

# CHIEF JUDGE CHECKLIST: BEFORE ELECTION DAY

TECHNICAL HELP DESK: 240-777-8543

\*\*\*\*\*USE THE CHECKLISTS AND JOB GUIDES\*\*\*\*\*

## PRE-ELECTION

- Vote** during **Early Voting** or by **absentee** ballot.
- Review all online and printed training materials.
- Watch for your Chief's Precinct Packet, about 3 weeks before the election. It will contain, among other things:
  - The *Facilities Report* for your precinct
  - The *Polling Place Layout* diagram
  - Maps for placement of “No Electioneering” signs, emergency meeting places, parking, etc.
- Print your Precinct Staffing List from the EJ Connection.
  - Use election judge email addresses for elections information ONLY.
- Contact your Co-Chief. Determine:
  - How the Staffing List will be divided to ensure each individual is called
  - Who will call the facility manager
  - When the best date/time would be for a site visit at the polling place
  - Who (one or both) will pick up the bags on the Saturday prior to Election Day
  - Who (one or both) will attend the Chief Judge Pre-Election briefing the weekend before the Election (and reserve the slot)
  - When the Red and Orange Bags will be opened and inventoried
  - Whether anyone will solicit food from local vendors
  - Make a commitment to work together
  - Thoroughly plan for the Monday night meeting, set up, and for Election Day
- Contact the facility manager at polling place to:
  - Confirm the Monday night meeting time of 6:30 PM and ask them to check for scheduling conflicts
  - Suggest a date/time for a site visit at the polling place by either/both Co-Chiefs
  - Confirm access for Monday night meeting and Election Day
  - Determine if special parking arrangements necessary/available for election judges
  - Ensure the polling place will be secured/locked overnight
  - Confirm availability of sufficient power outlets
  - Request access to refrigerator and kitchen, storage, and eating area for judges
  - Inquire about the availability of comfortable chairs for judges
  - Acquire emergency contact numbers for facility issues or services, including after hours numbers.
  - Ask about any special facility-specific requirements or restrictions
  - Acquire phone number of person responsible for opening building on election day
- Contact **every judge** and Student Aide assigned to:
  - Ask about any special needs related to diets or disabilities
  - Share any special facility-specific requirements or restrictions
  - Confirm contact information/preferences and ask for e-mail addresses
  - Assess each judge's level of expertise with equipment and roles and confidence in training
  - Confirm planned Monday night meeting time and training status

- Notify your Recruiter immediately if judges tell you they are no longer available to work on Election Day.

## SITE VISIT

- Meet facility manager face-to-face, if possible
- Review the **Polling Place Layout** diagram provided in the Chief's Precinct Packet, which shows the physical layout of the polling place; identify:
  - Electioneering boundaries
  - Parking arrangements, especially for judges and disabled voters
  - Restroom locations, especially for judges and disabled voters
  - Entrances and exits to and from the polling place, especially for disabled voters
  - Specific locations of power outlets and light switches
  - Location of Board of Elections-designated phone jack (marked with a green dot), if present
  - Placement of Information, Check-In, Chiefs', Ballot Issuing, Information, and Provisional tables
  - Placement of Voting Booths, seated voting areas, Ballot Marking Device, Scanning Unit
  - Best methods for Check-In/Ballot Issuing/Scanning Unit line management
  - Possible waiting/staging areas for children, disabled voters, and/or the press

## BEFORE MONDAY NIGHT

- Get to know your Roamer**, and plan to call the roamer for technical issues on Monday night, on Election Day and during closing on Election night. The roamer's name and cell phone number is on the **Facilities Report**. Call the roamer before you call the BOE Help Line – the roamer is in the field, closer to you, and handles a limited number of precincts.
- Review tasks for the Monday night meeting with Co-Chief (see *Monday Night Election Judge Meeting, Sample Agenda*)
- Assemble a toolkit: pliers, scissors, calculator, flashlight, and nightlight.
- Agree on food arrangements/policies
  - How will food be provided: individual, potluck, catered, or a combination
  - Consider delegating solicitation of food donations to one/several judges
  - If no refrigeration is provided, consider bringing coolers
  - Secure microwave, toaster, coffee maker, and/or other small appliances as needed
- Talk with Co-Chief and gauge individual judge's competencies
  - With co-chief, assign judges specific tasks or organize into teams for the Monday night meeting (after you have spoken with the judges)
- Attend the Chief Judge Pre-Election briefing the weekend before the Election (one or both Chiefs)
- Pick up the **Red** and **Orange** bags from Board of Elections.
  - Determine pickup time frame for the Saturday prior to Election Day.
  - Bring Precinct Pickup Card to 18753-210 N. Frederick Avenue, Gaithersburg, Maryland.  
**(Maintain security control over the bags at all times after pick-up)**
- Open and inventory bags with Co-Chief **before** the Monday night meeting if possible. (If done Monday night before the meeting, allow 45-60 minutes to complete.)
  - Call your Roamer if you are missing anything. The roamer's information is provided on the Facility Report or in the Precinct Packet.

- Reseal Red and Orange bags with red seals after completing inventories.
  - Consider completing an initial inventory of Green and Blue bags. (Identify any additional materials or supplies needed).
- Call or email judges over the weekend prior to Election Day to remind them of the Monday night meeting.
- Call recruiter with the names of judges unable to serve on Election Day.
  - Ask Closing Judges to call each other to discuss transportation for returning the election materials.

## **MONDAY NIGHT MEETING**

- Arrive at least 20 minutes prior to the start of Monday night meeting; with Co-Chief:
- Ensure that the facility is unlocked and cleared for use
  - Locate the precinct equipment
  - Verify that all luggage tags correctly identify the precinct
  - Walk routes for disabled and special needs voters
  - Conduct team meeting – see sample agenda in *Monday Night Election Judge Meeting, Sample Agenda*
- Divide task supervision between Co-Chiefs.
- Use the *Monday Night Election Judge Meeting, Sample Agenda*).
- Arrange tables and chairs to:
- Ensure good voter flow throughout polling place
  - Create waiting areas for children, disabled voters, and/or the press
- Arrange Voting Booths and seated voting areas for maximum voter privacy.
- Consider ambient lighting when arranging Voting Booths
  - Ensure Voting Booth stability by tapping out all four legs
- When you leave the precinct after the meeting, if you have a personal cell phone leave it on.