

2012 ELECTION JUDGE GUIDE



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1.0 INTRODUCTION

1.1 USING THIS GUIDE

This guide is designed to be used as a reference by election judges on Election Day. Most sections in the guide include citations to the appropriate laws (M.S. citations) or rules (M.R. citations) that can be found in the more extensive Office of the Minnesota Secretary of State (OSS) publication “Minnesota Election Laws”. Full text of the Minnesota election laws and rules can be found at www.sos.state.mn.us. Election judges have a key role in administering the elections process. The election process involves a sequence of “must do” tasks. For this reason, this guide is organized to focus on specific tasks that need to be performed on Election Day.

Your local election official may provide you with additional detailed instructions and forms for use in your precinct.

1.2 WHO MAY BE AN ELECTION JUDGE?

An election judge *must be*:

1. eligible to vote in the State of Minnesota;
2. able to read, write and speak English;
3. appointed by the appointing authority (county, city, township, or school board); and
4. trained and currently certified as an election judge.

[*\(M.S. 204B.19, subd. 2\)*](#)

Individuals applying to be election judges need to declare their party affiliation, if they are affiliated with a major political party.

An election judge *cannot be*:

1. a candidate in that election (i.e., is running for an office on the ballot used in that precinct, or is a write-in candidate in the jurisdiction in which they are actively campaigning);
2. the husband, wife, parent, child, stepchild, brother, sister, or stepsibling, of a candidate or another judge in the same precinct; or
3. a challenger.

Individuals who are related to each other may serve as election judges in the same precinct provided that they serve on separate shifts that do not overlap. [*M.S. 204B.19*](#))

1.3 STUDENT ELECTION JUDGE TRAINEES

High school students, including home schooled students, 16 and 17 years of age can be trainee election judges. Students who are 18 years of age or older can serve as regular election judges.

To serve as trainee election judges students must:

1. be a United States citizen;
2. be at least 16 years of age;
3. serve in the county where they reside;
4. be enrolled in a Minnesota high school or be home schooled;
5. be in good academic standing; and
6. have permission from their school and parents

Trainee election judges can serve for all elections. They serve without party affiliation and must be paid at least 2/3 of the minimum wage. They cannot serve past 10:00 p.m. and cannot number more than 1/3 of the election judges in any one precinct. Trainee election judges, like other election judges, are not required to serve the entire day.

Because trainee judges serve without party affiliation, they cannot perform tasks that must be carried out by two judges of different political parties, such as curbside voting. However, trainee election judges can perform any other election judge tasks and should be assigned those duties just as other election judges are assigned. Trainees do not count toward the minimum number of election judges required to serve.

[\(M.S. 204B.19, subd. 6; M.R. 8240.1655\)](#)

1.4 ELECTION JUDGE TRAINING AND CERTIFICATION

All election judges must complete training, and be certified before serving in an election. Your trainer will have specific instructions to help you conduct the election. Each trainer keeps a record of the training each election judge has completed. The trainer must give a certificate to each election judge, head election judge, or health care facility (HCF) absentee voting election judge who successfully completes a training course.

The county, municipal, or school district official administering the election in which an election judge is working may adopt additional requirements reasonably related to the ability to perform the duties of election judge. [\(M.S. 204B.25; M.R. 8240\)](#)

1.4.1 Election Judges and Student Trainees

Before serving in an election, all election judges and student trainee election judges must complete election judge training and be certified as an election judge. This course, of at least two hours, is offered by the county auditor or designated city clerk or township clerk. Every judge who completes training receives an election judge certificate that is valid for two years. To stay current with changing election law and ballot counting technology, election judges will renew their election judge certificate by again completing the two hour training course every two years.

1.4.2 Head Election Judge

In addition to election judge training and certification, head election judges complete an additional hour of training every two years to be certified as head election judge. [\(M.R. 8240.1750\)](#)

1.4.3 Health Care Facility (HCF) Absentee Election Judge

Election judges assisting with HCF absentee voting complete one hour of training every two years (in addition to election judge training) to be certified as HCF absentee election judges.

1.4.4 Absentee Ballot Board

Election judges serving on an absentee ballot board complete training regarding the handling and processing of absentee ballots

1.5 YOUR POLLING PLACE ASSIGNMENT

After training and certification, the appointing authority (county, city, township, or school board) assigns four or more judges to each precinct when a ballot counter and/or an AutoMARK is being used. Certain small townships that hold March elections are not required to have an AutoMARK in each precinct and are only required to appoint at least three election judges to each precinct. One judge will be appointed as the Head Judge. Appointments are made at least 25 days before the election, unless additional appointments are needed. The major political parties submit a list of individuals who have expressed interest in serving as election judges. ([M.S. 204B.21](#); [204B.22](#))

At least two election judges in each precinct must represent different major political parties and the remaining election judges can serve without an affiliation to a major political party. No more than one-half of the election judges serving in a precinct may be from one major political party. Partisan affiliation does not apply to student trainee election judges, election judges serving in school district or township elections not held in conjunction with a statewide election. Election judges typically serve in or near the precinct where they live, but may be asked to serve elsewhere in the state. ([M.S. 204B.19, subd. 5](#); [204B.21](#))

If a judge fails to arrive within 30 minutes after the polls open, is unable to serve, or fails to perform the duties assigned by the Head Judge, the remaining judges may select a replacement judge from the precinct who is eligible to serve. The municipal clerk also may assign election judges to fill vacancies as they occur. The head election judge must provide emergency training to any replacement judges. ([M.S. 204B.23](#))

1.6 TIME OFF FROM WORK

You are permitted to take time off from work to serve as an election judge. Before doing so, you must give your employer at least 20 days written notice. The clerk will give you a form that shows the hours you will be scheduled to work as a judge (which may be subject to change) and your hourly rate. Attach this form to the written notice to your employer. Your employer can reduce your salary or wages by the amount you are paid for being a judge during the hours you are away from work. (For example: If you normally work 8 hours, your regular salary is \$10 per hour and your election judge salary will be \$5 per hour, your employer can reduce your normal salary of \$80 by \$40 and pay you the difference of \$40.) Or, you can voluntarily take a vacation day to be fully paid by your employer and receive the judge salary you earn as extra income. An employer can also restrict the number of persons serving to no more than 20 percent from any single work site. An employer cannot force an employee to take vacation. ([M.S. 204B.195](#))

1.7 THE HEAD JUDGE

The Head Judge is the lead election official in a polling place and has completed additional training for handling some of the more complex duties. The head election judge oversees the polling place; assigns election judges to specific tasks and gives the other judges direction as needed on Election Day.

The Head Judge also:

- Picks up the precinct supplies before the election.
- Ensures all supplies are ready before opening.
- Conducts emergency election judge training for any replacement judges.
- Assigns the other election judges to specific jobs in the polling place.
- Resolves questions and problems during Election Day.
- Completes the election returns and other required forms.
- Closes the polling place and returns election materials.

Please review the head election judge duties explained later in this guide and summarized in the Appendix. ([M.S. 204B.20](#))

1.8 VOTE

Don't forget to vote. If you are serving as an election judge in your own precinct, you may vote with the other voters during the regular voting hours. If you are serving outside your own precinct, you should vote by absentee ballot before Election Day. ([M.S. 203B.02, subd. 1](#))

2.0 BEFORE THE POLL OPENS

2.1 BEFORE LEAVING HOME

Election Day will be a long day. Before leaving home, do a quick inventory of your personal needs and obligations for the entire day:

- Wear comfortable shoes and perhaps layers of clothing to adjust for varying temperatures, clothing without printing or messages is recommended.
- Do you have your reading glasses, medications, or medical supplies?
- Do you have emergency information that coworkers should be aware of?
- Did you pack a lunch, snacks, and/or dinner, if none is provided by the appointing authority?
- Have you arranged for the care of your loved ones or pets?
- It may be late when you are finished. Do you have enough gas, or a ride, to return home?
- Have you removed campaign buttons and campaign materials from your coat, car, and other personal items that you will take to the polling place?

2.2 ELECTION JUDGE OATH

Each judge must take the following oath:

“I (your name) solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit, and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or my candidate.”

All judges will wear an identification badge or sticker. The identification should state your role – such as Head Election Judge, Election Judge or Trainee Judge but should not state your party affiliation. Take this opportunity to complete and sign any personnel forms. ([M.S. 204B.24](#))



**Office of the Minnesota
Secretary of State**

Election Judge Oath

Each election judge must sign the following oath before assuming the duties of the office. Attach this oath to the precinct summary statement of the election returns.

If there is no individual present who is authorized to administer oaths, the election judges may administer the oath to one another. (*Minn. Stat. § 204B.24*)

OATH

State of Minnesota County of _____

Name of appointing City, Township, or School District _____

Ward _____ Precinct _____

I, _____
(Print name of election judge)

solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate.

Signature of Election Judge

Note: A full-sized sample of this form is available in the appendix of this guide.

2.3 CHECK PRECINCT SUPPLIES

Check the supplies, and if supplies are missing or in short supply, call your local election official immediately. ([M.S. 204B.29](#))

The supplies may include:

- Polling place signs
- Ballot counter, ballot box, and AutoMARK
- U.S. flag
- Precinct finder and precinct map
- Polling place rosters
- Voter registration applications (VRAs)
- Ballots
- Pens or pencils
- Voter receipts
- Election Day forms

2.4 POLLING PLACE SET UP AND POSTING INSTRUCTIONS

Inside the building:

1. arrange the various stations so there is a convenient traffic flow; these stations include: Greeter Judge, Registration Judge, Roster Judge, Demonstration Judge, Ballot Judge, AutoMARK area, voting booths, and ballot box;
2. set up the voting booths and AutoMARK, leaving plenty of room for privacy;
3. place at least one voting booth at a table level with a chair for voters with disabilities;
4. place a sign in each booth that shows how to mark the ballot (if this sign has not already been placed in the booth);
5. check that any voting booth lights are working and that lighting is adequate for voters to see and mark their ballot;
6. Place information posters in clear view
7. verify the sample ballots contain the same offices, candidates, and questions as on the official ballots;
8. post at least two sample ballots where people can conveniently study them both standing and seated before voting;
9. clearly label the exit if it is a door other than the entrance;
10. if voters must walk through the building to get to the voting room, put up signs pointing the way and ensure the route is clear of obstacles; if it is necessary for voters with disabilities to take a different route, to avoid stairs for instance, also post signs for that accessible route;
11. a chair must be provided for elderly voters and voters with disabilities to use while voting or waiting to vote; and
12. a stable flat writing surface must also be made available to voters who are completing election-related forms.

Outside the building:

1. post the hours of voting on the door voters will enter through;
2. mark the parking spaces reserved for voters with disabilities, if one is not permanently marked;
3. mark the entrance that voters with disabilities can use; if it is not the main door, post easily visible signs pointing the way to the accessible entrance; and
4. place a U.S. flag at the entrance of the polling place during voting hours. ([M.S. 204B.18](#); [204C.08](#); [206.90, subd. 7](#))

2.5 PREPARE THE BALLOT BOX AND VOTING SYSTEMS

All judges should verify that each ballot box is empty before voting begins.

Precinct ballot counter:

When using a precinct ballot counter, install it on the ballot box and turn it on. Print a zero totals tape. Compare the offices and candidates on the zero totals tape to the offices and candidates on the ballot. Do not tear the tape off when it has finished printing. Roll the tape up and keep it intact. The zero totals tape will be attached to your first results tape at the end of the election that is your official results tape.

Central count:

In central count voting system precincts, one judge locks the ballot box and gives the key to another judge. The ballot box remains locked throughout the day until the ballots are counted. A numbered seal can be used in place of a lock.

AutoMARK:

See section 9.1 of this guide for instructions on the steps that need to be taken to prepare the AutoMARK assistive voting device prior to voting starting on Election Day.

It is important to confirm that your voting system is working before completing any other poll opening duties. If the voting system does not work, call your local election official immediately.

[*\(M.S. 204C.08, subd. 3; 204C.08, subd. 4\)*](#)

2.6 CHECK AND INITIAL BALLOTS

In precincts using optical scan ballots, two judges must count and certify the number of ballots delivered to the precinct by counting the number of packages of ballots. Contact your local election official immediately if there are any doubts whether the offices and candidates are not in the same order on the ballots and the zero tape. At least two judges must initial some ballots before voting starts or as soon as possible after voting begins. As each package is opened, two judges must count the number of ballots in each package and note any discrepancies on the incident log. Fan optical scan ballots before initialing to be certain two ballots are not stuck together. Be careful not to make any other marks on the ballots. Place a limited number of initialed ballots on the table for the Ballot Judge. Remaining ballots must be stored in a secure place until needed. [*\(M.S. 204C.09, subd. 1\)*](#)

2.7 OPENING TIME

When opening time arrives, announce “The polls are open”. If voting equipment is not operational, polls must still be opened on time with the auxiliary ballot box compartment being used..

Generally, voting hours are from 7am to 8pm. Voting hours may differ in certain circumstances. If voting hours will be different in your precinct, your local election official will notify you in advance.

[*\(M.S. 204C.05; 204C.08, subd. 1\)*](#)

3.0 PRACTICES DURING VOTING HOURS

3.1 AUTHORIZED PERSONS AND ACTIVITIES

During voting hours, the law allows only election judges, people directly engaged in voting, and authorized persons to be present in a polling place. When it comes to your attention that an unauthorized individual is present, they must be asked to leave immediately.

Authorized persons are:

- Persons helping a voter who is disabled or unable to read English.
- Persons who are vouching for a voter's residence.
- Observers with written authorization from the office of the secretary of state, the county auditor, or the clerk for the purpose of observing election procedures.
- Peace officers, if the election judges request their presence to keep order.
- Children when accompanying voters.
- Challengers authorized to observe in the polling place (see sec. 3.3 below).
- Teachers and elementary and high school students if participating in a mock election that has been authorized by the secretary of state.
- The news media may enter the polling place to observe the voting process so long as they:
 - Show photo identification to the head election judge upon arrival at the polling place along with either a recognized media credential or written statement from a local election official attesting to the media representative's credentials.
 - Stay at least 6 feet from voters.
 - Do not converse with voters or interfere with the voting process.
 - Do not make a list of those voting or not voting.
- Persons making written complaint.
([*M.S. 204C.06*](#))

3.2 PROHIBITED CONDUCT

Some persons, items and activities are not allowed in the polling place. Persons engaging in prohibited conduct must be asked to leave if they are unwilling or unable to cease the following:

- Disorderly persons
- Intoxicated persons and/or liquor
- Smoking
- Lingering

People may not gather or linger in the polling place or within 100 feet of the building in which the polling place is located. One exception is an individual conducting an exit poll. Exit polls cannot be conducted within the polling place, but may be conducted anywhere outside of the room being used as the polling place. An individual conducting an exit poll may only approach voters after they have voted and may only speak with a voter to the extent necessary to ask the voter to take an anonymous written questionnaire.

Persons are prohibited from campaigning and/or displaying any campaign materials including literature or buttons in the polling place. Ask the individual to either cover up or remove the political material while in the polling place. If they refuse, explain that eligible voters will be allowed to vote, but any refusal will be recorded and referred to appropriate authorities. Record the names of those who have refused to cover or remove campaign material on the precinct incident log.

Campaigning is not allowed in the polling place, within 100 feet of the building where the polling place is located or on public property if the polling place is on public property. This prohibition on campaigning means

that campaign buttons cannot be worn in the polling place and campaign signs cannot be displayed within 100 ft of the building or on public property if the polling place is on public property. Voters, however, may take sample ballots from the newspapers or campaign flyers into the voting booth for personal use but they should take care not to display these materials outside of the voting booth. These prohibitions also limit where meetings and other activities can be held in buildings where a polling place is located that have multiple rooms. ([M.S. 204C.06](#); [204C.13, subd. 2](#); [211B.11](#))

Note: Per *Schimming v. Riverblood*, OAH 7-6347-20326-CV (June 5, 2009), the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.

3.3 ROLE OF CHALLENGERS IN THE POLLING PLACE

Challengers are appointed by the major political parties or by nonpartisan candidates. In the case of a question on the ballot, your local jurisdiction will give you additional instructions. Only one challenger per major party or nonpartisan candidate may be appointed per polling place. Challengers representing major political parties may only be appointed by the party and may not be appointed by the candidate. All challenger appointments must be made in writing.

A challenger must:

- Present the Head Judge their written appointment.
- Prove their residency in MN by presenting one of the proofs of residency listed in [M.S. 201.061, subd. 3](#), accepted for election day registration.
 - Challengers are not required to prove residence in the precinct where they are appointed on Election Day.
- **Only challenge the eligibility of a voter to vote at the precinct based upon their personal knowledge that the voter is not eligible to vote there.**
- Complete and sign the Oath of Challenge to Voters Eligibility form for each voter challenge.
- Not speak to voters.
 - All challenges must be made in writing. A challenger should speak to the election judge when initiating a challenge and then must make the challenge in writing.



**Office of the Minnesota
Secretary of State**

Oath of Challenge to Voter's Eligibility

I, _____, do hereby state under oath,
Name of person making challenge

I am:

an election judge.

a challenger authorized by Minnesota Statutes, section 204C.07.

a Minnesota voter.

I reside at _____
Street Address City or Township

Telephone number: _____

E-mail address (optional): _____

I challenge the registration of _____ whose registration lists his
Name of challenged voter
 or her residence as _____
Street Address City or Township

This challenge is based on my personal knowledge. The grounds for my challenge are:

Note: A full-sized sample of this form is available in the appendix of this guide.

A challenger may not:

- Be disruptive, handle or inspect voter registration applications, files or lists.
- Make lists of who voted or did not vote.
- Take pictures within the polling place.
- Go within 6 feet of the ballot counter.
- Attempt to influence voting.
- Compile lists of voters to challenge on the basis of mail sent by a political party that was returned as undeliverable or if receipt by the intended recipient was not acknowledged in the case of registered mail. This also applies to political parties that appoint challengers.
([M.S. 204C.07](#); [204C.12](#))

If you have doubts whether the challenger should be present, ask to see the challenger's credentials or check with your local election official. Election judges have a right to eject a challenger from the polling place for violating these provisions after being informed not to do so.

If a voter is challenged, ask the Head Judge for assistance and refer to the challenge procedure discussed in section 11.2.

3.4 ELECTION JUDGE IMPARTIALITY AND VOTER PRIVACY

Election judges must remain impartial, courteous and professional at all times while on duty. Carefully avoid any action that may influence how a person votes. This includes requesting, seeking to persuade, or inducing a voter to vote for or against a particular party, candidate, or question. ([M.S. 211B.11, subd. 1](#))

Judges also must respect the privacy of voters by not giving advice, scrutinizing ballots, or revealing how people voted. People are not allowed to look through the polling place roster, except to sign their names. Never discuss personal information from the roster (for example, a voter's birth date) with other judges or individuals at the poll. ([M.S. 204C.07, subd. 4](#); [204C.15, subd. 1](#); [204C.16](#); [204C.17](#))

3.5 VOTER ASSISTANCE

3.5.1 Help by Election Judges

Federal and state laws require that assistance be available for voters with disabilities or who require additional assistance. This may include assisting voters into or through the polling place, reading registration or voting materials, and completing forms or marking ballots. When assisting voters, election judges should be sensitive to the specific needs of these voters.

Judges should also remember these guidelines for assisting voters:

1. direct all questions to the voter, not to others who may also be helping the voter;
2. a voter may use a mark or use a stamp facsimile; if a voter signs by making a mark an election judge certifies the voter's mark by writing the voter's name next to the mark;
3. voters unable to sign their name have the right to orally confirm their identity with an election judge and to direct another person to sign their name or make their mark for them;
4. two election judges from different political parties may provide assistance to mark a ballot based on a voter's direction;
5. judges provide only as much help as requested;
6. never attempt to lift anyone over obstacles;
7. each polling place must have at least one voting booth at table height with a chair;

3.5.2 Interpreters and Assistance by Persons Other Than Election Judges

A voter who is unable to read or speak, or who is unable to physically mark their ballot may also obtain the assistance of another person, instead of asking election judges for help. This person can be anyone the voter chooses except the voter's employer, an officer or agent of the voter's union, or a candidate in the election. Election judges should make it clear to individuals who are not election judges and are physically marking a ballot for a voter that they can only mark ballots for three voters at one election. Before placing the ballot in the ballot box, the voter may show it privately to a judge to confirm that it is marked correctly. ([M.S. 204C.15, subd. 1](#))

3.5.3 Curbside Voting

Two election judges from different political parties may help voters who come to the polling place but are unable to leave their vehicle. This does not remove the need for an accessible polling place, but is simply an additional accommodation.

The judges:

1. ask the voter for their name;
 2. look up the voter's name in the roster and determine whether they are registered;
 3. take the Certificate of Registered Voter (CRV) form, and a voter registration application (VRA) if the voter is not registered, to the voter;
 4. have the voter complete the CRV, and if needed, the VRA and provide proof of residence;
 5. exchange the CRV with the Roster Judge (or CRV and VRA with the Registration Judge) for a voter receipt;
 6. the Roster Judge prints "curbside" on the appropriate signature line in the roster;
 7. hand the voter receipt to the Ballot Judge and obtain a ballot;
 8. bring the ballot to the voter;
 9. have the voter fill out the ballot, provide assistance as needed; and
 10. place the completed ballot into the ballot box
- (M.S. 204C.15, subd.2)



**Office of the Minnesota
Secretary of State**

Certificate of Registered Voter

For election judges to use in lieu of having a voter who is unable to enter the polling place sign the polling place roster (curbside voting.) Two election judges who are members of different major political parties shall assist the voter in completion of the voter's certificate. (Minn. Stat. section 204C.15).

After the curbside voter signs the certificate, election judges sign and attach the certificate to the page where the voter's name appears on the roster.

I. Voter Information:

I, _____
Last Name or Surname Middle Name First Name

reside at _____
Street Address or Route No.

Note: A full-sized sample of this form is available in the appendix of this guide.

3.6 EMERGENCY PROCEDURES

If a fire, a weather emergency, or another type of emergency occurs during voting hours, first take steps to protect yourself and the other people in the polling place. To be prepared for emergencies, judges should familiarize themselves with evacuation plans for the polling place. Do not worry about the election supplies until after everyone in the polling place is safe.

Contact your local election official if your polling place is unusable and you must move to a new polling place. Upon their approval, a place may be used which is as near as possible to the original polling place. Publicly announce the change to the voters present and post a notice in a location visible by voters from their motor vehicles. Post a similar notice of the change in the new polling place. ([M.S. 204B.17](#))

3.7 COMPLAINT PROCEDURES

The HAVA Complaint Form is a form required by the federal Help America Vote Act (HAVA) and Minnesota law. Upon request, provide the form to a voter. Explain the need to complete the form, including their signature, and the need for a signature by a presently serving election judge or notary. Voters may complete the form at the polling place or take it with them.

Election judges, while serving on Election Day, are authorized to sign as a notary on the HAVA Complaint Form. As an election judge your signature does not indicate agreement with the voter’s statement, but indicates that you witnessed the voter complete the form in your presence. Make a note on the Incident Log with details of the event. Instruct the voter to deliver the form to the office of the secretary of state at the address provided on the form. ([M.S. 200.04](#))

	HAVA Elections Complaint Form Office of the Minnesota Secretary of State								
<p>This form may be used when any person believes a violation of the Help America Vote Act of 2002 for federal elections Title III (such as voting machine standards, posting of voting information, voter registration) has occurred, is occurring or is about to occur. (M.S. 200.04)</p> <ul style="list-style-type: none">▪ Minnesota Fair Campaign Practice & Finance Acts complaints are under the purview of the State of MN Office of Administrative Hearings and are not applicable to this complaint form.▪ Other Minnesota Election Law complaints are under the purview of the county attorney and are not applicable to this complaint form.									
<table border="1"><tr><td>Name</td><td>_____</td></tr><tr><td>Address</td><td>_____</td></tr><tr><td>Phone</td><td>_____</td></tr><tr><td>Email</td><td>_____</td></tr></table>		Name	_____	Address	_____	Phone	_____	Email	_____
Name	_____								
Address	_____								
Phone	_____								
Email	_____								
<table border="1"><tr><td>My complaint pertains to the Election held on: _____</td></tr></table>		My complaint pertains to the Election held on: _____							
My complaint pertains to the Election held on: _____									

Note: A full-sized sample of this form is available in the appendix of this guide.

4.0 GREETER JUDGE

The Greeter Judge is an optional position that can help maintain the flow of voters in a busy precinct or help with polling activities during peak voting hours. The Greeter Judge can also observe activities near the entrance of the polling place to ensure that unauthorized individuals are not lingering and that campaigning is not taking place.

A Greeter Judge, along with signs and posted instructions, should welcome and guide voters. The Greeter Judge checks the Greeter's List to confirm that voters are registered and directs them to the Roster Judge to sign in. For people who are not yet registered, the Greeter Judge can confirm that voters are in the correct polling place. The Greeter Judge can help inform voters needing to register about the authorized proofs of residence and direct the voters to the Registration Judge.

The Greeter Judge should keep in mind that the law requires that a chair must be provided for elderly voters and voters with disabilities to use while voting or waiting to vote as well as a flat writing surface while completing election-related forms. The Greeter Judge should immediately direct media/press representatives to the head election judge.

SECRETARY OF STATE		Greeter's List			03/09/2010 2:14 PM	
SPRUCE TWP PRECINCTS:0030						
Voter Id #	Voter Name	Address	City	Pct # - Name	SD #	ID Req
0002381569	SMITH, BETH NANCY	11787 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0003984577	SMITH, BILL MICHAEL	11787 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0004564567	SMITH, BOB AARON	11717 422ND ST	SPRUCE TWP	0030 SPRUCE TWP	004	
0004159630	SMITH, CHUCK BRAD	42903 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	
0002444482	SMITH, CHARLES JOHNATHAN	42302 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	
0011173910	SMITH, DARLENE CHRIS	42302 KESTREL AVE	SPRUCE TWP	0030 SPRUCE TWP	004	

5.0 ROSTER JUDGE

The Roster Judge presides over the polling place roster. Voters who are already registered go directly to the Roster Judge, those needing to register on Election Day should go directly to the Registration Judge. If there are enough judges, the polling place roster may be divided into alphabetical sections to speed up the process. Use signs provided or make signs so voters can easily see where to go.

5.1 REGISTERED VOTERS – SIGNING THE ROSTER

The polling place roster is a list of all the registered voters in the precinct. As the Roster Judge, you ask voters for their full name and address, and find their name on the roster. If there is not a “notation” by a voter’s name (see below), point out the oath at the top of the page and instruct the voter to sign on the line next to their name to affirm the oath.

Signature/Voter Mark: Voters must sign for themselves unless unable to sign their name, in which case they may make a mark, use a stamp facsimile, or may request that another individual write their mark or name in their presence. If an individual signs by making a mark, an election judge then certifies the mark by signing the voters’ names for them.

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.				
	Voter Name and Address	Voter Signature	District/Precinct	ID Number DOB
1.	SMITH, BETH NANCY 11787 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000247210 
2.	SMITH, BILL MICHAEL 11787 422ND ST		004 CENTRAL 0030 SPRUCE TWP	0000249381 
3.	SMITH, BOB AARON 11717 42ND ST		004 CENTRAL 0030 SPRUCE TWP	0003723215 
4.	SMITH, CHUCK BRAD 42903 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000251754 
5.	SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0000245281 
6.	SMITH, DARLENE CHRIS 42302 KESTREL AVE		004 CENTRAL 0030 SPRUCE TWP	0003366562 

Troubleshooting names: When trying to locate a voter with a last name that contains an apostrophe, a double last name, or a last name containing a hyphen, make sure to thoroughly examine the roster if a voter believes they are registered, but you cannot find their name on the roster. For example, if a voter’s last name is Anderson-Smith it is best to look through all of the last names starting with Anderson because the name might be listed in a different order depending on if a space or hyphen was entered as part of their name in SVRS, the database of registered voters. I.E. look under ANDERSON-SMITH, ANDERSON SMITH, or ANDERSONSMITH. You should also look under SMITH as Anderson may have been entered as a middle name. The same applies to names like O’Brien, this name might be in a different location within the O’s depending on whether the apostrophe is entered or not. Also, for a name like Hanson, be sure to check for both HANSON and HANSEN. You may also check to be certain that a name is not transposed, for instance John Ray is not listed as Ray John.

If you have any doubt about a person’s identity, you can ask them to state: full name, address, and/or date of birth. Be careful with common names, or name suffixes such as Jr. or Sr. Remember that people are not allowed to look through the roster or ask questions about voters, so it is unlikely others would know the correct answers. Please note: Voters who registered prior to 1983 were not required to provide a date of birth – it may be blank on the roster. In this case, you cannot ask for the voter’s date of birth at the polling place.

[\(M.S. 201.071 subd. 3\)](#)

After voters sign the roster, give them a voter’s receipt and direct them to the demonstration or Ballot Judge. If your precinct has multiple school districts and has separate ballots for the voters from the different school districts, you will need to note the voter’s school district on the voter receipt so that the Ballot Judge gives the voter the correct ballot.. ([M.S. 204C.10](#))

5.2 NAME “MISSING” FROM ROSTER

If voters claim to be registered but their name is not on the polling place roster, there are five possibilities:

- **The voter is at the wrong polling place.**
 - Refer to the precinct finder or precinct map provided in each polling place to determine the voter’s correct polling place.
- **The voter completed a voter registration application (VRA) less than 20 days before the election.**
 - If so, the VRA was not processed, and the person is not considered registered for this election.
 - The voter must complete the election day registration procedure before voting.
- **The voter’s name was automatically removed from the polling place roster after not voting for at least 4 years.**
 - To vote, the voter must complete the election day registration procedure.
- **The voter is on the roster under a previous name.**
 - To vote, the voter must complete the election day registration procedure registering under their new name. The voter can use their previous registration in the precinct as a proof of residence.
- **The voter’s name was left off the polling place roster by mistake.**
 - The voter should be encouraged to complete the election day registration procedure before voting.
 - If the voter refuses to complete the election day registration procedure or does not have the authorized proofs of residence, the judges should contact the county auditor’s office for further guidance.
 - See the emergency voting card procedure in the head election judge duties section 11.3.

5.3 ROSTER NOTATIONS

Occasionally there will be a word or abbreviation on the line in the polling place roster where voters would sign their name. Notations indicating a “challenged” voter mean that the individual cannot vote without completing additional steps before signing the roster and voting. Your head election judge will explain how to address these issues, or instruct you in resolving them. The most common roster notations are indicated below. If you have other notations on your roster contact your local election official for further information.

Common roster notations

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.				
Voter Name and Address	Voter Signature	District/Precinct	ID Number	DOB
1. SMITH, BETH NANCY 11787 422ND ST	Challenged: Felony	004 CENTRAL 0030 SPRUCE TWP	0000247210 	
2. SMITH, BILL MICHAEL 11787 422ND ST	Challenged: Postal Return	004 CENTRAL 0030 SPRUCE TWP	0000249381 	
3. SMITH, BOB AARON 11717 42ND ST	Challenged: Voted Out of Precinct	004 CENTRAL 0030 SPRUCE TWP	0003723215 	
4. SMITH, CHUCK BRAD 42903 KESTREL AVE	Challenged: Guardianship	004 CENTRAL 0030 SPRUCE TWP	0000251754 	
5. SMITH, CHARLES JOHNATHAN 42302 KESTREL AVE	SEE ID	004 CENTRAL 0030 SPRUCE TWP	0000245281 	
6. SMITH, DARLENE CHRIS 42302 KESTREL AVE	Challenged: AB Address	004 CENTRAL 0030 SPRUCE TWP	0003366562 	
7. SMITH, DAN DERRICK 42302 KESTREL AVE	AB	004 CENTRAL 0030 SPRUCE TWP	0003366546 	

A.B.

The voter has already voted by absentee ballot and cannot vote again now. ([M.S. 203B.12, subd.3](#))

See ID

The voter mailed in a voter registration application, is a first time voter in a federal election in Minnesota, and their information could not be properly verified, and must show one of the proofs of residence used for election day registration other than a voucher before signing the roster.

Challenged - Felony

The voter has lost voting rights due to a felony conviction. The person cannot vote until the sentence has expired or been completed or the person has been discharged from the sentence, including any probation or parole at which time civil rights, including voting rights, are automatically restored. If the person claims to have completed the sentence, use the challenge procedure described under the Head Judge duties and in the appendix. ([M.S. 609.165, subd. 1](#))

Challenged - Guardianship

The voter is an adult who is under court-ordered guardianship in which the court order revokes the person's right to vote. If the person says that they are eligible to vote, use the challenge procedure described under the Head Judge duties and in the appendix. Remember that guardianship with loss of right to vote is not the same as a "conservatorship," in which a person's financial decisions are made by another but is unrelated to voting rights. ([M.S. 201.15](#))

Challenged – Voted Out of Precinct

The voter was recorded as having voted in the wrong precinct at the last election. The voter will need to show any proof of residence used for election day registration prior to voting.

Challenged – Name and Address

The voter's true name and residency at the address on the roster are in question. If the voter says that they are eligible to vote in that precinct, use the challenge procedure described in the Head Judge duties and in the appendix.

Challenged – Address

The voter's residency at the address on the roster is in question. If the voter says that they are eligible to vote in that precinct, use the challenge procedure described in the Head Judge duties and in the appendix.

Challenged – AB Address

The voter submitted an absentee ballot application that lists a residential address that is different from the residential address currently listed on their voter record.

Challenged – Postal Return

The voter was sent a postal verification card (PVC) and the card was returned to the auditor because it was not deliverable to the person at the address on record. If the voter says that they are eligible to vote in that precinct, use the challenge procedure described in the Head Judge duties and in the appendix

Challenged – Other

The voter's eligibility is challenged, but the reason is not available. If the voter says that they are eligible to vote, use the challenge procedure described in the Head Judge duties and in the appendix.

6.0 REGISTRATION JUDGE

The Registration Judge conducts Election Day registration. People who are not registered to vote before Election Day can register at the polling place on Election Day. The judge who registers a voter cannot also handle ballots for that voter, these duties must be separated. Please also refer to the Registration Judge Duties list in the Appendix. Approximately 10 to 20 percent of all Minnesota voters may register on Election Day. ([M.S. 201.061 subd. 4](#); [M.R. 8200.5300](#))

6.1 VOTER ELIGIBILITY

To be eligible to vote, a person must be 18 years of age or older on the day of the election, a United States citizen, and have maintained residence in Minnesota for 20 days preceding the election. Individuals may not register if they have been convicted of a felony and their felony sentence has not expired (been completed) and their civil rights have not been restored, or if they are under a court-ordered guardianship in which the court order revokes their right to vote.

Be sure the voter is at the right polling place. An individual can only vote in the precinct where they reside. Use the precinct finder or a precinct map to verify addresses in your precinct. Individuals who live in more than one place, must decide which place is their principal residence for voting. You can refer to [M.S. 200.031](#) located in the appendix of this guide for guidelines on determining residence. ([M.S. 200.031](#); [201.061](#))

Be sure the voter has not already voted by absentee ballot. Before letting an individual register to vote on Election Day, review any lists of absentee election day registrants provided by you local election administrator to see if the individual has already voted by absentee ballot. If the individual's name appears on this list, they cannot register or vote in the polling place on Election Day. Their absentee ballot has already been counted.

6.1.1 Using the precinct finder

To use the precinct finder:

1. first, find the voter's street name on the list of streets for your precinct;
2. next, find the low/high address range that fits the voter's house number; and
3. watch for street ranges labeled for only the odd or even house numbers;
 - a. O designates that the street range is only for Odd house numbers;
 - b. E designates that the street range is only for Even house numbers;
 - c. B designates that the street range is for both sides of the street (either Odd or Even house numbers),

Street Address		House Range Unit Range	O E B	Precinct Code - Name	City	Zip Code	Cty	MCD	WD	SD	JD	LG	SN	CG	CM	PK	HD	Range ID	Total Voters
2ND ST NE		304 to 336	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		229649	24
		400 to 1001	B	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		229653	166
		1002 to 1002	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		229656	3
		1010 to 1012	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		229658	6
		1016 to 1016	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		229660	7
4TH AVE NE		118 to 118	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		230628	0
		201 to 421	O	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		230629	16
4TH ST NE		400 to 912	B	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		230672	17
5TH AVE NE		138 to 148	B	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		230965	11
		208 to 316	E	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		230966	14
		317 to 417	O	1480 MINNEAPOLIS W-3 P-05	MINNEAPOLIS	55413	27	135	W-03	0001-00	04	59A	59	05	02	1		230967	3

6.1.2 Using precinct map

If the voters address cannot be found in the precinct finder, use the precinct map to try to determine whether or not the voter's address is located in the precinct. If you have any questions on where the voter's address is located, call your local election official. They can help you determine where the voter's address is located.

6.2 COMMON RESIDENCY QUESTIONS AND ANSWERS

I own a home and a cabin; where is my residence? A person can have only one residence. Voters must decide whether the home or the cabin is their principal residence. The voter should consider factors such as where the voter's family lives, and where the voter sleeps most nights.

My home was damaged by fire or by another catastrophic event that renders my home unlivable: is it still my residence? If the voter intends to return to the home after it is rebuilt or repaired, the voter does not lose residence at that location. If the voter does not intend to return to the home, the voter no longer resides at that location. Principles for determining residency are provided in [M.S. 200.031](#), a copy of this section of statute is included in the appendix of this guide.

6.3 STUDENTS

Students may choose to vote at home or in the precinct where they live while attending school, depending on where they consider their residence to be. The special provisions for election day registration for students are discussed in the proof of residency section. ([M.S. 200.031](#); [201.016, subd. 1](#))

6.4 VOTER REGISTRATION APPLICATION

Ask the voter to complete a voter registration application (VRA) following the instructions printed on the application. Provisions for assisting voters described elsewhere in this guide also apply to completing VRAs.

Front

Minnesota Voter Registration Application	
Complete lines 1 through 8. Please print clearly.	
Personal Information & Qualifications	
1. Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	JP M AB election office use only
2. Will you be at least 18 on or before the next election? Yes <input type="checkbox"/> No <input type="checkbox"/> If you mark "NO" to either of these questions, DO NOT complete this form.	
3. last name or surname first name middle name suffix (if, Jr., Sr., etc.)	
4. address where you live (residence) apt. number city zip code	
5. if mail cannot be delivered to the address above, provide P.O. Box city zip code	
6. date of birth (not today's date) school district (if known) county where you live phone number email address	
7. mark one box and provide the number that applies to you: <input type="checkbox"/> I have a MN-issued driver's license or MN ID card number. <input type="checkbox"/> I do not have a MN-issued driver's license or MN ID card. The last four digits of my Social Security Number are: XXX-XX-XXXX <input type="checkbox"/> I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.	
Registration Updates - Are you currently registered under a different name or address?	
previous last name previous first name previous middle name	
previous address where you were last registered city state zip code	
Read And Sign Only If All Parts Apply To You.	
8. I certify that: • will be at least 18 years old on election day; • am a citizen of the United States; • will have resided in Minnesota for 20 days immediately preceding election day; • maintain residence at the address given on the registration form; • am not under court-ordered guardianship in which the court order revokes my right to vote; • have not been found by a court to be legally incompetent to vote; • have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and • have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.	
sign here <input checked="" type="checkbox"/> date: ____/____/20____	
Election Judge Official Use Only	
W ID With Current Address P ID Number SS ID Number initials	Photo ID With Utility Bill or Fee Statement Client Fee Statement or Utility Bill type ID Number MN Driver's License U.S. Passport ID Number
	Other ID Number for LALE Notice Previous Registration in Same Precinct Student ID With College List ID Number

Back

	For more information on voting or state election results go to the Minnesota Secretary of State web site at www.sos.state.mn.us or call toll free 1-877-600-VOTE (1-877-600-8683) or use Minnesota Relay Service at 1-800-827-3526 or 711.
Special assistance is available to those who are elderly, have disabilities, or are in health care facilities. Contact the Secretary of State or your County Auditor for more information.	
Confidentiality Notice: Access to the data that you supply on your voter registration application is restricted to elections officials and to those who obtain the list for political, law enforcement and jury selection purposes. The lists provided for these purposes do not include your exact date of birth, driver's license, state ID or social security numbers. The last four digits of your social security number, if you provide them on line 10b of the form, enjoy special protection because they are classified as private data. If you do not have a Minnesota driver's license or state ID number, both state and federal law require that you supply the last four digits of your social security number (unless you do not have one of those either). This partial number may be sent along with your name and date of birth to the Social Security Administration, via the Department of Public Safety, to verify your identity. If you possess a Minnesota driver's license, state ID, or social security number, but do not provide it, your application may be considered incomplete and may not be processed. Your local election official may contact you to try to obtain one of these numbers. If you do not provide one, you may be required to complete a new voter registration application or show ID at your polling place before being allowed to vote.	
Voucher Form	
I swear or affirm that (Check one):	
<input type="checkbox"/> I am pre-registered to vote in this precinct. Voter ID # _____	
<input type="checkbox"/> I registered in this precinct today and did not have another person vouch for me.	
<input type="checkbox"/> I am an employee of a residential facility: _____ (Name of residential facility)	
Residential Address of Voucher or Address of Residential Facility	
Street Address	City
Telephone number: (____) _____	
Email address (optional): _____	
I personally know that _____ (Name of person registering)	
is a resident of this precinct.	
Signature of Voucher	_____
Subscribed and sworn to before me	
Date: ____/____/____	Signature of Election Judge
The above oath shall be attached to the voter registration application and retained for at least 22 months.	

Note: There is a full size sample voter registration application in the appendix of this guide.

1. voters must check the box whether they are a U.S. citizen
2. voter must check the box whether they are 18 years of age

3. voters must give their last name or surname, first name, middle name, and suffix (if suffix applies);
4. voters print the street address or a geographical description of where they live;
 - an example of a geographical address: “Highway 47, ½ mile north of County Road E”;
 - a business address may not be used, unless it is also the voter’s home;
 - neither a U.S. Post Office Box, nor its commercial equivalent may be used as a residential address;
 - upon receipt of a statement signed by the voter that withholding the voter’s name from the public information list is required for the safety of the voter or the voter’s family, the secretary of state and county auditor must withhold the name of the registered voter from the public information list;
 - refer any questions about address confidentiality to the county auditor;
5. a mailing address should be given only when the U.S. Post Office will not deliver mail to the voter’s actual street or geographical address;
 - the mailing address must be for the person’s residence;
 - other mailing addresses such as a workplace address cannot be used;
6. voters must give their complete date of birth;
 - encourage voters to list their phone number so they can be contacted if there is difficulty in processing the application, although it is okay if they do not;
 - if voters are sure of their school district, have them indicate the district number or name;
 - otherwise leave blank; or
 - if it is a school district election on the ballot, use the precinct finder to verify the voter’s school district;
 - voters may provide their email address, although it is acceptable if they do not;
7. voters must provide their MN Driver’s License number if they have one (or the number on their MN Identification card);
 - only if the voter has neither should they provide the last 4 digits of their social security number;
 - if the voter has none of these, they should check the appropriate box;
 - there is a section for voters to provide previous name or address information to indicate if they are currently registered to vote under a different name or at a different address; these voters must complete a new VRA, even if they reside in the same apartment complex but only change apartments;
 - voters should provide the name and/or address of their previous registration so their existing voter record can be found and updated;
 - if a voter was registered to vote at a previous address or name in the same precinct, no further proof of residence is needed;
8. be sure to tell voters to read the oath on the application and sign only if all parts apply to them;
 - by signing, they affirm that all the statements on the application are true and correct and that they meet the requirements in the certification;
 - giving false information to register to vote is a felony punishable by up to 5 years in prison and/or a fine up to \$10,000;
 - be sure the current date is on the VRA.

Review the shaded portions of the voter registration application and ask the voter to correct any deficiency or unreadable information in the shaded areas. If you are running out of voter registration applications, you may make photocopies of an official voter registration application for voters to use until more applications are available.

6.5 AUTHORIZED PROOF OF RESIDENCE

Everyone who registers on Election Day must have proof of residence in the precinct. Only proofs authorized by law may be used. A voter can use any of the methods described below. ([M.S.201.061](#); [M.R.8200.5100](#))

6.5.1 ID With Current Name and Address in Precinct

Election Judge Official Use Only			
W _____ P _____ SD _____ Initials _____	ID With Current Address ID Number: _____ <input type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID	Photo ID With Utility Bill or Fee Statement Student Fee Statement or Utility Bill (type) _____ ID Number: _____ <input type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Vouched For <input type="checkbox"/> Late Notice <input type="checkbox"/> Previous Registration in Same Precinct <input type="checkbox"/> Student ID With College List ID Number: _____

Voters may use the following IDs with their current name and address in the precinct:

- Valid MN Driver's License, Learner's Permit, MN ID card, or receipt for any of these that has a current name and address in the precinct.
- Tribal ID if card shows name, current address, signature, and picture issued by the tribal government of a tribe recognized by the Bureau of Indian Affairs. Tribal band members are not required to live on an Indian reservation in order to use a tribal identification card to prove residence.

Note: When presented with a MN Driver's License for registration purposes, election judges should look for a status check notation in the lower right hand corner of the license. This notation indicates the voter was not a citizen at the time they applied for their license. If the voter believes they are eligible to vote, the registration judge should alert the head election judge who will follow the challenge procedures outlined in Section 11.2.1.

6.5.2 Photo Identification Plus a Utility Bill or Fee Statement

Election Judge Official Use Only			
W _____ P _____ SD _____ Initials _____	ID With Current Address ID Number: _____ <input type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID	Photo ID With Utility Bill or Fee Statement Student Fee Statement or Utility Bill (type) _____ ID Number: _____ <input type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Vouched For <input type="checkbox"/> Late Notice <input type="checkbox"/> Previous Registration in Same Precinct <input type="checkbox"/> Student ID With College List ID Number: _____

Voters may use the following photo IDs without their current address along with a document that lists their current address:

Photo ID:

- MN Driver's License.
- MN ID.
- U.S. Passport.
- U.S. Military ID.
- MN University, college or technical college ID.
- Tribal ID if card shows name and signature of the individual issued by the tribal government of a tribe recognized by the Bureau of Indian Affairs.

Note: The ID may be expired.

Acceptable bills; if they have the voter's name and current address in the precinct:

1. Utility bill (regardless if delivered electronically or by mail) due within 30 days of Election Day:
 - Telephone (landline, cell, VOIP, etc), television (cable, satellite, etc), or internet service provider regardless of how the service is delivered.
 - Electric, gas, water, garbage, sewer, or solid waste.

2. Current student fee statement
3. Rent statement dated within 30 days of Election Day that itemizes utilities

6.5.3 Other

Election Judge Official Use Only			
W _____ P _____ SD _____ Initials _____	ID With Current Address ID Number: _____ <input type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID	Photo ID With Utility Bill or Fee Statement Student Fee Statement or Utility Bill (type) _____ ID Number: _____ <input type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Vouched For <input type="checkbox"/> Late Notice <input type="checkbox"/> Previous Registration in Same Precinct <input type="checkbox"/> Student ID With College List ID Number: _____

6.5.3.1 Vouching for Residency (Oath of a Registered Voter in the Precinct)

A voter may register and vote by having someone who is registered in the same precinct “vouch” for their residence. The voucher may be pre-registered in the precinct or have registered on Election Day (but not by being vouched for). The registered voter signs an oath attesting (or vouching) to the new registrant’s residence in the precinct. **Vouchers within the polling place on Election Day can vouch for up to 15 voters, as long as they personally know the voters live in the precinct.** The Registration Judge should have the voucher complete the Voucher Form on the **back side of the voter registration application.**

Voucher Form

I swear or affirm that (Check one):

I am pre-registered to vote in this precinct Voter ID # _____

I registered in this precinct today and did not have another person vouch for me.

I am an employee of a residential facility: _____
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

Street Address _____ City _____

Telephone number: (____) _____

Email address (optional): _____

I personally know that _____
(Name of person registering)

is a resident of this precinct.

Signature of Voucher

Subscribed and sworn to before me

Note A full-sized sample of this form is available in the appendix of this guide.

Once completed, the election judge should obtain the voucher’s voter ID from the roster or greeters list and record it on the Precinct List of Persons Vouching form. Please note, if the voucher registered on Election Day by providing the proper documentation (but not by being vouched for) the voter’s voter ID may not be available.

You must also use the Precinct List of Persons Vouching form to keep a count of the number persons that a particular voter has vouched for.


Office of the Minnesota Secretary of State
Precinct List of Persons Vouching

City/Town _____ Ward _____ Precinct _____

For election judges’ use in recording the number of individuals for whom a voter signs proof-of-residence oaths (vouches for) on Election Day. Cross out a number for every individual for whom a voter registered in that precinct vouches. Unless vouching for residential facility residents pursuant to 8200.5100, subpart 1, item E, a voter who is registered to vote in the precinct may sign no more than 15 proof-of-residence oaths (Minnesota Statutes, section 201.061).

Voucher’s Name	Voucher’s Voter ID No.	Number Vouched for on Election Day
Example: John Doe	1234567	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
1. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
2. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Note: A full-sized sample of this form is available in the appendix of this guide.

6.5.3.2 Vouching for Residency (Oath of an Employee of a Residential Facility)

An employee of a residential facility, nursing home, veterans home, developmental disability care facility, shelter or temporary living facility for homeless, battered women’s shelters, and other licensed residential facility **may vouch for an unlimited number of residents of that facility**. If a list of employees is provided by the facility prior to the election, your local election official will include it in your polling place supplies. Employees on the list do not need to show any other identification in order to vouch for a resident of the facility. If no list is provided, an employee of a residential facility may vouch for residents as long as they can demonstrate their employment at that facility. The Registration Judge should have the voucher complete the Voucher Form on the **back side of the voter registration application**. This type of voucher does not need to be recorded on the Precinct List of Persons Vouching form. ([M.S. 256E.33](#); [144D.01](#); [245A.02](#); [256I.03](#))

Voucher Form

I swear or affirm that (Check one):

I am pre-registered to vote in this precinct Voter ID # _____

I registered in this precinct today and did not have another person vouch for me.

I am an employee of a residential facility: _____
(Name of residential facility)

Residential Address of Voucher or Address of Residential Facility

Street Address _____ City _____

Telephone number: (____) _____

Email address (optional): _____

I personally know that _____
(Name of person registering)

is a resident of this precinct.

Signature of Voucher

Subscribed and sworn to before me

Note A full-sized sample of this form is available in the appendix of this guide.

6.5.3.3 Notice of late registration sent by county auditor or city clerk

A voter is able to register to vote at any time up until 20 days before Election Day. If a voter registration application is submitted during the 20 days before Election Day, the county auditor or city clerk mails the voter a notice of late registration. The voter can use this document as a proof of residency when they complete the registration process.

6.5.3.4 Previous registration in the same precinct with former name or address shown on the roster

When registering on Election Day, if a voter’s name appears in the roster but lists a previous name or address, they can use that previous registration in the precinct as a proof of residency.

6.5.3.5 Student ID With College List

Students may prove residence by using a current valid student ID, provided the student appears on a postsecondary education housing list provided in your supplies.

6.6 COMPLETING VOTER REGISTRATION AND SIGNING THE ROSTER

Check the type of proof the voter used on the voter registration application (VRA) in the area marked “Election Judge Official Use Only” and, if the item has an ID number, write it on the “ID Number” line. Be sure to fill in the “Ward”, “Precinct”, and “School District information”. Also, write your initials in the “Initials” section of the “Election Judge Official Use Only” portion of the VRA. ([M.S. 201.061](#); [M.R. 8200.5100](#))

Election Judge Official Use Only			
W _____	ID With Current Address	Photo ID With Utility Bill or Fee Statement	Other
P _____	ID Number: _____	Student Fee Statement or Utility Bill	<input type="checkbox"/> Vouched For
SD _____	<input type="checkbox"/> MN Drivers License, Learners	(type) _____	<input type="checkbox"/> Late Notice
Initials _____	Permit, MN ID Card, or Receipt	ID Number: _____	<input type="checkbox"/> Previous Registration in Same Precinct
	<input type="checkbox"/> Tribal ID	<input type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card	<input type="checkbox"/> Student ID With College List
		<input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID	ID Number: _____
		<input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	

Have newly registered voters print their name, address, and date of birth and sign their name on one of the blank lines on the new registrants page of the polling place roster. After the new registrant signs the roster, hand them a voter’s receipt and direct them to the Ballot Judge. ([M.S. 204C.10](#))

<p>I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.</p>			
Voter Name	Voter Signature	Voter Address	DOB
1. John Smith	John Smith	123 First St, St Paul, MN 55116	1-1-1980
2.			
3.			
4.			

Keep a running total of the number of persons who are unable to provide an authorized proof of residence. The total will be forwarded to the county auditor with the precinct’s election returns. ([M.S. 201.061, subd. 7](#))

7.0 DEMONSTRATION JUDGE

7.1 GENERAL INSTRUCTIONS

The Demonstration Judge instructs each voter on how to properly mark the ballot. Except in small township elections that occur in March, one election judge must be designated as the Demonstration Judge. In most cases, the Ballot Judge is also designated as the Demonstration Judge. Remember to remain impartial in your dealings with voters. For example, judges never should point to a specific candidate or party when demonstrating how to mark a ballot. Never demonstrate using an official ballot.

[\(M.S. 204B.22, subd. 3; 204C.15, subd. 1; 204C.16; 204C.17; 204C.18\)](#)

Some jurisdictions provide demonstration ballots that are representative of the election, but without the actual candidates' names or ballot questions. A demonstration ballot can help judges remain impartial and to be perceived as being impartial.

Specific instructions for different types of ballots and elections are listed below. Use the instructions that are applicable to your polling place and election.

7.2 OPTICAL SCAN BALLOTS

1. voters must use the pencil or pen provided for marking the ballot; the scanner may not detect marks made with other pens;
2. voters indicate their votes by filling in the oval next to or connecting the two parts of the arrow pointing to the candidate or question on the ballot, depending on the type of equipment used;
3. voters must be offered a secrecy cover;
4. after marking the ballot, voters slide the ballot into the secrecy cover;
5. voters deposit their own ballots into the ballot counter; and
6. the judge and other voters must stand at least six feet away from the ballot counter.

7.3 PRIMARIES OR SPECIAL PRIMARIES

1. no write-in votes are allowed;
2. in partisan elections: the ballot will have a column for each major political party;
3. cross-party voting between the party columns is not allowed on state primary election ballots;
4. voters must choose one party's candidates to vote for, and, after voting in one party's column, voters must not vote for candidates of other parties;
5. voting for candidates in more than one party's column will void all votes on the party portion of the ballot;
6. Minnesota does not have political party registration as part of the voter registration process;
7. voters vote privately within the political party column of their choice and do not publicly declare their political party;
8. in nonpartisan elections, voters may vote for any listed candidates;
9. ballots may contain both partisan and nonpartisan offices; in this case, votes must be cast for partisan offices within a single party, but the voter may vote for any of the nonpartisan candidates; and
10. all voters receive the same ballot, except when a precinct is split by multiple school districts;
 - a. multiple ballots may be used when a precinct has multiple school districts and there are school district offices/questions on the ballot.

7.4 GENERAL ELECTION

1. voters may vote for candidates from different political parties (in contrast to partisan primaries);
2. voters may vote for up to the number of people allowed for each office; and
3. write-ins: blank spaces are provided on the ballot for write-ins for each office; to cast a write-in vote, voters should fill in the oval or connect arrows next to the write-in line and then write in the name for a candidate who is not on the ballot in the blank space provided; a sticker may not be affixed to a ballot that will be placed into a ballot box or ballot counter for any reason.

7.5 SPECIAL ELECTIONS

Your local election official will give you instructions about any specific special election that is scheduled

8.0 BALLOT JUDGE

8.1 SET UP AND MAINTENANCE OF AREA

Two election judges must each initial a supply of ballots. As you open each package of ballots, two judges count the number of ballots in each package. Note any discrepancies on the incident log. The remaining ballots are stored in a secure place until needed. In areas using ballot counters, Ballot Judges will also need a supply of secrecy covers. Some jurisdictions combine Ballot Judge duties with those of the Demonstration Judge.

During Election Day, Ballot Judges maintain the supply of initialed ballots available, and must notify the head election judge if the supply of ballots becomes low.

8.2 ISSUING BALLOTS

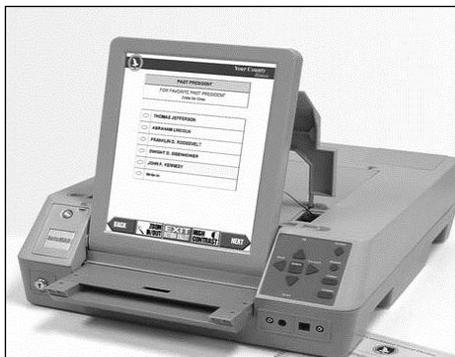
The Ballot Judge issues ballots to each voter only after collecting a valid voter receipt. After receiving the voter receipt from the voter, hand the voter the appropriate ballot being voted in the precinct. If using a ballot counter, offer the voter a secrecy cover. If also designated as the Demonstration Judge, instruct each voter on how to properly mark the ballot. Direct the voter to an unoccupied voting station or booth. At the voter's discretion, the voter may choose to use another writing surface. To ensure secrecy, only one voter is allowed in a booth at a time unless the voter requests help. Voters can use a reasonable amount of time to vote. If a voter is taking an unusually long time to vote, remind the voter that others are waiting to vote, and ask if they need help; if so provide any needed assistance along with a judge from another party. Remember that no one, except for election judges helping a curbside voter, can take any official ballots from the polling place. Please refer to the Ballot Judge duties in the appendix. ([M.S. 204C.13](#))

8.3 SPOILED AND FOUND BALLOTS

A spoiled ballot is one that a voter returns to an election judge because of an error made by the voter. Do not examine the spoiled ballot unless the voter requests help or you need to determine what style of replacement ballot to give the voter. The election judge puts the spoiled ballot into the separate Spoiled Ballot Envelope. Spoiled ballots are returned along with the other election materials. After placing the spoiled ballot in the Spoiled Ballot Envelope, give the voter a replacement ballot.

If a ballot is found abandoned by a voter in a voting booth, print "found in booth" on the ballot, and place the it in the Spoiled Ballot Envelope and record this occurrence on the incident log. ([M.S. 204C.13](#); [M.R. 8230.1050](#))

9.0 AutoMARK



The AutoMARK is a ballot marker available to assist voters in privately and independently marking their ballot or to be alerted to ballot marking errors. It provides voters with options to use large print, high contrast viewing, audio instructions, and a key pad, or touch screen to actually mark their ballot.

All voters have the option to mark their ballot with a pen, or by the AutoMARK. A voter does not have to prove a specific need to use the AutoMARK. Election judges who are working in their home precincts can use the AutoMARK to vote their ballots. This can help familiarize judges with the system.

When the voter inserts a ballot into the AutoMARK, an electronic version of the ballot appears on the screen. The picture of the ballot can be shown in reverse contrast, enlarged for easier reading, or turned off for privacy if the voter chooses to access the ballot by available headphones and keypad. The audio description of the ballot can be used in place of or in conjunction with the visual version on the screen. Voters should put on headphones before inserting their ballot to hear complete instructions.

The voter makes selections by either touching the screen or pressing keys on the keypad. A summary screen allows the voter to review their selections. After reviewing the sections made, the voter uses the AutoMARK to mark their selections in the oval or arrow areas on the ballot. The voter then removes the marked ballot from the AutoMARK and places it into the ballot counter. ([M.S. 206.57, subd. 5](#))

9.1 SETTING UP THE AUTOMARK

The AutoMARK must be placed on a wheelchair-accessible table, with a chair available but not blocking access to the station. The station needs to be set up for privacy and independence so that only the voter can see the AutoMARK ballot screen. It is also important to set up the AutoMARK in a location that is accessible but where others will not confuse it for the ballot box or ballot counter. Headphones must be available for the AutoMARK but should not be left plugged into the machine when not being used by a voter. The voter's ballot selections could be overheard by other persons if the headphones are left plugged in. ([M.S. 206.84, subd. 6](#))

Before voting begins, election judges must make sure that the AutoMARK is functioning properly by inserting a ballot and, using a second ballot, comparing offices and candidates on the ballot to the offices and candidates displayed on the screen and heard through the headphones. Additional instructions may be provided by the official administering the election. ([M.S. 206.84, subd. 6](#))

9.2 DURING THE ELECTION

Voters who choose to use the AutoMARK will be handed a paper optical scan ballot and proceed to the AutoMARK to mark their ballot. The voter can use the keypad or the touch screen to make selections on the ballot. Before the voter uses the AutoMARK, explain that it is important to insert the ballot straight into the AutoMARK. Also, explain to the voter that after inserting their ballot they must wait while the machine scans the ballot. The voter must choose whether to listen to voting instructions on the headphones or read them on the screen. Explain that when the ballot has been scanned and the voter has made a choice of how to receive instructions, the AutoMARK will guide the voter through the voting process. Finally, after the ballot has been marked, tell the voter they may place the ballot in the secrecy cover and take the ballot to the ballot counter or ballot box used by all voters in the precinct. ([M.R. 8230.0650](#))

Note: Election judges may answer questions on the operation of the AutoMARK at any time, but must not be involved in the voting process, unless two judges from different political parties are present to provide assistance to the voter.

10.0 BALLOT COUNTER JUDGE

In all precincts using a ballot counter, a Ballot Counter Judge is assigned to oversee the ballot counting process. The duties performed by this judge vary according to the type of voting system used in the precinct.

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Accu-Vote



10.1 RETURNED BALLOTS - VOTER ERROR OR BALLOT MARKING ERROR

Precinct ballot counters may reject a ballot that appears to have an error. If the counter returns a ballot, the judge assigned to tend the ballot counter must check the tape or display and tell the voter what the problem is by reading the message on the ballot counter. Do not look at the ballot but do offer assistance. If the voter doesn't understand the verbal message and asks for additional clarification, two judges from different political parties may discretely review the ballot and advise the voter.

There are three conditions that will typically cause the ballot counter to return a ballot:

1. orientation - have voter turn the ballot around and reinsert with 2 hands straight into counter; ballot counters should accept a ballot in any of the four orientations; rotating and re-inserting the ballot in a different orientation can sometimes be helpful;
2. cross-party voting - in state primary elections: inform the voter of the mistake and offer to spoil the ballot and replace it with a new ballot;

INDEPENDENCE PARTY	REPUBLICAN PARTY	DEMOCRATIC-FARMER-LABOR PARTY
FEDERAL OFFICES	FEDERAL OFFICES	FEDERAL OFFICES
UNITED STATES SENATOR	UNITED STATES SENATOR	UNITED STATES SENATOR
VOTE FOR ONE	VOTE FOR ONE	VOTE FOR ONE
<input checked="" type="radio"/> CANDIDATE	<input checked="" type="radio"/> CANDIDATE	<input checked="" type="radio"/> CANDIDATE
<input type="radio"/> CANDIDATE	<input type="radio"/> CANDIDATE	<input type="radio"/> CANDIDATE
<input type="radio"/> CANDIDATE	<input type="radio"/> CANDIDATE	<input type="radio"/> CANDIDATE
<input type="radio"/> CANDIDATE	<input type="radio"/> CANDIDATE	<input type="radio"/> CANDIDATE

3. overvoting (voting for too many candidates) - inform the voter of the mistake and offer to spoil the ballot and replace it with a new ballot;

FEDERAL OFFICES
PRESIDENT AND VICE-PRESIDENT
VOTE FOR ONE TEAM
<input checked="" type="radio"/> CANDIDATE AND RUNNING MATE <small>independence</small>
<input checked="" type="radio"/> CANDIDATE AND RUNNING MATE <small>republican</small>
<input checked="" type="radio"/> CANDIDATE AND RUNNING MATE <small>Democratic-Farmer-Labor</small>
<input checked="" type="radio"/> CANDIDATE AND RUNNING MATE <small>First-Come Non-Major Party/Principle</small>
<input type="radio"/> CANDIDATE AND RUNNING MATE <small>Non-Candidate Non-Major Party/Principle</small>

4. totally blank ballot – a voter can choose to cast a totally blank ballot; if they wish to do so, the election judge can follow the steps below to have the ballot counter accept the ballot.

A voter may insist that the ballot be “counted as it is”. Explain to the voter that some or all of their votes may not be counted. If the voter accepts this, the election judge may use the “override” or “accept” button on the ballot counter to cause it to accept the ballot. Voters cannot vote again after their ballot is counted by the ballot counter. ([M.S. 204C.13](#); [206.90, subd. 9](#); [M.R. 8230.0650](#); [8230.4365](#))

10.2 FULL BALLOT BOX PROCEDURES

In precincts that use a precinct ballot counter, two election judges from different major political parties may open the ballot boxes on Election Day to straighten or empty the ballots to make room for more ballots in the box. If removing the ballots, keep ballots from the write-in compartment separate from ballots without write-in ballots, seal the removed ballots in a separate container. On the Incident Log, record the time the ballot box was opened, the initials of the judges that were present, and any seal numbers from the seals used to secure the removed ballots in the transfer case(s). Every time the ballot box is opened, a note must be made on the incident log. Your local election officials will provide additional instructions as needed. ([M.R. 8230.4365, subp. 5](#))

10.3 BALLOT BOX AUXILIARY COMPARTMENT

If the precinct ballot counter stops working, immediately open the auxiliary compartment in the ballot box. Voting continues with voters depositing voted ballots into the auxiliary compartment. Call your local election official immediately. When the machine is working satisfactorily again, remove the ballots from the auxiliary compartment and feed them into the ballot counter. Don’t keep voters waiting while you try to get the counter working again. Voters may use the AutoMARK to verify their ballot has no voter error (cross-party voting in a partisan primary or overvote).

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Accu-Vote



10.4 “I VOTED” STICKERS

After the voter has placed the ballot into the ballot counter or ballot box, offer the voter an “I Voted” sticker. Courteously offer the stickers to voters rather than placing it on them. ([M.S. 211B.11](#))

11.0 HEAD ELECTION JUDGE

The head election judge oversees activity in the polling place on Election Day. Individuals serving as head election judges receive one hour of additional training about the duties listed in this section. ([M.R. 8240.1750](#))

Some of these tasks can be implemented by any election judge on your team, but since some tasks are done rarely it is important for you to provide guidance to your team.

11.1 EMERGENCY TRAINING

Head election judges are responsible for training replacement election judges appointed on Election Day. Head Judges should follow the emergency training checklist provided by the county auditor to conduct this training.

11.2 CHALLENGED VOTER PROCEDURES

Separate challenge procedures must be followed depending on whether the challenge is due to a “challenge” roster notation as in section 5.3 or an in-person challenge. A detailed Challenge Procedure sheet can be found in the appendix of this guide.

11.2.1 Roster Challenges

If voters have a “challenge” notation by their name on the roster, as seen in section 5.3, the Head Judge or Roster Judge should resolve the challenge with the following procedure:

1. have the voter swear or affirm the following oath (or affirmation):

“Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?”;

2. question the voter to determine if they are an eligible voter;
 - a. if residency in the precinct is in question, please refer to the discussion of residency sections 6.1-6.3 of this guide;
 - b. if there are other reasons for the challenge such as age, citizenship, felon status, or court-ordered restrictions on voting, discuss the voter eligibility requirements listed on the top of the polling place roster with the voter;
 - c. questions asked differ depending on challenge on the roster, examples below;
 - i. **challenged – felony** - “Are you on probation or parole for a felony conviction?”;
 - ii. **challenged – guardianship** - “Are you under court ordered guardianship in which the court revokes your right to vote; or found by a court to be legally incompetent?”;
 - iii. **challenged – name and address** - “What is your full name; what is your residential address?”;
 - iv. **challenged – address** - “What is your residential address?”;
 - v. **challenged – AB address** - “What is your residential address?”; “Did you submit an application for an absentee ballot using another residential address?”; “Have you returned that voted absentee ballot?”;
 - vi. **challenged – postal return** - “What is your residential address?”;
3. if the voter’s answers indicate the voter is eligible to vote in your precinct, the voter may proceed to sign the roster and vote;
4. make notations on the Incident Log as appropriate;
([M.S. 204C.12](#))

Note: **If a voter refuses to answer questions, is not eligible, or refuses to sign the roster, inform the voter that they cannot vote either now or later in the day. Print “Refused Oath” or “Not Eligible” on the appropriate signature line** to indicate that the voter either refused to complete the challenge process or was found to not be eligible. Also, make a note in the Incident Log.

11.2.2 In-Person Challenges From a Challenger

If a voter is challenged by a challenger, an election judge, or any other voter, the Head Judge, or another designated election judge, must resolve the challenge using the following procedure:

1. have the person making the challenge complete the Oath of Challenge to Voters Eligibility form and state the grounds of their challenge in writing;
2. have the challenged voter swear or affirm the following oath (or affirmation):

“Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?”;

3. question the voter regarding the reason for the challenge;
 - a. if residency in the precinct is in question, please refer to the discussion of residency sections 6.1-6.3 of this guide;
 - b. if there are other reasons for the challenge such as age, citizenship, felon status, or court-ordered restrictions on voting, discuss the voter eligibility requirements listed on the top of the polling place roster with the voter;
 - c. questions asked differ depending on the challenge being made by the challenger, examples below;
 - i. “What is your full name?”;
 - ii. “What is your residential address?”;
 - iii. “Are you at least 18 years of age?”;
 - iv. “Are you a citizen of the United States?”;
 - v. “Are you under court ordered guardianship in which the court order revokes your right to vote; or found by a court to be legally incompetent?”;
 - vi. “Are you on probation or parole for a felony conviction?”;
4. the challenger cannot speak to voters.
 - a. A challenger should speak to the election judge when initiating a challenge and must make the challenge in writing.
5. if the voter’s answers indicate that they are eligible to vote in your precinct, the voter may proceed to sign the roster and vote;
6. if a challenger persists with the challenge, and the voter continues to say they are eligible to vote, have the voter verbally repeat the oath (affirmation) at the top of the polling place roster; after the voter signs the roster, you must allow the voter to vote;
7. make notations on the Oath of Challenge to Voter’s Eligibility Form and/or Incident Log as appropriate; and
8. you may inform the challenger they may contact the county attorney to pursue the matter further.

[\(M.S. 204C.12\)](#)

Note: **If a voter refuses to answer questions, is not eligible, or refuses to sign the roster, inform the voter that they cannot vote either now or later in the day. Print “Refused Oath” or “Not Eligible” on the appropriate signature line** to indicate that the voter either refused to complete the challenge process or was found to not be eligible. Also, make a note in the Incident Log.



Office of the Minnesota Secretary of State

Oath of Challenge to Voter's Eligibility

I, _____, do hereby state under oath,
Name of person making challenge
I am:
[] an election judge.
[] a challenger authorized by Minnesota Statutes, section 204C.07.
[] a Minnesota voter.
I reside at _____, _____
Street Address City or Township
Telephone number: _____
E-mail address (optional): _____
I challenge the registration of _____ whose registration lists his
Name of challenged voter
or her residence as _____
Street Address City of Township
This challenge is based on my personal knowledge. The grounds for my challenge are:

Note: A full-sized sample of this form is available in the appendix of this guide.

11.3 EMERGENCY VOTING PROCEDURE

If a voter's name was erroneously left off the roster and the person refuses or is unable to complete the election day registration procedure, the judges should follow this emergency voting procedure:

- 1. contact the county auditor to ensure that the person is registered;
2. if the auditor confirms the registration and authorizes you to do so, have the voter print the required name and address information on the roster page where the voter would have been listed alphabetically;
3. two judges note on the roster that the voter was permitted to vote pursuant to instructions from the county auditor;
4. two judges initial the voter's entry on the roster;
5. give the voter a receipt and direct the voter to the demonstration or Ballot Judge; and
6. make a note in the incident log.

(M.R. 8200.3800)

11.4 INCIDENT LOG

Make sure to record any unusual events or problems on the precinct incident log. For example, if a ballot counter stops operating, a disturbance has occurred in the polling place, a voter's name is missing from the roster or if a voter is upset about something that happened in the polling place, etc., record this information, the time that the event occurred, and the resolution on the precinct incident log. Return the log to your local election official along with the other precinct supplies. It is suggested election judges include as much detail as possible for any incident in case further investigation becomes necessary.

11.5 BALLOT SHORTAGES

When the supply of ballots at the polling place runs low, contact your local election official. They should be able to provide you with additional ballots. Under no circumstance should the last ballot at the polling place be given to a voter - keep it to use for making unofficial ballots. If you are running low on official ballots, you can improvise and make unofficial ballots by photocopying or otherwise reproducing ballots. Do not wait until all the ballots are gone before making unofficial ballots. Check with your local election official before doing so and note on the summary statement how many were made and used. It is important to never keep voters waiting.

(M.S.204B.30)

12.0 ABSENTEE BALLOTS

12.1 ABSENTEE BALLOT BOARDS

Your county, city, town, or school district must establish a special board of election judges to handle the processing of absentee ballots. Absentee ballot boards begin “accepting” and “rejecting” absentee ballots during the 45 days before the election. ([M.S. 203B.13, subd. 1](#); [203B.13, subd. 2](#))

Absentee ballots are counted by the absentee ballot board. There will be roster notations “AB” next to the names of those voters who have voted by absentee ballot. Once a voter has cast an absentee ballot as noted on the roster, the voter cannot vote again in the polling place.

Your local election official may provide you with a supplemental list of voters who voted by absentee ballot after the rosters were printed. Print “AB” on the appropriate signature line of the roster for the voters that appear on this list.

Your local election official may also contact you after the last mail delivery of absentee ballots on Election Day to determine whether voters whose absentee ballots were received with this delivery have already voted in-person. After these ballots are accepted or rejected, your local election official will either contact you or send you an updated supplemental list of voters who voted by absentee ballot.

12.2 HEALTH CARE PATIENTS

Election judges certified as health care facility (HCF) absentee ballot judges may deliver a ballot to an eligible voter who is a temporary or permanent resident or patient in a HCF or hospital located in the municipality in which the voter maintains residence. An eligible voter may register to vote at the time of application by filling out a voter registration application and presenting an authorized proof of residence (see the Registration Judge duties). An application for an absentee ballot must be filed with the county auditor or clerk. Voters who expect to be permanently unable to go to the polling place on Election Day because of a disability or illness may apply to the county auditor or clerk to receive an absentee ballot application before every election. Ballot delivery takes place during the 20 days preceding an election with the following exception.

On Election Day, the election judges shall deliver absentee ballots to eligible voters who:

1. became a resident or patient on the day before the election; and
2. asked the county auditor or clerk for an absentee ballot by 5 p.m. on the preceding day; and
3. submits an application to the HCF absentee election judges who deliver the absentee ballots.

The ballots shall be delivered by two election judges of different major political parties. Both of the judges:

1. travel together in the same vehicle when delivering or returning ballots;
2. are present when an applicant completes the certificate of eligibility and marks the absentee ballots;
3. may assist the applicant;
4. deposit the return envelopes containing the marked absentee ballots in a sealed container; and
5. return the marked ballots to the clerk on the same day that they are delivered and marked.

([M.S. 203B.11](#); [203B.04](#))

13.0 CLOSING ACTIVITIES

13.1 CLOSE POLL AND FINISH VOTING

At 8 p.m. announce “The polls are closed”. Everyone in line at 8 p.m. must be allowed to vote. This includes any people waiting to register to vote. Those who come after 8 p.m. cannot vote. Although not required, giving the last voter in line a “last voter” card or having an election judge stand at the end of the line is a good practice.

Once voting is finished the public is welcome to watch the closing activities and get the results if the ballots are counted in the precinct. Anyone may watch, but no one may interfere with the election judges’ work. Members of the public who are watching closing activities after the polls have closed do not have to provide a written letter like the Challengers during voting hours are required to do.

Closing activities generally consist of the following:

1. ballot counting or preparing for delivery to the counting center;
2. completing the precinct summary statement and other reports;
3. taking down the U.S. flag;
4. taking down and saving the various posters;
5. packing up the voting stations, ballot counter, AutoMARK; and
6. packing up the supplies and unused ballots.

Depending on your county, city, township, or school district procedures, you may also need to count the write-in votes for each office.

13.2 COUNT TOTAL VOTERS

The summary statements or ballot counter tapes require noting the total number of people who voted. Determine the total number of voters by adding the signatures on the pre-registered roster and the signatures on the election day registration roster.

Pre-registered roster signatures + election day registration roster signatures (or number of voter receipts)

= Total persons voting

([M.S. 204C.24, subd. 1](#), [206.86, subd. 1](#), [M.R. 8200.9300, subp. 10](#))

14.0 CLOSING WITH A PRECINCT BALLOT COUNTER

Election law requires that election judges complete three or more copies of the summary statements for state elections. At least two copies of the summary statement must be prepared for elections not held on the same day as the state elections.

14.1 POLLING PLACE PROCEDURE

After the last voter has completed voting:

1. insert any ballots that may be in the auxiliary (emergency) voting compartment;
 - a. if there are voter ballot marking errors on any of these ballots (as in section 10.1), two judges of different parties should examine the ballots for voter intent (as in section 16.6), and duplicate as needed using the process in section 14.3 below;
 - b. feed the ballots that did not need to be duplicated and any ballots that were duplicated into the ballot counter;
2. after all voted ballots are counted, run the vote totals tape; the first totals tape should be an unbroken continuation of the tape with the zero report from the morning and problem messages during the day;
3. if instructed by your local election official, transmit the totals to election headquarters;
4. run three additional tapes (or more if your local election official directs you to do so); post one of them for public viewing in the polling place;
5. check the totals on the tapes;
 - a. compare the total number of ballots and the total number of voters;
 - b. the total number of voters equals the number of signatures on the regular roster, including signatures on the election day registrant roster;
 - c. if they match, sign the tapes; if they don't match, contact your local election official;
6. complete other statistics on the tape, see section 14.2 below;
7. as directed by your local election official, count write-in votes and record the names and vote totals on the write-in tally sheet; although the ballot counter can be set to sort out write-in ballots, voters often forget to make a vote mark for write-in votes; therefore, it's important to look through the ballots by hand for write-in votes;
8. seal the voted ballots in the appropriate envelope or box and sign across the seal;
9. pack up the ballot counter and return as directed by your local election official; and
10. because the ballots have been counted and sealed, one judge may deliver the returns.
([M.R. 8230.4365](#); [8230.4390](#))

14.2 COMPLETING SUMMARY STATEMENT

In precincts with a precinct ballot counter, the summary statement statistics is printed at the end of the results tape. The zero report printed when the polls were opened must remain attached to any messages printed on Election Day, the first printout of the results, and the summary statement at the end of the tape. **The summary statement is used to record totals that are specific to your polling place on Election Day. These totals will not include absentee activity since absentee ballots are not processed in polling places on Election Day.**

Totals listed on the summary statement include:

- Total ballots delivered to your precinct as adjusted by the actual count (from any adjustments noted on the incident log);
- The number of unofficial ballots made, if any;
- The number of spoiled ballots;
- The number of duplicate ballots made, if any;

- The number of unused ballots at the end of the day;
- The number of absentee ballots delivered, if requested on your form, should be reported as “0”
- The number of absentee ballots rejected, if requested on your form, should be reported as “0”
- The number of persons registered to vote in your precinct at 7am on Election Day;
 - This number is listed in the back of the pre-registered roster.
- The number of persons who registered to vote at the polling place on Election Day;
 - This is the number of voter signatures on the election day registration roster (or the number of EDR voter registration applications).
- The number of signatures on the rosters (pre-registered roster plus the election day registration roster);
 - This is the number of voter signatures on both rosters.
 - Do not count “AB” notations printed, written, or stamped on the registered roster.
- The number of accepted absentees, if requested on your form, should be reported as “0” for your polling place since absentee ballots are counted by the absentee board, not in the polling place;
- The total number of voters that voted at the polling place on Election Day.
 - This is the total number of ballots counted and printed by the ballot counter on the tape. This number should match the number of signatures as calculated in section 14.1 above.

[\(M.S. 204C.24\)](#)

Note: For recording some of the information above, blank lines may be available on your tape or an additional summary sheet may be provided.

14.3 “DUPLICATING” BALLOTS FOR SCANNING

Occasionally, a ballot cannot be correctly scanned because it is damaged or the voter used the wrong pen or vote mark. The votes are still valid, so it’s necessary to make a duplicate that can be scanned:

Original

TION BALLOT	
MINNESOTA	original 1
2008	BA JH
ERS:	
) next to your choice(s) like this: ●	
DMENTS	CITY OFFICES

Duplicate

TION BALLOT duplicate 1	
MINNESOTA	Not machine readable
2008	BA JH
ERS:	
) next to your choice(s) like this: ●	
DMENTS	CITY OFFICES

1. two judges from different parties do the duplication;
2. both ballots are labeled and numbered, “original 1” and “duplicate 1,” and all subsequent ballots requiring duplication will be numbered consecutively;
3. print the reason for duplication on the duplicate ballot;
4. one judge reads the votes to the other judge who marks the duplicate ballot accordingly;
5. both judges initial both the original and duplicate ballots;
6. follow the statute/rules in section 16.6 for determining voter’s intent;
7. when finished, both judges compare the ballots to be sure the duplicate is correct;
8. insert the duplicate ballot into the ballot counter;
9. place the original ballot in the envelope labeled “Original ballots for which duplicates have been made”; and
10. when you are done, record the number of original ballots in the envelope and seal the envelope.

[\(M.S. 206.86, subd. 5; M.R. 8230.3850\)](#)

14.4 DELIVERING ELECTION RETURNS

As soon as possible, one or more judges deliver the required election materials to your local election official.

These materials include:

1. sets of ballot counter tapes or summary statements;
2. sealed envelopes or containers with all voted ballots;
3. sealed spoiled ballot envelope;
4. sealed original for which duplicates were made envelope;
5. polling place rosters;
6. completed voter registration applications, Election Day rosters; and
7. other election materials (as directed by your local election official).
([M.S. 204C.27](#))

15.0 CLOSING WITH A CENTRAL BALLOT COUNT

Election law requires that election judges complete three or more copies of the summary statements for all state elections. At least two copies of the summary statement must be prepared for elections not held on the same day as the state elections.

15.1 POLLING PLACE PROCEDURE

After the last voter inserts his or her ballot:

1. note the total number of ballots delivered to your precinct; number of unofficial ballots made, spoiled ballots, unused ballots, number of persons registered at 7 am, number of persons who registered to vote on election day, number of signatures on the registered roster, and the total number of voted ballots being returned for your precinct on certification forms provided by your local election official.; (If you have excess ballots, the counting center staff will assist you in resolving the problem.)
2. as directed by your local election official, check the ballots to see if any need to be duplicated for proper scanning;
3. as directed by your local election official, count and record any write-in votes;
4. seal the ballots in the ballot box, container or transfer case and sign the certification; and
5. at least two judges from different parties take the ballot box and the certification forms to the courthouse or counting center.
([M.R. 8230.2010](#); [8230.2250](#))

15.2 AT THE COUNTING CENTER

At the counting center or the local collection point, the precinct judges either deliver the ballots to another team of election judges or stay with the ballots while they're counted. After counting, the judges in charge of the ballots certify the results and complete the precinct summary statement. The steps involved in counting are:

1. verify the seal on the ballot container;
2. open the container, remove the ballots, and run them through the ballot counter;
3. for larger precincts, the ballots may need to be run in two or three batches; don't get the counted and uncounted ballots mixed up;
4. as directed by your local election official, make duplicates of ballots sorted out during counting (see "duplicating" ballots above at section 14.3);
5. as directed by your local election official, tally the write-in votes; although the ballot counter can be set to sort out write-in ballots, voters often forget to make a vote mark for write-in votes, therefore, it's important to look through the ballots by hand for write-in votes;
6. after the precinct's ballots are counted, the operator will print a summary statement with the totals; compare these totals to the number of voted ballots and the number of people who voted; if the totals are off, resolve the problem with your local election official; when everything checks out, complete statistics using data from your polling place certification forms, sign the summary statements; and
7. seal the ballots and sign the certificate or seals on the ballot container or envelope.

15.3 DELIVERING ELECTION RETURNS

Turn the election materials over to your local election official.

These materials include:

1. sets of ballot counter tapes or summary statements;
2. sealed envelopes or containers with all voted ballots;
3. sealed spoiled ballot envelope;
4. sealed original for which duplicates were made envelope;
5. polling place rosters;
6. completed voter registration applications, Election Day rosters; and
7. other election materials (as directed by your local election official).
([M.S. 204C.27](#))

16.0 HAND-COUNTED PRECINCTS

This section contains procedures that are specific to precincts that do not use either a precinct ballot counter or central count and are being counted by hand.

16.1 PREPARING THE BALLOT BOX

In hand-counted precincts, one judge locks the ballot box and gives the key to another judge. The ballot box remains locked throughout the day until the ballots are counted. A numbered seal can be used in place of a lock.

16.2 MARKING BALLOTS

1. voters make their choices;
 - a. in precincts using an AutoMARK, voter's either fill-in an oval or complete the two parts of the arrow next to the name of a candidate or next to Yes or No on a question;
 - b. in precincts not using an AutoMARK and using paper ballots; placing an X mark in the square next to the name of a candidate or next to Yes or No on a question;
2. after marking the ballot, the voter places their ballot in the ballot box;
 - a. in precincts not using an AutoMARK and using paper ballots, before the voter leaves the voting booth, they fold each ballot separately so that the initials of the judges on the back of the ballot are visible; the voter then hands each folded ballot (with the judges' initials displayed) to the judge in charge of the ballot boxes, who checks for the initials and immediately deposits each ballot in the proper box; and
3. the judge may remain next to the ballot box.
([M.S. 204C.13, subd. 3](#); [204C.13, subd. 5](#))

16.3 CLOSING THE POLLS

After the last voter finishes voting, election judges immediately begin the counting. Counting proceeds without interruption, except to recess for meals or short breaks, until all votes are counted and the results announced. Only the election judges may handle ballots and other election materials. A separate set of election judges may be appointed to count ballots. If so, they must take the election judges' oath when reporting to the polling place. ([M.S. 204C.19, subd. 1](#); [204B.22, subd. 2](#))

The procedure begins with checking the summary statement, then counting the number of ballots per ballot box, the total number of ballots, and finally the number of votes. Follow the statute/rules for determining voter's intent in section 16.6 below.

16.4 SUMMARY STATEMENTS

16.4.1 Before You Start

For state elections, there will be at least three copies of the summary statement in the supplies. Complete the summary statements as you count the ballots. Before you start, arrange a method of verifying the recording and proofing of the summary statements. The summary statements must be accurate and complete. Check that the summary statements have the correct:

1. precinct;
2. name of your city or town;
3. date and kind of election; and
4. offices and candidates for each office. ([M.S. 204C.26, subd. 2](#))

16.4.2 State Primary

The summary statements for state primary elections will have separate parts for each political party and a separate part for nonpartisan candidates. Another distinctive feature for primary elections is that write-in votes are not allowed.

16.4.3 State General Elections

On summary statements for general elections, remember that you must record the names of registered federal, state, and county write-in candidates and the votes each received. Write-in votes for local municipal, school district and hospital district candidates must always be tallied. Your local election official will tell you whether this procedure must be done at the polling place.

16.5 COUNT THE BALLOTS

16.5.1 Ballots Per Box (“stacks of 25” method)

Simply count how many ballots there are in the ballot box.

Use this procedure to count the ballots:

1. remove all the ballots from the box and unfold them;
2. if two ballots of the same kind are folded together, set them both aside until all the ballots in the box have been counted; if it is clear that both ballots were from the same voter, preserve but do not count them; and
3. count the ballots into cross-stacked piles of 25 and add up the piles to find the total number of ballots in the box.

([M.S. 204C.19, subd. 2](#); [204C.20, subd. 1](#))

16.5.2 Ballot Accounting

Account for all ballots by adding:

1. the number of voters who voted in person; and
2. the number of spoiled ballots; and
3. the number of unused ballots to be returned.

The total should equal the number of ballots issued to the polling place, and placed in the ballot box.

Compare the number of ballots in the ballot box to the number of people who voted. The number of ballots should be equal to or less than the number of voters – never more.

16.5.3 Too Many Voted Ballots (Excess Ballots) in the Ballot Box

Use this procedure to resolve the problem of too many ballots:

1. if a pair of ballots are folded together, and it appears one voter submitted them, fold the ballots back together as you found them and set these ballots aside;
2. still more ballots than voters?; set aside any ballots that do not have election judges’ initials on them (but only if there are more ballots than voters);
3. still too many ballots?; put the remaining ballots back in the box; have one judge randomly take out ballots and set them aside until the remaining ballots equal the number of voters;
4. keep the set-aside ballots and attach a note explaining why the ballots were not counted; and
5. once the number of ballots and voters is balanced, seal any set-aside or excess ballots and the notes attached to them in a separate envelope and return with the election materials; if you

have any doubt or confusion regarding these procedures, immediately contact your local election official for a clarification of conduct required in [M.S. 204C.20, Subd. 1 through 4.](#) ([M.S. 204C.20, subd. 1](#); [204C.20, subd. 2](#); [204C.20, subd. 3](#); [204C.20, subd. 4](#))

16.5.4 Not Enough Ballots (Applies only to townships using hand counted paper ballots)

Use this procedure to resolve the problem of not enough ballots:

1. set aside any ballots you find in a wrong box until you finish all counting;
2. if you come up short for any type of ballot, randomly add any stray ballots of the same color until the total for that color ballot equals the number of voters; and
3. once again, after the ballots and voters are balanced, do not count any leftover ballots; treat them as above.

[\(M.S. 204C.20, subd. 3\)](#)

16.6 DECIDING VOTER'S INTENT

Minnesota law requires that every effort be made to accurately count all votes on a ballot. This means that a ballot or vote must not be rejected for a technicality if it is possible to decide what the voter intended, even though the voter may have made a mistake or the ballot is damaged. If hand counting ballots, use the following rules to decide what a voter intended:

1. if a voter voted for too many candidates for the same office, including write-in candidates, do not count any of the votes for that office but count the rest of the ballot;
2. if a voter votes for both yes and no on a question, do not count any of the votes for that question but count the rest of the ballot;
3. if the names of two candidates have been marked, and a ballot shows that an attempt has been made to erase one of the marks, count the vote for the remaining marked candidate;
4. if a voter has written in the name of a person in the proper place on a general election ballot, count the vote whether or not there is a mark beside that name; remember, in primary elections, write-in votes are not allowed;
5. for write-in votes, misspellings or abbreviations of the names of candidates are counted if the voter's intent (the intended candidate's name) is clear; an oval or arrow by the write-in line need not be marked to be counted;
6. in primary elections, if a ballot contains votes for candidates of more than one party, the entire partisan portion of the ballot is defective, do not count any of the partisan votes on the ballot;
7. when two or more persons are to be elected to an office and fewer than the number to be elected have been marked, count only those that are marked;
8. if no mark is made by a name, and a name is not written in, the ballot is blank for that office; a blank ballot is not a defective ballot;
9. if the judges can decide from a ballot the voter's intent for only some of the offices, count only those offices;
10. if the voter wrote an identification number or signed their name anywhere on the ballot; or wrote a name on the ballot completely outside of a write-in space; the voter has identified the ballot and the entire ballot is defective, do not count any of the votes on it;
11. if a voter uses some mark other than filling the oval or arrow but the intention is clear, count the votes for each candidate; if the voter used two or more different marks, count the votes unless it is evident the voter intended to identify the ballot;
12. if a ballot has extraneous marks outside the proper place, count the ballot;
13. a ballot cannot be rejected because it is slightly soiled;
14. a ballot may be marked with a pencil or a pen or both; or
15. if a mark is outside of the proper place, but on or so near a name or space that it is clear the voter intended to mark the name, count the vote for that name.

[\(M.S. 204C.22\)](#)

For hand-counting, a ballot is completely defective if:

1. you cannot decide the voter's intent for any of the offices or questions on the ballot; or
2. the voter wrote a name on the ballot completely outside of a write-in space or signed their name or wrote an identification number on the ballot.

[*\(M.S. 204C.22\)*](#)

For all defective ballots, print "Defective" on the back of the ballot. If only part is defective, print "Defective as to ..." and the office or question that is defective. Keep defective ballots with the other voted ballots. Write the number of totally and partially defective ballots on the summary statement. ([*M.S. 204C.22*](#); [*204C.23*](#); [*204C.24*](#))

16.7 COUNT THE VOTES

After resolving the number of ballots to be counted, count the votes on the ballots:

1. start with the first office or question on the ballot, separating the ballots into piles:
 - a. for each candidate (including write-ins) or question;
 - b. for ballots that are blank for that office (undervoted);
 - c. for ballots that are defective for that office (overvoted); and
 - d. set aside any ballots that are totally blank or totally defective;
2. after sorting all ballots into piles, count the ballots in each pile into cross-stacks of 25 and add up the stacks; announce the totals when you finish; repeat this procedure until all offices or questions have been counted;

16.8 SIGNING SUMMARY STATEMENTS

When finished, all the election judges who counted the ballots complete and sign the summary statements. Include the total number of ballots delivered to your precinct as adjusted; number of unofficial ballots made, spoiled ballots, unused ballots, number of persons registered at 7 am, number of persons who registered to vote on election day, number of signatures on the registered roster, and the total number of voted ballots being returned for your precinct on certification forms provided by your local election official. Place a full set of completed summary statements in each envelope. Sign the summary statement envelopes over the flaps. The Head Judge should be sure all forms have been completed and signed before any judges leave.

[*\(M.S. 204C.26, subd. 2\)*](#)

16.9 DELIVERING ELECTION RETURNS

As soon as possible, one or more judges deliver the required election materials to your local election official. These materials include:

1. sets of summary statements;
2. sealed envelopes or containers with all voted ballots;
3. sealed spoiled ballot envelope;
4. polling place rosters;
5. completed voter registration applications, Election Day rosters; and
6. other election materials (as directed by your local election official).

[*\(M.S. 204C.27\)*](#)

GLOSSARY

Absentee ballot board: A special board of election judges, that processes and counts the absentee ballots.

Agent delivery: A process by which during the seven days preceding an election, and up until 2:00 p.m. on Election Day, specific eligible voters designate someone to serve as an agent to pick up and return absentee ballots to them. ([M.S. 203B.11, subd. 4](#))

Assistive voting device: An electronic ballot marker with a touch screen, keypad, keyboard, earphones, or any electronic ballot marker that assists voters to use an audio or electronic ballot display in order to cast votes. ([M.S. 206.56, subd. 1](#))

Ballot:

Spoiled: A ballot returned to an election judge due to an error made by the voter. The voter can exchange this for a new blank ballot.

Defective: A ballot is defective if the voter overvoted, the voter's intent cannot be determined during counting, or if the voter has written their name, ID number, or signature on the ballot. A ballot may be defective in whole (as in cross-party voting in a partisan primary) or as to a single office or ballot question (as in voting for too many candidates for one office).

Duplicate: A ballot created by an election judge team to replicate a ballot that cannot be scanned by a ballot counter.

Ballot counter: Electronic optical scan device that counts paper ballots.

Challenger: An individual with written authorization to be present in a polling place to question the eligibility of voters. A challenger must prove they are a resident of Minnesota by providing the Head Judge with one of the proofs of residence acceptable for election day registration and complete an Oath of Challenge to Voters Eligibility form to challenge a voter's eligibility.

City: A home rule charter or statutory city. ([M.S. 200.02, subd. 8.](#))

Clerk: Statutes refer to "municipal" clerks meaning either the city clerk or township clerk or a designee. References to school districts mean the school district clerk or a designee.

Cross-party voting: Voting for candidates of more than one party when candidate appears on the ballot under political party designations. "Cross-party" voting is not allowed in a partisan primary.

Exit polling: Individuals may conduct exit polls, surveys of voters, anywhere outside of room being used as the polling place. An individual conducting an exit poll may only approach a voter after having voted and only speak with them to the extent necessary to ask them to participate in filling out an anonymous written questionnaire.

Found ballot: A ballot abandoned in a voting station. ([M.R. 8230.1050](#))

General election: An election held at regular intervals on a day set by law at which voters of the state or any of its subdivisions choose by ballot public officials or presidential electors. ([MS 200.02, subd. 2](#))

Governing body: The board of commissioners of a county, the elected council of a city, or the board of supervisors of a town. ([M.S. 200.02, subd. 10](#))

Healthcare agent delivery: When a patient in a health-care facility authorizes a person to pick up and return absentee ballots for the patient.

Healthcare facility: Health care facility is defined in as “a licensed hospital, sanitarium, or other institution as defined in [section 144.50, subdivision 2](#), or nursing home licensed to serve adults under [section 144A.02](#)” ([203B.01 subd. 4](#))

Metropolitan Area: For Minnesota election law, means the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright. ([M.S. 200.02, subd. 24](#))

Municipality: Any city or township. ([M.S. 200.02, subd. 9](#))

Non-partisan: In a non-partisan primary or a non-partisan general election, voters may vote for any candidates. In a non-partisan election, individual candidates are listed without party designation, unless a local city Charter creates other options.

Partisan: In a partisan primary, voters may only vote for candidates within one major political party. In a partisan general election, voters may vote for any candidates regardless of the party affiliation of the candidates. Individual candidates are listed with party designation.

Precinct: The basic geographical units for organizing and administering elections.

Precinct Count Voting System: A ballot counter, at a precinct, designed to store ballot configurations and vote totals on a removable memory unit. Voters insert their voted ballots into the ballot counter during voting hours on Election Day and the ballot counter counts the ballots after 8pm. ([M.R. 8200.0250, subp. 22b](#))

Primary: An election at which voters choose the nominees for the offices to be filled at a general election. ([M.S. 200.02, subd. 3](#))

Prior registration: The registration record of an individual with the individual’s most recent prior name or residence address.

Residential Facility: Under [201.061 Subdivision 3\(c\)](#), a residential facility is defined as:

(c) "Residential facility" means transitional housing as defined in section 256E.33, subdivision 1; a supervised living facility licensed by the commissioner of health under section 144.50, subdivision 6; a nursing home as defined in section 144A.01, subdivision 5; a residence registered with the commissioner of health as a housing with services establishment as defined in section 144D.01, subdivision 4; a veterans home operated by the board of directors of the Minnesota Veterans Homes under chapter 198; a residence licensed by the commissioner of human services to provide a residential program as defined in section 245A.02, subdivision 14; a residential facility for persons with a developmental disability licensed by the commissioner of human services under section 252.28; group residential housing as defined in section 256I.03, subdivision 3; a shelter for battered women as defined in section 611A.37, subdivision 4; or a supervised publicly or privately operated shelter or dwelling designed to provide temporary living accommodations for the homeless.

Roster: The document provided to each precinct listing the voters registered in that precinct and containing additional information about each voter, such as current residence address and date of birth.

Summary statement: The precinct summary statement is the official record of the numbers of voters and vote totals for the precinct. In precincts using an electronic ballot counter, the machine tape is the summary statement.

Voter Registration Application (VRA): Application used to register to vote or to update an existing registration.

Vouching: An Election Day procedure that permits an individual to register to vote and to cast a ballot if another authorized individual swears an oath that the individual resides in that precinct. Election Day voter vouchers within a polling place are limited to 15 voters they may vouch for, however, that limitation does not apply to employees of residential facilities vouching for residents of those facilities.

Registered Voter in the Precinct: A registered voter in the precinct or a voter who registers on Election Day in the precinct who can attest to a new registrant's residence allowing them to register in the same precinct on Election Day. A voter may vouch for a maximum of 15 persons. Vouched for voters cannot vouch for new voters on Election Day.

Employee of a Residential Facility: An individual who proves that they are an employee of a residential facility in the precinct and attests to know a new registrant's residence at the facility. The employee voucher may vouch for an unlimited number of residents of the facility.

Please refer to [M.S. 200.02](#) for other definitions that may be used in this guide.

Appendix ELECTION JUDGE OATH FORM



Office of the Minnesota Secretary of State

Election Judge Oath

Each election judge must sign the following oath before assuming the duties of the office. Attach this oath to the precinct summary statement of the election returns.

If there is no individual present who is authorized to administer oaths, the election judges may administer the oath to one another. (*Minn. Stat. § 204B.24*)

OATH

State of Minnesota County of _____

Name of appointing City, Township, or School District _____

Ward _____ Precinct _____

I, _____
(Print name of election judge)

solemnly swear (or affirm) that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate.

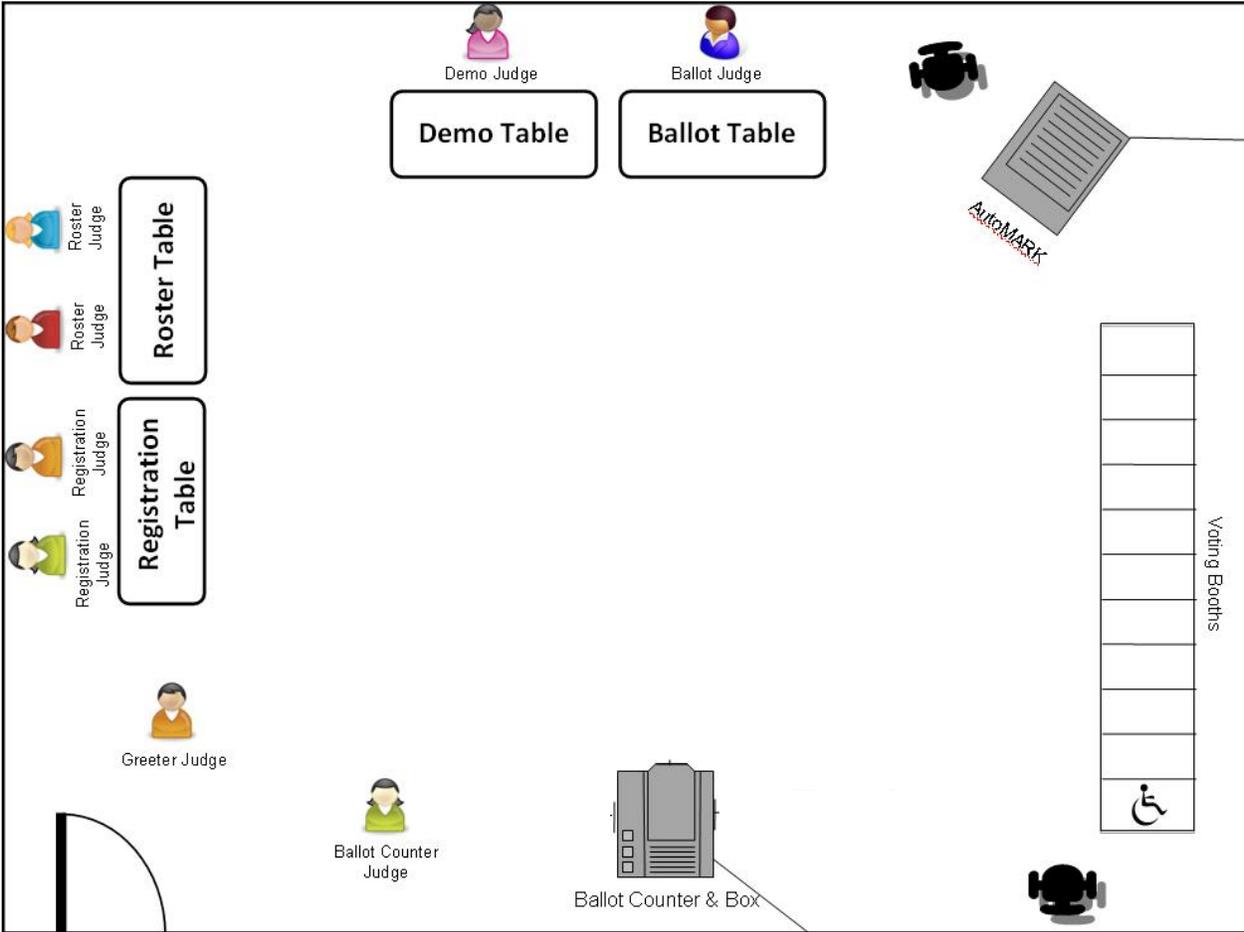
Signature of Election Judge

Subscribed and sworn to before me this _____
Time Month Day Year

Signature of Person Authorized to Administer Oath Date Authority Expires

Printed Name of Person Authorized to Administer Oath County of Residence

SAMPLE POLLING PLACE



OATH OF CHALLENGE TO VOTER ELIGIBILITY FORM



Office of the Minnesota Secretary of State

Oath of Challenge to Voter's Eligibility

I, _____, do hereby state under oath,
Name of person making challenge

I am:

- an election judge.
- a challenger authorized by Minnesota Statutes, section 204C.07.
- a Minnesota voter.

I reside at _____,
Street Address City or Township

Telephone number: _____

E-mail address (optional): _____

I challenge the registration of _____ whose registration lists his
Name of challenged voter
or her residence as

Street Address City of Township

This challenge is based on my personal knowledge. The grounds for my challenge are:

(attach additional sheets of signed statement if necessary).

I swear or affirm that the information stated here is truthful.

Date Signature of Challenger

Signed and sworn to or affirmed before me

Date Signature of Election Judge

For Election Judge Use Only:

Challenge was administered by Election Judge: _____

Time: _____

- Voter refused to take challenge oath.
- Challenge was dismissed. Voter passed challenge and voted.
- Challenge was sustained. Voter failed challenge and did not vote.

Additional Comments:

CERTIFICATE OF REGISTERED VOTER FORM



Office of the Minnesota Secretary of State

Certificate of Registered Voter

For election judges to use in lieu of having a voter who is unable to enter the polling place sign the polling place roster (curbside voting.) Two election judges who are members of different major political parties shall assist the voter in completion of the voter's certificate. (Minn. Stat. section 204C.15).

After the curbside voter signs the certificate, election judges sign and attach the certificate to the page where the voter's name appears on the roster.

1. Voter Information:

I _____
Last Name or Surname Middle Name First Name

reside at _____
Street Address or Route No.

in _____
City or Township State Zip

Phone: (____) _____

2. Verification of Registration

I certify that I am at least 18 years of age and a citizen of the United States; that I have resided in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or have the right to vote because, if I was convicted of a felony, the felony sentence has expired or been completed or I have been discharged from the sentence; that I am registered and have not already voted in this election. I understand that deliberately providing false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

Signature of Voter Date

3. Election Judge:

Signature of Election Judge Date

Signature of Election Judge Date

Notice to Election Judges: do not sign this certificate until after the voter has signed it, and you have found that the voter is entitled to vote at this election. Attach this certificate to the voter's name in the precinct roster or non-registered roster.

M.S. 200.031 DETERMINATION OF RESIDENCE

Residence shall be determined in accordance with the following principles, so far as they may be applicable to the facts of the case:

(a) the residence of an individual is in the precinct where the individual's home is located, from which the individual has no present intention of moving, and to which, whenever the individual is absent, the individual intends to return;

(b) an individual does not lose residence if the individual leaves home to live temporarily in another state or precinct;

(c) an individual does not acquire a residence in any precinct of this state if the individual is living there only temporarily, without the intention of making that precinct home;

(d) if an individual goes into another state or precinct with the intention of making it home or files an affidavit of residence there for election purposes, the individual loses residence in the former precinct;

(e) if an individual moves to another state with the intention of living there for an indefinite period, the individual loses residence in this state, notwithstanding any intention to return at some indefinite future time;

(f) except as otherwise provided in this section, an individual's residence is located in the precinct where the individual's family lives, unless the individual's family is living in that precinct only temporarily;

(g) if an individual's family lives in one precinct and the individual lives or does business in another, the individual's residence is located in the precinct where the individual's family lives, unless the individual establishes a home in the other precinct and intends to remain there, with or without the individual's family;

(h) the residence of a single individual is in the precinct where the individual lives and usually sleeps;

(i) the mere intention to acquire a new residence, is not sufficient to acquire a new residence, unless the individual moves to that location; moving to a new location is not sufficient to acquire a new residence unless the individual intends to remain there;

(j) the residence of an individual who is working temporarily in any precinct of this state is in the precinct where the individual's permanent home is located;

(k) the residence of an individual who is living permanently in a soldiers' home or nursing home is in the precinct where the home is located;

(l) if an individual's home lies in more than one precinct or political subdivision, the residence of the individual is in the precinct in which a majority of the room in which the individual usually sleeps is located;

(m) if an individual's home is destroyed or rendered uninhabitable by fire or natural disaster, the individual does not lose residence in the precinct where the home is located if the individual intends to return to the home when it is reconstructed or made habitable.

History: [1981 c 29 art 1 s 4](#); [1986 c 444](#); [1997 c 147 s 1](#); [1999 c 132 s 2](#)

Election Day Voter Registration Application

Front

Minnesota Voter Registration Application			
Complete lines 1 through 8. Please print clearly.			
Personal Information & Qualifications			
1. Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		IP _____ election office use only	
2. Will you be at least 18 on or before the next election? Yes <input type="checkbox"/> No <input type="checkbox"/>		M	
If you mark "NO" to either of these questions, DO NOT complete this form.		AB	
3. last name or surname	first name	middle name	suffix (Jr., Sr., II, III)
4. address where you live (residence) apt. number		city	zip code
5. if mail cannot be delivered to the address above, provide P.O. Box		city	zip code
6. date of birth (not today's date)	school district (if known)	county where you live	
_____ - _____ - 19____			
phone number	email address		
_____ - _____ - _____			
7. mark one box and provide the number that applies to you:			
<input type="checkbox"/> I have a MN-issued driver's license or MN ID card number: <input type="text"/>			
<input type="checkbox"/> I do not have a MN-issued driver's license or MN ID card.			
The last four digits of my Social Security Number are: XXX-XX- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<input type="checkbox"/> I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.			
Registration Updates - Are you currently registered under a different name or address?			
previous last name		previous first name	previous middle name
previous address where you were last registered		city	state zip code
Read And Sign Only If All Parts Apply To You.			
8. I certify that I:			
- will be at least 18 years old on election day;			
- am a citizen of the United States;			
- will have resided in Minnesota for 20 days immediately preceding election day;			
- maintain residence at the address given on the registration form;			
- am not under court-ordered guardianship in which the court order revokes my right to vote;			
- have not been found by a court to be legally incompetent to vote;			
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and			
- have read and understand this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.			
sign here X _____		date: _____ - _____ - 20____	
Election Judge Official Use Only			
W _____	ID With Current Address	Photo ID With Utility Bill or Fee Statement	Other
P _____	ID Number: _____	Student Fee Statement or Utility Bill	<input type="checkbox"/> Vouched For
SD _____	<input type="checkbox"/> MN Drivers License, Learners	(type) _____	<input type="checkbox"/> Late Notice
Initials _____	Permit, MN ID Card, or Receipt	ID Number: _____	<input type="checkbox"/> Previous Registration In Same Precinct
	<input type="checkbox"/> Tribal ID	<input type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card	<input type="checkbox"/> Student ID With College List
		<input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID	ID Number: _____
		<input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	

PRECINCT LISTS OF PERSONS VOUCHING FORM



Office of the Minnesota Secretary of State

Precinct List of Persons Vouching

City/Town _____ Ward _____ Precinct _____

For election judges' use in recording the number of individuals for whom a voter signs proof-of-residence oaths (vouches for) on Election Day. Cross out a number for every individual for whom a voter registered in that precinct vouches. Unless vouching for residential facility residents pursuant to 8200.5100, subpart 1, item E, a voter who is registered to vote in the precinct may sign no more than 15 proof-of-residence oaths (Minnesota Statutes, section 201.061).

Voucher's Name	Voucher's Voter ID No.	Number Vouched for on Election Day
Example: John Doe	1234567	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
1. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
2. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
3. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
4. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
5. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
6. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
7. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
8. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
9. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
10. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
11. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
12. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
13. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
14. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
15. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
16. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
17. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
18. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
19. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
20. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
21. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
22. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
23. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
24. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
25. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
26. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
27. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
28. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
29. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
30. _____	_____	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Certified by the Head Election Judge of the Precinct:

Printed Name

Signature

Date

Precinct List of Persons Vouching

Office of the Minnesota Secretary of State
180 State Office Building, 100 Rev. Dr. Martin Luther King Blvd.
St. Paul, MN 55155

Rev. 06/08

OPENING THE POLLS CHECKLIST

1. _____ All scheduled judges arrive one hour prior to the scheduled start of voting hours.
 - Generally, voting hours are from 7am to 8pm.
 - Voting hours may differ in certain circumstances.
2. _____ If an assigned judge fails to appear within 30 mins after the polls open, is unable to serve, or fails to perform duties assigned by the Head Judge, call your local election official for instructions.
3. _____ Election judges take the election judge oath, and sign an election judge oath form.
4. _____ Election judges put on identification badges or stickers.
 - Must state election judge's role (i.e. Head Judge, Election Judge, Trainee Judge)
 - Should not state party affiliation.
5. _____ Check precinct supplies, if anything is missing or in short supply, call your local election official immediately.
 - Polling place signs
 - Ballot counter, ballot box, and AutoMARK
 - U.S. flag
 - Precinct finder and precinct map
 - Polling place rosters
 - Voter registration applications (VRAs)
 - Ballots
 - Pens or pencils
 - Voter receipts
 - Election Day forms
6. _____ Inside the polling place:
 - a. arrange the various stations so there is a convenient traffic flow; these stations include: Greeter Judge, Registration Judge, Roster Judge, Demonstration Judge, Ballot Judge, AutoMARK area, voting booths, and ballot box;
 - b. set up the voting booths and AutoMARK, leaving plenty of room for privacy;
 - c. place at least one voting booth at a table level with a chair for voters with disabilities;
 - d. place a sign in each booth that shows how to mark the ballot (if this sign has not already been placed in the booth);
 - e. check that any voting booth lights are working and that lighting is adequate for voters to see and mark their ballot;
 - f. place information posters in clear view;
 - g. verify the sample ballots contain the same offices, candidates, and questions as on the official ballots;
 - h. post at least two sample ballots where people can conveniently study them both standing and seated before voting;
 - i. clearly label the exit if it is a door other than the entrance;
 - j. if voters must walk through the building to get to the voting room, put up signs pointing the way and ensure the route is clear of obstacles; if it is necessary for voters with disabilities to take a different route, to avoid stairs for instance, also post signs for that accessible route;
 - k. a chair must be provided for elderly voters and voters with disabilities to use while voting or waiting to vote; and

- l. a stable flat writing surface must also be made available to voters who are completing election-related forms.
7. _____ Outside the building:
 - a. post the hours of voting on the door voters will enter through;
 - b. mark the parking spaces reserved for voters with disabilities, if one is not permanently marked;
 - c. mark the entrance that voters with disabilities can use; if it is not the main door, post easily visible signs pointing the way to the accessible entrance; and
 - d. place a U.S. flag at the entrance of the polling place during voting hours.
([M.S. 204B.18](#); [204C.08](#); [206.90, subd. 7](#))
 8. _____ Ballot box and voting systems;
 - a. demonstrate that the ballot box is empty, including the auxiliary compartment, lock, and maintain the key securely; place ballot box in the public view;
 - b. see section 2.5 of this guide for instructions on setting up a precinct ballot counter; and
 - c. see section 9.1 for instructions on setting up the AutoMARK.
 9. _____ Two judges follow the procedure in section 2.6 to being to check and initial ballots;
 - a. verify ballots are correct ballots for your precinct;
 - b. count and certify the total number of ballots delivered to your precinct by counting the number of packages of ballots;
 - c. count the number of ballots in each packet as it is opened, note any discrepancies on the incident log; and
 - d. two judges initial a limited number of ballots and place them on the table for the Ballot Judge.
 10. _____ Store remaining ballots in a safe place.
 11. _____ When voting time arrives, announce “The polls are open”.
 - Generally, voting hours are from 7am to 8pm.
 - Voting hours may differ in certain circumstances.

GREETER JUDGE DUTIES

Direct voters to the proper area, maintain traffic flow, and observe activities near poll entrance.

Note: specific duties may vary according to assignments made by the Head Judge.

Typical duties include:

Pre-registered Voters: Check Greeter's List to confirm voter is registered and directs them to the Roster Judge.

Unregistered Voters: Direct voters who are not yet registered Registration Judges. Greeter Judge may help inform voters needing to register about the authorized proofs of residence. If a voter is unsure if they are registered, check the greeter list to verify their registration

Entry Activities: Observes activities near the entrance of the polling place. People may not linger within 100 feet of the building where the poll is located. One exception is an individual conducting an exit poll. Exit polls cannot be conducted within the polling place, but may be conducted anywhere outside the room being used as the polling place. An individual conducting an exit poll may only approach voters after they have voted to the extent necessary to ask them to fill out an anonymous questionnaire. Also, people may not campaign within 100 feet of the building or on the public property where the poll is located. ([M.S. 204C.06, subd. 1](#))
Note: Per *Schimming v. Riverblood*, OAH 7-6347-20326-CV (June 5, 2009), the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.

Finding Proper Precinct: If voters are not at their proper polling place, the Greeter Judge may be asked to use a precinct finder to help the voter locate their correct voting location. If voter's address cannot be found in the precinct finder, refer to the precinct map.

ROSTER JUDGE DUTIES

Sign-in Pre-registered Voters.

1. Ask voter's full name and address and find their name on the polling place roster.
2. Remember, people are not allowed to look through the roster or ask questions about voters on rosters. Also, election judges should not make personal comments about voters' information.
 - a. If the voter gives a name or address that is different from what is listed on the roster, the voter must re-register. If the voter was previously registered under a previous name or address within the precinct, the voter must fill out a voter registration application, but the previous same or address on the roster is an acceptable proof of residence.

Note: Section 5.1 of this guide discusses finding a voter's name in the roster in detail.

- b. If the roster has one of the following roster notations next to voter's name, the voter cannot vote without completing additional steps before signing the roster and voting. Your Head Judge will explain how to address these issues further, or instruct you in resolving them. The most common roster notations are:

AB

The voter has already voted by absentee ballot and cannot vote again now. (*M.S. 203B.121, subd.2*)

See ID.

The voter mailed in a voter registration application, is a first time voter in a federal election in Minnesota, and their information could not be properly verified, and must show one of the proofs of residence used for election day registration other than a voucher before signing the roster.

Challenged - Felony

The voter has lost voting rights due to a felony conviction. The person cannot vote until the sentence has expired or been completed or the person has been discharged from the sentence, including any probation or parole at which time civil rights, including voting rights, are automatically restored. If the person says that they have completed their sentence, use the challenge procedure described in section 11.2 of this guide and in the appendix. ([*M.S. 609.165, subd. 1*](#))

Challenged - Guardianship

The voter is an adult who is under court-ordered guardianship in which the court order revokes the person's right to vote. If the person says that they are eligible to vote, use the challenge procedure described under the Head Judge duties and in the appendix. Remember that guardianship with loss of right to vote is not the same as a "conservatorship," in which a person's financial decisions are made by another but is unrelated to voting rights. . If the person says that they are eligible, use the challenge procedure described in section 11.2 of this guide and in the appendix. ([*M.S. 201.15*](#))

Challenged – Voted Out of Precinct

The voter was recorded as having voted in the wrong precinct at the last election. The voter will need to show any proof of residence used for election day registration prior to voting.

Challenged – Name and Address

The voter's true name and residency at the address on the roster are in question. If the voter says that they are eligible to vote in that precinct, use the challenge procedure described in section 11.2 of this guide and in the appendix. ([M.S. 201.14](#))

Challenged – Address

The voter's residence at the address on the roster is in question. If the voter says that they are eligible to vote in that precinct, use the challenge procedure in section 11.2 of this guide and in the appendix.

Challenged – AB Address

The voter submitted an absentee ballot application that lists a residential address that is different from the residential address currently listed on their voter record, use the challenge procedure described in section 11.2 and in the appendix.

Challenged – Postal Return

The person was sent a postal verification card (PVC) and the card was returned to the auditor because it was not deliverable to the person at the address on record. If the voter insists that they are eligible to vote in that precinct, use the challenge procedure described in section 11.2 and in the appendix.

Challenged – Other

The voter's eligibility is challenged, but the reason is not available. If the voter says that they are eligible to vote, use the challenge procedure described in section 11.2 and in the appendix.

- c. If voters claim to be registered but their name is not on the polling place roster, see section 5.2 for additional information and instructions on how to handle this scenario.
3. Point out the oath at the top of the roster page and instruct the voter to sign on the line next to their name to affirm the oath.
 4. Give voter a voter's receipt and direct to the Demonstration Judge or Ballot Judge.

CHALLENGE PROCEDURE

Roster Challenges

If voters have a “challenge” notation by their name on the roster, as seen in section 5.3, the Head Judge or Roster Judge should resolve the challenge with the following procedure:

1. have the voter swear or affirm the following oath (or affirmation):

“Do you solemnly swear (or affirm) that you will fully and truly answer the all questions put to you concerning your eligibility to vote at this election”;

2. question the voter to determine if they are an eligible voter;
 - a. if residency in the precinct is in question, please refer to the discussion of residency sections 6.1-6.3 of this guide;
 - b. if there are other reasons for the challenge such as age, citizenship, felon status, or court-ordered restrictions on voting, discuss the voter eligibility requirements listed on the top of the polling place roster with the voter;
 - c. questions asked differ depending on challenge on the roster, examples below;
 - i. **challenged – felony** - “Are you on probation or parole for a felony conviction?”;
 - ii. **challenged – guardianship** - “Are you under court ordered guardianship in which the court revokes your right to vote; or found by a court to be legally incompetent?”;
 - iii. **challenged – name and address** - “What is your full name; what is your residential address?”;
 - iv. **challenged – address** - “What is your residential address?”;
 - v. **challenged – AB address** - “What is your residential address?”; “Did you submit an application for an absentee ballot using another residential address?”; “Have you returned that voted absentee ballot?”;
 - vi. **challenged – postal return** - “What is your residential address?”;
3. if the voter’s answers indicate the voter is eligible to vote in your precinct, the voter may proceed to sign the roster and vote;
4. make notations on the Incident Log as appropriate;
([M.S. 204C.12](#))

Note: If a voter refuses to answer questions, is not eligible, or refuses to sign the roster, inform the voter that they cannot vote either now or later in the day. Print “Refused Oath” or “Not Eligible” on the appropriate signature line to indicate that the voter either refused to complete the challenge process or was found to not be eligible. Also, make a note in the Incident Log.

In-Person Challenge From a Challenger

If a voter is challenged by a challenger, an election judge, or any other voter, the Head Judge, or another designated election judge, must resolve the challenge using the following procedure:

1. have the challenger complete the Oath of Challenge to Voters Eligibility form and state the grounds of their challenge in writing;

2. have the challenged voter swear or affirm the following oath (or affirmation):

“Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election”;

3. question the voter regarding the reason for the challenge;
 - a. if residency in the precinct is in question, please refer to the discussion of residency sections 6.1-6.3 of this guide;
 - b. if there are other reasons for the challenge such as age, citizenship, felon status, or court-ordered restrictions on voting, discuss the voter eligibility requirements listed on the top of the polling place roster with the voter;
 - c. questions asked differ depending on the challenge being made by the challenger, examples below;
 - i. “What is your full name?”;
 - ii. “What is your residential address?”;
 - iii. “Are you at least 18 years of age?”;
 - iv. “Are you a citizen of the United States?”;
 - v. “Are you under court ordered guardianship in which the court order revokes your right to vote; or found by a court to be legally incompetent?”;
 - vi. “Are you on probation or parole for a felony conviction?”;
4. the challenger cannot speak to voters;
 - a. A challenger should speak to the election judge when initiating a challenge and must make the challenge in writing.
5. if the voter’s answers indicate that they are eligible to vote in your precinct, the voter may proceed to sign the roster and vote;
6. if a challenger persists with the challenge, and the voter continues to say they are eligible to vote, have the voter verbally repeat the oath (affirmation) at the top of the polling place roster; after the voter signs the roster, you must allow the voter to vote;
7. make notations on the Oath of Challenge to Voter’s Eligibility Form and/or Incident Log as appropriate; and
8. you may inform the challenger they may contact the county attorney to pursue the matter further.
([M.S. 204C.12](#))

Note: **If a voter refuses to answer questions, is not eligible, or refuses to sign the roster**, inform the voter that they cannot vote either now or later in the day. Print “Refused Oath” or “Not Eligible” on the appropriate signature line to indicate that the voter either refused to complete the challenge process or was found to not be eligible. Also, make a note in the Incident Log.

Note: Challengers and the political parties that appointed them must not handle or inspect any of the voting materials, or make lists of who has or has not voted, or compile lists of voter to challenge on the basis of mail sent by a political party that was returned as undeliverable or if receipt by the intended recipient was not acknowledged in the case of registered mail. ([M.S. 204C.07 subd. 5](#))

REGISTRATION JUDGE DUTIES

Register Voters at the Polling Place.

It is not uncommon for 20 percent (20%) or more of voters to register on the day of the election. The judge who registers a voter cannot give a ballot to that voter. These duties must be separated. ([M.R. 8200.5300](#))

1. “Are you registered to vote in this precinct?”

“YES” Refer to the Roster Judge table.

“NO” Register voter.

2. Use the precinct finder or precinct map to make sure each applicant lives in this precinct. Additional details regarding using the precinct finder and a precinct can be found in section 6.1 of this guide.
3. Be sure the voter has not already voted by absentee ballot. Before letting an individual register to vote on Election Day, review any lists of absentee ballot election day registrants provided by your local election administrator to see if the individual has already voted by absentee ballot. If the individual’s name appears on this list, they cannot register or vote in the polling place on Election Day because their absentee ballot has already been counted.
4. Ask the voter to complete a voter registration application (VRA). Provisions for assisting voters described elsewhere in this guide also apply to registering on Election Day.
5. Check the VRA for legibility and completeness. The shaded portions of the VRA must be completed by the voter. Detailed instructions regarding completing the VRA can be found in section 6.4 of this guide.
6. Check voter’s proof of residence. A voter can use any of the methods described below.

ID With Current Name and Address in Precinct

Voters may use the following IDs with their name and address in the precinct:

- Valid MN Driver’s License, Learner’s Permit, MN ID card, or receipt for any of these that has a current name and address in that precinct.
- Tribal ID if card shows name, current address, signature, and picture issued by the tribal government of a tribe recognized by the Bureau of Indian Affairs. Tribal band members are not required to live on an Indian reservation in order to use a tribal identification card to prove residence.

Photo Identification Plus a Utility Bill or Fee Statement

Voters may use the following photo IDs without their current address along with a document that lists their current address:

Photo ID:

- MN Driver’s License.
- MN ID.
- U.S. Passport.
- U.S. Military ID.
- MN University, college or technical college ID.
- Tribal ID if card shows name and signature of the individual issued by the tribal government of a tribe recognized by the Bureau of Indian Affairs.

Note: the ID may be expired, have an old address, or no address at all

Acceptable bills; if they have the voter's name and current address in the precinct:

1. Utility bill (regardless if delivered electronically or by mail) due within 30 days of Election Day:
 - Telephone (landline, cell, VOIP, etc), television (cable, satellite, etc), or internet service provider regardless of how the service is delivered.
 - Electric, gas, water, garbage, sewer, or solid waste.
2. Current student fee statement
3. Rent statement dated within 30 days of Election Day that itemizes utilities

One of the following alternatives:

Vouching for Residency (Oath of a Registered Voter in the Precinct)

- A voter who is a registered voter of the precinct may vouch for a maximum of 15 persons.
- Registered voter signs an oath attesting, "vouching", that they personally know the new registrant resides in precinct.
- A voter who is vouched for cannot vouch for another voter.
- Challengers cannot vouch for a voter.

Vouching for Residency (Oath of an Employee of a Residential Facility)

- Employee of a residential facility may vouch for an unlimited number of residents of the facility.
- Individuals on a facility's employee list do not need any other identification to vouch for a resident.
- If not on a facility list, an employee of a residential facility may vouch for residents as long as they can demonstrate their employment at that facility.

Notice of Late Registration Sent by County Auditor or City Clerk

- If a voter submits a voter registration application during the 20 days before Election Day, the county auditor or city clerk mails the voter a notice of late registration.
- The voter can use this document as a proof of residency when they complete the election day registration process.

Previous Registration in the Precinct Under Previous Name or Address

- When registering on Election Day, if a voter's name appears in the roster but lists a previous name or address, they can use that previous registration in the precinct as a proof of residency.

Student ID with College List

- Students may prove residence by using a current valid student ID, provided the student appears on a postsecondary education housing list provided in your supplies.

7. Complete the Election Day Official Use Only section of the VRA.
8. On new registrant's roster, point out the oath of eligibility, and have voter print their name, address and date of birth and then sign on the signature line.
9. Hand voter a voter's receipt and direct to the Demonstration Judge or Ballot Judge

DEMONSTRATION JUDGE DUTIES

Instruct Each Voter How To Properly Mark The Ballot And How To Deliver It To The Ballot Box.

It is important that Demonstration Judges not only remain impartial but also be perceived by voters as being impartial. To facilitate this, many jurisdictions provide a demonstration ballot that does not use real names for candidates or parties. Instructions vary by the type of ballot and election.

OPTICAL SCAN BALLOTS

1. voters must use the pencil or pen provided for marking the ballot; the scanner may not detect marks made with other pens;
2. voters indicate their votes by filling in the oval next to or connecting the two parts of the arrow pointing to the candidate or question on the ballot, depending on the type of equipment used;
3. voters must be offered a secrecy cover;
4. after marking the ballot, voters slide the ballot into the secrecy cover;
5. voters deposit their own ballots into the ballot counter, unless they ask for assistance; and
6. the judge and other voters must stand at least six feet away from the ballot counter.

PRIMARY OR SPECIAL PRIMARIES

1. no write-in votes are allowed;
2. in partisan elections: the ballot will have a column for each major party;
3. cross-party voting between the party columns is not allowed on state primary election ballots;
4. voters must choose one party's candidates to vote for, and, after voting in one party's column, voters must not vote for candidates of other parties;
5. voting for candidates in more than one party's column will void all votes on the party portion of the ballot;
6. Minnesota does not have political party registration as part of the voter registration process;
7. voters vote privately within the political party column of their choice and do not publicly declare their political party;
8. in nonpartisan elections, voters may vote for any listed candidates;
9. ballots may contain both partisan and nonpartisan offices; in this case, votes must be cast for partisan offices within a single party, but the voter may vote for any of the nonpartisan candidates; and
10. all voters receive the same ballot, except when a precinct is split by multiple school districts;
 - a. multiple ballots may be used when a precinct has multiple school districts and there are school district offices/questions on the ballot.

GENERAL ELECTION

1. voters may vote for candidates from different political parties (in contrast to partisan primaries);
2. voters may vote for up to the number of people allowed for each office; and
3. write-ins: blank spaces are provided on the ballot for write-ins for each office; to cast a write-in vote, voters should fill in the oval or connect arrows next to the write-in line and then write in the name for a candidate who is not on the ballot in the blank space provided; a sticker may not be affixed to a ballot that will be placed into a ballot box or ballot counter for any reason.

BALLOT JUDGE DUTIES

1. Two election judges must each initial a supply of ballots:
 - a. as you open each package of ballots, two judges count the number of ballots in each package;
 - b. note any discrepancies on the Incident Log;
 - c. remaining ballots are kept in secure place.

2. Issue ballots to voters:
 - a. secure ballot supply;
 - b. inform Head Judge when ballot supply is low;
 - c. collect voter receipt;
 - d. briefly review the proper method for marking the ballot;
 - e. (precincts using a ballot counter) offer the voter a secrecy cover and remind the voter to use the marking pen that is provided;
 - f. (precincts using a ballot counter) if multiple ballot styles in your precinct, verify the school district on the ballot with the voter;
 - g. hand the ballot to the voter;
 - h. direct the voter to an available voting station or booth; and
 - i. stay at least 6ft away from the voting station, unless the voter asks for assistance.

3. Provide or arrange for assistance when asked. Refer to section 3.5 regarding assisting voters.

4. Exchange spoiled ballots:
 - a. the election judge puts the spoiled ballot in the Spoiled Ballot Envelope;
 - b. do not look at the ballot unless you need to determine which style of replacement ballot to give the voter;
 - c. give the voter a new ballot; and
 - d. direct the voter to an unoccupied voting station or booth.

5. Inform Head Judge when supply of initialed ballots is low:
 - a. under no circumstance should the last ballot at the polling place be given to a voter;
 - b. unofficial ballots may be made;
 - c. may photocopy or otherwise reproduce ballots; Check with your local election official before doing so and note on the summary statement how many were made;
 - d. keep at least one unmarked ballot to use for photocopying; and
 - e. never keep voters waiting.

BALLOT COUNTER JUDGE DUTIES

Responds To Ballot Counter Problems and Ballot Error Messages. Distributes “I Voted” Stickers.

HANDLING JAMMED BALLOTS:

1. ask the voter to not leave the polling place;
2. read the error message displayed on the ballot counter to determine if the ballot is stuck before it was counted, or after it was counted;
3. if the ballot is visible, ask the voter to remove it;
4. if the ballot is not visible, slide the ballot counter forward and remove it or open the ballot box and remove it;
5. have the voter place the ballot in the secrecy cover; and
6. if necessary, adjust the ballot counter on the ballot box.

If vote was not counted:

Message will indicate a problem ballot or instruct you to reinsert the ballot:

1. voter reinserts ballot with different orientation;
2. if the ballot jams again, read the new message and have the voter place the ballot in the secrecy cover; and
3. accompany the voter to the Ballot Judge where the ballot will be placed in the “spoiled ballot” envelope and a new ballot issued.

If vote was counted:

Message will instruct that the ballot be placed in a specific ballot box slot.

Tell the voter their vote has been counted.
Deposit counted ballot in the appropriate box slot (write-in or regular) based on message.

RETURNED BALLOTS:

1. ask the voter not to leave the polling place;
2. if the ballot cannot be read, attempt to reinsert their ballot, using different orientations;
3. if the ballot will not be accepted because it is not properly filled out, it is a “spoiled ballot”;
4. accompany the voter to the Ballot Judge for a replacement ballot;
5. if a voter insists their ballot be accepted “as is,” explain that those votes referred to in the error message will not be counted and that a new ballot cannot be obtained once the tabulator override is implemented; the voter must affirm that they understand before proceeding; if the voter insists, implement the tabulator override and have the voter reinsert their ballot.

“I VOTED” STICKERS – Offer the voter an “I Voted” sticker rather than placing it on them.

HEAD ELECTION JUDGE DUTIES

PREPARING TO OPEN

- _____ All election judges report to assigned precinct 1hr prior to start of voting hours.
 - Generally, voting hours start at 7am.
 - Voting hours may differ in certain circumstances.
- _____ Call your local election official if all election judges have not arrived. Request assignment of replacement judge(s).
(local election official: _____ Phone: _____)
- _____ All judges take the election judge oath, sign the Election Judge Oath Form, and receive badges.
- _____ Assign judges to set up the polling place, post posters and signs, and post the U.S. flag outside the building where the polling place is located.
- _____ Assign election judge duties (Greeter, Roster, Registration, Demonstration, Ballot, Ballot Counter) and give them directions.
- _____ If you received a list of absentee voters, mark the names on the roster with “AB”.
- _____ If you received a list of election day registration absentee voters, provide to Roster Judge.

BALLOT BOX

- _____ Open all doors on the ballot box, remove all contents of the ballot box, have all election judges confirm box is empty, then relock or seal the ballot box. Similarly, confirm that any auxiliary ballot boxes are empty.
- _____ Two judges check ballots against the official certification form to make sure they are the correct precinct.
- _____ Certify the correct number of ballots were delivered to the precinct, count ballot packs.
- _____ Two judges begin opening ballot packs, counting number of ballots in each pack, recording any discrepancies on Incident Log, and initialing ballots.
- _____ Place ballots in view of judges in a secure area.

SET UP BALLOT COUNTER AND AUTOMARK (IF USED)

- _____ Place ballot counter on the ballot box.
- _____ Two judges check seal number of the ballot counter against the official certification form, complete and sign form. Plug ballot counter into electric outlet.
- _____ Run the “zero” tape.
- _____ Check precinct number indicated on the “zero tape” to confirm it is your precinct.
- _____ Check an actual ballot against the tape output – must be in same rotation.
- _____ Confirm vote total column reads 0000 – all zeros.
- _____ After tape stops, do not tear off tape but secure it as one continuous tape, and the ballot counter is ready for voting.
- _____ Set up AutoMARK station in accessible area where it will not be confused for the ballot counter.
- _____ Verify AutoMARK displays correct information for the precinct, as in section 9.1 of this guide.

POLLS OPEN AND VOTING HOURS BEGIN

- _____ Judges begin their assigned duties, announce that the poll is open.
 - Generally, voting begins at 7am.
 - Voting hours may differ in certain circumstances.
- _____ If the ballot counter is not operating, use the auxiliary ballot box for deposit of ballots until the ballot counter is operating.

8PM – POLLS CLOSE

_____ Announce that the poll is closed.

- **Voters waiting in line at 8pm are allowed to vote.**
- **After last voter has voted, the public is allowed to view the counting process.**

Closing with a ballot counter

_____ Inspect seal on the ballot counter, confirm the seals are still intact.

_____ Print required number of sets of tapes (local election official will instruct).

_____ Complete all blank lines on the summary statement on the ballot counter tapes and also complete any additional summary statement forms provided by your local election official.

_____ If the total number of voters does not equal the number of votes cast, see section 14 of this guide and contact your local election official.

_____ If ballot counter is equipped with a modem, transmit results to headquarters.

_____ All judges sign all tapes.

_____ Place all tapes with election materials for return.

_____ Turn off and unplug ballot counter, cut seal on ballot counter, remove memory card and place in protective cover or bag.

_____ Place the memory card with materials for return.

Central count closing procedures

_____ Reseal the ballots in the ballot box and sign the certification.

_____ At least two election judges of different parties take the ballot box and summary statements to the central count location.

Contact your local election official with questions or concerns regarding election duties or activity in or near the polling place.

HAND COUNTING BALLOTS

(M.S. 204C.20; 204C.22)

This process must be done by two election judges of different political parties.

1. Determine how many people voted.
 - Count the signatures on the polling place roster (do not count the “AB” votes).
2. Determine how many ballots are in each ballot box.
 - Count ballots in ballot box (ballots should equal total voters).
 - If more ballots than voters, use “excess ballot” procedure in section 16.3.3 of this guide.
3. Start with first office (or question) on ballot.
 - Sort all ballots into separate stacks for each candidate (or question), write-ins, (if any), overvotes and undervotes.
 - Starting with the first stack, count ballots into groups of 25, cross stack by 25s, and total
 - If there is any question as to how to count a vote, refer to the rules for determining voter intent in section 16.6 of this guide.
 - Enter totals in appropriate place on summary statement.
4. Repeat for the next candidate, total, and write total on summary statement.
 - Repeat for write-ins.
 - Repeat for overvotes.
 - Repeat for undervotes.
 - The sum of all the totals for each candidate or question should equal the number of ballots to be counted.
5. Repeat steps 3 and 4 for next office or question on ballot.
6. Continue until all offices and questions are counted.
7. Place ballots into ballot envelope or container and seal. Be sure to complete certificate, if there is one, or to sign over flap of ballot envelope.

CLOSING THE POLLS CHECKLIST

1. _____ Announce at 8:00 p.m., “The polls are closed”.
 - Each person in line at 8:00 p.m. must be allowed to vote (including those in line to register).
 - All voters must exit the polls after the last voter’s ballot is placed into the ballot box.
 - The public is allowed in to observe the counting.
 - Only judges handle ballots and election materials.

Precinct Ballot Counter

1. _____ Remove any ballots from the auxiliary compartment:
 - a. if there are errors on any of these ballots, as in section 10.1, two judges of different parties should examine the ballots for voter intent, as in section 16.6, and duplicate as needed using the process in section 14.3; and
 - b. feed them through the ballot counter;
2. _____ Run the vote totals tape:
 - a. the Head Judge turns a key or runs the end-of-voting card through or makes the appropriate keypad selection; and
 - b. Zero tape and first totals tape must remain attached.
3. _____ If instructed by your local election official, transmit the totals to election headquarters.
4. _____ Run three additional tapes, or more if instructed by your local election official.
5. _____ Post one of them for public viewing in the polling place.
6. _____ Check the totals on the tapes;
 - a. compare the total number of ballots and the total number of voters;
 - b. the total number of voters equals the total number of signatures on the regular roster, including the signatures on the election day registrant roster; and
 - c. if they match, sign the tapes; if they do not match, contact your local election official;
7. _____ Complete other statistics on the summary statement portion of the tape, see section 14.2;
 - a. also, complete any supplemental summary statement forms provided by your local election official.
8. _____ All judges sign the summary statement portion of the additional tape.
9. _____ If direct by your local election official, count any write-in votes:
 - a. voters often forget to mark the oval or complete the arrow to the left of the write in line;
 - b. as a result, it is important to look through the ballots by hand to locate ballots with write-in votes; and
 - c. record the names and vote totals on the write-in tally sheet.
10. _____ Seal the voted ballots in the appropriate envelope or box and sign across the seal.
11. _____ Judge delivers returns to local election official.
([M.R. 8230.4365](#); [8230.4390](#))

Central Ballot Counter

1. _____ Verify that the last voter has inserted their ballot into the ballot box.
2. _____ Note total number of ballots delivered to precinct and the total number of ballots being returned;
 - a. if you have excess ballots, your local election official and the counting center staff will assist you in resolving the problem.
3. _____ As directed by your local election official, check the ballots to see if any need to be duplicated.
4. _____ If directed by your local election official, count and record any write-in votes.
5. _____ Seal the ballots in the ballot box, container or transfer case and sign the certification.
6. _____ At least two judges from different parties take the ballot box and the summary statements to the courthouse or counting center.
([M.R. 8230.2010](#); [8230.2250](#))

Final Closing Activities

1. _____ Pack up unused ballots, includes unopened and initialed but unused, in separate envelope or box.
2. _____ Pack up the supplies.
3. _____ Pack up the voting stations, ballot counter and AutoMARK.
4. _____ Take down and save the posters and direction signs.
5. _____ Take down the U.S. flag.

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IMPORTANT TELEPHONE NUMBERS

Clerk's Office

County Auditor's Office

Voting Machine Repair

County Sheriff / Local Police

Fire Department

Emergency Medical Services
