

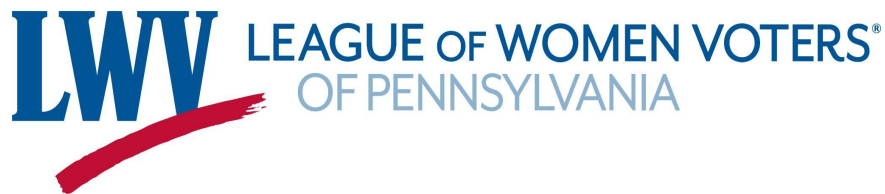
# POLL WORKER INFORMATION SESSION



Committee of Seventy



LEAGUE OF WOMEN VOTERS®  
OF PENNSYLVANIA

The logo for 'we vote' features the word 'we' in blue and 'vote' in red. The letter 'o' in 'vote' is replaced by a blue circle containing a white number '70', representing the 70th anniversary of the 19th Amendment.The logo for the League of Women Voters of Pennsylvania. It features the letters 'LWV' in a large, bold, blue serif font. A red brushstroke underline is positioned beneath the 'LWV' text. To the right of the 'LWV' text, the words 'LEAGUE OF WOMEN VOTERS' are written in a smaller, blue, sans-serif font, followed by a registered trademark symbol (®). Below this, the words 'OF PENNSYLVANIA' are written in a grey, sans-serif font.

Who are we?

**We're the Committee of Seventy & the League of Women Voters of Pennsylvania.**

**We're voters.** Combined, we're more than two centuries old, and we believe that when more people vote, and are better informed, democracy wins. Since 1904, C70 has led the effort in Philadelphia (and now, beyond the city) to make our government more representative, transparent, and accountable. The LWV was founded shortly before the passage of the 19th Amendment in 1920.

Both orgs have been—and continue to be—nonpartisan civic leaders, and together with our partners, we're here to provide citizens with everything they need to vote this year, and every year after.

# In Today's Session We Will:

- Review the **organization of a polling place** and who can (and cannot) be inside on Election Day
- Outline key **poll worker tasks and responsibilities**
- 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 Serve as a Poll Worker?

- You can only be a poll worker in the **county** where you are registered to vote
- Students age 17 can also serve, but with special requirements
- Cannot be a federal, state, or municipal employee (**this includes school district employees**)
- Committee people can be poll workers **but must remain politically neutral on election day**
- All poll workers must be able to remain politically neutral on Election Day, (even what you are wearing!)

# Who can be in a polling place?

## **Only certain people are permitted in polling places:**

- Poll workers (aka Election Board members)
- Poll watchers (certified by the county)
- Voters (in act of voting)
- Children of voters
- Persons providing authorized assistance to voters
- Interpreters

# Compensation

- Some counties pay as much as \$75 for attending an official training session and taking the assessment.
- Current Rate for working on Election Day ranges from \$110 - \$250
- It can take several weeks for counties to process and send payment.

# Who Will Teach Me How to Work the Polls?

## Board of Elections Training

- [Contact your Board of Elections](#) to schedule your required poll worker training. This is **mandatory** and the most important step!

## Committee of Seventy and The LWV - [Additional Sessions](#)

- E-pollbook (Philly only)
- Poll watcher rules
- Q&A

## Other Poll Workers

- [Poll Worker Caucus](#)
- On the job learning on Election Day!

# Accessibility for voters with a disability

## Special supports exist for voters with disabilities.

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

Any voter 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.

# Language access at the polls

**Special supports exist for voters who are limited English proficient.**

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

Counties that must provide voting materials and assistance in Spanish:

- Berks County
- Lehigh County
- Philadelphia County

County that 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.

# Outline of Election Day

**6:00am** POLL WORKERS ARRIVE

**6:00am-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
- Supplies and Signage

## For setup, you need to...

- Take the Oath of Office
- Distribute responsibilities and assign stations
- Unpack supplies and post signage from Judge's Box
- 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.

# Tool: Anatomy of a Judge's Box

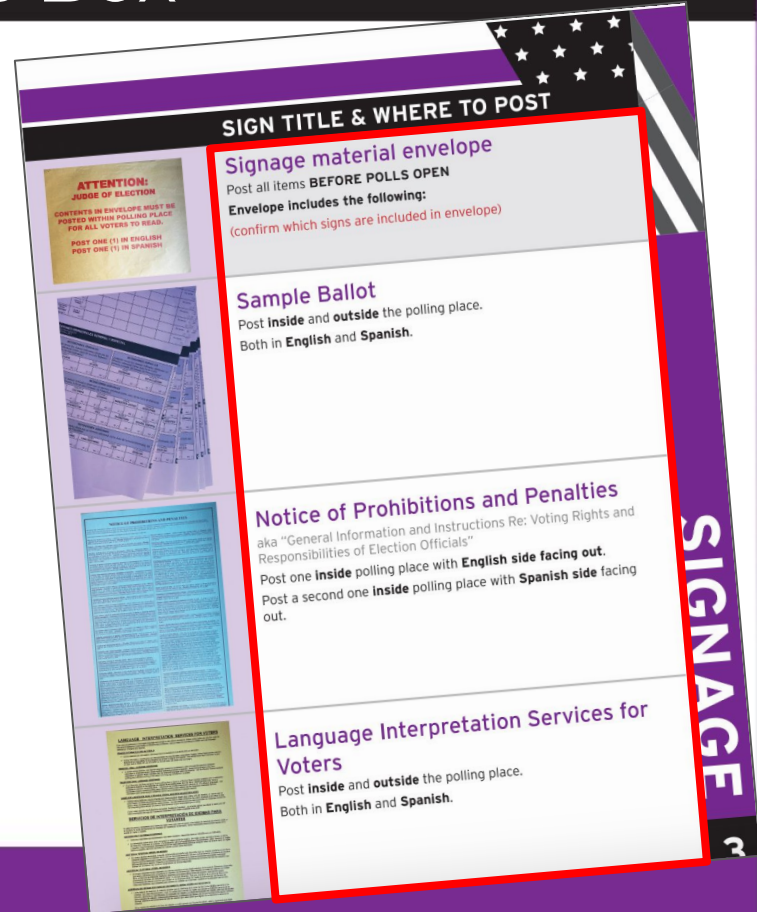
## Supplies and Signage

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

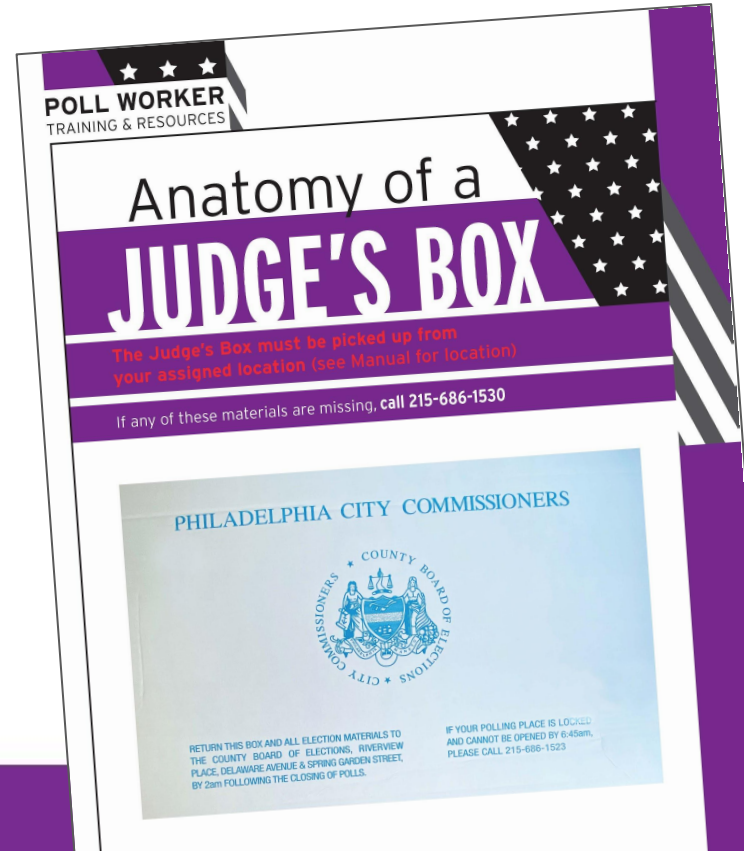
It's helpful to have a few folks work on posting signage immediately.



# Tool: Anatomy of a Judge's Box

## Takeaways

- Know what's in the Judge's Box
- 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 knowledge check. If you're not familiar with a given item or how to use it, that's a sign to review that material further.



# 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 that may visit to cast ballots.

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.

# Simplified Process Flow

**STATION  
1**

**Check In**

**STATION  
3**

**Machine  
Inspector**

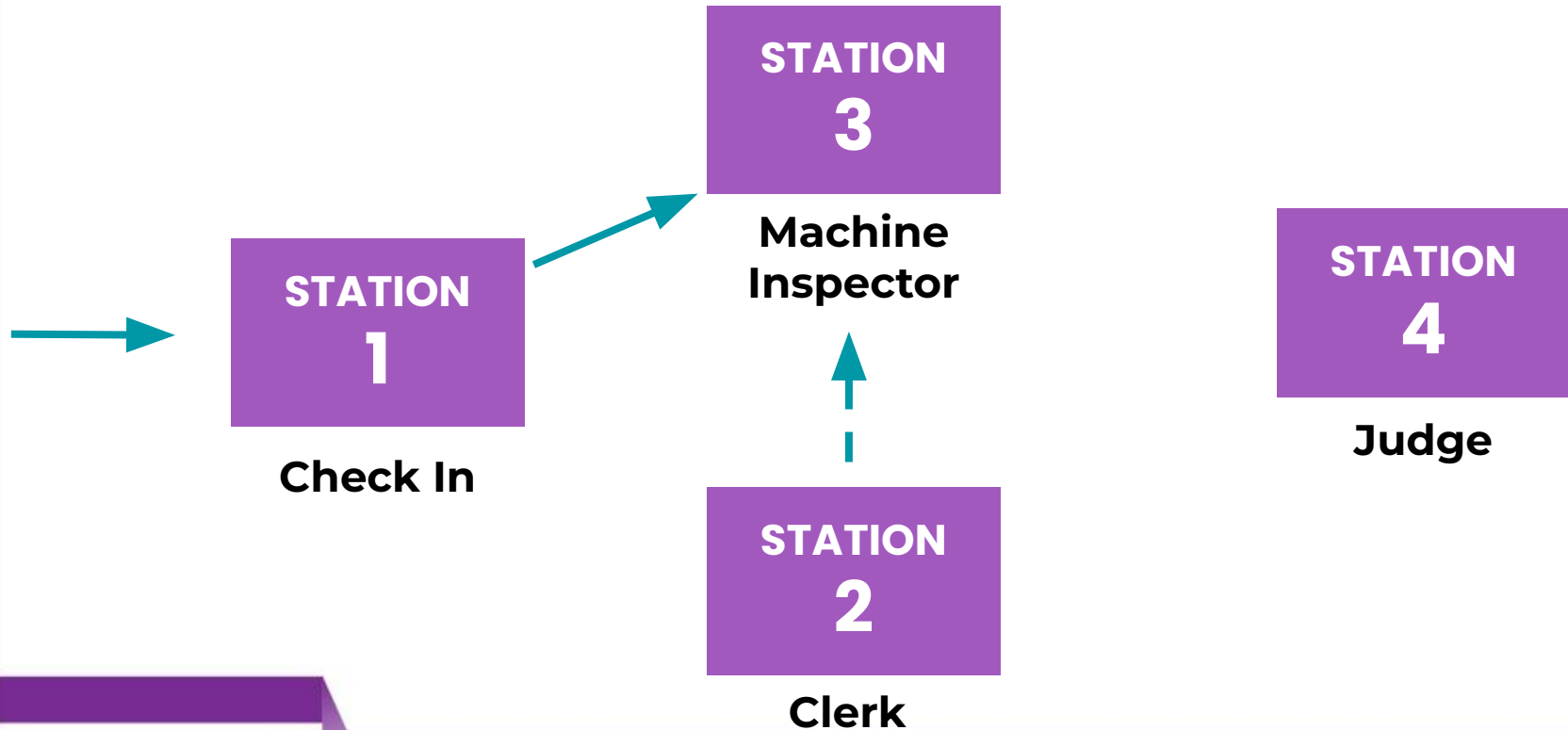
**STATION  
2**

**Clerk**

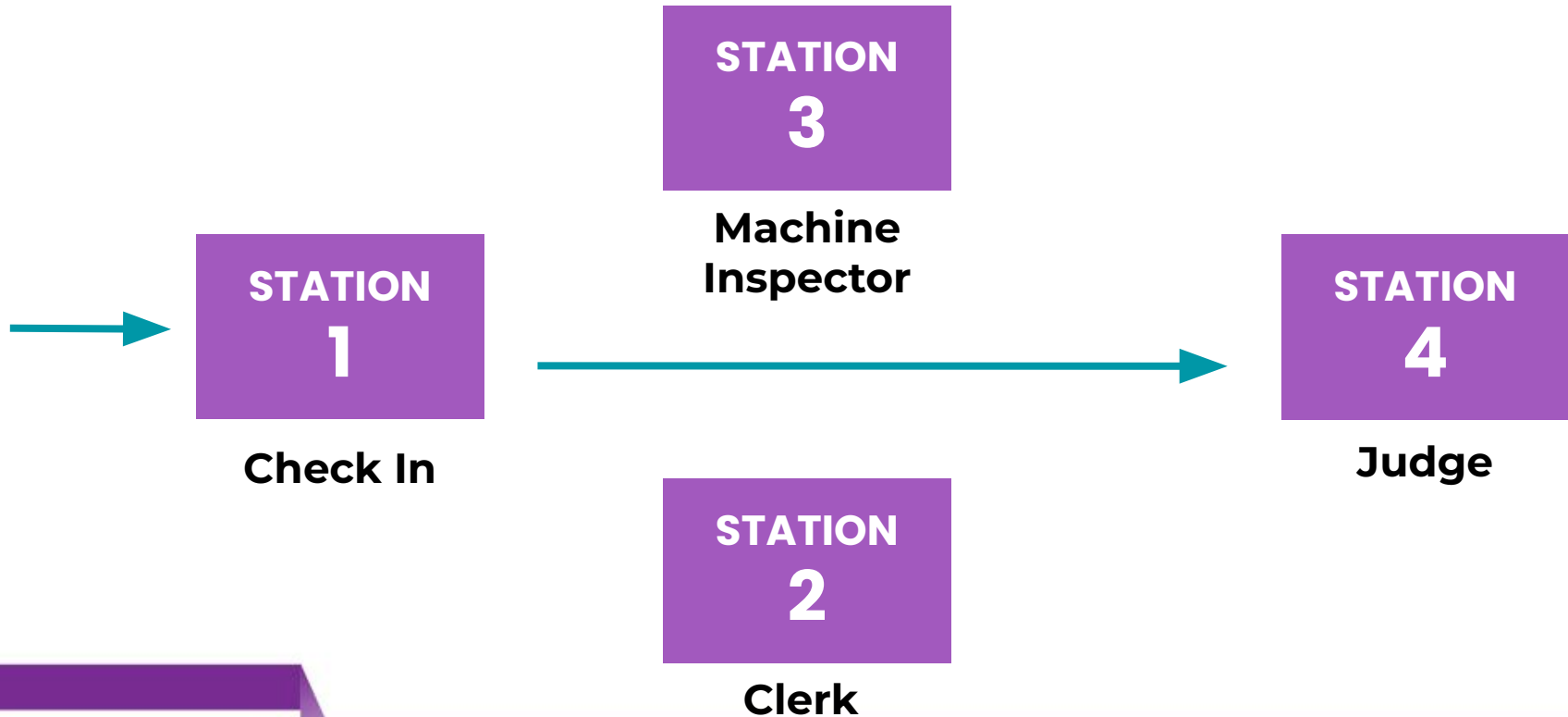
**STATION  
4**

**Judge**

# Active Voters: Check In → Voting Machines



# Other Voters: Check In → Provisional



# Check-in Station Tasks:

A lot happens at the check-in station. The following tasks help navigate the check in procedures and ensure that all voters can vote either on the machine or provisionally.

## Tasks include:

- Check if voter is 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

**STATION 1**

**GREETER / PAPER SLIPS / VOTER SIGN-IN**

**PROCEDURE**

- 1 Greet voter
- 2 Ask voter to loudly announce their name
- 3 Locate voter's paper slip and enter voter number
  - If ID required, verify ID first
  - If Affirmation required, fill out Affirmation of Elector form (see side 2)
  - If Assistance is required, fill out Declaration of Assistance form (see side 2)
- 4 Use slip to locate voter in the book
- 5 Enter voter number and instruct voter to sign
- 6 Once voter has signed, hand them their blank ballot and inform them that the Machine Inspector will direct them to a booth when one is available
- 7 Cross voter number off on a separate piece of paper to keep the count
- 8 Hand paper slip to Clerk

**Note that these steps can be done in several ways. Here are some suggested options:**

- **Splitting the steps option:** Have one poll worker perform steps one through three. Hand voter off to a second poll worker to complete the sign in.
- **Alphabetically splitting the voters:** One poll worker takes one poll book A-L and corresponding paper slips while another takes the other poll book M-Z and corresponding slips.

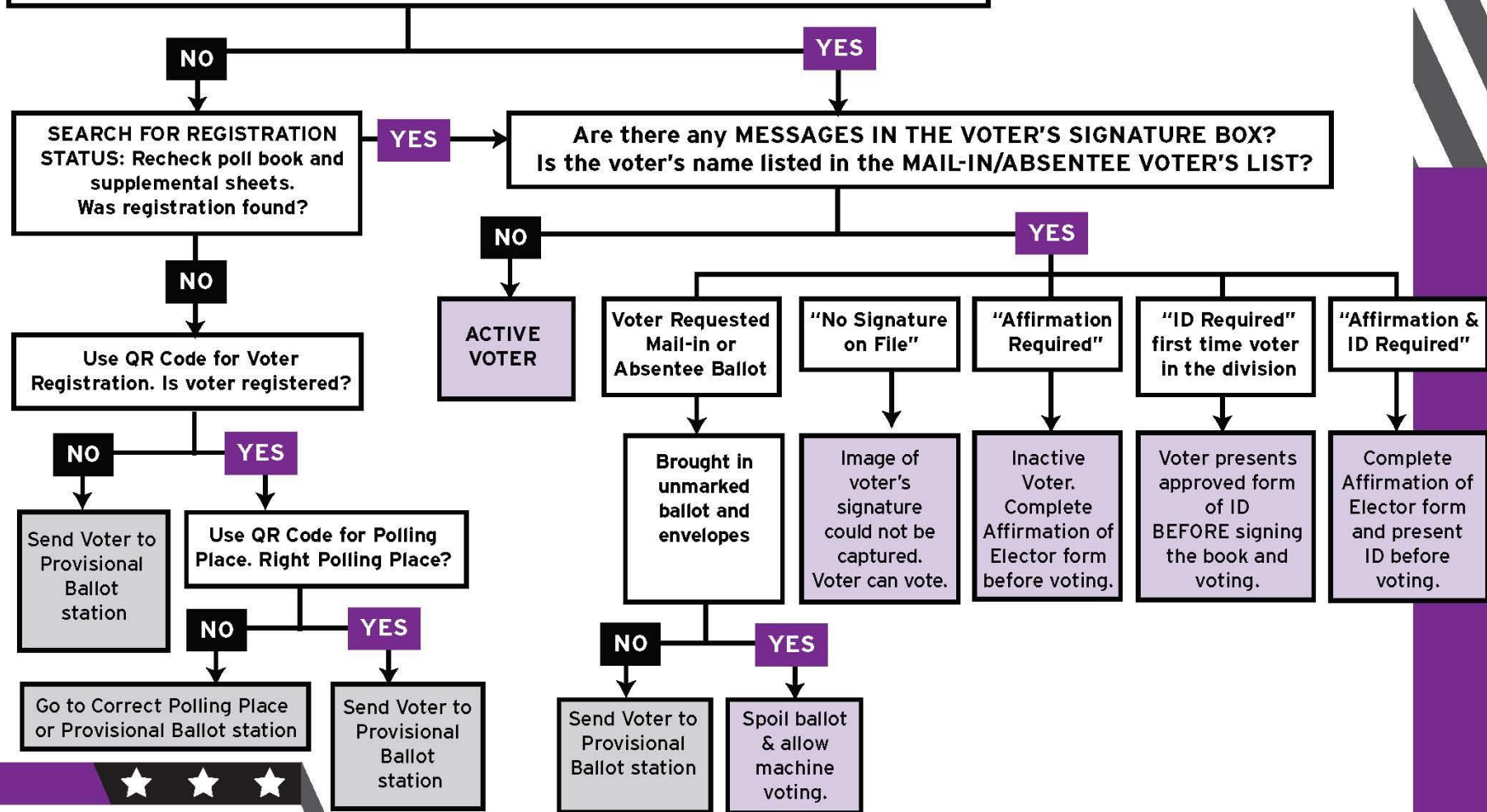
**SUPPLIES**

- Card Box w/ slips alphabetized
- Blank paper for tracking voter number
- Pens
- Poll Books
- Supplemental Poll Book Pages
- Mail-In Ballot List
- Blank Ballots
- Map of division boundaries
- QR Codes for voter polling place/ registration lookup
- Smart phone (not provided)
- Spoiled Ballot Stickers
- Spoiled Ballot Envelope
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms

**POLL WORKER**  
TRAINING & RESOURCES

Everybody has the right to vote on a **PROVISIONAL** ballot.  
**NO EXCEPTIONS!**  
Special Procedures - See side 2.

# IS VOTER'S NAME LISTED IN POLL BOOK OR SUPPLEMENTAL POLL BOOK PAGES?



# 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.

Your county will provide you with a list of acceptable forms of ID, both photo and non-photo options.

★ ★ ★  
**STATION 1**

**ACCEPTABLE FORMS OF VOTER 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

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**POLL WORKER**  
TRAINING & RESOURCES

# Election Board

Ideally **five people** on an election board:

- Judge of Elections
- **Majority inspector**
- **Minority inspector**
- Clerk
- Machine inspector (1-2)
- Poll workers should learn and be prepared to do any job of fellow board members, especially in the case of an emergency.

# Election Board Positions

## **Judge of Elections**

- Oversees all Election Day activities & personnel
- Opens and closes the polls
- Responsible for paperwork at polling station
- Pick up and deliver election supplies
- Swear in other poll workers on Election Day morning

## **Majority Inspector**

- Works closely with the Minority Inspector
- Manage poll books
- Issue ballots to eligible voters
- Named “Majority” because they are the Inspector receiving the most votes at the election

## **Minority Inspector**

- Works closely with the Majority Inspector
- Manage poll books

# Election Board Positions

## Minority Inspector (cont.)

- Hold “Envelope B”, a sealed envelope of Election returns, for 2 years after election

## Clerk

- Assist with the operations of the polling location
- Track the number of voters
- Check in voters

## Machine Inspector

- Handles the opening and closing of the voting machines
- Activates the machine for voters to cast their ballots
- Maintain voter privacy as they vote

# Administering a Provisional Ballot

The vast majority of voters will not need to use a provisional ballot, an important safeguard to ensure no registered voter is unable to vote.

**Both the Judge of Elections and Minority Inspector** are needed to administer provisional ballots.

## **A Provisional Ballot may be needed when:**

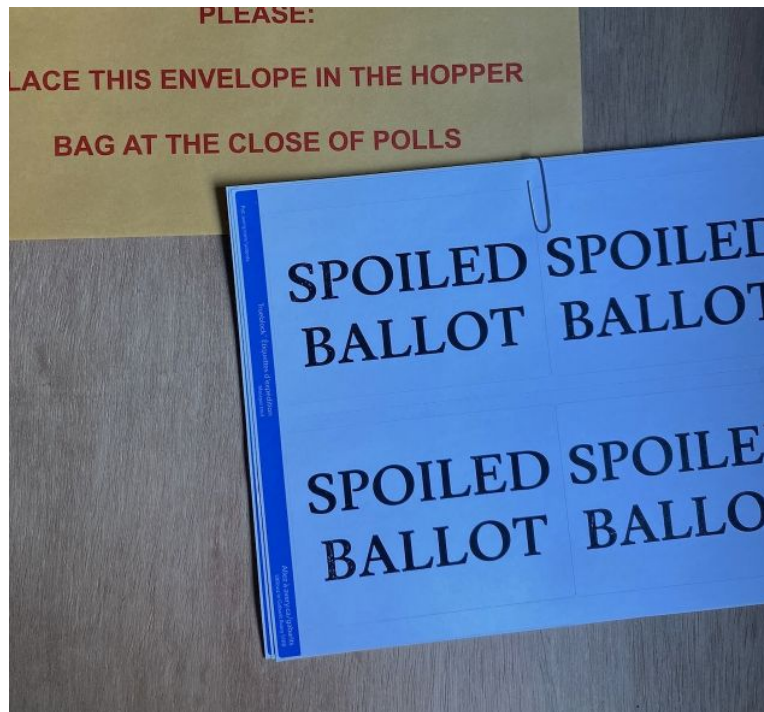
- Voter is not in poll book or supplemental poll book
- Voter is not at correct polling place and will not go to correct polling place
- Voter requested mail-in or absentee ballot, but has not brought the ballot and return envelope to the polling place to void
- Voter without proper ID

# 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
- Sign a statement requesting that the ballot be spoiled (ballot can be marked or unmarked)

**If they do not bring in the ballot and/or envelope, they are allowed to vote by provisional ballot.**



# 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. Discriminatory or frivolous challenges infringe on the right to vote and are unlawful
- Examine the poll book (when no voters are present)
- Observe the tabulation of votes after polls close
- Report issues and potential violations to the County Board of Elections and/or District Attorney

# What can poll watchers not do?

## 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
- Be inside the voting areas unless they have a watcher's certificate issued by the county

**Judge of Elections is responsible for ensuring rules are followed and requesting assistance from county election officials if necessary.**

**This sounds like a lot!**  
**Why do it?**



# Keep Your Eyes on the Prize!

- You are enabling **Democracy** to exist in the United States!
- Elections cannot happen unless there are enough poll workers to make it happen, and shortages mean long lines and other issues for voters.
- More poll workers mean quicker processing of voters. The faster the processing, the shorter the lines, and the less chance there is that people will get out of line and not vote.
- **Ask yourself:** Is the value to society of this work worth the uncertainty you may have to contend with? (We certainly hope so!)

# Be an Election Protection volunteer!

- EP volunteers are utilized **outside of polling locations** to help answer questions, make sure people are at the right polling location, make sure their voter registration is up to date, help arrange rides for people at the wrong location.
- Basically just screening for barriers or challenges before people wait in line to go into the polls, saving people time.
- They want **full-day shifts**, but it is more flexible than being a poll worker.

## Assist your county with post-election canvassing!

- Contact your election officials to see if they need help with post-election canvassing of mail-in and absentee ballots
- Primary jobs include: opening ballot envelopes, removing the ballot from the inner envelope, unfolding and flattening ballots, scanning ballots or serving as runners to move batches between stations.
- Good option for those who cannot commit to working the full shift on Election Day

# Vote by Mail

- It's a good idea for poll workers who are not assigned to their own precinct.
- <https://www.pavoterservices.pa.gov/OnlineAbsenteeApplication/#/OnlineAbsenteeBegin>

# How To Sign Up:

To be a poll worker, sign up at:

[palwv.org/become-a-poll-worker](https://palwv.org/become-a-poll-worker)

# Thank You!