

# General Information



The Election Process	1.3
Election Judges	1.4
Qualifications	1.4
Term of Office	1.4
Removal of an Election Judge	1.5
Election Dates & Voting Hours	1.5
Election Judge's Voting	1.5
Responsibilities	1.6
Types of Election Judges	1.7
Compensation	1.8
Integrity of the Election Process	1.9
Polling Place Behavior	1.11
Electronic Equipment in the Polling Place	1.13
Cross Cultural Communication	1.13
Electioneering	1.14
Assisting Voters	1.15

Other People in the Polling Place	1.15
Children	1.15
Individuals Attired or Equipped as Officials	1.15
Polling Place Evaluators	1.15

## The Election Process

For election purposes, Montgomery County is organized into election districts set by State law. Election districts are divided into precincts that are geographically determined, each consisting of a portion of the County's more than half-million registered voters. The election process takes place in a polling place usually located within each precinct. As a result, there are more than 245 polling places in Montgomery County, each staffed by several Election Judges who are specially trained citizen volunteers. Each polling place has a Check-In area where judges verify the registration of each voter; a Voting Unit area where voters cast ballots electronically; and a Provisional Area for voters who cannot vote an electronic ballot because of questions in regard to their eligibility.

Montgomery County requires over 3,000 Election Judges to field a full Election. Each polling place is assigned a bipartisan team of Election Judges to process voters. At least one Spanish-speaking judge is assigned to each polling place and is identified by a special badge. In certain other polling places, additional language assistance may be provided.

All Election Judges must attend training so they are well prepared to serve voters and work as a team on Election Day. Each team of Election Judges, led by two Chief Judges, sets up signage and equipment, follows various security procedures, and guides voters during Election Day. When the polls close and the last voter has left the team of Election Judges records the election results and transports the documentation and equipment to the Board of Elections.

In advance of the election, the Board of Elections staff arranges for various support elements including phone lines and the delivery of heavy equipment and Chief Judges plan for how their polling place will actually be arranged to serve voters best. The Chiefs and ALL other Election Judges meet at their assigned precinct on the Monday evening prior to Election Day to set up their polling place. They meet again on Tuesday morning by 6:00 am to do final preparation. The polling place opens promptly at 7:00 am.

After the election ends, the polling place equipment and materials are repacked and everything is returned immediately to the Board of Elections. At that point, the work of most Election Judges is over. Some may serve in the Canvass when provisional and absentee ballots are processed at the Board of Elections in the days following the Election.

## Election Judges

Your role as an election judge is to ensure fair and accessible elections for all voters and to protect the integrity of the election process. In accordance with federal and State law, you must perform all of the duties assigned to you by the local board of elections and perform your duties faithfully, diligently, and without partiality, partisanship, or prejudice.

### Qualifications

The Board of Elections recruits non-affiliated judges and judges from all political parties. However, even though recruiting and assignment of judges takes party affiliation into consideration, all judges function in a non-partisan manner at all times.

To serve as an Election Judge, a person must:

- Be a Maryland registered voter usually residing in the jurisdiction of service;
- Be at least 17 years old, meet all other qualifications to be a Maryland registered voter and, if a minor, have permission from a parent or guardian;
- Speak, read, understand and write English;
- Physically and mentally able to work at least a 15-hour day;
- Willing to work outside your home precinct;
- Able to sit and/or stand for an extended period;
- Not hold or be a candidate for any public or political party office, a campaign manager or treasurer for a candidate or political committee, or an elected official of any jurisdiction in Montgomery County or, use their authority as an Election Judge to influence or affect the results of an Election;
- Be able to work as part of a team;
- Be able to remain at the polling place during the entire Election without interruption until the election process is complete;

### Term of Office

The term of office for each Election Judge is an election cycle which is approximately two years. The term for judges who will serve in the 2014 Elections begins in January 2014 and ends thirteen weeks before the 2016 Presidential Primary Election, unless removed for cause. Election Judges are expected to serve when requested for all elections held during each cycle including the Gubernatorial Primary and General elections and any special elections that may occur.

## Removal of an Election Judge

The Board of Elections shall investigate promptly each complaint it receives regarding the fitness, qualification, or performance of an individual appointed as an Election Judge.

The Board shall remove any Election Judge who is unfit or incompetent for the office.

## Election Dates & Voting Hours

### Gubernatorial Primary:

**Early Voting:** Thursday, June 12, 2014 through Thursday, June 19, 2014. Polls will open at 10:00 am and close at 8:00 pm.

**Election Day:** Tuesday, June 24, 2014. Polls will open at 7:00 am and close at 8:00 pm.

### Gubernatorial General:

**Early Voting:** Thursday, October 23, 2014 through Thursday, October 30, 2014. Polls will open at 10:00 am and close at 8:00 pm.

**Election Day:** Tuesday, November 4, 2014. Polls will open at 7:00 am and close at 8:00 pm.

## Election Judges' Voting

If you are assigned to work in a precinct **other than your own voting precinct**, you may **only** vote during the early voting period or by absentee ballot. If you have not received an absentee ballot 15 days before the election, please call 240-777-8550 to request one.

If you do not mail your voted absentee ballot in time, you may hand deliver your voted absentee ballot to your local board of elections **before** Election Day.

**Do NOT take your absentee ballot to the polls. You will NOT be allowed to leave to deliver your absentee ballot to the board of elections.**

If you **mail** your ballot, the envelope must be **postmarked on or before** Election Day and received by the local board of elections by 10 am on July 7, 2014 (primary election) or November 14, 2014 (General Election).

## Responsibilities

- Successfully complete one or more Election Judge training classes scheduled by the Board of Elections. Training classes extend between two and six hours, depending upon the assigned position.
- Attend the Monday Night Pre-Election meeting which is scheduled by the Chief Judges. This meeting is **mandatory** for all Election Judges.
- Protect the integrity of the election and contribute to the maintenance of a calm, non-partisan atmosphere.
- Be prepared and skillful at Check-In procedures, help voters and perform tasks related to electronic voting, and provide provisional voting support, all with the guidance of Chief Judges.
- Update changes to your name, address, phone numbers, and e-mail address with the recruiter. Advise the recruiter if any numbers are unlisted. Phone numbers and email are only provided to the Chief Judges.
- Notify the appropriate recruiter immediately if unable to serve.
- Work each assigned day and be on time.
- While working as an election judge, wear your name tag (as issued by your local board of elections) at all times.
- Work together to ensure that the polling place opens on time as required by law.
- Accept direction from the chief judges and assist in whatever needs to be done no matter what you were originally assigned to do.
- Work with the other election judges at your assigned polling place as a team to:
  - Maintain the integrity and confidentiality of the voting process;
  - Ensure that the polling place is secure;
  - Ensure that the voting units are secure, functioning properly, and available to all voters;
  - Help reduce errors and omissions by voters;
  - Complete election-related paperwork accurately;
  - Have all necessary paperwork signed by two Chief Judges; and
  - Comply with the procedures and policies detailed in this manual and any other instructions provided by the local board of elections.

## Types of Election Judges

### Chief Judges:

- Organize polling place set up and close down.
- Assure that voters are served.
- Manage polling place operations, security and conduct of Election Judges.
- Resolve polling place operating issues.

Note: An in-depth discussion of the roles and responsibilities of Chief Judges is found in *Chapter 3 – Responsibilities of Chief Judges*.

### Voting Operations Judges – under supervision and guidance of Chief Judges:

- Maintain the integrity and confidentiality of the voting process.
- Determine the eligibility of voters to vote electronically or provisionally.
- Seek the assistance of Chief Judges as necessary.
- Facilitate electronic voting observing security procedures and controls.
- Provide general assistance to voters.
- Facilitate provisional voting in accordance with security procedures and controls.
- Assist with the polling place set up and close down.
- Process the voting units and print election results.
- Perform other duties as assigned by the Chief Judges.
- Accommodate special needs or voters with disabilities when needed.

### Closing Judges – under supervision and guidance of Chief Judges:

- Process the voting units and print election results.
- Ensure the modem transmission of the election results, if required.
- Return election materials to the Board of Elections on election night.
- Perform other duties as assigned by the Chief Judges.

## General Information

**Standby Judges** – (Selected during the last few weeks of the election cycle and not assigned a polling place) must:

- Agree to be assigned anywhere in the County as the need arises.
- Remain available for assignment until 2:00 pm on Election Day.

**Roamer** – Judges who are experienced and knowledgeable in election procedures and troubleshooting polling place equipment. Roamers are authorized by the Board of Elections to access the polling place to answer procedural questions and troubleshoot equipment as necessary. They are authorized to ensure all judges in the polling place follow correct procedures, remain within the law, and follow policies set by the Board of Elections.

Other limited positions include Technicians, Opening Judges, Greeters and Runners. Persons selected for these limited positions will receive an in-depth description of their duties and responsibilities.

## Compensation

Each Election Judge is paid a stipend for training **AND** working on Election Day. However, Election Judges are compensated for attending training only if they subsequently work on Election Day. If for some reason, an Election Judge is unable to work on Election Day, there will be **NO** compensation for attending training. **Checks for serving early voting and Election Day are mailed approximately four to six weeks after the election.**

- Chief Judges - \$200 + \$50 for training
- Voting Operations Judges - \$150 + \$30 for training
- Closing Judges - \$75 + \$30 for training
- Standby Judges - \$50 + \$30 for training
- Roamers - \$250 + 50 for training

**Federal and State Income Tax:** For Federal and State income tax purposes, Election Judges' wages **are** taxable. That is, the Election Judge may be required to pay income tax on the wages he or she earned as an Election Judge. If the employer does not withhold income taxes from the Election Judge's paycheck, the Election Judge is responsible for reporting and paying any relevant income taxes when s/he files the appropriate federal and State tax return.

**Social Security and Medicare (FICA) Taxes:** From January 1, 2013 forward, the Federal Insurance Contributions Act (FICA) tax exclusion for election officials and election workers is \$1,600 a calendar year. Therefore, Social Security and Medicare taxes do not apply until the election worker is paid \$1,600 or more. Earnings below this amount are not taxable under Social Security (i.e., FICA taxes are not withheld from an election judges' paycheck) and do not count toward future Social Security benefits.

**W-2 Threshold:** If an election judge earns \$600 or more in a calendar year (including all State and county elections), the election judge must be issued Form W-2.

## Integrity of the Election Process

Chief Judges are responsible for maintaining the integrity of the election. Specific security requirements associated with the voting equipment and voting facilities includes protecting the equipment used and adhering to the laws and procedures so that voter totals are valid once the election ends. To accomplish this, Chief Judges must:

- Assure security by maintaining physical control over Pollbooks and other voting equipment, blank and voted Provisional Ballots and other critical materials.
- Observe, monitor and document the activities of Challengers, Watchers and members of the media, discussed further in *Chapter 3 – Responsibilities of Chief Judges*.
- Observe all equipment for any potential tampering or defacement and immediately report suspicious activity to the Board of Elections.
- Ensure that all Voting Units and Pollbooks are secured during and at the end of the election.
- Assertively offer assistance to voters who do not appear to be following the instructions provided.
- Assure that all equipment requiring electricity remains properly plugged in and charging. Ensure tamper tape and seals remain intact and show no signs of disturbance.
- Ensure that the Write-in voting process and procedures are done correctly, discussed further in *Chapter 6 – Provisional Ballot Procedures and Chapter 7 – Voting Unit Area Responsibilities*.
- Ensure that voters return Voter Access Cards.
- Read and comply with all applicable portions of the Rules of Security Behavior document provided by the Board of Elections and signed during training. Ensure all judges also comply with all applicable portions.
- Follow approved procedures and do not deviate.



**RULES OF SECURITY BEHAVIOR FOR ALL TYPES OF ELECTION JUDGES**

This form must be read and signed by all judges.

2014 Gubernatorial Election Cycle

County: \_\_\_\_\_ Name: \_\_\_\_\_

**SECURITY RULES FOR ALL TYPES OF ELECTION JUDGES:**

1. Always wear the name tag provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.
2. Do not deviate from the approved Election Judges Manual or training without the written approval of the State Administrator of Elections.
3. Ensure that all required paperwork, including the Voting Systems Integrity Report, the Electronic Pollbook Integrity Report and the Election Day Log is accurate and complete.
4. Immediately report any security practice anomalies (i.e., incomplete or missing paperwork, voided tamper tape, missing supervisors cards, or encoders (if used), unsecured facilities with election day voting equipment, etc.) Monitor and secure all Election Day materials throughout the duration of the day. Immediately report any suspicious activity to the local board of elections and record in the Election Day Log.
5. Only use voter access cards provided by the local board of elections.
6. Inspect and ensure ALL tamper tapes, seals and voting units are secure, intact and are accounted for through-out election day. Identify and do not use a voting unit that has missing or damaged tamper tape. Notify local election board immediately.
7. Do not allow any unauthorized person to touch the electronic pollbooks. A voter shall only be permitted to handle his or her own voter access card, voter authority card and/or ballot.
8. If you have a problem printing the Zero or Totals Reports, removing a memory card, or compact flash card contact the Help Desk or Election Field Support immediately and record it on the Election Day Log.
9. Ensure ALL provisional ballots are returned to the local board of elections. Secure ALL unvoted and spoiled provisional ballots, voter authority cards, and the provisional ballot bag with voted ballots.
10. Do not share confidential supervisors passwords with anyone and keep in sealed envelope until needed. Store separately from supervisors card. Do not leave supervisors card unattended or in a voting unit. Do not give to anyone other than the Election Director or a designated representative of the local board of elections.
11. Ensure ALL supervisor cards, memory cards, voter access cards, and compact flash cards are placed in the Chief Judges' Portfolio and returned to the local board of elections with all materials as instructed by the local board of elections.

I have read the Rules of Security Behavior for Election Judges and agree to follow the rules that are applicable to my duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 10/3/13

## Polling Place Behavior

- **Arrive on time at your assigned precinct location.** Chief Judges and Voting Operation Judges must arrive by **6:00** am in order to open the polling place promptly by 7:00 am. Closing Judges should report no later than 6:30 pm.
- Be courteous and respectful
- Electioneering by election judges is not allowed. Don't wear campaign buttons, t-shirts or other politically oriented items.
- Dress comfortably and appropriately – business casual. Bring a sweater or jacket in case the polling place is cold.
- Serve all voters promptly and courteously. Be alert for voters needing assistance. Be patient with voters and **DO NOT** put a time limit on a voter completing a ballot.
- Remain at the polling place at all times during Election Day. Arrangements for food during the day differ from precinct to precinct. This will be discussed with the team prior to Election Day.
- Open the polls on time, even if only one political party is represented among the Election Judges.
- No smoking inside the site or at the polling place entrance.
- Only voters and people approved by the local board of elections (e.g., election judges, challengers and watchers) are allowed in the polling place.
- Remain at your work station at all times unless you are on an assigned break, using the restroom, or are assisting a voter or performing a task at the direction of a chief judge.
- Refer all questions to Chief Judges especially from the media and challengers and watchers. Chief Judges should refer their questions to the Roamer or the Board of Elections.
- Only electronic devices such as cell phones, tablets, and pagers **issued** by the board of elections may be used in the polling place and may only be used for election related purposes.
- Wear the name badge provided by the Board of Elections and carry photo ID at all times. Party affiliations must not be written on badges.
- Read and comply with the Election Judge Code of Conduct Rules document provided by the Board of Elections and signed during training.

## **Election Judge Code of Conduct**

Violation of any of the following Board of Elections (BOE) Codes of Conduct may result in your removal from the Montgomery County Election Judge program.

1. Arriving late or missing the Pre-Election meeting
2. Arriving late on Election Day
3. Not working on Election Day as assigned or directed
4. Leaving the polling place during Election Day for any reason without BOE approval
5. Leaving the polling place early and before your election duties are complete
6. Exhibiting disrespectful behavior towards other judges, Board of Elections staff and/or the public
7. Use of inappropriate and/or profane language
8. Appearing for training, the pre-election meeting, or Election Day dressed inappropriately (ex: dirty clothing, poor hygiene, or partisan attire)
9. Appearing for training, the pre-election meeting, or Election Day exhibiting inappropriate, abusive or erratic behavior
10. Failure to follow established election procedures and/or violation of the Rules of Security Behavior
11. Unable to sufficiently perform required tasks and/or duties.

I understand and agree to the Code of Conduct

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

## Electronic Equipment in the Polling Place

The use of electronic communication devices may not be used inside the polling room. Prohibited devices include radios, televisions, cameras, cellular telephones, pagers, and computer equipment. The exceptions to this rule are:

- **Voters may bring printed materials into the polling place. This includes specimen ballots, voter’s guides from newspapers, and campaign literature. Voters may use electronic devices while waiting in line outside of the polling room.**
- With the approval of both chief judges, members of the media (with media credentials) may use cameras in a polling place and within the “no electioneering zone” provided that they do not interfere with the voting process and do not jeopardize the privacy of the voters.
- Cell phones, pagers, or computer equipment **issued or authorized by the Board of Elections** may be used in the polling place but only for election purposes. Law enforcement officers may also use such equipment when acting in their official capacities.

## Cross Cultural Communication

As an election judge, you will be assisting individuals of different backgrounds, ethnicities, cultures, and language abilities. Be patient and helpful, as this may be a new experience for some voters. Here are some effective communication tips.

- Be clear and concise. Avoid slang and jargon.
- Be alert for the non-verbal language of those whose cultural background is different from your own. Also, be aware of your own “body language and gestures” that others may misinterpret.
- Ask for help from the bi-lingual/Election Judge when necessary.
- Speak slowly, directly and simply; be specific.
- Allow pauses, do not talk too much, and organize your thoughts.
- Recap conversations and check for understanding often.
- Listen carefully and patiently; do not embarrass the person when checking for understanding.
- Use the written word as well as the spoken word. If English is a person’s second language, it may be easier to read English than to hear it.
- Understand the person’s perspective of being in a foreign setting and culture and confronted with an unfamiliar language. New voters may be nervous.
- Limited English language skills do not imply a lack of education or an inability to understand; only an obstacle to communication.
- Spanish speaking election judges are available in each polling place to assist voters with limited English proficiency. Election judges who speak other languages may use their language skills to assist voters as needed.

## Electioneering

Electioneering is prohibited in the polling place and between 25 and 100 feet of the entrance and exit to the polling place (“no electioneering zone”). No electioneering, political activity, or posting or distributing of campaign materials may take place within the “no electioneering zone.”

Election judges are forbidden from electioneering and/or partisanship while working at the polling place. **You may not wear or display ANY political material or express political opinions while you are in the polling place or while performing the duties of an election judge.**

“Electioneering” includes wearing clothing that supports or opposes a candidate, ballot issue, or political party. The ban on electioneering **does not** apply to political messages on clothing, buttons, badges, or the like worn by a voter who is on his or her way into the polling place or inside the polling place to vote. Voters are allowed to wear clothing, buttons, or the like with a political message but are not allowed to linger in the polling place or within the “no electioneering zone.”

## Assisting Voters

- Montgomery County complies with the Americans with Disabilities Act (ADA). Care is taken to ensure each polling place has access for the disabled. Each polling place is provided with one Visually Impaired Ballot Station(s) (VIBS), and/or a seated voting station, and various other accommodations.
- Each voter should be asked if they need assistance. Election Judges should not assume assistance is needed or the type of assistance required. If assistance is requested, all efforts to accommodate the request will be made.
- Voters who require assistance because of physical disability or inability to read may have someone assist in the voting process provided the assistant completes a *Voter Assistance Form*. Refer to *Chapter 2 – Voters With Disabilities*.
- Voters should be referred to a Chief Judge for additional assistance. See detailed procedures in *Chapter 3 – Responsibilities of Chief Judges; During Voting Hours*.

## Other People in the Polling Place

### Children

Children **17 years of age and under** are allowed to accompany a voter as long as the child is in the care of the voter and does not disrupt or interfere with normal voting procedures.

### Individuals Attired or Equipped as Officials

At a polling place and within the “no electioneering zone,” a person may not wear clothes or equipment that creates the appearance that the individual is performing an official or governmental function in connection with an election. This includes:

- Wearing a public or private law enforcement or security guard uniform;
- Using an armband; or
- Carrying or displaying a gun or badge.

**Note:** The following is an **exception**:

Law enforcement officers or security guards who are on duty, traveling to or from duty, or who are performing an official governmental function may vote while wearing a uniform.

### Polling Place Evaluators

Members and staff of the local board of elections, the League of Women Voters or other individuals approved by the Maryland State Board of Elections or the Montgomery County board of elections will make unannounced visits to polling places to evaluate the election judges' compliance with procedures and their general performance.

Evaluators make unannounced visits to polling places and use a Polling Place Evaluation Form when conducting evaluations. During the visit, evaluators may speak with election judges and inspect reports but are not allowed to hinder or interfere with the voting process. The evaluators will confer with the Chief Judges and share the Polling Place Evaluation Form.