not in poll book or supplemental poll book
- Voter is not at correct polling place and does not want to go to correct polling place
- Voter requested mail-in or absentee ballot, but has not brought the ballot and declaration envelope to the polling place to void
Tool: Provisional Ballot Procedure Card

Documents all the supplies and steps needed to administer a provisional ballot.

PROVISIONAL BALLOTS

PROCEDURE FOR POLL WORKER

1. Enter the voter’s name into the back of the Number 2 and Number 4 Books writing “PROV” instead of an admission number (Clerk).
2. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Elections).
3. Witness proper completion of Section 81 of the Provisional Ballot Affidavit Envelope (Both Judge of Elections and Minority Inspector).
4. Complete Section 82 of the Provisional Ballot Affidavit Envelope BEFORE the ballot is signed by the voter (Judge of Elections and Minority Inspector).
5. Complete the Provisional Ballot in private following the instruction cards. Ballot must be sealed in the Secretary Envelope and the Secretary Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).
6. The voter returns the Provisional Ballot Affidavit Envelope B to the Election Board official table and signs and dates Section 64 in the presence of the Judge of Elections or Inspector.

NOTE: The Judge of Elections MUST check to make certain the voter has completed all information, and signed both Section 81 and Section 84 of the Provisional Voter Affidavit Envelope B.

1. Affix the Ballot Identification Number to the Provisional Ballot Envelope at the bottom right hand corner on Provisional Voter Affidavit Envelope B (Judge of Elections).
2. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Elections).
3. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.

SUPPLIES

- Provisional Ballot Package
  - One (1) Secretary Envelope
  - One (1) Provisional Ballot Affidavit Envelope B
  - One (1) Provisional Ballot Instruction Card (white)
  - One (1) Provisional Ballot Return Envelope C
- One (1) Pen
- Provisional Ballots (white paper with a green stripe near the top)
- One (1) Provisional Voting Return Envelope C.

If you have questions about Provisional Voting or are running low on Provisional Ballots on Election Day, Call 218-586-1530.
Thank You!