

Election Day Registration Best Practices

An Implementation Guide July 2010



Dēmos
www.demos.org

Cristina Vasile & Regina Eaton

Acknowledgments

The authors would like to thank all of the people who made the publication of this handbook possible.

Peer Reviewers:

Tim Hurst

Chief Deputy,
Idaho Secretary of State

Kevin J. Kennedy

Director and General Counsel,
Wisconsin Government Accountability Board

Linda Langenberg

Deputy Secretary of State,
Iowa

David Scanlan

Deputy Secretary of State,
New Hampshire

Patty O'Connor

Director of Taxpayer Services,
Blue Earth County, Minnesota

Cynthia Reichert

Elections Director,
Minneapolis, Minnesota

Sandra L. Wesolowski

Director of Clerk Services,
Franklin, Wisconsin

Julie L. Flynn

Deputy Secretary of State,
Maine

Demos Staff:

Cory Isaacson

Design & Production Associate

Irene Lau

Design Assistant

Jim Lardner

Senior Policy Analyst

Steven Carbó

Senior Program Director,
Democracy Program

Allegra Chapman

Counsel,
Democracy Program

Scott Novakowski

Senior Policy Analyst,
Democracy Program

Youjin B. Kim

Policy Analyst,
Democracy Program

Tim Rusch

Director of Communications

Surveyed State and Local Officials

Cindy Reichert
Director of Elections,
Minneapolis, Minnesota

David Scanlan
Deputy Secretary of State,
New Hampshire

Debbye Lathrop
County Clerk,
Laramie County, Wisconsin

Deedie Beard
Elections Supervisor,
Kootenai County, Idaho

Diane Herman-Brown
City Clerk,
Sun Prairie, Wisconsin

Gary Poser
Director of Elections,
Minnesota

Janice Mertes
Social Studies Teacher,
Sun Prairie, Wisconsin

Judy Schwartau
Elections Specialist,
Minneapolis, Minnesota

Julie Flynn
Deputy Secretary of State,
Maine

Julie Freese
County Clerk,
Fremont County, Wyoming

Kevin Kennedy
Director & General Counsel of
Government Accountability Board,
Wisconsin

Linda Cohen
City Clerk,
Portland, Maine

Lynne Fox
County Clerk,
Uinta County, Wyoming

Nancy Nichols
City Clerk,
Presque Isle, Maine

Patty Little
City Clerk,
Keene, New Hampshire

Patty O'Connor
County Clerk,
Blue Earth County, Minnesota

Peg Jardine
Election Administrator,
Bannock County, Idaho

Peggy Nighswonger
Elections Director,
Wyoming

Sandi Wesolowski
City Clerk,
Franklin, Wisconsin

Sue Hart
Registrar,
Orono County, Maine

Tim Hurst
Chief Deputy Secretary of State,
Idaho



About Dēmos

Dēmos is a non-partisan public policy research and advocacy organization. Headquartered in New York City, Dēmos works with advocates and policymakers around the country in pursuit of four overarching goals: a more equitable economy, a vibrant and inclusive democracy, an empowered public sector that works for the common good, and responsible U.S. engagement in an interdependent world.

Dēmos was founded in 2000.

Miles S. Rapoport, President

Tamara Draut, Vice President for Policy and Programs

About the Democracy Program

The Democracy Program works to strengthen democracy in the United States by reducing barriers to voter participation and encouraging civic engagement. Dēmos supports state and national reform efforts by conducting research on current and long-range issues, advancing a broad agenda for election reform, providing advocates and policymakers with technical support, and strengthening reform networks. Dēmos utilizes public policy analysis, advocacy and litigation to achieve reform goals.

About the Authors

Regina Eaton, Deputy Director of the Democracy Program

Regina Eaton joined the Democracy Program in 2006, focusing on policy issues aimed at increasing voter registration and turnout, including Election Day Registration. Prior to her present position, Ms. Eaton was a consultant with Break the Chains, a national organization building a national movement within communities of color against punitive drug policies. Ms. Eaton was the first Executive Director of the Alliance for Quality Education (AQE), from March 2001 to March 2005. As Director, Ms. Eaton was both the chief executive officer and principle spokesperson of the organization.

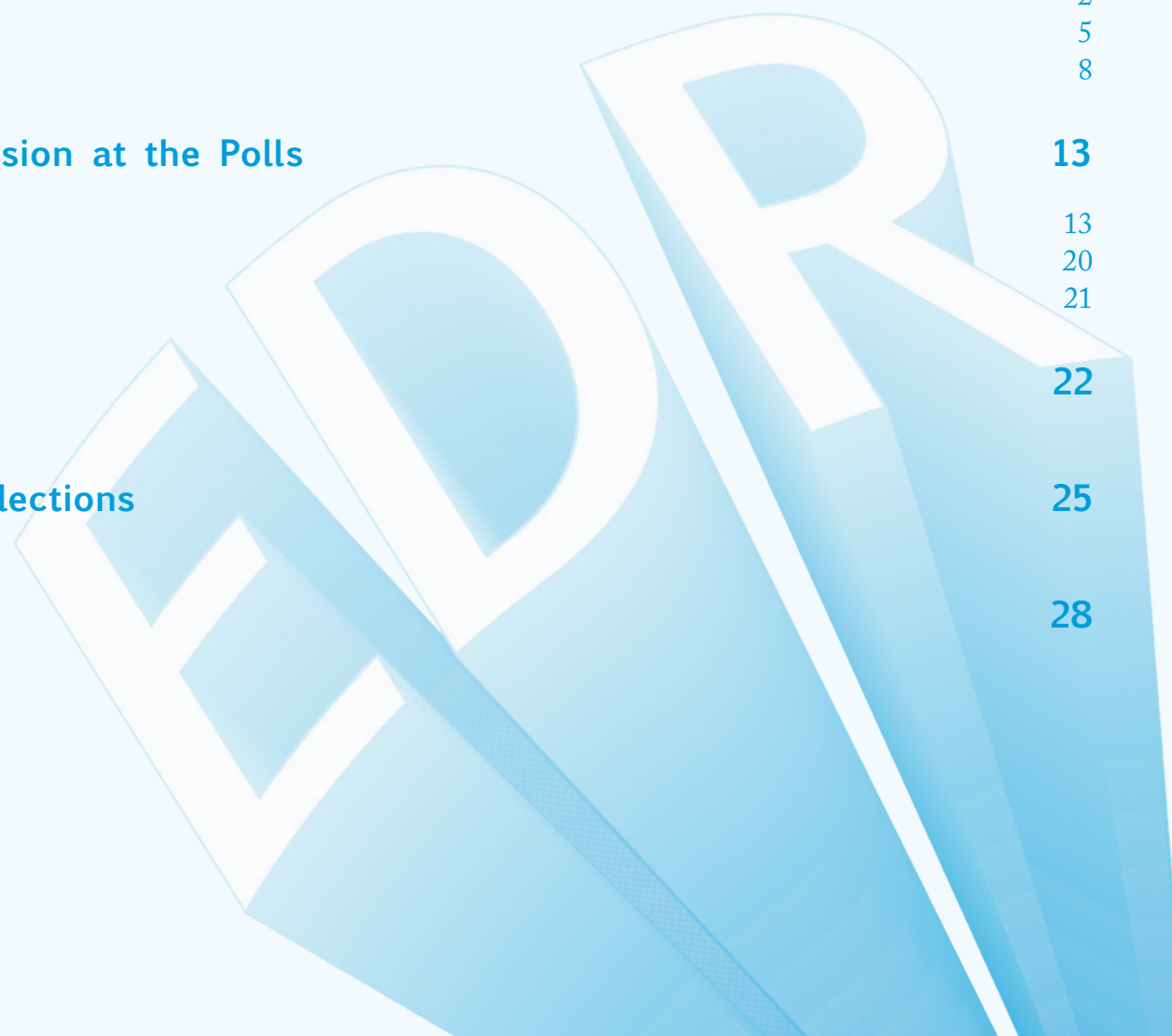
From March 1991 to March 2001, Ms. Eaton served as Counsel to New York State Assembly Deputy Speaker Arthur O. Eve, gaining extensive experience working with various levels of government and community-based organizations to develop legislation, obtain funding and/or modify programs to serve the people of the state of New York.

Cristina Vasile, Lead Researcher

Cristina Vasile joined Dēmos in June 2008 to work with the Democracy Program on issues concerning election reform and voting rights. She has expanded her work to the International Program, where she is researching issues surrounding globalization and trade. Cristina holds a B.A. in Political Science with a concentration in American Government & Politics and an M.A. in Politics with a concentration in International Relations from New York University.

Table of Contents

Background & Introduction to EDR	1
Methodology	1
I. Poll Worker Recruiting & Training	2
Recruiting Poll Workers	2
Student Poll Workers	5
Poll Worker Training	8
II. Avoiding Congestion & Confusion at the Polls	13
Administration	13
Using Laptops at the Polls	20
Voter Education and Outreach	21
III. Serving Special Populations	22
IV. Preserving the Integrity of Elections	25
Endnotes	28



Background & Introduction to EDR

Election Day Registration (EDR) is a variety of Same Day Registration (SDR) that allows eligible voters to register and cast a ballot on Election Day. Nine states and the District of Columbia currently allow for EDR or SDR. Maine, Minnesota and Wisconsin adopted EDR in the 1970s. Idaho, New Hampshire and Wyoming enacted Election Day Registration in 1994. Montana implemented EDR in 2006. In 2007, Iowa and North Carolina both adopted Same Day Registration. Iowa now allows registration and voting on Election Day; North Carolina permits registration and voting on the same day during the state's early voting period. The District of Columbia, which enacted SDR in 2009, allows for registration and voting during the early voting period and on Election Day. The reform took effect in 2010.

“I think Election Day voter registration gives every citizen the greatest opportunity to participate in the greatest right that they have been provided.”

-Debbye Lathrop, County Clerk,
Laramie County, Wyo.

By counteracting arbitrary voter registration deadlines, EDR greatly enhances the opportunity for Americans to participate in the electoral process and cast a ballot that will be properly counted. Voter turnout in states with Same or Election Day Registration was 7 percentage points higher than other states in the 2008 presidential election. Voting rates in EDR states have historically exceeded those in other states by 10 to 12 percentage points.¹

Dēmos research also shows that implementation of Election Day Registration is relatively simple and cost-effective. In fact, election officials report that EDR actually makes the election process easier to administer, as it reduces or eliminates pre-deadline surges in registration and provisional balloting on Election Day.

Methodology

Dēmos conducted initial telephone surveys of state and local election officials in the six states with the most experience with Election Day Registration: Idaho, Maine, Minnesota, New Hampshire, Wisconsin and Wyoming. The jurisdictions ranged in size from small localities to densely populated urban areas. We were careful to include areas with substantial college populations in order to assess any challenges presented by this particularly mobile voter population.

Most of the local officials surveyed were town, city or county clerks for whom election administration was often just one of multiple responsibilities. A few were full-time election administrators. At least 20 state and local officials took part in the survey. They were asked a variety of questions concerning the administration of EDR: its cost, effective training and recruitment methods, the integrity of election results, and voter education and outreach.

This “how-to guide” on EDR implementation and administration distills election officials’ first-hand insights into the effective implementation of EDR. We focused here on key issues such as poll worker recruiting and training, avoiding confusion and congestion at the polls, serving special populations, and preserving the integrity of elections.

I. Poll Worker Recruiting & Training

Recruiting Poll Workers

Recruiting qualified poll workers can be a challenge for any locality. Election officials in EDR states have developed various means of publicizing poll worker opportunities in different mediums. (Figures 1–4). Public service announcements and newspaper advertisements can help reach a wide audience of people. Television appearances and radio spots are also useful.

- ▶ Blue Earth County, Minnesota circulates notices sent out in water bills and church bulletins. Forms are also posted online for electronic application and submission.
- ▶ Judy Schwartau, an elections specialist in Minneapolis, Minnesota, has found that offering an online application has helped attract more poll workers. She suggests marketing the position as a nonpartisan way to be involved in elections.
- ▶ Laramie County, Wyoming has recently experimented with adding an option on voter registration forms for individuals interested in volunteering as poll workers. (Figure 2). Voter Registration Forms in Milwaukee, Wisconsin also include this option.
- ▶ Dianne Hermann-Brown of Sun Prairie, Wisconsin, finds simple word-of-mouth to be an invaluable tool. She promotes working at the polls as a way to meet people and socialize with neighbors. Positive poll worker experiences generate repeat volunteers in future elections.
- ▶ Milwaukee, Wisconsin has established an “adopt a voting site program.” (Figure 3). 501(c)(3) organizations whose missions mirror those of the city may apply to the Election Commission to adopt a polling site. Organizations provide the personnel, and the Commission provides the necessary training, equipment and supplies. The Commission compensates the sponsoring organization or a charity of the sponsor’s choice in lieu of paying each individual poll worker. All workers must be city residents and eligible to vote in Wisconsin.

Minnesota passed legislation requiring employers to grant paid time off for election judges.² State and county workers in Wisconsin are excused from work without loss of pay if appointed as election officials. All other employers must provide unpaid leave for employees appointed as election officials. Franklin, Wisconsin and some municipalities in Maine have found that allowing split shifts helps attract more workers who may be unable to serve full days. This also makes it easier for high school students to become involved.

1

Minnesota needs you! Election judges are essential to our democracy. Election judges are officials that staff local polling places, administer election procedures, and ensure that the rights of voters are protected on Election Day. Serving as an election judge provides an opportunity to learn about the elections process and is a great service to our community.

Duties of an Election Judge

- Set up the polling place
- Operate voting equipment
- Direct voters to the correct line
- Register individuals to vote
- Ensure all qualified voters are permitted to vote
- Demonstrate how to vote
- Distribute ballots to voters
- Assist voters
- Close down polling place following voting
- Determine results after polls close
- Certify the polling place results

Required Qualifications to be an Election Judge

To be an election judge you must meet all of the following qualifications:

- You must be eligible to vote in Minnesota
- You must be able to read, write, and speak English
- You cannot be a spouse, parent, child, or sibling of any election judge serving in the same precinct
- You cannot be a candidate or the spouse, parent, child, or sibling of any candidate on the ballot in that precinct

Student Eligibility

- College students at least 18-years-old may serve as election judges.
- High school students 16-years-old and older may serve as trainee election judges. You may request a free brochure from the Office of the Minnesota Secretary of State by calling 651-215-1440 or 1-877-600-8683 or visit the office online at www.sos.state.mn.us to download a copy.

Desired Qualifications of an Election Judge

- Ability to communicate clearly with voters
- Comfortable with assisting and serving a diverse population
- Ability to remain impartial and not exert influence over voters
- Physical and emotional stamina
- Attention to detail
- General math skills
- Fluency in a second language

Time Off From Employment to Serve

You may take time off from work to be an election judge.

- You must give your employer at least 20 days written notice, and you must attach the hour/pay rate form you will receive from the township board or city council that appoints you to the notice.
- Your employer may reduce your salary/wages by the amount you are paid as an election judge during the time you are away from work.
- Your employer may restrict the number of its employees serving as election judges to no more than 20 percent at a single work site.

Becoming an Election Judge

You may become an election judge by pursuing one of the following options.

- Complete the election judge sign-up form included in this brochure and mail it to your municipal clerk, county auditor, or county elections division.
- Attend your political party's precinct caucus and request to be on a list of volunteers to be an election judge.

All appointments are made by township boards or city councils and occur at least 25 days before an election. Most appointments will occur shortly after July 1, 2008. If appointed, you must attend training conducted by your municipal clerk or county auditor in July, August, September or October.

Serving as an Election Judge

- Election judges may be asked to serve in the precinct where they live or elsewhere in the county or state.
- Election judges are assigned to work with several other election judges in a polling place.
- Election judges serve on Primary Election Day, September 9, 2008, and General Election Day, November 4, 2008.
- Election judges may be asked to serve during a special election.

Election Judge Application

Name: _____

Address: _____

Phone Number: _____

Cell Phone Number: _____

Email: _____

Party Affiliation: _____

If you are a college student interested in serving as an election judge please provide your address and phone number at school: _____

Address: _____

Phone Number: _____

You are eligible to serve as an election judge in any precinct in the state.

Please send this sign-up form to your municipal clerk, county auditor, or county elections division. Go to www.sos.state.mn.us or call 1-877-600-8683 to locate your county auditor.

Serve as an Election Judge

Minnesota Needs You!
Election judges are the people that serve our communities by staffing local polling places. Elections are not possible without them. This guide outlines tips and information for citizens interested in serving as an election judge. **Apply today!**

Office of the Secretary of State
State of Minnesota

188 State Office Building
188 Riverside Drive, St. Paul, MN 55155
Phone: 651-215-1440
Toll Free: 1-877-600-8683
Minnesota Relay Service: 1-800-627-2339
Web site: www.sos.state.mn.us
E-mail: elections@state.mn.us

Office of the Secretary of State
State of Minnesota
www.sos.state.mn.us

2

Wyoming Voter Registration Application & Change Form

New Voter Application Change to Current Registration

VR # _____ County # _____
 District _____ Precinct _____ Split _____
 School _____ House _____ Senate _____
 Municipality _____ Ward _____

1. Name and Date of Birth

Legal Last Name	Legal First Name	Legal Middle Name	Suffix
Date of Birth	County Resident Since		

2. Wyoming Driver's License *You must provide this number if you hold a valid Wyoming Driver's License*

Valid Wyoming Driver's License Number: _____

Mark here only if you do not have a valid Wyoming Driver's License and go to step 2a.

2a. Social Security Number *Last four digits are required if you do not have a valid Wyoming Driver's License*

Social Security Number: _____

Mark here only if you do not have a valid Wyoming Driver's License or a Social Security Number.

3. Personal Information *Denotes optional information

Gender* Male Female Wyoming Residence Address (No P.O. Box Numbers) _____ City _____ Zip _____

Address Where You Get Your Mail _____ Mailing City _____ State _____ Zip _____

Political Party Choose one of the following Republican Democratic Libertarian Unaffiliated

Phone* _____ Are you interested in being an Election Judge?* Yes No

E-mail* _____ Do you need assistance to vote? * Yes No

4. Changes to Current Wyoming Voter Registration

Former Wyoming Residence _____ City _____ WY County _____ State _____ Zip _____

Former Street Address _____

Former Last Name _____ Former First Name _____ Former Middle Name _____ Suffix _____

4a. Withdrawal of Voter Registration from Another State *Residence address in prior State*

Street Address _____ City _____ County _____ State _____ Zip _____

5. Registration Oath and Acknowledgement *Required on all applications.*

I do solemnly swear (or affirm) that I am a citizen of the United States; that I am a bona fide resident of the state of Wyoming and this county; that I will be at least eighteen (18) years of age on or before the next election; that I am not now registered in another county or state; that I am not currently adjudicated a mentally incompetent person; that I have not been convicted of a felony, or if I have been convicted of a felony, I have had my civil or voting rights restored by a competent authority; and that the voter registration information contained herein is true and accurate to my best knowledge and belief.

Sign your legal name in full _____

Proof of Identification Shown Type of Identification _____

Subscribed and affirmed or sworn to before me by _____ (name of applicant) on _____ (application date)

Signature of Registry Agent or person authorized to administer oaths _____



Why adopt a voting site?

Mayor Tom Barrett
City of Milwaukee



"Voting is the foundation of our democracy and Milwaukee has a proud history of supporting voter participation in elections. We offer neighborhood-based voting sites and encourage the involvement of nearly 2,000 election workers.

"As Mayor, I encourage you and your business to support the Adopt-A-Voting-Site initiative for the exciting teamwork opportunity and to help ensure that Milwaukee voting sites are fully prepared for the important upcoming elections."

Ralph Holmon
President & CEO
Milwaukee Urban League



"I am very proud that the Milwaukee Urban League and its Guild were the first organization in Milwaukee to participate in the Adopt-A-Voting-Site campaign.

"It's very important for all of our citizens to exercise their right to vote and we must do everything possible to help facilitate that process."

Shana McCombs, Melvin Ghens, and Zachary Frankowski,
newly recruited Chief Election Inspectors



"The Adopt-A-Voting-Site initiative raises workplace awareness on the importance of voting, particularly among young people," said Shana McCombs, Executive Associate at Public Allies-Milwaukee. "It is very important for Milwaukee's youth to be engaged in the voting and election process. This type of knowledge and experience encourages Milwaukee leadership."



Brenda Smith
Chief Election Inspector
for 25 years

"I believe it is my civic duty to assist voters and help manage elections. If there are not enough people to work at Milwaukee's voting sites, everything takes longer. Voters can be discouraged and may not return. I hope that Milwaukee's workplaces and community organizations will support this program."

Adopt-A-Voting-Site

A Community Partnership to Ensure
Efficient and Accurate Elections at Milwaukee's Voting Sites
City of Milwaukee Election Commission • 414-286-3491

ELECTION OFFICIAL SURVEY FOR THE

FEBRUARY PRIMARY

1. ___ I am not interested in being an Election Official; please remove my name from your eligibility list.
2. ___ I am unavailable for the February Elections, but please keep my name on the eligibility list.
3. ___ I am available to work the February 16, 2010 election.
 - a. ___ I would be available to work a half day shift. I would prefer to work: (indicate 1st and 2nd choice) OR ___ from 6:00am to 1:30pm
 - b. ___ If needed, I will be available to work the entire shift, from 6:00 a.m. until the polls have closed and all procedures have been completed.
4. ___ If possible, I would prefer to work at (indicate 1st-2nd-3rd-4th choices)

_____ District #1	Colonial Club
_____ District #2	Patrick Marsh Middle School
_____ District #3	Public Library
_____ District #4	Westside Community Service Bldg.
5. ___ I would be interested in the following activities on Election Day (Please check all that apply.)

Position	Greeter	_____
Data lookup on a laptop computer	Registration	_____
Data entry on a laptop computer	Registration	_____
Voter registration	Registration	_____
Pollbooks	Pollbooks	_____
Handout Ballots	Ballot Table	_____
Provisional Ballots	Ballot Table	_____
HAVA Machine	HAVA	_____
Tabulator Machine	Tabulator	_____
6. ___ I will attend the general training session on: (no Saturday training this time)

_____ Thursday, February 11, 2010 at 9:00 AM.	OR
_____ Thursday, February 11, 2010 at 5:00 PM.	

Every attempt will be made to have you work your preferred shift and district, but this can not be guaranteed. We need to maintain a balance of Election Officials, while yet insuring that facilities are properly staffed.

**PLEASE RETURN THIS SURVEY BACK TO THE
CITY CLERK'S OFFICE PRIOR TO
JANUARY 15, 2010**

300 EAST MAIN STREET
SUN PRAIRIE WI 53590
608/837-2511

NAME: _____
ADDRESS: _____
PHONE NUMBER: _____



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
(608) 837-2511
FAX (608) 825-6879
Website www.cityofsunprairie.com

January 5, 2010

Happy New Years to each of you,

I hope you had a wonderful Christmas and the new year greets you with good health and happiness for you and your family.

I knew this was going to be a busy election year, but I am surprised with the number of local primary candidates for some of the districts, which will give us a February Primary Election on **Tuesday, February 16, 2010**. There will also be some county seats on the primary ballot as well.

I have enclosed a February and April Election Survey for working the elections. Because I won't need as many workers for either of these elections, I will try to schedule you for at least one of the elections.

As in the past, the first shift people will need to be at their assigned polling place at 6:00 a.m. and work until 1:30 p.m. The second shift people will begin working at 1:15 p.m. and continue until all work is completed. The polls open at 7:00 a.m. and will close at 8:00 p.m. I will send another letter to confirm your scheduled time for this election.

There will be two available training sessions prior to the election on Thursday, February 11. Please choose between the two available times, so we can plan accordingly. There are constant election law and policy changes, therefore, anyone working the polls should attend one of these training sessions.

I have also enclosed an Oath of Office which will confirm your Election Official Appointment for the election cycle of 2010-11. Please sign this form and return it with the two surveys prior to January 15th.

If you would like to mark your calendar for the fall elections, the Partisan Primary will be September 14, and the General Election will be on November 2. It is predicted that both of these elections will have a heavy voter turnout.

Thank you for your interest in working the polls on Election Day! As always, it's been a pleasure to work with each of you. I am so blessed to have the level of Election Officials that I do. I truly feel I have the best Officials around, and again, I thank each and every one of you for your dedication to the election process.

If you have any questions or concerns, please contact me at 608/837-2511.

Diana J. Hermann-Brown, CMC, WCPC, CPM
City Clerk

608/837-2511

Student Poll Workers

Setting up a program that allows high school students to work as poll workers can be extremely beneficial for election officials, students, voters and educators. Using high school students can help ease the difficulty of finding qualified people to work at the polls. (Figure 5). Students benefit by gaining professional experience and enhancing their resume. In addition, working as student poll workers allows them to become actively engaged in the democratic process and helps to instill a sense of civic duty.

According to a 2007 report published by the United States Election Assistance Commission, 37 states allow students under age eighteen to work at the polls.³ Since publication of that report, Iowa and Utah both passed legislation allowing high school students over the age of seventeen in good academic standing to serve as poll workers.⁴ Minneapolis used more than 200 high school students at the polls during the 2008 election.

These programs are most effective when they are coordinated directly with high schools. In some cases, schools provide extra credit to students who serve as poll workers, or include service at the polls in school curricula.

- ▶ In Uinta County, Wyoming, election officials have found that offering extra credit to students helps attract students to the program. The Uinta County initiative is coordinated directly with history or civics teachers at different high schools.
- ▶ Election officials in Sun Prairie, Wisconsin have coordinated a program directly with high school social studies departments. Wisconsin adopted a law in 2002 that allows for high school students who are the age of 16 or 17 to work as election judges.⁵ Janice Mertes, a social studies teacher and the coordinator for the program, has had great success for students wanting to participate in the program. Sixty-eight students took part in the program in November 2008. Janice has integrated the effort into the school's service learning requirement. Students are required to compose a follow-up report and present it to their fellow classmates, a program requirement that generates even more enthusiasm among the students. Janice has students fill out applications at the school and then sends them to City Hall. The applications must be signed by a parent and the principal to certify that the students have met the requirements for participation. Students must have a 3.0 grade point average, good civic standing and city residence. Dianne Hermann-Brown, the city

“I really enjoyed seeing how the election process worked at the local level. I felt like I had a key part in making the election process efficient and successful.”

—Casey B., 18 years old

“I enjoyed actively participating in government by carrying out my civic duties. I feel it is one of the few things that government asks us to do and I can carry it out with pride.”

—Jacob B., 17 years old

“It makes you realize every vote counts. I learned a lot about the preparation for elections and the importance of election rules.”

—Kristin H., 17 years old

clerk, then conducts a formal training session tailored specifically for the students, who perform the same duties and are paid at the same rate as other poll workers. She has found high school students to be especially adept at handling registrations. Dianne has also used Spanish-speaking students as translators at the polls.

- ▶ Election officials in Franklin, Wisconsin have found that if school administrators are unwilling to designate service at the polls as an excused absence, students will often still participate if they can serve after school hours.
- ▶ An effective practice is to conduct training sessions at the school, or during school hours. Judy Schwartau, an election official in Minneapolis, Minnesota, has conducted training sessions directly at high schools with great success.
- ▶ Patty O'Connor of Blue Earth County, Minnesota has found student poll workers to be particularly skilled at assisting with Election Day Registration.



5



2008 STUDENT ELECTION JUDGE APPLICATION

Help Wyoming Make a Change!

ACTIVE CITIZENSHIP:

Even before you turn 18 and can register and vote you can take part in the election process.

BENEFITS

- ⇒ You will be paid.
- ⇒ You will gain practical experience serving your community and state.
- ⇒ Experience as an election judge looks great on a resume or college application.
- ⇒ Take part in a rewarding activity while learning about the democratic process!

QUALIFICATIONS

To qualify as a student election judge you must be:

- ⇒ 16 years old;
- ⇒ Physically, mentally and morally competent to perform your duties;
- ⇒ A U.S. citizen;
- ⇒ A resident of Wyoming; and
- ⇒ Able to attend a 2 hour training school.

RESPONSIBILITIES:

As a student election judge you will serve alongside other adult election judges at a polling place in your county.

Some of the duties student election judges assist with are:

- ⇒ Opening and closing the polls. (Election judges work from 6:00 a.m. to about 8:00 p.m. on Election Day.)
- ⇒ Ensuring that qualified voters are permitted to vote.
- ⇒ Checking in and processing voters.
- ⇒ Assisting with the registration of those people who are qualified and who have not registered to vote before Election Day.
- ⇒ Distributing ballots.
- ⇒ Helping voters who need assistance.
- ⇒ Answering voters' questions.
- ⇒ Maintaining order in the polling place on Election Day.
- ⇒ Obtaining results after the polls are closed.

HOW TO APPLY:

Apply early! If hired as a student election judge, you will have training prior to Election Day.

- ❶ Fill out the application on the back of this brochure.
- ❷ Make sure your parent or guardian signs the "Parental Permission" portion.
- ❸ Send the application to your county clerk. For a list of county clerks, go to <http://soswy.state.wy.us/election/clerks.htm>
- ❹ Check with your school principal or administrator to find out the school policy on requesting an absence from school.
- ❺ You will receive a call from your county clerk letting you know if your application has been approved. The clerk will inform you of the date and time of the training class and give you more information about your assignment.
- ❻ Work at the polls on Election Day!

Remember...When you turn 18 you may serve as a regular adult election judge!

For more information about elections go to the Secretary of State's website at <http://soswy.state.wy.us>.

6

LARAMIE COUNTY

Election Official Handbook

May 6, 2008 - Specific Purpose Optional Tax
 August 19, 2008 - Primary Election
 November 4, 2008 - General Election

*Debbie Lathrop
 Laramie County Clerk*

- GENERAL INFORMATION
- SUPPLY PICK-UP
- LAWS OF INTEREST
- SETTING UP THE POLLING PLACE
- OPENING THE POLLS/MANAGING THE POLLBOOK
- REGISTERING VOTERS
- PAPER BALLOT JUDGE GUIDELINES
- "PLASTIC" BALLOT JUDGE GUIDELINES
- PROVISIONAL BALLOT PROCEDURES
- CLOSING THE POLLS
- EMERGENCY PHONE / APPENDIX

7

Election Judge Training Kit

The Election Judge Training Kit is a collection of materials designed to help jurisdictions with election preparation and training. It is intended to be used along with the Election Judge Guide, Election Judge Powerpoint, and a jurisdiction's own training materials. Please feel free to customize any of the materials to meet the needs of your jurisdiction. Your feedback and suggestions for future enhancements are invited and welcome. Please send your feedback to elections.dept@state.mn.us.

- [Election Judge Guide](#)
- [Election Judge Training Tips Participant Guide](#)
- [Election Judge Training PowerPoint](#)
- [Election Judge Training Lesson Plan](#)
- [Example Election Judge Training Activities](#)
- [Training Evaluations](#)
- [Election Judge Training Evaluations](#)
- [Precinct Functioning Evaluations](#)
- [Communication Tips for Deaf/HOH Voters](#)
- [Certification of Election Judge Training forms](#)

Election Judge Application and Permission Slip (Send the completed form to your county clerk)

Name _____ Address _____ Date of Birth _____

I am interested in working (circle):
 Primary Election (August 19) General Election (November 4) Both the Primary and General Elections

Signature of Student _____ Date _____ Telephone number _____

Parental Permission: This is to certify that I give permission for my daughter/son, named above, to serve as a student election judge.

Signature of Parent _____ Date _____ Telephone number _____

Poll Worker Training

Effectively and correctly training poll workers is a key component to a smoothly-run, successful election. Dianne Hermann-Brown of Sun Prairie, Wisconsin has found that as with most other elections procedures, training is the most vital part of administering Election Day Registration. Providing comprehensive training makes workers more comfortable with the process and more likely to return for subsequent elections.

Local election officials should work together with state or local authorities to create a training manual or to supplement state-provided guides that are tailored to their localities. (Figures 6–7).

- ▶ Minnesota trainees are provided with DVDs that they can take home to review.
- ▶ Dianne Hermann-Brown organizes multiple training sessions for election workers in Sun Prairie, Wisconsin in order to accommodate individuals' schedules and increase her pool of poll workers.

Training or refresher courses scheduled just before elections are a particularly effective best practice. Training sessions can be tiring, so election officials should try to make them as interactive as possible. Actively engaged participants are more likely to retain information.

- ▶ Minnesota training sessions include scavenger hunts, a Jeopardy™ simulation, and role playing. This allows workers to practice the skills they have learned and identify things they may be doing incorrectly before Election Day. Role playing can help election judges prepare for different situations they may encounter on Election Day. Minnesota includes troubleshooting exercises in its role playing.
- ▶ In Keene County, New Hampshire, election officials quiz trainees at the end of each session to assess its strengths and weaknesses, and ensure that the training has been effective.

Minnesota and Wyoming election officials have found that providing different sessions for varying levels of experience can make the training process more efficient. Clearly differentiating different roles and duties also helps to make the most of training sessions.

- ▶ Each poll worker in Minnesota is provided with a written description of their precise roles and responsibilities. (Figure 8). Materials are color-coded to easily differentiate between registration materials and those for pre-registered voters.
- ▶ Keene County, New Hampshire administrators have created a different election procedure manual for each different class of poll workers. They also hand out a brief one-page summary of each position to trainees.

Determining acceptable forms of identification can be one of the most difficult components of poll worker training. A significant amount of time should be dedicated to ensuring that trainees are educated about what forms of identification, or combinations of identification, voters may present. Each trainee should be provided with a list of acceptable IDs that they can take home with them and review.

- ▶ Officials in Wyoming, Minnesota, Wisconsin and Maine provide poll workers with an interactive flow chart referencing voter ID requirements. (Figure 9).

One of the most important things officials can do to make elections run smoothly is to learn from past experience.

- ▶ Officials in Minnesota have used evaluation forms and report cards completed after each election. (Figure 10). This is used to evaluate the process, spotlight problems and tailor the training program for the next election.
- ▶ Election administrators in Sun Prairie, Wisconsin ask poll workers to recommend improvements to its Election Day procedures. Asking election workers what can be done to make their lives easier on Election Day is always a good practice. Poll workers are best positioned to determine which procedures work well and which do not at the polls.

State officials in New Hampshire developed an online training portal for poll workers in 2008 with a grant from the PEW Charitable Trusts. “NH Votes” (<http://nhvotes.sos.nh.gov/>) features an interactive test and certificate for successful completion. It has proved to be an important supplement to in-person training sessions.

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.

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", to the new registrant's residence 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

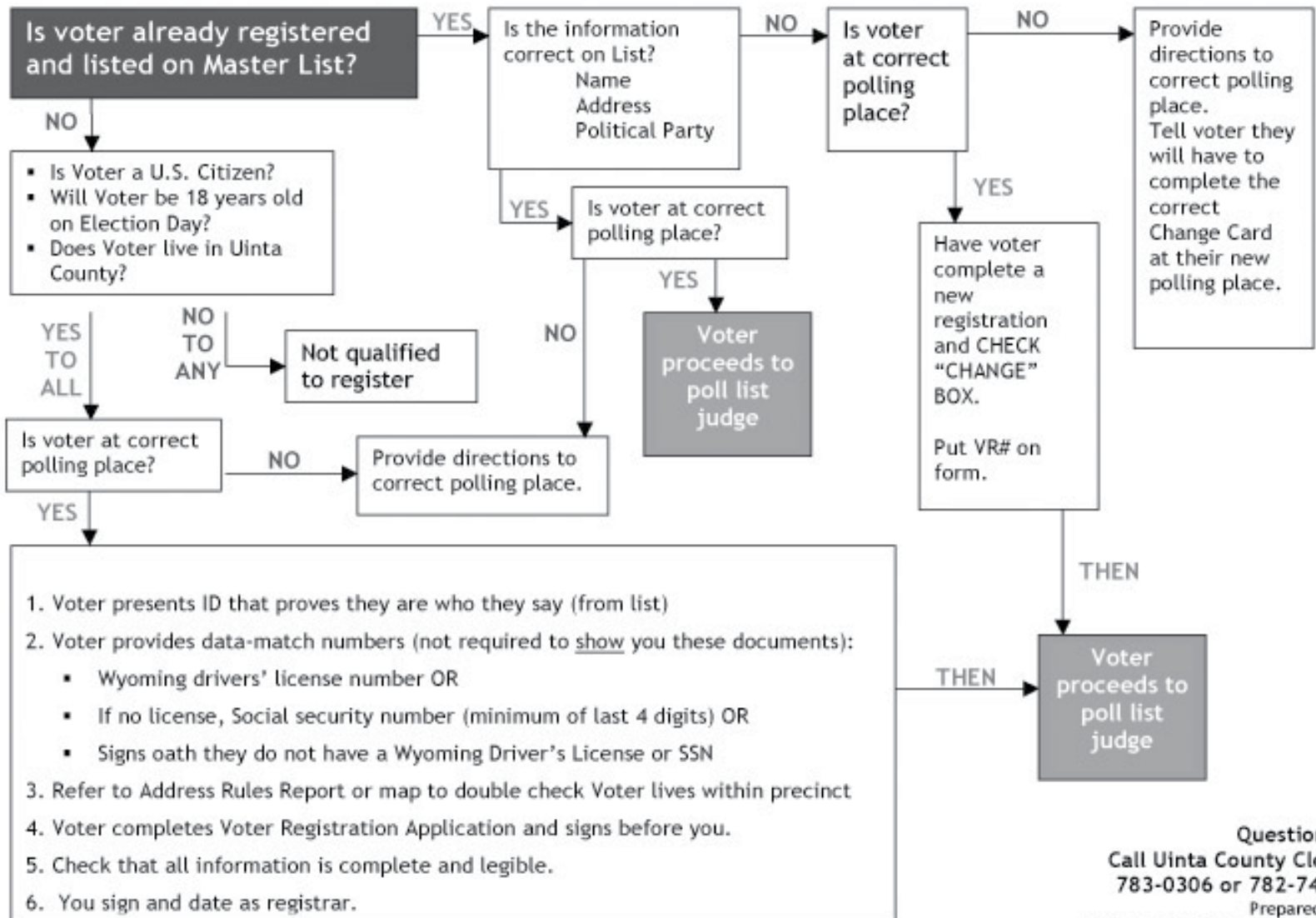
- Students may prove residence by using a current valid student ID, provided the student appears on a postsecondary education housing list provided in your supplies.

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.

9

Voter Registration Flow Chart for Pollworkers



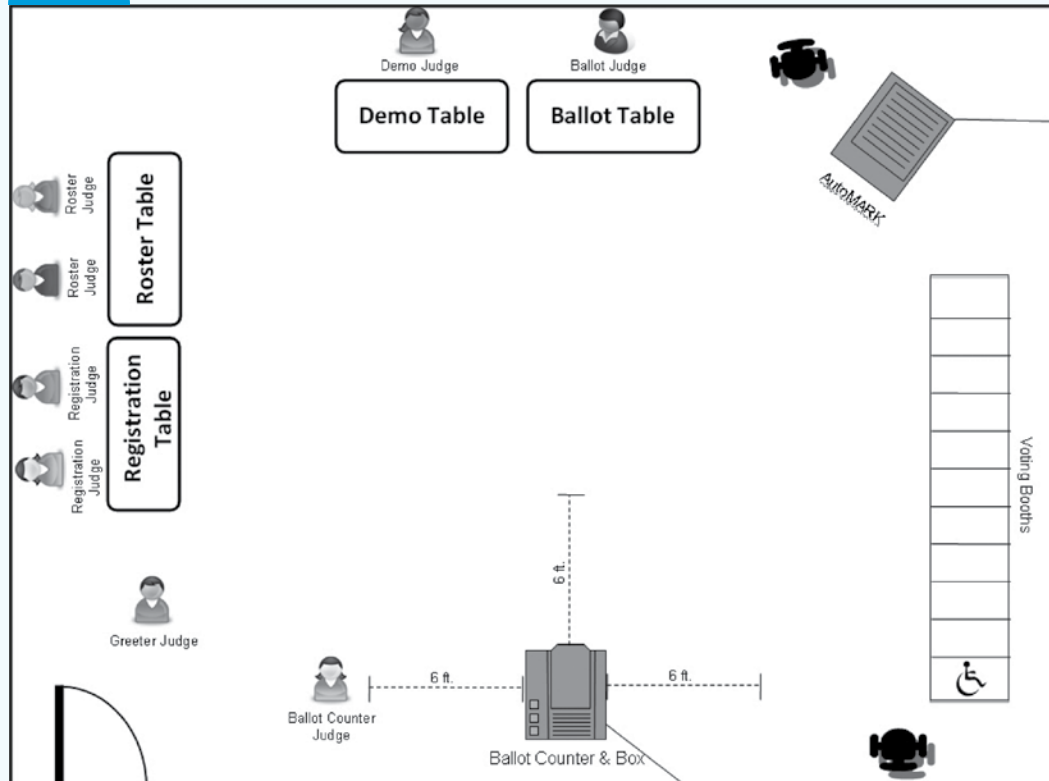
Questions?
 Call Uinta County Clerk
 783-0306 or 782-7432
 Prepared by
 Uinta County Clerk - August 2008

EDR REVIEW: HIGHLIGHTING AREAS FOR IMPROVEMENT

Note: Materials/supplies needed: Precinct Voter Registration Tally sheets, Green Rosters, VRAs, R2L cards/lists, Green Folder w/Certified Employee Voucher & Voucher "Max 15" forms, stapler and red pen.

Election Date:		Ward:		Reviewer:		ID INFORMATION PROBLEMS						OTHER REGISTRATION PROBLEMS		GREEN FOLDER		COMMENTS
Pct	In-person signatures on green roster (1)	VRAs with AB stamp (2)	Total number of VRAs (1 + 2 =3)	VRA Tally missing, incomplete or incorrect	# voters outside of precinct	No ID listed	Invalid ID by type	ID Inform. incomplete or missing (DL#, student ID, passport #, utility type)	Late Notice missing	Voucher Oath missing	Voucher Oath incompl.	OTHER REGISTRATION PROBLEMS		Missing Max 15 Voucher	Cert List of EEs	Misc comments
												No signature	No DOB			
1																
2																
3																

Election Day Registration Report Cards, Minnesota



2010 Election Judge Guide, Office of the Minnesota Secretary of State

II. Avoiding Congestion & Confusion at the Polls

Administration

Election Day Registration is a relatively simple process. It merely requires that the same registration procedures now conducted at registrar offices and other registration locations be offered at polling places.

Organizing the polling place to effectively accommodate Election Day Registration can help reduce confusion and congestion. (Figure 11). Polling places should be configured into two separate areas—one for voter registration and one for voting. Each polling place should have at least one staff person who has been trained specifically in conducting registrations on Election Day. All but the smallest of precincts should set up separate and clearly marked tables for new registrations. Prominent signs should direct individuals to the correct areas and lines. Citizens who need to register should be directed to a separate registration area. (Figure 12). This can reduce confusion and prevent long lines for pre-registered voters.

Most officials interviewed have found that using greeter judges to direct foot traffic and verify that voters are in the proper location helps alleviate congestion.

- ▶ Greeter judges in Sun Prairie, Wisconsin provide voters with an information card as soon as they are checked in. The card tells the voter which ward and precinct they are eligible to vote in, and lists acceptable forms of identification for Election Day Registration. This practice can be especially helpful in polling places that house more than one precinct.
- ▶ Municipalities in Maine and Wyoming have also found greeter judges useful in avoiding confusion and helping the process run smoothly—especially for high-traffic precincts or those with large student populations.
- ▶ Another option is to install a check-in table where individuals can verify that they are in the right precinct and be directed either to a registration table or voting area. (Figures 13–14). Debbye Lathrop of Laramie County, Wyoming reports successful results with this system.

12

841 N. BROADWAY
VOTER REGISTRATION ENTRANCE

STOP!
ATTENTION VOTERS:

YOU MUST BE REGISTERED TO VOTE BEFORE YOU
CAN VOTE AN ABSENTEE BALLOT.

You must register to vote if:

- You are a new City of Milwaukee voter.
- Your name or address has changed since you last registered to vote.

◦ If you need to register to vote, or have questions regarding your registration, please check in at the REGISTRATION TABLE.

If you are already registered to vote under your current name and address, please follow the red line to EXPRESS VOTING.

Once new voters are directed to the registration area, they show identification and fill out a registration card, if they have not done so already. They complete the same process they would in a department of motor vehicles or other voter registration agency, and become registered voters. According to election officials in New Hampshire, Wisconsin and other EDR states, the entire process takes only a minute or two. Elections staff should try to keep the lines moving as quickly and efficiently as possible. Long lines or wait times can discourage voting.

- ▶ Officials in Maine, Minnesota and Wisconsin have found that allowing people to fill out registration cards while they are waiting in line helps to speed up the process.
- ▶ Maine also offers online voter registration forms for voters to fill out ahead of time and bring to the polls on Election Day.
- ▶ State election officials in Wyoming have found it useful to supplement poll workers with municipal staff in larger or higher-volume precincts.
- ▶ New registrants should be clearly advised about acceptable forms of identification. Officials in Minnesota, Wisconsin and Wyoming, among other EDR states, have found that posting signs describing the identification requirements helps to ease confusion.⁶ (Figures 15–16).
- ▶ A checklist is included on Minnesota registration cards so that poll workers can indicate which type of ID or supplementary materials were provided. (Figure 17). This can serve as an extra safeguard to ensure that correct forms of identification were requested and offered.
- ▶ Elections staff in Kootenai County, Idaho, stamp completed registration cards as “residence verified” so that clerks filling in the poll books are assured that registrants reside in the correct precinct.
- ▶ In addition to signage, officials in Minnesota have found it helpful to provide voters who do not have acceptable forms of identification with a list they can take home so that they can return with the correct documents.
- ▶ In the event that new registrants do not have an acceptable form of identification or proof of residency, jurisdictions in Maine and New Hampshire allow registrants to self-attest to their residency or identity. (Figures 18–19). Registrants sign an oath swearing to their residency or identity. New Hampshire allows voters registered in the same precinct to vouch for the identity or residency of a new registrant. Wyoming voters without acceptable ID vote a provisional ballot. Those votes are later counted if the provisional voter provides the registrar’s office with an acceptable form of identification before the close of the next business day.



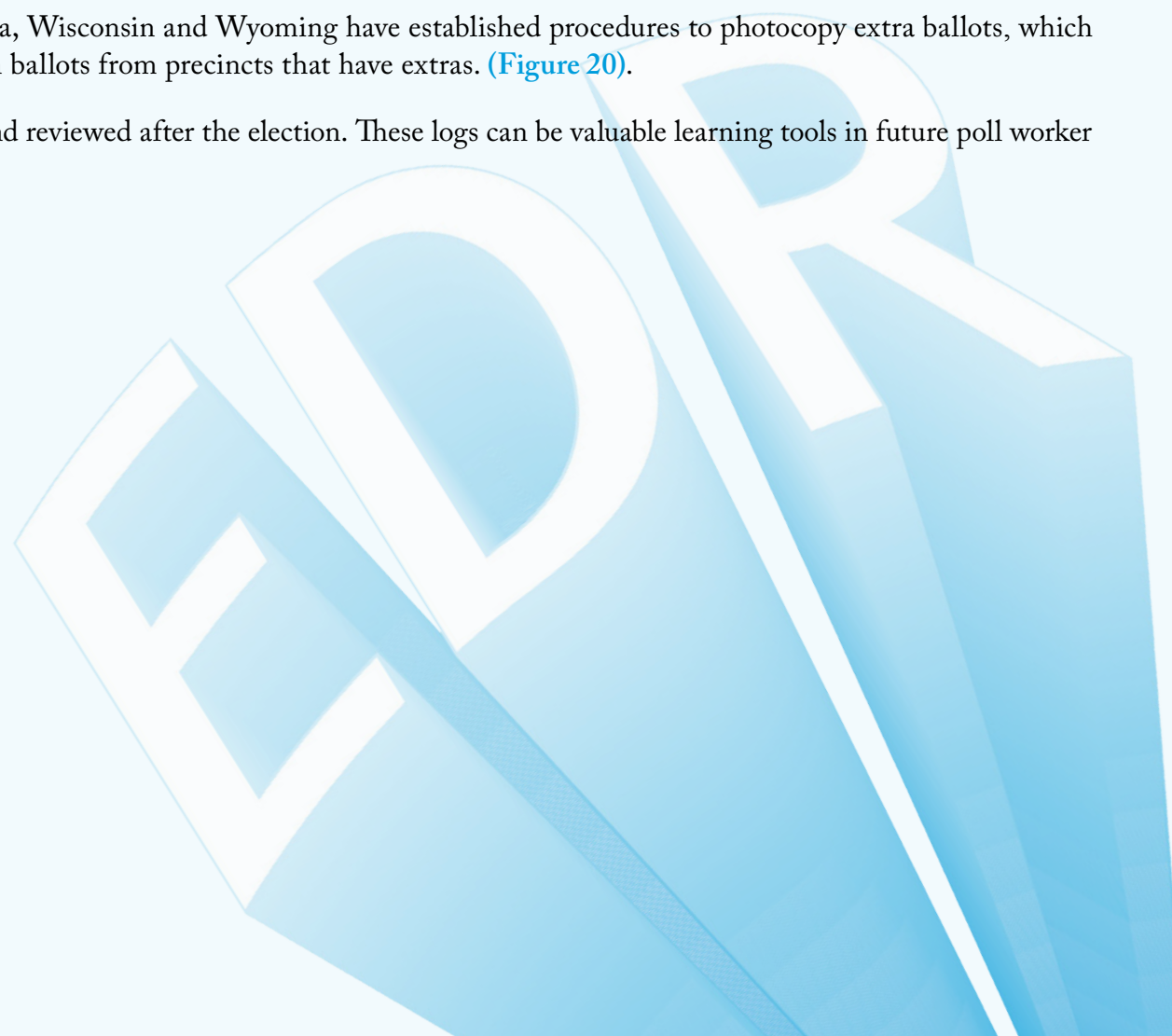
Each poll worker should have an assigned position and be aware of exactly what his/her duties are for the day. At least one person at every polling place should be specifically trained in conducting registrations on Election Day.

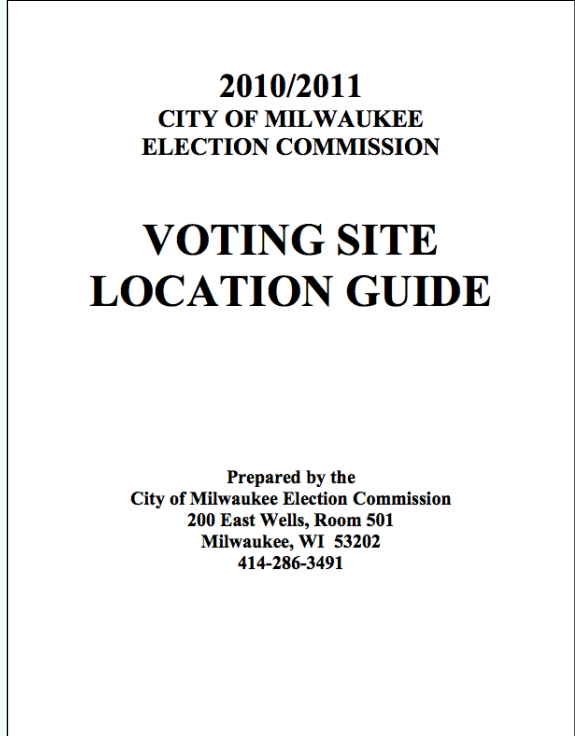
- ▶ Poll workers in Keene County, New Hampshire must read and sign a one-page summary of their obligations to ensure they understand their tasks.

Staff should anticipate potential problems on Election Day and develop contingency plans to deal with issues that may arise.

- ▶ Officials in Minnesota use special precinct support judges to handle special issues that arise so that other election judges are not distracted from their duties.
- ▶ Ballot shortages may develop. Minnesota, Wisconsin and Wyoming have established procedures to photocopy extra ballots, which can then be manually counted, or obtain ballots from precincts that have extras. (Figure 20).

Any issues should be noted on an incident log and reviewed after the election. These logs can be valuable learning tools in future poll worker training seminars.





**2010/2011
CITY OF MILWAUKEE
ELECTION COMMISSION**

**VOTING SITE
LOCATION GUIDE**

Prepared by the
City of Milwaukee Election Commission
200 East Wells, Room 501
Milwaukee, WI 53202
414-286-3491

CITY OF MILWAUKEE ELECTION COMMISSION 2006/2007 PARAMETER BOOK

STREET NAME		EVEN ADDRESSES	ODD ADDRESSES	ALD DIST	WARD
W ABBOTT	AV	600 898	601 899	13	233
		1300 1598	1301 1599	13	229
		1800 1898	1801 1899	13	230
		2100 2698	2101 2699	13	230
W ABERT	CT	7300 7398	7301 7399	10	36
		E ABERT	PL	100 298	101 299
W ABERT	PL	900 998	901 999	6	95
		100 118		6	96
W ACACIA	ST		101 119	6	97
		300 548	301 549	6	97
		550 698	551 699	6	16
		900 998	901 999	6	16
		1000 1298	1001 1299	6	165
		6700 7598	6701 7599	9	154
		7600 7998	7601 7999	9	269
		8100 8298	8101 8299	9	269
		8740 8898		9	269
		8900 9098		9	268
N ACHILLES	ST		8741 9099	9	269
		3100 3298	3101 3299	6	101
S ADAMS	AV	2700 2798	2701 2799	14	240
		3100 3398	3101 3399	14	250
		3400 3498		14	256
		3500 3598	3401 3599	14	249
		4200 4298		13	224
S ADAMS	CT	4300 4598		13	234
			4201 4599	13	224
W ADLER	ST	3600 3698	3601 3699	14	216
		5800 6498	5801 6499	10	289
S AHMEDT	AV	6500 7398	6501 7399	10	288
		7600 8398	7601 8399	10	285
		8400 9808	8401 9809	10	286
W ATR CARGO	WA	3400 3498	3401 3499	14	255
S ALABAMA	AV	150 598	151 599	13	233
		3400 3498	3401 3499	14	255
W ALBANY	PL	3616 3898	3617 3899	14	255
			1301 1399	15	109
E ALBION	ST	1300 1498	1401 1499	6	177
		1300 1498	1301 1499	3	52
S ALDRICH	ST	1900 2298	1901 2299	14	57
S ALEXANDER	ST	400 498	401 499	12	201
W ALLERTON	AV	100 548	101 549	13	225
S ALLIS	ST	1900 2298	1901 2299	14	57
W ALLYN	CT	8400 8498	8401 8499	9	259
W ALLYN	ST	8600 8698	8601 8699	9	259
			9101 9499	9	260

District	Ward 1	Ward 2	Ward 3	POLLING LOCATION NAME	POLLING LOCATION ADDRESS
1	1	2		Silver Spring School	5131 N Green Bay Av
1	3	4		Ronald E McNair School	4950 N 24th St
1	5	6		Custer High School	5075 N Sherman Bl
1	7			Hampton School	5000 N 53rd St
1	11	17		Rufus King High School	1801 W Olive St
1	12	13	14	New Hope Missionary Baptist Church	2433 W Roosevelt Dr
1	18			Atkinson Library	1960 W Atkinson Av
1	147	150		Mlw Police Safety Academy	6680 N Teutonia Av
1	151			Webster School	6850 N 53rd St
1	156	158		Agape Community Center	6100 N 42nd St
1	157			Christ Memorial Lutheran Church	3105 W Thurston Av
1	161	162		Villard Avenue Library	3310 W. Villard Ave.

15

ELECTION DAY REGISTRATION

PROOFS OF RESIDENCE

Acceptable document with current name and address in the precinct:

- Valid MN driver's license, learners permit, MN ID card, or a receipt for any of these
- Valid student ID card including your photo, if your college has provided a student housing list to election officials
- Tribal ID card that contains your picture and signature
- Valid registration in the precinct under a different name or address
- Notice of late registration sent to you by your county auditor or city clerk
- A voter registered in the precinct who can confirm your address with a signed oath
- An employee of the residential facility where you live who can confirm your address with a signed oath

Or, photo ID plus a current bill with current name and address in the precinct:

Photo IDs (may be expired)

- MN driver's license
- MN ID card
- United States passport
- United States military ID
- MN University, college, or technical college ID
- Tribal ID

Bills (delivered electronically or by mail)

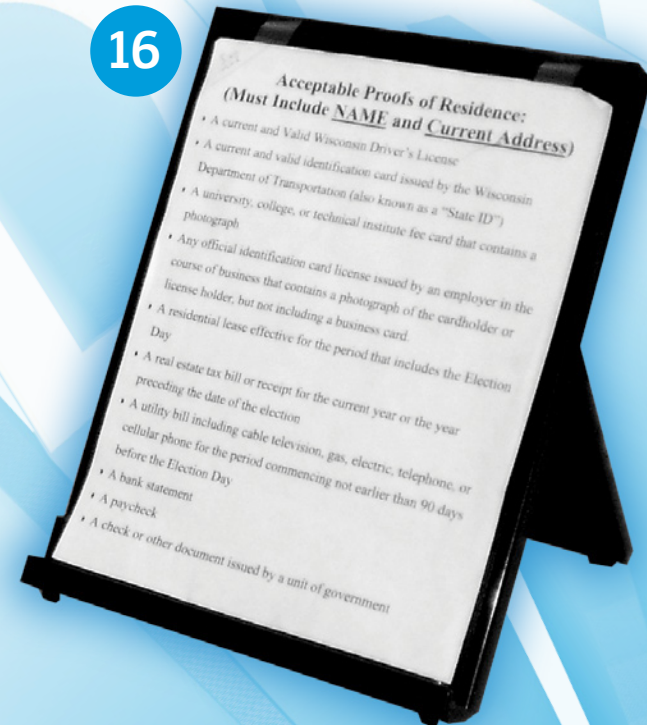
- Utility bill due within 30 days of election day
- Telephone (landline, cell, VOIP, etc.)
- TV (cable, satellite, etc.)
- Internet services
- Electric, gas, water, garbage, sewer, or solid waste

Rent statement dated within 30 days of election day that itemizes utilities

Student fee statement

In all matters, the law and rule are the final authority.
Secretary of State, Elections Division, 180 State Office Bldg., 100 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155-1299, (651)215-1440. Web site: www.sos.state.mn.us.

16



Minnesota Voter Registration Application

Complete lines 1 through 8. Please print clearly.

Personal Information & Qualifications

1. Are you a U.S. citizen? Yes No

2. Will you be at least 18 on or before the next election? Yes No
 If you mark "NO" to either of these questions, DO NOT complete this form.

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) _____ - _____ - 19____ school district (if known) _____ county where you live _____

phone number _____ email address _____

7. mark one box and provide the number that applies to you:
 I have a MN-issued driver's license or MN ID card number: _____
 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-_____
 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 _____ 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: _____
--	---	---	---

SWORN AFFIDAVIT OF RESIDENCY

Brunswick Town Clerk 28 Federal Street Brunswick, ME 04011 207-725-6658

I swear that I am a resident of the Town of Brunswick and a Citizen of the United States and that I deny all claims and privileges for residence in any other community in OR out of the State of Maine. I understand that a person who makes a false oath before an official concerning the qualifications of any person for registration or enrollment and who does not believe the statement to be true commits a Class D crime (Title 21A, sec. 159)

Voter's Full Name: _____

Street Address: _____

Mailing Address: _____

Signature of Voter: _____

State of Maine, County of Cumberland

Subscribed and sworn to before me this _____ day of _____, 200____

Registrar: _____

19

AFFIDAVIT OF CHALLENGED VOTER

(Affidavit of Identity)
(RSA 659:27-33)

I, _____ do solemnly swear (or affirm) that I am the identical person whom I represent myself to be, that I am a duly qualified voter of this town (or ward) and have a legal domicile within.

(Signature of Challenged Voter)

State of New Hampshire

County of _____, s.s.

On the _____ day of _____, 20__, the said _____
_____ took and subscribed to the above oath before the below-named election officer.

Notary Public/Justice of the Peace/Election Officer

Title:

New Hampshire Department of State, 2008-2009

20

11.5 BALLOT SHORTAGES

When the supply of ballots at the polling place runs low, call your local administrative authority (auditor, city clerk, township clerk, or school district clerk) to inform them. Given ample warning, 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. If you are running low on official ballots, you can improvise by making unofficial ballots. You may photocopy or otherwise reproduce ballots. Don't wait until all the ballots are gone before making unofficial ballots. Check with your clerk before doing so and note on the summary statement how many were used. Also remember to keep at least one unmarked ballot to use for photocopying. Never keep voters waiting! (M.S.204B.30)

Using Laptops at the Polls

A number of states use laptops at the polls to help with the registration and election process.

- ▶ Election workers in Presque Isle, Maine have access to laptops at the polls and can look up information to determine if voters are in the correct precinct, or look up their previous registrations in the Statewide Voter Registration System.
- ▶ Dianne Hermann-Brown in Sun Prairie, Wisconsin has implemented a comprehensive program using laptops at every level of the election process. Election Day registrants fill out their voter registration applications directly on a laptop at the polls. The computer program will not allow registrants to proceed to the next question until the previous one has been answered, avoiding incomplete registrations. Once registrants are done, the system generates a paper copy that voters review and sign. Voters then proceed to another table, submit completed voter registration forms, have their residency and identification verified, and then cast ballots.

The Sun Prairie system ensures that ballots are fully and correctly completed. The type-written voter registration applications that it generates are also easier to read than those completed by hand.

Sun Prairie “greeters” also use laptops to ensure that voters are in the correct precinct.



“I think it is important that you know how strongly I feel about EDR. Our last day to register before the election is October 10th. It is around the middle of October when people are just starting to think about the upcoming election and wondering if they are registered properly. If they have moved and forgot to register, without EDR they would not be able to vote. What a shame that would be! When we tell our electors that they can register and vote at the polls, they are very happy to hear the news. Thanks to EDR, their election day is whatever day they vote, whether at the polls on Election Day or at the absentee precinct, they get to register and VOTE! Wahoo!”

—Peg Jardine
Idaho Elections Administrator, Bannock County

Voter Education and Outreach

The key to making Election Day Registration work is to ensure that the public is informed of its availability and operation. Voter education in the weeks leading up to and on Election Day is crucial. Voters should be advised on what documents they may need to present in order to register to vote. Rules concerning provisional ballots, if applicable, should also be advertised.

Newspaper advertisements, letters to the editor, public service announcements, television and radio appearances and voter mailings are all effective tools for public education. Town hall meetings can also be used to explain and discuss EDR.

- ▶ Be creative with outreach programs. Election Officials in Bannock County, Idaho work with staff in the Meals on Wheels programs to distribute registration forms and information to the elderly. Working with the college chapters of political parties can be a great resource for getting information out to college students.
- ▶ The Minnesota Secretary of State’s Office provides a fifteen-minute video online to prepare voters for Election Day.⁷ It includes a segment on Election Day Registration and acceptable forms of identification and eligibility requirements.
- ▶ The Minnesota Secretary of State’s Office has also issued press releases and voter information leaflets to Minnesotans facing home foreclosure. (Figure 21).

One of the easiest ways to reduce congestion at the polls on Election Day is to register as many voters as possible beforehand. Voter registration drives and outreach programs are great ways to shrink the size of the EDR pool.

Voters should be advised of their correct precinct and polling place location. Toll-free hotlines and online poll locators are effective means of ensuring that voters show up at the right place on Election Day.

Voters should also be informed of the consequences of reporting to wrong precincts.⁸ Some may be turned away on Election Day. Each poll site should be supplied with a list of other polling places in the same election district so that confused voters can be directed to their correct poll sites. Assure voters that their votes will be counted at the correct polling location.

21



Know Your Voting Rights

From the Office of the Minnesota Secretary of State 2010 Voter Information
mnvotes.org

Voting Rights for Minnesotans Facing Home Foreclosure

There are many Minnesotans currently feeling the pain of a home foreclosure. While the housing crisis has raised important questions about America’s economic health, it has also raised questions about where Minnesotans can vote when facing the foreclosure of their home. Here is what voters need to know.

In Minnesota, all voters must identify their residential address before they can vote in an election. They must provide this information when pre-registering to vote in advance of an election or when registering to vote on Election Day.

The fact that a home may be in foreclosure is not sufficient evidence that homeowners no longer reside at their address. The act of home foreclosure is a drawn-out process. An entire foreclosure procedure can take at least 8½ months from start to finish and may take even longer if homeowners pursue legal action. Voters may continue to reside at their property and still have rights to their property for some time during foreclosure. In fact, homeowners are allowed to live in their homes for at least 6 months after a sheriff’s sale.

No one can legally challenge the registration of a voter in a precinct simply because he or she knows a voter’s property is in foreclosure. State law requires that challengers must have personal knowledge that an individual is not eligible to vote, which in this case would be personal knowledge that the individual does not reside in the precinct. To bring a challenge, a challenger would have to personally know that a voter has indeed vacated their residence—through either a voluntary move or eviction proceeding—and the voter does not intend to return. Only upon this basis can a challenger then legally challenge to a voter’s residency and sign a sworn statement under oath that he or she has personal knowledge that the individual in question is not eligible to vote in the precinct, in accordance with Minnesota Statutes, section 204C.12.

Voters who vacate their property in foreclosure with no intention of returning to that residence must not vote from that address. To do so is a felony. Instead, they must vote from where they currently reside. Minnesota law allows voters to vote from their current residence, even if they just moved there, as long as they have resided in Minnesota for 20 days. Minnesota allow voters to register on Election Day at their polling location if they can provide proof of residence.

Citizens with additional voter questions related to Minnesotans facing home foreclosure may contact the Office of the Minnesota Secretary of State.

Information related to voting, voter registration, absentee balloting, military or overseas voting, and locating your polling place is available by contacting your county auditor, visiting the Office of the Secretary of State online at mnvotes.org or calling 1-877-600-VOTE (8683) or Minnesota Relay Service at 1-800-627-3529.

This document is available in alternate formats for individuals with disabilities.

Office of the Minnesota Secretary of State | Elections Center | 180 State Office Building | 100 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, MN 55155 | 1-877-600-VOTE or 651-215-1440 | MN Relay Service 711 | elections.dept@state.mn.us | www.sos.state.mn.us

III. Serving Special Populations

Municipalities with large student, military, or homeless populations may face some challenges in administering EDR. Election officials have developed some best practices.

The biggest challenge with large student populations is the sheer number of students who want to register to vote on Election Day. Many out-of-state students will not have requested absentee ballots from their home state and will wish to register to vote at their college address. Conducting voter registration drives before Election Day and encouraging students to fill out absentee ballots can be extremely helpful in reducing the number of registrants on Election Day.

- ▶ Minnesota election officials have found creative ways to reach out to students. They work with the schools to distribute information and voter registration forms with move-in packets and work with off-campus landlords to distribute voting materials with leases.
- ▶ Election officials in Maine have found it helpful to work directly with the schools to get more students registered ahead of time, and to make sure that registration cards are filled out correctly.
- ▶ Precincts with a large student population should be more heavily staffed with workers trained to register students.

Localities like Orono County, Maine have found it useful to set up polling places directly on college campuses.

- ▶ Blue Earth County, Minnesota sets up polling places in dormitories to better serve student populations.
- ▶ Campus residents in Keene State College, New Hampshire are districted together so that all reside in the same election ward.

Previously registered students who have changed their addresses, even in the same dormitory building, may need to file a notice of their new address. Orono County, Maine officials make a good point of advising students of this requirement before Election Day in order to cut down on the number of Election Day registrants.

Insufficient proof of residency or identity is a common problem with campus-based Election Day registrants. Many out-of-state students do not have in-state driver's licenses and are unaware of or misinformed about acceptable forms of identification. Lists of acceptable documents should be widely distributed and readily available to students.

- ▶ Election officials in Wisconsin and Blue Earth County, Minnesota facilitate student Election Day registration by obtaining a certified list of students and their places of residence from area colleges. (Figure 22). This “dorm list” is supplied to polling places around the campuses. Students can then register to vote with their student ID cards and a positive match from the dorm list.

Out-of-state student registration is a common source of confusion for poll workers and election officials in both EDR and non-EDR states. Voter registration requirements, which vary by state, should be extensively advertised to student populations. Several recent and high-profile disputes have involved students’ continued eligibility for health insurance and college scholarships, and their proper residency for tax purposes. Dissemination of accurate information is essential.⁹

- ▶ New Hampshire election officials have distributed information leaflets to students explaining their right to register to vote in New Hampshire and any potential ramifications of local residency for purposes of health or car insurance, taxes, scholarships or financial aid. (Figure 23).

States with large military populations may confront similar challenges. Election officials in Laramie County, Wyoming have worked directly with Voting Assistance Officers on military bases to help military personnel register in advance of elections, or request absentee ballots from home jurisdictions.

Election Day Registration states may also need to make special provisions for registration by homeless individuals. Wisconsin allows such persons to designate a homeless shelter, park bench, or other fixed locations as their residence. Acceptable identification may include letters from homeless shelters or service-providing organizations.

22

COLLEGE STUDENTS

The municipal clerk may request that a college or university prepare and provide a certified student list that is current within 10 days of election. Students can use this certified list as proof of residence in order to register to vote. If a student chooses to use the list as proof of residency, he or she must also provide his or her college ID or fee card when registering. A college student’s ID or fee card must contain a photo of the cardholder (§6.34(3)(a)7, Wis. Stats.). This procedure is often used for college students residing in campus housing.

If a student does not appear on the student list, he or she cannot register to vote using his or her college ID as proof of residence. If a student can provide other proof of residence (per §6.34 Wis. Stats.), he or she can register at the polling place just like any non-student.

If a college student has an out-of-state driver license, he or she must provide the last four digits of his or her Social Security number OR the number from a state ID card issued by the Wisconsin Department of Transportation to complete the WI Voter Registration Application (EB-131).

NOTE: If a person presents an out-of-state driver license, write the State from which the license is issued and the number on the bottom of the EB-131.

*Wisconsin Election Day Voter Registration Manual, October 2008,
Government Accountability Board Elections Division*

VOTING AS A COLLEGE STUDENT IN NEW HAMPSHIRE AND VOTER REGISTRATION

I. Introduction

Voting is a fundamental right and a responsibility of citizens in our democracy. Under Part I, Article 11 of the New Hampshire Constitution, every inhabitant of the State of New Hampshire, who is a United States citizen and age 18 or older, is qualified to vote in New Hampshire. Voting is the most important right because it is the right by which citizens protect all other rights.

II. College Student Voting

New Hampshire election law provides college students with a special privilege when determining where they register to vote. A college student in New Hampshire may choose as his/her voting domicile, either the domicile he/she held before entering college or the domicile he/she has established while attending college. New Hampshire law provides the following definition of domicile:

An inhabitant's domicile for voting purposes is that one place where a person, more than any other place, has established a physical presence and manifests an intent to maintain a single continuous presence for domestic, social, and civil purposes relevant to participating in democratic self-government. A person has the right to change domicile at any time, however a mere intention to change domicile in the future does not, of itself, terminate an established domicile before the person actually moves. A person's claim of domicile for voting purposes shall not be conclusive of the person's residence for any other purpose.

Under no circumstances may college students retain two voting domiciles. Like any other citizen, college students have only one voting domicile and may only cast one vote in any election. Accordingly, college students attending college in New Hampshire are encouraged to make a determination as to whether they wish to register to vote in the New Hampshire town or city where they live while attending college or to exercise that right in their hometown.

The following is not legal advice and is meant only to provide you with information that may help you make an informed decision regarding where to vote. If you have questions, you are encouraged to consult with your parents, legal advisor or college officials. Changing your legal address may impact other things such as:

- Health insurance – most health insurance is not affected. If you obtain insurance through a family plan that requires your legal domicile to be your family residence, you may want to check with your family or your insurance agent.

- Car insurance – usually affected only if you obtain insurance through a family plan that requires your legal domicile to be your family residence. Check with your family or your insurance agent.
- Taxes – only individuals with significant assets or tax liabilities might be affected. If you are in this category, you may want to check with your tax advisor.
- Any scholarship or grant that is conditioned on your being and remaining at a legal resident of a particular town/city or state. Financial aid officers report that major student loan and grant programs including Pell, Perkins, Stafford, PLUS, SEOG, and Federal work study are not affected. Check with your financial aid officer.

Many legal interests, such as your in-state versus out-of-state tuition status is not affected by establishing your voting domicile in the municipality where you live while attending college.

IV. Preserving the Integrity of Elections

“EDR is much more secure because you have the person right in front of you—not a postcard in the mail. That is a no-brainer. We [Minnesota] have 33 years of experience with this.”¹⁰

—Mark Ritchie,
Minnesota Secretary of State

Election Day Registration has not undermined the integrity of election results in EDR states. Those states have developed a number of mechanisms to deter voter fraud.

Barbara Hansen, the Director of Wisconsin’s Statewide Voter Registration, described the preventive measures that her state takes to address voter fraud. According to Ms. Hansen,

“There are a couple safeguards at the polling place for people coming in to register. One is they have to show proof of residence, and that is held up in court cases that that [*sic*] is a valid way to identify someone, and we also have the challenge process, so we have observers at the polling place that could challenge someone’s right to register and right to vote. We also conduct a post-election audit, and now, with our statewide voter registration system, we’re able to make sure that the same person cannot vote twice in the same election...”¹¹

- ▶ Maine, Wisconsin, Idaho and Minnesota send out non-forwardable mailings after each election to new registrants. The voter is purged from the registration list if the cards are returned as undeliverable.
- ▶ Wyoming checks for potential duplicate registrations when registration data are entered into the statewide voter registration database. Wyoming matches applicants’ names, dates of birth and driver’s license ID and/or social security numbers. Duplicate registrations are investigated further to determine if fraud has occurred. Lynne Fox of Uinta County, Wyoming has found that duplicate registrations are usually due to a change of residence, change of name or clerical error.
- ▶ Voters in Maine must disclose their place of previous registration, or state that they have never been registered to vote. Registrations will not be accepted without this information. Registrars send registration cancellation forms to previous-registration jurisdictions, whether in-state or out-of-state.
- ▶ Proof of identity requirements at the polls help deter individuals who might use fraudulent identities to vote. Maine voters without a photo ID are given a “challenged ballot.” A challenged ballot is counted the same as a regular ballot. Challenged ballots are segregated and their validity determined if a recount is requested and challenged ballots are numerous enough to affect the outcome of the election.

The voting public should be clearly warned that double voting is a crime, and that they will be prosecuted if they vote an absentee ballot or in another district, and then attempt to re-register and vote again on Election Day.

- ▶ All polling places in Maine post signs listing voter eligibility rules and the penalties for voter fraud. Officials in Wisconsin also post notices concerning voter fraud. (Figure 24).

The public should also be advised about computerized, statewide voter registration database usage and the risk of prosecution for fraudulent registration and/or voting. The threat of prosecution is a powerful deterrent.



Voter Information Signage, Milwaukee, WI, 2008

Endnotes

1. Steven Carbó and Regina Eaton, “Voters Win with Election Day Registration,” *Demos*, February 3, 2010. http://www.demos.org/pubs/voterswin_feb032010.pdf.
2. Minn. Stat. § 204B.195 (2008).
3. U.S. Election Assistance Commission, *Compendium of State Poll Worker Requirements*, August 2007. <http://www.eac.gov/assets/1/Page/A%20Compendium%20of%20State%20Poll%20Worker%20Requirements.pdf>.
4. Iowa Code §49.13(5) and Utah Code §20A-5-601
5. Wis. Stat. § 7.30(2)(am) (2002).
6. Minn. Stat. § 201.061 (2008); Idaho Code Ann. § 34-408A (2008); Me. Rev. Stat. Ann. 21-A, § 121 (2005); Wis. Stat. § 6.34 (2005); Wyo. Stat. Ann. § 22-3-118 (2004); N.H. Rev. Stat. Ann. § 654:12.
7. Minnesota Secretary of State, *Voting in Minnesota – What You Can Expect*, Produced by Rivertown Communications. Stillwater, Minnesota. <http://www.sos.state.mn.us/home/index.asp?page=973>.
8. Officials in Minneapolis, Minnesota, and Franklin, Wisconsin, allow voters to register at the wrong precinct if they do not wish to vote that day. In Uinta County, Wyoming, and Portland, Maine, officials allow voters to register at the incorrect precinct only if they would not reasonably have enough time to go to their correct precinct before the polls close. In Presque Isle, Maine, officials contact the Secretary of State’s office and ask permission for a voter to cast a challenged ballot in the event that a voter insists on voting at the incorrect precinct.
9. The Brennan Center for Justice at New York University School of Law provides a comprehensive explanation of these issues in more detail, including state-by-state laws and policies surrounding college student voting. See <http://www.brennancenter.org/studentvoting> for more information.
10. Steven Carbó and Brenda Wright, “The Promise and Practice of Election Day Registration,” in *America Votes! A Guide to Modern Election Law and Voting Rights*, ed. Benjamin E. Griffith, (Chicago: ABA Publishing, 2008), 65–90.
11. Barbara Hansen, presentation, video conference with State of Illinois Election Day Voter Registration Commission, Springfield, IL, June 25, 2008.

Related Resources from Dēmos

Election Day Registration

- ▶ *Voters Win with Election Day Registration*
- ▶ *Same Day Registration: A Fact Sheet*
- ▶ *How Same Day Registration Became Law in North Carolina*
- ▶ *Anatomy of a Successful Campaign for EDR in Iowa*
- ▶ *Election Day Registration: A Ground-Level View (A Survey of Election Clerks)*
- ▶ *Election Day Registration: A Study of Voter Fraud Allegations and Findings on Voter Roll Security*
- ▶ *America Votes! A Guide to Election Law and Voting Rights*

Books

- ▶ *Keeping Down the Black Vote: Race and the Demobilization of American Voters*, Margaret Groarke, Lorraine C. Minnite & Frances Fox Piven, The New Press, 2009.
- ▶ *Thinking Big: Progressive Ideas for a New Era*, James Lardner & Nathaniel Loewentheil (eds.), Berrett-Koehler, 2009.
- ▶ *Momentum: Igniting Social Change in the Connected Age*, Allison Fine, Jossey-Bass, 2006.
- ▶ *Stealing Democracy: The New Politics of Voter Suppression*, Spencer Overton, Norton, 2006.
- ▶ *Conned: How Millions of Americans Went to Prison and Lost the Vote*, Sasha Abramsky, The New Press, 2006.

Contact

Visit demos.org to download research reports, analysis, and commentary from the Democracy Program.

Inquiries about Dēmos' Democracy Program or this handbook:

Regina Eaton,
Deputy Director of the Democracy Program
reaton@demos.org
212.389.1403

Media Inquiries:
Tim Rusch,
Communications Director
trusch@demos.org
212.389.1407



Election Day

Dēmos: Ideas & Action | 220 Fifth Ave., 5th Floor | New York, NY 10001

www.demos.org | 212.633.1405

Registration