Acknowledgments

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## Surveyed State and Local Officials

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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.
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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.

By countereacting 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

Demos 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

Demos 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.
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. State and country 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.
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**
- You must be eligible to vote in Minnesota
- You must be able to read, write, and speak English
- 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.

**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 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 or county auditor in July, August, September or October.
  - 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 may be asked to serve during a special election.

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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 newly 18 and older voters."

Ralph Helverson
President & CEO
Milwaukee Urban League

"I am very proud that the Milwaukee Urban League and its partners were the first organization in Milwaukee to participate in the Adopt A-Voting Site campaign. It is very important for all of our citizens to exercise their right to vote and we must do everything possible to help facilitate that process."

Shara McCullough
Voting Rights Associate
Milwaukee Urban League

"The Adopt-A-Voting Site initiative raises awareness on the importance of voting, particularly among young people," said Shara McCullough, 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's leadership."

Brenda Smith
Chief Election Inspector
15 years

"It is my 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 vote. 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 • 414-266-3491

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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 full day shift
   b. If needed, I would be available to work the entire shift from 8:00 a.m. until the polls close and all procedures have been completed.
4. If possible, I would like to work at
   District 21: Central
   District 22: Franklin
   District 23: Riverside
   District 25: Public Library
   District 26: Westside Community Service Bldg.
5. I would be interested in the following activities on Election Day
   (Please check all that apply)
   a. Polling
   b. Data entry on a laptop computer
   c. Voter registration
   d. Ballot box
   e. Ballot box administration
   f. Polling
   g. Ballot box
   h. Ballot box administration
   i. Polling
   j. Ballot box administration
6. I will attend the general training session on the Saturday training this time
   Thursday, February 12, 2010 at 9:00 AM
   OR
   Thursday, February 11, 2010 at 9:00 PM
   Please return this form and return it with the help of the clerks prior to January 15, 2010.

OFFICE OF THE CITY CLERK
300 East Main Street
Sun Prairie, WI 53590
608-572-2911

January 6, 2010

Happy New Year 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 know this is going to be a busy election year, but I am surrounded with the number of local primary candidates for the state's elections, which will give us a February Primary Election on February 16. This year there will be some very interesting office holders in the primary ballot as well.

I have noticed a February and April election flurry for working the elections. Because I won't need as many workers for the primary, I will try to schedule you for at least one of the elections.

As in the past, the first shift people will need to get there and start voting at 8:00 a.m. and work until 1:30 p.m. The second shift people will begin voting at 1:30 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 the election.

There will be two training sessions prior to the election on Thursday, February 11. Please choose the two available times, so we can plan accordingly. There are several election laws and policies in your job, and anyone working the polls should attend one of these training sessions.

I have also included an Office of the Clerk which will confirm your Election Official Appointment for the election date of 2010. Please sign this form and return it with the help of clerks prior to January 15, 2010.

If you would like to make your mark at the polls, the partisan primary will be September 14, and the final election will be November 2. It is crucial 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 pleased to have the help of Election Officials on tap. I look forward to the hard work of Election Officials around and again. 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 608-572-2511.

Catherine J. Kunze, Clerk, DMC, WCPC, CPR
City Clerk
608-572-2511

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POLL WORKER RECRUITING & TRAINING: Recruiting Poll Workers
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. 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. 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. 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.
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.

- 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.

- Fill out the application on the back of this brochure.
- Make sure your parent or guardian signs the “Parental Permission” portion.
- Send the application to your county clerk. For a list of county clerks, go to http://sos.state.wy.us/election/clerks.htm.
- Check with your school principal or administration to find out the school policy on requesting an absence from school.
- 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.
- 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://soswyo.state.wy.us.

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/HHI Voters
- Certification of Election Judge Training forms

Office of the Minnesota Secretary of State, 2010
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. 8200.530)

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.

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.

- 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:
- 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.

- 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 the precinct.
- A voter who is vouching 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.

Office of the Minnesota Secretary of State
Voter Registration Flow Chart for Pollworkers

1. Voter presents ID that proves they are who they say (from list)
2. Voter provides data-match numbers (not required to show you these documents):
   - Wyoming drivers’ license number OR
   - If no license, Social security number (minimum of last 4 digits) OR
   - Signs oath they do not have a Wyoming Driver’s License or SSN
3. Refer to Address Rules Report or map to double check Voter lives within precinct
4. Voter completes Voter Registration Application and signs before you.
5. Check that all information is complete and legible.
6. You sign and date as registrar.

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:**

<table>
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<th>No.</th>
<th>In-person signatures on green roster (1)</th>
<th>VRAs with AD stamp (2)</th>
<th>Total number of VRAs (1 + 2) (3)</th>
<th>VRAs tally missing, incomplete or incorrect (4)</th>
<th># voters outside of precinct (5)</th>
<th>No ID (6)</th>
<th>Invalid ID by type (7)</th>
<th>ID Informed, incomplete or missing (DL, student ID, passport #, utility type) (8)</th>
<th>Late Notice missing (9)</th>
<th>Voucher/ Oath missing (10)</th>
<th>Voucher Oath incomplete (11)</th>
<th>No signature (12)</th>
<th>No DOB (13)</th>
<th>PO Box as address (14)</th>
<th>No EJ initials (15)</th>
<th>Missing Max 15 Voucher (16)</th>
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**Election Day Registration Report Cards, Minnesota**

![Diagram of polling station setup](image-url)
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.
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. (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.
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.

Office of the Minnesota Secretary of State
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:

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. 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. 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.
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.

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.

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.
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 manifest 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:

- 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.

- 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.
IV. Preserving the Integrity of Elections

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…”

“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.”

—Mark Ritchie, Minnesota Secretary of State

- 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.
Endnotes


4. Iowa Code §49.13(5) and Utah Code §20A-5-601


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.


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


Contact

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

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