



**April 26, 2016 Presidential Primary Election
Chief Judge Pre-Election Briefing Notes
Friday, April 22nd & Saturday, April 23rd**

Viewing of Precinct Set-up video

1. Quick Start Toolkit (Share information with all judges)

Important Telephone Numbers

- New process to report Monday night – “All set up” and Tuesday morning – “Ready to open”
- Call Help Desk 240-777-8543
- Email or Text: 777vote@gmail.com
 - Provide your District & Precinct & short message (“02-07 Ready”)

Letter from the Director/Maryland’s New Voting System

a. Chapter 1 - Precinct Information

- i. Facility Report, Maps & Room Layout
 1. Layout room as shown on diagram
- ii. Precinct Staffing Information Sheet
- iii. Rules of Security Behavior, Election Judge Oath and Code of Conduct
- iv. No Electioneering Boundary Guidelines
- v. Visitor Guidelines (Media/Exit Polling/Watchers)
- vi. Polling Place Lists (Alpha & Numeric)
- vii.

b. Chapter 2 – Supply Bags & Signs

- i. **Checklists** – Use checklists in the bags to inventory items
- ii. **Signs** – pictures of all indoor (posted Monday) and outdoor (posted Tuesday morning) signs

c. Chapter 3 – Tasks and Tips



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1. Tips for Chief Judges
 2. Chief Judge Checklist
 3. Pre-Election Meeting Agenda
 4. Precinct Management Plan – Use for assignments
 5. Forms & Actions Timeline (use with Chief Key Concerns Checklist)
 6. Form Description and Completion Guide
 7. Election Security Seals Graphic
- d. Chapters 4 – Job Guides**
- i. Check-in Judge, Ballot Judge, Voting Judge, Provisional Voting and Scanning Unit Judge
- e. Chapters 5 – Step-by-Step Guides**
- i. Electronic Pollbook
 1. EPB power slot is marked with a **yellow** dot
 2. EPB Printer batteries will not be installed and should ONLY be installed when there is a power outage – no electricity. The batteries will be packed in the printer case.
 - ii. Scanning Unit
 - iii. Ballot Marking Device
- f. Chapter 6 – Pre-Election**
- i. Verify equipment using Integrity Reports
 - ii. Checklist for Resetting the Date & Clock and Enabling Printer – in precinct packet
 - iii. Follow Checklists to ensure equipment is set up correctly
- g. Chapter 7 – Election Day**



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- i. Follow Checklists & Job Guides
 - 1. **Manual Revisions** regarding BMD – see info in packet
- ii. Open EPB's by **6:50 am**, Call BOE to advise that you are ready to open
- iii. Open Polls promptly at **7:00 am**
- h. **Chapter 8 – Consolidated Precincts**
 - i. Precinct breakdown by District
 - ii. Special Procedures
 - iii. Ballot Issuing Table(s)
 - iv. Scanning Unit Closing the Polls Procedures Checklist
- i. **Chapter 9 – Challengers /Watchers**
 - i. Most current guidelines are in the Document Jacket; be prepared, review the guidelines.
- j. **Chapter 10 - Extended Hours**
 - i. To be used **ONLY** if notified by BOE that extended hours have been authorized. Notifications via precinct phone and Chiefs' cell phones.
 - ii. Notification will be made by automated telephone call
- k. **Chapter 11 - Post Election**
 - i. Review Closing procedures with Closing Judges *when they arrive* to ensure everyone understands their role
 - ii. **Scanning Unit closing is a Chief Judge responsibility. At least one Chief must participate in the process.**
 - 1. Begin closing scanning unit(s) as soon as polls officially closed – after last voter has left.



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- 2. VOP-D should be dispatched no later than 8:25 pm
- iii. Complete each Chain of Custody form and double check that you have prepared and noted each item on the form.
 - 1. Verify the items again with the VOP-D, Ballot Bin Transfer team and Closers and give them the signed form to bring back with the precinct's materials
- iv. If you have new Closing judges, review the drop-off route and map with them – precinct packet
- l. Chapter 12 – Troubleshooting**
 - Revised for new voting equipment
- m. Chapter 13 – In Case of Emergency**
 - i. Election Day Contingency Plan
 - ii. Power Outage: Synchronizing the EPB's
 - iii. Emergency Plan for the Polling Place
- 2. Facility Report includes**
 - a. Voting room layout and information
 - b. Telephone location & number
 - c. Equipment Allocations
 - d. Facility contact names & numbers
 - e. Facility Issues – Call Christine Rzeszut 240-777-8585
 - i. **Precinct Maps** – in mailed Precinct Packet
 - 1. No Electioneering Boundary
 - 2. Emergency Rally Points
 - ii. **Precinct Boundary Map** – in Blue Sign Bag
 - f. Roamer Name & Telephone #



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3. Staffing Issues

- a. Most precincts are staffed as much as possible. We are continuing to assign judges and to receive notifications that judges cannot serve – check your online **Staffing List** daily through the weekend.
- b. Call Recruiters with any changes
 - i. Replacements are not readily available, but every effort will be made to fill vacancies
- c. **Monday Night meeting**
 - i. Mandatory for all judges; stipend will be docked for no-shows
 - ii. Schools not available before 6 pm
 - iii. Meeting time is 6:30 pm; if your time is different tell your Recruiter.
 - iv. All judges should have been notified by call/email about the meeting. If not, do so by Saturday, 4/23.
- d. **Future Vote Student Aides**
 - i. Roster is available online with a copy provided in Precinct Packet
 - ii. Student Aides need to be contacted about the meeting
 - iii. Attendance at the meeting with their parent/guardian is mandatory
 - iv. Do not allow any students not on your list to serve in your precinct.



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- v. Contact Gilberto Zelaya on 240-777-8532 or email him gilberto.zelaya@montgomerycountymd.gov with questions.

4. Payroll

- a. Is provided in your Precinct Packet
 - i. Judges & Students need to sign for Monday **and** Tuesday
 - 1. Pre-Election Meeting Roster on Monday
 - 2. Election Day Payroll Sheet on Tuesday
 - ii. Indicate work times for part-time judges
 - 1. Openers (6:00 am – 1:00 pm)
 - 2. Greeters (6:00 – 1:30 pm or 1:00 pm – 8:30 pm or all day)
 - 3. Line Management (6:00 am – 1:30 pm or 1:00 pm – 8:30 pm or all day)
 - 4. Make sure those reporting in the afternoon and Closing Judge(s) sign the Payroll
 - iii. **Both Chiefs need to sign the certification; be sure to return in the Red Folder election night**
 - iv. Write “No Show” in the signature line for judges that fail to report and call your Recruiter
 - v. If anyone is added print their name at the bottom and have them sign.

5. Precinct Feedback



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- a. Peer to Peer Survey forms will be mailed to each judge on Thursday, April 27th for completion. Please return promptly by mail. Chiefs should submit detailed evaluations in the Chief Judge log or by email to election.judge@montgomerycountymd.gov
- b. Precinct Performance Reports will be prepared following the election, with results available in July.

6. Polling Place Concerns

- a. Call Mary Beth (240-777-8542) or Chris (240-777-8585) re: polling place, telephone & delivery issues
- b. Make sure to get telephone numbers for building personnel
- c. Voting equipment delivered this week
- d. EPB's delivered on Monday, some as late as 6:00 pm
- e. **MC Public Schools Information**
 - i. Monday night meetings cannot start before 6:00 pm
 - ii. Meetings should be completed by 9:00 pm
 - iii. Building Service Managers leave at 10 pm Monday & Election Day

7. Supply Pickup

- a. Only one judge needs to do pickup.
- b. Be sure to put the pick-up card in your front window, so your bags can be pulled quickly. Open the trunk or unlock the rear driver's side door and stay in the car



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- c. Meet with your co-Chief to inventory the bag, use the **color-coded** checklists provided in bag – reseal them afterwards.
- d. Copies of the Supply Checklists are in the Quick Start
- e. **Call BOE by 7:30 pm Monday**, if supplies are needed, so that we can triage for either delivery by Roamer or BOE on Tuesday.

8. Monday Night Meeting

- a. Call everyone on your list to tell them the meeting time
- b. Contact your Roamer, so they can come by to meet you and get a list of any missing supplies or precinct needs
- c. Conduct an **organized/structured** meeting using the Pre-Election Meeting Agenda and Precinct Management Plan sheets (in Toolkit Chapter – Tasks & Tips)
 - i. Plug in the precinct telephone when you arrive and test it; in case BOE needs to reach you. **Use the wall jack marked with a green dot.**
 - ii. Charge cell phones overnight (take it home with you).
 - iii. Introduce everyone and make assignments
 - iv. Set up equipment and all stations
- d. Verify all voting equipment using the Integrity Reports and report all problems to BOE – **Monday** night
 - i. Do NOT open the Scanning Units
 - ii. Use the Electronic Poll Book Integrity Report – in Printer Case
 - iii. All EPBs will have a printer



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- e. Use the **Staffing Aid** in the QS to organize assignments
 - i. Rotate judges
 - ii. Schedule breaks during slower periods
 - iii. Complete dinner breaks by 6:00 pm, so that everyone is available for the evening rush and closing
- f. Discuss What to do in an Emergency
 - i. Safety first – safeguard people first, then equipment
 - ii. Designate emergency assignments in case of emergencies; who will take what... (EPBs, VAC's, voter cards, Chief's folder, provisional ballots, etc...).
 - iii. Show everyone the emergency exits and the Evacuation Rally area on the emergency map provided in the Quick Start
- g. When everything is set up and you are ready to leave, call BOE using the **precinct** telephone or text using your cell phone

9. Election Day Procedures

- a. Review your Emergency Plan again on Tuesday morning
- b. **Measuring Wait Times** – use the form provided in the precinct packet
 - i. Hourly starting at 7:00 am, count and record the number of voters in line.
 - ii. Proceed to the end of the line, record the time and give card to the last voter in the line
 - iii. When the voter reaches the check-in table have the VOP Judge fill in the time.



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- iv. Return the completed form to the Red Folder
- c. Remind all judges to use the Job Guides provided in the supplies or from their training to process voters.
 - i. Do not ASK voters for ID unless instructed by the poll book.
 - ii. If a voter offers their ID you may accept it, but the voter should verbally state their name, month & day of birth, address and party affiliation when asked.
- d. **Rotate VOP judges** so that everyone has an opportunity to work each station (increases knowledge, decreases physical strain & reduces boredom)
- e. **Privacy Issues** while voting
 - i. Don't handle voters' ballot
 - ii. Do not take the ballot from the privacy sleeve
 - iii. Voter needs to insert their ballot in the scanner
 - iv. Stand back to at least 2 – 3 feet when at BMD
 - v. Establish a "Stop Here" line for the scanner
- f. Line Management – use judges and blue tape (on floors) to direct voters to each area (Check-in, Voting Area and exits) to prevent lines from getting confused and to expedite voter flow.
- g. Precincts with only two poll books will receive a red crossover cable in lieu of a hub and LAN cables.
- h. If you have questions or need help or supplies:
 - i. First call your Roamer (see Facility Report)



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- ii. Call the Help Line on 240-777-8543 for equipment, procedural and technical issues
- iii. We have expanded the call center to help you better – more phones/staff, available all day, especially during closing and improved training for staff
 - 1. Provide your Name, Precinct #, Telephone # and brief description of the problem
 - 2. A trouble ticket will be opened and you will be helped immediately or told we need to call you back; listen for the telephone or ask someone else to cover the telephone
- iv. Call 240-777-8509 & 8580 for VR issues
- v. Call 240-777-8683 for Electioneering issues

10. Language Assistance

- a. If a voter needs voting assistance in a language other than Spanish, Chief Judges should contact the Montgomery County Language Line.
 - i. Follow the Language Line Instructions & Log provided in the Precinct Packet.
 - ii. Print your precinct number on the form (ex. 17-76)
 - iii. Be sure to document when you use the service
 - iv. Return the completed form in the Document Jacket

11. Early Voting & Absentee Voting

- a. Early Voting ended Thursday April 21st



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- i. Voters who voted during early voting will appear in EPB as “Voted Early” or “ABS”. If they claim they did not vote they can **only** vote a provisional ballot.
- ii. Tabulation will be done on Election Day and results released with election night “unofficial” results as usual. No one will see vote totals until after 8:00 pm
- b. Absentee Ballots cannot be left at polls; must be brought to BOE on Election Day by 8:00 pm
- c. Ask voters to complete the **Comment Cards** to evaluate polling place operations. Hand them out at Check-In and have pads available at the Voter Information table.

12. Media & Authorized Non-Voter Visits

- a. Review the Polling Room Sign-In procedures; verify each person’s credentials & ID.
- b. Ask all visitors to sign the **Polling Room Sign-In Sheet**
- c. A few precincts have been designated to have media visits - see Precinct Packet; be sure to follow proper procedures for handling media inquiries (No interviewing w/in precinct, no pictures of voter’s ballot, check credentials and have them sign in)
- d. **Challenger/Watcher Guidelines** (located in Quick Start)
- e. **Polling Place Support Program** being conducted by League of Women Voters
 - i. The evaluators are asked to complete an evaluation report for each precinct. They will not leave a copy of the



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report but are to discuss any deficiencies with the Chief Judges. Note any issues in the Chief's log.

- ii. They will be looking to see if the judges are processing voters correctly and if the signs are posted.
- iii. While evaluating the provisional ballot process they may ask the judge to role play processing them as a voter, if no one is voting provisionally at the time.

13. Consolidated Precincts

- a. There are special procedures for the consolidated precincts, please review them. See the added chapter in the Quick Start. Contact the Help Line on 240-777-8543 if you have questions. Information was mailed to judges in consolidated precincts earlier this week.

14. Closing Procedures

- a. Follow the checklists – copies are in the Post-Election Chapter of the Quick Start Toolkit. Review prior to the end of day (around 6:30 pm when Closers arrive)
- b. Complete/Sign each Chain of Custody Form
 - i. Black Memory Stick Bag – VOPD form is found in the bag
 - ii. For Ballot Bin Transfer Team and Closing Judges – forms are in Chief's Red Folder
- c. Verify that all of the materials are accounted for and in possession of VOP-D, Closing Judge and Ballot Bin Transfer team - BEFORE they depart.



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- d. All other supply bags and unused ballots are left in the locked and sealed Transfer Cart.**
- e. Remind Closing Judges to follow drop-off route directions mailed to them. It is also in your Quick Start Toolkit

15. Reminders

- a. Use the Key Concerns Checklist throughout the day.
- b. No newspapers, magazines, or political books; novels/fictional books are okay.
- c. No cell phones, except Chief's cell phones which are to be used to conduct BOE business only.
- d. No smoking in the precinct or going outside to smoke
- e. Only Chief Judges or their designee may leave the polling place and ONLY to check signs and the electioneering boundaries
- f. Unofficial Turnout Reports are done at 11:00 am and 4:00 pm (New Time); set a reminder on your cell phone 3 – 5 minutes in advance.
- g. Set a schedule for when you will check electioneering signs; hourly or every two hours and which Chief will do so.
- h. Clearly detail all incidents/issues/problems in the Chief Judge and Problem VAC logs.