

FUTURE VOTE CHIEF JUDGE GUIDELINES

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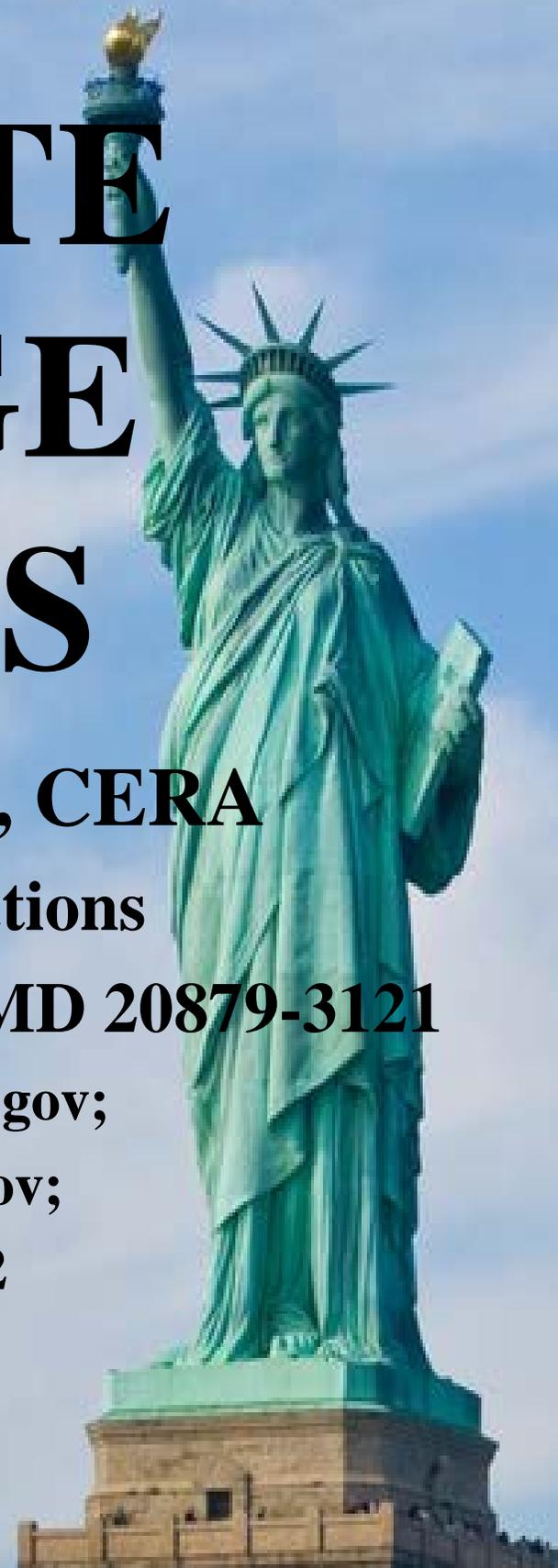
Montgomery County Board of Elections

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Background

- **In 2004, MCBOE approved and launched the Future Vote Initiative pilot, as conceived by “Dr. Z”**
- **In 2006, the program was expanded to all voting precincts in the County**
- **The program is designed to increase civic participation, and create interest in the Election process**
- **Over 25,000 students and 15,000 families have participated**



Future Vote Time Requirements

- **Attend mandatory “Training Session” with Parent/Guardian (*1 hour = 1 SSL credit*)**
- **Attend mandatory “Monday Evening Precinct Set-up” with Parent/Guardian (6:30PM-7:30PM) (*1 hour = 1 SSL credit*)**
- **Election Day Service**
(*One 3 hour shift = 3 SSL credits*)
 - **Student(s) ONLY; Guardian/Parent must drop-off & pick-up**
 - **Double shift acceptable but must be coordinated with Chief Judge during Monday evening precinct set-up**
 - **Double shift = 6 hours (6 SSL credits)**



Pre-Election Day Preparations

(Before Precinct Set-up & Election Day Service)

- **Wear comfortable clothing and shoes. Please dress appropriately, NO HATS**
- **Leave home in time to arrive at your precinct 10-15 minutes before your meeting/shift begins (this is important, traffic/parking can be difficult on Election Day)**
- **Parents/Guardians: Please charge your cell phone and be accessible**



Monday Evening Precinct Setup

Monday, April 25th & November 7th

(6:30PM-7:30PM)

- **Chief Judge will contact you the week before set-up**
- **Parent/Guardian participation mandatory** *(If needed, adult alternate allowed)*
- **If Chief Judge does not call, report to your assigned precinct at 6:30PM**



Monday Evening Precinct Setup (cont.)

Monday, April 25th & November 7th

(6:30PM-7:30PM)

- **Sign “Precinct Roster” to receive SSL credit hours**
- **Discuss allergies, health issues, etc...**
- **Assist Chief Judge as directed**
 - **Set tables & chairs**
 - **Post signage and posters**
 - **Prepare Voting Units**
- **Familiarize yourself with polling room (entrance, exit, bathrooms, emergency exits, pay phone, polling place layout, check-in and information tables)**



Election Day Service

Tuesday, April 26th & November 8th

- **Sign “Precinct Roster”**: No signature, no SSL Credits! Please note double-shift (*if applicable*)
- **No partisan paraphernalia can be worn** (hats, pins, buttons, talking parrots, stickers and/or tee-shirts)
- **Parent/Guardian do not leave your child at the precinct entrance. You must walk in with your child or they will be turned away. NO EXCEPTIONS**



Election Day Service (cont.)

Tuesday, April 26th & November 8th

- **Request your badge from the Chief Judge. If applicable, some badges will identify you as being bilingual;**
- **NO iPod's, iPad's, and/or electronic devices;**
- **Serve entire shift: 6AM-9AM, 9AM-12PM, 12PM-3PM, 3PM-6PM & 6PM-9PM**
 - **If you serve an additional shift, please note on the Election Judge roster next to your name to award applicable SSL credits.**



Election Day Service (cont.)

Tuesday, April 26th & November 8th

“Precinct Greeter”

- **Be courteous, polite and smile**
- **Acknowledge your voter**
- **Offer assistance and/or voter information**
- **Direct voters to the check-in table**
- **Be aware of and offer suggestions for voters having difficulty with standing**
- **Dispense voting-related literature;**
 - **Ask voters if they would like a copy of the “Voter Instructions” hand-out or “Sample Ballot”**



Election Day Service (cont.)

Tuesday, April 26th & November 8th

“Precinct Greeter” (cont.)

- **Inform voters of prohibited activities:**
 - **Smoking;**
 - **Talking on cell phones;**
 - **Taking photos and/or Video Recordings of voters voting;**
 - **Handing out partisan literature and/or expressing partisan opinions; and/or**
 - **Pets: Only “Service Animals” allowed**
 - **“Do not approach service animals as pets!”**



Election Day Service (cont.)

Tuesday, April 26th & November 8th

“Floater/Runner”

- **Collect & recycle pens and privacy sleeves**
- **Make sure nothing blocks the polling place entrances/exits**
- **Indicate restrooms and polling-room exits**
- **Help voters in wheelchairs or stand in line for voters needing assistance;**



Election Day Service (cont.)

Tuesday, April 26th & November 8th

“Exit Monitor”

- Issue “I Voted” sticker
- Encourage voters to sign-up to be an Election Judge
- Promote Future Vote for General Election
 - Information Desk:
 - Create a clean working area free of clutter
 - No Partisan literature allowed on table! Only Montgomery County/Maryland State Board of Elections literature!



Election Day Service (cont.)

Tuesday, April 26th & November 8th

- **Warning:**

**DO NOT WALK NEAR OR
AROUND VOTING
EQUIPMENT and/or
VOTERS VOTING AT
ANYTIME**



Election Day Service (cont.)

Tuesday, April 26th & November 8th

- **Tasks: Closing (8:01PM)**
 - **Polls open until 8PM or when the LAST voter has voted!**
 - **Assist as per Chief Judge(s) directions**
 - **Bring down posters and signage**
 - **Put away tables/chairs**
 - **Sort cabling**



Future Vote roster: Tuesday, Apr 26, 2016

01-01: Laytonsville ES

"ONLY students listed may serve!"

Instruct students to sign roster. Student Service Learning (SSL) credits will be emailed December 1

Student	Shift	Language	Emergency #	Chief Notes	Signature	Barcode
Tom Chen	6:00AM - 9:00AM	Chinese	(h) (301) 926-9602 (w) (c) (301) 318-3460			 0666703
Amy Johnson	9:00AM - 12:00PM		(h) (301) 963-2611 (w) (240) 276-7362 (c) (301) 775-0626		No signature = Zero SSL credits	 0640303
Julian Martinez	6:00PM - 9:00PM	Spanish	(h) (301) 963-2611 (w) (240) 276-7362 (c) (301) 775-0626	Note if student works additional hours & any observations		 0640403

Election Day Service Expectations: Door Coverage/Information Table

- Greet voters, clearly, articulately, offer assistance and/or voter information: Direct voters to the check-in table
- Be aware of and offer suggestions for voters having difficulty with standing
- Inform voters of prohibited activities: Smoking, Talking on cell phones Taking photos and/or Video Recordings of voters voting, Handing out partisan literature and/or expressing partisan opinions
- Make sure nothing blocks the polling place entrances/exits
- Recruit Election Judges (provide Election Judge sign-in sheet)
- Provide voters with verbal directions to place Voter Access cards in the box
- Hand out "I Voted/Yo Voté" stickers and dispense voting-related literature
- Duties as assigned by the Chief Judge

Inform family of Monday's MANDATORY Precinct set-up (time & location). Guardian and student must attend & assist. Otherwise, student DOES NOT serve Tuesday (NO exceptions).

Please sign & return

Democratic Chief Judge

Please sign & return

Republican/Other Chief Judge

SSL Closeout (cont.)

Barcode, barcode, barcode!!!

Attend mandatory (Guardian & Student)

**“Monday Evening Precinct Set-up” &
Sign Precinct Roster**

April 25, 2016

November 7, 2016



SSL Closeout (cont.)

Barcode, barcode, barcode!!!

Election Day Service

**Tuesday, April 26, 2016 &
November 8, 2016**

*(Double shift possible, ask Chief
Judge, note on roster)*



SSL Closeout (cont.)

- **SSL forms will be emailed after**

Primary Election by May 10, 2016

2nd semester DEADLINE:

1st Friday in June 2016

General Election by November 22, 2016

1st semester DEADLINE:

1st Friday in January 2017



SSL Closeout (cont.)

- **Check “spam box” before e-mailing Dr. Z**
- **If SSL totals are incorrect, email Dr. Z immediately and provide breakdown**
 - **Training = 1 SSL**
 - **Monday Set-up = 1 SSL**
 - **Election Day = 3 SSL (or 6 SSL if double)**
 - **TOTAL SSL = (TBD)**

