



# 2024 - 2025 Election Judge Certification

Presented by: Kevin Gillen, Director of Field Operations  
Yellowstone County Elections

February, 2024

# Election Judge Training Categories

1. EJ Qualifications & Conduct

2. Before Polls Open

3. Election Day

4. Assisting Voters with Disabilities

5. General Counting Procedures

6. Closing the Polls

7. Special Situations

# Qualifications

- An election judge must be a **registered voter of the county where serving** (MCA 13-4-107)
- No election judge may be a candidate or a spouse, ascendant, descendant, brother, or sister of a candidate or a candidate's spouse or the spouse of any of these in an election precinct where the candidate's name appears on the ballot.

**Exception:** Candidates for precinct offices may serve as election judges.

- Be trained

**Exception:** In emergency situations, eg where a new judge is appointed to fill a vacancy, the judge may be trained at the polls on Election Day.



# Interference with Election Officials or Election Workers

*13-35-203. Interference with election officials or election workers. A person who, in any manner, interferes with the election officials or election workers holding an election or conducting a canvass so as to prevent, obstruct, impair, or hinder the election or canvass from being fairly held and lawfully conducted is guilty of obstruction of a public servant and is punishable as provided in 45-7-302.*



# An Election Judge SHOULD NOT

- Turn a voter away from the polls. The HELP AMERICA VOTE ACT (HAVA) ensures that every individual may cast either a regular or provisional ballot.
- Deposit a ballot that does not contain the “official ballot” stamp (*unless the judges agree that the missing stamp is due to an election judge error*).
- Open or examine the ballot of a voter before putting it in the ballot box.
- Look at any mark on the ballot made by the voter.
- Allow an individual other than the elector to be present at the marking of the ballot, unless the elector is disabled and chooses someone to provide assistance or requests assistance from the election judges.
- Answer a question incorrectly. If you don't know the answer, tell them you are unsure, and we will find out the right answer.



# Compensation

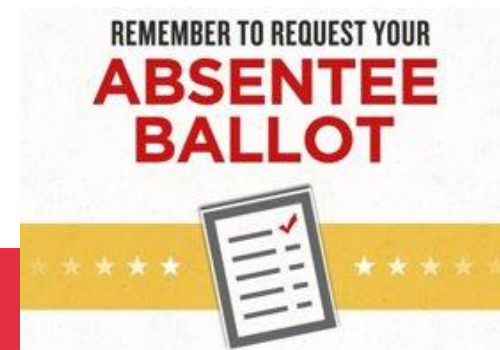
*Election judges must be paid at least the state or federal minimum wage – whichever is great.*

- *Montana's minimum wage is \$10.30/hour.*
- Pursuant to Montana Law 13-4-106, MCA, Election Judges must be paid at least state or federal minimum wage – which ever is greater.
- The minimum pay for Yellowstone County Election Judges is \$10.30/hr. for the 2024 election cycle.
- Chief Election Judges and Polling Place Managers will be paid at a higher rate and reimbursed for transporting election materials, if applicable.
- Payment for training will be made after an individual works at their first election during the 2-year cycle.
- Payment will be mailed at least 2-3 weeks after the election.
- Mileage for attending instruction sessions may also be paid to Election Judges who serve on Election Day.
- Election Judges are exempt from unemployment insurance coverage if their compensation is less than \$1,000 in the calendar year.
- Most Election Judges will not be paid enough money to receive any tax documents from the County.



# Polling place staffing requirements continued

- Election judges may not leave the premises where the polling place is located during the hours they are assigned to work.
  - **Exception:** The Election Administrator may grant permission to leave, but only for illness or a family emergency.
- Two election judges must staff the precinct polling table and materials at all times.
  - **Exception:** Two judges are allowed to leave premises for curb-side voting, this will be discussed during Assisting Voter with Disabilities.
- Election judges serving in a different precinct from the one in which they are Registered MUST vote by absentee ballot.



# Political Opinions

YOU ARE **NOT** ALLOWED TO DISCUSS POLITICS, CANDIDATES OR ISSUES WHEN YOU ARE WORKING AS AN ELECTION JUDGE.

*Providing your political opinions while working as an election judge is grounds for **automatic termination**. You could also risk being referred for charges of “official misconduct”.*

Please refrain from talking about politics, candidates, ballot issues, etc. in any way.

Do not wear apparel or leave magazines or newspaper articles on voting table which could influence a voter while working as an Election Judge.





# Meals & Entertainment

- You will need to bring *all* meals with you unless someone is going to deliver a meal to you.
- You may not leave to pick up food.
- Some polling places offer coffee or food for election judges, such as schools when in session, at the same rate as for other individuals, but it is best to be prepared!
- During certain elections, voter turnout can be low. Bring a book, knitting, cards, etc. to help pass the time.
- However, you must put these items away when you have a voter at your voting table.
- Promotion of commercial or group/organization interests is **PROHIBITED**.



BEFORE POLLS OPEN





# REPORT TO THE POLLING PLACE AT 6:00AM



# Chief Election Judges & Polling Place Managers

Chief Judges and Polling Place Managers are responsible for the following:

- Contacting all precinct judges prior to Election Day.
- For some locations, picking up supplies the day before Election Day.
- Overseeing setup and opening of the Precinct/Polling Place, as well as tear down and closing of the Precinct/Polling Place.
- Assigning specific roles and duties to Election Judges.
- For most locations, returning voted ballots and important forms to the elections office after the polls are closed.
- Engaging with observers/poll watchers.
- Assisting voters with disabilities.
- Most importantly: Troubleshooting throughout Election Day.



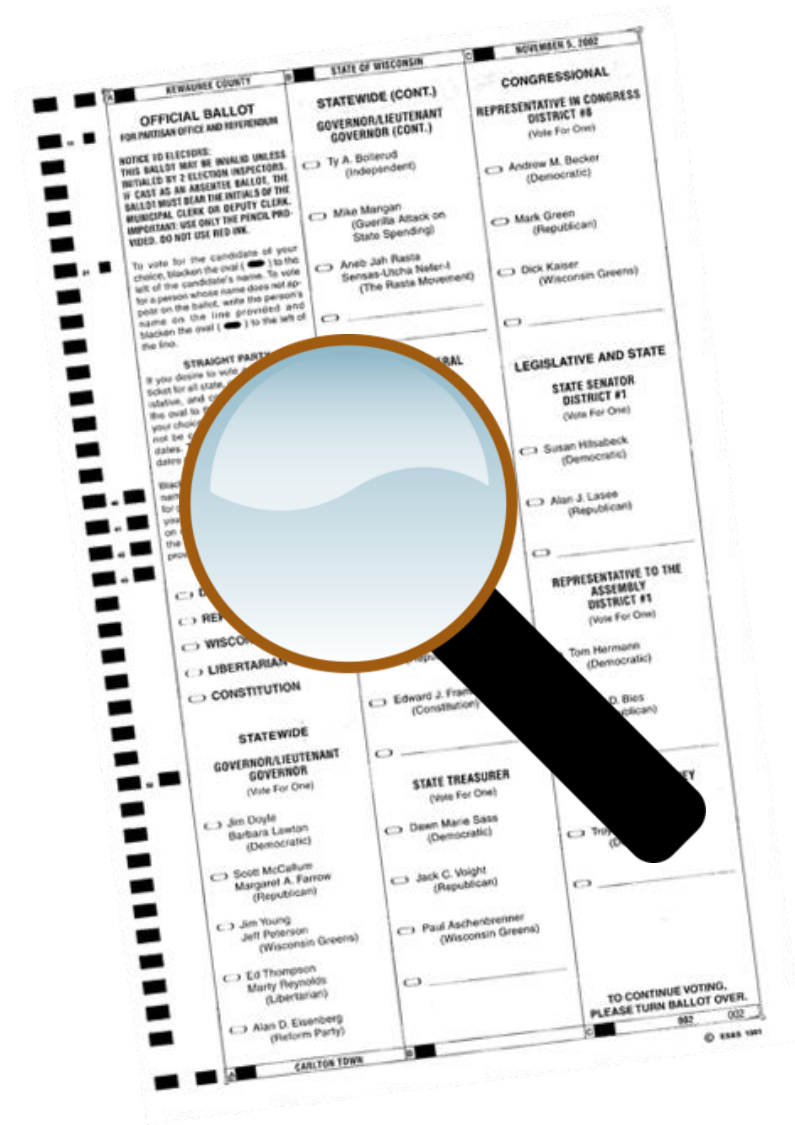
# Arrival & Oath

- Check in with Polling Place Manager
  - You will receive your credentials, assignment, and precinct designation
- The Chief Election Judge may assign additional duties
- The Polling Place Manager or Chief Election Judge can swear in all judges in their precinct at the polling place.

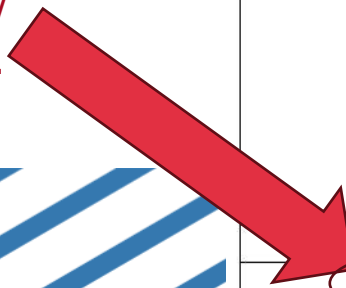




- The Polling Place Manager & a second election judge shall retrieve ballots from the designated, secure location at the polling place
- The Polling Place Manager shall ensure the ballots are distributed to the Chief Election Judge of the correct precinct
- The Chief Election Judge must verify that the ballots received are the correct ballots for that precinct



Ballot Style / Precinct No.



NOTE IN NEXT COLUMN	END OF BALLOT	
01 BLGS WARD 1	Typ:01 Seq:0001 Spl:01	0001



# Ballot Certification Report



## Ballot Certification Report

MUST ACCOMPANY BALLOTS TO EACH POLLING PLACE, VERIFIED BY ELECTION JUDGE AND RETAINED WITH POLLING PLACE MATERIALS

Precinct #: Firelong Learning Center 97

Verify precinct name & number

I, Bradley Seaman, Election Administrator for Missoula County, hereby certify that the total number of ballots printed and received in my office for the Training Election held on the 29<sup>th</sup> day of February, 2024 and above noted precinct was 500.

Total number of ballots delivered to Polling Place:

Beginning number on ballots delivered to Polling Place:

Total number of ballots retained for Absentee voting:

Number on Seal to secure ballots:

200
301
300
187649

Also verify that the ballot sequence numbers agree with ballot certification

Signed this 8<sup>th</sup> day of January, 2024

Election Administrator or Designee

Polling Place Manager & one election judge must sign ballot certification form

Verified by:

\_\_\_\_\_  
Chief Election Judge                      or                      Election Judge

## Ballot Certification Form is in the Poll Book!



# Seal Logs

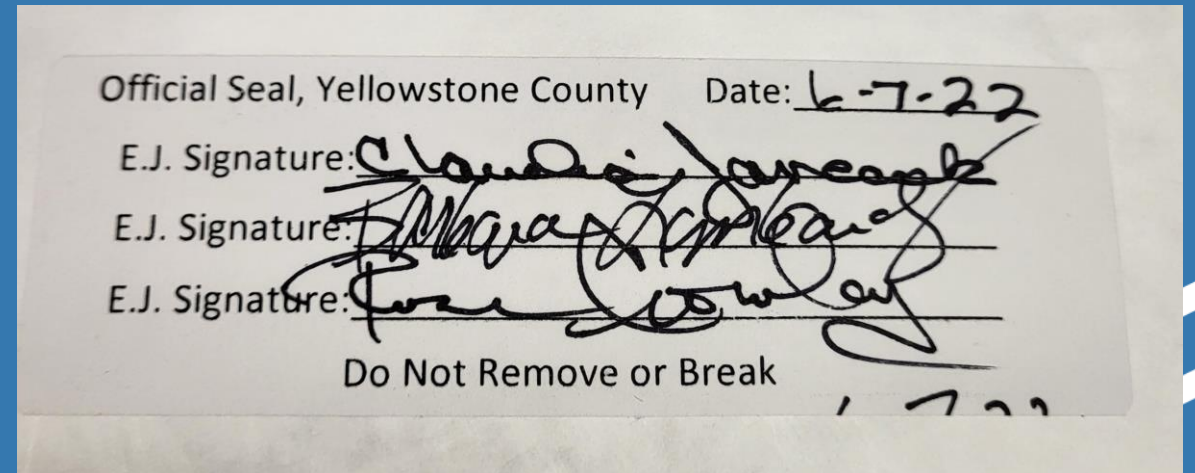


- State law require logs from the Secretary of State to be used to keep track of the custody of election equipment.
- Polling Place Manager and Chief Election Judges will complete logs and an election judge will be required to witness and sign off in the security logs (also known as seal logs).





# SEALS





## Ballots and Election Materials Chain of Custody and Seal Log

The purpose of this form is to show the control, transfer, and disposition of ballots and election materials during an election. Document whenever custody changes or security seals are removed/replaced.

County:	Precinct:	Polling Place:	Ballot Box/Container Identifier:	Election Date:
---------	-----------	----------------	----------------------------------	----------------

Removed Seal	Reason Seal Removed	Transportation (if applicable)	Replaced Seal
<p>(Place removed sticker seal here)</p> <p style="text-align: center;">Sticker Seal must contain: Signature and Date of Seal Placement and Seal Removal</p> <p>If removing a non-sticker seal, sign and date here:</p> <p>_____</p> <p>Election Official Signature    Date    Removed Seal #</p>	<p><input type="checkbox"/> Preparing materials at election office</p> <p><input type="checkbox"/> Accessing materials at polling place</p> <p><input type="checkbox"/> Court order</p> <p><input type="checkbox"/> Other (detail below)</p> <p>_____</p> <p>Signature and Date of Witness</p>	<p><input type="checkbox"/> To Count Center</p> <p><input type="checkbox"/> To Polling Place</p> <p><input type="checkbox"/> Other (detail below)</p> <p>_____</p> <p>Signature and Date of Custodian</p> <p>_____</p> <p>Signature and Date of Witness</p>	<p>Number: _____</p> <hr/> <p>Date: _____</p>
<p>(Place removed sticker seal here)</p> <p style="text-align: center;">Sticker Seal must contain: Signature and Date of Seal Placement and Seal Removal</p> <p>If removing a non-sticker seal, sign and date here:</p> <p>_____</p> <p>Election Official Signature    Date    Removed Seal #</p>	<p><input type="checkbox"/> Preparing materials at election office</p> <p><input type="checkbox"/> Accessing materials at polling place</p> <p><input type="checkbox"/> Court order</p> <p><input type="checkbox"/> Other (detail below)</p> <p>_____</p> <p>Signature and Date of Witness</p>	<p><input type="checkbox"/> To Count Center</p> <p><input type="checkbox"/> To Polling Place</p> <p><input type="checkbox"/> Other (detail below)</p> <p>_____</p> <p>Signature and Date of Custodian</p> <p>_____</p> <p>Signature and Date of Witness</p>	<p>Number: _____</p> <hr/> <p>Date: _____</p>
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# Before polls open continued...

Post polling place signs outside the polling place in visible locations – the signs should direct voters to the voting area.



Place precinct signs on the appropriate table.

- Materials to be posted in conspicuous locations in voting area
  - Sample Ballots
  - Warning Notices
- Materials to be posted in each voting station
  - Montana Voter Information Notice

All sides of  
sample ballots  
must be posted  
in the polling  
place.



OFFICIAL PRIMARY ELECTION BALLOT - REPUBLICAN PARTY  
SAMPLE COUNTY, MT  
June 3, 2014

SAMPLE COUNTY		STATE OF MONTANA		JUNE 3, 2014	
<b>INSTRUCTIONS TO VOTERS</b>					
1. TO VOTE, BLACKEN (●) THE OVAL COMPLETELY. An oval blackened completely to the left of the candidate or ballot issue choice indicates a vote for that candidate or a vote on the ballot issue.					
2. To write in a name, blacken the oval to the left of the line provided, and write in the name (or affix a pre-printed label) in the blank space(s) for the write-in candidate(s) for whom you wish to vote.					
3. DO NOT CROSS OUT. If you make a mistake or change your mind, exchange your ballot for a new one.					
VOTE IN ALL COLUMNS VOTE BOTH SIDES					
<b>FEDERAL AND STATE</b>		<b>FEDERAL AND STATE</b> <i>(Continued)</i>		<b>COUNTY</b> <i>(Continued)</i>	
FOR UNITED STATES SENATOR (VOTE FOR ONE)		FOR STATE REPRESENTATIVE DISTRICT X (VOTE FOR ONE)		FOR COUNTY AUDITOR (VOTE FOR ONE)	
○ CANDIDATE B		○ CANDIDATE B		○ CANDIDATE B	
○		○		○	
<b>COUNTY</b>		<b>COUNTY</b>		<b>NONPARTISAN - STATE</b>	
FOR COUNTY COMMISSIONER DISTRICT X (VOTE FOR ONE)		FOR COUNTY CLERK AND RECORDER (VOTE FOR ONE)		FOR SUPREME COURT JUSTICE #1 (VOTE FOR ONE)	
○ CANDIDATE A		○ CANDIDATE B		○ CANDIDATE A	
○ CANDIDATE B		○		○ CANDIDATE B	
○		○		○	
FOR UNITED STATES REPRESENTATIVE (VOTE FOR ONE)		FOR COUNTY SHERIFF (VOTE FOR ONE)		FOR DISTRICT COURT JUDGE DISTRICT X, DEPT. X (VOTE FOR ONE)	
○ CANDIDATE A		○ CANDIDATE B		○ CANDIDATE A	
○ CANDIDATE B		○		○	
○		○		○	
FOR PUBLIC SERVICE COMMISSIONER DISTRICT X (VOTE FOR ONE)		FOR COUNTY ATTORNEY (VOTE FOR ONE)		<b>NONPARTISAN - COUNTY</b>	
○ CANDIDATE A		○ CANDIDATE B		FOR JUSTICE OF THE PEACE DEPT. X (VOTE FOR ONE)	
○ CANDIDATE B		○		○ CANDIDATE A	
○		○		○ CANDIDATE B	
FOR STATE SENATOR DISTRICT X (VOTE FOR ONE)		FOR COUNTY SUPERINTENDENT OF SCHOOLS (VOTE FOR ONE)		○	
○ CANDIDATE A		○ CANDIDATE B		○	
○ CANDIDATE B		○		○	
○		○		○	
VOTE IN NEXT COLUMN		VOTE IN NEXT COLUMN		VOTE BOTH SIDES	
TEST PRECINCT		Typ:02 Seq:0001 Spl:01		Seq:0001	

SAMPLE

**INSTRUCTIONS TO VOTERS**

- TO VOTE, BLACKEN (●) THE OVAL COMPLETELY. An oval blackened completely to the left of the candidate or ballot issue choice indicates a vote for that candidate or a vote on the ballot issue.
- To write in a name, blacken the oval to the left of the line provided, and write in the name (or affix a pre-printed label) in the blank space(s) for the write-in candidate(s) for whom you wish to vote.
- DO NOT CROSS OUT. If you make a mistake or change your mind, exchange your ballot for a new one.

TEST PRECINCT

SAMPLE COUNTY		STATE OF MONTANA		JUNE 3, 2014	
<b>BALLOT ISSUES</b>					
<b>XXXXX County Local Government Review</b>					
○ FOR the review of the government of Sample County and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of Sample County and submit recommendations on the government.					
○ AGAINST the review of the government of Sample County and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of Sample County and submit recommendations on the government.					
<b>City/Town of XXXXXX Local Government Review</b>					
○ FOR the review of the government of (City of Sample) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (City of Sample) and submit recommendations on the government.					
○ AGAINST the review of the government of (City of Sample) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (City of Sample) and submit recommendations on the government.					
END OF BALLOT					
TEST PRECINCT		Typ:02 Seq:0001 Spl:01		Seq:0001	

SAMPLE

## MONTANA VOTER INFORMATION

This information must be publicly posted in each voting station and elsewhere in each polling place on Election Day.

### HELP AMERICA VOTE ACT AND STATE LAW VOTING INFORMATION REQUIREMENTS:

#### Date and Time of Election:

#### Voting Instructions:

When you enter your polling place, an election judge will greet you, ask your name, and determine whether you are registered to vote in that precinct. He or she will also ask you to show ID. (Under federal law, all mail-in registrants and first-time voters must show

ID; under state law, all other voters are required to show ID as well.)

This ID can be any current photo ID that shows your name (for example, a driver's license, school ID, state ID, or tribal ID) or a current utility bill, bank statement, paycheck, voter confirmation notice, government check or other government document that shows your name and current address.

If you forget your ID, you have many options. You can return to the polls when you have it, or fill out a polling place elector ID form, or vote a provisional ballot, which will be counted if your identity can be verified.

After you have shown ID and your eligibility to vote has been verified, you will sign the register and be provided an official,

# Montana Voter Information poster goes in each voting station.

# Warning poster is posted in polling place

## WARNING

The sections of law printed below list specific conduct or actions which may cause an elector to be subject to criminal prosecution. This is not intended to be a complete printing of all laws pertaining to election violations. *By law, this warning notice must be posted in conspicuous places in the polling place.*

### INFORMATION ON STATE LAWS REGARDING PROHIBITIONS ON ACTS OF FRAUD AND MISREPRESENTATION:

**13-35-201. Electors and ballots.** (1) An elector may not show the contents of his ballot to anyone after it is marked. No elector may place any mark upon the ballot by which it may be identified as the one voted by him.

(2) An elector may not receive a ballot from any person other than an election judge and may not vote any ballot except one received from an election judge. No person other than an election judge may deliver a ballot to an elector.

(3) No person may solicit an elector to show his ballot after it is marked.

(4) An elector who does not vote a ballot delivered to him shall, before leaving the polling place, return the ballot to an election judge.

**13-35-202. Conduct of election officials and election judges.** An election officer or judge of an election may not:

(1) deposit in a ballot box a paper ballot that is not marked as official;

(2) examine an elector's ballot before putting the ballot in the ballot box;

(3) look at any mark made by the elector upon the ballot;

(4) make or place any mark or device on any ballot with the intent to ascertain how the elector has voted;

(5) allow any individual other than the elector to be present at the marking of the ballot except as provided in 13-13-119 and 13-13-119; or

(6) make a false statement in a certificate regarding affirmation.

**13-35-206. Injury to election equipment, materials, and records.** A person is guilty of criminal mischief or tampering with public records and information, as appropriate, and is punishable as provided in 45-8-101 or 45-7-208, as applicable, whenever the person:

(1) prior to or on election day, knowingly defaces or destroys any list of candidates posted in accordance with the provisions of the law;

(2) during an election:

(a) removes or defaces instructions for the voters; or

(b) removes or destroys any of the supplies or other conveniences placed in the voting station for the purpose of enabling a voter to prepare the voter's ballot;

(3) removes any ballots from the polling place before the closing of the polls with the purpose of changing the result of the election;

(4) carries away or destroys any poll lists, checklists, ballots, ballot boxes, or other

equipment for the purpose of disrupting or invalidating an election;

(5) knowingly detains, mutilates, alters, or destroys any election returns;

(6) mutilates, secretes, destroys, or alters election records, except as provided by law;

(7) tampers with, disarranges, defaces, injures, or impairs a voting system with the intent to alter the outcome of an election;

(8) mutilates, injures, or destroys a ballot or appliance used in connection with a voting system; or

(9) fraudulently defaces or destroys a declaration or certificate of nomination.

**13-35-211. Electioneering -- soliciting information from electors.** (1) A person may not do any electioneering on election day within any polling place or any building in which an election is being held or within 100 feet of any entrance to the building in which the polling place is located, which aids or promotes the success or defeat of any candidate or ballot issue to be voted upon at the election.

(2) A person may not buy, sell, give, wear, or display at or about the polls on an election day any badge, button, or other insignia which is designed or lends to aid or promote the success or defeat of any candidate or ballot issue to be voted upon at the election.

(3) A person within a polling place or any building in which an election is being held may not solicit from an elector, before or after the elector has marked a ballot and returned it to an election judge, information as to whether the elector intends to vote or has voted for or against a candidate or ballot issue.

**13-35-214. Illegal influence of voters.** No person, directly or indirectly, by himself or by any other person on his behalf, for any election, to or for any person on behalf of any elector or to or for any person, in order to induce any elector to vote or refrain from voting or to vote for or against any particular candidate, political party ticket, or ballot issue, may:

(1) give, lend, agree to give or lend, offer, or promise any money, liquor, or valuable consideration or promise or endeavor to procure any money, liquor, or valuable consideration;

(2) promise to appoint another person or promise to secure or aid in securing the appointment, nomination, or election of another person to a public or private position or employment or to a position of honor, trust, or emolument, in order to aid or promote his nomination or election, except that he may publicly announce or define what is his choice or purpose in relation to an election in which he may be called to take part, if elected.

**13-35-217. Officers not to influence voter.** No officer, while acting in his official capacity, may, by menace, reward, or promise of reward, induce or attempt to induce any elector to cast a vote contrary to his original intention or desire.

**13-35-218. Coercion or undue influence of voters.** (1) No person, directly or indirectly, by himself or any other person in his behalf, in order to induce or compel a person to vote or refrain from voting for any candidate, the ticket of any political party, or any ballot issue before the people, may:

(a) use or threaten to use any force, coercion, violence, restraint, or undue influence against any person; or

(b) inflict or threaten to inflict, by himself or any other person, any temporal or spiritual injury, damage, harm, or loss upon or against any person.

(2) No person who is a minister, preacher, priest, or other church officer or who is an officer of any corporation or organization, religious or otherwise, may, other than by public speech or print, urge, persuade, or command any voter to vote or refrain from voting for or against any candidate, political party ticket, or ballot issue submitted to the people because of his religious duty or the interest of any corporation, church, or other organization.

(3) No person may, by abduction, duress, or any fraudulent contrivance, impede or prevent the free exercise of the franchise by any voter at any election or thereby compel, induce, or prevail upon any elector to give or to refrain from giving his vote at any election.

(4) No person may, in any manner, interfere with a voter lawfully exercising his right to vote at an election so as to prevent the election from being fairly held and lawfully conducted.

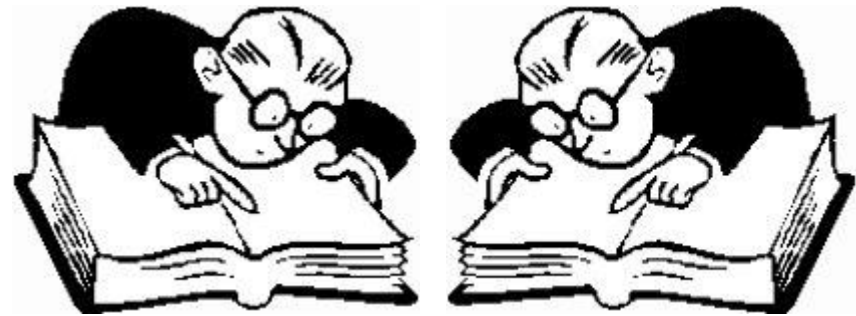
(5) No person on election day may obstruct the doors or entries of any polling place or engage in any solicitation of a voter within the room where votes are being cast or elsewhere in any manner which in any way interferes with the election process or obstructs the access of voters to or from the polling place.

### INFORMATION ON FEDERAL LAWS REGARDING PROHIBITIONS ON ACTS OF FRAUD AND MISREPRESENTATION:

Federal authorities may become involved in election fraud or misrepresentation issues when a state prosecutor asks for federal assistance or when allegations arise that criminal vote fraud has occurred in a federal election. If you have information about vote fraud, contact the nearest office of the FBI or your local U.S. Attorney's office.

Before polls  
open  
continued...

- Check the **Register** to make sure it is the correct Register for your precinct.
- Update Supplemental Register to the Official Register



# Supplemental Register

- Close of regular registration is 30 days prior to an election.
- The next day, late registration starts. During late registration, an individual can register and receive a ballot *in person*.
- Our office prints Official Registers the weekend before Election Day.
- Monday before Election Day, our office conducts late registration from 8am- noon.
- To track the changes made within those four hours, we pull a supplemental register to add to each precinct's register to track changes.












OFFICIAL-NOT ABSENTEE REGISTER - Jurisdiction Voters

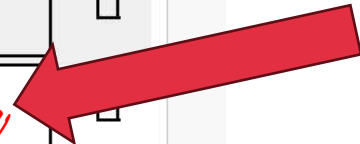
Register ID: 100652

Election: Special  
 County: YELLOWSTONE

Date: 4/1/2024  
 Precinct: 4,

List #	Registrant ID	Registrant Name	Status/DOB	Residence/Mailing Address	Pct Split Ballot Style	Signature	Credit
1	755694 	ACTON, MARTHA JO	Active	(R) 8010 MOLT RD BILLINGS, MT 59106 (M) PO BOX 31633 BILLINGS, MT 59107	4-2		<input type="checkbox"/>
2	653596 	ADAIR, ANDRE MARSHALL	Active	(R) 4300 ALKALI CREEK RD BILLINGS, MT 59106 (M) P O BOX 80704 BILLINGS, MT 59108-0704	4-4	Provisional	<input type="checkbox"/>
3	450142325 	ADAMS, JENNIFER ELIZABETH	Active	(R) 14027 4TH ST BROADVIEW, MT 59015 (M) P O BOX 175 BROADVIEW, MT 59015	4-8		<input type="checkbox"/>
4	450142326 	ADAMS, RORY AUSTIN ! Ask voter to fill out a new registration form	Inactive	(R) 14027 4TH ST BROADVIEW, MT 59015 (M) P O BOX 175 BROADVIEW, MT 59015	4-8	Inactive	<input type="checkbox"/>
5	450246801 	ADAMS, RYAN EVERETT ! Ask voter to fill out a new registration form	Inactive	(R) 4900 BUFFALO TRAIL RD MOLT, MT 59057 (M)	4-7	Inactive	<input type="checkbox"/>
6	683752 	ADERS, LEANN C	Active	(R) 4700 LAZY KT RD MOLT, MT 59057 (M)	4-7	Absentee Sent - CV	<input type="checkbox"/>
7	650578 	ADERS, STEVEN LEE	Active	(R) 4700 LAZY KT RD MOLT, MT 59057 (M)	4-7		<input type="checkbox"/>
8	645280 	ADKINS, RONALD C	Active	(R) 5626 NORTHERN LIGHTS DR ACTON, MT 59002 (M)	4-9		<input type="checkbox"/>
9	649644 	ADKINS, TAMMY JEAN	Active	(R) 5626 NORTHERN LIGHTS DR ACTON, MT 59002 (M)	4-9		<input type="checkbox"/>

*Insert the supplemental register information, as appropriate*





# Before polls open continued...

- Set up Precinct Table to include the following items:
  - ❖ Precinct Signs
  - ❖ Register – pens and tabs and rulers or guides
  - ❖ Voter registration forms
  - ❖ Voter ID Information
  - ❖ Poll Book – and associated balancing forms
  - ❖ Ballots & official ballot stamp
  - ❖ Voter Information Pamphlets (if applicable)
  - ❖ Secrecy Sleeves and Unvoted/Voided Ballot Sleeves
  - ❖ Cheat sheets



# Before polls open continued...

- The ExpressVote **must be set up and tested** by 7AM
  - this is a priority for the polling place manager and assigned judges.
- Ensure a table that can accommodate a wheelchair is readily accessible
- Prepare 100-foot electioneering chalk line
- Call the Elections office immediately if you are missing supplies. The number for supplies is located on the front of the black accordion folder.



# ELECTION DAY AT THE POLLING PLACE



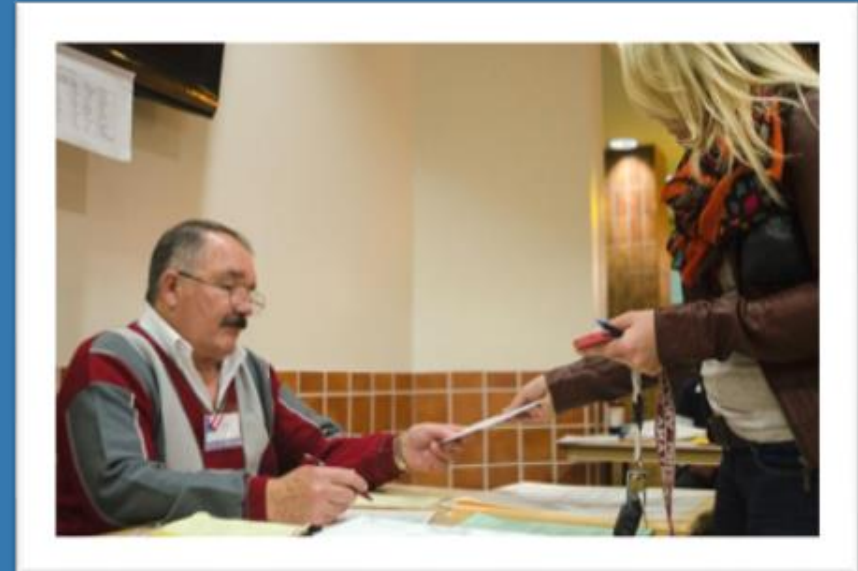
# Opening the Polls

- The Polling Place Manager will proclaim the opening of the polls aloud at the time set for opening.
- Polls in Montana must open at **7:00 a.m.**



**Hear ye! Hear ye!**  
**The polls are now open!**

- Register Judge
- Scanner Judge
- Provisional & ADA Judge
- Poll Book Judge
- Transportation Team Judge
- Absentee Board Judge
- Ballot Judge
- Post Election Audit



# Ballot, Poll Book, Register Judge



# Register Judge Duties



- Ask voter to see ID
- Instruct the voter to state name & address
- Announce the voter's name loud enough to be heard by poll watchers
- Instruct voter to sign the register

# Register Judge continued...

Appropriate ID:

- Any current photo ID with voter's name may be used, photo ID does not need to be a MT driver's license
  - Example of photo ID: Costco card; Student ID; out-of-state drivers license, credit card with picture



OR



- If voter does not have photo ID
  - the voter shall present a current utility bill, bank statement, paycheck, notice of confirmation of voter registration, government check, or other government document that shows the voter's name and current address.
  - NOTE: *if address on the non-photo ID is different than the address in the Register, voter should fill out a new Voter Registration application, but may vote one time at the precinct of the old address.*

YOU ARE HEREBY NOTIFIED THAT YOUR NAME AND ADDRESS APPEARS ON THE OFFICIAL VOTER REGISTRATION ROLLS OF THIS COUNTY AS SHOWN BELOW. PLEASE NOTIFY THIS OFFICE IMMEDIATELY IF YOU FIND AN ERROR. IF YOU CHANGE YOUR ADDRESS OR NAME AT ANY TIME, PLEASE UPDATE THIS INFORMATION BY FILLING OUT A NEW REGISTRATION FORM AND SUBMITTING IT TO THE COUNTY ELECTIONS OFFICE

VOTER CONFIRMATION CARD  
NAME ANDERSON, EARL  
ADDRESS 1260 LARIAT RD  
C/S/J HELENA, MT 59602  
POLL WEST VALLEY FIRE HALL  
PRECINCT P10  
HOUSE HD 80  
SENATE SD 40  
SCHOOL 01 EL

SAVE THIS CARD - IT MAY BE USED AS IDENTIFICATION WHEN YOU VOTE.  
You may also cut out and save the wallet-sized ID card.





# Polling Place ID Tip

- Voters should provide either a :

- Current identification with **Name + Photo**

OR

- Official Document with **Name + Current Address**



**NO ID = PROVISIONAL JUDGE**

# Elector's Name Cannot be Found

- If the voter's name does not appear in the Register
  - ❖ Ask the voter if their name recently changed
  - ❖ Ask the voter if they have a hyphenated name
  - ❖ Ask them to spell their name
  - ❖ Ask if the voter has their voter ID card to verify that they are in the correct precinct
  - ❖ Ask them to offer any clues in locating them in the register
- If name cannot be found, **send the voter to the provisional judge table.**
  - **Do not automatically send the voter to Metrapark without calling the Elections Office.**
  - At Metrapark, send them directly to the late registration line.



# Registration One-Offs

- Inactive
- Absentee Sent
- Absentee Received
- Provisionally Registered

# Register Judge continued...

## Inactive



- This voter did not respond to **multiple mailings** sent because their address on file with the Elections Office did not match the address on file with USPS, or a mail ballot was returned as undeliverable, **and** they did not respond to the mailings.
- An inactive voter should complete an updated voter registration form prior to receiving a ballot.
- Collect all voter registrations to submit to the Election Office after polls close.

# Register Judge Continued...

Absentee Sent

or

Absentee Received

Indicates the voter requested an absentee ballot – they can cast a Provisional Ballot.

***Send to Provisional Judge***



# Register Judge continued...

## Provisionally Registered

A **provisionally registered** voter means that the Statewide Voter Registration System could not verify their identification that was provided when they Registered to vote.

This voter **must vote a provisional ballot**.










OFFICIAL-NOT ABSENTEE REGISTER - Jurisdiction Voters

Register ID: 100652

Election: Special  
 County: YELLOWSTONE

Date:   
 Precinct:   
 Pct Split Ballot Style

Register judges **must** communicate the correct precinct and/or ballot style to the ballot judge.

List #	Registrant ID	Registrant Name	Status/DOB	Residence/Mailing Address	Pct Split Ballot Style	Signature	Credit
1	755694 	ACTON, MARTHA JO	Active	(R) 8010 MOLT RD BILLINGS, MT 59106 (M) PO BOX 31633 BILLINGS, MT 59107	4-2		<input type="checkbox"/>
2	653596 	ADAIR, ANDRE MARSHALL	Active	(R) 4300 ALKALI CREEK RD BILLINGS, MT 59106 (M) P O BOX 80704 BILLINGS, MT 59108-0704	4-4	Provisional	<input type="checkbox"/>
3	450142325 	ADAMS, JENNIFER ELIZABETH	Active	(R) 14027 4TH ST BROADVIEW, MT 59015 (M) P O BOX 175 BROADVIEW, MT 59015	4-8		<input type="checkbox"/>
4	450142326 	ADAMS, RORY AUSTIN ! Ask voter to fill out a new registration form	Inactive	(R) 14027 4TH ST BROADVIEW, MT 59015 (M) P O BOX 175 BROADVIEW, MT 59015	4-8	Inactive	<input type="checkbox"/>
5	450246801 	ADAMS, RYAN EVERETT ! Ask voter to fill out a new registration form	Inactive	(R) 4900 BUFFALO TRAIL RD MOLT, MT 59057 (M)	4-7	Inactive	<input type="checkbox"/>
6	683752 	ADERS, LEANN C	Active	(R) 4700 LAZY KT RD MOLT, MT 59057 (M)	4-7		<input type="checkbox"/>
7	650578 	ADERS, STEVEN LEE	Active	(R) 4700 LAZY KT RD MOLT, MT 59057 (M)	4-7		<input type="checkbox"/>
8	645280 	ADKINS, RONALD C	Active	(R) 5626 NORTHERN LIGHTS DR ACTON, MT 59002 (M)	4-9		<input type="checkbox"/>
9	649644 	ADKINS, TAMMY JEAN	Active	(R) 5626 NORTHERN LIGHTS DR ACTON, MT 59002 (M)	4-9		<input type="checkbox"/>

# Assigning Voter Credit



- Locate voter in Register.
- Have voter sign the Register on the designated line.
- The Register Judge shall check the box to the right of the individual's signature to ensure the voter gets voter credit.
- **It is important to make sure the voter signs the Register in the correct space. If he/she signs in the wrong space and it is not caught, the voter may not get appropriate voting credit.**

6	683752 	ADERS, LEANN C	Active	(R) 4700 LAZY KT RD MOLT, MT 59057 (M)	4-7	<input type="checkbox"/>
7	650578 	ADERS, STEVEN LEE	Active	(R) 4700 LAZY KT RD MOLT, MT 59057 (M)	4-7	<input type="checkbox"/>
8	645280 	ADKINS, RONALD C	Active	(R) 5626 NORTHERN LIGHTS DR ACTON, MT 59002 (M)	4-9	<input type="checkbox"/>
9	649644 	ADKINS, TAMMY JEAN	Active	(R) 5626 NORTHERN LIGHTS DR ACTON, MT 59002 (M)	4-9	<input type="checkbox"/>

Signature





# Register Judge Video





# Poll Book Judge Duties

- After the Register Judge has processed the voter, write the voter's name in the Poll Book beside the appropriate ballot number provided by the Ballot Judge.
  - ❖ Ensure that the number on the next ballot stub is the same as the number in the Poll Book.
  - ❖ If a ballot number is missing from the ballot, or if the ballot is missing, spoiled, blank, clearly mark it in the Poll Book.
  - ❖ At the end of the day, the Poll Book must be reconciled to the number of ballots issued using the Ballot Reconciliation Report, so it is **extremely** important to pay close attention to the ballot numbers.



# Poll Book Judge - Spoiled & Voided Ballots

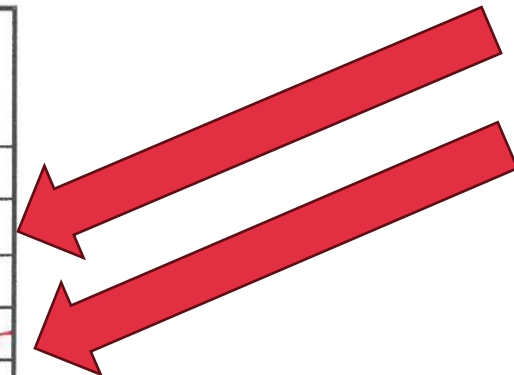
If a voter makes a mistake and needs a new ballot:

1. Find the voter's name/line in the poll book and cross out the stub number in the regular (or provisional, as applicable) ballot column.
2. Write in the new stub number next to the old number.

If there is 1) a missing ballot or; 2) a ballot missing a stub number:

1. Find the voter's name/line in the poll book.
2. Get the next stub number from the Ballot Judge and put it in the appropriate column. Make sure you're communicating ballot style if you have more than one style.
3. In the "Spoiled/Missing/Blank, etc." column add a note about what happened.

Name of Elector	# of			Notes Re: Spoiled, Missing, Blank, Etc.
	# of Regular Ballot Issued	Provisional Ballot Issued	# of Spoiled Ballots	
LeRoy VanDyke	360			
Charlie Pride	<del>361</del> 362		1	Ballot 361 was spoiled Ballot 362 was re-issued
Hank Williams	363			
Ernest Tubbs	365			Ballot 364 was missing voter issued next ballot 365
Dolly Parton	366			
Bob Wills	367			
Waylon Jennings	368	<del>368</del>		resolved
Willie Nelson	369			
Johnny Cash	371			



# Poll Book Judge Video



**If the judge does not skip any lines and ensures that each voter is only listed one time in the poll book, the poll book will always have 50 issued ballots per page.**

# Ballot Judge Duties

## Before the Voter Votes

- Confirm the precinct split / ballot style with the register judge.
- Give next ballot # in that ballot style (if applicable) to Poll Book Judge.
- Stamp the ballot with the **official ballot stamp**.
- Make sure no part of the stamp appears on the stub, covers ballot language or any lines or coding on ballot.
- Demonstrate to the voter the procedure to place voted ballot in secrecy sleeve.
- Instruct voter to return the ballot(s) to you or to the ballot box judge if you are serving at Metrapark.



If you have more than one ballot style, confirm with the Poll Book Judge the style of the ballot the voter should receive.

*Do not place stamp so that it interferes with ballot design or coding. \*\*\*Stamp immediately before providing the ballot to the voter. DO NOT remove the stub.*

OFFICIAL MUNICIPAL PRIMARY BALLOT

CITY OF MISSOULA MONTANA SEPTEMBER 11, 2001

VOTE IN ALL COLUMNS  
INSTRUCTIONS TO VOTERS  
TO VOTE YOU MUST  
BLACKEN THE OVAL (●)  
COMPLETELY, USING ONLY  
THE PENCIL PROVIDED

**NONPARTISAN**  
CITY OF MISSOULA

FOR MAYOR  
FOUR YEAR TERM  
Vote for One

KANDI MATTHEW-JENKINS  
 JEFFREY A. JORDAN  
 MIKE KADAS

FOR MUNICIPAL JUDGE  
FOUR YEAR TERM  
Vote for One

DONALD J. LOUDEN

FOR ALDERMAN, WARD 6  
FOUR YEAR TERM  
Vote for One

DAVID MAX  
 LEWIS "LEWIE" SCHMELLER  
 TRACEY TUREK  
 CLAYTON D. FLOYD JR.

OFFICIAL BALLOT

Missoula County MT

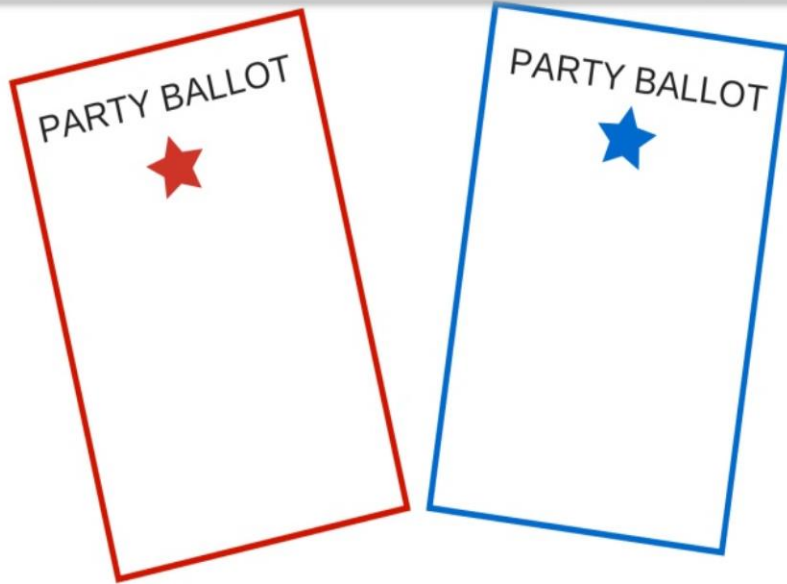
016

© 2001

Ballot Judge stamps ballot with the official ballot stamp in a location on the ballot where it does not interfere with ballot language



# Ballot Judge - Primary Elections



Voter receives eligible party ballots, but may only chose one to vote.

- If a **Primary Election**:
- The voter is given one ballot for each Party.
- Make sure the stub numbers on each Party ballot match.
- Instruct the voter to vote only one Party Ballot and to return all ballots to Ballot Box Judge.
- The voted ballot(s) should be in the secrecy sleeve with the stub(s) sticking out for removal.
- The unvoted ballot(s) should be in the unvoted party ballot envelope with the stub(s) sticking out for removal. The envelopes and the stubs will be deposited (separately) in the unvoted ballot box.

# Ballot Judge – Provide Voter Instructions



1. **TO VOTE COMPLETELY FILL IN (●) THE OVAL USING A BLUE OR BLACK PEN.**

SAMPLE  
SECRETARY OF STATE  
(Vote for One)

<input type="radio"/>	John Doe
<input checked="" type="radio"/>	Thomas Jefferson
<input type="radio"/>	Jane Q Public

2. **DO NOT MAKE AN IDENTIFYING MARK, CROSS OUT, ERASE, OR USE CORRECTION FLUID.** If you make a mistake or change your mind, exchange your ballot for a new one.
3. **VOTE BOTH SIDES / PAGES** – Check ballot to see if there are issues printed on both sides of the ballot. If you are issued a two-page ballot, vote both pages.
4. **AFTER VOTING** – Insert ballot(s) into this folder so that your **stub is exposed**. The judge must remove the stub before ballot is placed into the ballot box.

# Accounting for ExpressVote Activation Cards

If a voter wishes to use the ExpressVote, process them like any other voter, except after they receive their ballot(s), direct them to the ExpressVote Judges.



# Ballot Judge Duties – Spoiled Ballots

- Spoiled Ballot - If a voter spoils or damages their ballot, a new ballot must be provided to them upon request.
- In a primary election, if a voter spoils one of the party ballots, the entire set of party ballots is spoiled and a new set is issued.
- The Poll Book Judge must enter the new ballot number on the same line as the previous ballot.
- The voter should write “spoiled” on the spoiled ballot, and the ballot judge may write “spoiled” on the stub.
- The spoiled ballot should be placed in the unvoted / spoiled ballot envelope and deposited in the unvoted ballot box once the stub has been removed. The detached stub should be placed in the unvoted ballot box separately.



# Ballot Judge Duties: After the Voter Votes

- Collect their ballot(s)
  - Ballots should be in the secrecy sleeves with the stubs out for removal
- In a Primary Election Ensure:
  - The voter voted one party ballot and it is in the secrecy sleeve
  - The unvoted party ballots are in the unvoted party ballot envelope with stubs out
- Remove the stub(s) from all the ballot(s)
- The judge will deposit the voted ballot into the metal ballot box.
- Deposit the voted stub(s) into the stub can.
  - In a Primary Election: Deposit the Unvoted Party Ballot(s) and detached stub(s) into the unvoted ballot box
- Give the Voter an "I Voted" sticker.



# Ballot Judge Video







# Ballot Box Judge Video





# Provisional Judge

## Provisional Balloting Process



# Why a Voter Votes a Provisional Ballot

- The voter did not have appropriate ID
- Voter has an unresolvable “provisional” registration status that could not be resolved when contacting the Elections Office on Election Day.
- The voter appears in the Register as having been issued an absentee ballot “ABSENTEE SENT” or “ABSENTEE RECEIVED”
- The voter does not appear in the Register but claims to have Registered.
- The voter's registration has been challenged.

# Provisional Judge – Absentee Ballot

## Absentee Ballot = PROVISIONAL @ Polling Place or Replacement at the Same Day Registration Site (Metrapark).

If voter has been issued an absentee ballot and claims that it was not received, or was lost or destroyed:

- They have the **option** to come to Metrapark for a replacement.
- Cast a provisional ballot at the polling place if they are in the register.

If the voter wishes to cast a provisional ballot:

- Provide voter with Provisional Instructions and review with them.
- Assist voter with filling out the Provisional Ballot Envelope and fill out the election judge portion.
- Accompany the voter back to the Register judge with provisional envelope to complete process and be issued a ballot.

# Provisional Ballot Procedures

## POLL BOOK JUDGE

- Voter will be issued the next ballot #
- The ballot # will be entered in the provisional ballot column

## BALLOT JUDGE

- Must remove the stub(s) from the ballot(s) issued to the voter and place them in the Provisional Envelope

# Provisional Ballot Procedures

## BALLOT BOX JUDGE

- **Should not** receive a provisional ballot (provisional ballots **must** be resolved before being counted).
- If a voter tries to give you a ballot without stubs you need to call over the polling place manager or have them work with the provisional judge. This voter's ballot cannot go into the ballot box until the provisional ballot is resolved.

# Election Day Situations

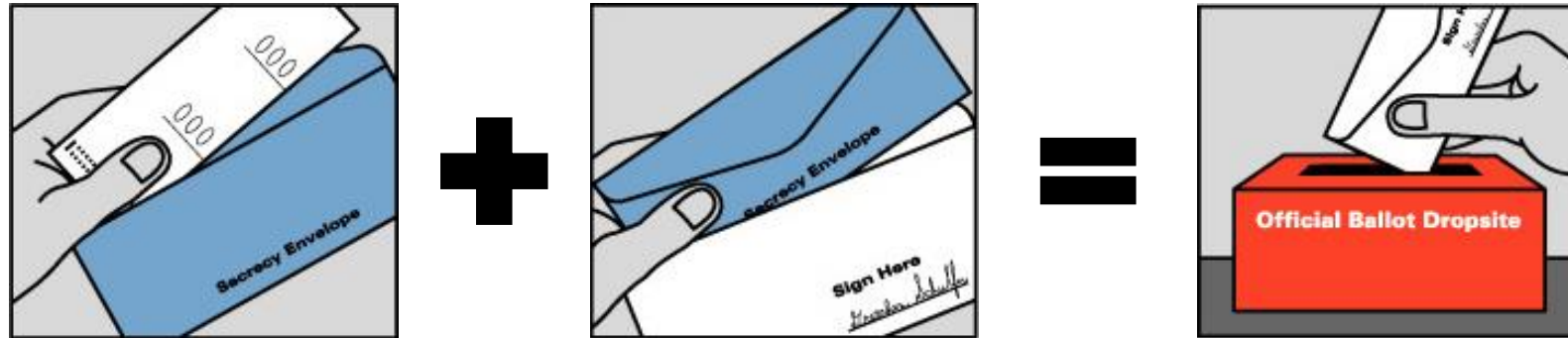
## BALLOT DROP OFF

### Absentee Drop-Off at the Polling Place

- A voter with an absentee mail ballot may drop the ballot off on Election Day at any polling place.
  - ***As long as it is within the same county.***
- They may ***only*** be placed in the absentee ballot box
- Absentee ballots are periodically picked and delivered to the Election Office for signature verification and tabulation.



# Election Day Situation – Ballot Drop Off Cont.



*Absentee envelopes require a printed name and address, plus a signature from the voter on the affirmation, or signature envelope.*

# Election Day Situations

## Poll watchers, Exit Polls, Petition Signature Gatherers, Electioneering & Election Observers

- In short, all of the listed activities EXCEPT electioneering are allowed at the polling place but they CANNOT IMPEDE THE VOTING PROCESS.
- Electioneering can only occur more than 100' from any entrance to a polling place.



# Election Day Situations - Petitions



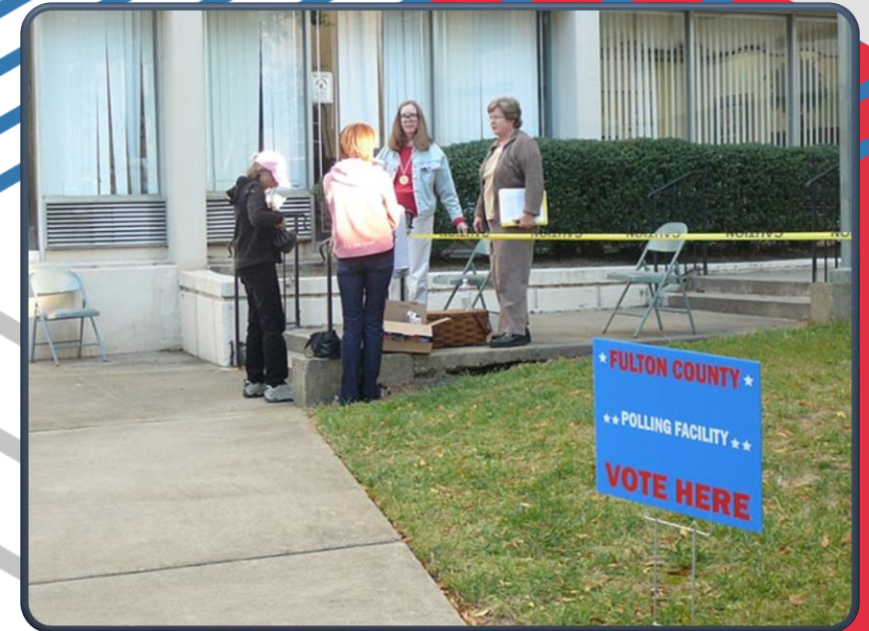
## PETITIONS ON ELECTION DAY

- Individuals may approach a voter with regards to signing a petition after he/she has voted.
- **You have no authority to restrict this process.**
- The person gathering signatures may not **interfere with the election process** (this includes bothering voters on their way in to vote); if he/she does, the Polling Place Manager needs to inform them that they can approach the voter **only** after the voter has voted.

# Election Day Situations

## EXIT POLLS

- This is a legal process – voters have the choice to tell someone how they voted or not; however, they **do not have to answer the questions** if they do not want to!
- They should be positioned outside the polling place and should approach voters only after voting.



# Election Situations - Electioneering

- No electioneering may occur **within 100 feet** to any a polling place entrance on Election Day.
- It may be necessary to request an individual leave the polling place if they have on any attire or buttons that indicate support/opposition to any candidate or ballot issue that is **being voted on.**



# Election Day Situations: Write In Candidates

4 Year term  
VOTE FOR ONE

George Washington

Abraham Lincoln

Franklin D. Roosevelt

*John Adams*

-----

## Write-Ins

- A list of declared write-in candidates will be provided by the election administrator.
- You should provide a copy of the list to a voter **ONLY** if they request it.
- An voter has the option to write in the name of a candidate of choice, whether there is a qualified candidate or not.

# Election Day Situations: Miscellaneous

Election Judges should periodically check voting booths to make sure instructions are up, that black or blue pens are in the booth, and that no one has left anything or marked anything in the booth.



# Polling Place Conduct







# Assisting Voters With Disabilities

# Assisting Electors with Disabilities

There are several situations that may require election judge assistance for disabled voters:

- Elector Unable to Sign Register
- Elector Unable to Enter Polling Place (Curbside Voting)
- Elector Requesting Assistance with Marking their Ballot
- Elector requests to use ExpressVote

# Assisting Electors with Disabilities

## Voter Unable to Sign Register

- A voter unable to sign his/her name cannot be denied the right to vote because of inability to sign the precinct Register.
- Notation must be made in the precinct Register on the signature line if a voter is unable to sign.
  - X
  - Fingerprint
  - Agent

6	683752	ADERS, LEANN C	Active	(R) 4700 LAZY KT RD MOLT, MT 59057	4-7		<input type="checkbox"/>
7	650578	ADERS, STEVEN LEE	Active	(R) 4700 LAZY KT RD MOLT, MT 59057	4-7		<input type="checkbox"/>
8	645280	ADKINS, RONALD C	Active	(R) 5626 NORTHERN LIGHTS DR ACTON, MT 59002	4-9		<input type="checkbox"/>
9	649644	ADKINS, TAMMY JEAN	Active	(R) 5626 NORTHERN LIGHTS DR ACTON, MT 59002	4-9		<input type="checkbox"/>

*Unable to sign-10:15 a.m. JJ*

# Curbside Voting

## Voter Unable to Enter Polling Place – Curbside Voting

- Two judges (from different Political Parties if possible) will take a blank ballot, other voting materials, and an “Oath of Elector Unable to Enter Polling Place” form outside the polling place to the voter.
- Elector will sign oath and 2 judges will witness.
- After voter shows appropriate ID, they are allowed to vote.
- Have voter put ballot(s) in secrecy sleeve for transport back into polling place.
- Both judges assisting voter must sign Register.
- Attach oath of voter to Register.



# Assisting Elector with Disabilities

## Voter Requesting Assistance with Marking Ballot

- Upon request from a voter, two judges (from different political parties if possible) should assist:
  - one to mark the ballot as requested
  - one to verify aloud that the person marking the ballot is marking as requested.
- Make sure to complete the required form if you assist a voter in this capacity.



# Assisting Elector with Disabilities

## ExpressVote

- The ExpressVote must be available at each polling place for voters
- The ExpressVote includes
  - ❖ Headphones for sight impaired voters.
  - ❖ Braille keys for sight impaired voters.
  - ❖ Ability to magnify print on ballot for sight impaired voters.
  - ❖ Ability to adjust contrast for sight impaired voters.
  - ❖ Attachment for Sip and Puff device for voters with mobility impairments.
- Polling Place Manager and Chief Election Judges receive ExpressVote training



# General Counting Procedures





# POLL BOOK RECONCILIATION: BALANCING THE POLL BOOK

*Ballot reconciliation will be compared to the hand count of ballots in the ballot box.*

- Confirm all voters have voted and deposited their ballot.
- Poll book judges should complete their portion of the ballot reconciliation form using the poll book worksheet.
- Following the **seal log procedures**, unseal the ballot box.
- Working in teams of at least two judges, sort the ballots in the box based on the ballot style and, if a primary election, by party.
- Complete the bottom of the ballot reconciliation form.
- Place the voted ballots into the correct envelope for the ballot style (and, if applicable, party) and seal it appropriately for transportation.





# AM: Ballot Certification Report

*Confirms the Number of Ballots Received*



## Ballot Certification Report

MUST ACCOMPANY: BALLOTS TO EACH POLLING PLACE, VERIFIED BY ELECTION JUDGE AND RETAINED WITH POLLING PLACE MATERIALS

Precinct #: \_\_\_\_\_

I, \_\_\_\_\_ Election Administrator for \_\_\_\_\_ County, hereby certify that the total number of ballots printed and received in my office for the \_\_\_\_\_ Election held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and above noted precinct was \_\_\_\_\_.

Total number of ballots delivered to Polling Place: \_\_\_\_\_  
 Beginning number on ballots delivered to Polling Place: \_\_\_\_\_  
 Total number of ballots retained for Absentee voting: \_\_\_\_\_  
 Number on Seal to secure ballots: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
 Election Administrator

Verified by: \_\_\_\_\_ or \_\_\_\_\_  
 Chief Election Judge Election Judge

# PM: Ballot Reconciliation Report

*Reconciles the Number of Ballots in the Ballot Box Using a Hand Count*



## Ballot Reconciliation Report (for Poll Book)

Form is included in the back of each poll book and is used to reconcile ballots on Election Day.

COUNTY \_\_\_\_\_ PRECINCT \_\_\_\_\_

### PART 1

1. Last ballot number issued \_\_\_\_\_
2. Subtract Void and Spoiled Ballots \_\_\_\_\_
3. **Subtotal** \_\_\_\_\_
4. Subtract number of ballots reserved for Absentee voting – see [Ballot Certification Report](#) (use the "Total number of ballots retained for Absentee voting" number from that form) \_\_\_\_\_
5. **Total number of paper ballots issued** \_\_\_\_\_

### PART 2

6. Total number of paper ballots issued (same as Part 1, #5) \_\_\_\_\_
7. Subtract total number of unresolved provisional ballots \_\_\_\_\_
8. **Total number of ballots less unresolved provisional ballots** \_\_\_\_\_\*

### PART 3

9. **Total number of ballots in ballot box** (sheet 1) \_\_\_\_\_\*  
 (sheet 2 if applicable) \_\_\_\_\_

(this number should be the actual number of ballots counted – the number of sheet 1 and sheet 2 ballots may be different, especially in cases in which electors do not vote or return sheet 2.)

\*#8 and #9 should match. If they do not, fill out the reason below.

*If number of ballots hand-counted does not reconcile with number from poll book ballot reconciliation, detail below how many ballots are short or in excess and any reason of which you are aware for the discrepancy:*



# CLOSING THE POLLS



- Proclaim aloud the closing of the polling place at 8 p.m.
- Make sure that an election judge or official is present to ensure that the last person in line at 8 p.m. is allowed to vote, and that no one who appears after 8:00 is allowed to get in line and vote.
- Contact the Election Office to verify no additional voters are in line so that the Election Office can begin reporting results.
- **Election Judges must remain at the polling place until released by a Polling Place Manager.**

# Closing Polls continued...

- Election Judges are responsible for closing the polling place and ensuring that election materials are secured and returned to the Elections Office.
- The following must be sealed and secured for transport:
  - Voted ballots (divided by ballot style and party)
  - Spoiled ballots, unvoted party ballots, and unvoted party ballot stubs
  - Unissued ballots
  - Issued ballot stubs
- The ExpressVote must be resealed for transport together with the unused activation cards and ExpressVote log.
- Fill out timesheets
- Follow break-down procedures for your polling place



# Special Situations



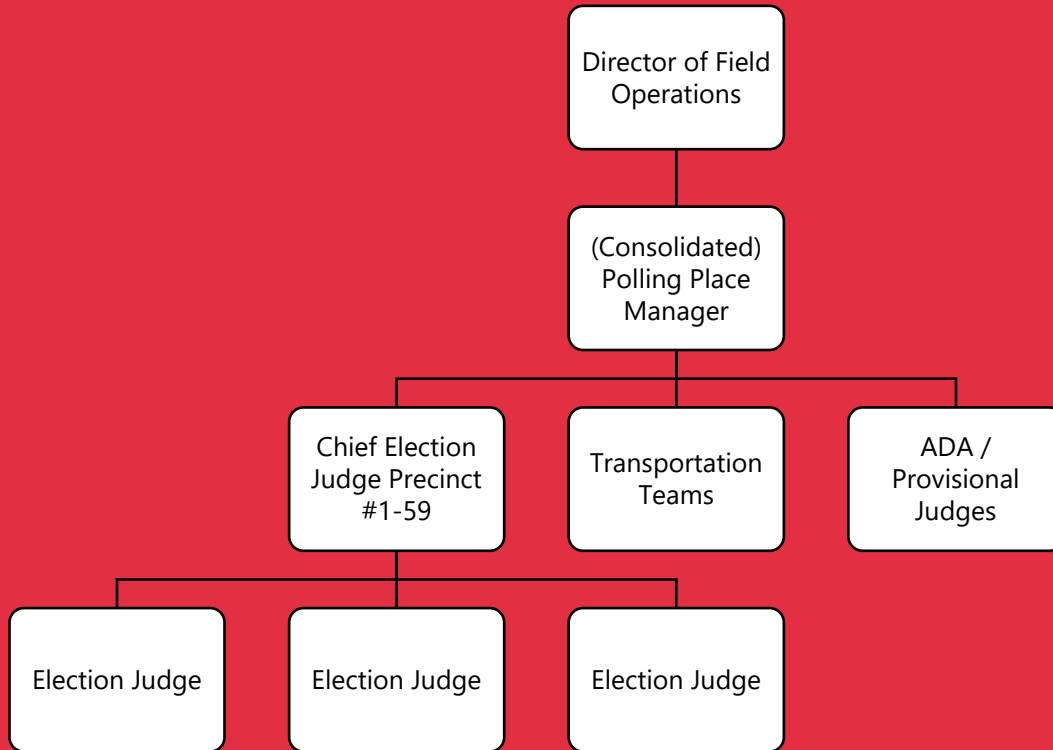
# Natural Disasters, Health-Related Disasters, Electrical Outages and other Election Day Problems



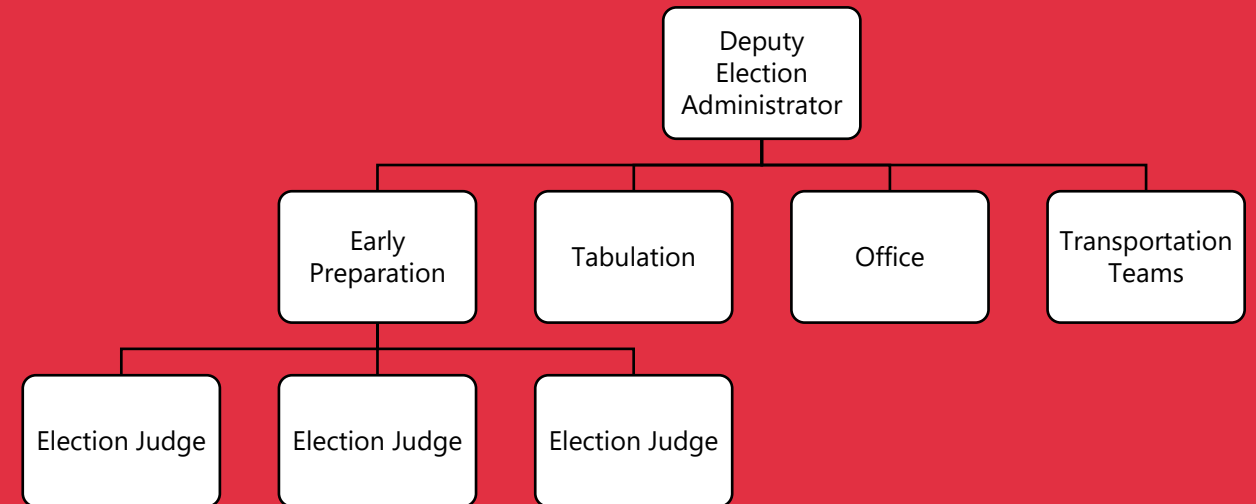
- Notify Elections Office immediately!
- Follow the emergency protocol in your polling materials *including* filling out an incident report when appropriate.
- The polling place materials will have a list of emergency contacts.

# Reporting Incidents of Concern

## POLLING PLACES



## COURTHOUSE



**TAKEAWAY:** Report **incidents of concern** to your Chief Election Judge or Polling Place Manager. Chief election judges should be communicating concerns to the (Consolidated) Polling Place Manager.








# Questions?



# Return Supplemental Form to Receive Certificates of Completion



 Certificate of Completion of Instruction of Election Judge  
Issued each even-numbered year before the primary election. Election judge must possess a current certification of completion of instruction to work as an election judge.

ISSUED BY THE COUNTY ELECTION ADMINISTRATOR

I, \_\_\_\_\_, Election Administrator for \_\_\_\_\_ County, do hereby certify that at a training session held \_\_\_\_\_, 20\_\_\_\_ pursuant to 13-4-203 MCA

(       Name       of Election Judge)

attended and successfully completed instructions on (check all that apply):

- EJ Qualification & Conduct
- Before the Polls Open
- Election Day
- Assisting Voters with Disabilities
- General Counting Procedures
- Closing the Polls
- Special Situations

And is hereby declared qualified to serve as an election judge for a period beginning this day and ending before the next regularly scheduled Federal Primary Election.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Election Administrator

SEAL

## Try an Express Vote!