

POLL WORKER

INFORMATION SESSION

Details & Special Procedures



Committee of Seventy



LEAGUE OF WOMEN VOTERS®
OF PENNSYLVANIA

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 and residence in the division
 - Judge of Election determines if the challenge is made in good-faith
 - Discriminatory or frivolous challenges infringe on the right to vote and are unlawful
- Examine the voting checklist & numbered list of voters
- Observe the tabulation of votes after polls close
- Report issues and potential violations to the County Board of Elections and/or District Attorney

What are poll watchers prohibited from doing?

Poll watchers CANNOT....

- Disrupt or interfere with the voting process
- Engage or attempt to influence voters
- Harass or 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 a 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
- 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

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.

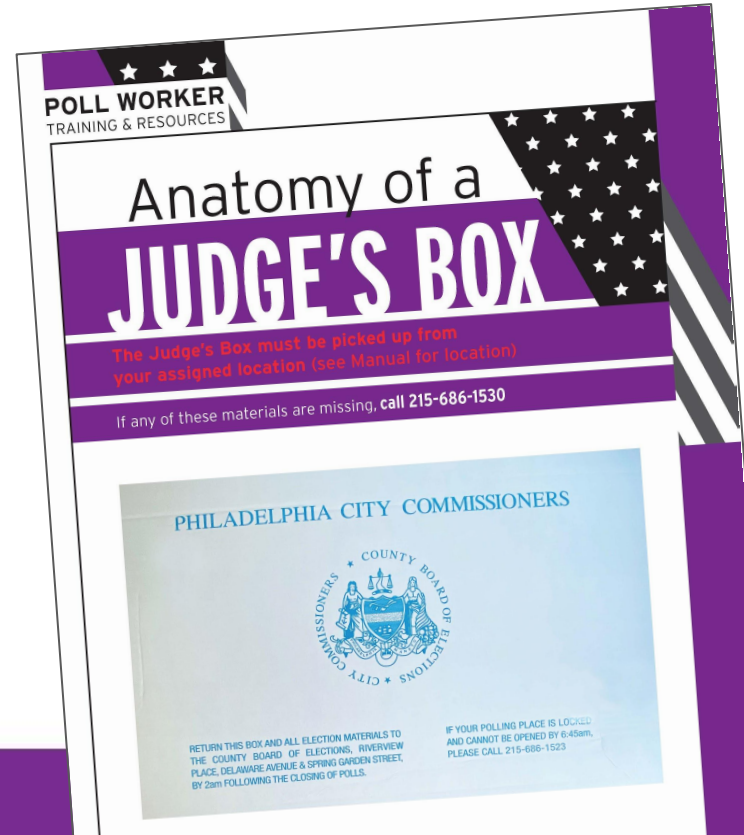
**WHICH BRINGS US
TO OUR FIRST TOOL!**

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



POLL WORKER INFORMATION SESSION



**Provisional Ballot Materials
Envelope D**

Contents:

Provisional Ballots (white sheet) green or black

Provisional Voting Return Envelope C

Provisional Ballot Packages containing:

- Sample envelope
- Provisional Ballot Affidavit Envelope C (green)
- Provisional Ballot Instructional Card (white)
- Provisional Ballot Receipt

Plus:

Procedure for any eligible voter:

Refer to guide for more information.

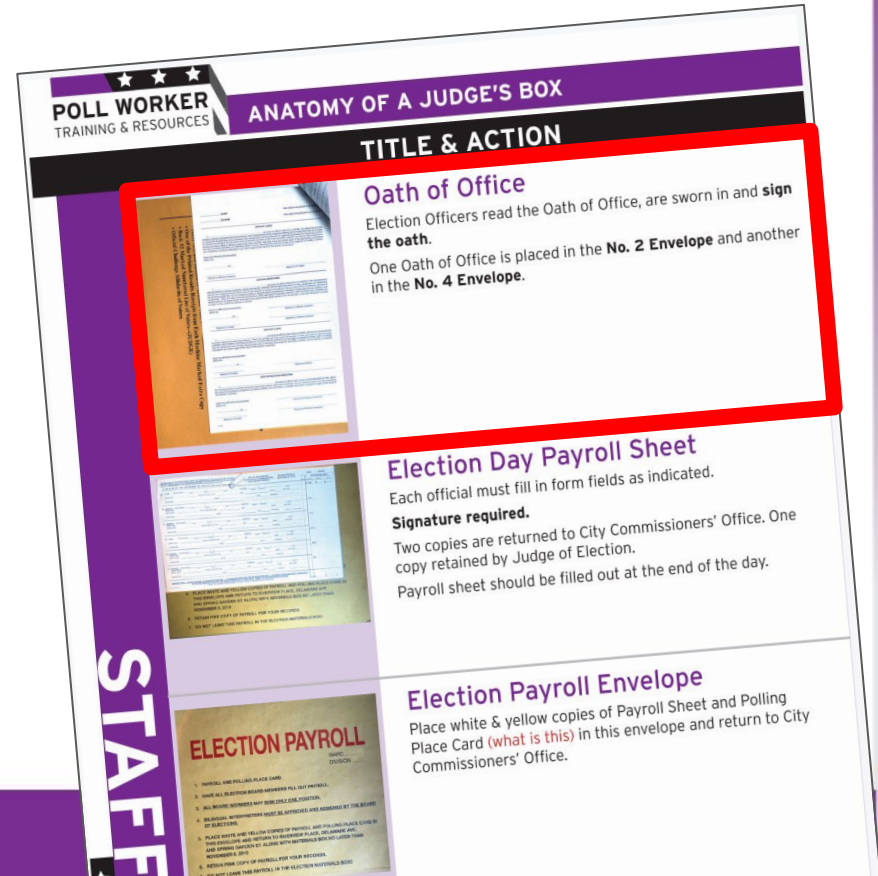
Place the completed Provisional Ballot in **Envelope C**.

Tool: Anatomy of a Judge's Box

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

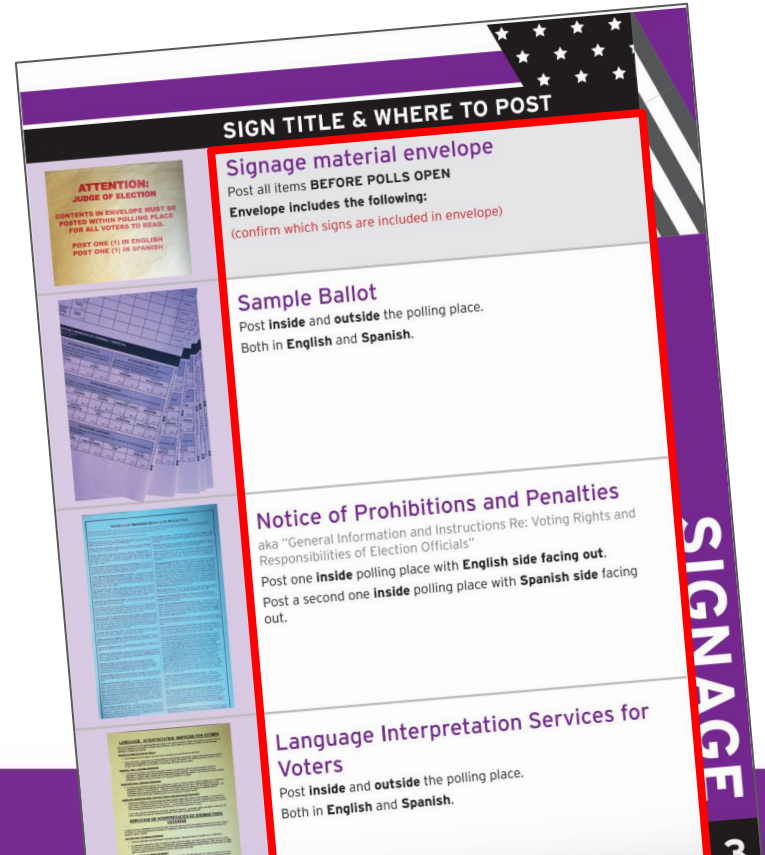
Supplies and Signage

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

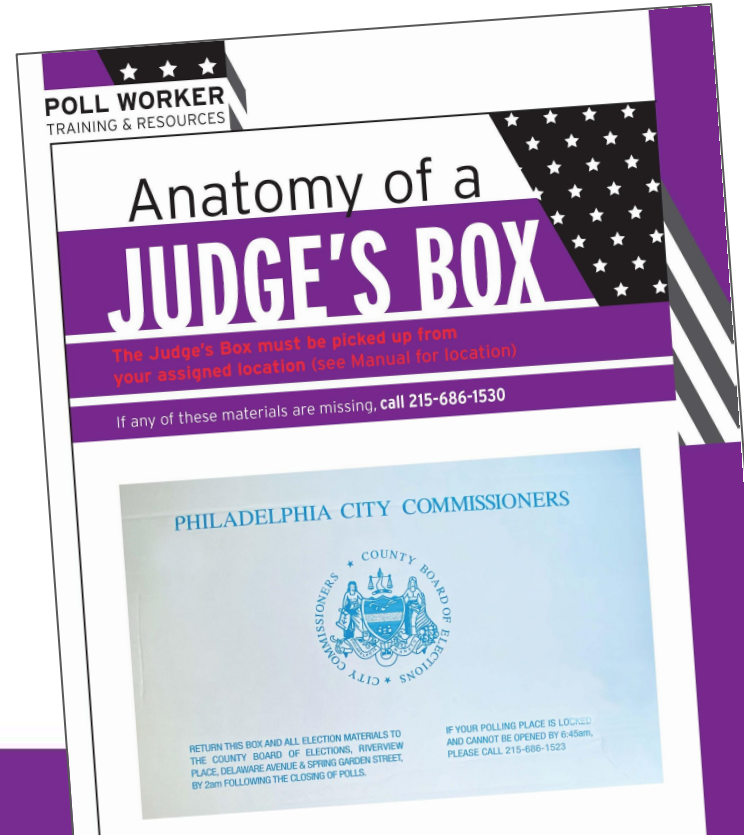
It's helpful to have a few folks work on posting signage immediately.



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.



Polling Place Stations

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.

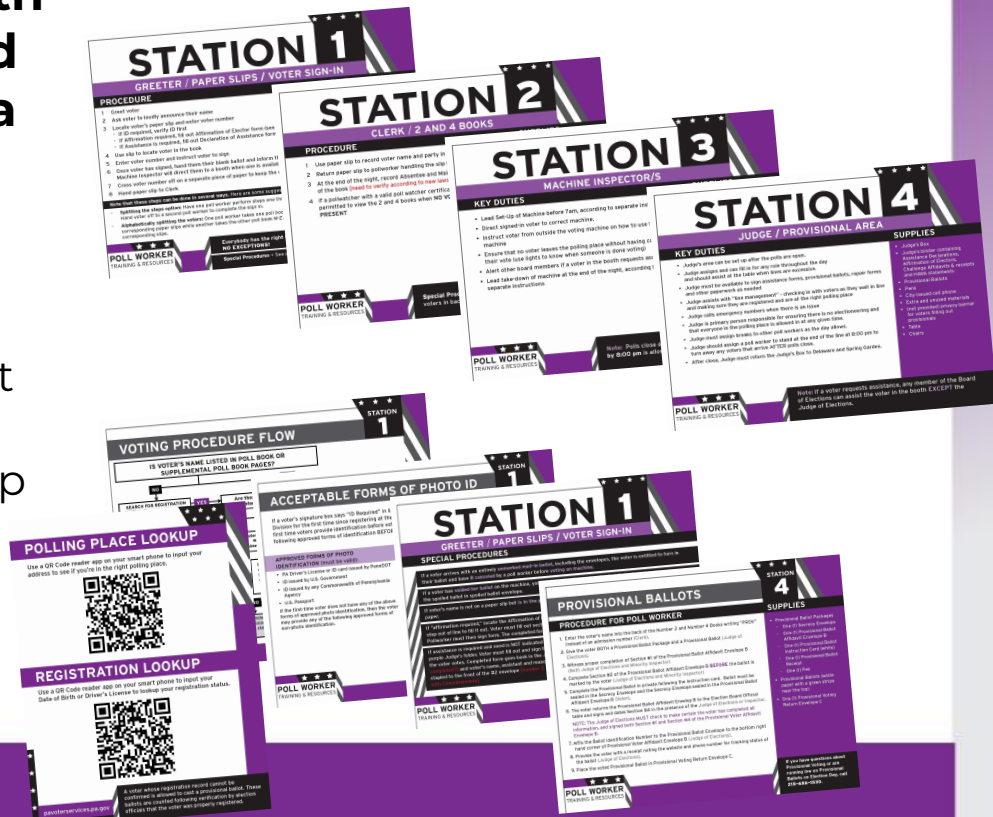
**WHICH BRINGS US
TO OUR NEXT TOOLS!**

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



POLL WORKER
INFORMATION SESSION

Simplified Process Flow

**STATION
1**

Check In

**STATION
3**

**Machine
Inspector**

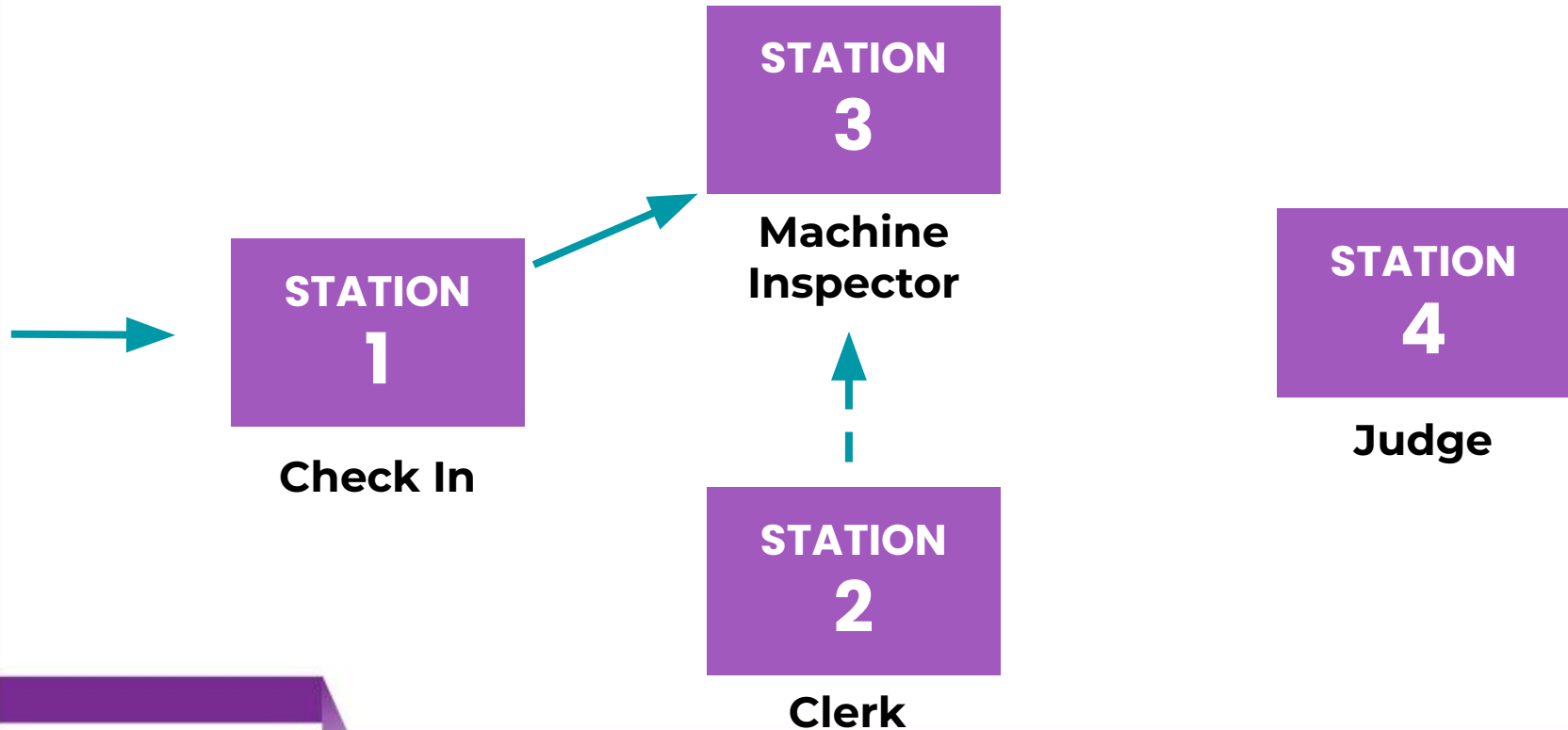
**STATION
2**

Clerk

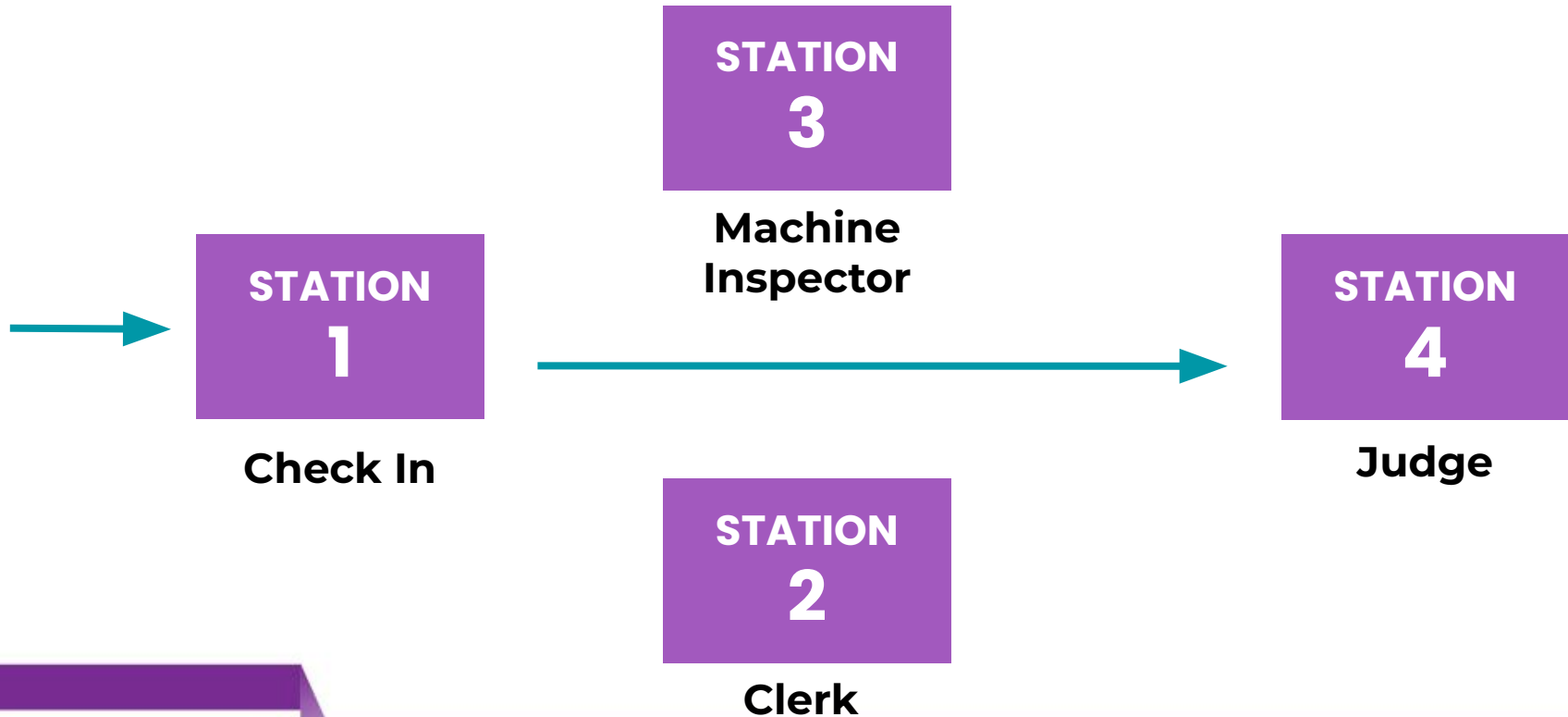
**STATION
4**

Judge

Active Voters: Check In → Voting Machines



Other Voters: Check In → Provisional



Tool: Voting Procedure Flow

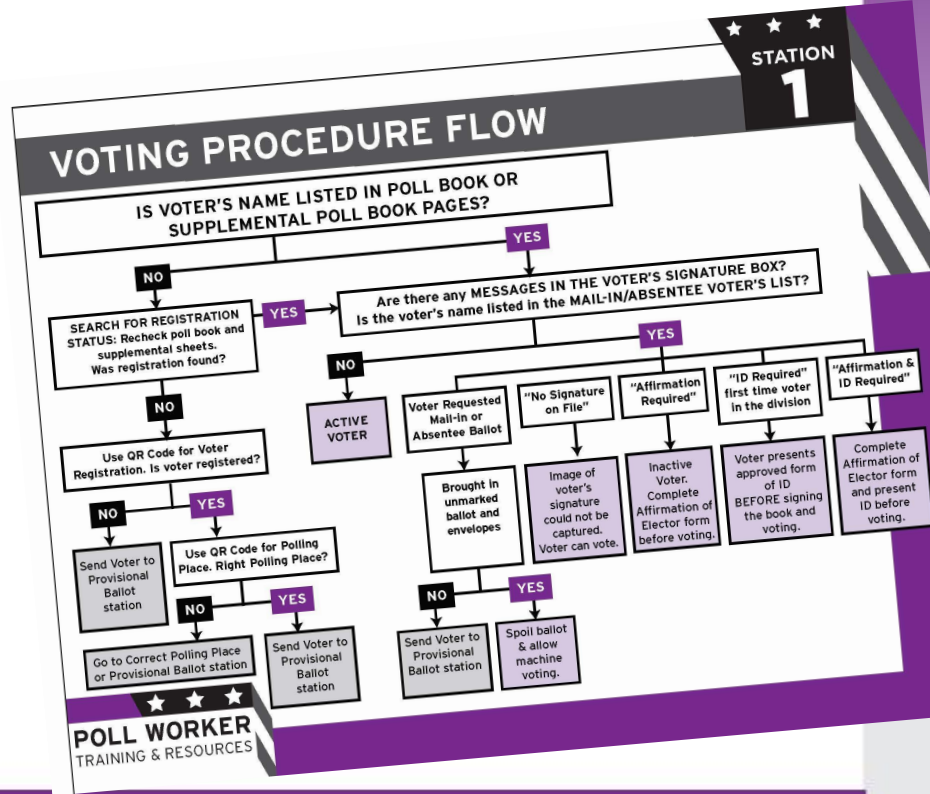
This flowchart is a guide to help you navigate whether or not a voter must complete additional steps before voting

OR

If they must vote provisionally

OR

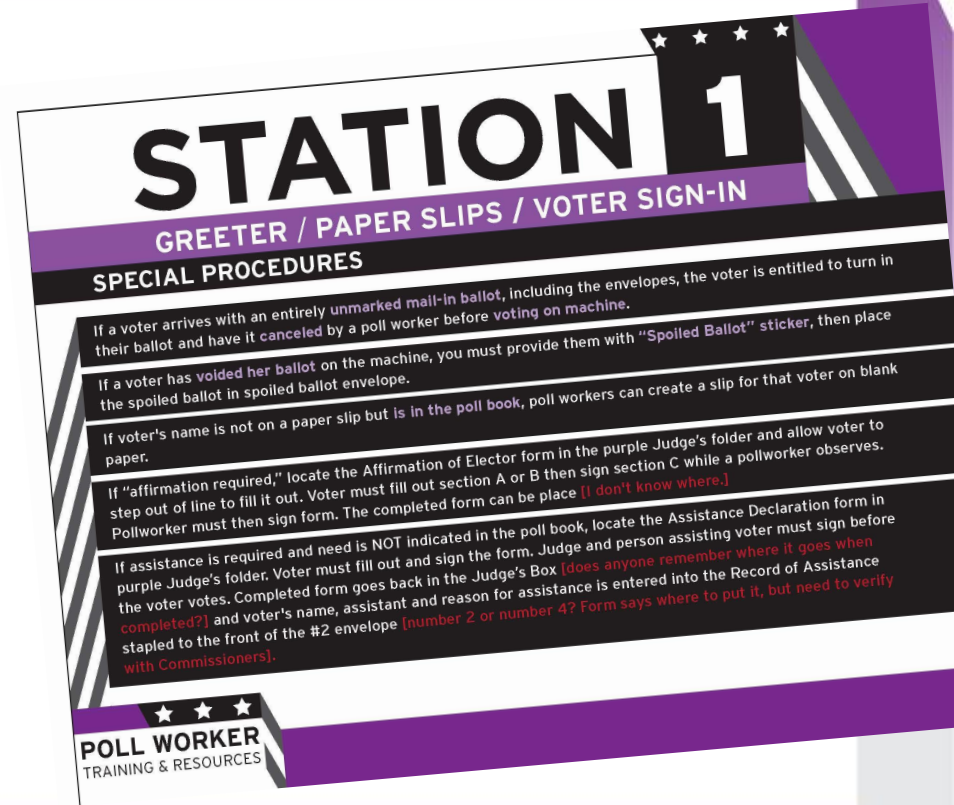
Directed to their correct polling place



Tool: Station Cards

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

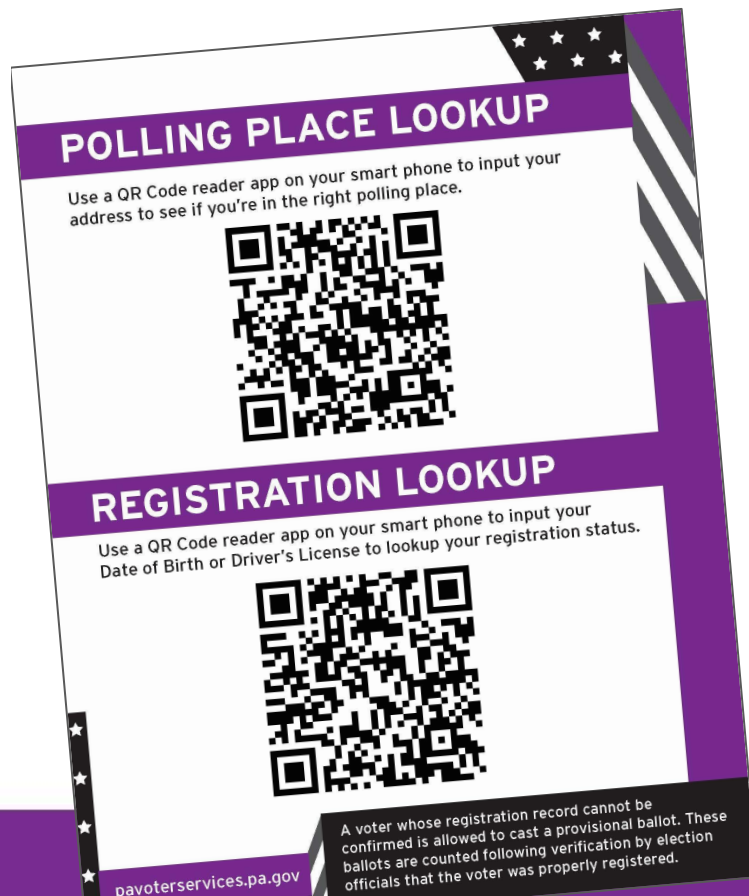


Tool: Polling Place and Registration Lookup

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).



Tool: Acceptable Forms of ID

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

STATION
1

ACCEPTABLE FORMS OF PHOTO ID

If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

APPROVED FORMS OF PHOTO IDENTIFICATION (must be valid):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

APPROVED FORMS OF NON-PHOTO IDENTIFICATION (must include the voter's name and address of registration):

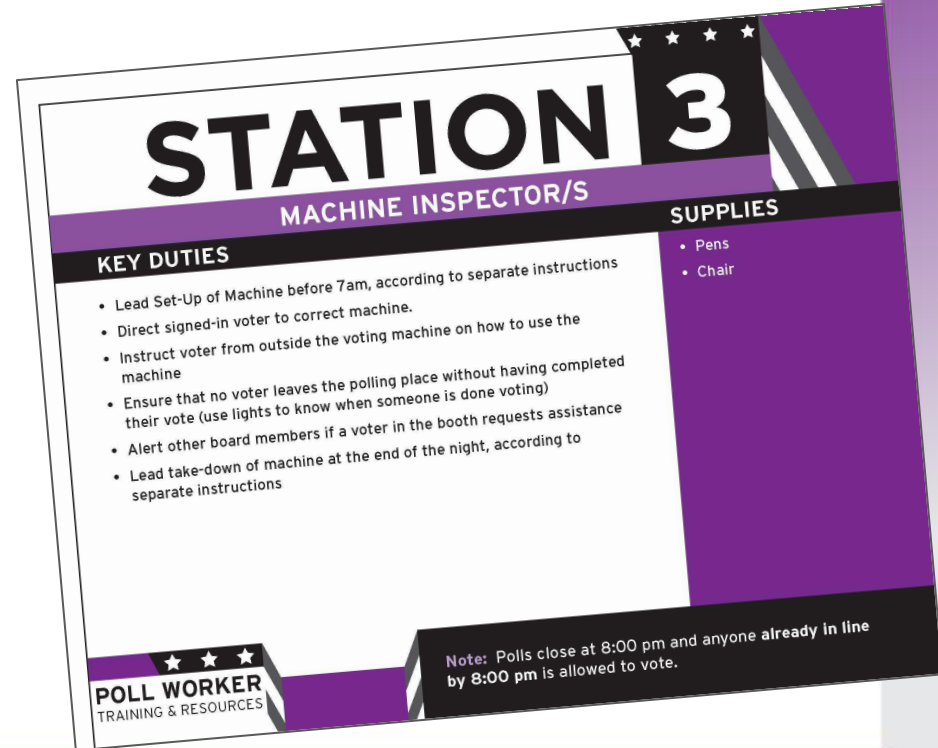
- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit
- U.S. Armed Forces ID
- Student ID
- Employee ID

POLL WORKER
TRAINING & RESOURCES

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



Tool: Station Card

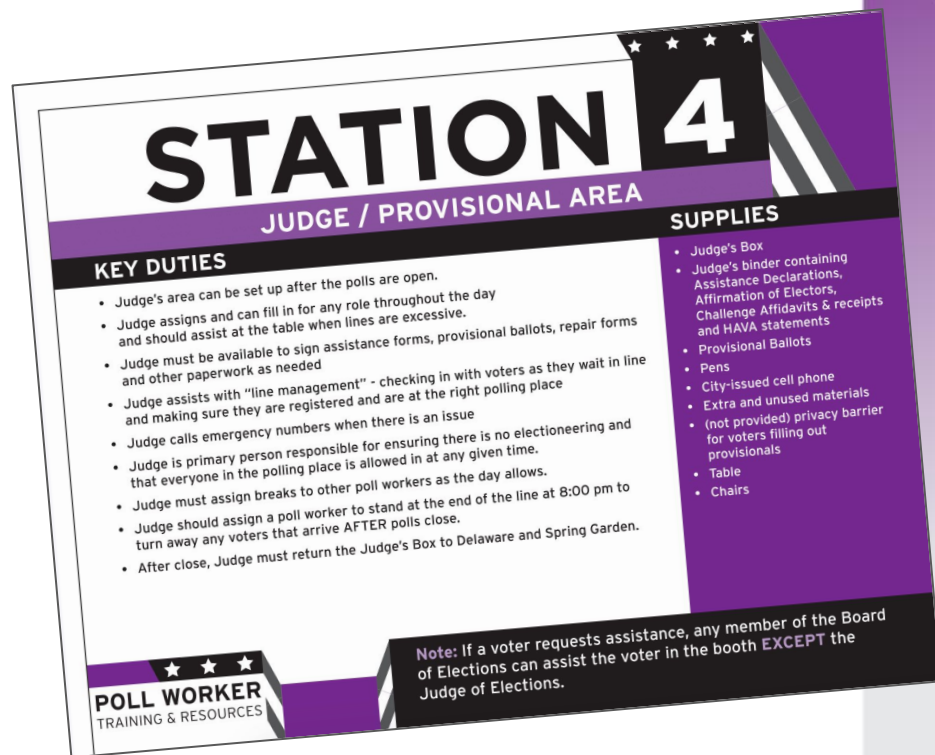
The judge is involved in many parts of the voting process. It's normal to need to consult the judge many times throughout the day.

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



Scenarios and Special Situations

A few special situations to review before Election Day

Provisional Ballots

**Spoiling Ballots
(Mail-in, Absentee,
Machine)**

Affirmation Required

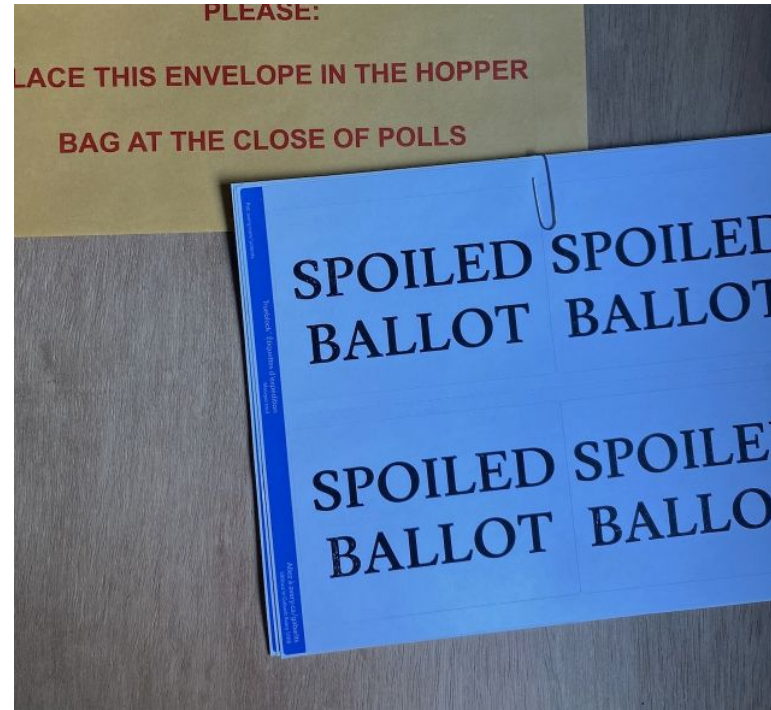
Assistance Required

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 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

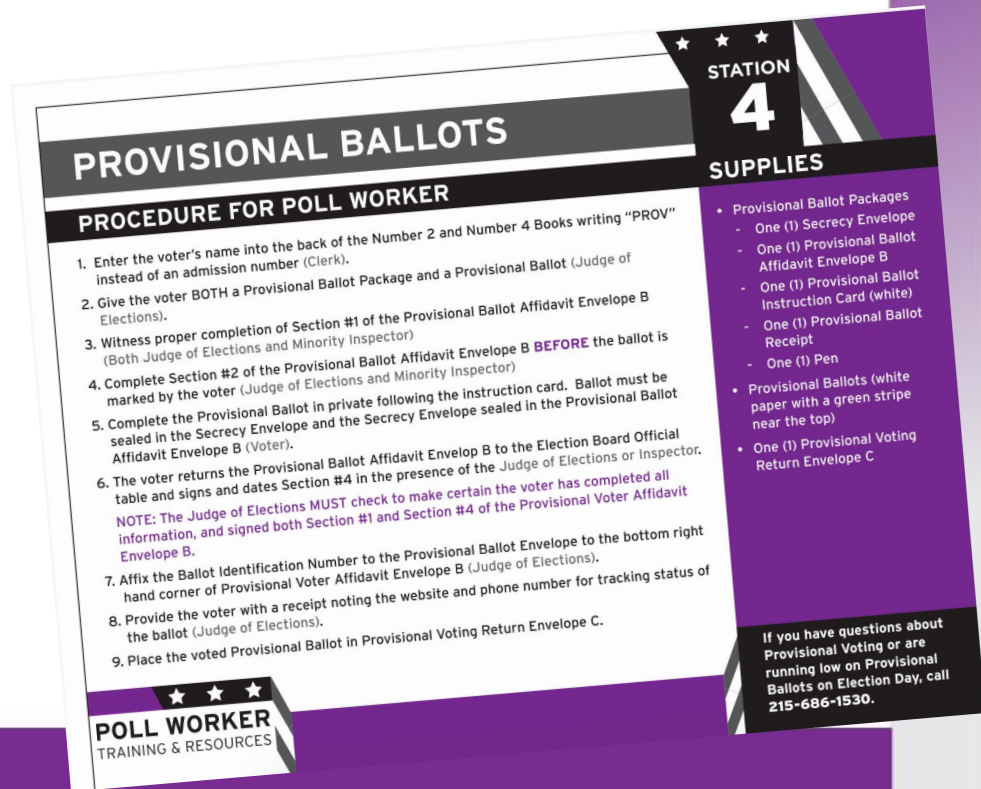
- There are many and it requires more than just you

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.**



Tool: Provisional Ballot Procedure Card

Q&A

Tool: Provisional Ballot Procedure Card

Thank You!