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Election Judge's Role

Your role as an election judge is to ensure fair and accessible elections for all voters and to protect the integrity of the election process. In accordance with federal and State law, you must perform all the duties assigned to you by the local board of elections and perform your duties faithfully, diligently, and without partiality, partisanship, or prejudice.

Election Dates & Voting Hours

Gubernatorial Primary:

Early Voting - Thursday, June 14 through Thursday, June 21, 2018.

Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, June 26, 2018. Polls open at 7:00 a.m. and close at 8:00 p.m.

Gubernatorial General:

Early Voting - Thursday, October 25 through Thursday, November 1, 2018. Polls open at 10:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, November 6, 2018. Polls open at 7:00 a.m. and close at 8:00 p.m.

Arrival Time

Election judges are expected to arrive at their assigned polling place no later than 6:00 a.m. or the beginning of their assigned shift, unless otherwise authorized by the local board of elections. Closing judges should report no later than 6:30 p.m.

Closing Time for the Polls

All voters who are in line to be checked in at 8:00 p.m. are permitted to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in line to be checked in at the time extended voting hours end are permitted to vote. See *Appendix 1 – Extended Voting Hours* for additional information.

Voter ID Policy

Do not ask a voter to show ID unless the voter is marked as “Show ID” in the electronic pollbook.

If a voter offers an ID, you may accept it, but the voter must state his or her name, address, and month and day of birth.

If a voter’s identity is challenged, alert a chief judge immediately.

Children Accompanying Voters

Children 17 years of age and under may accompany a voter in the voting area as long as the child is in the care of the voter and does not disrupt or interfere with normal voting procedures.

Anyone 18 years of age or older who accompanies a voter inside the voting area must complete a *Voter Assistance Form*.

Electronic Equipment in the Polling Place

The use of electronic devices is prohibited inside the polling room. Prohibited devices include radios, televisions, cameras, cell phones, tablets, pagers, and computer equipment. The exceptions to this rule are:

1. With the approval of both chief judges, members of the media may use cameras in a polling place and within the “No

Electioneering Zone” provided they do not interfere with the voting process and do not jeopardize the privacy of voters.

2. Cell phones, pagers, or computer equipment issued or authorized by the local board of elections may be used in the polling place, but only for election purposes.
3. Law enforcement officers and emergency personnel may also use such equipment when acting in their official capacities.

Voters may bring printed materials into the polling place. This includes specimen ballots, voter’s guides from newspapers, and campaign literature. Voters may use electronic devices while waiting in line outside of the polling room.

Line Management

To help improve the voter experience while waiting in line:

- Have single lines leading to the check-in table, voting booths, ballot marking device, and scanning units.
- Check with voters waiting in line to make sure voters are at the correct polling place and in the correct line.
- Give voters the opportunity to review a sample ballot and instructions about the voting system and voting procedures.
- Allow voters to read literature, including information about candidates and ballot questions, while waiting in line outside or inside the polling room. Voters may read newspapers, books, fliers, and pamphlets, etc.
- Allow voters to use electronic devices (cell phones, tablets, etc.) while waiting in line outside of the polling room.
- Provide voting instructions, expected wait times, and explanations for delays to voters waiting in line.

Accommodating Voters in Line

If a voter is unable to stand in line, ask another voter in line to serve as a placeholder, give that voter the placeholder card, and allow the voter needing assistance to sit until the placeholder reaches the check-in judge. The placeholder gives the placeholder card to the check-in judge.



Never ask or require a voter to provide proof of a disability. A voter's disability may not be apparent to you.

Important Contact Information

Election Judge Recruitment: 240 - 777- 8533

Voter Registration: 240 - 777 - VOTE (8683)

Technical Help Desk: 240 - 777- 8543

777vote.org

electionjudge@montgomerycounty.gov

Your Contact Information

You must keep your name, address, home phone number, work phone number, cell phone number, and email address current with the local board of elections.

If you have an unlisted number, please advise the local board of elections. The phone numbers will only be released to the chief judges.

Qualifications for Election Judges

Under Maryland law, you can serve as an election judge if you are:

1. Age 16 or older and demonstrate, to the satisfaction of the local board of elections, that you meet the requirements for an

election judge and at least one parent or guardian gives permission;

2. A registered voter in Maryland;
3. Physically and mentally able to work an assigned shift or up to a 15-hour day;
4. Willing to work outside your home precinct;
5. Able to sit and/or stand for an extended period; and
6. Can speak, read, and write English.



Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

You cannot be an election judge and a:

1. Candidate or currently hold a public or political office, including State and county political party central committees; or
2. Chairman, campaign manager or treasurer for a political or candidate committee.



In most cases, you must be affiliated with one of Maryland's recognized two major political parties. While under oath as an election judge, you must remain nonpartisan at all times.

Mandatory Training Class

You required by law to attend a training class and serve on the day(s) you are assigned to work. You will need to complete an online training quiz before scheduling the class. Election judges are paid for attending training and working the election. If for some reason, an election judge is unable to work on Election Day, there will be **NO** compensation for attending training.

Attendance and Vacancies

If you agreed to serve as an election judge and cannot do so because of an emergency, you must notify the local board of elections immediately so the vacancy can be filled. If you are unable to serve, contact your Recruiter or call 240-777-8533 as soon as possible.

Compensation

Election judges receive a set payment, based on their assigned position, for successfully completing all required training and working the election. Judges who complete training but do not serve will not be paid.

Chief Judges (CHF) - \$250 + \$50 for training

Closing Judges (CLS) - \$100 + \$30 for training

Voting Operations Judges (VOP) - \$180 + \$30 for training

Voting Operations - part time (VOP-A or VOP-B) - \$90 + \$30 for training

Voting Operations - Driver (VOP-D) - \$180 + 30 for training

Voting Operations Provisional (VOP-P) - \$180 + \$30 for training

Roamers (RMR) - \$300 + \$50 for training

Election Night Support (ENS) - \$75

Regional Site Technician (RST) - \$50 + \$10 for training

Standby Judges (STBY) - Varies by position + \$30 for training

A limited number of support positions may also be available, check with your recruiter.

For federal and State income tax purposes, wages **are** taxable. You are required to pay income tax on the wages earned as an election judge. If income taxes are not withheld from your paycheck, you are responsible for reporting and paying any relevant federal and State income taxes. You may receive a W-2 depending on the amount of your earnings. Consult a tax professional for additional information.

Election Judge Oath & Rules of Security Behavior

All election judges must read and sign both the *Election Judge Oath* and *Rules of Security Behavior* prior to serving.

Election Judge's Responsibilities

As an election judge, you must:

1. Attend and participate in an election judge training class scheduled by the local board of elections;
2. Read all election materials provided to you, including this manual, and any updated information sent to you after training class and on election day(s);
3. Attend and participate in a Monday night pre-election meeting at your assigned precinct;
4. Work each assigned day and be on time;
5. While working as an election judge, wear your name tag (as issued by your local board of elections) at all times. Do not write your party affiliation on your name tag;
6. Work together to be sure the polling place opens on time as required by law;
7. Accept direction from the chief judges and assist in whatever needs to be done no matter what you were originally assigned to do;
8. Work with the other election judges at your assigned polling place as a team to:
 - Maintain the integrity and confidentiality of the voting process.
 - Be sure the polling place is secure.
 - Be sure the voting equipment is secure, functioning properly, and available to all voters.

- Be sure the voted and unvoted ballots are secure at all times.
- Help reduce errors and omissions by voters.
- Complete election-related paperwork accurately.
- Comply with the procedures and policies detailed in this manual and any other instructions provided by the local board of elections.

General Rules for All Election Judges

1. Do not wear campaign buttons, t-shirts or other politically oriented items. Electioneering by election judges is not allowed.
2. Do not comment on candidates or political issues among your fellow election judges, voters, or anyone inside the voting room and within the “No Electioneering Zone.”
3. Serve all voters promptly and courteously. Be alert for voters needing assistance.
4. Do not leave the polling place at any time.
5. Do not smoke inside the site or at the polling place entrance.



Smoking, using e-cigarettes, and vaping are prohibited in and around all County facilities and polling places.

6. Dress comfortably and appropriately.
7. Do not bring family members or friends with you to help. Only voters and people approved by the local board of elections (e.g., election judges, challengers and watchers, staff) are allowed in the polling place.
8. Keep conversations with family members, friends, and neighbors brief and focused on the voting process.

9. Remain at your work station at all times unless you are on an assigned break, using the restroom, assisting a voter or performing a task at the direction of a chief judge.
10. Refer questions from the media and challengers and watchers to chief judges. Chief Judges should refer their questions to the Roamer or the local board of elections.
11. Only electronic devices such as cell phones, tablets and pagers issued or authorized by the local board of elections may be used in the polling place and may only be used for election related purposes.
12. Read and comply with the Election Judge Code of Conduct provided by the board of elections and signed during training.

Tips for Election Judges

1. Bring a sweater or jacket in case the polling place is cold.
2. Bring enough food and drinks to last the entire day.
3. Bring any medications you may need. You may not leave the polling place to get any materials.

Types of Election Judges

Chief Judges are responsible for organizing and managing the Monday night pre-election meeting; polling place set up and close down; assuring that voters are served correctly and timely; polling place operations and security, conduct of election judges and resolving voter issues.

Voting Operations Judges – under supervision and guidance of chief judges maintain the integrity and confidentiality of the voting process; process voters at check-in and provisional voters in accordance with security procedures and controls; issue ballots;

direct voters to the voting booths and provide assistance when asked; assist with the polling place set up and close down; safeguard and operate the voting equipment and perform other duties as assigned by the Chief Judges.

Closing Judges – under supervision and guidance of Chief Judges; safeguard and operate the voting equipment; print election results; return election materials to the Board of Elections on election night and perform other duties as assigned by the Chief Judges.

Standby Judges – (Selected during the last few weeks of the election cycle and not assigned a polling place) must agree to be assigned anywhere in the County as the need arises and remain available for assignment until 2:00 pm on Election Day.

Roamers – are judges who are experienced and knowledgeable in election procedures and troubleshooting polling place equipment. Roamers are authorized by the Board of Elections to access the polling place to answer procedural questions and troubleshoot equipment as necessary. They are authorized to ensure all judges in the polling place follow correct procedures, remain within the law, and follow policies set by the Board of Elections.

Other limited positions include Election Night Support, Regional Site Technicians and Runners. Persons selected for these limited positions will receive an in-depth description of their duties and responsibilities.

Term of Office

The term of office is approximately two years and ends thirteen weeks before the 2020 Presidential Primary Election. You are expected to serve as an election judge for all elections held during that period.

Removal of an Election Judge

On Election Day, you represent your local board of elections. Each person who enters the polling place deserves your respect and courteous service.

Maintain a professional demeanor and project a positive attitude at all times. Be supportive and helpful to the voter, even under difficult circumstances.

A local board of elections shall promptly investigate each complaint it receives regarding the fitness, qualification, or performance of an election judge. Likewise, reports of harassment, threatening behavior, or behavior that compromises the integrity and security of the election process will be investigated.

A local board of elections shall remove any election judge who is deemed unfit, incompetent, or whose behavior is deemed inappropriate or unprofessional by the local board of elections. Removal from office may result in the loss of compensation and future consideration for service.

How You Can Vote

If you are assigned to work in a precinct that is not your home precinct, you may only vote during early voting or by absentee ballot.

If you choose to vote by absentee ballot, request an absentee ballot from your local board of elections.

Do not take your completed absentee ballot to the polls. You are not allowed to leave your assigned polling place to deliver your ballot to the local board of elections. You must mail or deliver your voted ballot to the local board of elections before Election Day. You cannot submit your voted ballot online or return it by email or fax. You cannot take it to an early voting center or to a polling place.

If you mail your ballot, the envelope must be postmarked on or before Election Day and received by your local board of elections by 10:00 a.m. on or before Friday, July 6, 2018 for the primary election or Friday, November 16, 2018 for the general election.

If you have specific questions, please contact the Absentee Office on 240-777-8550.