

2016 Election Judges' Manual



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Important Changes for 2016

New Voting Equipment:

For the 2016 election cycle, Maryland will use a new voting system. For Election Day, most voters will mark their selections by hand onto a paper ballot. Voters with disabilities will have access to a **Ballot Marking Device (BMD)** to provide an accessible voting option.

Scanning Unit:

Scanning Units consist of a Ballot Scanner and compartments where voted ballots are securely deposited.



Ballot Scanner:

The Ballot Scanner is securely fastened to the top of the Scanning unit. The Ballot Scanner tabulates ballots marked by hand or marked by a voter using the Ballot Marking Device. Once a voter's ballot is inserted into the Ballot Scanner, and it is neither blank nor over voted, the Ballot Scanner tallies the voter's selection(s). Voted ballots are automatically stored securely inside the Main Ballot Box beneath the Ballot Scanner.

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Each precinct will receive at least one Scanning Unit. Larger precincts may receive more than one.

Voting Booths

Each precinct will receive voting booths with privacy panels where voters can mark their ballots.

Ballot Marking Device (BMD)

The BMD is a device that enables voters, including voters with disabilities, to make their selections privately and independently. Any voter who asks to use the BMD should be allowed to do so.

There are several ways to mark a Ballot Activation Card using the BMD. Voters may choose to use the touch screen or keypad (includes braille). In addition, the BMD can accommodate sip and puff devices and rocker paddle devices which are provided by the voter. All options can be used with an audio ballot. The BMD also offers high-contrast and enlarged print viewing options on the touch screen.

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The BMD is only a ballot marking device and **does not record votes**. The BMD acts as a pen that marks a ballot activation card based on selections made by the voter.

After the voter is finished making their selections, the BMD prints out the voter's marked Ballot Activation Card which is then inserted into the Ballot Scanner.

At least one BMD will be available at each precinct. Larger precincts may receive more than one BMD.

Election Judge's Role

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.

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Election Dates & Voting Hours

Presidential Primary:

Early Voting: Thursday, April 14 through Thursday, April 21, 2016. Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day: Tuesday, April 26, 2016. Polls open at 7:00 a.m. and close at 8:00 p.m.

Presidential General:

Early Voting: Thursday, October 27 through Thursday, November 3, 2016. Polls open at 8:00 a.m. and close at 8:00 p.m.

Election Day: Tuesday, November 8, 2016. Polls open at 7:00 a.m. and close at 8:00 p.m.

Arrival Time

Arrive on time at your assigned precinct location. Election judges are expected to arrive no later than **6:00 a.m.**, unless otherwise authorized by the local board of elections office. Closing judges should report no later than **6:30 p.m.**

Closing Time for the Polls

All voters who are in the check-in line by 8:00 p.m. are permitted to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in the check-in line at the time extended voting hours end are permitted to vote. See Appendix 3 for additional information.

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Voter ID Policy

Maryland laws and regulations specify that voters are only asked to provide identification in certain limited circumstances. **DO NOT ask a voter to show ID unless the voter is marked as “Show ID” in the electronic pollbook.**

If a voter offers an ID, you may accept it but the voter must also state his or her name, address, and month and day of birth or write it on a piece of paper if the voter is unable to speak.

If a voter’s identity is challenged, summon a chief judge immediately.

Children Accompanying Voters

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

Anyone 18 years of age or older who accompanies a voter inside the voting area must complete a Voter Assistance Form.

Electronic Equipment in the Polling Place

The use of electronic communication devices is prohibited inside the polling room. Prohibited devices include radios, televisions, cameras, cellular telephones, tablets, pagers, and computer equipment. The exceptions to this rule are:

1. With the approval of both chief judges, members of the media 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.
2. Cellular telephones, pagers, or computer equipment **issued or authorized by the local board of elections** may be used in the polling place but only for election purposes. Law enforcement

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officers and emergency personnel may also use such equipment when acting in their official capacities.

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.**

Line Management

To help improve the voter experience while waiting in line:

- Have single lines leading to the check-in table, voting booths, Ballot Marking Devices (BMD), and Scanning Units.
- Election judges should check with voters waiting in line to ensure that the voters are at the correct polling place and in the correct line.
- Give voters the opportunity to review a sample ballot and instructions about the voting system and voting procedures.
- Allow voters to read literature, including information about candidates and ballot questions, while waiting in line outside or inside the polling room. Voters may read newspapers, books, fliers, and pamphlets, etc.
- Voters may use electronic devices (cell phones, tablets, etc.) while waiting in line outside of the polling room.
- Election judges should regularly provide voting instructions, expected wait times, and explanations for delays to voters waiting in line.

Accommodating Voters in Line

If a voter is unable to stand in line, ask another voter in line to serve as a placeholder, and allow the voter needing assistance to sit until the placeholder reaches the check-in judge.

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 **Never ask or require a voter to provide proof of a disability.**
A voter's disability may not be apparent to you.

Important Contact Information

Voter Registration Information	240-777-VOTE
Technical & Procedural Help Desk including questions on <ul style="list-style-type: none">• Pre-election setup confirmation• Polling place access• Telephone issues	240-777-8543
Election Judge Information	240-777-8533

Recruiters

Iris Gripper (District 13)	240-777-8572
Deborah Hamer (Districts 5, 6, 8 and 10)	240-777-8571
Jessica Jones (Districts 4 and 7)	240-777-8577
Bernisa Terrell-Minor (Districts 1, 2, 3, 9, 11 & 12)	240-777-8576
Patricia Sellner (Early Voting)	240-777-8656

Your Contact Information

You must keep your name, address, home phone number, work phone number, cellular phone number, and email address current with the local board of elections.

If you have an unlisted number, please advise the local board of elections. The phone numbers will only be released to the chief judges.

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Qualifications for Election Judges

Under Maryland law, you can serve as an election judge if you are:

1. Age 17 or older. If you are 17 years old, you can serve if you demonstrate, to the satisfaction of the local board of elections, that you meet the requirements for an election judge and at least one parent or guardian gives permission.
2. A registered voter in Maryland;
3. Physically and mentally able to carry out the required duties;
4. Willing to work outside your home precinct;
5. Able to sit and/or stand for an extended period; and
6. Can speak, read, and write English.

Note: Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

You **cannot** be an election judge and a:

1. Candidate or currently hold a public or political office, including State and county political party central committees; or
2. Chairman, campaign manager or treasurer for a political or candidate committee.

Note: While under oath as an election judge, you must remain nonpartisan at all times.



Remember to work together as a team.

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Mandatory Training Class

You are required by law to attend a training class and to serve on the day(s) you are assigned to work. Election judges are paid for attending training and working the election. If for some reason, an election worker is unable to work on Election Day, there will be **NO** compensation for attending training.

Attendance and Vacancies

If you agreed to serve as an election worker and cannot do so because of an emergency, you must notify the local board of elections immediately so that there will not be a vacancy among the election judges on the morning of the election.

If you are unable to serve due to an emergency, contact your Recruiter or call 240-777-8533 as soon as possible; so that a replacement can be found.

Compensation

Election judges receive a set payment, based on their assigned position, for successfully completing all required training and working the election. Judges who complete training but do not serve will not be paid.

Chief Judges - \$200 + \$50 for training

Voting Operations Judges - \$150 + \$30 for training

Closing Judges - \$75 + \$30 for training

Line Management Judges - \$75 + \$10 for training

Opening Judges - \$50 + \$30 for training

Standby Judges - \$50 + \$30 for training

Greeter Judges - \$50 + \$10 for training

Roamers - \$250 + 50 for training

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Election judges must provide their social security number to be paid for working the election. Payment checks are mailed approximately six weeks after the election to the mailing address on file.

Federal and State Income Tax: For federal and State income tax purposes, election judges' wages **are** taxable. That is, the election judge is required to pay income tax on the wages he or she earned as an election judge. If income taxes are not withheld from the election judge's paycheck, the election judge is responsible for reporting and paying any relevant federal and State income taxes.

Social Security and Medicare (FICA) Taxes: Election Judges' earnings below \$1,700 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.

Election Judge Oath & Rules of Security Behavior

All election judges must take the Election Judge Oath and read and sign the *Rules of Security Behavior* form prior to serving.

Election Judge's Responsibilities

As an election judge, you must:

1. Successfully complete all of the election judge training required for your assigned position(s);
2. Read all election materials provided to you, including this manual and any updated information sent to you after training class and on election day(s);

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3. Attend and participate in the Monday night pre-election meeting at your assigned precinct;
4. Work each assigned day and be on time;
5. While working as an election judge, wear your name tag (as issued by your local board of elections) at all times. Do not write your party affiliation on your name tag;
6.  Work together to **ensure that the polling place opens on time as required by law**;
7. Accept direction from the chief judges and assist in whatever needs to be done no matter what you were originally assigned to do;
8. Work with the other election judges at your assigned polling place as a team to:
 - A. Maintain the integrity and confidentiality of the voting process;
 - B. Ensure the polling place is secure;
 - C. Ensure the voting equipment is secure, functioning properly, and available to all voters;
 - D. Ensure the voted and unvoted ballots are secure at all times;
 - E. Help reduce errors and omissions by voters;
 - F. Complete election-related paperwork accurately; and
 - G. Comply with the procedures and policies detailed in this manual and any other instructions provided by the local board of elections.

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General Rules for All Election Judges

1. Electioneering by election judges is not allowed. Do not wear campaign buttons, t-shirts or other politically oriented items.
2. Do not comment on candidates or political issues among your fellow election judges, with voters, or anyone inside the voting room and within the “no electioneering zone.”
3. 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.
4. Do not leave the polling place at any time.
5. No smoking inside the site or at the polling place entrance.
6. Dress comfortably and appropriately – business casual attire.
7. Only voters and people approved by the local board of elections (e.g., election judges, board of elections staff, challengers and watchers) are allowed in the polling place. Do not bring family members or friends with you to help. Keep conversations with family members, friends, and neighbors brief and focused on the voting process.
8. Remain at your work station at all times unless you are on an assigned break, using the restroom, assisting a voter or performing a task at the direction of a chief judge.
9. Refer questions from the media and challengers and watchers to chief judges. Chief Judges should refer their questions to the Roamer or the local board of elections.
10. Only electronic devices such as cellular phones, tablets and pagers issued or authorized by the local board of elections may be used in the polling place and may only be used for election related purposes.

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11. Read and comply with the Election Judge Code of Conduct provided by the board of elections and signed during training.

Tips for Election Judges

1. Bring a sweater or jacket in case the polling place is cold.
2. Bring plenty of food and drinks, enough to last you the entire day.
3. Bring any medications you may need. You may not leave the polling place to retrieve any materials.

Types of Election Judges

Chief Judges are responsible for organizing and managing the Monday night pre-election meeting; polling place set up and close down; assuring that voters are served correctly and timely; polling place operations, security and conduct of election judges and resolving voter issues.

Note: An in-depth discussion of the roles and responsibilities of Chief Judges is found in Chapter 5.

Voting Operations Judges – under supervision and guidance of Chief Judges maintain the integrity and confidentiality of the voting process; process voters at check-in and provisional voters in accordance with security procedures and controls; issue ballots; direct voters to the voting booths and provide assistance when asked; assist with the polling place set up and close down; safeguard and operate the voting equipment and perform other duties as assigned by the Chief Judges.

Note: In-depth discussion of the roles and responsibilities of Voting Operation Judges is found in Chapters 6, 7, 8 and 9.

Closing Judges – under supervision and guidance of Chief Judges;

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safeguard and operate the voting equipment; print election results; return election materials to the Board of Elections on election night and perform other duties as assigned by the Chief Judges.

Note: In-depth discussion of the roles and responsibilities of Closing Judges is found in Chapters 10 and 17.

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 and remain available for assignment until 2:00 pm on Election Day.

Roamers – are 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, Line Managers, Greeters and Runners. Persons selected for these limited positions will receive an in-depth description of their duties and responsibilities.

Term of Office

The term of office is approximately two years and ends thirteen weeks before the 2018 Gubernatorial Primary Election. You are expected to serve as an election judge for all elections held during that period.

Removal of an Election Judge

On Election Day, you represent your local board of elections office. Each person who enters the polling place deserves your respect and courteous service.

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Maintain a professional demeanor and project a positive attitude at all times. Be positive and supportive to the voter, even under difficult circumstances.

The board will promptly investigate each complaint it receives regarding the fitness, qualification, or performance of an election judge. Likewise, reports of harassment, threatening behavior, or behavior that compromises the integrity and security of the election process will be investigated.

The board shall remove any election judge who is deemed unfit, incompetent, or whose behavior is deemed inappropriate or unprofessional. Removal from office may result in the loss of compensation and future consideration for the office.

Election Judge's 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 choose to vote by absentee ballot, you may complete a request for an absentee ballot during training.

Do NOT take your absentee ballot to the polls. You will **NOT** be allowed to leave to deliver your ballot to the local board of elections. You must mail or hand-deliver your voted ballot to the elections office **before** Election Day. You cannot submit your voted ballot online or return it by email or fax. You cannot take it to an early voting center or to a polling place.

If you mail your ballot, the envelope must be postmarked on or before Election Day, April 26, 2016 or November 8, 2016 and received by your local board of elections by 10:00 a.m. on or before May 6, 2016 (primary election) or November 18, 2016 (general election).

If you have specific questions, please contact the Absentee office on 240-777-8550.