



Chapter 1

Information for All Election Judges

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Information for All Election Judges

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 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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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 county Board of Elections, that you meet the requirements for an election judge and at least one parent or guardian gives permission.
2. Are a registered voter in Maryland;
3. Physically and mentally able to work at least a 15-hour day;
4. Be able to remain at the polling place during the entire election without interruption until the election process is complete;
5. Willing to work outside your home precinct;
6. Able to sit and/or stand for an extended period; and
7. Can speak, read, and write English.
8. You are required by law to attend a training class and to serve on the day(s) you are assigned to work.

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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Term of Office

The term of office is approximately two years and ends thirteen weeks before the 2016 Presidential Primary Election. You are expected to serve as an election judge for all elections held during that period.

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 through Thursday, June 19, 2014. Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day: Tuesday, June 24, 2014. Polls open at 7:00 a.m. and close at 8:00 p.m.

Gubernatorial General:

Early Voting: Thursday, October 23 through Thursday, October 30, 2014. Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day: Tuesday, November 4, 2014. Polls open at 7:00 a.m. and close at 8:00 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.

All voting units must remain open until the last voter who is in line when voting hours end has voted.

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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 2 for additional information.

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 request an absentee ballot from the Board of Elections when you come for training.

You must mail or hand-deliver your voted ballot to the Board of Elections' office **before** Election Day.

- **Do NOT take your voted absentee ballot to the polls.** You will **NOT** be allowed to leave to deliver your ballot to the Board of Elections.
- 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 **hand deliver** your ballot, you must deliver it to the Board of Elections' office **before** Election Day.

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).



If you have any questions, please contact the Board of Elections.

Election Judge's Responsibilities

As an election judge, you must:

1. Successfully complete one or more election judge training classes scheduled by the Board of Elections. Training classes are between two and six hours long, depending upon the assigned position;

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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);
3. Attend the Monday Night Pre-Election meeting which is scheduled by the Chief Judges. This meeting is **mandatory** for all Election Judges.
4. Protect the integrity of the election and contribute to the maintenance of a calm, non-partisan atmosphere.
5. 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.
6. Update any changes to 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.
7. Notify the appropriate recruiter immediately if unable to serve.
8. Work each assigned day and be on time.
9. While working as an election judge, wear your name tag (as issued by your local board of elections) at all times.
10. Work together to **ensure that the polling place opens on time as required by law.**
 Work together to open your polling place on time!
11. Accept direction from the chief judges and assist in whatever needs to be done no matter what you were originally assigned to do.
12. 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 that the polling place is secure;
 - C. Ensure that the voting units are secure, functioning properly, and available to all voters;
 - D. Help reduce errors and omissions by voters;

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- E. Complete election-related paperwork accurately;
 - F. Have all necessary paperwork signed by two chief judges; 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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Attendance and Vacancies

If you agreed to serve as an election judge and cannot do so because of an emergency, you must notify the Board of Elections immediately so that there will not be a vacancy among the election judges on the morning of the election. Contact your Recruiter by email or call 240-777-8533.

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 5 – 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.

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- 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.

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.

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.

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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. **Payment checks are mailed approximately four to six weeks after the election to the judges' mailing address on file.**

- 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 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 when he/she files their 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.

Election Judge Oath & Rules of Security Behavior

At training, all election judges must take the Election Judge Oath and sign the *Rules of Security Behavior* and the *Election Judge Code of Conduct* forms.

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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/Chief Judge 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)

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General Rules for All Election Judges

1. **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.
 2. Electioneering by election judges is not allowed. Don't wear campaign buttons, t-shirts or other politically oriented items.
 3. Dress comfortably and appropriately – business casual. Bring a sweater or jacket in case the polling place is cold.
 4. 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.
 5. Don't leave the polling place at any time. Make **prior** arrangements for food, bring all medicines that you will need and an ID.
 6. No smoking inside the site or at the polling place entrance.
 7. Only voters and people approved by the local board of elections (e.g., election judges, challengers and watchers) are allowed in the polling place.
 8. 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.
 9. 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.
 10. 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.
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Security Rules for All Election Judges



You must read, sign, and comply with the *Rules of Security Behavior* form provided by your local board of elections.

1. Always wear the name tag provided by the 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. Keep passwords and supervisor cards in separate and secure locations at all times. Do not share them with anyone except the Election Director or designated representative of the board of elections.
4. Ensure that all required paperwork is accurate and complete.
5. Immediately report any suspicious security practice or activity (e.g., missing ballots, incomplete or missing paperwork, voided tamper tape, missing supervisor cards, or unsecured facilities with Election Day voting equipment, etc.) to the chief judges. Chief Judges are to immediately report any suspicious activity to the board of elections and record the activity in the *Election Day Log*. Monitor and secure all election materials throughout the day.
6. Only use voter access cards provided by the board of elections.
7. Inspect and ensure that **ALL** tamper tapes, seals and voting units are secure, intact and are accounted for throughout the day. If a voting unit has missing or damaged tamper tape, do not use the unit and notify the chief judges who will immediately contact the board of elections and record the issue in the *Election Day Log*.
8. Do not allow any unauthorized person to touch electronic pollbooks, touchscreen units, or ballots. A voter shall only handle his or her own voter access card, ballot, and voter authority card.
9. If you have a problem printing the Zero or Totals Reports or removing a memory card, contact the Help Desk or the Roamer immediately and record it on the *Election Day Log*.
10. Secure **ALL** ballots (voted, unvoted, and spoiled ballots), voter authority cards, and the provisional ballot bag with voted ballots. Return all supplies to the local board of elections.

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11. Ensure that **ALL** supervisor cards, memory cards, and voter access cards, are placed in the Chief Judges' Black Case and returned to the board of elections with all your materials on election night.
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Equipment and Facility Security

You must also follow security rules related to the equipment and facility. These rules include:

1. Maintaining physical security control over the voting units and electronic pollbooks and following procedures for securing the polling place;
 2. Protecting and maintaining control of the memory cards and provisional ballots during the election process at all times;
 3. Ensuring that the printer and power compartments on the voting units are secured prior to opening the polls and throughout the day;
 4. Looking for any potential tampering or defacement of the voting units or electronic pollbooks and reporting any such activities immediately to the chief judges. The chief judges are responsible for reporting problems to the board of elections; and
 5. Ensuring that all voting units and electronic pollbooks are secured at the end of election night.
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Chain of Custody

It is important to ensure the security of all voting equipment and materials. Chief Judges have primary responsibility for preserving the chain of custody which they pass to the two Closing Judges who will return the precinct's materials to the board of elections **immediately** after the polls close.

Chief Judges complete and sign the **Chain of Custody Form** listing the items to be returned to the board of elections, which includes all pollbooks and printers, all memory cards from the voting units, voter access cards, supervisor cards, ballots, reports and documentation. Closing judges verify and sign the Chain of Custody Form prior to leaving the precinct. The Chief Judge will retain a copy of the form.

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Upon arrival at the board of elections the Closing Judges will transfer custody to the board of elections staff who will verify that **all** of the materials have been returned.



Chief Judges from each precinct are responsible for the memory cards. Memory cards are in the voting units at the time of delivery to the polling places. When the polls close, the chief judges are responsible for removing the memory cards from all voting units and placing them into the Black Case.

Integrity of the Election Process

You have the responsibility to maintain the integrity of the election process by:

1. Asking voters if they need assistance if they don't appear to be following the instructions you provided;
2. Asking voters to remove personal items (e.g., clothing, bags, books, or any electronic equipment) from the voting units and check-in table. Periodically checking the voting units to ensure that a voter has not left personal items or campaign materials on the voting unit, voting booth, or check-in table.
3. Periodically checking the voting units and electronic pollbooks to ensure that they are plugged in and charging properly and that the tamper tape and seals are intact and showing no signs of tampering; and
4. Ensuring that voters do not leave the polling place with a provisional ballot, voter access card, or voter authority card.