

ELECTION JUDGES: Serving Burnsville Voters

November 5, 2024 General Election



First of All



Thank you, Election Judges!

For being here today and for serving our community!

We can't do elections without you.

* Please type your first and last name into the Chat so we know you attended





Before we begin... Introductions

- Macheal Collins, City Clerk
 - 952-895-4490
 - Macheal.Collins@burnsvillemn.gov
- Megan Hamilton, Assistant City Clerk
 - 952-895-4468
 - Megan.Hamilton@burnsvillemn.gov
- Erica Henderson, Deputy City Clerk
 - 952-895-4460
 - Erica.Henderson@burnsvillemn.gov



Before we begin... Introductions

- Rachel Schaepkens, Admin Clerk
 - 952-895-4494
 - Rachel.Schaepkens@burnsvillemn.gov
- Polly Bergerson, Elections Clerk
 - 952-895-4491
 - Polly.Bergerson@burnsvillemn.gov

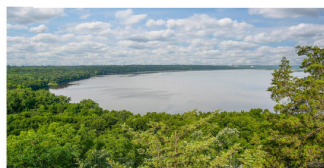
Before we begin...

- Type your full name into the Chat
 - If you can't access the Chat, email Megan to say you attended
- To ask questions, type into the Chat or "raise a hand"
- Contact Megan with questions about your precinct or schedule
- Complete payroll forms if you didn't work this year yet

Training Materials – your friends on Election Day!

2024 Election Judge Manual

State Primary Election – August 13, 2024
State General Election – November 5, 2024
Local General Election – November 4, 2025



Dakota County, Minnesota

- Power Point handout
- **2024 Election Judge Manual**
 - Available at city hall or
 - Download at www.burnsvillemn.gov/elections (Election Judges tab)
- Look through it before Election Day

Before Election Day



Before Election Day

- Time Off from Work – we can notify employer in writing 20 days in advance
- Request absentee ballot if not serving in your precinct
- Plan to wear comfortable clothes/shoes; wear layers in case room is cold/hot
 - Avoid heavy perfumes, fragrances
- No political logos, slogans, names, etc. on clothing or your vehicle



Before Election Day

- Bring something to read or do (not political) - use ear buds if a video/music
 - *Voters are 1st priority*
- Plan to bring meals/water in a cooler or make arrangements
- You should hear from your Chair Judges 1-2 weeks before election day
- Alternate judges are on standby – often called up before election day



Election Judges

Election Judges cannot be...

- Relatives serving together in the same precinct at the same time (*spouse, parent, step-parent, child step-child, sibling, and step-sibling*)
- Candidates serving in a precinct where they are on the ballot
- Relatives of a candidate, and anyone who temporarily or permanently lives in the same house as a candidate on the ballot
- Challengers (*more info later*)

Reminder –
You represent
Burnsville!



- Treat every person with respect
- Talk about neutral subjects; but don't overshare 😊
- Make it a calm, comfortable environment for everyone

New in 2024





New Laws

- **Restore the Vote** – A criminal record does not prevent voting unless you are in jail for a felony
- **Language Helps** – Voter instructions in every polling place for top 3 non-English languages
 - Somali, Spanish, Hmong
 - Some need to be posted, others only need to be available (will be marked)



November 5 General

- **Long ballot – many races!**
- Each race says how many candidates they can vote for
- School District races
- Ballot Questions:
 - Constitutional Amendment
 - ISD 191 Question
 - ISD 194 Question

[illegible]

- Renew MN program for natural resources funding through the lottery
- NOT voting is the same as voting "No"

Shall the Minnesota Constitution be amended to protect drinking water sources and the water quality of lakes, rivers, and streams; conserve wildlife habitat and natural areas; improve air quality; and expand access to parks and trails by extending the transfer of proceeds from the state-operated lottery to the environment and natural resources trust fund, and to dedicate the proceeds for these purposes?

☐ No



ISD 191 Question – Renew a Levy for Technology

School District Question 1

Renewal of Expiring Capital Project Levy Authorization for Technology

The school board of Independent School District No. 191 (Burnsville-Eagan-Savage) has proposed a capital project levy authorization of 3.632% times the net tax capacity of the school district. This authorization would renew the school district's existing authorization which is scheduled to expire after taxes payable in 2025. The money raised by the capital project levy authorization will provide funds for the acquisition, installation, replacement, support and maintenance of software and devices, improved technology, technology systems, networks, infrastructure, office and instructional technology, and to pay the costs of technology related personnel and training. The proposed capital project levy authorization will raise approximately \$4,696,767.62 for taxes payable in 2026, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$46,967,676. Shall the capital project levy authorization proposed by the school board of Independent School District No. 191 be approved?

☐ Yes

☐ No

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING TO RENEW AN EXISTING CAPITAL PROJECTS REFERENDUM THAT IS SCHEDULED TO EXPIRE



ISD 194 Question – New Levy for General Education Funds

School District Question 1

Approval of School District Referendum Revenue Authorization

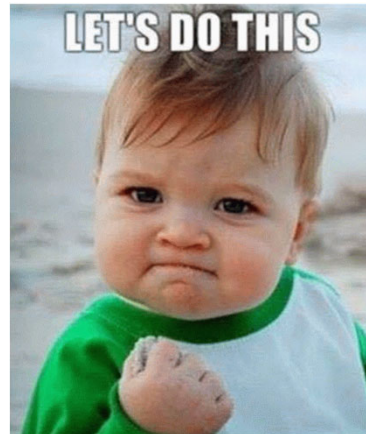
The school board of Independent School District No. 194 (Lakeville Area Schools) has proposed to increase its general education revenue by \$300 per pupil. The proposed referendum revenue authorization would be applicable for ten years beginning with taxes payable in 2025, and increase each year by the rate of inflation beginning with taxes payable in 2026, unless otherwise revoked or reduced as provided by law. Shall the increase in the revenue proposed by the school board of Independent School District No. 194 be approved?

☐ Yes

☐ No

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

It's November 5 - Election Day!



Election Day: Once you arrive...

Election judges...

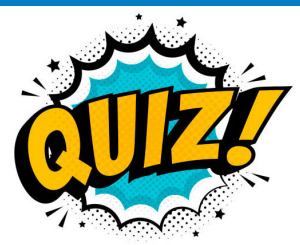
- Must take oath
- Sign official certification form and timesheets
- Wear nametag
- Co-chairs will assign teams based on political party designations

Reminder - Judge Oath

Election Judge Oath

Minn. Stat. 204B.24

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

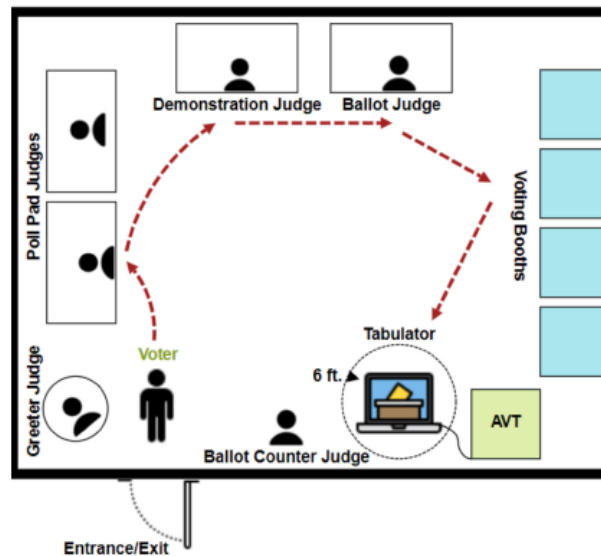


True or False?

Election Judges can talk about political subjects or read political literature in the polling site.

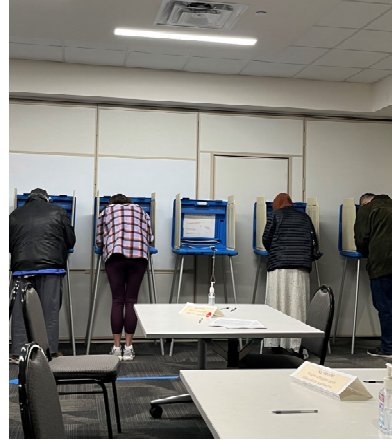
Polling Place Setup

Election Day: Polling place setup example



Election Day: Polling place setup

- Confirm delivery of supplies for your precinct
- Spread out voting booths
- Protect voter privacy
- Use tape, tables, signs to guide voters where to go



Election Day: Polling place setup

- Distribute supply bags to each station
- Hang posters and sample ballots (*standing and wheelchair heights*)
- Place ballot marking pens in voting booths and on tables
- Have extra chairs available for voters
- Chair judges call/text City Staff if anything is missing!

Election Day: Polling place setup



Precinct Equipment and Ballot Certification



Municipality: Burnsville	Ward/Precinct: 8	Election: General	Date: 11/08/2022
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Section 1 – ELECTION OFFICIAL EQUIPMENT AND BALLOT CERTIFICATION:

- Equipment Certification
 - Ballot Counter Seals
CF #1: 203111 CF #2: 203112
 - Ballot Box Seal Number (if needed):

- Ballots delivered by clerk:
 - Number of unopened ballot packages = 20 x 50 = 1000

Michael Allen
Election Official Signature

Section 2 – OPENING ELECTION JUDGE EQUIPMENT AND BALLOT VERIFICATION: (To be completed by Election Judges)

- Equipment Certification
 - Ballot Counter Seals
CF #1: CF #2:
 - Ballot Box Seal Number (if needed):
- Ballots delivered by Election Official:
 - Number of unopened ballot packages = x 50 =
- Official ballot matches the sample ballot (check one):

☐ Yes
☐ No (record discrepancy on Incident Log and contact your Election Official)
- Official ballot matches the accessible voting device (check one):

☐ Yes
☐ No (record discrepancy on Incident Log and contact your Election Official)

Opening Election Judge Signatures

Section 3 – CLOSING THE POLLS EQUIPMENT VERIFICATION:

- Equipment Certification
 - Ballot Counter Seals
CF #1: CF #2:
- (If Seal Numbers do not match, record reason on the Incident Log and contact your Election Official)

Election Day: Polling place setup

Equipment & Ballot Certification Sheet

Any two judges:

- Tabulator: Confirm seal numbers match and are intact; write on form
- Ballots: Ensure ballots are for your precinct
 - Count packages (assume 50 ballots per package not opened) and write the number of ballots on form



Election Day: Polling place setup

[illegible]

Election Day: Polling place setup

Incident Log - Ballots

Any two judges:

- Open a few ballot packs and both judges count and initial ballots.
- Note number discrepancies on the Incident Log (+1/-1)
- Initial enough ballots to stay ahead of voter volume.

Election Day: Polling place setup

Set up the ballot counter (aka tabulator)

Chapter 3: pages 10-21

- Step by step instructions with ballot counter
- All Accessible Voting equipment must be connected before turning on the machine.
- Lift screen to turn ballot counter on
- Ensure battery icon shows charging

Ballot Counter and Accessible Voting Device





Election Day: Polling place setup

Set up the ballot counter (cont.)

Chapter 3: pages 10-21

- Open the Polls
- Print zero tape (*only need 1 copy*), roll it up and keep on the ballot box - do not cut it off
- Verify the names on ballot against the zero tape



Election Day: Polling place setup

Set up the ballot counter (cont.)

Chapter 3: pages 10-21

- Verify ballot box is empty before voting begins
- Verify that write-in bin is closed inside of ballot box
- Lock ballot box



Why is it important to be accurate in counting the number of ballots in each package you open?

Election Day: Polling place setup

Testing the accessible voting device

Chapter 3: pages 16-19

- Print 1 test ballot
- Write "TEST" on it and place in Accessible Device Test envelope
- DO NOT re-insert Test Ballot in ballot counter



Election Day: Polling place setup

Accessible voting table

Chapter 3: pages 10-12

- Table height with chair, wheelchair access
- The accessible device is tethered to the ballot counter – set up near the exit door
- Make the device private by facing screen toward a wall
- Secure cords with tape provided



Election Day: Polling place setup

Opening the Polling Place

- Ballot counter setup is PRIORITY
 - If you have trouble with the accessible voting device, continue ballot counter setup and Chair judges call City Staff.
- Restart ballot counter if not functioning properly.
 - At 7am use the auxiliary slot and contact City Staff.
- It is helpful to have the Greeter Judge start before polls open to verify that waiting voters are in the correct place.



If the ballot counter isn't working when polls open at 7 am, what should you do?

Absentee Ballots

ABSENTEE BALLOTS...

- Do NOT accept in the polling place on Election Day.
 - They can be delivered to City Hall before 8:00 pm
 - Voter may choose to vote in-person instead of absentee
 - "Spoil AB ballot" in "Spoiled Ballots" envelope
- PollPads will have absentee voters marked and update AB voters automatically during election day

Incident Logs

Incident Logs...

- Each station has its own log, denoted in upper right hand corner
- Record all unusual occurrences fully on the applicable log:
 - Registration errors
 - Agitated voters
 - Challenged voters
 - Ballot box issues
 - Discrepancies in ballot count, found ballots, etc.
- Keep a tally of number of voters unable to register

Incident Log

[illegible]

Voter Assistance



- Offer assistance to a voter who appears to need it
 - Only provide as much assistance as requested
- Assistance marking the ballot requires 2 judges of differing declared parties (not undeclared)
- Voter may choose someone other than election judges for help

Authorized Persons in the Polling Place

- Person helping voter
- Person vouching for a voter's residence
- Peace officer - if requested by Election Judge
- Children accompanying voters
- Authorized challengers
- Person making a written complaint
- Authorized observers
- Media
- People conducting exit polls (outside the room)

Challengers Chapter 12.8-9 Pages 94-96

- Appointed by political parties or nonpartisan candidates
- Present letter of appointment & proof of MN residence
 - [Direct them to Chair Judge](#)
- Should sit near pollpad judges but not where they can view voter info
 - Challenge based only on their own personal knowledge
 - Must complete Oath of Challenge Form
- Cannot handle election materials or wander around
- Can be removed for failure to follow rules

Pictures and Videos in Polling Place

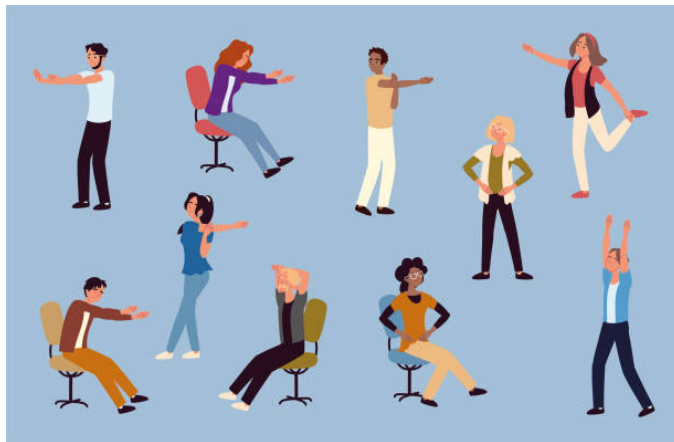


- No law strictly prohibits photos or video, BUT...
 - [Voters have a right to privacy.](#)
 - There may be lines of people waiting (no loitering).
 - MN Statutes prohibit voters from showing their marked ballot to others.
 - Media must talk to Chair Judges (& avoid shots of voters' faces)
- [If a voter wants a selfie](#) - ask them to turn so they are the only one in the picture



Someone declares they are at the polling site as a Challenger. What do you do?

Stretch Break
– 5 minutes!



Election Judge Roles

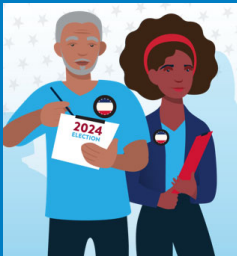


Election Judge Roles

- Co-Chair Judges (aka Head Judges)
- Pollpad Supervisor Judge
- Greeter Judge
- Pollpad Judge (Roster/ Registration)
- Ballot/ Demonstration Judge
- Ballot Counter Judge

** We recommend judges rotate & try different stations*

Head Judges or Co-Chairs: Chapter 5



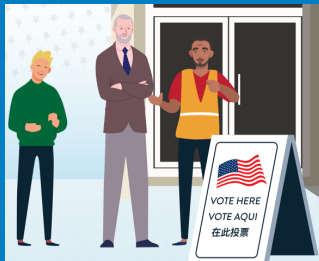
- Lead officials in the polling place
 - Oversees polling place set up and closing
 - Administers the oath & assigns duties
 - Reviews media & challenger credentials
 - Resolves issues - including issuing complaint forms
 - Evaluations of judges

Greeter Judge: Chapter 6

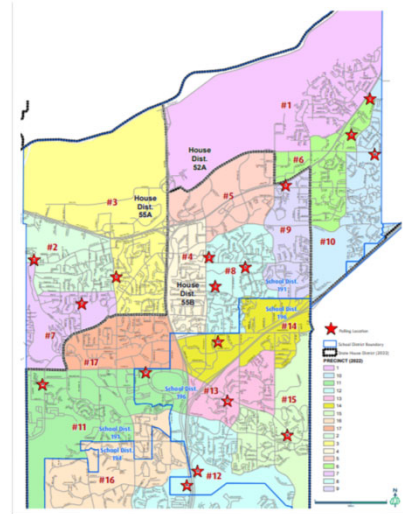


- Welcomes voters
- Stands by front entrance
- Assures voters are in the correct precinct – can lookup their address in Precinct Finder
- Report on activities outside polling place
- Watch for voters with mobility issues; may need assistance

Precincts



- Double-check voters are in **CORRECT PRECINCT!**
- Pollpads can lookup voters in “Precinct Finder”
- No one checks in before 7 am



Therapy pets allowed?



- Voters or judges may be allergic
- Suggest they leave pet in car for 10-15 minutes or...
- Offer curbside voting
- “Service animals” are allowed



Someone shows up to do a survey of voters, or to check ADA compliance at the polling site.
Who handles this?

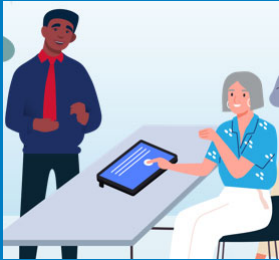
Roster & Registration - Pollpad Judge: Chapters 7-8



PollPads check in & register voters



Roster & Registration - Pollpad Judge: Chapters 7-8



• Check in voters:

- Locate voter name on PollPad
- ASK FOR address and date of birth
- Give voter their “voter receipt” and direct them to Ballot Judge

Roster & Registration - Pollpad Judge: Chapters 7-8



If name is NOT in Pollpad...

- Voter is in the wrong polling place
- Voter’s name automatically removed after not voting for 4 years
- Voter completed VRA less than 20 days before election
- Brand new voter

(Call Macheal if voter believes they are registered in precinct and not found)

Pollpad Training

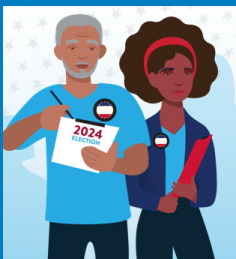


If you'd like to check in voters, make sure you took Pollpad Training!

• Remaining Pollpad Trainings:

- Wed. 10/9 from 2:00-4:30 pm
- Fri. 10/11 from 3:00-5:30 pm
- Sat. 10/12 from 9:30 am-noon
- Mon. 10/14 from 5:30-7:00 pm
- Wed. 10/16 from 2:00-4:30 pm
- Thu. 10/17 from 5:30-7:00 pm

Pollpad Supervisor Judge:



Pollpad Supervisor Judge

- Oversees voter check-ins
- Helps with pollpad issues
- “Boss” of the Pollpad table

Curbside Voting: Chapter 12.7



CURBSIDE VOTING

- Signs for disabled voters to call city hall for curbside voting help
 - City staff will call Chair Judge to notify or voter may send someone into polling place to request curbside assistance
- **Chair Judges oversee**
 - 2 Judges of different political parties needed
- See process in Chapter 12
- Make note on Incident log

Ballot & Demo Judge: Chapters 9-10



- Collect voter receipts
 - Stacks of 10 or 25
 - **Check voter receipt to find correct school district**
- Show voters the ballot:
 - Gray box says how many people they can vote for in each race
 - Fill in the ovals all the way
- Voters must use **ONLY** the ballot marking pens provided

Ballot & Demonstration Judge: Chapters 9-10

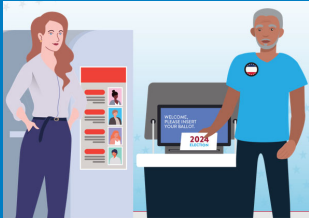


- Exchange spoiled ballots
- Offer secrecy sleeve
- Direct voters to voting booths or tables
- Voters cannot remove ballots from the precinct (must vote there)
- Spoil any abandoned ballots and mark "FOUND IN BOOTH"
 - Report on the [Incident Log](#)



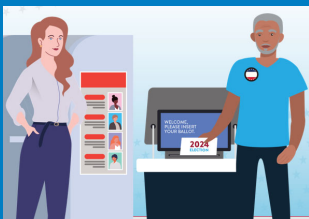
Voter wants to take their blank ballot home to look up candidates. What do you tell them?

Ballot Counter Judge: Chapter 11 Pg 72-79



- Stand a few feet away from ballot counter for privacy
- Voter reads error message on screen - assist if asked
 - Error is usually overvoting
 - Only examine ballot if voter asks
- Voter may spoil ballot and exchange for new ballot
- Watch so voter doesn't jam secrecy sleeve in ballot counter

Ballot Counter Judge: Chapter 11 Pg 72-79

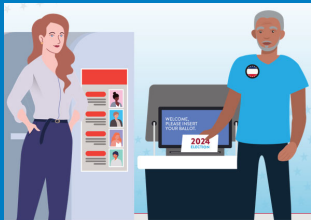


If Ballot Counter stops working...

- Open auxiliary slot on ballot box and contact City Staff
- Voters use auxiliary slot until ballot counter is working
- Once functioning, 2 judges (of diff. parties) feed ballots from auxiliary slot into ballot counter
- Voting continues without interruption

*Troubleshooting the ballot counter
Chapter 11.5*

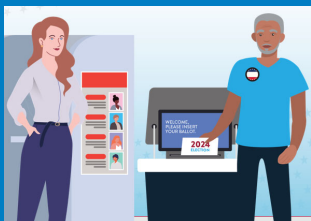
Ballot Counter Judge: Chapter 11 Pg 72-79



Using Accessible Voting Session

If a voter wishes to use the Accessible voting station, Chair Judge can activate an AV session. Follow instructions located in Chapter 11.3 - 11.4

Ballot Counter Judge: Chapter 11 Pg 72-79



- Instruct voter to wait for **"ding"**
- After voter deposits ballot, offer an "I Voted" sticker
- Never try to place the sticker on the voter 😊



Voter inserted ballot
into tabulator and left.
Tabulator shows an
error on the ballot for an
overvote.

What do you do?

8:00 pm = Time to close!



Closing the Polling Place Chapter 13

- Voters in line at 8 p.m. must be allowed to vote
- Polling place is open to the public after all voting is completed
 - Members of the public observing the closing do not have to show a letter
- Only judges may handle ballots/ election materials

Closing the Polling Place Chapter 13



Close ballot counter (Chapter 13.5)

- Close Polls, print results tapes (at least 3-4)
- Chair Judges transmit results to County using wireless modem
 - Secure, encrypted transmission
 - Unofficial results
- Attach print out confirmation of the transmission to the Incident log
- Shut down ballot counter



Closing the Polling Place Chapter 13

Close ballot counter (Chapter 13.5)

- Remove Compact Flash Cards – return in marked clear plastic bag
- Complete the paper summary statement and equipment verification form
- Pack up voting stations, ballot counter, and accessible voting device (*stays in precinct*)
- Pack up and return pollpads, posters, supplies and unused ballots



Closing the Polling Place Chapter 13

Ballots

- Remove all ballots from the tabulator
- Place in the transfer cases and seal; fill in each seal with appropriate info
- General Election: Keep Write-In ballots separate from other ballots



Closing the Polling Place Chapter 13

Balancing process

1. **Sync PollPads** (tap cloud icon on each pad) - click Menu and print Summary Report
2. **Count voter receipts**
3. **Check number of votes cast from ballot box**

All 3 numbers should match

** If you have trouble balancing your counts, let City staff know and bring everything to City hall for assistance*



Closing the Polling Place Chapter 13

Balancing process

- Sign results tape and summary statements
- You don't need to fill in statistics on results tape
- **Seal and sign all envelopes**



Closing the Polling Place Chapter 13

Return to City Hall...

- Co-chair judges (2 judges of diff. parties) deliver back to City Hall all supplies and forms
- Leave voting booths, flag and ballot counter – *don't forget to bring the flash cards to city hall*

WHEW – we made it! 😊



Public Accuracy Test (PAT)



YOU'RE INVITED!

We test the accuracy & security of our ballot counters.

Come watch Chair Judges do the public testing.

Friday, 10/25 at 3 pm
(in the Council Chambers)

Reminders:



Please be sure to...

- Type your name into the Chat if you haven't already done so
- Review Election Judge Manual before Election Day
- Vote absentee if you will not be in your precinct on election day

Any
questions?

